

Special Duty Assignment Pay

Overview

Introduction This section provides the *procedures* for **Special Duty Assignment Pay (SDAP)**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Topics The following topics are covered in this section

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Special Duty Assignment Pay

Guiding Principles

Introduction This section provides the *guiding principles* for **Special Duty Assignment Pay**.

Reference The following references provide additional information about SDAP.

- [Special Duty Assignment Pay](#), COMDTINST 1430.1P
 - [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 4
 - [COMDT COGARD WASHINGTON DC 301919Z JUN 08/ALCOAST 318, CG12, COMDNOTE 1430](#)
 - [E-Mail ALSPO J/08; FY2009 SDAP Codes](#)
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Before you begin If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#)

Annual rate and code changes SDAP entitlements and rates change annually. Procedural guidance is released prior to each fiscal year via ALCOAST and e-mail ALSPO messages. Refer to these messages before taking any action to start or stop SDAP.

FY 2009 rates and codes were published in [e-mail ALSPO J/08](#)
FY 2008 rates and codes were published in [e-mail ALSPO K/07](#)
FY 2007 rates and codes were published in [e-mail ALSPO H/06](#)

Auto-stop upon PCS departure SDAP stops automatically on *the day prior* to PCS departure. Do not enter a Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until the departing endorsement on orders transaction is approved and saved.

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Starting SDAP

Introduction

This section provides the procedure for *starting* Special Duty Assignment Pay.

Procedure

Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new SDAP entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the Start Date. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.</p>
3	<p>The Stop Date may be left blank to pay continuous SDAP. If this is a temporary entitlement, you may enter the stop date.</p>
4	<p>Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types. Reminder: Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive SDAP.</p>
5	<p>Description is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.</p>
6	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p>
7	<p>Manual Row Switch. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</p>

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Starting SDAP, Continued

Procedure (cont'd)

Step	Action
8	Click the  Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Stopping SDAP

Introduction This section provides the procedure for *stopping* Special Duty Assignment Pay.

Reminder, PCS auto-stop SDAP stops automatically on the day prior to PCS departure. Do not enter a Direct Access Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until the departing endorsement on PCS orders transaction is approved and saved.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member’s entitlements detail page. Then, follow these steps to enter a stop SDAP transaction.

Step	Action
1	<p>In the  Correct History mode, find the row to stop. The stop date will be blank as shown below:</p> 
2	<p>Enter the Stop Date for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.</p>
3	<p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p>
4	<p>Manual Row Switch. (CGHRSUP role users only) Select this field <u>only</u> when necessary to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
5	<p>Click the  Save button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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Correcting SDAP

Introduction This section provides the procedure for *correcting* Special Duty Assignment Pay.

Discussion Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete SDAP) and then start a new SDAP entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Special Duty Assignment Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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Deleting SDAP

Introduction This section provides the procedure for *deleting* Special Duty Assignment Pay.

Discussion The total Special Duty Assignment Pay entitlement will be recouped when using this feature.

Procedure Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an SDAP transaction.

Step	Action
1	In the  mode, find the Special Duty Assignment Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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JUMPS Effect

Introduction This section describes the transactions created and segments modified in JUMPS when a Start or Stop SDAP entitlement row is saved in Direct Access.

Start SDAP Creating and saving a new SDAP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	Direct Access Field Name/Description
70	2 Character Alpha-Numeric Code (R3, T5 etc.)	<u>Earnings Type Code</u> <ul style="list-style-type: none"> SDAP Pay Codes and rates are published annually via ALSPO message.

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

Stop SDAP Completing the Stop Date field of an SDAP entitlement row in Direct Access will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	Direct Access Field Name/Description
70		<u>Stop Date.</u>

The transaction effective date/time is derived from the Direct Access Stop Date/Time fields.

Pay segment Segment 06 is updated by the SDAP transaction. The segment contains information on a member's entitlement to Special Duty Assignment Pay.

Example:

SEG	HIST	COMPUTE	OBJECT				AMOUNT	SDAP-RATE			
06	9999	3	11758				\$110.00	Y2			
	EFFDTE	TIME	DTPROC	SLC	PAT	DTPREP	DIST	RU	FORM	ENT	ACTION
START	19930401	9999	19930406	0	129	19930405	07	15	67		P607
STOP	99999999	9999	99999999	0							

Segment 06 data fields This table describes fields unique to Segment 06. Please see [JUMPS Analysis Manual](#), page 5-8 for descriptions of fields common to all segments.

Field	Description
OBJECT	Object code. See next page for a listing of SDAP object codes.
AMOUNT	Monthly rate from pay tables.
SDAP RATE	SDAP Rate Code from P607 Element Code 70. See next page.

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Special Duty Assignment Pay

JUMPS Effect, Continued

Segment 06
data fields

FY 2009 Special Duty Assignment Pay SDAP (Enlisted Only)				
Earn Type	Description	SDAP Code	Object Code	LES Remark
CANINE	MSRT/MSST K-9 Handlers	1Z1	1175N	SDAP K-9 HANDLR
CMC-MC	CMC (MCPOCG) SDAP	1B5	1175A	SDAP CMC
CMCCGA	CMC Coast Guard Academy SDAP	1B2	1175A	SDAP CMC
CMCCFO	CMC (HQ/Area) SDAP	1B4	1175A	SDAP CMC
CMCPSC	CMC Personnel Service Center	1B1	1175A	SDAP-CMC
CMCRES	CMC (Reserve Force) SDAP	1B5	1175A	SDAP CMC
CMCTR1	CMC CG Recruit Command (CGRC) SDAP	1B1	1175A	SDAP CMC
CMCTR2	CMC (TRACEN Yorktown & Petaluma) SDAP	1B2	1175A	SDAP CMC
CMCTR3	CMC (TRACEN Cape May) SDAP	1B2	1175A	SDAP CMC
CMCIAO	CMC (DIST/MLCS/JIATF/DOG/DANTES) <i>New '08</i>	1B3	1175A	SDAP CMC
CMCOS	CMC (MFPU/PATFORSWA) <i>New '09</i>	2B1	1175A	SDAP CMC
CMCCHF	CMC (CPO ACADEMY SCHOOL CHIEF/CMC COURSE SCHOOL CHIEF/SECTORS) & RFMCS	1B1	1175A	SDAP CMC
COXHWC	COXSWAIN (Heavy weather certified) SDAP	1W2	1175R	SDAP COXSN HWC
COXNVC	COXSWAIN (NCV Pursuit) <i>New '09</i>	2A2	1175T	SDAP COXSN NCV
D17	Dist 17 ANT SDAP <i>Restored '09</i>	1C1	1175B	SDAP D17 ANT
DETACH	Defense Attaché SDAP	1F3	1175G	SDAP DF ATTACHE
HELORS	Helicopter Rescue Swimmer SDAP	1Y4	11758	HELO RESC SWMR
HITRON	HITRON 10 Aviation Gunner SDAP	1H1	1175E	SDAP HITRON
HONOR	Honor Guard Staff Petty Officers SDAP	1J2	1175H	SDAP HONORGUARD
IDFSO	Independent Duty FSO (87-CPB/110-WPB) <i>New '09</i>	2D1	1175U	SDAP INDEPENDENT DUTY FSO
ITDLDR	Intl Training Division (Team Leader) SDAP	1K2	1175I	SDAP INTL TRATM
ITDMBR	Intl Training Division (Team Member) SDAP	1M2	1175I	SDAP INTL TRATM
LEDETB	LEDET Boarding Officer SDAP	1D2	1175D	SDAP LEDET
LEDETD	LEDET Deployable Team Leader SDAP	1D3	1175D	SDAP LEDET
LEDETG	LEDET Aerial Gunner	1D1	1175D	SDAP LEDET
LTMLDR	TRATEAM (PAC & Lant) (Deployable Tm Ldr) SDAP	1I2	1175F	SDAP TRATM LDR
LTMMBR	TRATEAM (PAC & Lant) (Boarding Officer) SDAP	1I1	1175F	SDAP TRATM MBR

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JUMPS Effect, Continued

Segment 06 data fields (continued)

Earn Type	Description	SDAP Code	Object Code	LES Remark
MSRTCB	MSRT (CBRNE Detection Personnel)	1G2	1175P	SDAP MSRT
MSRTAG	MSRT (Flight Mech. Aerial Gunners)	1G2	1175P	SDAP MSRT
MSRTSL	MSRT(DAS Squad Leader) <i>New '09</i>	2G1	1175P	SDAP MSRT
MSRTTR	MSRT(DAS Troup Leader) <i>New '09</i>	2G1	1175P	SDAP MSRT
MSSTBO	MSST (Boarding Officers)	1N1	1175J	SDAP MSST/PSU
MSSTTL	MSST (Team Leaders)	1N2	1175J	SDAP MSST/PSU
NSF-RM	NSF Response Member	1X1	11757	SDAP STRIKE TM
NSF-RS	NSF Response Supervisor SDAP	1X3	11757	SDAP STRIKE TEAM
NSF-RT	NSF Response Technician SDAP	1X2	11757	SDAP STRIKE TEAM
NVCPST	NCV Pursuit Boat Crew Member <i>New '09</i>	2A1	1175T	SDAP NCV CREW
OICAFI	OIC Afloat SDAP	1S5	11750	SDAP OIC AFLOAT
OICASH	OIC Ashore SDAP	1T5	11752	SDAP OIC ASHORE
REC-CC	Recruit Company Commander SDAP	1V5	11754	SDAP RECRUIT CC
RECBAT	Recruit Battalion Commander SDAP	1V3	11754	SDAP RECRUIT CC
RECPRO	Recruiting Production Staff	1R3	11751	SDAP RECRUITER
RECSEC	Recruit Section Commander	1V5	11754	SDAP RECRUIT CC
RECSUP	Recruiting Supervisor	1R3	11751	SDAP RECRUITER
RSINST	Recruiting School Staff	1O1	1175S	SDAP RECRUIT SI
SPECAG	Special Agent SDAP	1U2	11753	SDAP SPEC AGENT
SURFCT	Coxswain (Surfman) SDAP	1A4	11759	SDAP SURFMAN
30SEP08	<i>The following Earn Types are not authorized for FY09</i>			
MSRTBO	Maritime Security Response Tm (Boarding Officer)	1G1	1175P	SDAP MSRT
MSRTTL	MSRT (Deployable Team Leaders)	1G2	1175P	SDAP MSRT
MSROIC	MSRT (Ass't Officer In Charge)	1G1	1175P	SDAP MSRT
RECSTF	Recruiter (Reservation Staff)	1R1	11751	SDAP RECRUITER
30SEP07	<i>The following Earn Types are not authorized for FY08</i>			
BFMBR	BF Stan Team (NMLB/Yorktown Members)	1E1	1175M	SDAP BF STAN TM
BFLDR	BF Stan Team (NMLB/Yorktown Leaders)	1E2	1175M	SDAP BF STAN TM
D17	Dist 17 ANT SDAP <i>Restored '09</i>	1C1	1175B	SDAP D17 ANT
MSRT	Maritime Security Response Team (broken into separate qualifications) <i>see above</i>	1G1	1175P	SDAP MSRT
PTMLDR	PACAREA Training Team Leader SDAP (combined w/LANT Team) <i>see LTMLDR</i>	1I2	1175F	SDAP TRATM LDR
PTMMBR	PACAREA Training Team Member SDAP (combined w/LANT Team) <i>see LTMMBR</i>	1I1	1175F	SDAP TRATM MBR
TRCCST	TRACEN CMD CTR Stand Team	1Q1	1175Q	SDAP CSST/BDTT
TRBDTL	TRACEN Buoy Deck Training Team Leader	1Q2	1175Q	SDAP CSST/BDTT
TRBDTM	TRACEN Buoy Deck Training Team Member	1Q1	1175Q	SDAP CSST/BDTT
Reserve SDAP for IDT or RMP Drill Periods				
Any of the Above	Reserve SDAP - IDT	Any of the above	1175K	SDAP
	Reserve SDAP - RMP		1175L	SDAP