

**VOLUME 7A, CHAPTER 08: “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 \* 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 June 2011 is archived.

| <b>PARAGRAPH</b>          | <b>EXPLANATION OF CHANGE/REVISION</b>                     | <b>PURPOSE</b> |
|---------------------------|---|----------------|
| 080103.D,<br>Bibliography | Added eligibility criteria for Special Operations Forces. | Update         |

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## CHAPTER 8

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

## 0801 ENTITLEMENT PROVISIONS AND POLICY

## 080101. Entitlement

A. General. An enlisted member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the member performs duties designated by the Secretary 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 entitled. SDAP status is awarded according to the applicable regulations of the Military Service concerned.

B. 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.

## 080102. Definitions

A. Military Specialty

1. 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.

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

B. Special Duty Assignment. This is a duty assignment characterized by extremely demanding duties or duties demanding an unusual degree of responsibility.

C. Production Recruiter. This is an individual assigned to recruiting duties under regulations issued by the Military Services.

## \*080103. Monthly Rates

- A. SDAP is payable only at one of the below listed 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               |

B. Designations of military specialties for SDAP are in the applicable regulations of the Military Service concerned. The criteria for designation of military specialties are in [Department of Defense Instruction \(DoDI\) 1304.27](#), “Award and Administration of Special Duty Assignment Pay.”

C. SDAP levels for the following specialties are established by the Office of the Under Secretary of Defense (Personnel and Readiness) (P&R):

1. Production Recruiter: SD-6;
2. White House Communications Agency: SD-2 through SD-5, depending on position;
3. Defense Threat Reduction Agency: specified positions, SD-2;
4. Defense Courier Operations: specified positions, SD-1; and
5. 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.

\* D. Effective March 1, 2013, Special Operations Forces (SOF) operators who serve in authorized Major Force Program (MFP) - 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 critical specialties listed below:

1. 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).

2. Navy: Enlisted SEAL Operations (NEC 5326) and Special Warfare Combatant Crewman (NEC 5352).

3. Air Force: Combat Control (AFSC 1C2XX), Pararescue (AFSC 1T2XX), Tactical Air Control Party (AFSC 1C4X1) and Special Operations Weather (AFSC 1W0X2).

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

## 0802 CONDITIONS OF ENTITLEMENT

### 080201. Eligibility Requirements

A member who meets the requirements in Table 8-1 may be awarded a special duty assignment rating under procedures in regulations of the Military Service concerned.

### 080202. Conditions Affecting Entitlement

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

### 080203. Date to Stop SDAP

Table 8-2 shows how to determine the last day on which special duty assignment pay 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.

### 080204. Effect of SDAP on Other Computations

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

### 080205. 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.

### 080206. Removal From Rating Status Without Original Basis of Authority

Military Service administrative regulations allow certain authorities to revoke orders which 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.

### 080207. Tax

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

Table 8-1. Eligibility Requirements for Special Duty Assignment Pay

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>   | <b>B</b>  | <b>C</b>  |
|----------------------------|--|---|---|
|                            | <b>When an enlisted member</b>   | <b>and</b>  | <b>then</b>   |
| <b>1</b>                   | 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 | the member may be awarded the prescribed monthly special duty assignment rate of pay.   |
| <b>2</b>                   | is a Reserve Component 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 |   |   |
| <b>3</b>                   | is a Reserve Component 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. |
| <b>4</b>                   | 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 Special Duty Assignment Pay

| R<br>U<br>L<br>E | A  | B   | C   | D  |
|------------------|--|---|---|--|
|                  | When a member receiving special duty assignment pay  | and   | then special duty assignment status   | and entitlement to special duty assignment pay   |
| 1                | has 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 date of discharge   | continues through the date of discharge (note 1).  |
| 4                | is confined  | confinement is result of 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 official leave (AWOL)  |   | continues   | stops during all of AWOL.  |
| 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 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 Special Duty Assignment Pay (Continued)

| R<br>U<br>L<br>E | A   | B  | C  | D  |
|------------------|---|--|--|--|
|                  | When a member receiving special duty assignment pay   | and  | then special duty assignment status  | and entitlement to special duty assignment pay   |
| 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  | 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 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 permanent change of station (PCS) or permanent change of assignment (without PCS) or detailed to duty not requiring use of skills on which special duty assignment pay is based | 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               |   | 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 special duty assignment pay | is withdrawn   | continues through the day prior to the date member enters retraining status.           |

Table 8-2. Conditions Affecting Entitlement to Special Duty Assignment Pay (Continued)

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>  | <b>B</b>  | <b>C</b>   | <b>D</b>   |
|----------------------------|---|---|--|--|
|                            | <b>When a member receiving special duty assignment pay</b>          | <b>and</b>  | <b>then special duty assignment status</b>         | <b>and entitlement to special duty assignment pay</b>            |
| <b>16</b>                  | 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 special duty assignment pay  | is withdrawn on the date of reclassification       | continues through the day prior to the date of reclassification. |
| <b>17</b>                  | is attending a course of instruction                                | the course of instruction is necessary for member's continued qualification in the special duty assignment  | continues  | continues.   |
| <b>18</b>                  |   | 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.                                  |
| <b>19</b>                  |   | 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.            |
| <b>20</b>                  |   | the course of instruction leads to commission or warrant officer status   | is withdrawn                                       | stops on the date of departure for entry into training.          |
| <b>21</b>                  | is on authorized leave  |   | continues  | continues.   |

Table 8-2. Conditions Affecting Entitlement to Special Duty Assignment Pay (Continued)

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

**NOTES:**

1. If a Navy member fails to reenlist on board, then SDAP continues through 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 Principal Deputy Under Secretary of Defense (Personnel and Readiness) 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 Principal Deputy Under Secretary of Defense (Personnel and Readiness) 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 - ENTITLEMENT PROVISIONS AND POLICY

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|            | 37 U.S.C. 307                                 |
|            | DoDI 1304.27, April 10, 2009                  |
|            | OUSD(P&R) Memo, April 9, 2002                 |
|            | OUSD(P&R) Memo, April 20, 2009                |
| 080102.C   | DoDI 1304.27, April 10, 2009                  |
| 080103.C   | OUSD(P&R) Memo, April 20, 2009                |
| * 080103.D | Acting PDUSD (P&R) Memo,<br>December 31, 2012 |
|            | USD (P&R) Memo, March 29, 2012                |
|            | PDUSD (P&R) Memo, December 28, 2010           |
| Table 8-1  |   |
| Rule 1-3   | DoDI 1304.27, April 10, 2009                  |
| Table 8-2  |   |
| Rule 9     | DoDI 1304.27, April 10, 2009                  |
| Note 3     | DoDI 1304.27, April 10, 2009                  |
| Note 4     | ASD(FMP) Memo, November 23, 1999              |