



DEPARTMENT OF THE ARMY
ASSISTANT SECRETARY OF THE ARMY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Duty Assignment Pay Biennial Review and Recertification

1. References:

- a. Title 37, United States Code, Section 307 (37 USC 307) (Special Pay: Special Duty Assignment Pay for Enlisted Members).
- b. Department of Defense Instruction 1340.26 (Assignment and Special Duty Pays), September 25, 2017.
- c. Army Regulation (AR) 600-8-105 (Military Orders), 28 October 1994.
- d. AR 614-200 (Enlisted Assignments and Utilization Management), 29 November 2017.
- e. Memorandum, Deputy Chief of Staff, G-1, Plans and Resources Directorate, 27 November 2017, subject: Special Duty Assignment Pay (SDAP) Biennial Review and Recertification.

2. Special Duty Assignment Pay (SDAP) is a discretionary monetary incentive paid to enlisted Soldiers who qualify for and serve in designated special duty assignments that have extremely demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility.

3. The final determination with respect to eligibility to SDAP was based on advice from an independent panel, the Sergeant Major of the Army (SMA), and the Deputy Chief of Staff (DCS), G-1. In accordance with (IAW) references 1.b. and 1.e. above, the Army will comply with administrative and regulatory policy to initiate, receive, increase, decrease, or terminate SDAP.

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

- a. Is on active duty and entitled to basic pay under of 37 U.S.C. § 204, or is a reserve component Soldier on inactive duty training and entitled to compensation under 37 U.S.C. § 206.

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- b. Is serving in pay grade E-3 or higher.
 - c. Has completed the special schooling/training required for qualification in the special duty assignment.
 - d. Is certified and actually serving in an authorized duty assignment designated for award of SDAP.
5. To ensure compliance with audit readiness standards, commanders and servicing personnel offices will issue Format 330 (Proficiency Pay) orders prior to awarding, changing, terminating, or reinstating SDAP. Format 330 orders will serve as the substantiating document for supporting defense military pay offices.
 6. Commanders will certify the biennial SDAP review and appoint a program manager to serve as a liaison with the Army DCS, G-1.
 7. The Army DCS, G-1 will coordinate with the Defense Finance and Accounting Service to suspend SDAP payments in the absence of certification documentation and issue necessary guidance to ensure proper program oversight.
 8. Soldiers serving in a specialty or billet designated for termination of SDAP shall have their SDAP reduced by one-half on the effective date of the termination. Receipt of the one-half rate shall continue for a maximum of 12 months following the termination effective date, if Soldiers remain otherwise qualified for receipt of SDAP.
 9. New SDAP increases, reductions, and terminations are effective 1 October 2018.
 10. The Army authorizes payment of SDAP for the following special duty assignments:
 - a. United States Army, Pacific Command Northern Warfare Training Center instructors are authorized SD-2.
 - b. Soldiers assigned to The Secretary of Defense security team are authorized SD-3.
 - c. Soldiers assigned to Army Cyber Command are authorized SD-2, SD-3, or SD-4 based on position requirement.
 - d. Intelligence and Security Command Attaché Non Commissioned Officers (NCO) (Skill Qualification Identifier (SQI) of "7") assigned to an Attaché position (SGT and above) are authorized SD-2.
 - e. The SMA is authorized SD-6.

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- f. The Old Guard, Tomb of the Unknown Soldier, Soldiers are authorized SD-3.
- g. The Old Guard Caisson Platoon Soldiers are authorized SD-3.
- h. Ranger-qualified Soldiers (SGT and above) assigned to the 75th Ranger Regiment are authorized SD-4.
- i. The 160th Special Operations Aviation Regiment Soldiers are authorized SD-2, SD-3, or SD-4 based on position requirement.
- j. Soldiers assigned to special mission units are authorized SD-2, SD-3, SD-4, SD-5, or SD-6 based on position requirement.
- k. Career management field 18, Special Forces Soldiers serving in Major Force Program-11 documented positions are authorized SD-5.
- l. White House Presidential Emergency Operation Center Soldiers are authorized SD-2.
- m. White House Transportation Agency Soldiers are authorized SD-1, SD-2, or SD-3 based on position requirement.
- n. Nominative Command Sergeants Major/Sergeants Major are authorized SD-1, SD-2, SD-3, or SD-4 based on their Modification Table of Organization and Equipment/Table of Distribution and Allowances (MTOE/TDA) position.
- o. Army National Guard (ARNG) Nominative Command Sergeants Major/Sergeants Major are authorized SD-1, SD-2, SD-3, or SD-4 based on their MTOE/TDA position.
- p. United States Army Reserve Nominative Command Sergeants Major/Sergeants Major are authorized SD-1, SD-2, SD-3, or SD-4 based on their MTOE/TDA position.
- q. Technical Escort Unit Soldiers in specified positions are authorized SD-2 for Soldiers only during the pay periods in which they execute their technical escort mission or conduct live agent training as part of their certification.
- r. Drill sergeants (DS) (SQI "X") (Basic Combat Training (BCT) and Advanced Individual Training (AIT) DS) who occupy a designated position as a DS, IAW reference 1e, paragraph 8-20b(1)-(5), are authorized SD-4 upon graduation from the United States Army DS Academy. Army DS are eligible to receive SD-5 after successful completion of their unit's DS certification program, 12 months service as a successful DS, and company commander recommendation and endorsement.

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s. White House Communication Agency Soldiers are authorized SD-1, SD-2, SD-3, or SD-4 based on position requirement.

t. White House Shelter Complex Soldiers are authorized SD-1, SD-2, SD-3, or SD-4 based on position requirement.

u. White House Situation Room Soldiers are authorized SD-1, SD-2, or SD-3 based on position requirement.

v. White House Facilities Maintenance Unit Soldiers are authorized SD-1, SD-2, SD-3, or SD-4 based on position requirement.

w. Reconnaissance and Surveillance Leadership Course (RSLC) instructors are authorized SD-2.

x. White House Transportation Agency (WHTA) Soldiers are authorized SD-1, SD-2, or SD-3 based on position requirement.

y. Military Advisor Training Academy (MATA) Soldiers are authorized SD-2.

z. Air traffic controllers (primary MOS 15Q) are authorized SD-2 based on key positions of assignments.

11. The Army authorizes payment of SDAP for the following special duty assignments, which were modified:

a. Explosive Ordnance Disposal (EOD) specialists (Military occupational specialty (MOS 89D) assigned to authorize EOD (Modified table of organization and table of distribution and allowances (MTOE/TDA)) billets and performing EOD duties are SDAP at the following levels:

(1) SD-3 - certified basic badge.

(2) SD-4 - certified senior badge.

(3) SD-5 - certified master badge and all enlisted 28th EOD personnel after completing selection.

b. Production Recruiters (79R)

(1) Production Recruiters (79R) assigned to a recruiting center or station are authorized SD-4. Upon completion of 12 months of recruiting duty, successful completion of the Advanced Training Program (ATP), and their commander's favorable recommendation, Production Recruiters are authorized SD-5.

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(2) SDAP is terminated for the following personnel:

(a) Recruiting Station Commanders assigned to a recruiting center or station.

(b) Recruiting Company 1SG.

(c) Recruiting Battalion Master Trainers.

(d) Recruiting Guidance Counselors SDAP.

(e) Recruiting Battalion Operations NCO.

(f) All other 79R personnel assigned to staff positions.

c. Production Recruiting and Retention NCO (Title 32)(79T).

(1) Production Recruiting and Retention NCO (Title 32)(79T) who are assigned to a recruiting center or station are authorized SD-4. Upon completion of 12 months of recruiting duty, successful completion of the ATP and commander's favorable recommendation, Production Recruiters are authorized SD-5.

(2) SDAP is terminated for the following personnel:

(a) Recruiting and Retention Battalion (RRB) First Sergeant.

(b) RRB Section Chief.

(c) ARNG Military Entrance Processing Station Guidance Counselor.

(d) RRB Sergeant Major/Operations Sergeant Major.

(e) All other 79T Recruiting staff.

d. Asymmetric Warfare Group (AWG) E-7 to E-9 enlisted Soldiers who successfully graduate the AWG Operational Advisor Training Course and are assigned in an operational advisor skill coded billet (ASI U9) are authorized SDAP as follows. AWG Soldiers are not authorized SDAP and AIP simultaneously:

(1) SDAP 3 - Completion of the Operational Advisor Training Course, awarded the U9 ASI identifier, and assigned to a U9 billet from 1-6 months authorized SD-3. The chain of command will approve SD advancement to SD-4.

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(2) SDAP 4 - Operational Advisors advance to SD-4 after serving 6 months in a U9 ASI billet.

e. Criminal Investigation Division (CID) Special Agents are authorized SDAP at the following levels:

(1) Journeyman CID Special Agent SD-2.

(2) Senior CID Special Agent SD-3.

(3) Master CID Special Agent SD-4.

12. SDAP is terminated for the following personnel. The SDAP payments will be reduced by one-half on the effective date of the termination, and receipt of the one-half rate shall continue for a maximum of 12 months following the termination effective date, if Soldiers remain otherwise qualified for receipt of SDAP.

a. Medical Command, Warrior Transition Unit, platoon sergeants and squad Leaders (Currently receiving SD-2).

b. Ranger qualified Soldiers (SGT and above) serving in an authorized Ranger position assigned to the Military Information Support Operations Command (Currently receiving SD-2).

13. The points of contact is for this action are Ms. Sherry D. Simmons-Coleman at sherry.d.simmonscoleman.civ@mail.mil or Major Yunsong Han at (703) 697-1482 or yunsong.han.mil@mail.mil.

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