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FM COMNAVRESFOR NORFOLK VA

TO NAVRESFOR

INFO CNO WASHINGTON DC

COMNAVRESFORCOM NORFOLK VA

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ALNAVRESFOR 22/23 //

PASS TO OFFICE CODES:

INFO RUOIBBB/CNO WASHINGTON DC//N095// MSGID/GENADMIN/COMNAVRESFOR  
NORFOLK VA/N1/JUL//

SUBJ/FISCAL YEAR 23 SPECIAL DUTY ASSIGNMENT PAY ELIGIBILITY AND  
ANNUAL RECERTIFICATION FOR SELECTED RESERVE SAILORS//

REF/A/DOC/DOD/11JAN19//

REF/B/DOC/OPNAV/5OCT17// REF/C/DOC/CNRF/29AUG22//

REF/D/DOC/DOD/AUG21//

NARR/REF A IS DODI 1340.26 CHANGE 1, ASSIGNMENT AND SPECIAL DUTY  
ASSIGNMENT PAY. REF B IS OPNAVINST 1160.6C, SPECIAL  
DUTY ASSIGNMENT PAY PROGRAM. REF C IS RESPERSMAN 7220-010.

REF D IS DOD FINANCIAL MANAGEMENT REGULATION VOL 7A.//

RMKS/1. This message announces the annual special duty assignment  
pay (SDAP) recertification process for Selected Reserve Sailors  
(SELRES) for fiscal year (FY) 2023. Per references (a) through (d),  
Navy Reserve Activity (NRA) Commanding Officers, in coordination  
with reserve unit leadership, are required to annually review and  
certify each Sailor's entitlement to SDAP. This recertification is  
vital in verifying that every Sailor assigned to an eligible billet  
remains qualified to fill the billet and is receiving the correct  
level of SDAP.

2. This certification shall commence effective immediately through  
15 Sep 2023. Commander, Navy Reserve Forces Command  
(COMNAVRESFORCOM) N11 will stop SDAP for all recipients failing to  
complete the recertification process on time. Commands should  
prioritize timely completion of this process to avoid pay  
disruptions for eligible Sailors. For commands who had SDAP payments  
stopped as a result of failing to complete the required process on  
time, SDAP can be restored upon completion of the directed  
recertification process.

3. Reserve SDAP levels are 1/30th of the full active duty monthly  
SDAP levels listed in ref (b) per ref (d).

Level Amount per drill

SD-1 2.50

SD-2 5.00

SD-3 7.50  
SD-4 10.00  
SD-5 12.50  
SD-6 15.00

4. Certification requirements. Members holding a qualifying Navy Enlisted Classification (NEC) and assigned to eligible billet, as specified in the current SDAP billet list, are qualified for SDAP.

a. Eligible SDAP billets are listed on the COMNAVRESFORCOM N114 SharePoint page at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N11/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N11/SitePages/Home.aspx) located in the RESPAY Tools for Success SDAP folder.

b. Member billet assignment can be verified via My Navy Assignment (MNA).

c. Member NEC can be verified via Navy Standard Integrated Personnel System (NSIPS). NEC must be awarded prior to SDAP certification.

5. COMNAVRESFORCOM N11 will:

a. Provide administrative guidance for processing SDAP.

b. Monitor N1 Process Management Tool (PMT) daily for SDAP submissions.

c. Initiate/correct/terminate SDAP payment via NSIPS.

d. Provide list of eligible SDAP SELRES billets on COMNAVRESFORCOM N114 SharePoint.

6. Echelon 4 commands will:

a. Be familiar with this message and references (a) through (d).

b. Provide guidance to Echelon 5.

c. Review SDAP submission and recommend approval/disapproval via N1 PMT.

7. Echelon 5 commands (NRA) will:

a. Be familiar with this message and references (a) through (d).

b. Verify Sailors meet all eligibility requirements.

c. Submit signed SDAP letters to COMNAVRESFORCOM N11 through PMT at <https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/prcmgmt/Pages/default.aspx>

d. Recertify Sailors within the fiscal year recertification period (in paragraph 1). Sailors who are not recertified will have their SDAP terminated at the end of current FY.

e. Track SDAP payments for assigned eligible SELRES Sailors to ensure timely and proper payments.

f. Notify COMNAVRESFORCOM N11 via termination letter in N1 PMT if a Sailor is no longer eligible for SDAP. Examples of loss of eligibility include: loss of qualifying NEC, removal from qualifying billet or gain to active duty (mobilization, etc).

g. Verify all Sailors in eligible billets with eligible NEC(s) receive SDAP per this message.

h. Certify SDAP eligible Sailors within 30 days of assignment to SDAP eligible billet.

i. Notify COMNAVRESFORCOM N11 upon mobilization/demobilization via termination/certification letter in N1 PMT.

8. Echelon 6 (Reserve Units) will:

- a. Be familiar with this message and references (a) through (d).
- b. Assist NRA with the SDAP certification process.
- c. Notify NRA if member receiving SDAP is no longer eligible.

Examples of loss of eligibility include: loss of qualifying NEC, removal from qualifying billet or gain to active duty (mobilization, etc).

9. Reserve Sailor Responsibility:

a. SELRES status (Duty Status Code 200)

(1) Reserve Sailors will contact their reserve unit leadership and NRA Command Pay and Personnel Administrator (CPPA) with Inactive Duty Training (IDT) related SDAP payment issues.

(2) Reserve Sailors on AT/ADT orders will coordinate with the active duty command CPPA who will submit appropriate documentation to Reserve Center of Excellence (RCOE) AT/ADT Department.

b. Active Duty status (duty status code 100)

(1) Reserve Sailors on Active Duty for Operational Support (ADOS) or recall orders, SELRES SDAP eligibility is terminated upon Sailor's start of active duty orders. Upon return to an eligible Reserve SDAP billet, Sailor is required to notify reserve unit leadership and NRA to recertify SDAP eligibility.

(2) Reserve Sailors on active duty orders such as Recall, Active Duty for Operational Support or mobilization, will contact the active duty command CPPA who will submit appropriate documentation to RCOE.

10. Point of contact for Ech III/IV Manpower representatives is CNRFC RESPAY via "CNRFC N11 and Ech 3/4 Team" in Microsoft Teams.

11. Point of contact for Ech V clerks is Ech IV Manpower representative.

12. Released by RADM M.J. Steffen, Deputy Commander, Navy Reserve Force.//

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