

# Special Duty Assignment Pay SOP



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**Process Name: Special Duty Assignment Pay SOP**

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MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

24-Mar-23

**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).

**Roles / Responsibilities:**

- TSC/: 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 of 791F, 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 791F is 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.

## BEST PRACTICES

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- 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/>

#	System	Description
1.	NSIPS/ESR	<ul style="list-style-type: none"> <li>· Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve.</li> <li>· The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information.</li> <li>· Login to NSIPS and ESR at <a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a> using CAC and CAC-enabled computer.</li> <li>· When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate.</li> </ul>
2.	DJMS MMPA	<ul style="list-style-type: none"> <li>· The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for active duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing.</li> <li>· MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing.</li> <li>· Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at <a href="https://miap.csd.disa.mil/portal.html">https://miap.csd.disa.mil/portal.html</a> using CAC and CAC-enabled computer.</li> </ul>
3.	DMR/DMO	<ul style="list-style-type: none"> <li>· DFAS MilPay Repository (DMR)/Defense MilPay Office (DMO) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMR also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions.</li> </ul>
4.	DWOWS	<ul style="list-style-type: none"> <li>· Defense Workload Operations Web System (DWOWS) is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy active duty and reserve Service Members. <a href="https://dwows.csd.disa.mil/dwows/">https://dwows.csd.disa.mil/dwows/</a></li> </ul>
5.	Enterprise Customer Relationship Management (eCRM)	<ul style="list-style-type: none"> <li>· The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions.</li> <li>· The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems.</li> <li>· Login to eCRM at <a href="https://navynpc.my.salesforce.mil/">https://navynpc.my.salesforce.mil/</a> using CAC and CAC-enabled computer.</li> </ul>

**References:**



#	Doc ID	Title
1	<a href="#">DoD FMR Vol. 7A Chapter 8</a>	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
2	<a href="#">DoD Instruction 1340.26 (series)</a>	Assignment and Special Duty Pays
3	<a href="#">OPNAVINST 1160.6 (series)</a>	Special Duty Assignment Pay Program
4	<a href="#">Department of the Navy Memo dated 30 June 2020</a>	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
5	<a href="#">NPPSCINST 5220.2 (Series)</a>	Standard Management Reports
	<a href="#">NPPSCINST 7220.7 (Series)</a>	Separation of Duties Affecting Military Pay
	<a href="#">NPPSCINST 7250.1 (Series)</a>	Retention of Disbursing Office Records
6	<a href="#">MILPERSMAN 7220-112</a>	Pay and Allowance Continuation (PAC) Program
7	<a href="#">NAVADMIN 066/16</a>	Navy Audit Document Retention Guidance
	<a href="#">NAVADMIN 139/18</a>	Annual Recertification of Special Duty Assignment Pay
	<a href="#">NAVADMIN 152/22</a>	Annual Recertification of Special Duty Assignment Pay
	<a href="#">NAVADMIN 186/22</a>	Special Duty Assignment Pay Update for Nuclear Trained Sailors
8	<a href="#">Military Pay Advisory (MPA) 12/13</a>	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
	<a href="#">MPA 49/15</a>	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
	<a href="#">MPA 07/16</a>	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)
	<a href="#">MPA 05/23</a>	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes

**Online Resources:****← BACK**

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

**User Guides Available Online:**

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

## Help Desks:



#	Contact Source	Contact Details
1.	MyNavy HR	<ul style="list-style-type: none"> <li>Special Duty Assignment Pay  <a href="mailto:mill_incen_pays.fct@navy.mil">mill_incen_pays.fct@navy.mil</a>;  <a href="mailto:NXAG_N130D@navy.mil">NXAG_N130D@navy.mil</a></li> </ul>
2.	NSIPS ESR	<ul style="list-style-type: none"> <li><a href="#">NSIPS Help Desk</a>                      1-833-637-3669 (1-833-NESD NOW)  <a href="mailto:nesd@nesd-mail.onbmc.mil">nesd@nesd-mail.onbmc.mil</a></li> <li>MyNavy Career Center (MNCC)                      1-833-330-MNCC  <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a></li> </ul>
3.	<u>Enterprise Customer Relationship Management- (eCRM)</u>	<ul style="list-style-type: none"> <li>eCRM Help Desk  <a href="https://navynpc.my.salesforce.mil/">https://navynpc.my.salesforce.mil/</a></li> <li>eCRM Exception to Policy Help Desk  <a href="mailto:ecrmetp@us.navy.mil">ecrmetp@us.navy.mil</a></li> </ul>

## Forms:

#	Form #	Title
1.	No Forms	No Forms

## SERVICE MEMBER START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SERVICE MEMBER</b>	1	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required	<p>Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required.</p> <p>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.</p> <p>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.</p> <p>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 <a href="#">DoD FMR Vol. 7A Chapter 8</a> and OPNAVINST 1160.6 (Series) for specific details regarding eligibility requirements and conditions affecting the entitlement.</p>
	1.2	Is SDAP action/request an initiation, change in status or annual recertification?	<p>Is SDAP action/request an initiation, change in status or annual recertification?</p> <p>SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC</p> <p>If Initiation/Change in status, <a href="#">go to 1.3.</a>                      If Annual Recertification, <a href="#">go to 1.9.</a></p>

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**SERVICE MEMBER CONTINUED**

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SERVICE MEMBER</b>	1.8	Obtain additional supporting documentation, as requested	Service Member obtains additional supporting documentation, as requested.  <a href="#">Go to 1.3</a>
	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.
	3.11	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**

**CLERK START**



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CLERK</b>	2.5	Dispatch eCRM case to clerk	<p>Supervisor dispatches eCRM case to clerk.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <p>SDAP letters should be in accordance with <a href="#">OPNAVINST 1160.6C</a>, 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.</p>
	2.6	Is eCRM case an initial certification (start) of SDAP?	<p>Is eCRM case an initial certification (start) of SDAP?</p> <p>If Yes, go to 2.7. If No, <a href="#">go to 3.</a></p>
	2.7	Is Service Member to receive SDAP transferring to another UIC within same command and maintaining SDAP eligibility?	<p>Is Service Member to receive SDAP transferring to another UIC within same command and maintaining SDAP eligibility?</p> <p>If Yes, go to 2.8. If No, <a href="#">go to 2.9.</a></p>
	2.8	Ensure proper processing of SDAP entitlement for Service Members transferring to a new UIC within the same command	<p>Ensure proper processing of SDAP entitlement for Service Members transferring to a new UIC within the same command</p> <p>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.</p> <p>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.</p> <p>After Activity Gain posts, process SDAP Start (3001) transaction per this SOP.</p>

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**CLERK CONTINUED**

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CLERK</b>	2.9	Verify eligibility criteria for SDAP	<p>Clerk verifies eligibility criteria for Special Duty Assignment Pay.</p> <p>Refer to <a href="#">DoD FMR Vol. 7A Chapter 8</a> and <a href="#">OPNAVINST 1160.6</a> Series for specific eligibility criteria.</p> <p>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.</p>
	2.10	Review and verify Service Member's personnel account	<p>Clerk reviews and verifies Service Member's personnel account.</p> <p>Login to MMPA LOGP:</p> <ul style="list-style-type: none"> <li>· Enter Service Member's SSN</li> <li>· Verify NEC and date awarded NEC</li> <li>· Verify date gained to command</li> <li>· Compare dates to requested date for entitlement start in command memo</li> </ul> <p>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.</p>
	2.11	Review and verify Service Member's pay account	<p>Clerk reviews and verifies Service Member's pay account.</p> <p>Log on to MMPA JJAA:</p> <ul style="list-style-type: none"> <li>· Enter Service Member's SSN</li> <li>· Verify FID 30 (SDAP status and other pay entitlement status)</li> </ul>
	2.12	Verify entitlement to SDAP against current NAVADMIN	<p>Clerk verifies entitlement to SDAP against current <a href="#">NAVADMIN</a> (Refer to <a href="#">NAVADMIN 152/22</a> as an example).</p> <ul style="list-style-type: none"> <li>· Verify SDAP authorization</li> <li>· Verify pay level</li> </ul>

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**CLERK CONTINUED**

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CLERK</b>	2.13	Is Service Member eligible for SDAP?	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 informs CPPA that Service Member 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 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.
	3.1	Update Service Member's ESR	Clerk updates Service Member's Electronic Service Record (ESR), as required.  Update Service Member's Training, Education, Qualifications, as applicable.

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.2	Create SDAP transaction in NSIPS	<p>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:  <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a></p> <p>Login to NSIPS: Personnel Maintenance &gt; SDAP &gt; Use &gt; SDAP Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> <li>· Select Special Pay Type SDA</li> <li>· Select Start, Stop or Change, as appropriate</li> <li>· Enter effective date or inclusive dates, as appropriate (coincides with command memo)</li> <li>· Select Propay From Code, as required</li> <li>· Select Propay To Code, as required</li> <li>· Enter Billet/NEC</li> <li>· Enter Authority (Current NAVADMIN)</li> <li>· Enter Certifying Officer (from memo)</li> <li>· Enter Certifying Officer's title (from memo)</li> </ul>
	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?	<p>Did Special Duty Assignment Pay post?</p> <p>Go to MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> <li>· Enter Service Member's SSN</li> <li>· Verify FID 30 posted correctly</li> </ul> <p>If No, <a href="#">go to 3.7.</a>                      If Yes, <a href="#">go to 3.8.</a></p>

**CLERK CONTINUED**

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CLERK</b>	3.7	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> <li>1. Check message status inquiry/rejects list in NSIPS for error code</li> <li>2. Research reason for error                             <ul style="list-style-type: none"> <li>· If user error, correct and resubmit</li> <li>· If error is not correctable, contact PERS-328 SDAP Coordinator.</li> </ul> </li> </ol> <p>Note 1: Refer to <a href="#">DJMS PTG Part 9, Chapter 10</a>, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>Note 2: Refer to <a href="#">MPA 01/21</a>, 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).</p> <p><a href="#">Go to 3.6.</a></p>
	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	<p>Clerk compiles Retain File.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <ul style="list-style-type: none"> <li>· Command memo</li> </ul>

**STOP**

**SUPERVISOR START**

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SUPERVISOR</b>	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 case from customer command	<p>Supervisor receives eCRM case from customer command.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:</p> <p><a href="https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx">https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</a></p> <p>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.</p> <p>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.</p> <p>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.</p>
	2.2	Review eCRM case	<p>Supervisor reviews eCRM case.</p> <p>The eCRM case should consist of:</p> <ul style="list-style-type: none"> <li>• Command Memo</li> </ul>
	2.3	Is eCRM documentation complete and sufficient?	<p>Is eCRM documentation complete and sufficient?</p> <p>If No, <a href="#">go to 2.4.</a></p> <p>If Yes, <a href="#">go to 2.5.</a></p>

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**SUPERVISOR CONTINUED**

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SUPERVISOR</b>	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.  <a href="#">Go to 2.3.</a>
	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.  <ol style="list-style-type: none"> <li>1. Check message status inquiry/rejects list in NSIPS for error code</li> <li>2. Research reason for error                             <ul style="list-style-type: none"> <li>· If user error, correct and resubmit</li> <li>· If error is not correctable, contact PERS-328 SDAP Coordinator.</li> </ul> </li> </ol> Note 1: Refer to <a href="#">DJMS PTG Part 9, Chapter 10</a> , Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.  Note 2: Refer to <a href="#">MPA 01/21</a> , 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).  <a href="#">Go to 3.6.</a>
	3.10	Review SDAP transaction and close eCRM case	Supervisor reviews SDAP transaction and closes eCRM case.  Supervisor marks eCRM case as "Completed".

**STOP**



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required	<p>Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required.</p> <p>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.</p> <p>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.</p> <p>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 <a href="#">DoD FMR Vol. 7A Chapter 8</a> and <a href="#">OPNAVINST 1160.6 (Series)</a> for specific details regarding eligibility requirements and conditions affecting the entitlement.</p>
	1.1	Identify Service Members transferring to a new UIC within the same command maintaining eligibility for SDAP.	<p>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.</p> <p>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).</p>
	1.2	Is SDAP action/request an initiation, change in status or annual recertification?	<p>Is SDAP action/request an initiation, change in status or annual recertification?</p> <p>SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC</p> <p>If Initiation/Change in status, go to 1.3. If Annual Recertification, <a href="#">go to 1.9.</a></p>
	1.3	Prepare command memo/letter	<p>Prepare command memo/letter for CO signature.</p> <p>CPPA obtains supporting documentation from Service Member, CCC and/or Command Admin, as applicable</p> <p>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.</p> <p>TSCs may start a Sailors SDAP up to 8 months retroactive to the date of the command certification letter.</p> <p>If SDAP is over 8 months retroactive refer to the decision logic chart on the MyNAVY HR web: <a href="https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/">https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/</a></p> <p><a href="#">OR contact PERS-328 SDAP Coordinator for further guidance.</a></p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.4	Submit a command memo/letter	<p>Submit a command memo/letter to authorizing official with all applicable documents to substantiate SDAP request</p> <p>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: <a href="https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/">https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/</a></p>
	1.6	Is documentation complete?	<p>Is documentation complete?</p> <p>If Yes, <a href="#">go to 1.12</a></p> <p>If No, go to 1.7</p>
	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	<p>CPPA conducts annual recertification of SDAP in accordance with current NAVADMIN.</p> <p>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.</p>
	1.10	Has Service Member's status changed, potentially impacting SDAP?	<p>Has Service Member's status changed, potentially impacting SDAP?</p> <p>Refer also to <a href="#">DoD FMR Vol. 7A Chapter 8</a> logic tables for conditions affecting entitlement to SDAP, if required.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If Yes, <a href="#">go to 1.3</a></p> <p>If No, <a href="#">go to 1.11</a></p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.11	Submit annual command recertification of SDAP to BUPERS as directed	<p>CPPA submits annual command recertification of SDAP to PERS as directed.</p> <p>Submit supporting documentation per current <a href="#">NAVADMIN</a>, as required.</p> <p>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.</p> <p>Go to Stop.</p>
	1.13	Submit signed command memo/letter to TSC via eCRM	<p>CPPA submits signed command memo/letter to TSC via eCRM.</p> <p>SDAP entitlement may be processed in conjunction with the Receipt process:  <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</a></p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:  <a href="https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx">https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</a></p> <p>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.</p> <p>SDAP letters should be in accordance with <a href="#">OPNAVINST 1160.6C</a>, 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.</p>

**CPPA CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CPPA</b>	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).
	2.5	Dispatch eCRM case to clerk	<p>Supervisor dispatches eCRM case to clerk.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <p>SDAP letters should be in accordance with <a href="#">OPNAVINST 1160.6C</a>, 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.</p>

**STOP**

**CCC START**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p><b>CCC</b></p>	<p>1</p>	<p>Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required</p>	<p>Prepare and submit forms and/or compile documentation to support SDAP entitlement, as required.</p> <p>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.</p> <p>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.</p> <p>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 <a href="#">DoD FMR Vol. 7A Chapter 8</a> and <a href="#">OPNAVINST 1160.6 (Series)</a> for specific details regarding eligibility requirements and conditions affecting the entitlement.</p>
	<p>1.2</p>	<p>Is SDAP action/request an initiation, change in status or annual recertification?</p>	<p>Is SDAP action/request an initiation, change in status or annual recertification?</p> <p>SDAP entitlement initiation, change in status or annual recertification can be started by the Service Member, CPPA or CCC</p> <p>If Initiation/Change in status, <a href="#">go to 1.3.</a> If Annual Recertification, <a href="#">go to 1.9.</a></p>

**CONTINUE TO NEXT PAGE**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p>CCC</p>	<p>1.10</p>	<p>Has Service Member's status changed, potentially impacting SDAP?</p>	<p>Has Service Member's status changed, potentially impacting SDAP?</p> <p>Refer also to <a href="#">DoD FMR Vol. 7A Chapter 8</a> logic tables for conditions affecting entitlement to SDAP, if required.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If Yes, <a href="#">go to 1.3</a>                      If No, go to 1.11</p>
	<p>1.11</p>	<p>Submit annual command recertification of SDAP to BUPERS as directed</p>	<p>CPPA submits annual command recertification of SDAP to PERS as directed.</p> <p>Submit supporting documentation per current <a href="#">NAVADMIN</a>, as required.</p> <p>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.</p> <p>Go to Stop.</p>

**AUTHORIZED OFFICIAL START****← BACK**

<b>ROLE</b>	<b>STEP #</b>	<b>FLOW TEXT</b>	<b>ADDITIONAL TEXT</b>
<b>AUTHORIZED OFFICIAL</b>	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.

**STOP**