U.S. Department of Transportation
United States Coast Guard

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United States Coast Guard

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COMDTINST 1430.1O

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COMMANDANT INSTRUCTION 1430.1O

Subj: SPECIAL DUTY ASSIGNMENT PAY (SDAP)

Ref: (a) 37 USC 307

1. PURPOSE. This instruction prescribes the policies and procedures to administer the Coast Guard Special Duty Assignment Pay (SDAP) program, as reference (a) authorizes.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, Commandant (G-A, G-H, G-L, G-M, G-O, G-S, and G-W) and special staff offices at Headquarters shall ensure compliance with this instruction's provisions.

3. DIRECTIVES AFFECTED. Commandant Instruction 1430.1N is canceled.

4. DISCUSSION. Public Law 98-525 established Special Duty Assignment Pay (SDAP), which provides an additional monthly payment as both an incentive to retain enlisted personnel required to perform extremely demanding duties or duties demanding an unusual degree of responsibility and an inducement to persuade qualified personnel to volunteer for such duties.

5. ELIGIBILITY. An annual SDAP board will review current SDAP authorizations, validate and determine SDAP eligibility, and approve new requests for SDAP entitlement. An ALDIST will announce actual SDAP entitlement and eligibility criteria.

DISTRIBUTION – SDL No. 134

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	1	1	1	1	1	1		2					
B	3	10	20	2	12	4	10	4	2	2	2	4	3	4	1	1		4	2	2	4	2	4	1	1	1
C	3	3		3	2	2	1	1	1	1	10	1	1		1	1	1	1	1	1	1	1	1	1	1	1
D	2	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
E	1	1	1				1	1						1	1			1		1			1	1		
F	2	2	1	1	1	1	1	1	1	1	1	1			1	1	1	1	1	1						
G																										
H																										

NON-STANDARD DISTRIBUTION:
B:c MLCLANT (6) extra
MLC PAC (6) extra

6. AMOUNT AND METHOD OF PAYMENT.

a. SDAP will be paid monthly according to this scale:

SD-1.....$55
SD-2.....$110
SD-3.....$165
SD-4.....$220
SD-5.....$275
*SD-6.....$375

*Note: SD-6 was established by the FY96 Defense Authorization Act, P.L. 104-106, for recruiters only.

Members are eligible to receive SDAP payments in only one category, even if they meet the criteria under several. If a member serving in a billet which receives SDAP must meet the qualification standards for another billet also receiving SDAP, the member will receive the higher of the two SDAP amounts. For example, a small boat station OIC who is required to be surf coxswain qualified to serve as OIC is eligible to receive either the OIC or the surf qualified coxswain SDAP, whichever is higher. If a member meets the criteria for two SDAP categories at equal levels, the member will receive SDAP under the category which matches his or her primary position at the unit.

b. Authorized Entitlement Periods. SDAP begins the date a member begins serving in a billet authorized SDAP, completes required schools and/or qualification, and is certified by the commanding officer as meeting established eligibility criteria for SDAP entitlement.

c. Terminating SDAP. SDAP terminates as of 2400 on the date a member no longer meets established eligibility criteria. Generally, SDAP will be terminated:

(1) the day before a member's PCS departure from a billet receiving SDAP;

(2) when competent authority removes a member from duty or a billet authorized SDAP;

(3) when a member no longer meets qualification standards (such as flight status or surf coxswain qualification);

(4) when a member leaves the rotational watch schedule (for example, in the cases of operational rescue swimmers or surf coxswains).

6. d. SDAP While Under TAD Orders. If a member is TAD and not performing duties requiring the use of skills on which SDAP is based, the member's SDAP eligibility terminates after the 90th day of temporary duty and resumes when the member returns to the permanent billet for which SDAP is paid. If a member is TAD and performs duties requiring skills for which SDAP is paid, the member's SDAP eligibility continues during the entire TAD period. The member's permanent Commanding Officer in conjunction with his or her serving PERSRU determines whether an SDAP eligible skill is required during a member's TAD period.

The ALDIST announcing annual authorization of SDAP entitlement will promulgate additional specific commencement and termination criteria as necessary.

Enclosure (1) of this instruction outlines procedures to terminate SDAP due to relief for cause (RFC).

7. RESPONSIBILITIES.

a. Commandant (G-WP). Commandant (G-WP) is the SDAP approving authority. After approving the list of billets authorized SDAP, their respective SDAP payment level, and eligibility criteria, Commandant (G-WP) advises program managers of the final SDAP determinations. Commandant (G-WP) then promulgates the results in an ALDIST with the SDAP entitlements effective at the beginning of the next fiscal year.

b. Commandant (G-WPM). Commandant (G-WPM) coordinates collecting and processing new SDAP requests and convenes an annual SDAP Review Board, usually each Spring.

c. Program Managers. Program Managers must thoroughly document SDAP needs since each billet and program receiving SDAP must compete for reauthorization annually. Program Managers review new SDAP requests and send them to Commandant (G-WPM) for the SDAP Review Board's consideration.

d. SDAP Review Board. SDAP Review Board membership consists of G-WR, G-WPM, G-MPCPO, G-CPAa, CGPC-epm, and one representative from both LANTAREA and PACAREA. The Review Board reviews all requests for SDAP authorization; evaluates billets already receiving SDAP; and recommends to Commandant (G-WP) which billets should receive SDAP, the SDAP levels, and the eligibility criteria for the forthcoming fiscal year.

7. e. Commanding Officers. Unit commanding officers notify the serving PERSRU in writing of those members eligible for SDAP and those whose SDAP has terminated.

f. PERSRUs. Serving PERSRUs enter necessary PMIS/JUMPS transactions to assign and terminate SDAP.

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Encl: (1) Procedures to Pay SDAP During Relief for Cause

PROCEDURES TO PAY SDAP DURING RELIEF FOR CAUSE

These procedures apply to members subject to relief for cause (RFC):

1. The District with administrative control of the unit notifies Commander, Coast Guard Personnel Command (CGPC-epm), by telephone, of a potential RFC. When the District decides to carryout a temporary RFC, the District notifies CGPC-epm, by message or letter, of the temporary RFC (pending investigation), the member's name, and unit. The District also requests either to continue or terminate the member's SDAP. If the District requests to discontinue SDAP, CGPC-epm initiates action to notify the District, unit, PPC, and the serving PERSRU by message of the date and time to stop paying SDAP.

2. The District then identifies a temporary replacement member, for whom SDAP is not authorized, and notifies CGPC-epm by message or letter of his or her name. CGPC-epm reviews the selection and determines the temporary replacement member's certification and qualification.

3. Upon determining the temporary member's certification, CGPC-epm notifies the District, unit, PPC, and servicing PERSRU by message of the temporary member's certification; this message authorizes the servicing PERSRU to initiate SDAP for the temporary member, upon the District's request.

4. Upon concluding the investigation, the District requests, by letter, a permanent RFC and to remove qualification or to reinstate the member to the SDAP eligible billet.

5. Based on the District's request above, G-WP responds by letter approving either permanent RFC or reinstatement. Based on this decision, CGPC-epm takes one of these actions:

   (a) if member is subject to permanent RFC, CGPC-epm may assign a new member to the position with PCS orders, who will then be authorized SDAP. The temporary member's SDAP, if paid, stops now. If the temporary member is selected for the PCS assignment, SDAP continues to be paid.

   (b) if member returns to duty, CGPC-epm notifies the District, unit, CG PPC, and the serving PERSRU by message of the date and time to stop the temporary member's SDAP and start the reinstated member's SDAP.