

SDAP REQUEST PROCESS AND FORMAT

The following process has been developed to establish the method for submitting SDAP admin change and exception-to-policy (ETP) requests:

1. All SDAP admin change and ETP requests must follow the below action memo template to include any supporting justification documentation.
2. All requests must be routed through the appropriate chain-of-command to the SDAP Enlisted Community Manager (ECM) at BUPERS-328 for endorsement. The ECM will be responsible for routing the request forward to the appropriate stakeholders to include OPNAV N13 for decision. **NOTE:** Any requests sent directly to OPNAV N13 without endorsement from the SDAP ECM will not be processed and will be pushed back for improper routing.
3. All commands shall send requests to the SDAP ECM via email at mill_incen_pays.fct@navy.mil.
4. For any questions regarding the routing process please contact OPNAV N130 at nxag_n130d@navy.mil.

From: Commander, Surface Engineering Detailing Branch Head (PERS-402)
To: Chief of Naval Personnel (N13)

Subj: SPECIAL DUTY ASSIGNMENT PAY REQUEST TO INCREASE SDAP WITH THE
DIESEL ENGINE INSPECTOR NEC (747B) E7 THROUGH E9

1. **Request**

- Request Diesel Engine Inspector (DEI) SDAP increase to \$525 for E7 through E9
- The distributable inventory of qualified DEIs in pay grades E7 through E9 is not sufficient to support Fleet requirements. This request proposes the maximum increase of Special Duty assignment pay (SDAP), SD-7, to encourage both recruitment and retention within the Engineman (EN) and Machinist Mate Auxiliary (MMA) communities to fill these critical billets.
- The target community is the E-7 to E-9 for Machinist Mate Auxiliary (MMA) and Enginemen (EN).
- Candidates must be EN / MMA pay grade E-7 to E-9 to certify. Current policy allows E-6's to attend the certification course but they cannot attain their certification or conduct the duties of a DEI until they achieve the rank of E-7.

2. **History**

- Request DEI SDAP to increase from \$300 to \$525
- DEI currently has an approved SDIP of \$1,000 a month.
- Requesting a higher SDAP level for DEI than Marine Gas Turbine Inspectors (MGTI) and Steam Generating Plant Inspector (SGPI) due to the DEI community being significantly undermanned and using this incentive to get more EN's and MMA's interested in the program.

3. **Manning**

- Currently, there are 63 DEI (747B) operational sea billets which are 34% manned.
- Currently, there are 44 DEI (747B) shore billets which are 63% manned.
- Combined, there are 107 (747B) billets manned at 46%.

4. **Impact: Why SDAP Is Needed**

- Approval of SDAP level increase for the undermanned DEI community is expected to provide needed assistance in filling gapped billets and encourage many of these sailors to continue Naval Service.
- Approval of SDAP increase is expected to result in a greater number of applicants as well as increased retention for those currently holding the 747B NEC.
- Approval signifies that Navy Personnel Command acknowledges a significant shortage of NEC 747B Sailors and E7 to E9 serving in at sea billets and is committed to resolving the distribution issue.
- DEI is a one-of-one billet on all LSDs, LPDs, PHIBRONS, and multiple other Forward Deployed commands.
- 91% of our current DEI certified inventory will have 20+ years of service at the completion of their current tour.

- The Navy averaged a net growth of eight (8) new DEI's per year from 2014 through 2019.
- The average growth is 13 YOS from E1 to certified DEI.
- As we continue to grow the Navy's diesel inventory, we will further gap the 747B NEC.
- The civilian industry pull is great and the Navy loses an additional 50% of certified DEIs to that industry after retirement.
- Disapproval would result in a continued lack of inventory, an increased number of gapped billets, improper PRD's, reduced level of diesel knowledge in the fleet, and a possible increase in the number of OPHOLDS at the command level.
- Disapproval would result in many of the existing billet gaps remaining gapped at sea for at least 1 year or more.

5. **Budget Impact**

- Using the below tables, insert the projected budget for each individual skill:

	FY-1	FY Current	FY+1	FY+2
BA	103	107	107	107
COB	37	55	52	70
Estimated Cost	N/A	346,500	327,600	441,000
Max Cost	N/A	674,100	674,100	674,100

6. **Message/Note Example**

- Fill in below for what the skill listing in the SDAP NAVADMIN will look like if approved. See current eligibility list for examples.

BUPERS Code: 328

Billet (NEC): 747B

Note: Filling a valid EN/MMA-747B billet, has NEC 747B, and maintains full certification in all Diesel Engine inspection methods per NAVPERS 18068F. Submarine MMA's holding NEC 747B and filling a valid Diesel Engine inspector billet also qualify.

Pay Level: SD-7

Billet Identification: Diesel Engine Inspector

NAME
USS UNDERWAY