



## DoD INSTRUCTION 1340.26

### ASSIGNMENT AND SPECIAL DUTY PAYS

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
<b>Effective:</b>	September 25, 2017
<b>Change 1 Effective:</b>	January 11, 2019
<b>Releasability:</b>	Cleared for public release. Available on the Directives Division Website at <a href="http://www.esd.whs.mil/DD/">http://www.esd.whs.mil/DD/</a> .
<b>Reissues and Cancels:</b>	DoD Instruction 1340.26, "Assignment Incentive Pay (AIP)," February 26, 2013
<b>Incorporates and Cancels:</b>	DoD Instruction 1304.27, "Award and Administration of Special Duty Assignment Pay," April 22, 2015
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**Purpose:** In accordance with the authority in DoD Directive 5124.02, this issuance:

- Establishes policies, assigns responsibilities, and prescribes procedures concerning eligibility and requirements for receipt of all assignment and special duty pays in accordance with Section 352 of Title 37, United States Code (U.S.C.).
- Establishes transition policy for the transfer of assignment and special duty pay authorities in accordance with Sections 301c (with respect to non-continuous operational submarine duty incentive pay), 305, 305a, 306, 306a, 307, 307a, 308d, 314, and 352 of Title 37, U.S.C.
- Identifies conditions of entitlement and restrictions on authorizations and payment, to be implemented in accordance with Service regulations and Volume 7A of DoD Manual 7000.14-R.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This issuance applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), 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 DoD (referred to collectively in this issuance as the “DoD Components”).

**1.2. POLICY.** DoD may give assignment and special duty pays to eligible Active/Regular and Reserve Component Service members in accordance with Section 352 of Title 37, U.S.C., the guidance prescribed in this issuance, and regulations published by the Secretary of the Military Department concerned.

a. These pays are awarded for the performance of duty in an assignment, location, or unit designated and under the conditions of service specified by the Secretary of the Military Department concerned.

b. Assignment and special duty pays include, but are not limited to:

- (1) Assignment incentive pay.
- (2) Command pay.
- (3) Designated unit pay.
- (4) Hardship duty pay.
- (5) Operational submarine duty pay.
- (6) Overseas extension pay.
- (7) Sea pay.
- (8) Special duty assignment pay.

c. Assignment and special duty pays will be in addition to any other pay or allowance to which the Service member is entitled to, except where otherwise stated in this issuance and Title 37, U.S.C.

d. Awarding of new agreements for assignment and special duty pays under Subchapter I of Chapter 5 of Title 37, U.S.C., will be discontinued after October 1, 2017. Agreements awarded in accordance with Subchapter I of Chapter 5 of Title 37, U.S.C., will remain in effect and payments may continue through the agreed-upon date.

e. The ability of the Secretary of the Military Department concerned to enter into a new agreement with a Service member for an assignment pay or special duty pay is subject to the extension of such authority granted under Section 352 of Title 37, U.S.C.

**1.3. INFORMATION COLLECTIONS.** The “Annual Report,” referred to in Paragraph 3.4. of this issuance, has been assigned report control symbol DD-P&R(A)2516 in accordance with the procedures in Volume 1 of DoD Manual 8910.01. The expiration date of this information collection is listed in the DoD Information Collections System at <https://apps.sp.pentagon.mil/sites/dodiic/Pages/default.aspx>.

**1.4. SUMMARY OF CHANGE 1.** The changes to this issuance remove restrictions that were mistakenly duplicated in Paragraph 4.5.d.

## **SECTION 2: RESPONSIBILITIES**

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).** The ASD(M&RA) exercises the authorities of the Secretary of Defense and the USD(P&R) to:

- a. Provide overall guidance in the administration of the assignment and special duty pays.
- b. Adjudicate exception to policy requests beyond the authorities provided in this issuance.
- c. Publish policy decision memorandums (PDMs) in accordance with Paragraphs 3.2., 4.4., and 4.5. of this issuance, for OSD-directed payments.
- d. Through PDMs, update the maximum amount of assignment and special duty pays authorized in Paragraph 3.1.d., and Paragraphs 4.1., through 4.10., of this issuance, as appropriate, within the legislative limitations of Section 352 of Title 37, U.S.C.

**2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DASD(MPP)).** Under the authority, direction, and control of the ASD(M&RA), the DASD(MPP):

- a. Serves as the focal point on assignment and special duty pay matters.
- b. Reviews annual execution reports from each of the Military Departments.

**2.3. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE.** The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, prescribes regulations in Volume 7A of DoD Manual 7000.14-R regarding military pay policy and procedures for paying assignment and special duty pays in accordance with Section 352 of Title 37, U.S.C., this issuance, and Military Service regulations.

**2.4. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE UNITED STATES COAST GUARD.** The Secretaries of the Military Departments and the Commandant of the United States Coast Guard:

- a. Publish assignment and special duty pay regulations for their respective Departments that are designed to meet distribution requirements.
- b. Authorize assignment and special duty pays, in accordance with this issuance, in order to incentivize participation in assignments and special duties characterized as:
  - (1) Difficult to fill.

- (2) Arduous in nature.
  - (3) Involving an unusual degree of responsibility.
  - (4) Presenting a hardship to the Service member.
  - (5) Exceeding normal operational tempo.
  - (6) Undesirable locations.
  - (7) Other conditions specified by OSD or the Secretary of the Military Department concerned.
- c. Submit annual execution reports to the DASD(MPP) no later than January 15 of each year, in accordance with Paragraph 3.4. The Commandant of the United States Coast Guard, is not required to submit an annual execution report.

## **SECTION 3: PROCEDURES**

### **3.1. GENERAL.**

**a. Eligibility.** The Secretary of the Military Department concerned may pay assignment or special duty pay to a member of an Active/Regular or Reserve Component of the uniformed service who is entitled to basic pay under Section 204 of Title 37, U.S.C., or compensation under Section 206 of Title 37, U.S.C.

#### **b. Limitations and Restrictions.**

(1) A member of a Reserve Component entitled to compensation under Section 206 of Title 37, U.S.C., and authorized for assignment or special duty pay under this issuance may be paid an amount of assignment or special duty pay that is proportionate to the compensation received by the member under Section 206 of Title 37, U.S.C., for inactive-duty training. The member may be awarded an amount at 1/30<sup>th</sup> of the prescribed monthly rate of the assignment or special duty pay for the performance of each authorized period of inactive duty training with pay.

(2) A member may receive multiple assignment and special duty pays under Section 4 of this issuance; however, a Service Member may not receive multiple pays for the same purpose and period of service.

(a) A Service member may receive hardship duty pay location for accepting an assignment in an approved location and also receive command pay for serving as the commanding officer at a unit in that location.

(b) A Service member may not receive both hardship duty pay location and assignment incentive pay if the assignment incentive pay is based on the location.

(3) Assignment and special duty pays are not to be continuous in nature (i.e., not a career-type skill or proficiency pay) and should be for a specified period of time. However, back-to-back assignment and special duty pays are authorized as long as the Service member continues to meet Service regulations and perform duties in assignments designated for the pay.

(4) A member who extends an assignment or special duty may continue to receive the pay under conditions specified by the Secretary of the Military Department concerned but may not exceed the maximum amounts authorized in Paragraph 3.1.d.

**c. Repayment.** A member who receives an assignment or special duty pay and who fails to fulfill the eligibility requirements for receipt of such pay will be subject to the repayment provisions of Section 373 of Title 37, U.S.C.

**d. Maximum Amount.** Assignment and special duty pays may be paid in monthly, installment, or lump sum amounts, but may not exceed the amounts listed in Section 4 of this issuance and the combination of pays under Section 4 may not exceed an average monthly amount of \$3,500 unless otherwise authorized by the ASD(M&RA), in accordance with Paragraph 2.1.d.

**3.2. ASD(M&RA)-DIRECTED PAYMENTS.** At times, it may be necessary for OSD to direct specific payment rates for Service members assigned to a specific location, assignment, or mission. Should this need arise, the ASD(M&RA) will promulgate guidance to the Military Services and direct payments through a PDM.

### **3.3. WRITTEN AGREEMENT.**

**a. Discretionary for Monthly Payments.** The Secretary of the Military Department concerned may require a Service member to enter into a written agreement with the Secretary in order to qualify for the payment of assignment pay or special duty pay on a monthly basis. If used, the written agreement will specify the period for which the assignment pay or special duty pay will be paid and the monthly rate of the assignment pay or special duty pay.

**b. Non-discretionary for Installment or Lump Sum Payments.** The Secretary of the Military Department concerned will require a Service member to enter into a written agreement with the Secretary in order to qualify for installment or lump sum payments of assignment pay or special duty pay. The written agreement will specify the period for which the Service member will receive assignment pay or special duty pay, the amount of each periodic installment or lump sum, and the repayment policy under Paragraph 3.1.c.

### **3.4. ANNUAL REPORT.**

**a. Annual Requirement.** The Military Services, with the exception of the Coast Guard, will submit an annual update to the Office of the DASD(MPP) on their use of assignment and special duty pays established in accordance with Paragraph 2.4.a., of this issuance no later than January 15 of each year for the preceding fiscal year.

**b. Format and Required Data.** There is not a specific format for the report, but it must include:

(1) **Executive Summary.** The executive summary will provide an overall assessment of the effectiveness of the assignment and special duty pay programs.

(2) **List of Programs and Expenditures.** A list of all assignment and special duty pay programs and the amount of funding executed for each program during the fiscal year.

(3) **Program Description.** A summary of each program with details on purpose, effectiveness (if applicable), eligibility, method of payment, maximum amounts per Service member, and any changes to the program for the next fiscal year.



## **SECTION 4: ASSIGNMENT AND SPECIAL DUTY PAYS**

### **4.1. ASSIGNMENT INCENTIVE PAY.**

**a. Purpose.** Assignment incentive pay is designed to encourage Service members to volunteer for difficult-to-fill or less desirable assignments, locations, or units designated by, and under the conditions of service specified by the Secretary of the Military Department concerned.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs, but personnel shortages and the ability of the unit to meet mission requirements should be given primary consideration.

**c. Maximum Amount.** Secretaries of the Military Departments concerned will establish payment levels to be either monthly payments, installments, or a lump sum amount, not to exceed a monthly average of \$1,500.

**d. Restrictions.** The Secretary of the Military Department concerned may increase, decrease, or abolish assignment incentive pay for any assignment, location, or unit at any time and will establish restrictions and limitations to the pay through Military Service regulations.

### **4.2. COMMAND PAY.**

**a. Purpose.** Command pay is designed to recognize officers assigned as commanding officer in an operational leadership position of unusual responsibility which is of a critical nature to a Military Service.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs but will consider paygrade, level of responsibility, and the operational nature of the assignment.

**c. Maximum Amount.** Secretaries of the Military Departments concerned will establish monthly rates, but the maximum amount of command pay per month will not exceed \$150.

**d. Restrictions.** Only one officer per unit is authorized command pay except for the dates of assumption of and relief from command. No more than 10 percent of the number of officers on active duty in a Military Service in paygrades O4-O6 may be paid command pay.

### **4.3. DESIGNATED UNIT PAY.**

**a. Purpose.** Designated unit pay is designed to encourage assignment fills at locations designated by the Secretary of the Military Department concerned as high priority units that are or are expected to experience critical personnel shortages.

**b. Eligibility.** To be eligible, the Service member must be of the Selected Reserve of the Ready Reserve who performs inactive duty for training in designated units identified by the Secretary of the Military Departments concerned.

**c. Maximum Amount.** Secretaries of the Military Departments concerned will establish amounts not to exceed \$50 for each regular period of instruction or period of appropriate duty, at which the Service member is engaged for at least 4 hours, including any such instruction or duty performed on a Sunday or holiday.

**d. Restrictions.** The Secretary of the Military Departments concerned may vacate a designation made under this section at any time.

#### **4.4. HARDSHIP DUTY PAY – LOCATION (HDP-L).**

**a. Purpose.** HDP-L is designed to recognize service at locations where living conditions are substantially below those normally found within the continental United States and to provide equity across DoD for Service members assigned to these locations.

**b. Eligibility.** Service members permanently assigned or serving in a temporary duty or deployed or attached status for over 30 consecutive days in a designated area, will receive HDP-L. Service members on permanent reassignment to the area are eligible for HDP-L from the day of arrival at the new station. The ASD(M&RA) will promulgate any additional eligibility criteria via a PDM.

**c. Maximum Amount.** The ASD(M&RA) will promulgate locations and specific amounts for HDP-L.

**d. Restrictions.** Service members performing duty temporarily in a designated area are not eligible for HDP-L during the first 30 days of consecutive duty in the area. On the 31<sup>st</sup> day, HDP-L is payable to the member retroactive to the date the member reported for duty at the location. The ASD(M&RA) will promulgate any additional restrictions for HDP-L.

#### **4.5. HARDSHIP DUTY PAY – MISSION (HDP-M).**

**a. Purpose.** HDP-M is designed to recognize permanent or temporary assignment of Service members when conditions are deemed particularly arduous or require Service members to perform duties outside of normal military operations.

**b. Eligibility.** Service members permanently or temporarily assigned to a mission designated by the ASD(M&RA) in accordance with Paragraph 3.2. Eligibility criteria will be established by the ASD(M&RA).

**c. Maximum Amount.** The ASD(M&RA) will promulgate missions and specific amounts for HDP-M.

**d. Restrictions.** The ASD(M&RA) will promulgate any additional restrictions for HDP-M.

#### **4.6. HARDSHIP DUTY PAY – TEMPO (HDP-T).**

**a. Purpose.** HDP-T is designed to recognize extended or excessive amounts of time outside of a Service member's permanent duty station.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs but will consider retention, quality of life, family separation, and other factors that contribute to a Service member's dissatisfaction when spending extended or excessive amounts of time away from the Service member's permanent duty station.

**c. Maximum Amount.** Secretaries of the Military Departments concerned will establish monthly rates, but the maximum amount of HDP-T per month will not exceed \$500.

**d. Restrictions.** The Secretary of the Military Departments concerned will prorate the monthly amount of HDP-T for a member who does not satisfy the eligibility requirements for an entire month to reflect the duration of the member's actual qualifying service during the month.

#### **4.7. OPERATIONAL SUBMARINE DUTY INCENTIVE PAY.**

**a. Purpose.** Operational submarine duty (i.e., non-continuous) incentive pay programs should recognize the arduous nature of submarine duty assignments. Secretaries of the Military Departments concerned may establish an operational submarine duty incentive pay program to encourage volunteerism for submarine duty assignments.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs for submarine duty assignments not receiving continuous submarine duty pay.

**c. Maximum Amount.** Secretaries of the Military Departments concerned will establish monthly rates based on level of responsibility and time of submarine service. The maximum amount of operational submarine duty incentive pay per month will not exceed \$1,000.

**d. Restrictions.** A Service member cannot receive both continuous submarine duty pay and operational submarine duty incentive pay at the same time for the same period of service. When continuous submarine duty pay eligibility is not met, personnel may be eligible for operational submarine duty incentive pay for any period attached under orders to operational submarine duty, whether temporarily or permanently assigned.

#### **4.8. OVERSEAS EXTENSION PAY.**

**a. Purpose.** Overseas extension pay is designed to encourage extensions at designated overseas locations determined critical by the Secretary of the Military Department concerned.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs but will consider paygrade, skill, level of responsibility, cost, and location of the assignment. Service members must have completed one full tour and

agree to extend a minimum of 12 months at the overseas location. Additional eligibility criteria can be found in Enclosure 4 of DoD Instruction 1315.18.

**c. Maximum Amount.** Secretaries of the Military Departments concerned may pay up to \$80 per month or an annual bonus not to exceed \$2,000 per year.

**d. Restrictions.** A Service member who elects to receive one of the benefits specified in Section 705(b) of Title 10, U.S.C., as part of the extension of a tour of duty cannot also receive overseas extension pay for the same period of service. Additional restrictions can be found in Enclosure 4 of DoD Instruction 1315.18.

#### **4.9. SEA DUTY OR DEPLOYMENT PAY.**

**a. Purpose.** Sea duty or deployment pay programs should recognize the arduous nature of sea duty assignments or operational deployments. Secretaries of the Military Departments concerned may establish a standard sea duty or deployment pay program, as well as a premium sea duty or high deployer pay programs.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs but will consider permanent versus temporary assignment to a sea duty or operational unit and time spent away from home port or home station.

**c. Maximum Amount.** Secretaries of the Military Departments concerned may establish monthly rates based on level of responsibility and time of sea or deployed service.

(1) The maximum amount of standard sea duty or deployment pay per month will not exceed \$750.

(2) The maximum amount of the sea duty or deployment pay premium for extended sea service or deployed time will not exceed \$350 per month.

(3) The combination of sea duty or deployment pay and the sea duty or deployment pay premium may not exceed \$1,100 per month.

**d. Restrictions.** A Service member who is assigned temporary duty, on leave, hospitalized, or otherwise temporarily absent in excess of 30 consecutive days will stop receiving sea duty or deployment pay on the 31<sup>st</sup> day of absence.

#### **4.10. SPECIAL DUTY ASSIGNMENT PAY (SDAP).**

**a. Purpose.** SDAP is designed to recognize Service members assigned duties determined to be extremely demanding, require a greater than normal degree of responsibility or difficulty, or require special qualifications.

**b. Eligibility.** Secretaries of the Military Departments concerned will establish eligibility criteria based on Service-specific needs but will consider paygrade, level of responsibility, and the operational nature of the assignment.

**c. Maximum Amount.** Secretaries of the Military Departments concerned will establish monthly rates, but the maximum amount of SDAP per month will not exceed \$750.

**d. Restrictions.** The Secretary of the Military Department concerned may increase, decrease, or abolish SDAP for any skill or assignment at any time and will establish restrictions and limitations to the pay through Service regulations.

## GLOSSARY

### G.1. ACRONYMS.

ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
HDP-L	hardship duty pay - location
HDP-M	hardship duty pay - mission
HDP-T	hardship duty pay - tempo
PDM	policy decision memorandum
SDAP	special duty assignment pay
U.S.C.	United States Code

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**assignment and special duty pays.** Any monetary incentive provided to a Service member based on a specific assignment or special duty and includes, but is not limited to, assignment incentive pay, SDAP, hardship duty pay, sea pay, and non-continuous operational submarine duty incentive pay.

**inactive-duty training.**

Duty prescribed for members of a Reserve Component by the Secretary concerned under Section 206 of Title 37, U.S.C., or any other provision of law; and special additional duties authorized for members of a Reserve Component by an authority designated by the Secretary concerned.

Such members perform these duties on a voluntary basis in connection with the prescribed training or maintenance activities of the units to which they are assigned; and includes those duties when performed by members of a Reserve Component in their status as members of the National Guard, but (except as provided in Section 206(d)(2) of Title 37, U.S.C.) does not include work or study in connection with a correspondence course of a uniformed service.

**operational deployment.**

An operational deployment begins when the majority of a unit or detachment, or an individual not attached to a unit or detachment, departs homeport, station, base or departs from an enroute training location to meet a Secretary of Defense-approved operational requirement.

An event is an operational deployment if it is recorded in the Joint Capabilities Requirement Manager or Fourth Estate Manpower Tracking System and is contained in the annual Global Force Management Data Initiative compliant tool under the Global Force Management Data Initiative reporting structure specified in Department of Defense Instruction 8260.03.

Forces deployed in support of execute orders, operational plans, or concept plans approved by the Secretary of Defense are also considered operationally deployed. An operational deployment ends when the majority of the unit or detachment, or an individual not attached to a unit or detachment, arrives back at their homeport, station, or base. Forces operationally employed by Secretary of Defense orders at their home station or in “prepare-to-deploy” status at home station are not operationally deployed.

## **REFERENCES**

- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 1315.18, “Procedures for Military Personnel Assignments,” October 28, 2015, as amended
- DoD Instruction 8260.03, “The Global Force Management Data Initiative (GFM DI),” February 19, 2014, as amended
- DoD Manual 7000.14-R, Volume 7A, “DoD Financial Management Regulation (FMR): Military Pay Policy - Active Duty and Reserve Pay,” current edition
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- United States Code, Title 37
- United States Code, Title 10