


SPECIAL DUTY ASSIGNMENT PAY JOB AID

This Job Aid assists in the process of stopping Special Duty Assignment Pay (SDAP) on behalf of a Member instead of cancellation.

IPPS-A provides the capability to Terminate and Cancel SDAP. SDAP is authorized for Members serving in specialized fields/positions. Once a Member is no longer serving in a field/position that qualifies them for SDAP, that entitlement must be terminated in accordance with DoD Financial Management Regulation Volume 7A (DODFMR Vol. 7A). Per DODFMR Vol. 7A, SDAP must be cancelled if awarded in error.

To terminate SDAP, you must update the start/stop dates in IPPS-A. To cancel SDAP, you must utilize the submit cancellation function. **Cancelling SDAP will generate a Member-owed debt to Defense Finance Accounting Service (DFAS).**

Any updates to SDAP that were approved in legacy systems must be done via Army Military Pay Office (AMPO). All new SDAP requests must be done inside IPPS-A.

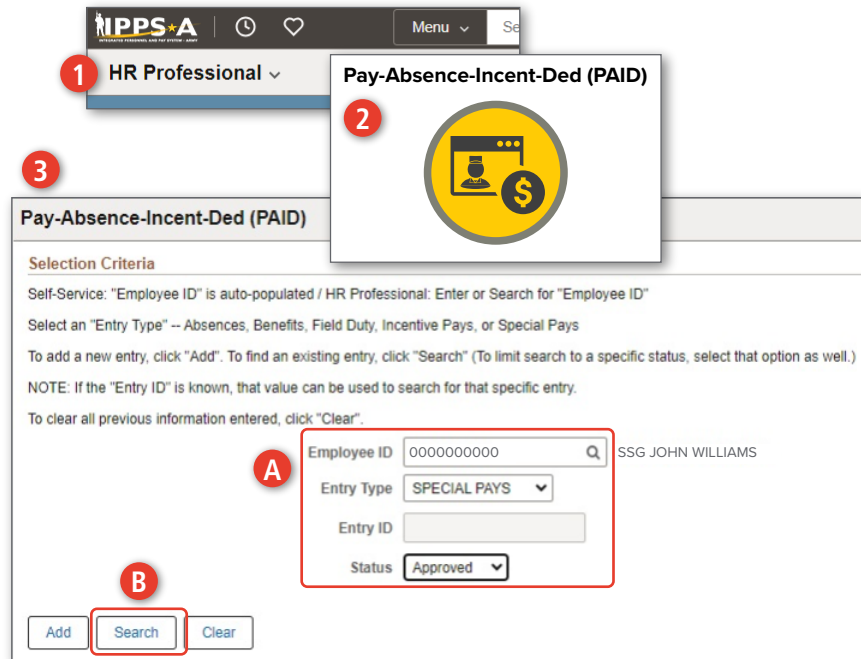
 *NAVIGATION: See IPPS-A User Manual > Special Pays Chapter 26*

 *NOTE: DODFMR Vol. 7A is available on the DoDFMR website*

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Update/Terminate SDAP Instructions

1. Select the Role: **HR Professional** from the dropdown listing.
2. Select the **Pay-Absence-Incent-Ded (PAID)** Tile.
3. The **PAID Search** screen displays.
 - 3A. Enter all applicable criteria for the Member.
 - 3B. Select **Search**.
4. All **Approved** Special Pays will display.
 - 4A. Identify SDAP that needs to be updated and select **Amend/View**.
 - 4B. Select **Submit Cancellation** if you wish to cancel SDAP entitlement only. **This will generate a debt owed to DFAS.**



1 HR Professional

2 Pay-Absence-Incent-Ded (PAID)

3 Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Benefits, Field Duty, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

A Employee ID 0000000000 SSG JOHN WILLIAMS

Entry Type SPECIAL PAYS

Entry ID

Status Approved

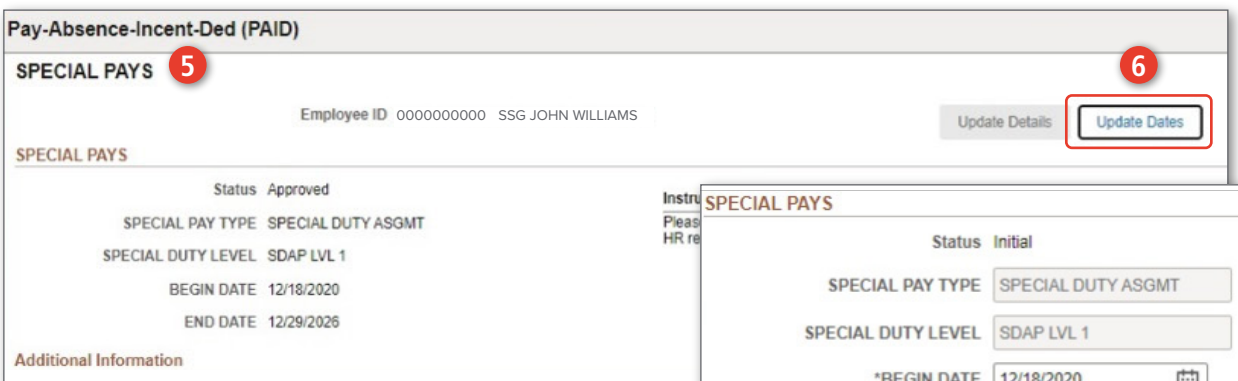
B Add Search Clear

4

A

Empl ID	Name	Earn/Deduct ID	Instance	Category 1	Category 2	Category 3	Begin Date	End Date	Status	Prior Status	
0000000000	SSG JOHN WILLIAMS	29142	3	SPECIAL DUTY ASGMT	SDAP LVL 1		12/18/2020	12/29/2026	Approved	Denied	B

B



5 SPECIAL PAYS

Employee ID 0000000000 SSG JOHN WILLIAMS

Update Details **6** Update Dates

SPECIAL PAYS

Status Approved

SPECIAL PAY TYPE SPECIAL DUTY ASGMT

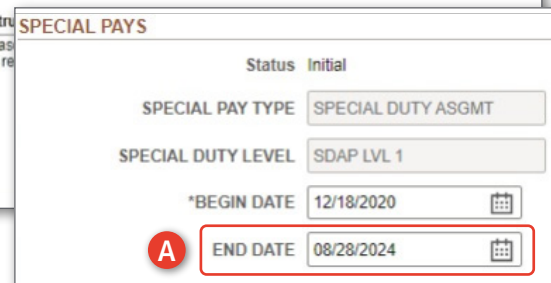
SPECIAL DUTY LEVEL SDAP LVL 1

BEGIN DATE 12/18/2020

END DATE 12/29/2026

Additional Information

5. The **Special Pay** screen displays.
6. Select **Update Dates**.
 - 6A. Enter End Date of SDAP (one day prior to start date of new assignment).
7. Select **Submit**.
8. Transaction is routed to S1 Pool for approval.



7 Submit

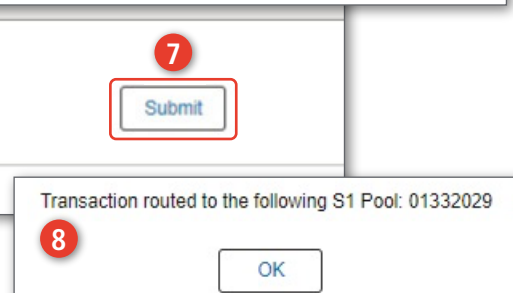
Status Initial

SPECIAL PAY TYPE SPECIAL DUTY ASGMT

SPECIAL DUTY LEVEL SDAP LVL 1

*BEGIN DATE 12/18/2020

8 END DATE 08/28/2024



8 Transaction routed to the following S1 Pool: 01332029

OK