Special Duty Assignment Pay SOP

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow to process Special Duty Assignment Pay (SDAP).

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

Service Member

CPPA

CCC

Authorizing Official

Clerk

Supervisor

Other Links:

Quick Links Page

Roles & Responsibilities

Best Practices

Reference's

Online Resources/Aids

Forms (NONE)

Steps in Numerical Order

Approved for public release: Distribution Unlimited

SYSTEMS & HELP DESK POCs

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/

BUMED INSTRUCTIONS

https://www.med.navy.mil/Directives/Instructions/

BUPERS INSTRUCTIONS

https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/

CPPA RESOURCES

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/

DJMS

https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

DOD FMR

https://comptroller.defense.gov/FMR/

DOD INSTRUCTIONS / DIRECTIVES / FORMS

https://www.esd.whs.mil/Directives/issuances/dodi/

DON Memo dtd 30 June 2020

https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/

DON WEBSITE

https://www.doncio.navy.mil/

DS-11

https://travel.state.gov/content/travel/en/passports/how-apply/forms.html

JAG INSTRUCTION

https://www.jag.navy.mil/library/

JTR

https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/

Landing Page

KSD

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/

MILPERSMAN

https://www.mynavyhr.navy.mil/References/MILPERSMAN/

NAVADMINS

https://www.mynavyhr.navy.mil/References/Messages/

NAVMED FORM

https://www.med.navy.mil/Directives/NAVMED-Forms/

NAVMED MANUAL

https://www.med.navy.mil/Directives/MANMED/

NAVPERS FORMS

https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

NAVSUPINST

https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/

NPPSC FORMS

https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

NPPSC INSTRUCTIONS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312

OF 1164

https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business

OMPF

https://www.bol.navy.mil/

Landing Page

OPNAV INSTRUCTIONS

https://www.secnav.navy.mil/doni/opnav.aspx

OPS ALERTS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx

PPIBS-MPAS

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

SalesForce/eCRM

https://navynpc.my.salesforce.mil/

SECNAV INSTRUCTIONS

https://www.secnav.navy.mil/doni/secnav.aspx

SECNAV MANUALS

https://www.secnav.navy.mil/doni/manuals-secnav.aspx

SF FORMS

https://www.opm.gov/forms/standard-forms/

SGLV 8286

https://www.va.gov/life-insurance/options-eligibility/sgli/

US NAVY REGULATIONS

https://www.secnav.navy.mil/doni/navyregs.aspx

NP2

https://prodhr.np2.cloud.navy.mil/my.policy

- **TSC/Clerk:** The role of 'CLERK' as used in this SOP refers to a civilian MILPAY or MILPERS Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.

- **TSC/Personnel Office Supervisor:** The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a TSC's, Aircraft Carrier's or other nonTSC- supported unit's person authorized to *release* NSIPS transactions.

- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."

- **Command Leadership:** CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)

- **Command Career Counselor:** CCC and Dept/Div personnel who perform career counseling as a collateral duty

- **Command Pay and Personnel Administrator (CPPA):** Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.

- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code 791Fis fully implemented, individual TSCs and RSCs may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

- **Service Member:** A person serving in the Armed Forces who may be eligible for the entitlements listed in the SOP.

- Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.

- In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPAY/.

- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

- Maintain current year Special Duty Assignment Pay NAVADMINs on file.

- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: https://www.doncio.navy.mil/

#	Doc ID	Title
1.	DoD FMR Vol. 7A Chapter 8	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 8: Special Pay – Special Duty Assignment Pay – Enlisted Members
		http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
2.	DoD Instruction 1340.26 (series)	Assignment and Special Duty Pays
		http://www.esd.whs.mil/Directives/issuances/dodi/
3.	OPNAVINST 1160.6 (series)	Special Duty Assignment Pay Program
		https://www.secnav.navy.mil/doni/default.aspx
4.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
		https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
5.	NPPSCINST 5220.2 (Series)	Standard Management Reports
		https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
6.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
		https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
7.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
		https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
8.	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/

9.	NAVADMIN 066/16	Navy Audit Document Retention Guidance
		https://www.mynavyhr.navy.mil/References/Messages/
10	NAVADMIN 139/18	Annual Recertification of Special Duty Assignment Pay
		https://www.mynavyhr.navy.mil/References/Messages/
11	NAVADMIN 152/22	Annual Recertification of Special Duty Assignment Pay
		https://www.mynavyhr.navy.mil/References/Messages/
12	NAVADMIN 186/22	Special Duty Assignment Pay Update for Nuclear Trained Sailors
		https://www.mynavyhr.navy.mil/References/Messages/
13	Military Pay Advisory (MPA) 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
14	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
15	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
16	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

ONLINE RESOURCES / AIDS / GUIDES

#	Website Sponsor	Title and Link
1.	MyNAVY HR	CPPA Resources
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
2.	MyNAVY HR	Special Duty Assignment Pay
		https://www.mynavyhr.navy.mil/References/Pay-Benefits/SDAP/
3.	MyNAVY HR	SRB SDAP Enlisted Bonus
		https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/
4.	NSIPS	NSIPS
		https://www.nsips.cloud.navy.mil/my.policy

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 8:	Special Duty Assignment Pay
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10	Submitting Documentation via DWOWS
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required. An enlisted Service Member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the Service Member performs duties designated as extremely difficult or involving an unusual degree of responsibility and has earned the NEC for such duty and the command has an authorized billet for the NEC. A Service Member entitled to SDAP may receive such pay in addition to any other pay or allowances to which entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned. Ordinarily SDAP will start on the date the Commanding Officer certifies the member as fully qualified for and serving in a Special Duty Assignment (SDA). Refer to **DoD FMR Vol. 7A Chapter 8** and **OPNAVINST 1160.6** (Series) for specific details regarding eligibility requirements and conditions affecting the entitlement.
1.2	Is SDAP action/request an initiation, change in status or annual recertification?	Is SDAP action/request an initiation, change in status or annual recertification? SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC If Initiation/Change in status, **go to 1.3**. If Annual Recertification, **go to 1.9**.
1.8	Obtain additional supporting documentation, as requested	Service Member obtains additional supporting documentation, as requested. **Go to 1.3**
3	Process Service Member's Special Duty Assignment Pay entitlement	Process Service Member's Special Duty Assignment Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 3001-Start Special Duty Assignment Pay transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Note: For retiring/separating Service Members, ensure entitlement is stopped the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/ separation processing.
3.11	Verify proper processing of SDAP entitlement	Service Member verifies proper processing of SDAP entitlement. If Leave and Earnings Statement (LES) is not correct by the next LES release following submission of SDAP, contact CPPA to follow-up with servicing TSC. Go to Stop.

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required. An enlisted Service Member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the Service Member performs duties designated as extremely difficult or involving an unusual degree of responsibility and has earned the NEC for such duty and the command has an authorized billet for the NEC. A Service Member entitled to SDAP may receive such pay in addition to any other pay or allowances to which entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned. Ordinarily SDAP will start on the date the Commanding Officer certifies the member as fully qualified for and serving in a Special Duty Assignment (SDA). Refer to **DoD FMR Vol. 7A Chapter 8** and **OPNAVINST 1160.6** (Series) for specific details regarding eligibility requirements and conditions affecting the entitlement.
1.1	Identify Service Members transferring to a new UIC within the same command maintaining eligibility for SDAP.	Identify Service Members transferring to a new UIC within the same command and maintaining SDAP eligibility and report those Service Members to the servicing TSC. If the Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC, special caution needs to be taken to Stop SDAP (3002) at former UIC and start SDAP (3001) at new UIC following the posting of the Activity Gain (SG03).
1.2	Is SDAP action/request an initiation, change in status or annual recertification?	Is SDAP action/request an initiation, change in status or annual recertification? SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC If Initiation/Change in status, go to 1.3. If Annual Recertification, **go to 1.9**.
1.3	Prepare command memo/letter	Prepare command memo/letter for CO signature. CPPA obtains supporting documentation from Service Member, CCC and/or Command Admin, as applicable

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Memo states the action being requested for the SDAP (certifying, changing or decertifying Service Member's SDAP). Also include the effective date, type of NEC, and the level of SDAP. TSCs may start a Sailors SDAP up to 8 months retroactive to the date of the command certification letter. If SDAP is over 8 months retroactive refer to the decision logic chart on the MyNAVY HR web: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/** OR contact **PERS-328 SDAP Coordinator** for further guidance.
1.4	Submit a command memo/letter	Submit a command memo/letter to authorizing official with all applicable documents to substantiate SDAP request To verify if a Sailor is eligible for and receiving the correct level of SDAP, a complete list of authorized skills and pay amounts can be found at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/**
1.6	Is documentation complete?	Is documentation complete? If Yes, **go to 1.12** If No, go to 1.7
1.7	Request Service Member provide additional supporting documentation	CPPA requests Service Member provide additional supporting documentation.
1.9	Conduct annual command recertification of SDAP	CPPA conducts annual recertification of SDAP in accordance with current **NAVADMIN**. Command conducts annual recertification of SDAP in accordance with **NAVADMIN** recertification criteria. Annual recertification may result in eCRM case to TSC for entitlement processing if Service Member's SDAP status has changed.

STEP #	FLOW TEXT	ADDITIONAL TEXT
1.10	Has Service Member's status changed, potentially impacting SDAP?	Has Service Member's status changed, potentially impacting SDAP? Refer also to **DoD FMR Vol. 7A Chapter 8** logic tables for conditions affecting entitlement to SDAP, if required. If it is determined that a Service Member's SDAP should have been withdrawn (prior to recertification) as a result of the annual recertification review, Commands and Transaction Service Centers are required to correct discrepancies prior to submitting their annual SDAP recertification. For retiring/separating Service Members, ensure entitlement stops the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/separation processing. The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. If Yes, **go to 1.3** If No, go to 1.11
1.11	Submit annual command recertification of SDAP to BUPERS as directed	CPPA submits annual command recertification of SDAP to PERS as directed. Submit supporting documentation per current NAVADMIN, as required. Note: Payment stops automatically on the annual anniversary date if positive recertification is not made by the command that a Service Member is still eligible for SDAP. Go to Stop.
1.13	Submit signed command memo/letter to TSC via eCRM	CPPA submits signed command memo/letter to TSC via eCRM. SDAP entitlement may be processed in conjunction with the Receipt process: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx**

STEP #	FLOW TEXT	ADDITIONAL TEXT
		In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. SDAP letters should be in accordance with **OPNAVINST 1160.6C**, Enclosure (1). Multiple names can be listed on the letter from the command as long as it is in submission from the same command (UIC) and the same SDAP level. The SDAP letter should not list more than 10 Sailors at a time. TRIM naming convention for these letters should be inputted as listed above.
2.5	Dispatch eCRM case to clerk	Supervisor dispatches eCRM case to clerk. SDAP letters should be in accordance with OPNAVINST 1160.6C, Enclosure (1). Multiple names can be listed on the letter from the command as long as it is in submission from the same command (UIC) and the same SDAP level. The SDAP letter should not list more than 10 Sailors at a time. TRIM naming convention for these letters should be inputted as listed above.

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required. An enlisted Service Member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the Service Member performs duties designated as extremely difficult or involving an unusual degree of responsibility and has earned the NEC for such duty and the command has an authorized billet for the NEC. A Service Member entitled to SDAP may receive such pay in addition to any other pay or allowances to which entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned. Ordinarily SDAP will start on the date the Commanding Officer certifies the member as fully qualified for and serving in a Special Duty Assignment (SDA). Refer to **DoD FMR Vol. 7A Chapter 8** and **OPNAVINST 1160.6** (Series) for specific details regarding eligibility requirements and conditions affecting the entitlement.
1.2	Is SDAP action/request an initiation, change in status or annual recertification?	Is SDAP action/request an initiation, change in status or annual recertification? SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC If Initiation/Change in status, **go to 1.3**. If Annual Recertification, **go to 1.9**.
1.10	Has Service Member's status changed, potentially impacting SDAP?	Has Service Member's status changed, potentially impacting SDAP? Refer also to **DoD FMR Vol. 7A Chapter 8** logic tables for conditions affecting entitlement to SDAP, if required. If it is determined that a Service Member's SDAP should have been withdrawn (prior to recertification) as a result of the annual recertification review, Commands and Transaction Service Centers are required to correct discrepancies prior to submitting their annual SDAP recertification. For retiring/separating Service Members, ensure entitlement stops the day prior to the Service Member commencing terminal leave or Permissive

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Temporary Duty (PTDY) in conjunction with retirement/separation processing. The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. If Yes, **go to 1.3** If No, go to 1.11
1.11	Submit annual command recertification of SDAP to BUPERS as directed	CPPA submits annual command recertification of SDAP to PERS as directed. Submit supporting documentation per current NAVADMIN, as required. Note: Payment stops automatically on the annual anniversary date if positive recertification is not made by the command that a Service Member is still eligible for SDAP. Go to Stop.
	STOP	

STEP #	FLOW TEXT	ADDITIONAL TEXT
1.5	Review documentation	Authorized Official reviews documentation.
1.12	Sign the command memo/letter and return to CPPA	Authorizing Official signs the command memo/letter and returns to CPPA for submission to TSC via eCRM.

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive, dispatch, and review documentation and verify SM eligibility for Special Duty Assignment Pay	Receive, dispatch, and review documentation and verify Service Member's (SM) eligibility for Special Duty Assignment Pay (SDAP).
2.5	Dispatch eCRM case to clerk	Supervisor dispatches eCRM case to clerk. SDAP letters should be in accordance with OPNAVINST 1160.6C, Enclosure (1). Multiple names can be listed on the letter from the command as long as it is in submission from the same command (UIC) and the same SDAP level. The SDAP letter should not list more than 10 Sailors at a time. TRIM naming convention for these letters should be inputted as listed above.
2.6	Is eCRM case an initial certification (start) of SDAP?	Is eCRM case an initial certification (start) of SDAP? If Yes, go to 2.7. If No, go to 3.
2.7	Is SM to receive SDAP transferring to another UIC within same command and maintaining SDAP eligibility?	Is SM to receive SDAP transferring to another UIC within same command and maintaining SDAP eligibility? If Yes, go to 2.8. If No, go to 2.9.
2.8	Ensure proper processing of SDAP entitlement for SM transferring to a new UIC within the same command	Ensure proper processing of SDAP entitlement for SM transferring to a new UIC within the same command Since an Activity Loss is not necessary, the Clerk should process the SDAP Stop (3002) transaction before processing the Activity Gain (SG03) and subsequent SDAP Start (3001) transactions. After the SDAP Stop posts, Clerk Process Activity Gain transaction Clerk uses the endorsed orders to process Activity Gain – processing an Activity Loss is NOT necessary. After Activity Gain posts, process SDAP Start (3001) transaction per this SOP.

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.9	Verify eligibility criteria for SDAP	Clerk verifies eligibility criteria for Special Duty Assignment Pay. Refer to **DoD FMR Vol. 7A Chapter 8** and **OPNAVINST 1160.6** Series for specific eligibility criteria. An enlisted SM entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the SM performs duties designated as extremely difficult or involving an unusual degree of responsibility. A SM entitled to SDAP may receive such pay in addition to any other pay or allowances to which entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned.
2.10	Review and verify SM personnel account	Clerk reviews and verifies SM personnel account. Login to MMPA LOPG: • Enter SM SSN • Verify NEC and date awarded NEC • Verify date gained to command • Compare dates to requested date for entitlement start in command memo Note: Normally entitlement to SDAP will start on the date the Commanding Officer certifies the Service Member as fully qualified for and serving in an SDA. Refer to **OPNAVINST 1160.6** Series for exceptions to payment start/restart criteria.
2.11	Review and verify SM pay account	Clerk reviews and verifies SM pay account. Log on to MMPA JJAA: • Enter SM SSN • Verify FID 30 (SDAP status and other pay entitlement status)
2.12	Verify entitlement to SDAP against current NAVADMIN	Clerk verifies entitlement to SDAP against current NAVADMIN (Refer to **NAVADMIN 152/22** as an example). • Verify SDAP authorization • Verify pay level

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.13	Is SM eligible for SDAP?	Is SM eligible for Special Duty Assignment Pay? If No, go to 2.14. If Yes, go to 3.
2.14	Inform CPPA	Clerk informs CPPA that SM is not eligible for entitlement.
2.15	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review"..
3	Process SM Special Duty Assignment Pay entitlement	Process SM Special Duty Assignment Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 3001-Start Special Duty Assignment Pay transaction when the SM arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the SM departs PCS. Note: For retiring/separating SM, ensure entitlement is stopped the day prior to the SM commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/ separation processing.
3.1	Update SM ESR	Clerk updates SM Electronic Service Record (ESR), as required. Update SM Training, Education, Qualifications, as applicable.
3.2	Create SDAP transaction in NSIPS	Clerk creates Special Duty Assignment Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 8: **https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide** Login to NSIPS: Personnel Maintenance > SDAP > Use > SDAP Create. Enter Service Member's SSN. • Select Special Pay Type SDA • Select Start, Stop or Change, as appropriate • Enter effective date or inclusive dates, as appropriate (coincides with command memo)

STEP #	FLOW TEXT	ADDITIONAL TEXT
		• Select Propay From Code, as required • Select Propay To Code, as required • Enter Billet/NEC • Enter Authority (Current NAVADMIN) • Enter Certifying Officer (from memo) • Enter Certifying Officer's title (from memo)
3.3	Select projected release date and forward to supervisor for audit and release	Clerk selects projected release date and forwards to supervisor for audit and release.
3.6	Did SDAP post?	Did Special Duty Assignment Pay post? Go to MMPA JJAA 24-48 hours after release: • Enter SM SSN • Verify FID 30 posted correctly If No, go to 3.7. If Yes, **go to 3.8**.

3.7	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay.
		
		1. Check message status inquiry/rejects list in NSIPS for error code
		2. Research reason for error
		   • If user error, correct and resubmit
		   • If error is not correctable, contact PERS-328 SDAP Coordinator.
		
		Note 1: Refer to **DJMS PTG Part 9, Chapter 10**, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.
		
		Note 2: Refer to **MPA 01/21**, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).
		
		Go to 3.6.

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.8	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review.
3.9	Compile Retain File	Clerk compiles Retain File. • Command memo

STOP

STEP #	FLOW TEXT	ADDITIONAL TEXT
2	Receive, dispatch, and review documentation and verify Service Member's eligibility for Special Duty Assignment Pay	Receive, dispatch, and review documentation and verify Service Member's eligibility for Special Duty Assignment Pay (SDAP).
2.1	Receive eCRM casefrom customer command	Supervisor receives eCRM case from customer command. Note 1: eCRM case to support initiation of Special Duty Assignment Pay may be part of overall Receipts package Permanent Change of Station (PCS orders). In such case, Special Duty Assignment Pay would be started following the posting of the Activity Gain since the entitlement will not start upon posting of the SG-03 Report PCS Arrival transaction. Note 2: The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. Note 3: For retiring/separating Service Members, ensure entitlement is stopped the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/separation processing.
2.2	Review eCRM case	Supervisor reviews eCRM case. The eCRM case should consist of: • Command Memo
2.3	Is eCRM documentation complete and sufficient?	Is eCRM documentation complete and sufficient? If No, go to 2.4. If Yes, **go to 2.5**.
2.4	Coordinate with CPPA to complete and correct eCRM case	Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case. Go to 2.3.

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.16	Complete final verification and close eCRM case.	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed". Go to Stop.
3	Process Service Member's Special Duty Assignment Pay entitlement	Process Service Member's Special Duty Assignment Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 3001-Start Special Duty Assignment Pay transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. Note: For retiring/separating Service Members, ensure entitlement is stopped the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/ separation processing.
3.4	Verify entries in Service Member's NSIPS ESR	Supervisor verifies Training, Education, Qualifications entries in Service Member's NSIPS ESR, as required.
3.5	Audit and release SDAP in NSIPS	Supervisor audits and releases Special Duty Assignment Pay in NSIPS.

3.7	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay.
		
		1. Check message status inquiry/rejects list in NSIPS for error code
		2. Research reason for error
		  • If user error, correct and resubmit
		  • If error is not correctable, contact PERS-328 SDAP Coordinator.
		
		Note 1: Refer to **DJMS PTG Part 9, Chapter 10**, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.
		
		Note 2: Refer to **MPA 01/21**, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).
		
		Go to 3.6.

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.10	Review SDAP transaction and close eCRM case	Supervisor reviews SDAP transaction and closes eCRM case. Supervisor marks eCRM case as "Completed".
	STOP	

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required	Service Member/CPPA and CCC	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required. An enlisted Service Member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the Service Member performs duties designated as extremely difficult or involving an unusual degree of responsibility and has earned the NEC for such duty and the command has an authorized billet for the NEC. A Service Member entitled to SDAP may receive such pay in addition to any other pay or allowances to which entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned. Ordinarily SDAP will start on the date the Commanding Officer certifies the member as fully qualified for and serving in a Special Duty Assignment (SDA). Refer to **DoD FMR Vol. 7A Chapter 8** and **OPNAVINST 1160.6** (Series) for specific details regarding eligibility requirements and conditions affecting the entitlement.
1.1	Identify Service Members transferring to a new UIC within the same command maintaining eligibility for SDAP.	CPPA	Identify Service Members transferring to a new UIC within the same command and maintaining SDAP eligibility and report those Service Members to the servicing TSC. If the Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC, special caution needs to be taken to Stop SDAP (3002) at former UIC and start SDAP (3001) at new UIC following the posting of the Activity Gain (SG03).
1.2	Is SDAP action/request an initiation, change in status or annual recertification?	CPPA, CCC, Service Member	Is SDAP action/request an initiation, change in status or annual recertification? SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC If Initiation/Change in status, go to 1.3. If Annual Recertification, go to 1.9.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.3	Prepare command memo/letter	CPPA	Prepare command memo/letter for CO signature. CPPA obtains supporting documentation from Service Member, CCC and/or Command Admin, as applicable Memo states the action being requested for the SDAP (certifying, changing or decertifying Service Member's SDAP). Also include the effective date, type of NEC, and the level of SDAP. TSCs may start a Sailors SDAP up to 8 months retroactive to the date of the command certification letter. If SDAP is over 8 months retroactive refer to the decision logic chart on the MyNAVY HR web: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/** OR contact **PERS-328 SDAP Coordinator** for further guidance.
1.4	Submit a command memo/letter	CPPA	Submit a command memo/letter to authorizing official with all applicable documents to substantiate SDAP request To verify if a Sailor is eligible for and receiving the correct level of SDAP, a complete list of authorized skills and pay amounts can be found at: **https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/**
1.5	Review documentation	Authorized Official	Authorized Official reviews documentation.
1.6	Is documentation complete?	CPPA	Is documentation complete? If Yes, go to 1.12 If No, go to 1.7

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.7	Request Service Member provide additional supporting documentation	CPPA	CPPA requests Service Member provide additional supporting documentation.
1.8	Obtain additional supporting documentation, as requested	Service Member	Service Member obtains additional supporting documentation, as requested. Go to 1.3
1.9	Conduct annual command recertification of SDAP	CPPA	CPPA conducts annual recertification of SDAP in accordance with current **NAVADMIN**. Command conducts annual recertification of SDAP in accordance with **NAVADMIN** recertification criteria. Annual recertification may result in eCRM case to TSC for entitlement processing if Service Member's SDAP status has changed.
1.10	Has Service Member's status changed, potentially impacting SDAP?	CCC and CPPA	Has Service Member's status changed, potentially impacting SDAP? Refer also to **DoD FMR Vol. 7A Chapter 8** logic tables for conditions affecting entitlement to SDAP, if required. If it is determined that a Service Member's SDAP should have been withdrawn (prior to recertification) as a result of the annual recertification review, Commands and Transaction Service Centers are required to correct discrepancies prior to submitting their annual SDAP recertification. For retiring/separating Service Members, ensure entitlement stops the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/separation processing. The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. If Yes, go to 1.3 If No, go to 1.11
1.11	Submit annual command recertification of SDAP to BUPERS as directed	CPPA, CCC	CPPA submits annual command recertification of SDAP to PERS as directed. Submit supporting documentation per current NAVADMIN, as required. Note: Payment stops automatically on the annual anniversary date if positive recertification is not made by the command that a Service Member is still eligible for SDAP. Go to Stop.
1.12	Sign the command memo/letter and return to CPPA	Authorizing Official	Authorizing Official signs the command memo/letter and returns to CPPA for submission to TSC via eCRM.
1.13	Submit signed command memo/letter to TSC via eCRM	CPPA	CPPA submits signed command memo/letter to TSC via eCRM. SDAP entitlement may be processed in conjunction with the Receipt process: **https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx** In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. SDAP letters should be in accordance with **OPNAVINST 1160.6C**, Enclosure (1). Multiple names can be listed on the letter from the command as long as it is in submission from the same command (UIC) and the same SDAP

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			level. The SDAP letter should not list more than 10 Sailors at a time. TRIM naming convention for these letters should be inputted as listed above.
2	Receive, dispatch, and review documentation and verify Service Member's eligibility for Special Duty Assignment Pay	Clerk/Supervisor and CPPA	Receive, dispatch, and review documentation and verify Service Member's eligibility for Special Duty Assignment Pay (SDAP).
2.1	Receive eCRM casefrom customer command	Supervisor	Supervisor receives eCRM case from customer command. Note 1: eCRM case to support initiation of Special Duty Assignment Pay may be part of overall Receipts package Permanent Change of Station (PCS orders). In such case, Special Duty Assignment Pay would be started following the posting of the Activity Gain since the entitlement will not start upon posting of the SG-03 Report PCS Arrival transaction. Note 2: The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. Note 3: For retiring/separating Service Members, ensure entitlement is stopped the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/ separation processing.
2.2	Review eCRM case	Supervisor	Supervisor reviews eCRM case. The eCRM case should consist of: • Command Memo
2.3	Is eCRM documentation	Supervisor	Is eCRM documentation complete and sufficient? If No, go to 2.4.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	complete and sufficient?		If Yes, go to 2.5.
2.4	Coordinate with CPPA to complete and correct eCRM case	Supervisor	Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case. Go to 2.3.
2.5	Dispatch eCRM case to clerk	Clerk, CPPA	Supervisor dispatches eCRM case to clerk. SDAP letters should be in accordance with OPNAVINST 1160.6C, Enclosure (1). Multiple names can be listed on the letter from the command as long as it is in submission from the same command (UIC) and the same SDAP level. The SDAP letter should not list more than 10 Sailors at a time. TRIM naming convention for these letters should be inputted as listed above.
2.6	Is eCRM case an initial certification (start) of SDAP?	Clerk	Is eCRM case an initial certification (start) of SDAP? If Yes, go to 2.7. If No, go to 3.
2.7	Is Service Member to receive SDAP transferring to another UIC within same command and maintaining SDAP eligibility?	Clerk	Is Service Member to receive SDAP transferring to another UIC within same command and maintaining SDAP eligibility? If Yes, go to 2.8. If No, go to 2.9.
2.8	Ensure proper processing of SDAP entitlement for Service Members transferring to a new UIC within the same command	Clerk	Ensure proper processing of SDAP entitlement for Service Members transferring to a new UIC within the same command Since an Activity Loss is not necessary, the Clerk should process the SDAP Stop (3002) transaction before processing the Activity Gain (SG03) and subsequent SDAP Start (3001) transactions. After the SDAP Stop posts, Clerk Process Activity Gain transaction

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Clerk uses the endorsed orders to process Activity Gain – processing an Activity Loss is NOT necessary. After Activity Gain posts, process SDAP Start (3001) transaction per this SOP.
2.9	Verify eligibility criteria for SDAP	Clerk	Clerk verifies eligibility criteria for Special Duty Assignment Pay. Refer to **DoD FMR Vol. 7A Chapter 8** and **OPNAVINST 1160.6** Series for specific eligibility criteria. An enlisted Service Member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the Service Member performs duties designated as extremely difficult or involving an unusual degree of responsibility. A Service Member entitled to SDAP may receive such pay in addition to any other pay or allowances to which entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned.
2.10	Review and verify Service Member's personnel account	Clerk	Clerk reviews and verifies Service Member's personnel account. Login to MMPA LOPG: • Enter Service Member's SSN • Verify NEC and date awarded NEC • Verify date gained to command • Compare dates to requested date for entitlement start in command memo Note: Normally entitlement to SDAP will start on the date the Commanding Officer certifies the Service Member as fully qualified for and serving in an SDA. Refer to **OPNAVINST 1160.6** Series for exceptions to payment start/restart criteria.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.11	Review and verify Service Member's pay account	Clerk	Clerk reviews and verifies Service Member's pay account. Log on to MMPA JJAA: • Enter Service Member's SSN • Verify FID 30 (SDAP status and other pay entitlement status)
2.12	Verify entitlement to SDAP against current NAVADMIN	Clerk	Clerk verifies entitlement to SDAP against current NAVADMIN (Refer to **NAVADMIN 152/22** as an example). • Verify SDAP authorization • Verify pay level
2.13	Is Service Member eligible for SDAP?	Clerk	Is Service Member eligible for Special Duty Assignment Pay? If No, go to 2.14. If Yes, go to 3.
2.14	Inform CPPA	Clerk	Clerk informs CPPA that Service Member is not eligible for entitlement.
2.15	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review"..
2.16	Complete final verification and close eCRM case.	Supervisor	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed". Go to Stop.
3	Process Service Member's Special Duty Assignment Pay entitlement	Clerk/Supervisor and Service Member	Process Service Member's Special Duty Assignment Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 3001-Start Special Duty Assignment Pay transaction when the Service Member arrives PCS.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			The entitlement does not stop upon the posting of the SH-03 Report PCS departure transaction. The clerk must prepare a 3002-Stop Special Duty Assignment Pay transaction when the Service Member departs PCS. Note: For retiring/separating Service Members, ensure entitlement is stopped the day prior to the Service Member commencing terminal leave or Permissive Temporary Duty (PTDY) in conjunction with retirement/ separation processing.
3.1	Update Service Member's ESR	Clerk	Clerk updates Service Member's Electronic Service Record (ESR), as required. Update Service Member's Training, Education, Qualifications, as applicable.
3.2	Create SDAP transaction in NSIPS	Clerk	Clerk creates Special Duty Assignment Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 8: **https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide** Login to NSIPS: Personnel Maintenance > SDAP > Use > SDAP Create. Enter Service Member's SSN. • Select Special Pay Type SDA • Select Start, Stop or Change, as appropriate • Enter effective date or inclusive dates, as appropriate (coincides with command memo) • Select Propay From Code, as required • Select Propay To Code, as required • Enter Billet/NEC • Enter Authority (Current NAVADMIN) • Enter Certifying Officer (from memo) • Enter Certifying Officer's title (from memo)
3.3	Select projected release date and	Clerk	Clerk selects projected release date and forwards to supervisor for audit and release.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	forward to supervisor for audit and release		
3.4	Verify entries in Service Member's NSIPS ESR	Supervisor	Supervisor verifies Training, Education, Qualifications entries in Service Member's NSIPS ESR, as required.
3.5	Audit and release SDAP in NSIPS	Supervisor	Supervisor audits and releases Special Duty Assignment Pay in NSIPS.
3.6	Did SDAP post?	Clerk	Did Special Duty Assignment Pay post? Go to MMPA JJAA 24-48 hours after release: • Enter Service Member's SSN • Verify FID 30 posted correctly If No, go to 3.7. If Yes, go to 3.8.

3.7	Determine reason for posting delay	Clerk/Supervisor	Clerk and supervisor determine reason for posting delay.
			
			1. Check message status inquiry/rejects list in NSIPS for error code
			2. Research reason for error
			   • If user error, correct and resubmit
			   • If error is not correctable, contact PERS-328 SDAP Coordinator.
			
			Note 1: Refer to **DJMS PTG Part 9, Chapter 10**, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.
			
			Note 2: Refer to **MPA 01/21**, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Go to 3.6.
3.8	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review.
3.9	Compile Retain File	Clerk	Clerk compiles Retain File. • Command memo
3.10	Review SDAP transaction and close eCRM case	Supervisor	Supervisor reviews SDAP transaction and closes eCRM case. Supervisor marks eCRM case as "Completed".
3.11	Verify proper processing of SDAP entitlement	Service Member	Service Member verifies proper processing of SDAP entitlement. If Leave and Earnings Statement (LES) is not correct by the next LES release following submission of SDAP, contact CPPA to follow-up with servicing TSC. Go to Stop.

STOP