

RESPERSMAN 7220-010

RESERVE PAY

Responsible Office	COMNAVRESFORCOM (N11)	Phone:	DSN	262-2651
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References	(a) DoD Financial Management Regulation, Volume 7A (b) OPNAVINST 7220.14 (c) BUPERSINST 1001.39F (d) OPNAVINST 1160.6B (e) OPNAVINST 7220.18 (f) OPNAVINST 7220.7G (g) Navy Foreign Language Proficiency Bonus List (NOTAL)
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1. **Definition.** This article refers to the proper administration and execution of Reserve pay, including special and incentive pay and Funeral Honors Duty Allowance (FHDA). Special and incentive pays are entitlements earned by a member who meets the particular requirements set forth below. In addition to basic pay, a member may be entitled to one or more types of special pay or incentive pays depending upon the member's status, qualifications, or duty assignment.

2. **Responsibilities**

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N11) RPAT shall:

(1) Provide Force-wide oversight, training, and assistance for Reserve pay processing.

(2) Process special pays for SELRES Sailors, to include: Diving Duty Pay, Career Enlisted Flyer Incentive Pay (CEFIP), Special Duty Assignment Pay (SDAP), Foreign Language Proficiency Bonus (FLPB), and Health Professions Officer Special Pay.

(3) FHDA for members of the IRR-ASP.

(4) Research Inactive Manpower and Personnel Management Information System (IMAPMIS), Web Master Military Pay Account (MMPA), NSIPS, and DJMS-RC to resolve pay problems.

(5) Review and resolve all Information Technology Service Management (ITSM) service requests routed to RPAT.

b. Echelon 4 commands shall:

(1) Provide oversight, training, and assistance for Reserve pay processing to subordinate commands.

(2) Contact Commander, Navy Reserve Forces Command COMNAVRESFORCOM (N11/RPAT) at CNRFC_rpat@navy.mil for any issues not sufficiently resolved through the Space and Naval Warfare Systems (SPAWAR) helpdesk, nsipshelpdesk@navy.mil.

(3) Research IMAPMIS, Web MMPA, NSIPS, and DJMS-RC to resolve pay problems.

(4) Ensure NRAs complete action within 10 business days from receipt of ITSM service request guidance from the NSIPS and SPAWAR Reserve Pay helpdesks or COMNAVRESFORCOM (N11).

c. Navy Reserve Activity (NRA) shall ensure:

(1) New affiliates are counseled via NAVPERS 1070/613, Administrative Remarks on mandatory enrollment in Electronic Funds Transfer (EFT). Grant individual exceptions to EFT enrollment per the exceptions guideline provided in appendix C of reference (a).

(2) Corrective action is initiated to resolve pay discrepancies within 5 business days of receipt. All pay problems that cannot be resolved locally shall be reported immediately to the SPAWAR Reserve Pay helpdesk via ITSM.

(3) All pays are properly processed and tracked in accordance with references (a) through (g).

(4) Reserve Sailors are only authorized access to NSIPS for the duration of time ordered to the NRA during periods of active duty other than AT.

(5) Pay clerks monitor the earnings report and Web MMPA for proper and timely payments.

(6) NSIPS entries are made for reporting state and federal tax status changes to DFAS-Cleveland.

(7) NSIPS is used to report home address changes to DFAS-Cleveland for Reserve Sailors on IDT orders. NSIPS home address change does not automatically update state tax election; members must submit DD Form 2058, State of Legal Residence Certificate.

(8) When feedback from service request is received, corrective action is initiated, adjudicated, and verified within 10 business days.

d. Unit COs shall verify documentation and eligibility of their subordinate Sailors and provide all key supporting documents to the NRA staff to justify Reserve pay and special/incentive pay transactions.

e. Members shall notify unit CO of qualifications and provide all key supporting documents to justify their entitlement to special or incentive pays, as specified below for each type of special or incentive pay.

3. Special and Incentive Pay

a. Career Sea Pay (CSP). Per reference (b), CSP is earned while performing AT, Active Duty Training, or Active Duty for Special Work and shall be updated in NSIPS upon initial computation of CSP and as changes occur. A NAVPERS 1070/613, Administrative Remarks entry is required to document the member's CSP counter. Quarterly summary entries are authorized for personnel who complete a large number of brief sea duty periods.

b. Diving Duty Pay. Qualifications must be updated every 6 months per MILPERSMAN 1220-260 and a recertification letter sent to COMNAVRESFORCOM (N11/RPAT). Members shall be counseled on their responsibilities for ensuring their qualifications are completed in a timely manner and submitted to COMNAVRESFORCOM (N11) via their chain of command for updates.

(1) Due to system limitations with the NROWS, members entitled to diving duty pay must manually insert justification/comments into their AT or ADT orders. They should state their eligibility for diving duty pay and that "performance of diving duty" is authorized, in accordance with MILPERSMAN 7220-090. The NRA staff shall verify that endorsed AT/ADT orders include this verbiage and that the responsible PSD has correctly paid this special pay for those eligible Sailors.

c. Hazardous Duty Pay, Other Than Aerial Flights. These incentive pays shall be processed in accordance with reference (a) and MILPERSMAN 7220-080.

(1) Parachute Duty Pay. Members shall be counseled on their responsibilities for ensuring their qualifications are completed in a timely manner in accordance with reference (a) and MILPERSMAN 1220-030. To maintain eligibility for this incentive pay, a member must perform one or more parachute jumps during any 3 consecutive calendar months. Parachute jumps performed during periods of IDT, AT, or ADT qualifies a member for incentive pay for either duty.

(2) Demolition Duty Pay. Members may qualify for demolition duty pay if assigned to duty involving demolition of explosives and possess the qualifying Navy Enlisted Classifications (NEC) or officer designators outlined in MILPERSMAN 1220-280. To maintain eligibility for this pay, members must requalify at least once every 6 months.

d. Aviation Career Incentive Pay and Career Enlisted Flyer Incentive Pay (ACIP and CEFIP). References (c) and (d) outline specific procedures and limitations. Commands maintaining Naval Air Training and Operating Procedures Standardization records shall track and verify payment for the proper gates.

(1) For members experiencing problems receiving ACIP or CEFIP, initiate a service request via unit CO and NRA. Forward a letter to Commander, Navy Personnel Command (PERS-911) for ACIP and to COMNAVRESFORCOM (N11/RPAT) for CEFIP, providing member's name, Social Security Number, Aviation Service Indicator code, Aviation Service Entry Date, Months of Flying and Career Months of Flying.

e. Special Duty Assignment Pay (SDAP). Members may be eligible for SDAP per references (a) and (d). Members holding a qualifying Navy Enlisted Classification code and assigned to designated billets as specified in the current NAVADMIN message or billets as specifically identified in writing by COMNAVRESFORCOM are qualified for SDAP. Reference (d) requires COs to annually review and certify each Sailor's entitlement to SDAP. This certification is to verify every Sailor who is assigned to an eligible billet remains qualified to fill the billet and is receiving the correct SDAP. As such, NRAs shall forward a certification letter to COMNAVRESFORCOM (N11/RPAT) upon member's assignment or no later than 31 August of the current fiscal year to initiate/continue SDAP payment. The letter must contain the member's name, billet, billet identification, and SDAP level.

f. Foreign Language Proficiency Bonus (FLPB). Though classified as a bonus, FLPB is paid to members who possess and maintain proficiency in foreign languages per references (f) and (g). Reserve members must also maintain satisfactory participation in accordance with references (c) and (f). After a member successfully completes the Defense Language Proficiency Test (DLPT) or Oral Proficiency Interview (OPI), NRA COs shall submit a certification letter on command letterhead and the official test scores after verification of satisfactory participation to COMNAVRESFORCOM (N11/RPAT). The FLPB certification letter required format is located on the [COMNAVRESFORCOM \(N11/RPAT\)](#) SharePoint page. NRA COs may not delegate signature authority for this letter. COMNAVRESFORCOM (N11/RPAT) will update the member's DLPT/OPI scores in NSIPS and process the corresponding FLPB payments, if the member is eligible.

(1) Per reference (e), NRA COs shall inform OPNAV (N13F) and COMNAVRESFORCOM (N11/RPAT) via official correspondence, at least 4 weeks in advance if a Sailor's eligibility (based on a qualifying test score) will expire during a mobilization period or enrollment in a course of instruction measured by DLPT.

(2) NRA COs shall inform OPNAV (N13F) and COMNAVRESFORCOM (N11/RPAT) of a member's recall to active duty, including mobilization, recall, and Active Duty for Special Work (ADSW), to facilitate reconciliation of monthly FLPB installments with any prior Reserve bonus payments, per reference (e).

g. Health Professions Officer (HPO) Special Pay. Reserve officers in the Medical, Dental, or Medical Service Corps may be entitled to special pay (formerly known as MDVO pay), while on AT or ADT orders per references (a) and (c) and in accordance with current Bureau of Medicine and Surgery guidance found at: http://www.med.navy.mil/bumed/Special_Pay/Pages/default.aspx. Qualifying officers should have verbiage in their AT/ADT orders stating their eligibility. Members should verify that they

receive any such pay, if eligible, during the period of active duty performed. If there is a discrepancy with any HPO special pay, the NRA shall coordinate with the servicing PSD and, if necessary, obtain further guidance from their echelon 4 command or COMNAVRESFORCOM (N11/RPAT).

4. **Funeral Honors Duty Allowance (FHDA)**. SELRES, VTU and IRR-ASP members will receive compensation for performing FHD in the form of FHDA per reference (a). In accordance with reference (a), retirees receive a tax free \$50 stipend with no retirement point credit. With oversight from CNIC, the appropriate Navy Region will process the FHDA stipend for a retiree, upon receipt of an SF 1164, Claim for Reimbursement for Expenditures on Official Business, and CNIC FHD After Action Report. NRAs shall submit and track all FHDA payments for assigned SELRES and VTU Sailors, and COMNAVRESFORCOM (N11/RPAT) shall do the same for IRR-ASP Sailors. The CNIC Request for Funeral Honors and CNIC FHD After Action Report are indefinitely electronically stored in CNIC's HONORS Tracker. The EDM Funeral Honors Duty Transaction Report is indefinitely electronically stored in EDM. The following key supporting documents justify each FHDA payment and shall be maintained by the NRA:

- a. CNIC Request for Funeral Honors;
- b. CNIC FHD After Action Report; and
- c. EDM Funeral Honors Duty Transaction Report.