

# SDIP Frequently Asked Questions

## 1. What is SDIP?

SDIP is a Pilot Incentive Pay Program authorized under NAVADMIN 070/07 and executed under the policies and guidelines of **CNO (N13) Policy Decision Memorandum 001-20 of 18 Feb 2020**. SDIP is an incentive paid to Sailors in specific ratings, pay grades and/or NEC's to voluntarily remain on sea duty past their Prescribed Sea Tour (PST) or curtail their current shore duty and return early to sea duty.

## 2. What are the different SDIP Program options?

- a. SDIP-B (Back-to-Back) – Allows Sailors to extend at-sea, beyond their PST, by volunteering for a Back-to-Back sea tour of 12 to 48 months. If approved, the Rating Detailer will assign the Sailor based on requisition priority to a valid billet to their follow-on sea duty assignment on board a commissioned ship, submarine or aviation squadron designated as Type 2 or 4 for rotational purposes.
- b. SDIP-C (Curtailment) - Sailors serving on shore duty, having completed a minimum activity tour (MAT), volunteers to return to sea duty a minimum of 6 months early for a MAT in a valid billet on board a commissioned ship, submarine or aviation squadron designated as Type 2 or 4 for rotational purposes.
- c. SDIP-E (Extension) – Sailors Extend on board their current sea duty command; commissioned ship, submarine or aviation squadron designated as Type 2 or 4 for rotational purposes for a minimum of 12 months beyond their PST.

## 3. Am I automatically entitled to SDIP if I have exceeded my PST/PRD?

SDIP is an “incentive” and not an “entitlement”. Eligibility to receive this incentive is not automatic. Sailors **must** request and be approved for SDIP pursuant to SDIP application guidelines as indicated:

SDIP-B – Request **MUST** be submitted 14-16 months prior to current PRD and completion of PST.

SDIP-C – Request **MUST** be submitted 3-6 months prior to requested transfer date.

SDIP-E – Request **MUST** be submitted 14-16 months prior to current PRD after completion of PST.

4. Can I request SDIP if I have already reported to my new command?

SDIP cannot be retroactively approved. Once a Sailor is selected and posted to a billet for follow-on PCS Orders, the Sailor is no longer eligible to apply for SDIP.

5. How do I request SDIP?

SDIP requests are submitted to your specific Rating Detailer using a NAVPERS 1306/7, with command endorsement. SDIP-E requests must state that you request to extend at-sea with SDIP for a specific period of time, i.e., 12 months, 17 months, 24 months, etc. SDIP-B requests must state that you are requesting a back-to-back sea tour with SDIP for a specific period, and a SDIP-C request must state that you desire to curtail shore duty indicating the specific month and year you are requesting to detach your current command with SDIP benefits. Requests **MUST** not contain statements indicating assignment to specific commands or geographic locations as these are **grounds for disapproval**.

6. When do I submit a SDIP request?

- SDIP-B requests must be submitted 14-16 months prior to their current PRD, if PST has been completed.
- SDIP-C requests, to curtail shore duty, must be submitted 6 months prior to their desired detachment date from the current shore duty assignment.
- SDIP-E requests must be submitted 14-16 months prior to their current PRD, if PST has been completed.

7. What commands are eligible for SDIP?

Sailors approved for SDIP must be assigned to or extended on board, valid billets, on commissioned ships, submarines and aviation squadrons, designated as sea duty for purposes of rotation (Sea/Shore Codes 2 and 4) to be eligible for SDIP. Pre-Commissioned Units are eligible commands in specific cases (see PDM for more information). Sailors requesting SDIP-B are eligible if they are currently assigned to any type 2 or 4 sea duty command but must be assigned to a commissioned ship, submarine or aviation squadron for their follow-on assignment.

8. Who is eligible to submit an SDIP request?

**Active Component and Full Time Support (FTS).** Sailors desiring to submit a request for SDIP-E must be serving in a permanent duty assignment on board a ship, submarine or aviation squadron designated as sea duty for rotational purposes (assigned Sea/Shore Codes 2 or 4). Sailors requesting SDIP-B must be serving in a permanent duty assignment on a command designated as sea duty for purposes of rotation (assigned Sea/Shore Codes 2 or 4). For SDIP-C, a Sailor must be serving in a permanent shore duty assignment at an activity located in the Continental United States (CONUS), Hawaii, Alaska, or overseas that is designated as shore duty for purposes of rotation (assigned Sea/Shore Codes 1 or 6).

9. If I require a High-Year Tenure (HYT) Waiver, can I apply for SDIP?

Sailors currently serving under a HYT Waiver, or who must be granted a HYT Waiver to execute orders, are eligible and encouraged to apply for SDIP. Sailors must be able to complete the minimum SDIP extension requirements or incur the required obligated service and complete the DOD Tour or MAT requirements.

10. Must I reenlist if approved for the SDIP Program?

Sailors must incur sufficient obligated service to complete the SDIP Agreement for which they have requested and been approved. Obligated service agreements **MUST** be entered into prior to the execution of follow-on orders or the SDIP Extension Effective Date.

11. How is SDIP paid?

All SDIP payments are made in a **lump-sum**. SDIP-B or SDIP-C payments are made within two pay periods of the Sailor having been properly gained on board the sea duty command for which SDIP was approved and the SDIP Page 13 has been received. SDIP-E payments are made in one lump-sum within two pay periods of the extension effective date which begins one month after the Sailor's original PRD. SDIP payment transactions are forwarded to DFAS on the first-of-the-month and mid-month only. **Payments will normally reflect in the Sailor's Financial Institution within 2 pay periods of being forwarded to DFAS.** Payments do not follow normal payday dates and will not appear

on the LES until after payment has been made. If the Page 13 is not received pursuant to policy and the original SDIP Payment Date has passed, the new payment date will be set for 2 pay periods after the Page 13 is received.

12. How long must I agree to remain on sea duty to receive SDIP?

Sailors requesting SDIP-E must extend a minimum of 12 months past their PST. SDIP-B Sailors must agree to remain on sea duty for a minimum of 12 months or to complete a normal DOD or Minimum Activity Tour past their PST. SDIP-C Sailors must agree to return to sea duty for a Minimum Activity Tour or complete a normal DOD Tour.

13. What is the SDIP Page 13?

The SDIP Page 13 represents the contract between the Sailor and the Navy stipulating the terms of the SDIP Agreement. **To be valid, the SDIP Page 13 must be dated and signed on or after the date of the SDIP Approval Message.** Commands are directed to **complete and forward the SDIP Page 13 to NAVPERSCOM (NPC) within 30 days of receipt of the SDIP Approval Message. Entering the Page 13 into NSIPS will not satisfy the requirement that NPC receive a copy, by email or fax.** The SDIP Payment TAC **will not be forwarded to DFAS without the SDIP Page 13** having been received and the date entered into BBD. It is the command's and Sailor's responsibility to ensure that the Page 13 is received by NAVPERSCOM.

14. How is the Tax Free Determination made?

**Tax Free eligibility is determined by DFAS** based on the date that the SDIP Page 13 is signed. If a Sailor is in a Tax Free Zone during the month that the SDIP Page 13 is signed, the payment will normally be Tax Free regardless of when it is paid. If you believe that your SDIP Payment was taxed and should not have been, your local Pay Office should contact DFAS, providing documentation to support your claim that you were in a Tax-Free Zone when your SDIP Page 13 was signed. If it is found that the payment should not have been taxed, DFAS will make the adjustment and credit the difference to your financial institution. **NPC cannot provide assistance with a Tax-Free Determination.**

15. Can I cancel my SDIP after it has been approved?

As provided for in the SDIP Approval Message, a request to cancel a previously approved SDIP period must be submitted in writing via NP 1306/7 or via email in unusual circumstances, to the Rating Detailer and NPC (PERS-40DD), a minimum of 30 days prior to the SDIP effective date.

16. Can I apply for SDIP, VSDP, OTEIP or other Incentive Programs at the same time?

Yes. Sailors should submit a request for all eligible incentive pay programs at one time. Only one NAVPERS 1306/7 is necessary when submitting for multiple incentive programs. If and request for VSDP is denied, the Sailor and/or CCC will be so notified prior to submission of the SDIP Request.

17. How do I know if I am eligible for the SDIP Program?

If your rating, paygrade and/or NEC is listed on the current SDIP Eligibility Chart available on the NPC SDIP Webpage on the NPC Website under CareerInfo/PayandBenefits/SDIP then you are eligible to submit a request. You must also meet the PST, PRD and submission requirements.

18. What are valid billets?

Valid billets means that you are not being assigned to a billet or being extended in a billet that is unfunded or would place the command in excess of their Billet Allowance (BA) for the rating, pay grade or NEC.

19. How long does it take to process an SDIP Request?

It normally takes approximately 20 days from the date that the Rating Detailer receives the SDIP Request to the date that an SDIP Approval/Disapproval Message is released. It is incumbent upon the CCC and Sailor to ensure that the SDIP Request has been properly sent and that the Rating Detailer has received the request for action. **If an Approval/Disapproval Message is not received within 20 days, the CCC or Sailor should contact the respective Rating Detailer to ascertain the status. Note: If your request is not received and you are subsequently selected and posted to a billet, prior to resubmission of the request, you will be found ineligible and the request disapproved.**

20. What happens if I am advanced or selected for a program that would make me ineligible for SDIP?

In all circumstances, when a Sailor becomes ineligible for SDIP, NAVPERSCOM (PERS-40DD) and the respective Rating Detailer should be notified. These include but not limited to, advancements, LDO/CWO selection, LIMDU/Pregnancy assignments, loss of SDIP NEC, reduction-in-rate, etc.. Each situation is different and the action taken will vary as well. NPC will provide guidance and direction with each situation. The SDIP Approval will continue in all cases until a determination is made based on the circumstances involved.

21. Do I have any recourse if I believe I was wrongfully denied SDIP?

Yes. First and foremost, NPC cannot retroactively approve an SDIP Request. However, if there exists extenuating or mitigating circumstances that prevented your request from receiving due diligence, the Sailor can submit a BCNR. If it is determined that a wrong has been committed, based on the evidence and justification provided, BCNR can take action to correct the wrong.

**22. Who should I contact if I do not receive my SDIP Payment?**

If there is an issue concerning the receipt of an SDIP Payment, contact PERS-40DD immediately. As indicated in the SDIP PDM and elsewhere in this FAQ, payments are normally made within 2 pay periods of reporting on board the SDIP UIC for SDIP-B and SDIP-C Sailors and within 2 pay periods of the SDIP Effective Date for SDIP-E Sailors. If payment is not received pursuant to this timeframe, contact PERS-40DD immediately. Neither the Rating Detailer nor DFAS can provide assistance with SDIP Pay issue. SDIP Payment Files are forwarded to DFAS on or about the first and middle of each month. So it is dependent on when you report on board as to whether you will be paid on the first or the middle of the month.