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FM COMDT COGARD WASHINGTON DC

TO ALCOAST

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UNCLAS

ALCOAST 359/22

SSIC 7220

SUBJ: FY23 SPECIAL DUTY PAY (SDP) AND ASSIGNMENT PAY (AP)

A. Military Assignments and Authorized Absences, COMDTINST M1000.8A

B. Special Duty Pay (SDP), COMDTINST 1430.1Q

1. This ALCOAST announces results of the FY23 Special Duty Pay and
Assignment Pay Panel (SDP/AP) that convened on 25 Apr 2022. The SDP
and AP levels recommended for FY23 were carefully balanced against
compelling needs, base resources and organizational priorities.

2. The monthly SDP and AP levels are indicated below:

   SD-1 - $75   AP-1 - $75
   SD-2 - $150   AP-2 - $150
   SD-3 - $225   AP-3 - $225
   SD-4 - $300   AP-4 - $300
   SD-5 - $375   AP-5 - $375

3. This ALCOAST authorizes SDP/AP levels to begin in FY23
(01 Oct 2022 and not before) and are anticipated to remain in
effect until the end of FY23 (30 Sep 2023 and not after) contingent
upon Congress extending the authority to make payments. Monetary
interventions may be adjusted or terminated with not less than 30
days of advance official notice by ALCOAST.

4. FY22 SDP levels remain in effect until 30 Sep 22, at which time
they will terminate. Effective 01 Oct 22, the following enlisted
assignments and select officers are authorized SDP for FY23 at the

levels indicated below. The corresponding SDP Code must be used when entering SDP transactions into Direct Access:

Special Duty Pay (SDP)   LEVEL SDP CODE

ATTC Aviation Survival Technician (AST) Instructors*...SD-2 ATTCAST

Canine Explosive Detection Teams (CEDT) Handler*.......SD-1 CANINE

Ceremonial Honor Guard (Enlisted and Officers)*........SD-2 HONOR

CG Cryptologic Group Cryptologic Direct Support

Element (CDSE)*:

CDSE Mission Supervisors...............................SD-2 CDSESUP

CDSE Operators..SD-1 CDSED

CGCYBER Cyber Protection Team (CPT) & Cybersecurity

Operations Center (CSOC)*:

CPT/CSOC All Source Intel Analyst (Journeyman).........SD-2 CGCYB20

CPT/CSOC All Source Intel Analyst (Master).............SD-4 CGCYB21

CPT/CSOC Cyber Analyst (Journeyman)....................SD-3 CGCYB22

CPT/CSOC Cyber Analyst (Master)........................SD-4 CGCYB23

CG Cryptologic Group: Computer Network

Operations (CNO)*:

Exploitation Analyst...................................SD-2 CDCNOEA

Interactive Operator...................................SD-3 CDCNOIO

CGCYBER Cyber Mission Team (CMT)*:

CMT Exploitation (Apprentice)..........................SD-2 CGCYB24

CMT Exploitation (Journeyman)..........................SD-3 CGCYB25

CMT Exploitation (Master)..............................SD-4 CGCYB26

CMT Interactive Operator (Apprentice)..................SD-3 CGCYB27

CMT Interactive Operator (Journeyman)..................SD-4 CGCYB28

CMT Interactive Operator (Master)......................SD-5 CGCYB29

CMT All Source Intel Analyst (Journeyman)..............SD-2 CGCYB30

CGCYBER Cyber Operational Assessments Branch (COAB)*:

Red Team:

COAB Operator (Apprentice).............................SD-2 CGCYB31

COAB Operator (Journeyman)............................SD-4 CGCYB32

COAB Operator (Master)..................................SD-4 CGCYB33

Blue Team:

COAB Operator (Journeyman)............................SD-2 CGCYB34

CAOB Operator (Master)..................................SD-3 CGCYB35

C5ISC Electronics Repair Facility (ERF)................SD-1 ERF

CGRC Recruiting Billets*...............................SD-5 RECPRO

Close Quarters Combat Instructor (CQCI)*...............SD-2 CQCI

D8 OCS/OFFSHORE COC Marine Inspectors*.................SD-1 D8

Dive HRT (ATTC and NDSTC)*.............................SD-2 DV1HRT

Dive Deployable Team Leader (DTL)*.....................SD-2 DDTL

Heavy Weather Certified Coxswain*......................SD-2 COXHW

Helicopter Rescue Swimmers (RS)*.......................SD-5 HELORS

Independent Duty Food Service Officer (IDFSO)*

Cutters Classes: WLIC, WLI, WLR, WTGB, WPB & WPC.......SD-3 IDFSO

Food Service Officer (FSO)*:

Cutter Classes: WLB, WAGB, WSML, WHEC & WIX............SD-3 FSO

Independent Duty Health Services Technicians (IDHSs)*..SD-3 IDHS

MTB Deployable Team Leaders*..........................SD-2 ITDLDR

MTB Deployable Team Members*..........................SD-1 ITDMBR

MSRT Advanced Interdiction (AI) Coxswain*..............SD-3 ADVINT

MSRT Deployable Team Leader (DTL) (Enlisted)*..........SD-3 MSRTTL

MSRT Tactical Operators (MSRT-TO)*.....................SD-2 DOGB2

MSST Deployable Team Leader (DTL)*.....................SD-1 DOGDTL

MSST Tactical Coxswain*...............................SD-1 COXMSST

National Motor Life Boat School Surfman Instructors....SD-5 NMLBSINT

NSF Response Supervisor...............................SD-2 NSF-RS

NSF Response Technician...............................SD-1 NSF-RT

NCV Pursuit HRT Instructors & Training Safety

Officers*..SD-1 MLEAIN1

NCV Pursuit Coxswain Afloat*...........................SD-2 COXNCVAF

NCV Pursuit Coxswain Ashore*...........................SD-2 COXNCV

Precision Marksman-Aviation (PM-A) TACLET*.............SD-2 APMARK

PSU Tactical Coxswain (Active Duty)*...................SD-1 COXPSU

SMTC Tactical Operator Course (TOC) Instructors*.......SD-1 SMTCTOC

SMTC/SMDT Navy Diving & Salvage Training Center CG

HRT Instructors*......................................SD-2 SMTCNAVY

SMTC/SMDT HRT Instructors and School Chiefs*...........SD-1 SMTCIN1

Surfman Certified (Enlisted and Officers)*.............SD-5 SURFCT

TACLET Deployable Team Leader*.........................SD-3 DOGDTL1

TACLET Tactical Operator*..............................SD-2 DOGBO

Tactical Certified Coxswain*...........................SD-1 COXTACT

5. SDP commences on the date a member reports to an eligible position and, if applicable, meets the following eligibility criteria:

   a. ATTC Aviation Survival Technical (AST) Instructors: Member is authorized SDP the day they are qualified as an instructor by CG ATTC CO. Instructors must maintain currency qualifications in order to maintain SDP eligibility. SDP stops upon lapse of qualifications or qualification currency.

   b. Canine Explosive Detection Team (CEDT) Handlers: Canine Handlers must be certified prior to receiving SDP. If the handler or canine is decertified, then SDP stops until the handler or canine is recertified.

   c. Ceremonial Honor Guard: Member must achieve qualifications as an Honor Guardsman and be designated by the unit CO. SDP may be

stopped at CO's discretion.

d. CG Cryptologic Group Cryptologic Direct Support Element (CDSE): Member must complete/achieve the required qualification/ courses prior to designation as a Mission Supervisor or Operator. Member is authorized SDP upon certification by the unit CO.

e. CGCYBER Cyber Protection Team (CPT) & Cybersecurity Operations Center (CSOC): All Source Intel Analyst, Cyber Analyst (Journeymen) and Cyber Analyst (Master) Members must be assigned to CGCYBER, USCYBERCOM, or other DoD or DHS cybersecurity positions, maintain an active TS/SCI clearance access, pass a counterintelligence polygraph, and be designated by the CO.

f. CG Cryptologic Group Computer Network Operations (CNO): Member must complete/achieve the required courses/qualifications prior to designation as an Exploitation Analyst or Interactive Operator. Member is authorized SDP upon certification by the unit CO.

g. CGCYBER Cyber Mission Team (CMT) All Source Intel, Exploitation & Interactive Operator: Members must be assigned to CGCYBER, USCYBERCOM, or other DoD or DHS cybersecurity positions, maintain an active TS/SCI clearance access, pass a counterintelligence polygraph, and be designated by unit CO.

h. CGCYBER Cyber Operational Assessments Branch (COAB): Red and Blue Team Operator members must be assigned to CGCYBER, USCYBERCOM, or other DoD or DHS cybersecurity positions, maintain an active TS/SCI clearance access, pass a counterintelligence polygraph, and be designated by the CO.

i. CGRC Recruiting Billets: Member must be serving in a position assigned to a recruiting office, recruiting chat center, regional supervisor, Training Center Cape May (TCCM) Recruiting C-School instructor, standardization team position, reserve recruiters, and

recruiting office liaison to MEPS. Member must maintain currency in qualifications/certifications, complete the CG RC recruiter PQS, pass a qualification board and maintain good standing during their assignment. Member must be certified by the CGRC CO in order to maintain eligibility for SDP.

j. Close Quarters Combat Instructor (CQCI): Member must be assigned to MSRT, TACLET or SMTC, and have successfully completed the CQCI course, and be designated in writing as a CQCI by the respective unit CO.

k. D8 Marine Inspectors engaged in conducting OCS/OFFSHORE COC inspections: Member is authorized SDP upon qualification/certification from the unit CO.

l. Dive High Risk Training (HRT) ATTC and Naval Diving and Salvage Training Center (NDSTC): ATTC Member is authorized SDP once qualified as an HRT instructor by the unit CO.

m. Dive Deployable Team Leader (DTL): Member is authorized SDP once qualified as a DTL by the unit CO.

n. Heavy Weather Certified Coxswain: Member must serve as a certified Heavy Weather coxswain stationed at a surf or heavy weather station and who routinely serves in the unit's rotational watch schedule as a certified operational Heavy Weather coxswain. Member is authorized SDP upon certification from the unit CO.

o. Helicopter Rescue Swimmer (RS): Member must be assigned to an AST billet, fulfill all appropriate operational and physical training requirements and be designated as a rescue swimmer on the watch schedule. Members of the rescue swimmer standardization division and other rescue swimmers at ATC Mobile, Training Center Cape May and ALC ESD Engineering Support Branch who are assigned to AST billets are included. The unit CO must certify in writing that

the member meets all eligibility requirements for entitlement.

p. Independent Duty Food Service Officer (IDFSO) assigned to cutter classes WLIC, WLI, WLR, WTGB, WPB & WPC: Member is authorized SDP upon reporting for duty in an eligible billet. The member must acquire the CS-17 competency code within one year of their reporting date. If the member does not acquire the CS-17 competency code within one year of their reporting date, SDP will be suspended until the CS-17 competency code is authorized by the CS Rating Force Master Chief.

q. Food Service Officer (FSO) assigned to cutter classes WLB, WAGB, WSML, WHEC & WIX: Member is authorized SDP upon reporting for duty in an eligible billet. The member must acquire the CS-18 competency code within one year of their reporting date. If the member does not acquire the CS-18 competency code within one year of their reporting date, SDP will be suspended until the CS-18 competency code is authorized by the CS Rating Force Master Chief.

r. Independent Duty Health Services Technicians (IDHSs): Members must complete any recognized Independent Duty Health Services Training Course, and be assigned to an IDHS position. The unit CO must certify in writing that the member meets all eligibility requirements for entitlement to SDP.

s. Mobile Training Branch (MTB) Deployable Team Leaders and Members: Members must be serving in a designated team leader or team member billet with command approved qualification.

t. Maritime Security Response Team (MSRT) Advance Interdiction Coxswain: Member must be assigned to and complete all the qualifications for this designation. A member will have SDP stopped anytime the qualification has lapsed or is removed from these designated positions.

u. Maritime Security Response Team (MSRT) Deployable Team Leader (DTL): Members are authorized SDP upon qualification/certification from the unit CO.

v. Maritime Security Response Team (MSRT) Tactical Operators (MSRT-TO): Members are authorized SDP upon qualification/certification from the unit CO.

w. Marine Safety and Security Team (MSST) Deployable Team Leaders: Members must be fully qualified and serving as a Designated Team Leader (DTL) by the unit CO.

x. Marine Safety and Security Team (MSST) Tactical Coxswain: Tactical coxswains meeting all requirements for a coxswain and performing operations associated with PWCS mission. Must complete TCOXN PQS, and be certified by unit CO.

y. National Strike Force: Members must be serving in a NSF response billet on the PAL, fulfill the appropriate qualifications for response member (RM), response technician (RT), or response supervisor (RS), and be designated in writing by the CO of the respective unit.

z. Non-Compliant Vessel (NCV) High-Risk Training (HRT) Instructors & Training Safety Officers (CTS): Member must maintain current qualifications/certifications and complete the MLEA HRT instructor and/or NCVP TSO certification to maintain their eligibility for SDP. Final approval for designation lies with the MLEA Commander.

aa. Non-Compliant Vessel (NCV) Pursuit Coxswain Afloat: Member must be assigned to a NCVP cutter and routinely serve in the unit's rotational watch schedule as a certified operational Pursuit Coxswain (PCOXN) to receive SDP.

bb. Non-Compliant Vessel (NCV) Pursuit Coxswain Ashore

(Enlisted): Member must be assigned to a NCVP station and routinely serve in the unit's rotational watch schedule as a certified operational PCOXN to received SDP.

cc. Precision Marksman-TACLET (PM-A): Member must be fully certified as an aviation gunner in a deployable unit. Certification must be designated in writing by the unit CO.

dd. PSU Tactical Coxswain (Active Duty): Member must be on Title 10 Orders (10 USC 12302 or 10 USC 12301(d)) in support of a contingency, and deployed with a PSU, in order to qualify for SDP. Reservists on ADOS orders not in support of a contingency (RFO assistance) would not be authorized SDP.

ee. SMTC Tactical Operator Course (TOC) Instructors: Members must qualify and maintain current qualifications / certifications as a TOC instructor in addition to completing the FORCECOM HRT Instructor certification in order to qualify and maintain eligibility for SDP. Final approval for designation is determined by the unit CO.

ff. SMTC/SMDT High-Risk Training (HRT) Instructors: Members must maintain current qualifications/certification and complete the MLEA HRT instructor and/or NCVP TSO certification in order to maintain their eligibility for SDP. Final approval for designation is determined by the unit CO.

gg. Surfman Certified (Enlisted and Officers): BOSN Commanding Officers at surf stations and National Motor Lifeboat School instructors are required to maintain certification and participate as duty standing Surfmen. Members serving as a qualified Surfman instructor at the National Motor Lifeboat School or a certified Surfman stationed at a surf station and who routinely serve in the unit's rotational watch schedule will receive SDP.

hh. TACLET Deployable Team Leader: Must be certified and

designated by the CO.

  ii. TACLET Tactical Operator (TO): Must be certified and
designated by the CO.

  jj. Tactical Certified Coxswain: Tactical Coxswains must be
assigned to Ports, Waterways, and Coastal Security (PWCS) activities
 including Maritime Critical Infrastructure/Key Resources patrol and
security boarding stations and routinely serve in the unit's
rotational watch schedule as a certified operational Tactical
Coxswain. Members must complete Tactical PQS, and be certified by
CO/OIC as a Tactical COXN.

6. FY22 AP levels remain in effect until 30 Sep 22, at which time
they will terminate. Effective 01 Oct 22, the following enlisted
assignments and select officers are authorized AP for FY23 at the
levels indicated below. The corresponding AP Code must be used when
entering AP transactions into Direct Access:

Assignment Pay (AP)   LEVEL AP CODE

Academy Company Chief*................................AP-2 OCSCHF

CG Counterintelligence Service (CGCIS) Special
Intelligence Assignment (Position PAL # 19363812)*.....AP-3 SPCINT

CG Counterintelligence Service (CGCIS) Agent*..........AP-2 CINTLA

CG-821 Program Reviewer (Position PAL # 00031448)......AP-4 PRGRVR

CGIS Protective Service Agent (PSA)*...................AP-3 CGISPSD

CGIS Protective Service Detail (PDS) Agent in Charge
& Assistant Agent in Charge* (Officer).................AP-2 CGISPSD2

CGIS Special Agent* (Enlisted).........................AP-3 SPECAG

Command Senior Enlisted Leader (CSEL):

CSEL MCPOCG*...AP-5 CMC-MC

CSEL CMC (MCPOCG-D, MCPOCGR, DCMS, DCO, PAC, LANT)*....AP-4 CMCLV4

CSEL CMC (Districts, FORCECOM, DOL, PSC, JIATF-S,

USCGA, CGCYBER, HQ-BNCR)*..............................AP-3 CMCLV3

CSEL CMC/CSC (Sectors, Bases, CGRC, Area Operational

Forces CSEL, TRACEN Petaluma, TRACEN Yorktown, TRACEN

Cape May, AVTRACEN E-CITY, SMTC, PATFORSWA, PSU, ALC,

SFLC, MFPU)*...AP-2 CMCLV2

D17 Aids to Navigation Teams (ANT).....................AP-2 D17

Defense Attaché Service (DAS) Support Staff*...........AP-3 DETACH

Engineering Petty Officer (EPO) Afloat*................AP-1 EPOAFL

Engineering Petty Officer (EPO) Ashore*................AP-1 EPOASH

Executive Petty Officer (XPO) Afloat*..................AP-1 XPOAFL

Executive Petty Officer (XPO) Ashore*..................AP-1 XPOASH

Kingdom of Saudi Arabia (KSA) Maritime Infrastructure

Protective Force Training Advisory Group (MIPFTAG)

(Enlisted & Officers)*.................................AP-2 SAUDI

Marine Inspector (MI) and Investigating Officer (IO)

Coded Positions:

OCONUS LT MSD Supervisor Positions

(PAL #s 00002158 & 00025172)...........................AP-3 MSDLT

OCONUS MSSE4 MI/IO Positions

(PAL #s 00026796, 00012677, 00030595 & 00007606).......AP-3 MSS4OMI

(PAL #s 00005666, 00016090, 00008404 & 00007616).......AP-2 MSS4OIO

CONUS MSSE4 MI/IO Positions

(PAL #s 00022698, 00027510, 00094933 & 00112122).......AP-3 MSS4CMI

(PAL # 00023040).......................................AP-2 MSS4CIO

Office Candidate School (OCS) Company Chief*...........AP-2 OCSCC

Officer-in-Charge (OIC) Afloat*........................AP-4 OICAFL

Officer-in-Charge (OIC) Ashore*........................AP-4 OICASH

Rating Force Master Chief (RFMC).......................AP-3 RFMC

Recruit Company Commander (CC)*........................AP-5 REC-CC

Senior Enlisted Congressional:

(Positions PAL #s 00001599 & 00035055)................AP-3 CONGSEL

White House President EOC (Enlisted)...................AP-3 PREEOC

White House Situation Room Team Member (Enlisted)......AP-3 WHOCM4

7. AP commences on the date a member reports to an eligible position and, if applicable, meets the following eligibility criteria:

   a. Academy Company Chief: Members are authorized AP the day the member reports for duty to an eligible position.

   b. CG Counterintelligence Agents (CGCIS): Members must be assigned to CGCIS, complete the basic agent course, and be issued a CGCIS badge and credentials. A member will have AP stopped if they are absent from the unit for greater than 30 days (not including TDY), or at any time when the director of CGCIS determines the member is not entitled to AP.

   c. CGIS Protective Service Agent (PSA): Member must have earned the Protective Service Agent (PSA) competency and be in a PSA position.

   d. CGIS Protective Service Detail (PSD) Agent in Charge (AIC) & Assistant Agent in Charge (AAIC): Active duty CWO Investigators permanently assigned to Protective Service Detail (PSD) with no frequency requirements for continued eligibility.

   e. CGIS Special Agent (Enlisted Only): Special Agent must have completed basic training required for special agents, and be in an assignment under CG PSC directed orders or assigned to an RPAL billet specifically indicating investigation duty.

   f. Command Senior Enlisted Leader (CSEL): MCPOCG/CMC/CSC: Member must be serving in the designated billet specified in Paragraph 6 of this ALCOAST.

   g. Defense Attaché Service (DAS) Support Staff: Member must be

serving in a designated defense attaché position assigned within the Department of Defense Attaché System (DAFAS).

h. Engineering Petty Officer (EPO) Ashore & Afloat: EPOs are required to maintain assigned qualifications, currency and proficiency at their respective unit.

i. Executive Petty Officer (XPO) Ashore & Afloat: XPOs are required to maintain assigned qualifications, currency and proficiency at their respective unit.

j. Kingdom of Saudi Arabia (KSA) Maritime Infrastructure Protective Force Training Advisory Group (MIPFTAG): To receive AP, members must be assigned to this training group, and possess the array of training qualifications and credentials necessary to train Kingdom of Saudi Arabia personnel in Maritime Security Force strategy and tactics. A member will have AP suspended if they are absent from the unit for greater than 30 days (not including TDY), or at any time when the MIPFTAG Program Manager determines the member is no longer eligible for AP.

k. Officer Candidate School (OCS) Company Chief: Members must be an E-7. Must meet the Special Assignment criteria outlined in Article 1.E.2A of REF (A). Members must be a graduate of the CPOA or a Senior Enlisted DoD Leadership Academy.

l. Officer in charge (OIC) Ashore & Afloat: Member must meet the cutter qualification and currency requirements for being assigned as an OIC ashore & afloat and serving as an OIC at their respective unit. AP is authorized concurrently to a fully qualified acting OIC afloat or ashore, and the permanently assigned OIC in his/her absence for a period of at least 30 consecutive days, but not more than 90 days. After 90 days of absence, AP shall be terminated for the permanently assigned OIC, and the acting OIC will be the sole AP

recipient for that billet until no longer serving as the acting OIC.

   m. Recruit Company Commander: Member must serve in a billet designated on the PAL, or be temporarily assigned to a surge billet for at least 30 consecutive days, satisfactorily complete the in-house training at TRACEN Cape May, and be designated by the CO.

8. Reservists performing any type of duty, including Active Duty for Training (ADT), Inactive Duty Training (IDT), Active Duty Operational Support (ADOS), and Involuntary Recall, are entitled to SDP/AP on a prorated basis if the assignment to that duty or RPAL billet performs duty for which SDP or AP is authorized by this ALCOAST. Reservists serving in RPAL billets for which SDP/AP is authorized on IDT or ADT are not authorized SDP or AP if ordered to voluntary active duty assignments involving duty that isn't eligible for SDP or AP. Reservists ordered to involuntary active duty are authorized continuation of SDP/AP authorized for their RPAL IDT assignment, if otherwise eligible. Reservist must meet the eligibility requirements listed above in order to be eligible for SDP/AP.

9. General Guidance for all SDP and AP authorization.

   a. No one may be in concurrent receipt of both SDP and AP. If a Member is eligible to receive both SDP and AP payments in any respective category, they may elect which Special Pay (SDP or AP) they wish to receive.

   b. No one may be in concurrent receipt of two categories of SDP.

    (1) If a Member is serving in a billet which is authorized SDP, and meets the eligibility standards for another SDP, the Member is authorized the higher of the two pay amounts.

    (2) If a member meets criteria for two categories of SDP with equal pay levels, the Member is authorized SDP for the

category that best matches his/her primary position at the unit.

   c. Effect of injury, illness, or disability on continued SDP or
AP eligibility.

   (1) In the event that a Member is injured, falls ill, or is
otherwise physically disabled while performing the duty for which
SDP or AP is paid, SDP or AP may be paid for up to 90 days during
period of the treatment for the condition that would otherwise
render the member ineligible for the special pay. The SDP or AP
will be suspended on the 91st day following the disqualifying
injury, illness, or physical disability.

   (2) Any injuries, illness, or physical disabilities incurred
under any circumstances that are not directly related to the
performance of duty for which the SDP or AP is paid will result in
suspension of the special pay effective the day the member's CO
determines the Member is no longer able to perform the duty for
which the special pay is authorized.

10. SDP/AP eligibility terminates the earlier of the following:

   a. The day before the member departs PCS;

   b. The date the Member is removed from duty by competent
authority (e.g., relief for cause);

   c. The date the Member is no longer qualified (e.g., required
qualifications lapse, is no longer in the rotational watch schedule,
TDY, etc.); and

   d. The date a member departs a unit with no expectation of return
prior to separation or retirement (e.g., leave or administrative
absence).

11. Responsibilities:

   a. Members authorized SDP or AP under this ALCOAST shall:

      (1) Read and understand the conditions for eligibility for

their respective special pay in this ALCOAST;

(2) Notify their CO of any condition or circumstance that might affect their eligibility for continuation of SDP or AP; and

(3) When their eligibility for SDP or AP has been terminated or suspended on account of transfer or other reasons, review their statements of semi-monthly income (payslips) to confirm that the special pay previously authorized is no longer credited to their pay accounts. If the special pay has not been stopped when it reasonably should have, members must set aside the suspected erroneous payment for eventual repayment and notify their administrative office in writing of the suspected overpayment.

b. COs must timely notify their SPOs of members' SDP/AP eligibility or loss of eligibility including certifying the documentation for a reservist. Unit P&A offices must regularly review affected members' continued eligibility for SDP or AP and provide timely notice to SPOs when members lose eligibility.

c. P&As and SPOs must submit the proper Direct Access data entry to commence/terminate SDP/AP payment as appropriate.

12. REF (B) outlines SDP/AP policy. Questions about SDP/AP eligibility should be directed to the appropriate HQ program manager. For questions regarding SDP/AP policy contained in REF (B), contact COMDT (CG-1332) by email to COMPENSATION@USCG.MIL.

13. RADM B. K. Penoyer, Assistant Commandant for Human Resources (CG-1), sends.

14. Internet release is authorized.