



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1160.6B
Code 00
09 Apr 12

NAVCRUITDIST RICHMOND INSTRUCTION 1160.6B

From: Commanding Officer, Navy Recruiting District Richmond

Subj: NAVY RECRUITING DISTRICT RICHMOND SPECIAL DUTY ASSIGNMENT
PAY (SDAP) PROGRAM POLICY AND PROCEDURES

Ref: (a) OPNAVINST 1160.6B
(b) NAVADMIN 230/10

Encl: (1) NAVPERS 1070/613, SDAP Statement of Understanding

1. Purpose. To set forth policy regarding the application and maintenance of the SDAP program for enlisted personnel assigned to Navy Recruiting District (NRD) Richmond.

2. Background. Reference (a) outlines Navy policy regarding the SDAP program. Reference (b), is the current NAVADMIN that announces authorized SDAP levels for specified assignments within NRD Richmond. Reference (b) is updated annually and the most current guidance applies.

3. Action. In order to ensure mission readiness and compliance with Navy standards listed in references (a) and (b), the following applies:

a. Reporting Onboard. For all NEC 2XXX and 9XXX personnel assigned to an eligible SDAP billet, pay will commence at the appropriate SDAP level after all qualifications, including PQS and UI watches have been completed and the member is fully qualified and serving in the special duty billet. For all Career Recruiter Force (CRF) personnel assigned to an eligible SDAP billet, pay will commence at the appropriate SDAP level as of their check-in day to NRD Richmond.

b. Reassignment. If a member is reassigned to a billet that has a lesser or no SDAP, the change or stoppage will occur as of the date of reassignment. Per reference (a), the Commanding Officer has full authority to move or reassign any enlisted member assigned to NRD Richmond in order to maintain mission readiness.

c. Loss of eligibility. If a member becomes ineligible for the assigned billet due to loss of NEC, disciplinary, or administrative action, the SDAP stoppage will occur as of the date of loss of eligibility.

d. Critical Fills. In the event that a critical fill billet, as determined by the Commanding Officer, requires the reassignment of personnel with critical skills to a billet that is not entitled SDAP, the Commanding Officer may authorize continuation of the member's SDAP for a period of 90 days.

4. Responsibility. In addition to the requirements of reference (a), the following applies:

a. Any time a member is reassigned or moved to a billet requiring SDAP change or stoppage, enclosure (1) will be included with the request chit routed through the Chain of Command. The Commanding Officer is the sole approving authority for any reassignment or move that requires SDAP change or stoppage. By direction signature is not authorized.

b. The Administrative Officer will maintain all re-certifications on file for a minimum of two years.

5. Overpayment. Recoupment is required if any member is erroneously paid SDAP.



B. E. BERGLOFF

ADMINISTRATIVE REMARKS

E-32

NAVPERS 1070/613 (REV. 10-81)

S/N 0106-LF-010-6991

SHIP OR STATION

COMMANDING OFFICER, NAVY RECRUITING DISTRICT, RICHMOND, VA

UIC: 62431

SPECIAL DUTY ASSIGNMENT PAY STATEMENT OF UNDERSTANDING

DATE : I understand that I have been certified eligible for payment of Special Duty Assignment Pay based on Billet Sequence Code NEC ____ at award level _ in accordance with OPNAVINST 1160.6B & NAVADMIN 356/11.

Members Signature

WITNESSED:

B. E. BERGLOFF
COMMANDING OFFICER

NAME (LAST, FIRST, MIDDLE)

SSN

BRANCH AND CLASS
USN

ENCLOSURE (1)