



# Department of Defense **INSTRUCTION**

**NUMBER 1304.27**

April 10, 2009

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USD(P&R)

**SUBJECT:** Award and Administration of Special Duty Assignment Pay

**References:** See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Instruction 1304.27 (Reference (a)) under the authority of DoD Directive 5124.02 (Reference (b)).

b. Establishes departmental policy in accordance with Reference (b) and sections 204, 206, 307, and 372 of title 37, United States Code (U.S.C.) (Reference (c)).

c. Identifies conditions of entitlement and restrictions on authorization and payment. These and all other conditions of entitlement and restrictions on authorization and payment or rates will be determined in accordance with this Instruction and section 307 of Reference (c).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. DEFINITIONS

a. active duty. Defined in section 101 of Reference (c).

b. inactive duty training (IDT). Defined in section 101 of Reference (c).

c. military specialties. For the purpose of this Instruction, those elements of the enlisted classification structure of a Military Service that identify a skill or groups of skills necessary to perform military assignments. Military specialties provide occupational standards for procurement, training, classification, assignment, and career development, and identify military

skills so closely related that a degree of interchange exists between members. Military specialties also establish a normal career progression pattern for members.

d. production recruiters. For the purpose of this Instruction, individuals assigned to recruiting duties under regulations issued by the Military Services.

e. Reserve Component (RC). Defined in section 101 of title 10, U.S.C. (Reference (d)).

f. special duty assignment pay (SDAP). For the purpose of this Instruction, 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.

4. POLICY. It is DoD policy that the Military Services use SDAP to compensate enlisted members assigned to duties designated as extremely difficult or involving an unusual degree of military skill, as prescribed in this Instruction.

## 5. RESPONSIBILITIES

a. Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)). The PDUSD(P&R), under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall provide guidance and review issuances promulgated by the Military Services governing their SDAP programs.

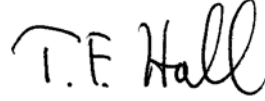
b. Under Secretary of Defense (Comptroller)/Chief Financial Officer (USD(C)/CFO). The USD(C)/CFO shall develop specific regulations on military pay policy and procedures for the payment of SDAP under DoD 7000.14-R (Reference (e)).

c. Secretaries of the Military Departments. The Secretaries of the Military Departments shall administer SDAP in accordance with this Instruction and Reference (e).

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.

A handwritten signature in black ink that reads "T. F. Hall". The letters are cursive and fluid.

T. F. Hall  
Performing the Duties of  
the Under Secretary of Defense  
(Personnel and Readiness)

Enclosures

1. References
2. Procedures

ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1304.27, “Award and Administration of Special Duty Assignment Pay,” June 14, 1996 (hereby canceled)
- (b) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (c) Sections 101, 204, 206, 307, and 372 of title 37, United States Code
- (d) Section 101 of title 10, United States Code
- (e) DoD 7000.14-R, Volume 7A, “Military Pay Policy and Procedures – Active Duty and Reserve Pay,” February 2, 2002
- (f) DoD 1312.1-I, “Occupational Conversion Index,” March 31, 2001
- (g) Principal Deputy Under Secretary of Defense for Personnel and Readiness Memorandum “Continuation of Pay and Allowances While Hospitalized for Treatment,” May 15, 2008<sup>1</sup>

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<sup>1</sup> Available from the Office of the Deputy Under Secretary of Defense for Personnel and Readiness (Military Personnel Policy) Compensation Directorate (ODUSD(MPP)/Comp.), 4000 Defense Pentagon, Room 2-B-279, Washington, DC 20301-4000.

ENCLOSURE 2

PROCEDURES

1. ELIGIBILITY

a. In accordance with DoD 1312.1-I (Reference (f)), the Military Services shall designate military specialties and assignments eligible for SDAP, except for those specifically designated under paragraph 1.b. of this enclosure. Occupational qualifications required for effective performance in such assignments shall also be considered.

b. The following duty assignments are designated for receipt of SDAP at levels to be established by PDUSD(P&R) memorandum, as required, in amounts not to exceed the maximum allowed under section 307 of Reference (c).

- (1) Production recruiters
- (2) White House Communications Agency
- (3) Defense Threat Reduction Agency
- (4) Defense Courier Operations
- (5) Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff

c. In all other cases, the Military Services shall designate duties eligible for SDAP and the levels authorized when the duties of the occupational specialty and the individual assignment meet one or more of the following criteria:

- (1) Extremely demanding personal effort is necessary to ensure successful mission accomplishment.
- (2) A greater than normal degree of responsibility or difficulty is expected in a regular military assignment for a member's grade and experience.
- (3) The requirement of special qualifications is met through rigorous screening and or special schooling.

d. The Military Services shall coordinate proposed SDAP actions with the PDUSD(P&R) when:

- (1) The proposed action could create an impression of inconsistency with the intent of section 307 of Reference (c) or could generate friction with other Military Services.
- (2) The proposed action could affect an area of special interest to Congress.

(3) The proposed action would require reprogramming of funds.

e. In addition to the occupational specialty and assignment certified as meeting the criteria for SDAP, an enlisted member is only eligible to receive SDAP when the member meets all of the following conditions:

(1) Is on active duty and entitled to basic pay under section 204 of Reference (c) or is an RC member on IDT and entitled to compensation under section 206 of Reference (c).

(2) Is serving in pay grade E-3 or higher.

(3) Has completed the special schooling or equivalent on-the-job training required for qualification in the special duty assignment. The duration of on-the-job training must be at least as long as the equivalent formal school training and must fully qualify the member for the special duty assignment.

(4) Is certified as qualified for and is actually serving in an authorized duty assignment designated for award of SDAP. Review and certification of each member's entitlement to SDAP will be conducted annually by the Military Services, and SDAP shall be automatically terminated by military pay systems for those individuals who have not been certified. The annual review and certification requirement is waived for Services that have transitioned to the Defense Integrated Military Human Resource System.

## 2. SDAP LEVELS

a. The PDUSD(P&R) shall establish by memorandum, as required, the monthly amounts awarded for SDAP levels SD-1, SD-2, SD-3, SD-4, SD-5, and SD-6, not to exceed the maximum allowed under section 307 of Reference (c).

b. For those duty assignments not specifically designated for SDAP by the PDUSD(P&R), the Military Services shall set the SDAP levels in accordance with this Instruction and section 307 of Reference (c).

c. Active Component members entitled to basic pay under section 204 of Reference (c) receive the full monthly rates established by PDUSD(P&R) up to the maximum allowed under section 307 of Reference (c) for any full month in which the member is in a designated assignment. Entitlement begins on the date of assignment and terminates on the date the member is reassigned permanently unless the new assignment qualifies for the same level of SDAP.

d. RC members called or ordered to active duty (including active duty for training) who are entitled to basic pay under section 204 of Reference (c) and are qualified for receipt of SDAP in accordance with paragraph 1 of this enclosure are entitled to SDAP while on active duty.

e. RC members on IDT who are entitled to compensation under section 206 of Reference (c) and are qualified for receipt of SDAP in accordance with paragraph 1 of this enclosure are

entitled to SDAP at the rate of one-thirtieth of the prescribed monthly SDAP rate for the performance of each authorized period of inactive duty training with pay.

### 3. TERMINATION OF SDAP

a. The Military Service shall terminate SDAP for a member when it is determined that the member fails to meet the requirements for continued receipt.

b. When a member receiving SDAP is reclassified out of a military specialty designated for award of SDAP to a military skill not designated for award of SDAP, the member's SDAP shall terminate on the date of reclassification.

c. A member receiving SDAP must serve in the duty assignment on which the pay is based. When a member receiving SDAP is assigned or detailed to duty not designated for SDAP, the pay shall be terminated at the time of that assignment or detail. Termination does not apply to a member who:

(1) Performs an additional duty that does not interfere substantially with performance in the special duty assignment;

(2) Performs a temporary or special duty that does not exceed 90 days;

(3) Attends a course of instruction in which the course is related directly to or is necessary for continued qualification in the special duty assignment;

(4) Is in an in-patient status and is expected to return to a duty assignment for which the member is qualified and authorized to receive SDAP; or

(5) Is in pipeline status or on authorized leave.

d. When the designation of an occupational specialty or duty assignment as eligible for receipt of SDAP is subsequently designated for reduction or termination of SDAP, the effective date of such action shall be announced at least 60 days in advance. A member serving in a specialty and billet designated for termination of award shall have the SDAP reduced by one-half on the effective date of the termination. Receipt of the one-half rate shall continue for a maximum of 1 year following the termination effective date, if the member remains otherwise qualified for receipt of SDAP.

e. In the event a specialty or billet designated for SDAP is transitioned to a different type of special or incentive pay, PDUSD(P&R) may waive the limits in paragraph 3.d. of this enclosure and prescribe a rate and time limit deemed to be equitable under the circumstances. However, in no case shall the rate of SDAP received by the individual exceed the amount received prior to transition to the new pay.

f. Members who meet the criteria for continuation of pay and allowances according to the PDUSD(P&R) Memorandum (Reference (g)), consistent with section 372 of Reference (c), shall have the qualifying pays and allowances continued until the end of the first month beginning after the earliest of the following:

(1) The date on which the member is returned for assignment to other than a medical or patient unit for duty;

(2) The date on which the member is discharged, separated, or retired (including temporary disability retirement) from the uniformed services; or

(3) One year after the date on which the member is first hospitalized for the treatment of the wound, injury, or illness, except that the PDUSD(P&R) may extend the termination date in 6-month increments under extraordinary circumstances.