



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER OF EXCELLENCE
453 NOVOSEL STREET
FORT RUCKER, ALABAMA 36362-5105

REPLY TO
ATTENTION OF:

ATZQ-AP

29 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Aviation Proponency EMILPO Letter of Instruction (LOI)07-10, Special Duty Assignment Pay (SDAP) for Military Occupational Specialty (MOS) 15Q, Air Traffic Control Operator (ATC)

1. References:

- a. AR 614-200, Enlisted Assignments and Utilization Management, (dated 26 Feb 09). Extract at Enclosure 1.
- b. AR 95-2, Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control, and Navigational Aids, (dated 10 Apr 07). Extract at Enclosure 2.
- c. NGR 601-1, Recruiting and Retention Resource Management, (dated 15 Sep 97).
- d. MILPER Message 00-252, Special Duty Assignment Pay (SDAP) Changes (Active and Reserve Component), dated Sep 00. Enclosure 3.

2. General Guidance.

a. An increasing number of Soldiers continue to draw SDAP while assigned to positions not authorized to this entitlement. It is necessary to clarify SDAP procedures, roles, and responsibilities. If a Soldier is departing and going to a position that is not authorized SDAP (e.g. Recruiting, Drill Sergeant) it is the losing units responsibility to terminate SDAP. It is the gaining unit's responsibility to validate that a Soldier receiving SDAP is going to an SDAP authorized position, and ensure they are receiving the appropriate SDAP rate based on the duty position they are filling. Both losing and gaining Commanders must be involved in this process to ensure Soldiers are only receiving SDAP when authorized to do so.

b. This LOI establishes responsibilities and procedures for eligibility and termination criteria pertaining to SDAP pay for MOS 15Q.

c. AR 614-200 has been updated and is current guidance for SDAP as it applies to MOS 15Q. MILPER Message 00-252, Special Duty Assignment Pay (SDAP) Changes (Active and Reserve Component), dated Sep 00 is superseded and is no longer valid.

3. Procedures.

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a. The Army Regulation governing SDAP, AR 614-200, Enlisted Assignments and Utilization Management has been updated with an effective date of 26 Feb 09. Due to the regulation update, MILPER Message number 00-252 is no longer valid.

Commanders will refer to AR 614-200 and this LOI as current guidance for the SDAP program, as it applies to MOS 15Q.

b. The losing command will implement measures to ensure that SDAP termination orders are issued upon PCS when the Soldier does not PCS to another SDAP assignment, such as Recruiting or Drill Sergeant Duty. During a PCS move the gaining command will be responsible for assignment of Soldiers' SDAP rate based on assignment of duty position by paragraph and line number. Soldiers assigned to an excess (999) position are not authorized SDAP. Soldiers that are retiring or separating from service will lose their SDAP once orders are in hand and they are reassigned to a 9993 position (known-loss).

c. ATC Operators who possess the PMOS 15Q, grade E-3 and above, are authorized two pay levels, SD-3 or SD-4 based on their Readiness Level (RL). The Soldier's initial rating is considered RL-1. Once a Soldier completes the initial rating (certification) and transfers to another ATC Facility entering a new training program, the Soldiers' SDAP level will not be reduced to SD-3.

d. Individuals enrolled in their initial facility training program (RL-3 or RL-2) and designated staff positions will receive SD-3. Individuals who are facility rated (RL-1) in the facility to which assigned will receive SD-4. Individuals must maintain a current class IV ATC flight physical to be eligible to receive SDAP. Soldier assigned to an MTOE unit will be considered facility rated per AR 95-2, chapter 15, paragraph 15-1(3)e. Tactical ATC commanders will implement a tactical ATC facility qualification and rating program. The qualification training must comply with applicable portions of FM 3-04.303.

e. ATC Operators that are assigned to a facility for the purpose of obtaining a rating, but their primary job/position, based on paragraph and line number, is working outside the facility do not qualify for SDAP (e.g. Soldier is assigned as a training NCO for an ATC, but primary job is the Company Training NCO, this Soldier does not qualify for SDAP). In addition, neither Air Traffic, Airspace Management Technicians (MOS 150A) nor Aviation Operations Senior Sergeants (MOS 15P50) are authorized SDAP. Soldiers assigned to Table of Organization and Equipment (TOE) position will usually remain in that position throughout the assignment. All TOE position will be filled, therefore only those assigned and filling valid TOE positions are authorized SDAP.

f. ATC Operators are eligible to receive SDAP when they are properly assigned and performing duties of the designated SD assignment. These positions must include permanent assignment (not attachment) to an ATC facility and involve the active controlling of aircraft in a non-simulated environment.

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g. As an exception, Soldiers will continue to receive SDAP at their current rate when they are no longer serving in SD assignments because they are-

(1) In an in-transit status.

(2) On authorized leave, including leave taken between two assignments.

4. The following TDA/TOE/MTOE positions are authorized SD-4: All positions identified will receive SD-4 when engaged in the performance of ATC duties as a result of their assignment to one of the following positions.

a. ATC Tower Operator.

b. SR ATC Tower Operator.

c. ATC GCA Operator.

d. SR GCA Operator.

e. ATC Training Sergeant (Primary Duty as Facility Training NCO)

f. Shift Leader.

g. Facility Chief.

h. Vehicle drivers in TOE/MTOE Platoons (when assigned to an ATC facility).

NOTE: Facility as defined in AR 95-2 is "A facility (including personnel, equipment and structures) that provides ATC service. Included are ATC tower, Army approach control, Army radar approach control, ground controlled approach, flight operations center, flight coordination center, or fixed base flight following."

5. The following staff positions are authorized SD-3:

a. Battalion Quality Assurance (QA NCO).

b. ATC Senior SGT/Platoon Sergeant.

c. ATC Evaluation Sergeant (ATSCOM Evaluation Team).

d. JRTC/NTC Permanent Party Observer Controller (OC).

e. Airspace Command and Control (AC2) [formerly A2C2] positions: TAIS Operator, A2C2 Sergeant, ATC Staff NCO assigned to an Airspace cell.

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- f. Scope Operators with the Joint Inter-Agency Task Force in support of the Drug Enforcement Administration (DEA).
6. ATC Operators will be removed from RL-1 and identified as RL-2 when additional training is warranted due to a lack of proficiency or when annual skills evaluation have exceeded mandatory completion intervals. SDAP level will be reduced to SDAP-3 until the Soldier is assessed as RL-1 again. "Note: Annual skills evaluations must be completed within 12 calendar months of rating or last skills evaluations. National Guard and Army Reserve annual skills evaluations must be completed during annual training."
7. Soldiers will have their SDAP terminated when the following situation occurs:
- a. When a Soldier's temporary grounding exceeds 90 days.
 - b. When a Soldier is indefinitely/permanently grounded, pending chapter, reclassification or suspended from ATC duties.
 - c. When a Soldier fails to make sufficient progress in a facility training program (i.e. Soldier fails to complete phase 1 of a tactical training program within 6 months (includes a waiver from commander and a waiver from Air Traffic Services Command (ATSCOM)).
8. Individuals not eligible for SDAP are other staff positions not listed above (paragraph 5), permanently grounded personnel, individuals on special duties working outside of their MOS (i.e. Protocol, Aides, Lifeguards, Clerks, Drivers, etc.) regardless of position to which they are assigned, MOS 150A or MOS 15P50.
9. USAACE POC is SFC McNealy, Aviation Proponency Office (ATZQ-AP), DSN 558-1421, Commercial (334) 255-9357 or email: darrell.mcnealy@conus.army.mil
10. This LOI is effective immediately. It will be filed for ready reference until superseded and will be an item of interest during Unit Assistance Visits.

FOR THE COMMANDER:

Encls (3)


RICHARD C. STOCKHAUSEN
COL, AV
Director, Aviation Proponency

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c. Receipt of SDAP depends on service in the SD assignment after meeting the applicable criteria. Entitlements to SDAP will not be made contingent upon successful achievement of assigned recruiting and reenlistment objectives or other additional requirements beyond the scope of this regulation.

d. Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in AR 600–8–105, Format 330, Proficiency Pay. It is recommended that personnel officers prepare a DA Form 2446 (Request for Orders) in accordance with AR 600-8-105. The request for orders must include the level of SDAP authorized. The DA Form 2446 is then forwarded to the BCT/BDE S-1 or MPD to issue the orders. Commanders authorized to publish orders for ADOS, ADOS-RC, ADT, or AT will issue orders to award, increase, or terminate SDAP. CDR, HRC St. Louis (AHRC-AR) will issue orders for USAR AGR Soldiers. State Adjutants General will issue SDAP orders for ARNGUS Soldiers except for Title 10 ARNGUS AGR Soldiers, for whom the Director, ARNG (ARNG Staff Management Office (NGB-ARZ-T)) will issue orders. The correct level of SDAP should be annotated in the additional instruction block of the order.

(1) A single order should be used to award or change each rate of pay including the appropriate effective dates. This rule also applies for Soldiers who PCS between SDAP assignments. (See para 3–22e(7)). Soldiers will continue to receive their SDAP entitlement at the same level upon arrival at the new duty station.

(2) The gaining command will publish orders that reflect the new assignment and level of SDAP and ensure the eMILPO database reflects the correct SDAP level.

(3) Losing commands will implement measures to ensure that SDAP termination orders are cut upon PCS when the Soldier is not PCSing to another SDAP assignment.

(4) Each order will contain the applicable SDAP pay rate. Current changes on SDAP policy and guidance on revised pay rates or categories will be announced via MILPER message pending official publication. Changes will be—

(a) Provided to the Soldier and the Soldier's finance office.

(b) Filed in the Soldier's Military Personnel File (MPF), or, if no MPF exists, changes will be maintained at the battalion S–1 where permanent orders are filed.

e. For records and reports, BCT/BDE S–1s must ensure that adjustments or changes to the Soldier's pay account are annotated on the Soldier's ERB.

3–22. Initiating special duty assignment pay

a. ACOM/ASCC/DRU commanders may request that SDAP be authorized for designated positions (not currently authorized) in their commands when the duty position meets at least one of the following criteria:

(1) Extremely demanding effort is necessary to ensure successful mission accomplishment.

(2) A greater than normal degree of responsibility (heavy and personal burden to ensure successful accomplishment of duties) than what reasonably could be expected in a regular military assignment for a Soldier's grade and experience.

(3) Requirement of special qualifications met through rigorous screening and special schooling other than (over and above) a brief orientation.

b. Requests will be submitted to DCS, G–1 (DAPE–PRR–C), 300 Army Pentagon, Washington, DC 20310–0300. Requests will be submitted annually in December in time to be reviewed during the Program Objective Memorandum process and approved by ASA(M&RA). The request will address and include the following information in addition to other budgetary requirements. (Where possible, cite pertinent and applicable statutes, Department of Defense (DOD) directives, DOD instructions, and Army regulations):

(1) Selection process.

(2) Assignment process.

(3) Mandatory schooling.

(4) Documentation of MTOE/TDA duty positions.

(5) Utilization—length of tour.

(6) Recipients—number and location.

(7) Recommended level and annual cost.

(8) Milestones for implementation.

3–23. Eligibility criteria for special duty assignment pay

Enlisted Soldiers are eligible to receive SDAP when they—

a. Are entitled to basic pay and serving on active duty, full time National Guard duty (FTNGD), Active Guard Reserve (AGR), annual training (AT), Active Duty for Operational Support (ADOS), Active Duty for Operational Support-Reserve Component (ADOS-RC), active duty for training (ADT), or inactive duty training (IDT). HQDA may deny entitlement of SDAP to reserve Soldiers on active duty for less than 181 days. However, in the absence of such denial, enlisted members of the Reserve Components are eligible to receive SDAP when on active duty, if otherwise qualified.

b. Are serving in grade of PFC or higher.

c. Have completed special schooling required for qualification in the SD assignment or have completed equivalent on-the-job training (OJT). (The OJT must be at least as long as the formal school training and must fully qualify the Soldier in the SD assignment.)

d. Are qualified in one of the following authorized SD assignments:

(1) Production recruiters assigned recruiting objectives or production quotas who are actively involved in contracting applicants are authorized SD-6. Production recruiters are field recruiters (including Army Medical Department (AMEDD) detachment enlisted recruiters, SF recruiters, and tech warrant officer recruiters), station commanders, 1SG, battalion CSMs and/or SGMs, recruiter guidance counselors, and recruiter trainers (recruiting battalion and/or brigade senior and master trainers).

(2) Recruiters not assigned an objective are authorized SD-5. Recruiters in the positions of recruiting battalion operations NCOs or exhibitors (including AMEDD detachment operations NCOs and trainers) are authorized SD-5.

(3) Staff recruiters assigned to staff-level positions as CSMs and staff for brigade and Headquarters, USAREC (includes brigade and above); recruiter instructors assigned to the Recruiting and Retention School; or DA-level staff recruiters are authorized SD-4.

(4) Regular Army (RA) career counselors whose PMOS is 79S and Reserve Component retention and transition NCOs whose PMOS is 79V, grade E-8 and below, whose duty position entails reenlisting Soldiers currently on active duty or transferring or enlisting Soldiers into Reserve Components are authorized SD-4. Sergeants major are authorized SD-3.

(5) Command sergeants major whose raters and senior raters are all general officers (GOs) or senior executive service (SES) equivalent. If rater is—

(a) Brigadier general, SD-1 is authorized.

(b) Major general, SD-2 is authorized.

(c) Lieutenant general, SD-3 is authorized.

(d) General, SD-4 is authorized.

(6) Soldiers who have an SQI "X" and occupy a designated SDAP position as drill sergeant are authorized SD-5. Upon graduation from Drill Sergeant School, Soldiers will receive the SD-5 rate effective the date assigned to an authorized drill sergeant position.

(7) Soldiers who occupy special mission units (SMU) are authorized SD-3, SD-4, and SD-5 based on position requirement.

(8) The CMF 18, Special Forces Soldiers are authorized SD-5.

(9) Ranger qualified Soldiers, grade E-5 and above, assigned to special qualification identifier (SQI) "V" positions in the 75th Ranger Regiment are authorized SD-4. Ranger qualified Soldiers, grade E-5 and above, assigned to the 4th Tactical Psychological Operations Group are authorized SD-2.

(10) Accredited Criminal Investigation Division (CID) Special Agent whose PMOS is 31D, grade of SGT, in a specified SDAP position is authorized SD-3. Technical Escort Unit Soldiers in specified SDAP positions are authorized SD-3.

(11) Air Traffic Controllers (ATC) whose PMOS is 15Q (changed from 93C), grade E-3 and above, are authorized SD-3 or SD-4 based on their certification.

(12) Attaché noncommissioned officers who have an SQI of "7", grade E5 and above, are authorized SD-3.

(13) The 160th Special Operations Aviation Regiment (SOAR) Soldiers are authorized SD-2, SD-3, or SD-4 based on position requirement

(14) Defense Courier Service (DCS) Soldiers in specified SDAP positions are authorized SD-1.

(15) On-Site Inspection Agency/Defense Threat Reduction Agency (OSIA/DTRA) Soldiers in specified SDAP positions are authorized SD-2.

(16) White House Communications Agency (WHCA) Soldiers are authorized SD-2 through SD-5, based on position requirement.

(17) Soldiers serving as cadre in a Warrior Transition Unit (WTU) or Community-based Health Care Organization (CBHCO) who are assigned or attached to documented platoon sergeant (PSG) or squad leader (SL) duty positions are authorized SD-5. Soldiers must be graduates of the Warrior Leader Course in order to be eligible for SDAP.

(18) White House Transportation Agency (WHTA) Soldiers are authorized SD-1 through SD-3 based on position requirement.

e. Are properly assigned and performing duties of the designated SD assignment. However, as an exception, Soldiers will continue to receive SDAP when they are no longer serving in SD assignments because they are—

(1) Performing additional duties that do not interfere materially with performance in the SD assignment.

(2) Performing temporary or special duties that do not exceed 90 days.

(3) Attending a course of instruction directly related to or necessary for continued qualification in the SD assignment.

(4) Attending a course of instruction in a new military specialty that has been designated to receive SDAP and the reclassification action is determined to be in the best interest of the Army. The amount of SDAP awarded to a Soldier

in retraining will be either the current award rate in the previous military specialty or the current award rate in the new retrained military specialty, whichever is less.

(5) In a patient status, including convalescent leave. The Soldier will retain SDAP not to exceed 12 consecutive months from the date of becoming a patient. However, when the disease is caused by intemperate use of alcohol or habit-forming drugs, entitlement to SDAP stops. (The termination effective date is the date the Soldier becomes a patient.)

(6) In an in-transit status.

(7) On authorized leave, including leave taken between two assignments qualifying for SDAP.

(8) Under investigation. A Soldier who is currently receiving SDAP is entitled to continuation of SDAP while in a temporary assignment or TDY and not performing duties requiring use of skill on which SDAP is based, for not more than 90 days. All Soldiers who are under investigation and reassigned temporarily are entitled to continuation of SDAP for up to 90 days. If the investigation is completed in less than 90 days and the Soldier is returned to SDAP duties, then the Soldier's SDAP entitlement will not stop. If the investigation is not completed in 90 days and the Soldier is returned to SDAP duties, then the entitlement is paid up to the 90th day. If the Soldier is not returned to SDAP duties after an investigation, resulting in unfavorable findings, then the SDAP entitlement continues through the 90th day of suspension from assigned duties or the date stated on the termination order, whichever is earlier, see rule 1 and 10, DOD Financial Management Regulation, Volume 7a, February 1999.

f. Situations that cannot be resolved should be forwarded through command channels with a case analysis and recommendation to HRC (AHRC-PLP-I), 200 Stovall Street, Alexandria, VA 22332-0400.

3-24. Method of payment

a. Special duty assignment pay is in addition to any other pay and allowances to which Soldiers are entitled. The monthly rate of pay equates to SD levels: for example, SD-1=\$75, SD-2=\$150, SD-3=\$225, SD-4=\$300, SD-5=\$375, and SD-6=\$450. These levels are further identified by positions listed in paragraph 3-22*d*. SD levels are also used for establishing new SDAP and as a guide for changes.

b. Experience gained from prior successful tours in the same SD for which the SDAP was awarded is creditable toward computation of the SDAP award level, if otherwise qualified.

c. The SDAP is computed based upon a 30-day month. Entitlement accrues from the date of authorization through the day before the effective date of the termination order. The SDAP will be prorated for that portion of the month in which the entitlement starts or ends.

3-25. Termination/reinstatement

a. When Special Duty Assignment Pay is designated for "reduction or termination of award," an effective date will be announced to the field at least 60 days in advance. Soldiers serving in a duty designated for termination of SDAP will have the SD pay reduced by 1/2 on the effective date of termination. Receipt of the 1/2 rate will continue for no longer than 12 months. Relieved Soldiers will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action taken.

b. Soldiers' SDAP will be terminated when—

(1) The unit commander determines the Soldier has failed to maintain all the requirements for continued receipt of SDAP.

(2) The Soldier is reclassified to a specialty that is not designated to receive SDAP.

(3) The ASA(M&RA), during the biennial review determines receipt of SDAP is no longer appropriate.

c. The SDAP may be reinstated—

(1) By revoking the termination order when documentary evidence demonstrates the termination was in error.

(2) Immediately upon satisfying the requirements of this chapter.

d. Recommendations for removal from, or reinstatement to, SDAP positions will contain justification and will be sent through, and acknowledged by, the Soldier to the approving commander. The termination or reinstatement date is the actual date the Soldier was removed from or reinstated to the SD assignment.

Section V

Registration of Military Sexual Offenders

3-26. General

Provisions of 42 U.S.C. § 14071, Department of Defense Instruction (DODI) 1325.7, and AR 27-10 (chap 24) require registration of military sexual offenders with the Installation Provost Marshal and State sexual offender registration officials. Military sexual offenders include: Soldiers who have been convicted of covered offenses under the UCMJ; Soldiers who are required to register as sexual offenders under state or territorial law; and Soldiers who have been convicted by foreign governments of offenses equivalent to or closely analogous to the covered offenses under the UCMJ. The Department of the Army assignment management system must support the Soldier in meeting this

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ASCC/DRU (see Aviation Resource Management Survey (ARMS) teams. Request assistance visits through appropriate ACOM/ASCC/DRU channels to ATSCOM.

14-9. Standardization

ATSCOM provides for standardization of U.S. Army ATC facilities through rigorous compliance and evaluation inspections, under the provisions of this regulation and FM 3-04.303.

14-10. Safety

Ensuring safe ATC operations is critical to mission effectiveness and will be considered in all evaluation activities. Unit commanders will establish an ATC safety risk management plan for all ATC operations. Guidance on risk management programs is contained in AR 385-10 and FM 3-04.303.

a. The ATSCOM ATC evaluation team chief is authorized to suspend temporarily the facility rating privileges of any controller or the certification of any NAVAID whose performance may result in injury or loss of life or jeopardize aircraft safety. The ATC facility chain of command will be notified immediately for final determination.

b. Army flight inspection assets may conduct preliminary checks of NAVAIDs prior to certification or restoration. Authorization to certify NAVAID equipment for IFR use requires prior approval (control number) from the FAA Flight Inspection Central Office/International Flight Inspection Office. HQ USAASA or USAASD-E will obtain FAA approval and control numbers for ATSCOM flight inspections for all U.S. Army procedures.

14-11. Flight inspection requirements

Upon completion of an ATC facility/NAVAID evaluation, the ATSCOM flight inspection team will assign a NAVAID status classification in accordance with FAAO 8200.1B.

a. All electronic NAVAIDs used for IFR services must pass an FAA authorized flight inspection prior to being placed into service.

b. FAA certified personnel will perform flight inspection of NAVAIDs and instrument flight procedures. Only graduates of an approved FAA flight inspection course are authorized to perform IFR certification of NAVAIDs.

14-12. Air traffic control aircraft accident/incident reporting

When an accident/incident occurs and Army air traffic control may be considered a contributing factor, the unit commander responsible for ATC operations will accomplish the following notifications:

a. Via telephone within 24 hours, furnish all available information, at a minimum, indicate an accident/incident has occurred and provide a point of contact, phone number and email address to—

(1) Commander, U.S. Army Aeronautical Services Agency, Airspace Division, commercial (703) 806-4866/4882 or defense switching network (DSN) 656-4866/4882.

(2) Commander, ATSCOM, commercial (334) 255-3007/3233 or DSN 558-3007/3233.

b. Within three working days, provide accident/incident information by fax on DA Form 7305 (Worksheet For Telephonic Notification of Aviation Accident/Incident) to the Commander, USAASA at commercial FAX (703) 806-4409 or DSN 656-4409, and the Commander, ATSCOM at commercial fax (334) 255-3238 or DSN 558-3238. Complete DA Form 7305 to the fullest extent possible; however, do not delay if all information is not immediately available.

Note. Notify HQ USAASA immediately anytime a civil aircraft is involved in an accident/incident at any Army facility or installation.

Chapter 15 Controller/Maintenance Certification and Facility Rating

15-1. Policy

All controllers, including facility chiefs, shift supervisors, and training noncommissioned officers or supervisors, working in or assigned to an Army ATC facility will be rated in that facility. Shift and/or training supervisors and noncommissioned officers must be rated prior to assuming the duties associated with these positions.

a. ATC chiefs will obtain a rating as follows:

(1) Those with fewer than five years (total) of facility rated experience will obtain a rating in the most complex facility under their supervision or the type facility for which no previous rating was held. They will also complete the first two phases of the Facility Training Program (FTP) for all other facilities.

(2) Those with five or more years of facility rated experience will not be required to obtain a rating when moved to a new location as the ATC chief. As a minimum, they will complete the first two phases of the FTP for all facilities under their supervision within 60 days after becoming the ATC chief.

Note. ATC chiefs obtaining a facility rating and maintaining proficiency is beneficial and encouraged.

(3) A person is not required to meet the requirements of 15-1a(1) or (2) above before assuming ATC chief duties.

b. After the requirements of 15-1a(1) and (2) above have been met, ATC chiefs are not required to maintain currency unless controlling traffic.

c. ATC platoon sergeants will complete both phases of the tactical training program for the most complex facility under their supervision for the type facility for which no previous rating was held. They will also complete Phase I of the training program for all other facilities under their supervision within 60 days after facility rating.

d. Military ATC personnel serving in staff positions whose duties do not include the control of actual air traffic are required to maintain a current flight physical. Civilian controllers in staff positions that do not include the control of actual air traffic are not required to maintain a current flight physical. Unit commanders may use personnel who are temporarily grounded, those who are pending reclassification or other personnel action, or those awaiting results from a medical review board to fill positions not involving controller duties until the individual returns to flight status or the personnel action is complete.

e. Tactical ATC commanders will implement a tactical ATC facility qualification and rating program. The qualification training must comply with applicable portions of FM 3-04.303.

f. A controller returning to a facility at which the controller was previously rated, after an absence of less than 6 months and no interim facility rating was obtained, will be required to immediately (as traffic and personnel availability permits) receive a satisfactory evaluation on DA Form 3479-1-R (Trainee/Controller Evaluation) for all positions applicable to the rating, excluding the facility rating evaluation to regain currency. If an individual fails to meet these requirements, all phases of the FTP, to include the facility rating examination and associated DA Form 3479-1-R evaluations, must be completed.

g. ATCS/CTO installation facility ratings will incorporate these criteria:

(1) *Prerequisites.* Candidates presented for facility ratings will—

(a) Be air traffic controllers as specified in chapter 2.

(b) Possess a current flight physical as prescribed in AR 40-501.

(c) Have successfully completed the first three phases and the pre-CTO/ATCS examination of the FTP.

(d) For initial ATCS control tower rating, complete the initial 6-month experience requirement. All time working in a control tower (installation and/or tactical facilities) may be counted toward the 6-month experience requirement.

(e) When assigned as tower operators, be certified to make limited weather observations per FM 3-04.303.

(2) *Examination.*

(a) The examiner will administer written, oral and practical parts of the facility rating examination. The rating exam will verify the individual's successful performance of the skills required in FAAO 7220.1. Additionally, examinations given for CTO ratings must meet the requirements in 14 CFR 65.

(b) When an ATCS rating is successfully completed, the ATCS examiner will enter the rating on the individual's ATCS certificate (FAA Form 7220-1). Air traffic controllers who receive their tower ATCS rating prior to fulfilling the 6-month experience requirement for an initial CTO rating (14 CFR 65) will not be permitted to exercise the privileges of a CTO without supervision by an 14 CFR 65 rated CTO.

(c) When a CTO rating is successfully completed, the CTO examiner will issue an FAA Form 8060-4 (Temporary Airman Certificate). Prepare an FAA Form 8400-3 (Application for an Airman Certificate and/or Rating) for FAA validation in accordance with FAAO 7220.1.

(d) The results of the facility rating exam will be entered on the controller's training record, DA Form 3479-R (Training and Proficiency Record—Air Traffic Control), and DA Form 3479-1-R in accordance with FM 3-04.303.

h. Tactical ratings will comply with the following:

(1) A tactical certification consists of two parts/phases: Phase 1 certification (equipment familiarization, installation, operation, and maintenance) and Phase 2 qualification ATC (written and oral examination covering both phases and control of air traffic in accordance with FAAO 7110-65). This certification shall be accomplished by the facility chief / platoon sergeant prior to facility rating. This training is part of the facility training program and shall be documented in the DA Form 3479-R, Facility Training Records.

(2) A Tactical rating exam consists of: Qualification and Evaluation of a controller in the airspace designated for use in tactical ATC operations (written and oral examination covering all areas pertinent to the Facility Training Program and control of air traffic in current environment).

(3) Prior to administering a tactical rating exam, the examiner shall review the controller's records to confirm he/she meets the required qualifications.

(4) After determining the adequacy of the applicant's qualifications, the examiner will administer both the written/oral and practical portions of the tactical rating examination. The exam will verify the individual's successful performance of the skills required in FAAO 7220.1, and the current tactical facility training program.

(5) Enter the results of the tactical rating examination on the controller's training record, DA Form 3479-R, in accordance with FM 3-04.303.

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Date 09/19/2000

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**Milper Message Number
00-252**

**Proponent
CDR PERSCOM ALEXANDRIA VA// TAPC-PLP-I**

**Title
SPECIAL DUTY ASSIGNMENT PAY (SDAP) CHANGES (ACTIVE & RESERVE COMPONENT)**

...Issued: [19 Sep 00]...

DTG:191500ZSEP00

A. AR 614-200, CHAPTER 3.

B. AR 135-205, CHAPTER 2.

C. NGR 601-1, CHAPTER 3.

1. THIS MILPER MESSAGE WILL EXPIRE NLT SEP 2002.

2. SPECIAL INSTRUCTIONS FOR AIG 7406: THIS MSG WILL BE BROUGHT TO THE IMMEDIATE ATTENTION OF ALL CDRS AND FINANCE AND ACCOUNTING OFFICES.

THIS IS A TWO PART MESSAGE
PART ONE. CHANGES TO SDAP.

1. EFFECTIVE 1 OCTOBER 2000, THE DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR MANPOWER AND RESERVE AFFAIRS APPROVED SDAP CHANGES FOR ARMY AIR TRAFFIC CONTROLLERS (ATC) AND CRIMINAL INVESTIGATION COMMAND (CID) SPECIAL AGENTS. ALL PAYMENTS WILL BE RETROACTIVE TO 1 OCTOBER 2000.

2. AIR TRAFFIC CONTROL OPERATORS WHOSE PMOS IS 93C GRADE E3 AND ABOVE, WILL BE AUTHORIZED TWO PAY LEVELS:

(A) INDIVIDUALS ENROLLED IN A FACILITY TRAINING PROGRAM AND DESIGNATED STAFF POSITIONS WILL RECEIVE A MONTHLY RATE OF SD-3/\$165. INDIVIDUALS MUST MAINTAIN A VALID CLASS IV (ATC) FLIGHT PHYSICAL IN ORDER TO RECEIVE SDAP.

(B) INDIVIDUALS WHO ARE FACILITY RATED AND CURRENT IN THE FACILITY TO WHICH ASSIGNED, AND MAINTAIN A VALID CLASS IV (ATC) FLIGHT

PHYSICAL WILL RECEIVE A MONTHLY RATE OF PAY SD-4/\$220.

(C) ALL ENLISTED ATC OPERATORS MUST BE GRADUATES OF THE U.S. ARMY AIR TRAFFIC CONTROL SCHOOL OR EQUIVALENT, POSSESS AN AIR TRAFFIC CONTROL SPECIALIST (ATCS) CERTIFICATE WITH NUMBER ASSIGNED BY THE U.S. ARMY AIR TRAFFIC CONTROL ACTIVITY (USAATCA), AN FAA CERTIFICATE OF GRADES OR CONTROL TOWER OPERATOR (CTO) CERTIFICATE AND MUST BE FIT FOR FLYING DUTY (FFD) AS DETERMINED BY THE LOCAL FLIGHT SURGEON.

(D) THE ONLY ATC STAFF POSITIONS AUTHORIZED SDAP ARE EVALUATION SERGEANTS, BATTALION QUALITY ASSURANCE NCOS, OBSERVER/CONTROLLERS, AND PLATOON SERGEANTS. SDAP WILL ONLY BE AUTHORIZED FOR CONTROLLERS WHO ARE ASSIGNED TO AN MTOE OR TDA POSITION DESIGNATED BY HEADQUARTERS, USAAVNC. THESE POSITIONS MUST INCLUDE PERMANENT ASSIGNMENT (NOT ATTACHMENT) TO AN ATC FACILITY AND INVOLVE THE ACTIVE CONTROLLING OF AIRCRAFT IN A NON-SIMULATED ENVIRONMENT. ADDITIONALLY CONTROLLERS THAT ARE ASSIGNED TO A FACILITY, BUT THEIR PRIMARY JOB IS WORKING OUTSIDE OF THE FACILITY DO NOT QUALIFY FOR SDAP (I.E. SOLDIER IS ASSIGNED AS A TRAINING NCO FOR A TOWER, BUT PRIMARY JOB IS THE COMPANY TRAINING NCO, THIS SOLDIER DOES NOT QUALIFY FOR SDAP).

(E) SOLDIERS WILL HAVE THEIR SDAP TERMINATED WHEN THE FOLLOWING SITUATION OCCUR:

(1) DURING A PCS MOVE THE LOSING UNIT WILL TERMINATE SDAP. THE SOLDIERS SDAP WILL BE REINSTATED BY THE GAINING UNIT AT SD-3 (\$165) UPON ASSIGNMENT TO AN AUTHORIZED SDAP POSITION, AND ENROLLMENT INTO A FACILITY TRAINING PROGRAM IAW PARA 2A. SDAP WILL BE INCREASED TO SD-4 (\$220) UPON OBTAINING A FACILITY RATING.

(2) WHILE ATTENDING SCHOOLS IN A "TDY ENROUTE" STATUS.

(3) WHEN A FIXED BASE CONTROLLER FAILS TO MEET THE MONTHLY CURRENCY REQUIREMENTS BASED ON HOURS/APPROACHES, AS OUTLINED IN AIG MESSAGE 93-18 (40/24 HOURS AS APPLICABLE TO ASSIGNED POSITION OR 10 APPROACHES) FOR THREE CONSECUTIVE MONTHS (EXCEPT WHILE ATTENDING A MILITARY SCHOOL IN A "TDY AND RETURN" STATUS).

(4) WHEN A SOLDIER'S TEMPORARY GROUNDING EXCEEDS 90 DAYS.

(5) A SOLDIER IS INDEFINITELY/PERMANENTLY GROUNDED, PENDING CHAPTER, RECLASSIFICATION OR SUSPENDED FROM ATC DUTIES.

(6) WHEN A SOLDIER FAILS TO MAKE SUFFICIENT PROGRESS IN A FACILITY TRAINING PROGRAM (I.E. SOLDIER FAILS TO COMPLETE PHASE 1 OF A TACTICAL TRAINING PROGRAM WITHIN 6 MONTHS (INCLUDES A WAIVER FROM COMMANDER AND A WAIVER FROM USAATCA)).

(F) INDIVIDUALS NOT ELIGIBLE FOR SDAP ARE OTHER STAFF POSITIONS NOT LISTED ABOVE (PARA 2D), PERMANENTLY GROUNDED PERSONNEL OR INDIVIDUALS ON SPECIAL DUTIES WORKING OUTSIDE OF THEIR MOS (I.E. PROTOCOL, AIDES, LIFEGUARDS, CLERKS, DRIVERS, ETC.) REGARDLESS OF POSITION TO WHICH THEY ARE SLOTTED, INDIVIDUALS PENDING CHAPTER OR RECLASSIFICATION ACTION, SUSPENDED FROM ATC DUTIES OR PROMOTION TO THE MASTER SERGEANT LEVEL.

3. CRIMINAL INVESTIGATION COMMAND (CID) SPECIAL AGENTS WHOSE PMOS IS 95D WILL RECEIVE SDAP MONTHLY AT ONE RATE OF PAY, SD-3/\$165.

(A) ALL CID SPECIAL AGENTS MUST MEET THE FOLLOWING CRITERIA:

- (1) PAY GRADE E5
- (2) GRADUATE OF APPRENTICE SPECIAL AGENT COURSE
- (3) SUCESSFULLY COMPLETE 12 MONTHS APPRENTICESHIP.
- (4) APPROVED FOR ACCREDITATION BY HEADQUARTERS USACIDC.

(B) SDAP ENTITLEMENT STOPS IF THE 95D SPECIAL AGENT IS REDUCED IN RANK TO E4, PROMOTED TO E6 OR BECOMES A WARRANT OFFICER.

4. SDAP TERMINATION FOR ATC OPERATORS OR CID SPECIAL AGENTS IS IAW AR 614-200, CHAPTER 3, PARA 3-24.
PART TWO. GENERAL SDAP POLICY AND PROCEDURES.

1. ORDERS MUST BE ISSUED TO AWARD, CHANGE, TERMINATE AND REINSTATE SDAP. THIS IS DETAILED IN FORMAT 330, PROFICIENCY PAY, AR 600-8-105, MILITARY ORDERS. THE PERSONNEL OFFICER PREPARES A DA FORM 2446 (REQUEST FOR ORDERS) IAW AR 600-8-105. THE REQUEST FOR ORDERS MUST INCLUDE THE LEVEL OF SDAP AUTHORIZED. THE DA FORM 2446 IS THEN FORWARDED TO THE PSBS OR PACS TO ISSUE THE ORDERS. THE CORRECT LEVEL OF SDAP SHOULD BE ANNOTATED IN THE ADDITIONAL INSTRUCTION BLOCK OF THE ORDER.

2. A SINGLE ORDER SHOULD BE USED TO AWARD OR CHANGE EACH RATE OF PAY WITH THE APPROPRIATE EFFECTIVE DATES. THIS RULE ALSO APPLIES FOR SOLDIERS WHO PCS BETWEEN SDAP ASSIGNMENTS. SOLDIERS WILL CONTINUE TO RECEIVE THEIR SDAP ENTITLEMENT AT THE SAME LEVEL UPON ARRIVAL AT THE NEW DUTY STATION. ALL SOLDIERS WHO HAVE BEEN AFFECTED MUST HAVE ORDERS ISSUED TO TERMINATE THE OLD ENTITLEMENT AND AUTHORIZED THE NEW ENTITLEMENT. BOTH ACTIONS WILL BE ANNOTATED ON THE SAME ORDER.

3. THE GAINING COMMAND WILL PUBLISH ORDERS THAT REFLECT THE NEW ASSIGNMENT, LEVEL OF SDAP, AND ENSURE THE SIDPERS DATABASE REFLECTS THE CORRECT SDAP LEVEL.

4. THE LOSING COMMAND WILL IMPLEMENT MEASURES TO ENSURE THAT SDAP TERMINATION ORDERS ARE CUT UPON PCS WHEN THE SOLDIER IS NOT PCSING TO ANOTHER SDAP ASSIGNMENT.

5. SDAP ENTITLEMENT ACCRUES FROM THE DATE OF AUTHORIZATION THROUGH THE DAY BEFORE THE EFFECTIVE DATE OF THE TERMINATION ORDER. SDAP WILL BE PRORATED FOR THAT PORTION OF THE MONTH THE ENTITLEMENT STARTS OR ENDS. THE ACCURACY OF THE ENTITLEMENT DATE ON THE ORDERS IS ESSENTIAL FOR ENSURING CORRECT PERSONNEL AND PAY TRANSACTIONS ARE PROCESSED AND THE CORRECT PAY IS ISSUED. CRITERIA FOR DETERMINATION OF SDAP ENTITLEMENTS FOR ACTIVE COMPONENT IS OUTLINED IN PARA 3-22 CHAPTER 3, AR 614-200.

6. CHANGES WILL BE PROVIDED TO THE SOLDIER AND THE SOLDIER'S FINANCE OFFICE. A COPY SHOULD BE FILED IN THE SOLDIER'S MILITARY PERSONNEL RECORD JACKET (MPRJ), OR IF NO MPRJ EXISTS, ORDERS WILL BE MAINTAINED AT THE BATTALION S-1 WHERE PERMANENT ORDERS ARE FILED.

7. EACH ORDER WILL CONTAIN THE APPLICABLE SDAP PAY RATE. INFORMATION FOR THE SDAP PAY RATES AND ENTITLEMENT TYPE CODES ARE LOCATED ON THE HELP SCREEN WITHIN SIDPERS-3. PROCEDURES FOR INPUTTING PAY DATA ARE LOCATED ON THE H-E-L-P SCREEN ON THE SIDPERS-3 WORK STATION. ADDITIONAL PAY PROCEDURES FOR SPECIAL/INCENTIVE PAY ORDERS CAN BE LOCATED ON THE PERSCOM ON-LINE SIDPERS-3 PROCEDURES SITE.

8. UNIT PACS MUST PLAY AN ACTIVE ROLE IN ENSURING THAT ADJUSTMENTS OR CHANGES TO THE SOLDIER'S PAY ACCOUNT ARE ANNOTATED ON THE SOLDIER'S DA FORM 2A/2-1 IAW AR 600-8-104.

9. A MONTHLY REPORT IS TO BE FORWARDED TO COMMANDER, PERSCOM, (ATTN: TAPC-PLP-I), 200 STOVALL STREET, ALEXANDRIA, VA 22332-0406 BY PAY LEVEL AND NUMBER OF SOLDIERS WHO ARE RECEIVING SDAP FOR AIR TRAFFIC CONTROL OPERATORS AND CRIMINAL INVESTIGATION DIVISION SPECIAL AGENTS. THE START DATE OF THE REPORTING REQUIREMENT IS NOVEMBER 00 AND SHOULD BE FORWARDED BY THE 15TH OF EACH MONTH WITH A POC/PHONE NUMBER. MS. KHAIR IS THE POC FOR THE MONTHLY REPORTING REQUIREMENT.

10. POCS: ODCSPER: MS HOLMAN, DAPE-PRR-C, DSN: 225-1872;
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