



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVINST 1160.6C  
N13  
5 Oct 2017

OPNAV INSTRUCTION 1160.6C

From: Chief of Naval Operations

Subj: SPECIAL DUTY ASSIGNMENT PAY PROGRAM

Ref: (a) DoD 7000.14-R Department of Defense Financial Management Regulations (FMRS)  
Volume 7A, April 2017  
(b) PDUSD (P&R) Memorandum of 20 Apr 09  
(c) ASN (M&RA) Memorandum of 10 Dec 12  
(d) DoD Instruction 1304.27 of 10 April 2009  
(e) 37 U.S.C. §307

Encl: (1) Special Duty Assignment Pay Authorization Letter

1. Purpose

a. To establish policies, procedures, and responsibilities for the Special Duty Assignment Pay (SDAP) program. This instruction is a complete revision and should be reviewed in its entirety.

b. This revision includes the changes listed in subparagraphs 1b(1) through 1b(7).

(1) Changed responsibility for special duty assignment and SDAP level recommendations from Navy Personnel Command for Enlisted Distribution (PERS-40) to Assistant Commander, Navy Personnel Command for Career Management (PERS-4).

(2) Added responsibilities for coordination between enlisted community managers, commanding officers (CO), and Commander, Navy Personnel Command Enlisted Career Administration (COMNAVPERSCOM (PERS-81)).

(3) Added Military Pay and Compensation (OPNAV (N130)) to review administrative changes to the eligibility chart such as unit identification code shifts, newly created unit identification codes, and newly established Navy enlisted classifications (NEC) that are replacing retired eligible NECs to ensure they are administrative in nature.

(4) Added eligibility requirement for CO to designate, in writing, a Sailor's qualification to receive SDAP. Also included is an example letter in enclosure (1).

(5) Removed statement regarding SDAP eligibility during terminal leave.

(6) Added payment procedure to require pay level changes and pay terminations to be submitted through the command's local personnel support detachment (PSD).

(7) Added statement regarding restarting SDAP after termination due to failure of a command to recertify.

2. Cancellation. OPNAVINST 1160.6B.

3. Applicability. Provisions of this instruction apply to enlisted Active Component, Reserve Component, full-time support and qualified Selected Reserve enlisted personnel on active duty.

4. Background. The authority and policy for the SDAP program is provided by references (a) through (e) and this instruction.

5. SDAP Program. SDAP is a monthly pay used to help obtain high quality enlisted personnel for designated special duty assignments that are considered extremely difficult or involve an unusual degree of responsibility. Assignment designation and award level will be evaluated as needed and changes will be announced via naval administrative message (NAVADMIN). The current statutory limit for SDAP is \$600 each month. There are six SDAP pay levels (SD-levels), established by reference (a), chapter 8.

<u>Level</u>	<u>Monthly Rate</u>
SD-1	\$75
SD-2	\$150
SD-3	\$225
SD-4	\$300
SD-5	\$375
SD-6	\$450

6. Responsibility

a. As specified in reference (b), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)) maintains oversight for setting SDAP levels for the common mission area positions listed in subparagraphs 6a(1) through 6a(5).

(1) Production recruiters.

(2) White House Communications Agency.

(3) Headquarters, Joint Special Operations Command and Joint Communications Unit.

(4) Defense Threat Reduction Agency.

(5) Defense Courier Service.

b. The Deputy Chief of Naval Operations for Manpower, Personnel, Training, and Education (CNO (N1)), as designated by reference (c), must designate special duty assignments eligible for SDAP and the associated SDAP pay level defined in reference (d) for each special duty assignment.

c. The Director, Military Personnel Plans and Policy (OPNAV (N13)) is responsible for implementation of SDAP policy as stated in this instruction and guidelines contained in reference (d).

d. PERS-4 will recommend new special duty assignments and SD levels for eligibility.

e. Commander, Navy Personnel Command Enlisted Career Administration (PERS-81) will execute the SDAP policy.

f. Enlisted community managers will:

(1) Coordinate with PERS-81 to ensure eligibility for each member based on temporary duty status, duty location, and assignment. Unresolved questions of eligibility will be adjudicated by OPNAV (N130).

(2) Provide confirmation to OPNAV (N130) of continued necessity for each eligible skill and SD level at least every third year from the date of inclusion on the eligibility list.

g. Commanding officers will ensure all SDAP eligible members at their command are receiving SDAP and only eligible members within their command are receiving SDAP. COs will also coordinate with enlisted community managers to formally request waivers or changes to the current SDAP eligibility list.

7. Criteria for Designating an Assignment for SDAP. Special duty assignments involve demanding duties requiring extraordinary effort for satisfactory performance, or an unusual degree of responsibility in the accomplishment of assigned duties.

a. An evaluation of the factors listed in subparagraphs 7a(1) through 7a(3) is used to determine eligibility for SDAP:

(1) Extremely demanding personal effort is necessary to ensure successful mission accomplishment.

(2) Greater than normal degree of responsibility or difficulty is expected as compared to a regular military assignment for the same grade and rating.

(3) Special qualifications for the skill require rigorous screening and or special schooling.

b. The current eligibility list and NAVADMIN announcing the most recent changes to eligibility can be found at the Navy Personnel Command Web site:

<http://www.public.navy.mil/bupers-npc/career/enlistedcareeradmin/Pages/SRB.aspx>

c. Once a special duty assignment becomes eligible, periodic review will be conducted. OPNAV (N130) will set a schedule for the periodic review. Enlisted community managers must provide OPNAV (N130) with justification that the special duty assignment and its current SD-level still meet the requirements for SDAP according to subparagraph 7a and any other guidance provided by OPNAV (N130).

d. Administrative changes to the eligibility chart, such as unit identification code shifts, newly created unit identification codes, and newly established NECs that are replacing retired eligible NECs, will be reviewed by OPNAV (N130) to ensure they are administrative in nature. If accepted by OPNAV (N130), these changes will be incorporated and published on the Naval Personnel Command Web site. Administrative changes will normally not be released in a naval message.

8. Specific Eligibility Criteria. Enlisted members must comply with the requirements of reference (d), enclosure 2, subparagraph 1e, and must also be:

a. Serving in pay grade E-3 or higher.

b. Approved in writing by the CO as fully qualified and serving in a qualified special duty assignment, as directed in enclosure (1). In case of questionable eligibility, COs should request determination from PERS-81.

c. Assigned to and working in a billet identified as a special duty assignment on the most recent SDAP eligibility list. Members in excess of the command's authorized special duty assignment billets, as listed in the Billet Based Distribution system, are not normally eligible to receive SDAP.

d. The requirement to be working in a special duty assignment billet is waived and the pay will continue under certain conditions as allowed in reference (a), chapter 8, table 8-2.

(1) Members authorized to continue receiving SDAP while not serving in a special duty assignment will continue to count against the command's authorized special duty assignment billets.

(2) Members who are otherwise authorized to continue receiving SDAP while not serving in a special duty assignment may have SDAP stopped if there is a reasonable expectation that they will not return to the special duty assignment.

e. For special duty assignments requiring an NEC, the member must have the NEC certification prior to receiving SDAP. NEC certification can be accomplished by one of the methods listed in subparagraphs 8e(1) through 8e(3).

(1) PERS-81 endorsement of CO's recommendation for change in NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request.

(2) NAVPERS 1070/881 Training Education and Qualification History or NAVPERS 1070/613 Administrative Remarks entry by a training activity, certifying successful course completion, and a NAVPERS 1221/6 submitted to NAVPERS Enlisted Placement Management (PERS-4013).

(3) NEC assignment appearing on Fleet Training Management and Planning System.

## 9. Payment Procedures

a. Payment Start or Restart Dates. Reference (a), chapter 8, table 8-2, provides guidance on the conditions affecting eligibility for SDAP. Eligibility will start on the date the CO certifies the member fully qualified for and serving in a special duty assignment, except for subparagraphs 9a(1) through 9a(3).

(1) When NEC certification is the controlling factor in determining the start date, one of the subparagraphs 9a(1)(a) through 9a(1)(c) applies.

(a) For nuclear NECs, the date the NEC is awarded, as documented on the NAVPERS 1221/6, except for changes from a special category nuclear NEC 3359 or 3389 to an operational nuclear NEC 335X, 336X, 338X, or 339X. Nuclear Propulsion Program Management Branch (OPNAV (N133)) approval is required prior to starting these payments. Payment will start on the approval date.

(b) The date of the training activity's NAVPERS 1070/881 or NAVPERS 1070/613 entry.

(c) The first day of the month in which Fleet Training Management and Planning System shows the NEC is assigned.

(2) In individual cases where a determination of eligibility has been requested, PERS-81 may specify the date.

(3) If a member's SDAP was previously stopped for failure to maintain the minimum level of qualification (subparagraph 9c(2)), payment will not restart for a minimum of 6 months from the stop date.

b. Reduction of SD Level and Deletion of a Special Duty Assignment. All changes to eligibility will be announced via NAVADMIN. It is the responsibility of each command to ensure that pay level reductions or terminations are posted to the Service member's master military pay account.

(1) For members receiving SDAP for a special duty assignment that is marked for reduction, the reduction will take effect 60 days after release of the NAVADMIN announcing the reduction. For all personnel becoming eligible for the special duty assignment after the release of the NAVADMIN, SDAP will be started at the lower SD level.

(2) Members receiving SDAP for a special duty assignment scheduled for deletion from eligibility will be paid one-half of the previously authorized SDAP rate for up to 1 year from the termination announcement date.

(a) The one-half-rate payment will cease prior to 1 year after announcement when the member is no longer eligible for SDAP for any reason specified in subparagraph 9c.

(b) New payments for a special duty assignment scheduled for deletion from eligibility may not be started on or after the announcement date.

c. Individual Eligibility Termination. Payment depends on continued qualification and eligibility. Payment will be stopped on the date that a member:

(1) Loses eligibility through permanent change of station or reassignment to duty not eligible for SDAP. Pay continues through the day prior to the date of departure from the special duty assignment.

(a) SDAP payments will not continue while a member is on extended temporary additional duty and the member is not expected to return to the special duty assignment eligible billet.

(b) SDAP payments will not continue while a member is participating in a commissioning program, and will not be considered in save pay calculations.

(2) Fails to maintain the minimum level of qualification required in the special duty assignment. Payment will stop on the date the member is disqualified by the CO, regardless of the date of processing of the request to disqualify a member from SDAP. PERS-81 is the determining authority if the stop date is in question. SDAP must not be stopped as a punitive measure. However, certain punitive measures may result in loss of SDAP eligibility (e.g., NEC removal or reduction in rate).

(3) Is discharged, released from active duty, or transferred for separation from active service, whichever is earliest.

d. Personnel Office Procedures. Service record entries are accomplished using the Navy Standard Integrated Personnel System. Administrative personnel must first log into Navy Standard Integrated Personnel System. Then they must click on the "PERSONNEL MAINTENANCE" link on the left side, click on the "SDAP" link from the drop down menu, and then click on "SDAP-CREATE" link. The program will prompt you for the member's social security number. Once in the panel, follow the prompts. The document will then be forwarded by the military personnel clerk to the military personnel supervisor for final approval and release.

#### 10. Annual Recertification

a. Authority and eligibility for members receiving SDAP (even those being terminated) must be reviewed and recertified annually by the unit CO. The recertification process will be detailed in a NAVADMIN each year, normally released in February.

b. PERS-81 will initiate a stop action for SDAP for commands that do not complete the recertification by the date specified in the message, with an effective date of the first day of the month in which the recertification message was released. As of the date the recertification is received, subsequent re-starting of SDAP for these commands will be effective without back-dating.

c. If, as a result of the annual recertification, it is determined that a member's SDAP should have been withdrawn, commands and PSDs are required to correct the discrepancy prior to submitting their annual SDAP recertification.

11. Recoupment. Recoupment is required if a member is erroneously paid SDAP.

12. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

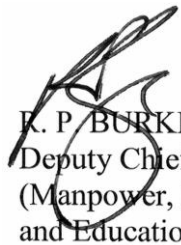
13. Review and Effective Date. Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.

14. Forms

a. NAVPERS 1070/881, Training Education and Qualification History is available via the Navy Standard Integrated Personnel System Web site:  
<https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp>.

b. NAVPERS 1070/613 Administrative Remarks is available for down load at the Navy Personnel Command Web site: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx> and at Naval Forms OnLine <https://navalforms.documentservices.dla.mil/web/public/home>

c. NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request is available for down load at the Navy Personnel Command Web site: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx> and at Naval Forms OnLine <https://navalforms.documentservices.dla.mil/web/public/home>



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SPECIAL DUTY ASSIGNMENT PAY AUTHORIZATION LETTER

Ser 1160  
Date

From: Commanding Officer (or CO equivalent), (Command Name)  
To: Officer in Charge, Personnel Support Detachment (Location)

Subj: AUTHORIZATION TO START OR STOP OR CHANGE SPECIAL DUTY  
ASSIGNMENT PAY

Ref: (a) NPC SDAP Web site  
(b) OPNAVINST 1160.6C

1. As stated in references (a) and (b), I certify the following member(s) are eligible to receive special duty assignment pay:

Name	Full SSN	Rate/NEC	Level	Effective Date
Last, First	XXX-XX-XXXX	AWF1(8251)	SD-1-75	13 Dec 31

2. If you have any further question please contact (Name) at emailaddress@navy.mil or  
COMM: (123) 567-7890.

COMMANDING OFFICER'S NAME  
(Acting CO authorized)

Copy to:  
Member