Starting Special Duty Pay

Introduction

This guide provides procedures for starting Special Duty Pay (SDP) (formerly Special Duty Assignment Pay, SDAP) for members in Direct Access (DA).

References

(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) Coast Guard Special Duty Pay (SDP), COMDTINST 1430.1 (series)
(c) Assignment and Special Duty Pays, DoDI 1340.26
(d) ALCOAST 478/22 – DEC 2022 Update 1 – FY23 Special Duty Pay (SDP) and Assignment Pay (AP)

Important Information

In the event that retroactive SDP is required, SPOs MUST include the CG-2044 Special Duty Pay Worksheet and all applicable source documentation when submitting a PPC Trouble Ticket.

Known Issue for Reserves

For IDT drills, **DO NOT** enter SDP/AP via the payroll requests action request: but instead, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself.

Auditing Standards

Chapter 11.A of the 3PM outlines the standard business process for submitting and validating pay transactions entered by P&As. Se the following user guides for navigating, identifying, and researching pay transactions:

- Pay Calculation Results
- One Time Positive Input (OTPI)
- Element Assignment by Payee (EABP)

Procedures

See below.

Step	Action
1	Click the **AD/RSV Payroll Workcenter** tile.

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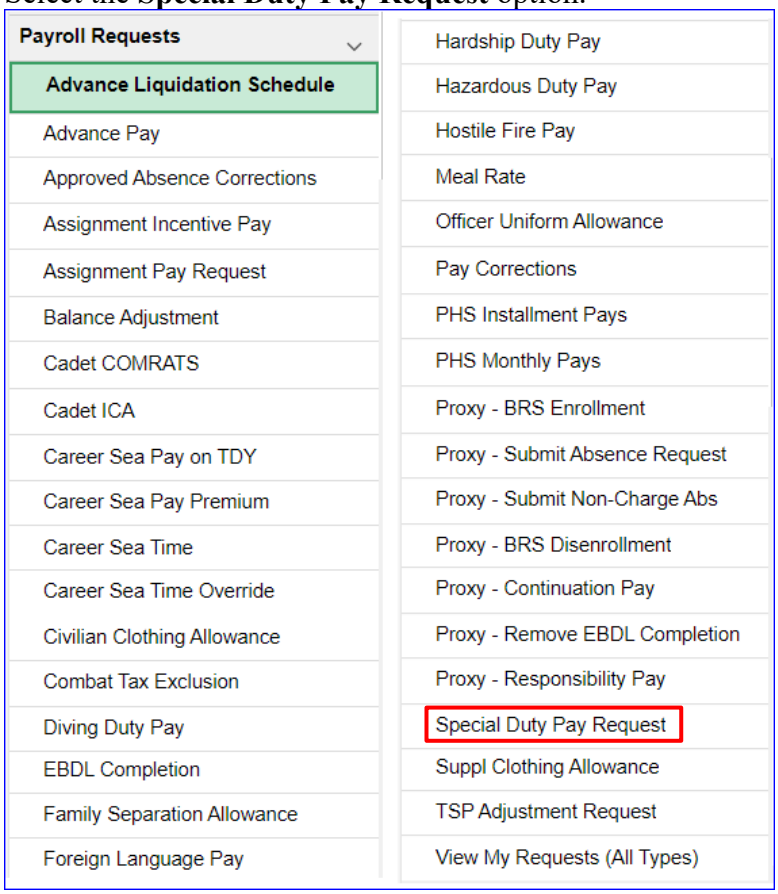
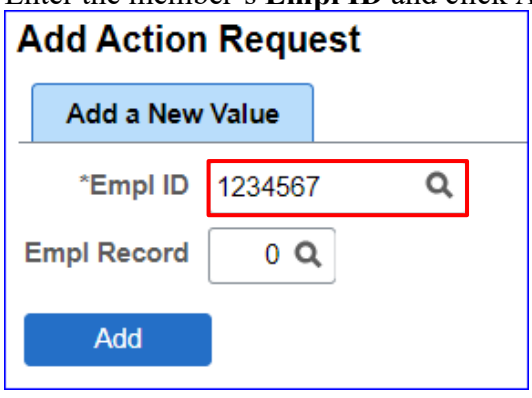
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
2	Select the **Special Duty Pay Request** option. 
3	Enter the member's **Empl ID** and click **Add**. 

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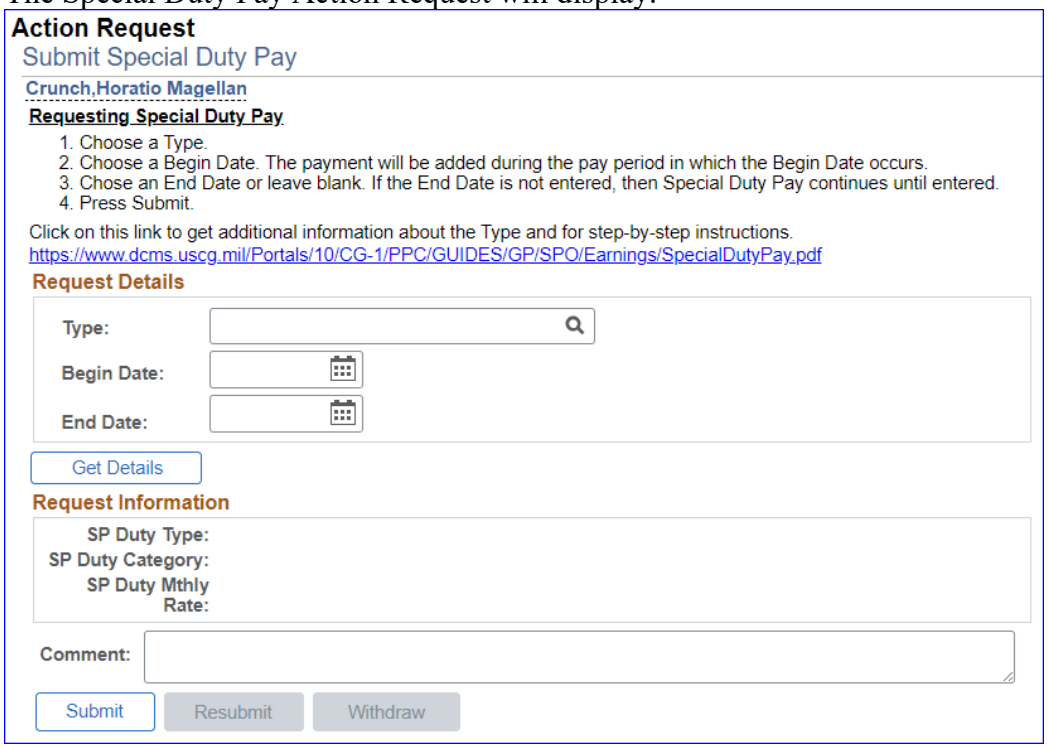
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
4	The Special Duty Pay Action Request will display.



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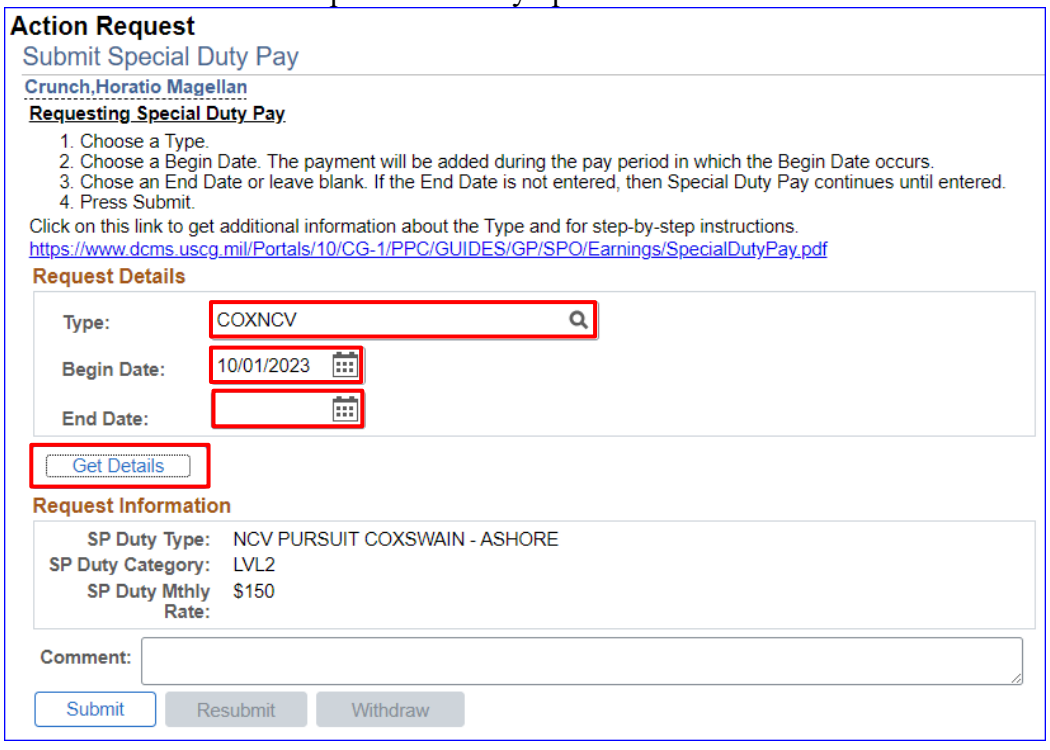
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
5	Complete the following fields in the Request Details Section: • **Type** – using the lookup, select the appropriate SDP. • **Begin Date** – enter the date the member became eligible for SDP (see Note 1) • **End date** – this may be left blank. If the SDP is a temporary entitlement, enter an end date (see Note 2) Click **Get Details**. **NOTE 1:** Do **NOT** enter a begin date prior to 10/1/2019. Special Duty Pay (SDP) became effective 10/1/2019. Any Retro requests to pay SDAP (Special Duty Assignment Pay) **MUST** be submitted through a customer service trouble ticket. **NOTE 2:** For Reserve members on long term active duty orders, leave the End Date blank. SDP will stop automatically upon RELAD. 

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Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
6	This is a list of all available Special Duty Pay types:

Special Duty Pay Type	Description	Special Duty Pay Category
ADVINT	MSRT ADVANCE INTERDICTION COXSWAIN	LVL3
APMARK	PRECISION MARKSMAN - AVIATION/HITRON/TACLET (PM-A)	LVL2
ATTCAST	ATTC AVIATION SURVIVAL TECHNICIAN (AST) INSTRUCTORS	LVL3
CANINE	CANINE EXPLOSIVE DETECTION HANDLERS	LVL1
CDSED	CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) OPERATORS	LVL1
CDSESUP	CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) MISSION SUPERVISOR	LVL2
CGRCPRCSTD	PRODUCTION RECRUITERS (PR) STANDARD OFFICE	LVL2
CGRCPRDIS	PRODUCTION RECRUITERS (PR) DISADVANTAGED OFFICE	LVL3
CGRCRECOFF	RECRUITING OFFICE (RO) SUPPORT POSITIONS	LVL5
CGRCRICDIS	RECRUITERS IN CHARGE (RIC) DISADVANTAGED OFFICE	LVL4
CGRCRICSTD	RECRUITERS IN CHARGE (RIC) STANDARD OFFICE	LVL3
COXHW	HEAVY WEATHER CERTIFIED COXSWAIN	LVL2
COXMSST	MSST TACTICAL COXSWAIN	LVL1
COXNCV	NCV PURSUIT COXSWAIN - ASHORE (ENLISTED)	LVL2
COXNCVAF	NCV PURSUIT COXSWAIN - AFLOAT	LVL2
COXNCVCRW	NCV PURSUIT CREWS - AFLOAT	LVL1
COXNCVMSRT	NCV PURSUIT COXSWAIN (MSRT & TACLET)	LVL2
COXPSU	PSU TACTICAL COXSWAIN (ACTIVE DUTY)	LVL1
COXTACT	TACTICAL CERTIFIED COXSWAIN	LVL1
CQCI	CLOSE QUARTERS COMBAT INSTRUCTOR (CQCI)	LVL2
CYBOPS1	CYBER OPS 1	LVL2
CYBOPS2	CYBER OPS 2	LVL3
CYBOPS3	CYBER OPS 3	LVL4
CYBOPS3	CYBER OPS 3	LVL4
D8	D8 OCS/OFFSHORE COC MARINE INSPECTORS	LVL1
DDTL	DIVE DEPLOYABLE TEAM LEADER (DTL)	LVL2
DOGB2	MSRT TACTICAL OPERATOR (MSRT-TO)	LVL2
DOGBO	TACLET TACTICAL OPERATOR	LVL2
DOGDTL	MSST DEPLOYABLE TEAM LEADER	LVL1
DV1HRT	DIVE (HRT) ATTC AND NSDSTC	LVL2
ERF	C5ISC ELECTRONICS REPAIR FACILITY (ERF)	LVL1
FSO	FOOD SERVICE OFFICER (FSO) WITH CS-18 COMPETENCY	LVL3
HELORS	HELICOPTER RESCUE SWIMMER	LVL5
IDFSO	INDEPENDENT DUTY FOOD SERVICE OFFICER (FSO) WITH CS-17 COMPETENCY	LVL3
IDHS	INDEPENDENT DUTY HEALTH SERVICE TECHNICIAN (IDHS)	LVL3
IO	INVESTIGATING OFFICER	LVL1
ITDLDR	MOBILE TRAINING BRANCH (MTB) DEPLOYABLE TEAM LEADER	LVL2
ITDMBR	MOBILE TRAINING BRANCH (MTB) DEPLOYABLE TEAM MEMBER	LVL1
MLEAIN1	NCV PURSUIT HIGH RISK TRAINING INSTRUCTOR/SAFETY OFFICER	LVL1
MSRTTL	MSRT DEPLOYABLE TEAM LEADER (DTL)	LVL3
NMLBSINT	NATIONAL MOTOR LIFEBOAT SCHOOL SURFMAN INSTRUCTORS	LVL5
NSF-RS	NATIONAL STRIKE FORCE (NSF) RESPONSE SUPERVISOR	LVL2
NSF-RT	NATIONAL STRIKE FORCE (NSF) RESPONSE TECHNICIAN	LVL1
RWAI	ROTARY WING AIR INTERCEPT (RWAI) (PILOTS/AIRCREW)	LVL2
SMTCIN1	SMTC/SMDT HIGH-RISK TRAINING INSTRUCTORS AND SCHOOL CHIEFS	LVL1
SMTCNAVY	SMTC/SMDT NAVY DIVING SALVAGE TRAINING CENTER CG HRT INSTR	LVL2
SMTCTOC	SMTC TACTICAL OPERATOR COURSE (TOC) INSTRUCTOR	LVL1
SURFCT	SURFMAN CERTIFIED	LVL5

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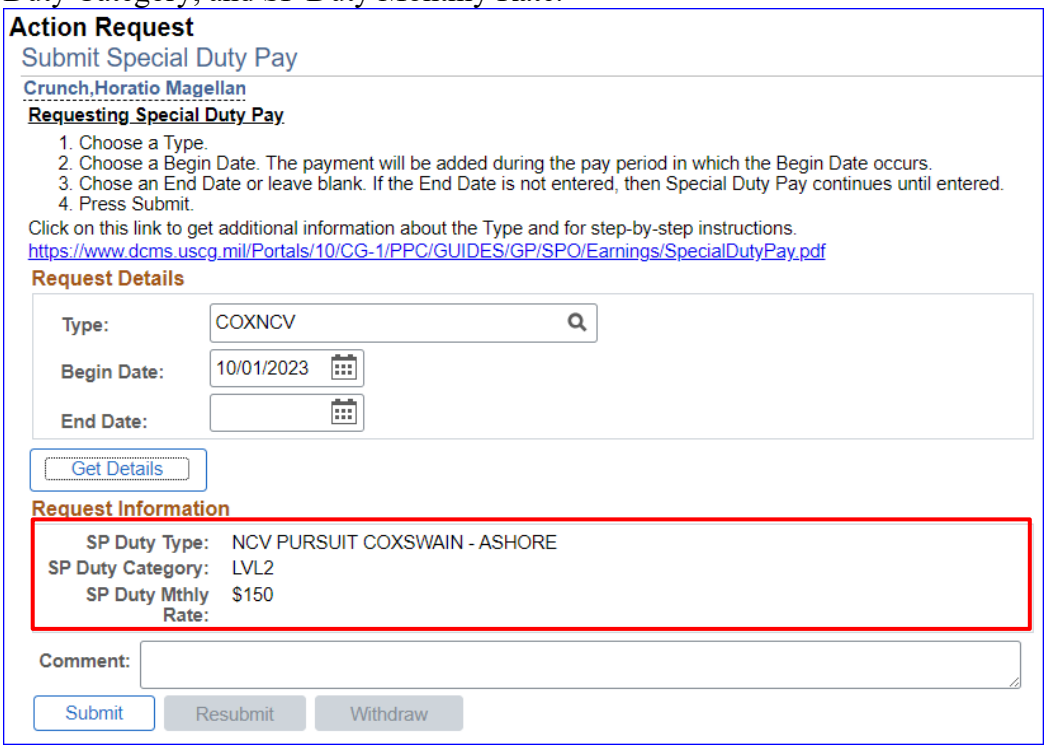
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
7	The **Request Information** section will populate with the SP Duty Type, SP Duty Category, and SP Duty Monthly Rate.



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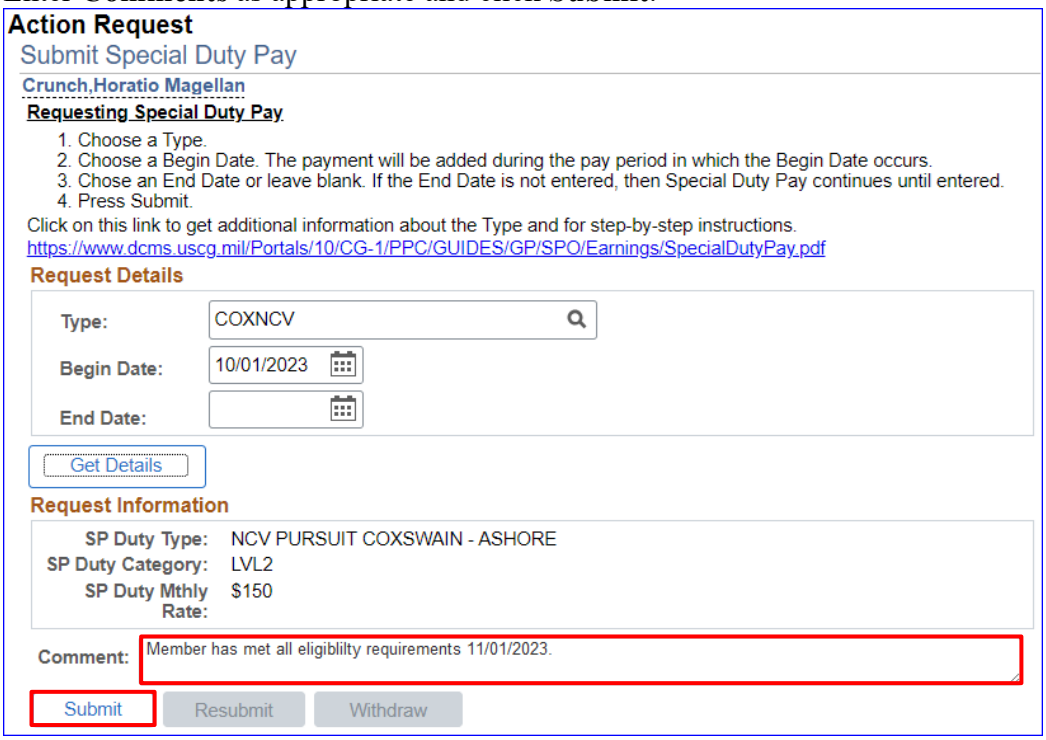
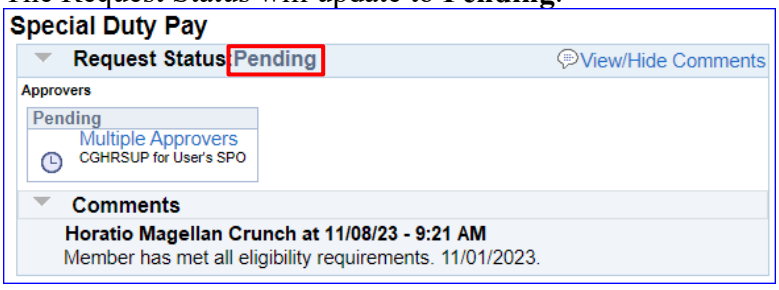
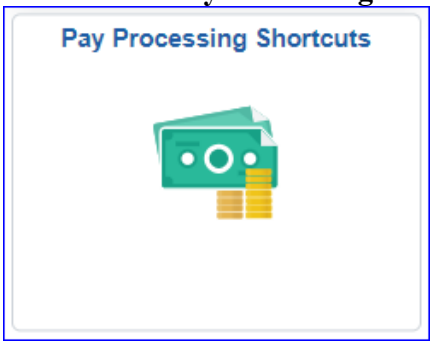
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
8	Enter **Comments** as appropriate and click **Submit**. 
9	The Request Status will update to **Pending**. 
10	Once the request has been approved it can be viewed in the member's EABPs. Click on the **Pay Processing Shortcuts** tile. 

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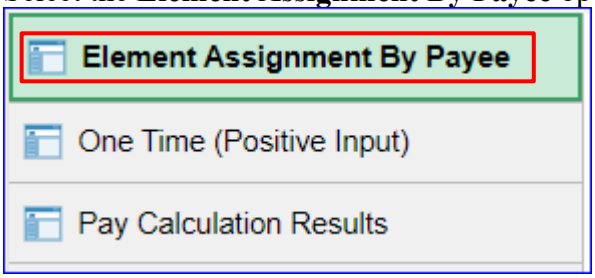
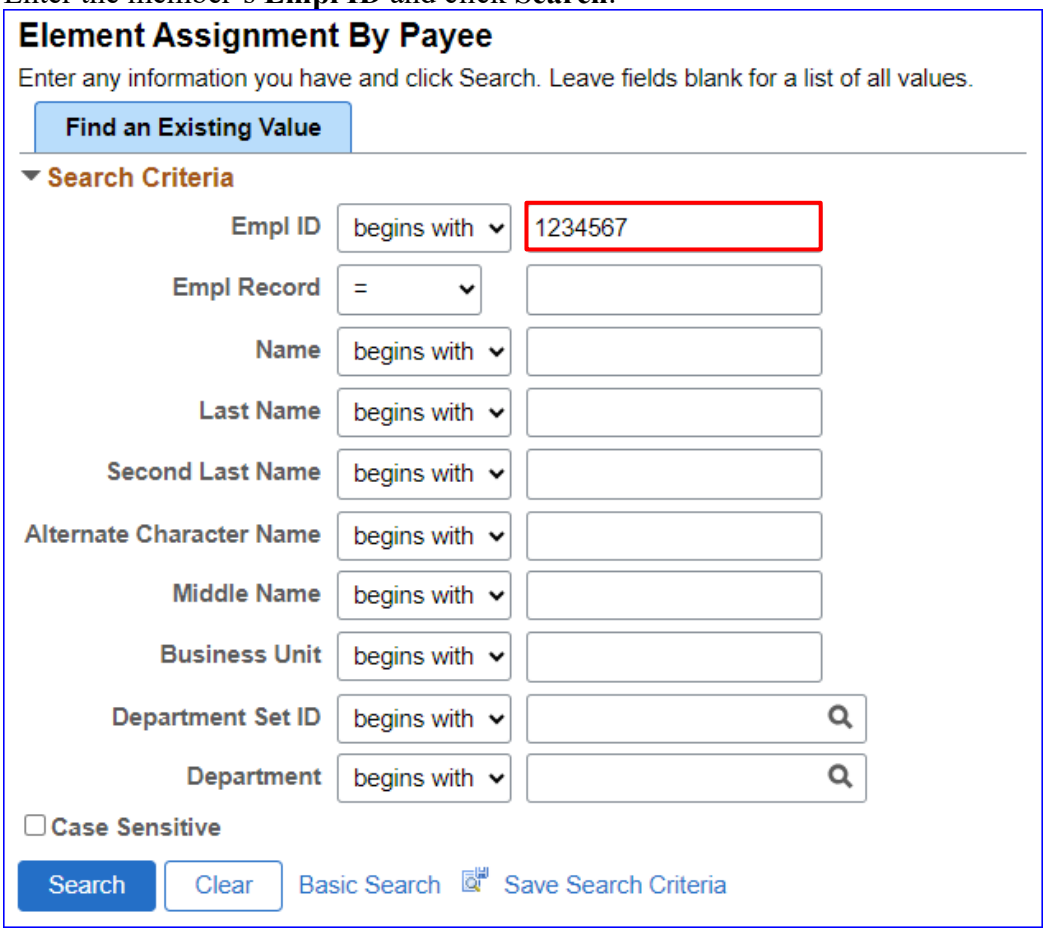
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
11	Select the **Element Assignment By Payee** option. 
12	Enter the member's **Empl ID** and click **Search**. 

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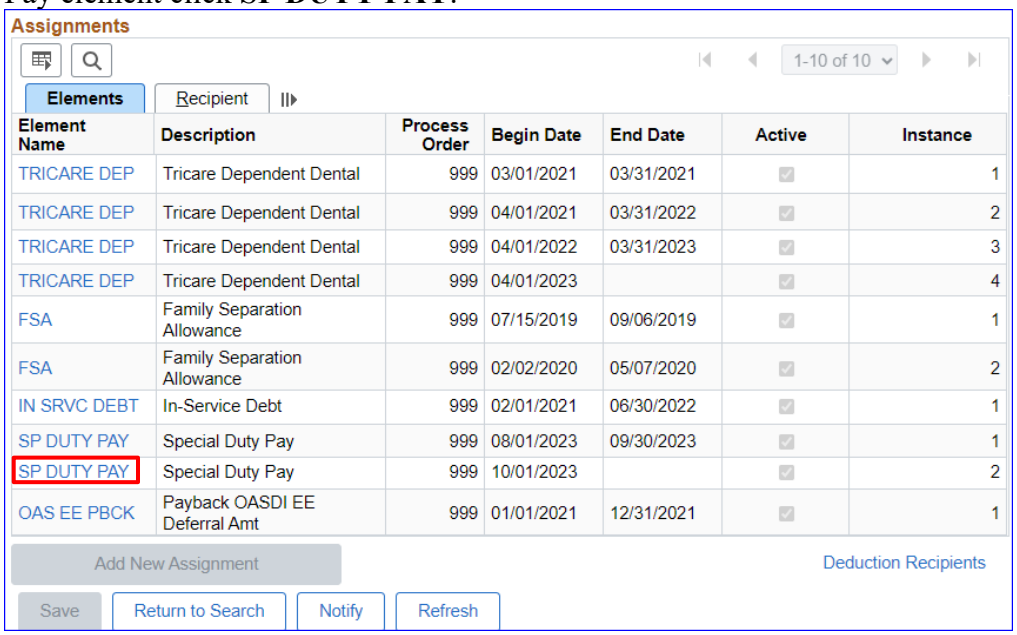
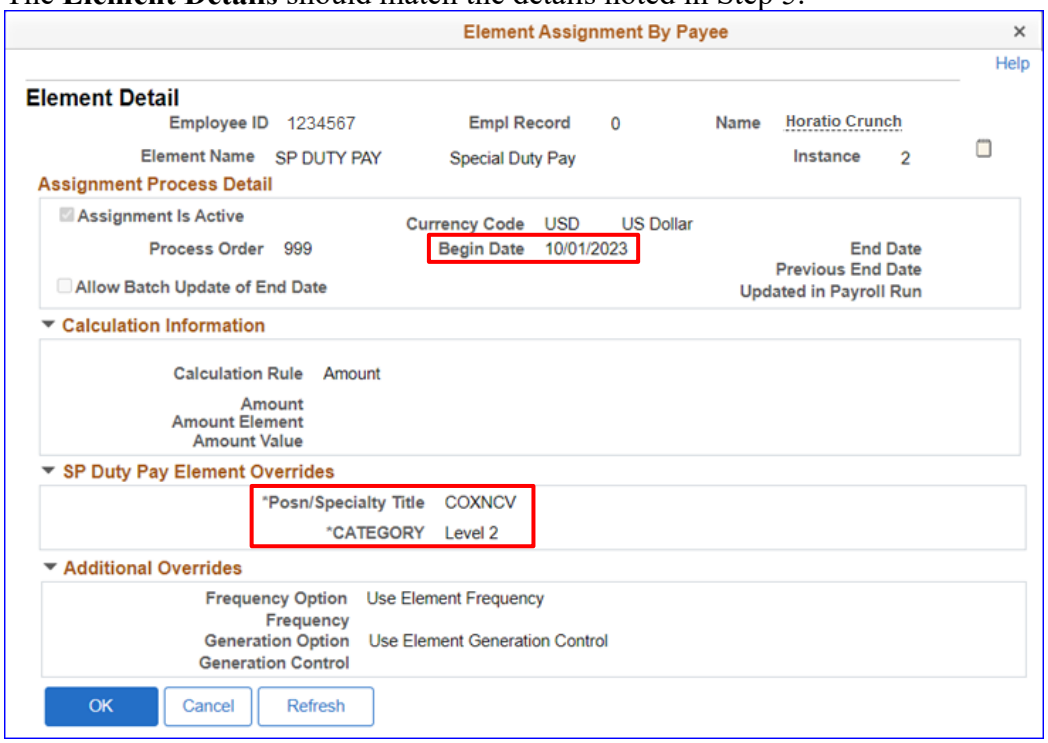
Starting Special Duty Pay, Continued

Procedures, continued

Step	Action
13	A list of the member's EABPs will display. Special Duty Pay is generally located towards the bottom of the list. To view the details of the Special Duty Pay element click **SP DUTY PAY**.



14	The **Element Details** should match the details noted in Step 5.