

**10 JUNE 1994**



**Personnel**

**SPECIAL DUTY ASSIGNMENT PAY (SDAP)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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SDAP is an incentive to induce enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. This instruction implements Air Force Policy Directive 36-30, *Military Entitlements*, and tells how to administer the SDAP program. It explains how to award, terminate, and change SDAP ratings and lists the jobs and SDAP for each (**Table 1.**).

This instruction requires unit commanders to collect information protected by the Privacy Act of 1974. The authorities to collect the records prescribed in this instruction are Title 10, United States Code (U.S.C.), Sections 8013 and 8032. The Privacy Act of 1974 applies to this instruction. Under the Privacy Act, before asking for personal information the unit commander must show and, if asked, give personnel a Privacy Act Statement for each form or memorandum used to collect the information. System of Records Notice F177 AF AFC D, *Joint Uniform Military Pay System (JUMPS)*, also applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8).

**SUMMARY OF CHANGES**

This is the initial publication of AFI 36-3017, substantially revising AFR 39-45, 31 July 1991. It provides guidance on what constitutes previous creditable experience and adds four new special duty assignments: PAVE LOW Aerial Gunners, PAVE HAWK Aerial Gunners, members of Headquarters Joint Special Operations Command, and Flying Crew Chiefs; and makes changes to recruiters serving in the field (**Table 2.**). It also tells how personnel become eligible for SDAP (**Table 3.**).

**1. Who Can Receive SDAP?** To be eligible, enlisted members must:

- 1.1. Serve on active duty (not including less than 180 days active duty for Reserve training) and earn basic pay.

- 1.2. Have a pay grade of E-3 or higher.
- 1.3. Have completed special schooling or equivalent on-the-job training for the assignment. On-the-job training must last as long as special schooling.
- 1.4. Work at an SDAP duty (**Table 2.**).
- 1.5. Be eligible and qualified, as certified by the unit commander.

## 2. Responsibilities:

### 2.1. Unit Commanders:

- 2.1.1. Identify members who are qualified and eligible for SDAP, and start the pay. Unit commanders may not delegate this authority.
- 2.1.2. Certify eligibility for members on the monthly SDAP roster and return the roster to the servicing Military Personnel Flight (MPF) noting additions, deletions, or errors.
- 2.1.3. Counsel unit members on changes in SDAP ratings and initiate and certify these changes.
- 2.1.4. Counsel members on rate changes and terminations. **Table 1.** lists current SDAP rates.
- 2.1.5. Submit AF Form 2096, **Classification/On-the-Job Training Action**, or special orders for actions affecting an airman's SDAP.
- 2.1.6. Perform additional responsibilities outlined in AFMAN 36-2622, *Base Level Military Personnel System* (formerly AFM 30-130).

### 2.2. MPFs:

- 2.2.1. Update all SDAP program actions in the Personnel Data System (PDS) using source documents from the units.
- 2.2.2. Produce the monthly SDAP roster, send it to unit commanders for certification, and make any changes they require.
- 2.2.3. Report to DFAS-DE/JPQ, HQ AFMPC/DPMYCO, and HQ USAF/DPXF any PDS problems that interfere with updating SDAP status or paying individuals.
- 2.2.4. Resolve differences between the base level, Headquarters Air Force (HAF), and JUMPS data files using the JUMPS data reconciliation.
- 2.2.5. At least 90 days in advance, announce the date when SDAP decreases or ends. **Table 3.** and the DoD Pay and Entitlements Manual (DoDPM), table 1-8-2, list the reasons for termination. SDAP stops on the dates listed in these tables unless the commander sets an earlier date. Members assigned to these duties after the effective date earn the pay that was in effect when they qualified for the SDAP duty.
- 2.2.6. Carry out the additional responsibilities outlined in AFMAN 36-2622.

### 2.3. HQ USAF/DPXF:

- 2.3.1. Submits budgets.
- 2.3.2. Tracks expenses.
- 2.3.3. Works with Office of Secretary of Defense (OSD) and sister services.

2.3.4. Recertifies approved duties.

**2.4. Defense Finance and Accounting Service, Denver (DFAS-DE):**

2.4.1. Keeps the information needed to update JUMPS current.

2.4.2. Pays authorized recipients.

2.4.3. Reports SDAP expenses to HQ USAF/DPPR.

**3. Designating a Duty for SDAP.**

3.1. The Air Force Career Field Managers (AFCFM), Major Commands (MAJCOM), Field Operating Agencies (FOA), or Direct Reporting Units (DRU) can request that a duty be part of the SDAP program.

3.2. Include this information in your request:

3.2.1. The number of members and how long they have been working on the duty in an Air Force Specialty Code (AFSC), Special Duty Identifier (SDI), or Reporting Identifier (RI).

3.2.2. Turnover and volunteer rates.

3.2.3. Whether the special duty assignment is part of the normal career progression for the duty.

3.2.4. Special individual qualifications.

3.2.5. Other special pay received for the duty (such as diving duty pay and hazardous duty pay).

3.2.6. Proposed SDAP rate, an estimate of how long the designation will be needed, the number of members eligible, and the annual cost.

3.2.7. Special screening and schooling needed, other than a brief orientation.

3.2.8. Explain how positions are extremely demanding or highly responsible duties that require extraordinary physical effort or place a heavy personal burden on the member, over and above what would reasonably be expected in a military assignment for a member's grade and experience.

3.3. Do not include in your request for SDAP any elements of a position or AFSC that are part of the justification for a person performing that duty to receive special or incentive pay. **EXAMPLE:** The fact that a duty involves aerial flight will not be used to justify SDAP if the people performing the duty already receive hazardous duty incentive pay because they perform aerial flight.

3.4. Send your requests to HQ USAF/DPX. If an SDAP affects more than one MAJCOM, FOA, or DRU, send it to the AFCFM who will consolidate it and send it to HQ USAF/DPX.

3.5. HQ USAF/DP grants or rejects requests for designating an SDAP duty.

3.6. HQ AFMPC/DPMYCO helps base-level personnel make changes the new designation demands and makes sure the information needed for PDS updates are current and compatible with JUMPS.

**4. Recertification.** As initiators of approved requests, you must justify the designation every 2 years (HQ USAF/DPXF will notify you at the appropriate time). If you fail to provide the biennial justification, AF/DPXF may initiate action to reduce or eliminate the pay.

**Table 1. SDAP Rates.**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                             | <b>B</b>                           |
|----------------------------|--------------------------------------|------------------------------------|
|                            | <b>If the special duty rating is</b> | <b>then the monthly payment is</b> |
| <b>1</b>                   | SD-1                                 | \$55                               |
| <b>2</b>                   | SD-2                                 | \$110                              |
| <b>3</b>                   | SD-3                                 | \$165                              |
| <b>4</b>                   | SD-4                                 | \$220                              |
| <b>5</b>                   | SD-5                                 | \$275                              |

**Table 2. Designated SDAP Duties and Pay Ratings.**

| <b>R<br/>U<br/>L<br/>E</b> | <b>A</b>                                | <b>B</b>  | <b>C</b>   | <b>D</b>                          | <b>E</b>  | <b>F</b>                     |
|----------------------------|---|---|--|-----------------------------------|---|------------------------------|
|                            | <b>If the duty assign-<br/>ment is</b>  | <b>and member meets<br/><br/>eligibility criteria of<br/>paragraph 10 and<br/>member is</b>   | <b>then the SDAP rating is as shown if<br/>the member's current experience in<br/>the special duty is: (See note 1.)</b> | <b>less<br/>than 6<br/>months</b> | <b>at least 6 but<br/>less than 12<br/>months</b> | <b>12 months<br/>or more</b> |
| <b>1</b>                   | Military Training Instructor(SDI 8B000) | at Defense Language Institute, English Language Center; or at Squadron level in the Military Training Group (MTG)                                     | SD-1   | SD-2                              | SD-3  | 1 Apr 85                     |
| <b>2</b>                   |   | in full-time curriculum, academic or standardization and evaluation duties in the Military Training Group (MTG) or Air Force Military Training Center | SD-1   | SD-2                              |   |                              |
| <b>3</b>                   | HUMINT Linguist Debriefer (SDI 8D000)   | performing duties as a debriefer  | SD-3   | SD-4                              | SD-5  | 1 Jul 88                     |
| <b>4</b>                   |   | performing duties as collection operation managers  | SD-3   |                                   |   |                              |

| <b>R</b>                         | <b>A</b>  | <b>B</b>  | <b>C</b>  | <b>D</b>                           | <b>E</b>          | <b>F</b>  |
|----------------------------------|---|---|---|------------------------------------|-------------------|---|
| <b>U</b><br><b>L</b><br><b>E</b> | If the duty assignment is                           | and member meets  | then the SDAP rating is as shown if the member's current experience in the special duty is: (See note 1.) |                                    |                   | effective date designation for special duty assignment pay is |
|                                  |   | eligibility criteria of paragraph 10 and member is                    | less than 6 months  | at least 6 but less than 12 months | 12 months or more |   |
| <b>5</b>                         | Combat Controller (AFSC 1C2X1) (See note 2.)        | 7-skill level and above   | SD-2  | SD-3                               |                   | 1 Jan 86  |
| <b>6</b>                         |   | 3 or 5-skill level  | SD-1  | SD-2                               |                   |   |
| <b>7</b>                         | 24 Special Tactics Squadron, Pope AFB NC            | in AFSCs 1T2X1 and 1C2X1  | SD-3  | SD-4                               | SD-5              | 1 Jan 86  |
| <b>8</b>                         |   | in all other AFSCs  | SD-1  | SD-2                               | SD-3              | 1 Oct 93  |
| <b>9</b>                         | PAVE LOW MH-53J Helicopter Aircrew                  | in AFSC 1A1XXX (Flight Engineer) and certified PAVE LOW qualified     | SD-1  | SD-2                               | SD-3              | Special Operations 1 Oct 91                                   |
| <b>10</b>                        |   | in AFSC X2W1X1 (Aerial Gunner) and certified PAVE LOW qualified       | SD-1  | SD-2                               | SD-2              | 1 Jun 93  |
| <b>11</b>                        | PAVE HAWK MH-60G Helicopter Aircrew                 | in AFSC 1A1XXX (Flight Engineer) and certified as night TAC qualified | SD-1  | SD-2                               |                   | Special Operations 1 Oct 91; Air Rescue 1 Dec 92              |
| <b>12</b>                        |   | in AFSC X2W1X1 (Aerial Gunner) and certified as night TAC qualified   | SD-1  |                                    |                   | 1 Jun 93  |
| <b>13</b>                        | Pararescue (AFSC 1T2X1) (See note 2.)               | in any location   | SD-1  | SD-2                               | SD-3              | 1 Nov 86  |
| <b>14</b>                        | Joint Communications Unit Ft Bragg NC (See note 1.) | in AFSCs 1C4X1, 2E1X3, 2E190, 2E3X1, 3C1X1                            | SD-2  | SD-3                               | SD-4              | 1 Sep 87  |

| <b>R</b>    | <b>A</b>   | <b>B</b>   | <b>C</b>  | <b>D</b>                           | <b>E</b>          | <b>F</b>  |
|-------------|--|--|---|------------------------------------|-------------------|---|
| U<br>L<br>E | If the duty assignment is  | and member meets   | then the SDAP rating is as shown if the member's current experience in the special duty is: (See note 1.) |                                    |                   | effective date designation for special duty assignment pay is |
|             |  | eligibility criteria of paragraph 10 and member is                                   | less than 6 months  | at least 6 but less than 12 months | 12 months or more |   |
| <b>15</b>   |  | in all other AFSCs   | SD-1  | SD-2                               | SD-3              |   |
| <b>16</b>   | HQ Joint Special Operations Command Ft Bragg NC                              | in any AFSC  | SD-1  | SD-2                               | SD-3              | 1 Oct 92  |
| <b>17</b>   | SDAP Project 01 (PAS Codes WG0VFBGV, WG0VFBGW, WG0VFBGY, WG0VFBGZ, WG0VFBG1) | on flying status with X,K,M prefix in AFSCs 1A1XX, 1A2XX, 1A3XX, 2E1XX, 2E3XX, 2A1XX | SD-3  | SD-4                               | SD-5              | 1 Oct 89  |
| <b>18</b>   |  | in all other AFSCs   | SD-1  | SD-2                               | SD-3              |   |
| <b>19</b>   | Tactical Air Command & Control (AFSC 1C4X1) (See note 1.)                    | awarded special experience identifier 914  | SD-3  |                                    |                   | 1 Oct 90  |
| <b>20</b>   |  | all other personnel  | SD-1  | SD-2                               |                   |   |
| <b>21</b>   | On-Site Inspection Agency  | an escort or inspector   | SD-2  |                                    |                   | 1 Oct 90  |
| <b>22</b>   | White House Communications Agency  | in selected positions specified by HQ USAF/DPXF                                      | as specified by HQ USAF/DPXF  |                                    |                   | 1 Oct 90  |
| <b>23</b>   | Parachuting Instructors (SDI J8B000)   | at USAF Academy CO   |   | SD-1                               | SD-2              | 1 Mar 91  |
| <b>24</b>   | Courier (SDI 8R000)  | in grades E-4 through E7 with Defense Courier Service, in any location               |   | SD-1                               |                   | 1 Oct 91  |

| R           | A                         | B   | C   | D                                  | E                    | F   |
|-------------|---------------------------|---|---|------------------------------------|----------------------|---|
| U<br>L<br>E | If the duty assignment is | and member meets  | then the SDAP rating is as shown if the member's current experience in the special duty is: (See note 1.) |                                    |                      | effective date designation for special duty assignment pay is |
|             |                           | eligibility criteria of paragraph 10 and member is  | less than 6 months  | at least 6 but less than 12 months | 12 months or more    |   |
| 25          | Recruiter (SDI 8R000)     | assigned to Headquarters Recruiting Service at Group level and below  |   |                                    | (See notes 3 and 4.) | 1 Jan 86  |
| 26          |                           | serving at Headquarters Recruiting Service Air Staff, Air Force Military Personnel Center, 394 Personnel Processing Squadron, 342 Technical Training Group or AETC/IG | (See notes 3, 4, and 5.)  |                                    |                      | 1 Oct 94  |
| 27          | Det 2 COS Ft Bragg NC     | in any AFSC and is certified mission capable  | SD-1  | SD-2                               | SD-3                 | 1 Oct 93  |
| 28          | Flying Crew Chiefs        | awarded C prefix and performing in an authorized C prefix manpower position   | SD-2  |                                    |                      | 1 Apr 94  |

**NOTES:**

1. Individuals with 6 months or more prior creditable experience, gained from previous successful tours in the same special duty in which SDAP was awarded, will be credited with 6 months experience and be awarded SDAP at the rate reflected in column D if otherwise qualified.
2. A higher rate may be paid if authorized by this table for duty in a specific organization or AFSC.
3. Recruiters:

No previous creditable experience:

|                    |             |
|--------------------|-------------|
| Current Experience | SDAP Rating |
| 0-3 months         | SD-3        |

|                                      |             |
|--------------------------------------|-------------|
| 4-9 months                           | SD-4        |
| Over 9 months                        | SD-5        |
| With previous creditable experience: |             |
| Current Experience                   | SDAP Rating |
| 0-6 months                           | SD-4        |
| Over 6 months                        | SD-5        |

4. Previous creditable experience is gained from assignment as a "production" recruiter at field or squadron level; a medical recruiter at group level; or a full time Air National Guard or Air Force Reserve recruiter who has completed the Air Force Recruiting Service School or the Air National Guard/Air Force Reserve Recruiting Course and has service as an ANG or USAFR "production" recruiter.

5. SDAP is terminated effective 1 October 1994. Personnel assigned to these positions on or after 1 October 1994 will draw no SDAP. Personnel serving in these positions on 30 September 1994 will be paid at one-half the rate received on 30 September 1994 for a period of 1 year if still qualified and assigned and then the pay is terminated.

**Table 3. Conditions Affecting Eligibility For Special Duty Assignment Pay**

| <b>R</b>  | <b>A</b>  | <b>B</b>  | <b>C</b>   |
|-----------|---|---|--|
| <b>U</b>  |   |   |  |
| <b>L</b>  |   |   |  |
| <b>E</b>  | <b>If SDAP member</b>   | <b>and</b>  | <b>then eligibility for SDAP (note 1)</b>                                    |
| <b>1</b>  | does not maintain the qualifications to perform the duties well                                     |   | stops when the commander determines qualifications are inadequate (note 2).  |
| <b>2</b>  | leaves active duty and does not reenlist immediately  |   | stops when the member leaves.  |
| <b>3</b>  | performs temporary or other special duty  | skills used do not merit SDAP                                   | continues for up to 90 consecutive days of TDY.                              |
| <b>4</b>  |   | skills used merit SDAP  | continues through entire TDY or special duty period.                         |
| <b>5</b>  | performs an additional duty that does not interfere with performance of the special duty assignment |   | continues.   |
| <b>6</b>  | is a patient, including on convalescent leave   | illness is the result of alcohol or drug addiction              | stops.   |
| <b>7</b>  |   | illness is not the result of alcohol or drug addiction          | continues for up to 12 months.   |
| <b>8</b>  | is reassigned to a unit, AFSC, or special duty that does not pay SDAP                               |   | stops when SDAP duty ends.   |
| <b>9</b>  | is reassigned to a unit, AFSC, or special duty that does pay SDAP                                   | member remains qualified and performs the special duties        | continues while member travels between assignments and when new duty begins. |
| <b>10</b> | is demoted  | new service grade is E1 or E2                                   | stops on the demotion date.  |
| <b>11</b> | is absent-without-leave (AWOL)  |   | stops.   |
| <b>12</b> | is confined   | is serving a court-martial sentence or a nonjudicial punishment | stops on the date of sentencing or when nonjudicial punishment begins.       |
| <b>13</b> | is reported missing   |   | continues.   |
| <b>14</b> | does not qualify for the AFSC or SDI, or special duty on which the SDAP is based                    |   | stops when the AFSC/SDI is withdrawn.  |
| <b>15</b> | goes on authorized leave  |   | continues.   |

| <b>R</b>  | <b>A</b>   | <b>B</b>  | <b>C</b>  |
|-----------|--|---|---|
| <b>U</b>  |  |   |   |
| <b>L</b>  |  |   |   |
| <b>E</b>  | <b>If SDAP member</b>  | <b>and</b>  | <b>then eligibility for SDAP (note 1)</b>                         |
| <b>16</b> | serves in an AFSC, SDI, or special duty and the pay for that duty has been reduced |   | continues at the reduced rate effective on the date of reduction. |
| <b>17</b> | serves in an AFSC, SDI, or special duty and the job is being eliminated            | the member continues the duty   | continues at one-half the SDAP rate for 1 year, then stops.       |
| <b>18</b> | attends training   | the course directly relates to the SDAP duty and the member needs it to continue the duty                 | continues.  |
| <b>19</b> |  | the course does not directly relate to the SDAP duty; the member will return to the duty after the course | continues for no more than 90 days.                               |
| <b>20</b> |  | the course leads to a commission  | stops when the member leaves for training.                        |

**NOTES:**

1. Table 1-8-2, DoDPM gives further details and effective dates.
2. When termination is because of poor performance, withdraw the member's special duty AFSC or SDI duty or reassign the member. If the withdrawal or assignment is later disapproved, reinstate the member's SDAP, along with back pay. Terminate the member when performance does not meet an established standard.

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