

VOLUME 7A, CHAPTER 8: “SPECIAL PAY - SPECIAL DUTY ASSIGNMENT PAY - ENLISTED MEMBERS”

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue and underlined font***](#).

The previous version dated [August 2015](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and formatting to comply with current administrative instructions.	Revision
080101	Changed the paragraph name to “Purpose” to comply with current administrative instructions.	Revision
080303	Revised content in accordance with Department of Defense Instruction 1304.27, April 10, 2009, Incorporating Change 1, Effective April 22, 2015.	Revision
Bibliography	Updated statutes and references.	Revision

Table of Contents

0801 GENERAL 3

 *080101. Purpose 3

 080102. Authoritative Guidance 3

0802 SDAP DEFINITIONS 3

 080201. Military Specialty 3

 080202. Production Recruiter 3

 080203. Special Duty Assignment 3

0803 ENTITLEMENT RATES 4

 080301. Rates 4

 080302. Service Designations 4

 *080303. Department of Defense Designations 4

 080304. Special Operations Forces (SOF) 5

0804 CONDITIONS OF ENTITLEMENT 5

 080401. Eligibility Requirements 5

 080402. Conditions Affecting Entitlement 5

 080403. Certification 5

 080404. Date to Stop SDAP 5

 080405. Effect of SDAP on Other Computations 6

 080406. Collection of Erroneous Payments 6

 080407. Removal from Rating Status without Original Basis of Authority 6

 080408. Tax 6

Table 8-1. Eligibility Requirements for SDAP 7

Table 8-2. Conditions Affecting Entitlement to SDAP 8

*BIBLIOGRAPHY 12

CHAPTER 8

**SPECIAL PAY - SPECIAL DUTY ASSIGNMENT
PAY - ENLISTED MEMBERS**

0801 GENERAL

*080101. Purpose

An enlisted member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the member performs duties designated by the Secretary of the Military Department concerned as extremely difficult or involving an unusual degree of responsibility. A member entitled to SDAP may receive such pay in addition to any other pay or allowances to which the member is entitled. SDAP is awarded according to the applicable regulations of the Military Service concerned.

080102. Authoritative Guidance

The bibliography at the end of this chapter lists the authoritative references.

0802 SDAP DEFINITIONS

080201. Military Specialty

A. A military specialty is an element of the enlisted classification structure (Military Occupational Specialty (MOS), Air Force Specialty Code (AFSC), Navy Enlisted Classification (NEC), career field subdivision, career management field, and occupational field, as appropriate to the Military Service concerned) that identifies an individual position, or group of closely related positions, on the basis of the similarity of the duties involved. It is also the primary identifier of individuals, who possess the ability, knowledge, and other occupational qualifications required for effective performance in such positions.

B. A military specialty: (1) provides occupational standards for procurement, training, classification, and career development; (2) identifies military skills so closely related that a degree of interchangeability exists between members assigned to the military specialty; and (3) provides a normal career progression pattern for members within that military specialty.

080202. Production Recruiter

A production recruiter is an individual assigned to recruiting duties under regulations issued by the Military Services.

080203. Special Duty Assignment

Special Duty Assignment is a duty assignment that is characterized by extremely demanding duties or duties demanding an unusual degree of responsibility. 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 difficult or involving an unusual degree of military skill.

0803 ENTITLEMENT RATES

080301. Rates

SDAP is payable at the following rates:

<u>Special Duty Assignment</u>	<u>Monthly Rate</u>
SD-1	\$75
SD-2	\$150
SD-3	\$225
SD-4	\$300
SD-5	\$375
SD-6	\$450

080302. Service Designations

Designations of military specialties and assignments for SDAP are in the applicable regulations of the Military Service concerned. The criteria for designation of military specialties and assignments eligible for SDAP is in Department of Defense (DoD) 1312.1-I, "Occupational Conversion Index," March 2001, and implemented in DoD Instruction [1304.27](#), "Award and Administration of Special Duty Assignment Pay."

*080303. Department of Defense Designations

The SDAP levels for the following duty assignments established by the Principal Deputy Under Secretary of Defense (PDUSD) for Personnel and Readiness (P&R) may not exceed the maximum allowed under [Title 37, United States Code \(U.S.C.\), section 307](#):

- A. Production Recruiter: SD-6;
- B. White House Communications Agency: SD-2 through SD-5, depending on position;
- C. Defense Threat Reduction Agency: SD-2;
- D. Defense Courier Operations: specified positions, SD-1;
- E. Senior Enlisted Advisor (SEA) to the Joint Chiefs of Staff: based on the parent service's SDAP rate for individuals serving as SEA to the Service Chief, not to exceed SD-6; and

F. [Personnel assigned to the](#) Personal Security Detail for the Secretary of Defense ([SecDef](#)): The authorized levels are: SD-1 for E-5s, SD-2 for E-6s, and SD-3 for E-7s.

080304. Special Operations Forces (SOF)

Effective March 1, 2013, SOF operators who serve in [an](#) authorized Major Force Program - 11 documented positions shall receive SDAP at a minimum SD-5 level. The only exception is for Navy Special Warfare Combatant Crewman operators who shall receive SDAP at a minimum SD-4 level. SOF operators are individuals with the following critical specialties:

A. Army: Special Operations (SpecOps) Weapons Sergeant (MOS 18B); SpecOps Engineer Sergeant (MOS 18C); SpecOps Medical Sergeant (MOS 18D); SpecOps Communication Sergeant (MOS 18E); Special Forces Assistant Operations and Intelligence Sergeant (MOS 18F); and Special Forces Senior Sergeant (MOS 18Z);

B. Navy: Enlisted Sea Air and Land Operations (NEC 5326) and Special Warfare Combatant Crewman (NEC 5352);

C. Air Force: Combat Control (AFSC 1C2XX), Pararescue (AFSC 1T2XX), Tactical Air Control Party (AFSC 1C4X1) and SpecOps Weather (AFSC 1W0X2); and

D. Marine Corps: Critical Skills Operator (MOS 0372).

0804 CONDITIONS OF ENTITLEMENT

080401. Eligibility Requirements

A member who meets the requirements in Table 8-1 may be awarded a special duty assignment rating [as prescribed](#) in regulations of the Military Service concerned.

080402. Conditions Affecting Entitlement

Conditions affecting entitlement to SDAP are shown in Table 8-2.

080403. Certification

Appropriate authorities annually review eligibility and payment authority for each member receiving SDAP. Payment stops automatically on the annual anniversary date if positive certification is not made that a member is still eligible for SDAP.

080404. Date to Stop SDAP

Table 8-2 shows how to determine the last day on which SDAP accrues to a member. Stop SDAP on the date shown in this table, unless an earlier date is specified in the order terminating such pay status.

080405. Effect of SDAP on Other Computations

SDAP is not used in the computation for an enlistment bonus, severance pay, separation pay, or cash settlement of accrued leave.

080406. Collection of Erroneous Payments

Collect from a member when a purported special duty assignment is revoked because assignment was made without original basis of authority.

080407. Removal from Rating Status without Original Basis of Authority

Military Service administrative regulations allow certain authorities to revoke orders that removed a member from a special duty assignment if the removal was without original basis of authority. When orders are so revoked, the member is entitled to SDAP for the entire period involved if otherwise entitled to the pay.

080408. Tax

SDAP is subject to withholding of income tax, but not subject to withholding of Federal Insurance Contributions Act taxes.

Table 8-1. Eligibility Requirements for SDAP

R U L E	A	B	C
	When an enlisted member	and	then
1	is an Active Component member in a pay status; is serving in pay grade E-3 or higher; is qualified for and serving in the designated special duty assignment	meets other conditions of eligibility as prescribed by the Secretary of the Military Department concerned	the member may be awarded the prescribed monthly rate of SDAP.
2	is a Reserve Component (RC) member called or ordered to active duty (including active duty for training) in a pay status; is serving in pay grade E-3 or higher; is qualified for and serving in the designated special duty assignment		
3	is an RC member on Inactive Duty for Training (IDT) in a pay status; is serving in pay grade E-3 or higher; is qualified for and serving in the designated special duty assignment		the member may be awarded SDAP at 1/30th of the prescribed monthly SDAP rate for the performance of each authorized period of IDT with pay.
4	attains eligibility under rules 1 to 3, before the date of termination of award in any special duty assignment designated for termination of award		the member may be awarded SDAP.

Table 8-2. Conditions Affecting Entitlement to SDAP

R U L E	A	B	C	D
	When a member receiving SDAP	and	then special duty assignment status	and entitlement to SDAP
1	has the SDAP rating withdrawn for any reason		is withdrawn	continues through the date stated in the order withdrawing the SDAP rating.
2	fails to maintain the minimum level of qualification required for satisfactory performance in the military skill			stops on the date established by the authority determining the level of qualification does not meet established standards.
3	is discharged or relieved from active duty	does not reenlist within 24 hours	is withdrawn on the date of discharge	continues through the date of discharge (note 1).
4	is confined	confinement is the result of a court-martial sentence or non-judicial punishment	will be withdrawn on the date of confinement resulting from a court-martial sentence or non-judicial punishment	continues through the day prior to the date of confinement resulting from a court-martial sentence or non-judicial punishment.
5	is Absent Without Leave (AWOL)		continues	stops during the entire period of AWOL status.
6	is reported in a missing status		continues (note 2)	continues.
7	is in a patient status, including convalescence leave	patient status is due to disease resulting from intemperate use of alcohol or habit-forming drugs	continues	stops while the member is in a patient status or convalescent leave status.
8		patient status is not due to disease resulting from intemperate use of alcohol or habit-forming drugs, but exists for more than 12 months	will be withdrawn on the first day of the 13th month when a patient status continues to exist (note 2)	continues through the last day of the 12th month.

Table 8-2. Conditions Affecting Entitlement to SDAP (Continued)

R U L E	A	B	C	D
	When a member receiving SDAP	and	then special duty assignment status	and entitlement to SDAP
9	is hospitalized due to a wound, injury, or illness	receiving allowances under the Pay and Allowance Continuation Program (PAC) in Chapter 13	may continue for 1 year from the date the member was first hospitalized (unless stopped earlier by the PAC termination criteria in Chapter 13)	continues through the last day of the 12th month (note 3).
10	is demoted	the grade to which reduced is below that for which either pay is authorized	will be withdrawn on the date of demotion	continues through the day prior to the date of demotion.
11	is on temporary duty (TDY) or temporary additional duty (TAD)	is not performing duties requiring use of skills on which pay is based	continues for not more than 90 days	continues through the 90th day of TDY or TAD.
12		is performing duties requiring use of the skills on which pay is based	continues during entire period of TDY or TAD	continues through entire period of TDY or TAD.
13	is reassigned to a permanent change of station (PCS) or permanent change of assignment (without PCS) or detailed to duty not requiring use of skills on which SDAP is based	the commanding officer determines the reassignment or detail is permanent (over 90 days)	is withdrawn	continues through the day prior to the date of departure from special duty assignment.
14		the commanding officer determines the reassignment or detail is less than 90 days but it exceeds 90 days	is terminated on the 91st day of the reassignment or detail	continues through the 90th day of the detail or reassignment.
15	enters retraining status	the military skill into which member is retraining is not designated for SDAP	is withdrawn	continues through the day prior to the date member enters retraining status.

Table 8-2. Conditions Affecting Entitlement to SDAP (Continued)

R U L E	A	B	C	D
	When a member receiving SDAP	and	then special duty assignment status	and entitlement SDAP
16	is reclassified out of the military skill on which the pay is based	the military skill to which reclassified is not designated for an award of SDAP	is withdrawn on the date of reclassification	continues through the day prior to the date of reclassification.
17	is attending a course of instruction	the course of instruction is necessary for member's continued qualification in the special duty assignment	continues	continues.
18		the course of instruction is not necessary to qualify the member for special assignment in the military skill, but the member will be reassigned to the military skill on which the pay is based upon completion of the training	continues for no more than 90 days	continues through the 90th day.
19		the course of instruction is not necessary to qualify the member for a special assignment in the military skill and the member will not be reassigned to the military skill on which the pay is based upon completion of training	is withdrawn on the date of departure for training	continues through the date of departure for training.
20		the course of instruction leads to commission or warrant officer status	is withdrawn	stops on the date of departure for entry into training.
21	is on authorized leave		continues	continues.

Table 8-2. Conditions Affecting Entitlement to SDAP (Continued)

R U L E	A	B	C	D
	When a member receiving SDAP	and	then special duty assignment status	and entitlement to SDAP
22	is serving in a military specialty designated for termination of award	the member continues to be qualified and serves in the military specialty		continues at one-half of the rate for the 1 year period following the effective date of the termination (note 4).
23	is serving in a military specialty designated for reduction of award			continues at the rate for the reduced award on the effective date of the reduction.
24	is reassigned PCS requiring use of the skills on which pay is based	the member continues to be qualified and performs the special duties		continues during leave en route, for periods of allowable travel time between assignments and for duty at the new permanent duty station.

NOTES:

1. If a Navy member fails to reenlist on board, then SDAP continues through the date of discharge or release from active duty.
2. SDAP may be awarded, withdrawn, increased, or decreased while member, otherwise eligible, is in a patient or missing status.
3. The PDUSD (P&R) may extend the 1 year termination date, for members who are hospitalized for the treatment of a wound, injury or illness, in 6 month increments under extraordinary circumstances.
4. The PDUSD (P&R) may waive the SDAP termination limits and prescribe other rates and time limits for specific situations.

*BIBLIOGRAPHY

CHAPTER 8 - SPECIAL PAY, SPECIAL DUTY ASSIGNMENT PAY - ENLISTED MEMBERS

0801 - GENERAL

37 U.S.C. § 307

Department of Defense Instruction (DoDI) 1304.27,
April 10, 2009, Incorporating Change 1, Effective
April 22, 2015

0802 - SDAP DEFINITIONS

080202

DoDI 1304.27, April 10, 2009, Incorporating Change 1,
Effective April 22, 2015

0803 - ENTITLEMENT RATES

080303

DoDI 1304.27, April 10, 2009, Incorporating Change 1,
Effective April 22, 2015
SecDef Memo, February 12, 2015

*080304

Office of the Under Secretary of Defense Memo,
December 31, 2012

Table 8-1

Rule 1-3

DoDI 1304.27, April 10, 2009, Incorporating Change 1,
Effective April 22, 2015

Table 8-2

Rule 9

DoDI 1304.27, April 10, 2009, Incorporating Change 1,
Effective April 22, 2015

Note 3

DoDI 1304.27, April 10, 2009, Incorporating Change 1,
Effective April 22, 2015

Note 4

DoDI 1304.27, April 10, 2009, Incorporating Change 1,
Effective April 22, 2015