



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 7220.12R
MPO
6 Aug 2013

MARINE CORPS ORDER 7220.12R

From: Commandant of the Marine Corps
To: Distribution List

Subj: SPECIAL DUTY ASSIGNMENT PAY (SDAP) PROGRAM

Ref: (a) 37 U.S.C. 307
(b) DOD Instruction 1304.27, "Award and Administration of Special Duty Assignment Pay," April 10, 2009
(c) DOD 7000.14-R, Volume 7A, Chapters 8 and 13 "Department of Defense Financial Management Regulations (FMRS),"
(d) MCO 1200.17D
(e) SECNAV M-5210.1

1. Situation. To provide instructions for the award and administration of SDAP. The authority and policy for the SDAP program is provided by references (a) through (c) and this Order.
2. Cancellation. MCO 7220.12P W/CH 1
3. Mission. To revise policies for administering the SDAP program.
4. Execution. SDAP is a monthly payment made in addition to any other pay and allowances to which an enlisted member is entitled to compensate for assignment to duties designated as extremely demanding duties or duties demanding an unusual degree of responsibility. This monetary incentive helps obtain high quality enlisted members for designated special duty assignments and sustain adequate manning levels.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order establishes Marine Corps SDAP policy in accordance with references (b).

(b) The purpose of this Order is to identify the conditions of entitlement and restrictions on authorization and payment, identify designated duty assignments, and to provide specific guidance for this program.

(2) Concept of Operations

(a) Responsibility:

1. As specified in reference (b), the Principle Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) establishes the rate of pay for SDAP levels SD-1 through SD-6. PDUSD(P&R) maintains oversight for setting SDAP level for the following joint assignments:

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Distribution is unlimited.

- a. Production recruiters
- b. White House Communications Agency
- c. Defense Threat Reduction Agency
- d. Defense Courier Operations
- e. Senior Enlisted Advisor to Chairman of the Joint Chiefs of Staff

2. Deputy Commandant, Manpower and Reserve Affairs (DC M&RA) determines eligible Special Duty Assignments (SDA) and corresponding SDAP levels except for those duty assignments that fall under PDUSD(P&R) cognizance. Proposed changes to the program shall be coordinated with PDUSD(P&R) when SDAP actions could generate friction with other Military Services or could affect an area of interest to Congress.

3. Director, Manpower Plans and Policy Division is responsible for developing SDAP policy, monitoring adherence thereto, and conducting a review of the SDAP program once every three calendar years.

4. Director, Manpower Management Division is responsible for filling duty assignments under this program with qualified Marines.

5. Commanding officers with Marines in SDAs are responsible for annually certifying that each Marine remains eligible for SDAP.

(b) Criteria for Designation of SDAP. An assignment may be awarded SDAP as determined by the DC M&RA providing it meets all the conditions listed below:

1. Extremely demanding duty requiring extraordinary personal effort for satisfactory performance.

2. Duties demanding an unusual degree of responsibility that are more arduous than that expected in a normal assignment at the member's pay grade and experience level in that skill.

3. Assignment requires special qualifications that are met by rigorous screening and special schooling such as Recruiting and Drill Instructor school.

4. Duty assignment is difficult to keep manned with high quality volunteers.

(c) Specific Eligibility Criteria: Enlisted members must comply with the requirements of reference (c), Table 8-2 "Conditions Affecting Entitlement to SDAP," and must also be:

1. A member of the active or reserve component on active duty and entitled to basic pay or on inactive duty for training in a pay status.

2. Serving in the rank of E-3 or higher.

3. Assigned to and actually working in a SDA authorized

billet awarded for SDAP.

4. Certified as having completed the special schooling or equivalent on-the-job training required for qualification in the SDA, if applicable per reference (d). The duration and curriculum of on-the-job training must be at least as long as the formal school training associated with the SDA MOS and must fully qualify the Marine to serve in the SDA. The special schooling requirement does not apply to Sergeants Major and First Sergeants assigned to an authorized SDA (MOS 8999 billet).

5. Qualified to serve in an authorized SDA billet listed on the unit's table of organization as determined by the commanding officer's certification. If that unit's table of organization does not provide for a SDA, SDAP is not to be awarded.

(d) Designated SDAP Billets

1. Sergeant Major of the Marine Corps. Marines selected as the Sergeant Major of the Marine Corps are authorized SDAP while serving in this billet. Marines serving in this billet are authorized SD-6.

2. Slated Sergeants Major. The identification of slated Sergeants Major/Master Gunnery Sergeants assignments is published via separate correspondence. The Director of Manpower Management Division, (Dir, MM) is responsible for publishing this message and is the executive authority regarding all assignments. Marines serving in assignments when the General Officer (GO)/Senior Executive Service (SES) member's billet is not being held by a GO/SES member are authorized SDAP based on the structured rank of that billet. Slated Sergeants Major are authorized SDAP based on the structured grade as follows:

- a. Gen/LtGen: SD-4.
- b. MajGen/BGen/SES: SD-3.

3. Sergeants Major serving on recruiting duty. Sergeants Major who are filling authorized 8999 billets at recruiting stations and district headquarters are eligible for SDAP. Additionally, the Sergeant Major of Recruiter's School, and Sergeant Major of the Marine Corps Recruiting Command, are authorized SDAP. SDAP levels are as follows:

- a. Recruiter's School: SD-1
- b. Recruiting Station: SD-4.
- c. Marine Corps Recruiting District: SD-3.
- d. Marine Corps Recruiting Command: SD-2.

4. Sergeants Major and First Sergeants serving on drill instructor duty. Sergeants Major and First Sergeants who are filling authorized 8999 billets at Marine Corps Recruit Depot (MCRD), Officer Candidate School (OCS) Quantico, VA or OCS Officer Training Command, Newport, RI are authorized SDAP. SDAP levels are as follows:

a. First Sergeants - Recruit Company, OCS Letter Company and Drill Instructor School: SD-4.

b. Sergeants Major - Recruit Training Regiment and Recruit Battalion: SD-3.

c. Sergeants Major - MCRD and OCS: SD-2.

5. Sergeants Major and First Sergeants serving on Marine Combat Instructor duty

a. First Sergeants - Infantry Training Battalion (Headquarters & Instructor Company and Letter Companies), Advanced Infantry Training Battalion (Infantry Unit Leaders Training Company, Advanced Infantry Training Company, Reconnaissance Training Company and Light Armored Vehicle Company); and Marine Combat Training Battalion (Headquarters and Instructor Company, Headquarters & Support Company and Letter Companies): SD-3.

b. Sergeants Major - Infantry Training Battalion, Advanced Infantry Training Battalion and Marine Combat Training: SD-2.

c. Sergeant Major - School of Infantry: SD-1.

d. First Sergeant - Headquarters and Service Battalion (Student Administration Company): SD-1.

6. Recruiters. Marines, including Active Reserve (AR) Marines, who have an additional MOS of 8411 or primary MOS of 8412 and perform the duties in an authorized 8411/8412 billet are eligible for SDAP. The SDAP award level for recruiters is SD-6. Musician Recruiters who have the primary MOS 5524 and perform duties of Musician Recruiter at the Marine Corps Recruiting Districts are eligible for SDAP at SD-6.

7. Career Planners. Career Planners, including Active Reserve Marines and Reserve Marines, who have a primary or additional MOS of 4821 and are filling an authorized 4821 billet, are authorized SD-1.

8. Drill Instructors. Marines who possess an additional MOS of 0911 and are assigned and performing the requisite duties in an authorized 0911 billet at either MCRD, OCS Quantico, VA or OCS Officer Training Command, Newport, RI are authorized SD-5.

a. Assistant Marine Officer Instructors (AMOI)/Senior Enlisted Advisors (SEA) serving at the Naval Academy, Merchant Marine Academy, Universities, Colleges, or any type of prep school are not authorized SDAP unless assigned as a summer augment serving at OCS and filling an authorized 0911 billet.

b. Payment of SDAP made to AMOIs is only for those periods of augmentation and nothing more. Periods of OCS augmentation begin upon reporting to OCS and end when the period of temporary duty has ended. AMOIs temporarily filling 0911 billets are authorized SDAP.

9. Marine Combat Instructors. Marines who possess the additional MOS of 8513 or 0913 and are filling an authorized 0913 billet at the Schools of Infantry are authorized SD-3.

10. Marine Security Guards (MSG). Marines who possess the additional MOS of 8156 and are assigned to a billet MOS of 8156 within the Marine Corps Embassy Security Group (MCESG) are authorized SD-2. MCESG Sergeant Major is authorized SD-1. First Sergeants of Regional Headquarters within MCESG are authorized SD-1.

11. Helicopter Rescue Swimmers. SDAs for helicopter rescue swimmers are authorized at MCAS Cherry Point. The air station is authorized to award SD-5 to no more than six swimmers (turnovers may exceed this but not for more than 90 days). Personnel must have completed the Rescue Swimmer School at Naval Aviation Schools Command, Pensacola, FL. Helicopter rescue swimmer assignments are voluntary in nature, are not reflected on any unit's table of organization. Also, the skill is not designated by a secondary MOS.

12. Marine Corps Special Operations Command (MARSOC). Marines, in the grade of E-4 and above, who possess the Primary MOS of 0372 or additional MOS of 8071 and filling an authorized 0372 or 8071 billet are authorized SDAP at SD-5 and SD-3, respectively.

13. Marine Corps Security Force Guards. Marines who possess an additional MOS of 8152 or 8154 and filling an authorized 8152 or 8154 billet within the Marine Corps Security Force Battalions Kings Bay, GA and Bangor, WA and remain Personal Reliability Program (PRP) effective are authorized SD-1.

14. Joint Assignments. PDUSD(P&R) establishes SDAP levels for the joint billets to maintain equity across the Services as listed in paragraph 4.a.2a1 and are located in reference (c). Marines assigned to Special Mission Units (SMU) will be authorized corresponding rates that are associated with other Services assigned to like billets within the SMU.

15. Frocking. Marines that are frocked to Sergeant Major or First Sergeant are eligible for SDAP at the associated level for the corresponding billet if they meet all other requirements in this Order.

5. Administration and Logistics

a. SDAP Program Review

(1) The SDAP Program shall be reviewed at least once every three calendar years to ensure the program is operating effectively and cost-efficiently. The Director, Manpower Plans and Policy Division (MPO) will conduct the review with appropriate Headquarters Marine Corps cross-agency coordination. Recommendations will be submitted to DC M&RA for disposition.

(2) All requests to make changes to the program should be forwarded through the appropriate administrative chain of command with command endorsements to DC M&RA, Manpower Plans and Policy Division. Such requests will be considered during the next review.

b. Annual Certification. Commanders, (O5 and above) will certify annually (via page 11 or naval correspondence) that all Marines eligible for SDAP remain qualified to serve in the special duty assignment designated for SDAP. Commanders may delegate the review and authentication; however, they are still responsible for ensuring Marines filling special duty assignments are qualified. All exceptions to this policy must be submitted to DC M&RA, Manpower Plans and Policy Division (MPO) for determination.

c. Dual Assignments. Sergeants Major serving on special duty assignment are only authorized one monthly payment of SDAP. In every situation where different levels of SDAP are authorized, the higher value of SDAP will be paid. For example, the Sergeants Major assigned to Marine Corps Recruit Depot/Eastern Recruiting Region is authorized SDAP at the SD-2 pay level. Because this slated assignment is resident at the Brigadier General level, payment of SDAP at the SD-3 level is also authorized. In this situation, a combination of SD-2 and SD-3 would not be authorized; the higher value of SD-3 would be the value that is paid.

d. Turnover Periods. During periods of turnover, the number of personnel may exceed the authorized SDA billets as set by the unit's table of organization. SDAP will continue for the outgoing Marine for a period not to exceed 90 days provided the Marine continues to meet the prerequisites in this Order and fulfills the responsibilities of the assigned SDAP billet.

e. Over-Staffed Units. Except for turnover periods, units are required to request to pay SDAP in situations where an over-staff of members in SDA billets occur. Over-staff requests will be forwarded to DC M&RA, Manpower Plans and Policy Division (MPO) via the chain of command for determination.

f. Maintenance. Except as otherwise provided in this paragraph, members receiving SDAP will serve in the SDA for which the pay is based. This provision does not apply to the following members who are:

(1) Performing additional (collateral) duties that do not interfere substantially with the performance of the SDA.

(2) Performing temporary or special duty not to exceed 90 days.

(3) Attending a course of instruction where the course is directly related to or is necessary for the continued qualification in the SDA.

(4) In a patient status that is not due to disease resulting from the abuse of alcohol or habit-forming drugs and where upon recovery the member will resume the SDA.

(5) On authorized leave or administrative absences such as Post-deployment/Mobilization Respite Absence or Permissive temporary additional duty (PTAD). The exception to this is terminal leave taken alone or together with administrative absences taken immediately prior to retirement, separation or discharge. SDAP continues through the day prior the date terminal leave or PTAD (combined with terminal leave) commences.

(6) Transferring between similar, consecutive assignments entitled to SDAP (i.e., recruiter transferring from one recruiter billet to another).

(7) A Marine who meets the criteria for continuation of pay and allowances consistent with chapter 13 of reference (c) may continue for one (1) year from the date the Marine was first hospitalized (unless stopped earlier by Pay and Allowance Continuance (PAC) termination criteria in the reference).

g. Reduction or Termination of SDAP. When higher authority determines that the pay level of a SDA must be reduced or that the SDA's SDAP designation be terminated, the effective date of such action shall be announced 60 days in advance.

(1) Marines serving in a SDA that has been directed for reduction of SDAP shall have their pay level reduced to the new pay level on the effective date of reduction.

(2) Marines serving in a SDA that has been directed for termination of SDAP shall have their SDAP reduced by one-half on the effective date of the termination. Receipt of the one-half rate shall be limited to a one (1) year period or date of reassignment or permanent change of station orders following the effective date of the termination, whichever occurs first. Entitlement shall depend upon continued qualification and service in the SDA upon which the pay is based. Marines joined to a SDA after the effective date of termination are not authorized SDAP regardless of eligibility.

h. Termination of SDAP for An Individual. Commanders are not required to provide the Marine concerned advance notice to terminate their SDAP, but providing 30 days notice in advance to the effective date of termination is encouraged when practical. In all cases, the decision to terminate SDAP must closely follow the guidance herein and in references (a) through (c).

(1) Disqualification. A Marine's SDAP award will be terminated when it is determined that the Marine has failed to maintain the minimum level of qualification required for satisfactory performance in the SDA. In this situation, SDAP will only be terminated upon the effective date of relief and removal from the assignment as authorized by the commanding officer or officer in charge. In no case will a Marine's SDAP be terminated on a probationary basis either as a result of administrative or punitive action. Other reasons that affect termination are shown in chapter 8 of reference (c). A few of those reasons are described below:

(a) Reclassification. When a Marine receiving SDAP is reclassified out of a primary military occupational specialty (MOS) designated for SDAP to a primary MOS not designated for SDAP, their SDAP shall be terminated on the date of reclassification.

(b) Punitive reduction in rank. When a Marine's rank is reduced below the rank of E-3 or is reduced below the minimum rank required for the particular SDA, the Marine's SDAP shall be terminated effective the date of reduction.

(c) Confinement. When a Marine is confined, the effective date of termination of SDAP will be the day prior to the date of confinement resulting from a court-martial sentence. Pre-trial confinement does not result in termination of SDAP.

(d) Medical. If a medical condition is due to disease resulting from excessive use alcohol or habit-forming drugs, the SDA status will continue but the entitlement to SDAP will stop while the Marine is either in a patient status or in a convalescent leave status. For all other medical conditions that impede a Marine's satisfactory performance in the SDA for more than 12 months, the SDA status shall be terminated on the first day of the 13th month when the patient status continues, and the Marine's entitlement to SDAP will continue through the last day of the 12th Month.

(e) Separation from Active Service. When a Marine does not reenlist within 24 hours, the effective date of termination of SDAP will be the date of discharge or release from active duty.

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(f) Directed Termination. When directed by DC M&RA, SDAP is no longer authorized and accrual of SDAP will cease on the date specified.

(2) The starting and stopping of SDAP will be accomplished by means of a unit special order, standard letter format or other appropriate form of correspondence (e.g., unit punishment book, report of results of trial). The effective date of the start and stop of SDAP will be the effective date indicated in the order or correspondence as appropriate for the circumstance. A unit special order or award letter is not required for changes to the SDAP rate after the initial entitlement is established in the Marine Corps Total Force System.

i. SDAP is subject to prorating and withholding of income tax, but not subject to withholding of Federal Insurance Contribution Act taxes.


j. Monthly SDAP rates for each pay level is published in reference (c).

k. Records created as a result of this order shall be managed according to National Archives and Records Administration approved dispositions per reference (e) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. Command and Signal

a. Command. This Order is applicable to the total force.

b. Signal. This Order is effective on the date it is signed.


R. E. MILSTEAD JR.
Deputy Commandant for
Manpower and Reserve
Affairs

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