



COMDTINST 1430.1Q
01 OCT 2018

COMMANDANT INSTRUCTION 1430.1Q

Subj: SPECIAL DUTY PAY (SDP)

Ref: (a) 37 U.S.C. §352
(b) Assignment and Special Duty Pays, DoDI 1340.26
(c) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

1. PURPOSE. This Instruction prescribes Coast Guard Special Duty Pay (SDP) designation policies and procedures. References (a) through (c) authorize Coast Guard Special Duty Pay.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Special Duty Assignment Pay (SDAP), COMDTINST 1430.1P is cancelled.
4. DISCUSSION. References (a) and (b) established Special Duty Pay for performance of duties in an assignment, location, or unit the secretary concerned designates under specified conditions or service. This Instruction specifies Coast Guard Special Duty Pay, a workforce management tool designed to acknowledge billets assigned duties that require a greater degree of difficulty or require special qualifications.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES.
 - a. Coast Guard Special Duty Assignment Pay (SDAP) is cancelled.
 - b. Coast Guard Special Duty Pay (SDP) policy in this Instruction aligns with Reference (b), Assignment and Special Duty Pays, DoDI 1340.26.

DISTRIBUTION – SDL No. 168

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NON-STANDARD DISTRIBUTION:

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it were thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion (CATEX) A3 from further environmental analysis in accordance with Implementation of the National Environmental Policy Act (NEPA), DHS Instruction Manual 023-01-001-01 (series).
- b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, state, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the NEPA, DHS and Coast Guard NEPA policy, and compliance with all other applicable environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <https://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. ELIGIBILITY.

- a. The Special Duty Pay (SDP) Panel will review current authorizations, validate and determine SDP eligibility, and consider new SDP requests. Commandant (CG-133) will determine the frequency of the Panel; however, the SDP Panel must meet at least once in a 24-month period. Commandant (CG-133) may convene a SDP Panel to consider new information presented in response to a specific request or necessary workforce intervention. Normally, SDP Panels that meet outside the established frequency will not revisit recommendations made from regularly scheduled panels unless specifically directed by the convening authority to address an administrative error or revisit existing pay decisions in light of new information and Service need.
- b. An ALCOAST will announce specific SDP authorization and eligibility criteria.
- c. The SDP Panel should make SDP designation recommendations specific to special qualifications based on eligibility and Service need. When considering SDP requests and demonstrated need, the Panel will make recommendations within the scope of this policy, which can be more restrictive than the policy allows. At any time, the SDP Panel may

recommend a request be referred to Commandant (CG-133) for consideration under other more suitable policy options outlined in Reference (c), Coast Guard Pay Manual, COMDTINST M7220.29 (series).

- d. Special Duty Pay will be in addition to any other pay or allowance to which the Service member is entitled, except where otherwise stated in this Instruction, 37 U.S.C. 353(h), or Reference (c).

11. SPECIAL DUTY PAY (SDP) ELIGIBILITY.

- a. Purpose. The Coast Guard awards SDP to members either as an incentive to retain qualified members to perform such duties or an inducement for members to assume duties with greater than normal degree of responsibility.
- b. Eligibility. All military personnel are eligible for SDP.
- c. Maximum Amount. The maximum amount payable is \$450 per month.
- d. Restrictions.

- (1) Members are eligible to receive SDP payments in only one category, even if they meet the criteria under several.
- (2) If a member is serving in a billet which receives SDP, and meets the qualification standards for another SDP billet or another form of SDP, the Coast Guard will issue the higher of the two pay amounts to the member.
- (3) If a member meets criteria for two categories at equal levels, the Coast Guard will award SDP to the member under the category that matches his or her primary position at the unit.

- e. Special Duty Pay will be paid monthly according to this scale:

SD-1.....	\$ 75
SD-2.....	\$150
SD-3.....	\$ 225
SD-4.....	\$300
SD-5.....	\$375
SD-6.....	\$450

12. AUTHORIZED PAYMENT PERIODS AND PAY TERMINATION CRITERIA. The Coast Guard Pay Manual, Reference (c) outlines SDP periods of authorization and criteria to terminate.

13. RESPONSIBILITIES.

- a. Commandant (CG-13). The SDP approving authority and process administrator. After receiving the approved SDP authorized billet list, the category payment levels, and eligibility criteria, Commandant (CG-13) will inform program managers of the final determinations. Commandant (CG-13) will promulgate SDP results in an ALCOAST, which will take effect at the start of the next fiscal year.

COMDTINST 1430.1Q

- b. Commandant (CG-133). The lead SDP policy and process coordinator; presides as President of the SDP Panel.
- c. Commandant (CG-1331). Coordinates, collects, and processes new SDP requests and convenes a Review Panel, usually during the third quarter of the fiscal year.
- d. Program Managers. Program Managers must identify and thoroughly document SDP requirements; each program billet authorized SDP should compete for that designation. Program Managers review new SDP requests and send them to Commandant (CG-1331) for Review Panel consideration.
- e. SDP Panel. Membership consists of Commandants (CG-133), (CG-131), (CG-821), (CG-832), (CG-00B), DCMS, DCO, Commander (CG PSC-EPM, OPM, and RPM), Coast Guard Force Readiness Command (FORCECOM), and one Atlantic Area and one Pacific Area representative. Each Panel will review all SDP requests; evaluate current SDP-authorized billets; and recommend to Commandant (CG-13) the new slate of billets/assignments to authorize special duty pay, including, levels and the eligibility criteria.
- f. Commanding Officers. Must notify the Servicing Personnel Office (SPO), in writing, of all SDP eligible members as well as all members no longer SDP eligible.
- g. Servicing Personnel Offices (SPOs). SPOs enter necessary Direct Access (DA) transactions to assign and terminate SDP.

14. FORMS/REPORTS. None.

15. REQUEST FOR CHANGES. Recommendations for changes or improvements to Special Duty Pay (SDP), COMDTINST 1430.1Q, are welcome and should be submitted via the chain of command to the Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331), at HQS-PolicyandStandards@uscg.mil.

M. W. SIBLEY /s/
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Acting Director of Reserve and Military
Personnel