



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

MCO 7220.12P
MPO
MAY 21 2008

MARINE CORPS ORDER 7220.12P W/CH 1

From: Commandant of the Marine Corps (CMC)
To: Distribution List

Subj: SPECIAL DUTY ASSIGNMENT PAY (SDAP) PROGRAM

Ref: (a) DOD Instruction 1304.27, "Award and Administration of Special Duty Assignment Pay," June 14, 1996
(b) DOD 7000.14-R, Volume 7A, "Department of Defense Financial Management Regulations (FMR)," Volume 7A, February 2002
(c) Marine Corps Order P1200.7, "Military Occupational Specialty (MOS) Manual," April 27, 2004 (NOTAL)

1. Situation. To provide instructions for the award and administration of SDAP, per references (a) and (b).
2. Cancellation. MCO 7220.12N
3. Mission. This revision incorporates updates and changes to SDAP policy which includes but is not limited to: SDAP for Command Sergeants Major, increased SDAP for Marine Combat Instructors and SDAP for Marine Corps Special Operation Command billets.
4. Execution. SDAP is a monthly monetary incentive that is paid to enlisted members who are required to perform extremely demanding duties or duties demanding an unusual degree of responsibility.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order sets the policy for the eligibility and the payment of SDAP.

(b) The purpose of this Order is to identify: the intent of SDAP; the assignments and eligible billets; and the

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requirements for the payment of SDAP.

(2) Concept of Operations

(a) Eligibility:

1. Must be entitled to base pay.
2. The Marine is serving in the rank of lance corporal or higher.
3. The Marine is assigned to and working in an authorized Special Duty Assignment (SDA).
4. The Marine has completed the special schooling required for qualification in the SDA or has completed equivalent on-the-job training, if applicable per reference (c). The duration and curriculum of on-the-job training must be similar to the formal school training associated with the SDA MOS and must fully qualify the Marine to serve in the SDA. Sergeants Major and First Sergeants or other personnel assigned to an authorized SDA (MOS 8999 billet) are qualified and authorized to receive SDAP.
5. A Marine is designated by CMC as qualified to serve in an authorized SDA billet listed on the unit's table of organization. In the event that the unit's table of organization does not provide for a SDA, SDAP is not to be awarded; i.e., if the unit does not rate a career retention specialist, then the unit does not have an SDA billet regardless of how many personnel hold the MOS 0143 or whether personnel are performing career retention duties in a collateral status.
6. 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 90 days provided the Marine continues to meet the prerequisites as established in this Order and fulfills the responsibilities of the assigned SDAP billet. Units are required to request authority to pay SDAP in situations where an over-staff occurs. Over-staff requests will be forwarded to Deputy Commandant for Manpower and Reserve Affairs (DC M&RA), Manpower Plans and Policy Division (MP), Manpower Military Policy (MPO) for determination.
7. Meets other conditions of eligibility as directed by CMC.
8. Reserve component Marines who perform duties in billets designated for SDAP during periods of active duty are

eligible for SDAP on the same basis as authorized for active component Marines. The amount of SDAP is limited to one day of SDAP for each drill period or day of active duty that the reserve component Marine successfully completes.

(b) 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/Master Gunnery Sergeants. The identification of slated Sergeants Major/Master Gunnery Sergeant assignments is published via separate correspondence. The Director of Personnel Management Division, DC M&RA (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/Master Gunnery Sergeants 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 and Recruiting Station: SD-4.
- b. Marine Corps Recruiting District: SD-3.
- c. 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 NAS Pensacola, FL 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.

>CH 1 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.

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

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

6. 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 SgtMaj 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.

7. 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.

8. Career Planner/Career Retention Specialist (CRS). Career Planners/CRSs, including AR Marines who have a primary MOS of 0143 and are filling an authorized 0143 billet, are authorized SD-2.

9. Drill Instructors. Marines who possess an additional MOS of 0911 and are assigned and performing the requisite duties in an authorized billet as a 0911 at either MCRD, OCS Quantico, VA or OCS Navy Air Station (NAS) Pensacola, FL, 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 Instructor. Marines who possess the additional MOS of 8513 or 0913 and are filling authorized a Marine Combat Instructor billet at the Schools of Infantry are authorized SD-3.

10. Marine Security Guard (MSG). Marines who possess the additional MOS of 8156 and are assigned to a billet MOS of 8156 within the Marine Embassy Security Command are authorized SD-2. First Sergeants of Letter Companies within MSG Battalion 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-3 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. Additionally, the skill is not designated by a secondary MOS.

12. Joint Assignments. The Deputy Assistant Secretary of Defense for Military Personnel Policy (Compensation) establishes SDAP levels for joint billets to maintain equity across the Services. SDAP is authorized based on this schedule and may adjust periodically. SDAP rates will be published annually by Marine Administrative Message (MARADMIN). 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.

13. Marine Corps Special Operations Command (MARSOC). Marines serving in designated operator billets and operator support billets are authorized SDAP. Designated billets and associated SDAP levels are periodically updated via MARADMIN. MARSOC commanders are not authorized to designate new billets as eligible for SDAP. The authority to designate new SDAP billets is not delegated below DC M&RA level.

14. Frocking. Marines that are frocked to Sergeant Major or First Sergeant are eligible for SDAP at the associated level for the corresponding billet provided they meet the requirements set forth in this Order.

5. Administration and Logistics

a. 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 the policy must be submitted to DC M&RA (MPO) for determination.

b. The SDA award levels and corresponding monthly rates are published in reference (b).

c. Maintenance. Except as otherwise provided in this paragraph, members receiving SDAP will serve in the SDA for which the pay is based. When any member receiving this pay is assigned to a duty that does not qualify for such pay, SDAP will be terminated at the time of reassignment. This provision does not apply to the following members who are:

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

(2) Performing temporary 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 intemperate or excessive use of alcohol or habit-forming drugs and where upon recovery the member will resume the SDA.

(5) On authorized leave (NOTE: the exception to this is terminal leave).

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

d. Reduction or Termination: Notification will be made to the command and to the Marine 60 days prior to the reduction or termination date of the SDA.

(1) Marines serving in a SDA designated for reduction or termination of award will have their SDAP reduced by one-half on the effective date of the termination. The effective date will be the date on which the Marine was notified of the reduction or termination. Receipt of the one-half rate shall be limited to a 1-year period or date of reassignment or permanent change of station orders following the effective date of the termination. Entitlement shall depend upon continued qualification and service in the SDA upon which the pay is based.

(2) Marines reporting in after the effective date of termination are not authorized SDAP regardless of eligibility.

(3) A Marine's SDAP award will be terminated if it is determined that the Marine has failed to maintain the minimum level of qualification required for satisfactory performance in the SDA. In no case will a Marine's SDAP be terminated on a probationary basis either as a result of administrative or punitive action. SDAP will only be terminated upon relief and removal from the assignment as authorized by the commanding officer or officer in charge. A 30 day notice is required prior to stopping SDAP. Other reasons that effect termination are:

(a) Reclassification. When a Marine receiving SDAP is reclassified to a different military occupational specialty (MOS), the Marine's SDAP shall be terminated in accordance with reference (b) unless the Marine is assigned to another MOS eligible for SDAP.

(b) Confinement. When a Marine is confined, the effective date of termination of SDAP will be the date of confinement resulting from a court-martial sentence or the date of confinement resulting from non-judicial punishment. Pre-trial confinement does not result in termination of SDAP.

(c) Medical. If a medical condition is due to disease resulting from intemperate or excessive use of 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.

If the medical condition is not due to disease resulting from intemperate or excessive use of alcohol or habit-forming drugs, but exists for more than 12 months, the Marine will receive SDAP through the last day of the 12th month upon which the entitlement will be withdrawn/terminated.

(d) 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.

(e) Directed Termination. When directed by the CMC, SDAP is no longer authorized.

(4) Awards and revocation of awards will be affected by means of a unit special order or standard letter format. The effective date of the award will be the effective date indicated in the order or correspondence. A unit special order or award letter is not required for every change in SDAP rate once the initial entitlement is established.

(5) SDAP is subject to prorating.

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. S. COLEMAN
Deputy Commandant for
Manpower and Reserve
Affairs

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CHANGE 1 TO MCO 7220.12P, SPECIAL DUTY ASSIGNMENT PAY (SDAP)

Date Signed: 8/13/2008
MARADMIN Number: 440/08

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MARADMIN 440/08
MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC MRA/MP//
SUBJ/CHANGE 1 TO MCO 7220.12P, SPECIAL DUTY ASSIGNMENT PAY (SDAP)//
REF/A/MSGID:DOC/MCO/YMD:20080528//
POC/P. GULBRANDSEN/MAJ/UNIT:MRA (MPO)/-/TEL:COMM (703)784-9387//
NARR/REF A IS MCO 7220.12P, SDAP PROGRAM.//
GENTEXT/REMARKS/1. PURPOSE. THE ORDER AS PUBLISHED ON
21 MAY 08 DID NOT INCLUDE THE AUTHORIZATION TO PAY
FIRST SERGEANTS AT THE SCHOOL OF INFANTRY-EAST. THIS
CHANGE CORRECTS THIS OVERSIGHT.
2. THE FOLLOWING ADMIN CHANGES ARE EFFECTIVE IMMEDIATELY:
 A. DELETE SUBPARAGRAPH 4.A(2)B5A OF THE REFERENCE AND
 REPLACE IT WITH "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. DELETE SUBPARAGRAPH 4.A(2)B5C AND RENUMBER
 "4.A(2)B5D" AND "4.A(2)B5E" TO "4.A(2)B5C" AND "4.A(2)B5D".
3. ALL ELSE REMAINS CURRENT AND IS APPLICABLE.
4. THIS MESSAGE IS APPLICABLE TO THE TOTAL FORCE.
5. RELEASE AUTHORIZED BY MR. M. F. APPELATE, DIRECTOR,
MANPOWER PLANS AND POLICY DIVISION.//

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