

PSD JACKSONVILLE
STANDARD OPERATING PROCEDURES

SPECIAL DUTY ASSIGNMENT PAY

Reference: (a) DODFMR, Volume 7A, Chapter 8
(b) DJMS PTG Part 1, Chapter 8

Point of Contact: Customer Service/Receipts Sections

Background:

Special Duty Assignment Pay (SDAP) is a monthly amount of pay in addition to pay and allowances to which the member is otherwise entitled that may be awarded to an eligible member who possesses a rating, Navy Enlisted Classification Code (NEC) or is assigned to special duty. Member must be assigned the correct DNEC prior to receiving SDAP.

Information:

Special Duty Assignment Pay is paid to members performing duties designated by the Secretary of the Navy considered to be extremely difficult to fill or involving an unusual degree of responsibility. The amount of Special Duty Assignment Pay may not exceed the maximum rate prescribed.

COMMAND/CPC RESPONSIBILITY

- Verify eligibility against command's Activity Manpower Document (AMD) and Enlisted Distribution Verification Report (EDVR).
- Forward required documents to PSD upon reporting of new members and any NEC changes based on command annual recertification to Customer Service Section.
- Annually review eligibility and payment authority for each member receiving Special Duty Assignment Pay and forward certified copy of the EPMAC EDVR to BUPERS.

PSD DET RESPONSIBILITY

- Verify entitlement.
- Prepare SDAP document (NSIPS) to initiate or reflect changes to Special Duty Assignment Pay.