



COMDTINST 1430.1P
16 OCT 2006

COMMANDANT INSTRUCTION 1430.1P

Subj: SPECIAL DUTY ASSIGNMENT PAY (SDAP)

Ref: (a) 37 U.S.C. §307
(b) Personnel Manual, COMDTINST M1000.6 (series)

1. PURPOSE. This Instruction prescribes the policies and procedures to administer the Coast Guard Special Duty Assignment Pay (SDAP) program, as reference (a) authorizes.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at headquarters shall ensure compliance with this instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. Special Duty Assignment Pay (SDAP), COMDTINST 1430.1O is canceled.
4. DISCUSSION. Reference (a) established Special Duty Assignment Pay (SDAP), which provides an additional monthly payment as both an incentive to retain enlisted personnel required to perform extremely demanding duties or duties demanding an unusual degree of responsibility and an inducement to persuade qualified personnel to volunteer for such duties.
5. ELIGIBILITY. An annual SDAP board will review current SDAP authorizations, validate and determine SDAP eligibility, and approve new requests for SDAP entitlement. An ALCOAST will announce actual SDAP entitlement and eligibility criteria.

DISTRIBUTION – SDL No. 145

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1								
B	1	8	10	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1		1	1	1	1	2	1	1	2		1	1	1		1	1	1	1	1	1	1	1
D	1	1		1	1				1				1							1							
E	1	1			1			1	1			1	1	1				1	1	1			1	1			
F																											
G			1	1	1																						
H																											

NON-STANDARD DISTRIBUTION:

6. AMOUNT AND METHOD OF PAYMENT.

a. SDAP will be paid monthly according to this scale:

SD-1.....	\$ 75
SD-2.....	\$150
SD-3.....	\$225
SD-4.....	\$300
SD-5.....	\$375
*SD-6.....	\$450

*Note: SD-6 was established by the FY96 Defense Authorization Act, P.L. 104-106 for recruiters only.

Members are eligible to receive SDAP payments in only one category, even if they meet the criteria under several. If a member is serving in a billet which receives SDAP and meets the qualification standards for another billet also receiving SDAP, the member will receive the higher of the two SDAP amounts. For example, a small boat station Officer-in-Charge (OIC) who is required to be a surf coxswain is eligible to receive either the OIC or the surf qualified coxswain SDAP, whichever is higher. If a member meets the criteria for two SDAP categories at equal levels, the member will receive SDAP under the category which matches his or her primary position at the unit.

b. Authorized Entitlement Periods. SDAP begins the date a member begins serving in a billet authorized SDAP, completes required schools and/or qualification, and is certified by the commanding officer or OIC as meeting established eligibility criteria for SDAP entitlement.

c. Terminating SDAP. SDAP terminates as of 2400 on the date a member no longer meets established eligibility criteria. Generally, SDAP will be terminated:

- (1) the day before a member's Permanent Change of Station (PCS) departure from a billet receiving SDAP;
- (2) when competent authority removes a member from duty or a billet authorized SDAP;
- (3) when a member no longer meets qualification standards, such as flight status or surf coxswain qualification, or is no longer able to perform the duties required of the billet that is receiving SDAP, such as being in a limited or not-fit-for-full-duty (NFFD) status for more than 90 days based on an injury sustained in-the-line-of-duty;
- (4) when a member leaves the rotational watch schedule (for example, in the cases of operational rescue swimmers or surf coxswains);

- d. SDAP While Under TAD Orders. If a member is TAD and not performing duties requiring the use of skills on which SDAP is based, the member's SDAP eligibility terminates after the 90th day of temporary duty and resumes when the member returns to the permanent billet for which SDAP is paid. If a member is TAD and performs duties requiring skills for which SDAP is paid, the member's SDAP eligibility continues during the entire TAD period. The member's permanent commanding officer or OIC in conjunction with his or her SPO determines whether an SDAP eligible skill is required during a member's TAD period.

The ALCOAST announcing annual authorization of SDAP entitlement will promulgate additional specific commencement and termination criteria as necessary. Enclosure (1) of this instruction outlines procedures to terminate SDAP due to relief for cause (RFC).

7. RESPONSIBILITIES.

- a. Commandant (CG-12). Commandant (CG-12) is the SDAP approving authority. After approving the list of billets authorized SDAP, their respective SDAP payment level, and eligibility criteria, Commandant (CG-12) advises program managers of the final SDAP determinations. Commandant (CG-12) then promulgates the results in an ALCOAST with the SDAP entitlements effective at the beginning of the next fiscal year.
- b. Commandant (CG-1221). Commandant (CG-1221) coordinates collecting and processing new SDAP requests and convenes an annual SDAP Review Board, usually each spring.
- c. Program Managers. Program Managers must thoroughly document SDAP needs since each billet and program receiving SDAP must compete for authorization annually. Program Managers review new SDAP requests and send them to Commandant (CG-1221) for the SDAP Review Board's consideration.
- d. SDAP Review Board. SDAP Review Board membership consists of Commandant (CG-122), (CG-833), (CG-131), (CG-821), (G-CMCPO), Commanding Officer (CGPC-epm), and one representative from both LANTAREA and PACAREA. The Review Board reviews all requests for SDAP authorization; evaluates billets already receiving SDAP; and recommends to Commandant (CG-1) which billets should receive SDAP, the SDAP levels, and the eligibility criteria for the forthcoming fiscal year.
- e. Commanding Officer. Unit commanding officers notify the Servicing Personnel Office (SPO) in writing of those members eligible for SDAP and those whose SDAP has terminated.
- f. Servicing Personnel Offices (SPO). Servicing Personnel Offices enter necessary PMIS/JUMPS transactions to assign and terminate SDAP.

8. ENVIRONMENTAL ASPECT AND IMPACT. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

9. FORMS/REPORTS. None.

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Encl: (1) Procedures to Pay SDAP during Relief for Cause

PROCEDURES TO PAY SDAP DURING RELIEF FOR CAUSE

See reference (b), Chapter 4.F for authority and specific procedures to effect relief for cause (RFC). The following applies to members subject to RFC:

1. The District decides to carry out a temporary RFC:
 - the District notifies CGPC-epm by message or memorandum, of the member's name and unit for the temporary RFC (pending investigation).
 - the District requests either to continue or to terminate the member's SDAP. If the District requests to discontinue SDAP, it will initiate action to notify the unit, Personnel Service Center (PSC), and the SPO by message of the date and time to stop paying SDAP.
2. The District identifies a temporary replacement member and notifies CGPC-epm by message or memorandum of his or her name:
 - CGPC-epm reviews the selection and determines the temporary replacement member's certification and qualification.
 - The District notifies the unit, PSC, and SPO by message of the temporary member's assumption of command; this message authorizes the SPO to initiate SDAP for the temporary member.
3. The District concludes the investigation and requests, by letter to Commandant (CG-12) via Commander (CGPC-epm), either:
 - a permanent RFC and removal of qualification, **or**
 - to reinstate the member to the SDAP eligible billet.
4. Commandant (CG-12) responds by letter to the District, approving either permanent RFC or reinstatement. If reinstatement is approved, the District notifies the unit, PSC, and the SPO by message of the date and time to stop the temporary member's SDAP and start the reinstated member's SDAP.
5. Commander, (CGPC-epm):
 - selects the temporary member for the PCS assignment and SDAP continues to be paid, **or**
 - assigns a new member to the position with PCS orders. If a new member is selected, he or she will be authorized SDAP and the temporary member's SDAP terminates as per paragraph 6.c.1 above.