

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-3017

8 JANUARY 2016



Personnel

**ASSIGNMENT INCENTIVE AND SPECIAL
DUTY ASSIGNMENT PAY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

Certified by: AF/A1
(Mr. Robert Corsi, SES)

Supersedes: AFI36-3017, Jun 1994

Pages: 19

This instruction establishes criteria for award of Special Duty Assignment Pay (SDAP) and Assignment Incentive Pay (AIP). This instruction implements Department of Defense Instruction (DoDI) 1304.27, Award and Administration of Special Duty Assignment Pay, DoDI 1340.26, Assignment Incentive Pay, DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A, Chapter 8, Special Pay-Special Duty Assignment Pay-Enlisted Members, Air Force Policy Directive (AFPD) 36-30, Military Entitlements, DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness (USD(P&R), current edition, DoD 8910.1, Information Collection and Reporting, DoDI 5025.01, DoD Issuance Program, Sections 204, 206, 303a(e), 307a and 352 of chapter 5, title 37, United States Code. This instruction applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops personnel policy for assignment and special duty pay programs. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publication and Forms Management, Table 1.1. for a description of the authorities associated with the Tier numbers. Submit requests for waivers to the Publication OPR for non-tiered compliance items. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397 (SSN), as amended by Executive Order 13478. The applicable Privacy Act System of Records Notices F036 AF PC C, Military Personnel Records Systems, F036 AFPC J, Promotions Document/Records Tracking (PRODART) and F036 AFPC K, Historical Airman Promotion Master Test File (MTF) are available at <http://privacy.defense.gov/notices/usaf/> apply. Refer to Attachment 1 for glossary. The

Paperwork Reduction Act of 1995 affects this instruction. Process supplements that affect any military personnel function as shown in AFI 33-360, Publications Management Programs, with AF/A1P. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication: route AF Form 847s from the field through AF/A1PP, Military Force Policy Division, 1040 Air Force Pentagon, Washington, DC 20330 or AF/A1P workflow@pentagon.af.mil.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include consolidation of separate AFR and ANG guidance into this single Total Force instruction, with updates to organization and office symbols. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. RegAF MPSs are required to obtain/maintain retention related Personnel Service Delivery Guides (PSDG) and Personnel Service Delivery Memorandums (PSDM). The removal of **Table 1** (SDAP Rates) from the AFI, **Table 2** (Designated SDAP Duties and Pay Ratings) from the AFI, referring readers to the MyPers website for the most current SDAP table. **Table 3** (now Table 1) was updated to clarify conditions affecting eligibility for SDAP. Chapter 2 was added on Assignment Incentive Pay.

| | |
|--|-----------|
| Chapter 1—SPECIAL DUTY ASSIGNMENT PAY (SDAP) | 4 |
| 1.1. Who Can Receive SDAP? | 4 |
| 1.2. Responsibilities: | 4 |
| 1.3. Designating a Duty for SDAP: | 5 |
| 1.4. Recertification: | 6 |
| Section 1A— SDAP in the Regular Air Force (Reg AF) | 6 |
| 1.5. Responsibilities | 6 |
| Section 1B— SDAP in the Air Force Reserve (AFR) and Air National Guard (ANG) | 7 |
| 1.6. Air Force Reserve | 7 |
| 1.7. Air National Guard | 8 |
| Table 1.1. Conditions Affecting Eligibility For Special Duty Assignment Pay(applyes to all service components) | 10 |
| Chapter 2—ASSIGNMENT INCENTIVE PAY (AIP) | 12 |

2.1. General Information. 12

2.2. Eligibility. 12

2.3. Responsibilities. 12

2.4. Establishing AIP. 14

2.5. Approval of AIP. 15

2.6. Rate. 15

2.7. Payment. 15

2.8. Temporary Duty Or Leave. 16

2.9. Termination of AIP. 16

2.10. Termination of AIP Authority. 16

2.11. Other Restrictions. 17

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 18

Chapter 1

SPECIAL DUTY ASSIGNMENT PAY (SDAP)

1.1. Who Can Receive SDAP?

1.1.1. Special Duty Assignment Pay is awarded to an airman performing duties in an authorized specialty and/or assignment as designated in the SDAP table, found on MyPers. These duties and pay ratings must meet one or more of the following criteria:

1.1.1.1. Extremely demanding personal effort is necessary to ensure successful mission accomplishment. **(T-0)**.

1.1.1.2. A greater than normal degree of responsibility of difficulty than is expected in a regular military assignment for a member's grade and experience. **(T-0)**.

1.1.1.3. Special qualifications met through rigorous screening and or special schooling. **(T-0)**.

1.1.2. Airmen are awarded SDAP if specialty and assignment are designated in the SDAP table posted on MyPers and the airman meet all of the following conditions:

1.1.2.1. Serve on active duty (not including less than 180 days active duty for Reserve training) and earn basic pay. **(T-0)**.

1.1.2.2. Serve in pay grade E-3 or higher. **(T-0)**.

1.1.2.3. Has completed special schooling or equivalent on-the-job training required for qualification in the special duty assignment. **(T-0)**. The duration of the on-the-job training must be at least as long as the equivalent formal training school and must fully qualify the member for the special duty assignment. **(T-0)**.

1.1.2.4. Meet all the requirements and perform duties in an SDAP-designated duty listed on the SDAP table posted on MyPers website. **(T-0)**.

1.1.2.5. Is certified as qualified for and is actually serving in an authorized duty assignment. **(T-0)**. Commanders review and certify each member's entitlement to SDAP monthly, and SDAP is terminated for those individuals who have not been or are no longer certified. **(T-0)**.

1.2. Responsibilities:

1.2.1. AFPC/DPSIM:

1.2.1.1. Process systems rejects from the unit using AF Form 2096 and pertinent source documents.

1.2.1.2. Update all SDAP transactions exceeding 12 months using source documents from the units.

1.2.2. AFPC/DPTOC:

1.2.2.1. Perform yearly audit to validate proper SDAP payments and provide results to AF/A1PPE.

1.2.2.2. Publish SDAP table to MyPers website as necessary to reflect updated changes.

1.2.2.3. Submits system changes requests to meet the new designation demands and ensures the information needed for Personnel Data System (PDS) updates are current and compatible with Defense Joint Military Pay System (DJMS).

1.2.3. AF/A1PPE:

1.2.3.1. Projects and submits Fiscal Year budget to SAF/FMBOP.

1.2.3.2. Tracks expenses.

1.2.3.3. Works with OSD, sister components and sister services.

1.2.3.4. Recertifies approved duties.

1.2.3.5. Conducts annual reviews of all SDAP designated duties.

1.2.3.6. Solicits SDAP POCs from each service component for recertification of duties.

1.2.3.7. Solicits Board Members consisting of at least three Career Field Managers (non-SDAP recipients and at least one representative from each sister component).

1.2.3.8. AF/A1PP (or designated representative), serves as Review Board President.

1.2.3.9. Solicit input of any changes to SDAP policy and eligibility with ARC (NGB/A1PP and AF/REP).

1.2.4. DFAS:

1.2.4.1. Maintains information needed to update DJMS.

1.2.4.2. Release payments to authorized recipients.

1.3. Designating a Duty for SDAP: *(This includes all ANG and AFR members as applicable)*

1.3.1. The AFSCFM, MAJCOM, FOA, or DRU can request that a duty be part of the SDAP program.

1.3.2. Request must include:

1.3.2.1. The number of members and how long they have been working on the duty in an AFSC, Special Duty Identifier (SDI), or Reporting Identifier (RI). **(T-0)**.

1.3.2.2. Turnover and volunteer rates. **(T-0)**.

1.3.2.3. Whether the special duty assignment is part of the normal career progression for the duty. **(T-0)**.

1.3.2.4. Special individual qualifications. **(T-0)**.

1.3.2.5. Other special pay received for the duty (such as diving duty pay and hazardous duty pay). **(T-0)**.

1.3.2.6. Proposed SDAP rate, an estimate of how long the designation is needed, the number of members eligible, and the annual cost. **(T-0)**.

1.3.2.7. Special screening and schooling needed, other than a brief orientation. **(T-0)**.

1.3.2.8. Explanation of 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. **(T-0)**.

1.3.2.9. Do not include in your request 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. **(T-0)**
EXAMPLE: The fact that a duty involves aerial flight is not justification for SDAP if those performing the duty already receive hazardous duty incentive pay for performing aerial flight.

1.3.3. Send your requests to AF/A1PPE. **(T-0)**. (Note: If an SDAP affects more than one MAJCOM, FOA, or DRU, send it to the AFCFM for consolidation and then forward to AF/A1PPE.)

1.3.4. AF/A1 grants or rejects requests for designating an SDAP duty.

1.4. Recertification: As initiators of approved requests, designation justification is required every 2 years, however the SDAP review will take place on an annual basis (AF/A1PPE notifies all appropriate parties at the appropriate time). **(T-0)**. If no annual submission is received there is a possibility that actions could be taken to reduce or eliminate the SDAP.

Section 1A—SDAP in the Regular Air Force (Reg AF)

1.5. Responsibilities

1.5.1. Unit Commanders

1.5.1.2. Identify members who are qualified and eligible for SDAP as designated by the table posted on MyPers, and initiate source documents to begin SDAP pay. Unit commanders may not delegate this authority.

1.5.1.3. Certify eligibility for members on the monthly SDAP roster and return the roster to the servicing MPS noting additions, deletions, or errors.

1.5.1.4. Counsel unit members on changes in SDAP ratings and initiate and certify these changes.

1.5.1.5. Counsel members on rate changes and terminations.

1.5.1.6. Submit AF Form 2096 for actions affecting an airman's SDAP.

1.5.2. MPSs

1.5.2.1. Using the PSD Handbook and source documents, update all SDAP requests in the MilPDS within 12 months of the effective date. SDAP transactions exceeding 12 months are submitted to the AFPC/DPTOC via CMS.

1.5.2.2. Refer to MyPers website for the current designated SDAP duties and pay ratings.

1.5.2.3. Produce the monthly SDAP roster, send it to unit commanders for certification, and make any changes required.

1.5.2.4. Report to AFPC/DPSIM, AFPC/DPTOC and AF/A1PPE any MilPDS problems that interfere with updating SDAP status or paying individuals.

1.5.2.5. Resolve differences between the base level, HAF, and DJMS data files using the DJMS data reconciliation.

1.5.2.6. At least 90 days in advance, announce the date when SDAP decreases or terminates. Table 1 and DoD FMR, Table 8-2, lists the reasons for termination. SDAP terminates on the dates listed in these tables unless the commander designates 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.

Section 1B—SDAP in the Air Force Reserve (AFR) and Air National Guard (ANG)

1.6. Air Force Reserve

1.6.1. **Air Force Reserve Command:** System limitations and unique requirements have made it necessary to adapt a process distinctly different than the traditional process described in this instruction. MPSs, commanders, HQ Individual Reservist Readiness and Integration Organization (RIO) Detachment Commander (Det/CC), Reserve Pay Office (RPO), as well as higher headquarters closely coordinates all SDAP actions to ensure thorough identification, documentation, and payment for eligible reservists.

1.6.2. Responsibilities

1.6.2.1. Unit Commanders

1.6.2.2. AFR units establish a manual file system and maintain a copy of all SDAP actions to include copies of initiated AF Form 2096. **(T-2)** Computer programs (i.e. spreadsheets) are encouraged to assist in program management.

1.6.2.3. At present, MilPDS does not support the SDAP Program for the Reserve. In lieu of the monthly SDAP roster produced by MilPDS, MPSs initiates a similar product requiring commander certification. It is the units responsibility to work closely with the MPS to ensure accuracy and program compliance. **(T-2)**

1.6.2.4. When RPA or MPA order is initiated or upon completion of a UTA (or other duty involving IDT where orders are not initiated), units initiate a MPO (Military Pay Order) or AF Form 2096 identifying all SDAP participants. Forward the MPR to the servicing RPO for completion of payment. **(T-2)**

1.6.3. MPS (Force Management) (Unit Program)

1.6.3.1. MilPDS/JUMPS do not presently support SDAP for the Reserve program and system update cannot be accomplished. Closely monitor eligibility and SDAP effective dates of SDAP requests in accordance with Table 2 and additional Reserve guidance. After review and certification, forward a copy of the AF Form 2096 to the RPO. **(T-2)**

1.6.3.2. Unit MilPDS facilities update capability, MPSs establish a manual system to identify program participants. **(T-2)** In lieu of the monthly SDAP certification roster produced by MilPDS, MPSs are expected to initiate other products necessary to ensure program compliance. Computer programs (i.e. spreadsheets) are encouraged to assist in program management. MPSs work closely with all units to ensure accurate and up-to-date information.

1.6.3.3. MPSs ensures availability of up-to-date program guidance and to resolve any SDAP discrepancies between the unit and RPO.

1.6.4. HQ RIO Det/CC (IMA Program)

1.6.4.1. Identify members who are qualified and eligible for SDAP. Complete the AF Form 2096 to start, stop, or change the pay. RIO Det/CCs may not delegate this authority. **(T-2)**

1.6.4.2. Certify eligibility for members on the monthly SDAP roster and return the roster to HQ RIO noting additions, deletions, or errors. A new AF Form 2096 is initiated for each SDAP change. **(T-2)**

1.6.4.3. Counsel IMAs on SDAP rate changes to include terminations. Initiate and certify these changes via AF Form 2096. **(T-2)**

1.6.5. Processing Payment

1.6.5.1. **Unit Program:** When RPA or MPA orders are initiated or upon completion of a UTA, or when other duty involving IDTs (where orders are not initiated), the unit initiates a MPO or AF Form 2096, identifying all SDAP participants (grade, name and SSAN), number of days performed, and SDAP pay level. **(T-2)** The unit ensures all participants on the MPO or AF Form 2096 have the appropriate completed documentation (AF Form 2096) on file. Forward the MPO to the servicing RPO for completion of payment. As necessary, the RPO or AFRPO-FMO-P for IMAs cross-reference the MPO with the AF Forms 2096 on file and authorize the appropriate payment. **(T-2)**

1.6.6. IMA Program

1.6.6.1. The AF Form 2096 submitted by the RIO Det/CC is forwarded to the pay office for update and payment to the eligible IMA. **(T-2)**

1.6.7. Additional AFRC Guidance

1.6.7.1. During contingency operations when Reservists are recalled/mobilized, the member's unit and MPS or RIO Det/CC should work in concert with finance to facilitate the start/stop/adjustment of SDAP.

1.6.7.2. For reserve program process and procedural guidance, the OPR is HQ AFRC/A1KK, Personnel Utilization Branch. For policy guidance, the OPR is HQ AF/REP Sustainment Policy.

1.7. Air National Guard

1.7.1. **Air National Guard:** System limitations and unique requirements have made it necessary to adapt a process distinctly different than the traditional process described in this instruction. MPSs, commanders, program managers, Finance Offices, as well as higher headquarters closely coordinates all SDAP actions to ensure thorough identification, documentation, and payment for eligible ANG members. Clear procedural and processing instruction can be found on MyPers.

1.7.2. Responsibilities

1.7.2.1. NGB Force Management Branch (NGB/A1PP)

1.7.2.2. Provides AF/A1PP with impact analysis of and recommended changes to SDAP.

1.7.2.3. Coordinates any changes or proposed changes to SDAP rates with specific ANG Career Field Managers.

1.7.2.4. Provide voting member to all AF/A1P directed SDAP review panels.

1.7.2.5. Provides ANG MPSs with any required SDAP guidance.

1.7.3. Unit Commander (Unit/CC):

1.7.3.1. In collaboration with MPS, establish a manual file system and maintain a copy of all SDAP actions to include copies of initiated AF Form 2096. **(T-2)** Computer programs (i.e. spreadsheets) are encouraged to assist in program management.

1.7.3.2. It is the units responsibility to work closely with the MPS to ensure accuracy and program compliance.

1.7.3.3. When RPA or MPA order is initiated or upon completion of a UTA (or other duty involving IDT where orders are not initiated), units initiate a MPO (Military Pay Order) or AF Form 2096 identifying all SDAP participants. Forward the MPR to the servicing FM office for completion of payment. **(T-1)**NOTE: At present, MilPDS does not support the SDAP Program for the ANG. In lieu of the monthly SDAP roster produced by MilPDS, MPSs initiates a similar product requiring commander certification.

1.7.4. Military Personnel Section (MPS):

1.7.4.1. Closely monitor eligibility and SDAP effective dates of SDAP requests in accordance with SDAP Tables and additional NGB/A1P guidance.

1.7.4.2. After review and certification, forward a copy of the AF Form 2096 to the local FM Office. **(T-2)**

1.7.4.3. Establish a manual system to identify program participants. In lieu of the monthly SDAP certification roster produced by MilPDS, MPSs are expected to initiate other products necessary to ensure program compliance. **(T-2)** Computer programs (i.e. spreadsheets) are encouraged to assist in program management. MPSs work closely with all units to ensure accurate and up-to-date information.

1.7.4.4. Ensure availability of up-to-date program guidance and to resolve any SDAP discrepancies between the member, Unit/CC and local finance office. **(T-3)**NOTE: MilPDS/JUMPS do not presently support SDAP for the Guard program and system update cannot be accomplished.

Table 1.1. Conditions Affecting Eligibility For Special Duty Assignment Pay(applies to all service components)

| R U L E | A | B | C |
|------------------|---|---|--|
| | If SDAP member | and | then eligibility for SDAP (note 1) |
| 1 | does not maintain the qualifications to perform the duties well | | stops when the commander determines qualifications are inadequate (note 2). |
| 2 | leaves active duty and does not reenlist immediately | | stops when the member leaves. |
| 3 | performs temporary or other special duty | skills used do not merit SDAP | continues for up to 90 consecutive days of TDY. |
| 4 | | skills used merit SDAP | continues through entire TDY or special duty period. |
| 5 | performs an additional duty that does not interfere with performance of the special duty assignment | | continues. |
| 6 | is a patient, including on convalescent leave | illness is the result of alcohol or drug addiction | stops. |
| 7 | | illness is not the result of alcohol or drug addiction | continues for up to 12 months. |
| 8 | is reassigned to a unit, AFSC, or special duty that does not pay SDAP | | stops when SDAP duty ends. |
| 9 | 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. |
| 10 | is demoted | new service grade is E1 or E2 | stops on the demotion date. |
| 11 | is AWOL | | stops. |
| 12 | is confined | is serving a court-martial sentence or a nonjudicial punishment | stops on the date of confinement. |
| 13 | is reported missing | | continues. |

| | | | |
|----|---|---|---|
| 14 | does not qualify for the AFSC or SDI, or special duty on which the SDAP is based | | stops when the AFSC/SDI is withdrawn. |
| 15 | goes on authorized leave (includes terminal leave and permissive TDY) | | continues. |
| 16 | Serves in an AFSC, SDI, or special duty and the pay for the duty has been reduced | | Continues at the reduced rate effective on the date of reduction. |
| 17 | Serves in an AFSC, SDI, or special duty and the job is being eliminated | The member continues the duty | Continues at one-half rate for 1 year from the effective date of the elimination, then all payments stops |
| 18 | attends training | the course directly relates to the SDAP duty and the member needs it to continue the duty | continues. |
| 19 | | the course does not directly relate to the SDAP duty; the member is returned to the duty after the course | continues for no more than 90 days. |
| 20 | | the course leads to a commission | stops when the member leaves for training. |

NOTES:

1. DoD FMR, Table 8-2 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 the established standard.

Chapter 2

ASSIGNMENT INCENTIVE PAY (AIP)

2.1. General Information. Assignment Incentive Pay (AIP) is a temporary compensation tool to provide an additional monetary incentive to encourage Airmen to volunteer for select difficult-to-fill or less desirable assignments, locations, or units designated by, and under the conditions of the service specified by the Secretary of the Air Force or approved by Deputy Assistant Secretary of Defense for Military Personnel Policy, DASD(MPP).

2.2. Eligibility. AIP is awarded to service members (Active or Reserve Component) who enter into a written agreement volunteering to be assigned against positions approved for AIP and who meet specified AIP program eligibility criteria.

2.2.1. Per 37 USC 352, ARC members can receive AIP when the member is "entitled to basic pay" or if not receiving basic pay, the ARC members can be "compensated at the rate of 1/30 of the basic pay authorized for a member of a uniformed service of a corresponding grade entitled to basic pay" and "performs duties in an assignment, location, or unit designated by, and under the conditions of service specified by, the Secretary concerned. This information is included in the CMS case.

2.2.2. AIP does not transfer from one assigned duty location or position to another unless the new duty location or position is eligible for an established AIP program.

2.3. Responsibilities.

2.3.1. Secretary of the Air Force (SecAF)

2.3.1.1. Approves AIP policies and procedures that are designed to retain currently assigned personnel and quickly fill personnel shortfalls in designated difficult-to-fill assignments or locations.

2.3.1.2. When implementing or extending any AIP, approves strategies to lessen critical manning and assignment-based personnel shortfalls to limit the prolonged use of AIP.

2.3.1.3. Request approval from ASD(R&FM) for AIP programs above the DASD (MPP)-approved ceiling and blanket programs planned to occur within the next calendar year, no later than 31 October of each year.

2.3.2. Military Force Management Policy (AF/A1P)

2.3.2.1. Responsible for ensuring all AIP payments are consistent and comply with Title 37 USC 307a.

2.3.2.2. Informs AFPC/ /DPAPP, NGB/A1P, AF/RE of continued AIP authorization or termination at least 90 calendar days prior to implementation date, whenever possible.

2.3.2.3. Staffs AIP package to SecAF for approval or to ASD (R&FM) (if AIP is above annual ceiling level or for blanket programs). Coordination includes AFPC, SAF/FM, SAF/MR, SAF/GC, AF/A1, NGB/A1P, AF/RE, Functional Community, at minimum.

2.3.2.4. Submit annual econometric reports to the DASD (MPP) detailing the costs and effectiveness of each AIP program, due no later than 31 October of each year.

2.3.2.5. Provides AIP annual report to DASD(MPP) per guidelines in DoDI 1340.26

2.3.2.6. AF/AIP staff Fiscal Year Budget to SAF/FMBOP.

2.3.3. Major Command (MAJCOM)

2.3.3.1. MAJCOM/A1:

2.3.3.1.1. Review, advise and process AIP requests received from units for MAJCOM CC/CV approval/disapproval. Return disapproved requests to the originating unit. Forward approved requests to AF/A1P for staffing and SecAF (or OSD, as appropriate) approval/disapproval.

2.3.3.1.2. Provide oversight and management of MAJCOM-specific AIP programs.

2.3.3.1.3. Assist the unit with approved AIP implementation and provide program oversight.

2.3.3.1.4. Provide AF/A1PP a monthly report of the number of Airmen receiving AIP recouped, and increase of AIP by grade, AFSC, and total amount of AIP payment.

2.3.3.1.5. Provide AF/A1PP info for AIP annual report in accordance to guidelines in DoDI 1340.26.

2.3.3.2. MAJCOM/CC/CV:

2.3.3.2.1. Review and recommend approval or disapproval of unit AIP requests.

2.3.3.2.2. Provide coord on functional AIP requests

2.3.3.2.3. Develop AIP policies and procedures that are designed to retain currently assigned personnel and quickly fill personnel shortfalls in designated difficult-to-fill assignments or locations.

2.3.4. Defense Finance and Accounting Services (DFAS)

2.3.4.1. Processes pay transaction to start, recoup, or terminate AIP for eligible Airmen upon receipt of a Case Management System (CMS) case.

2.3.5. Air Force Personnel Center (AFPC)

2.3.5.1. In coordination with affected MAJCOMs and DFAS, develops and announces procedures and implementation guidance for AIP programs.

2.3.5.2. Assists the CSS, DFAS, and MAJCOM with AIP procedures and issues, as needed.

2.3.5.3. Provides AF/A1PP monthly and yearly AIP reports for blanket AIPs, or as requested.

2.3.6. Unit Commander (Unit/CC)

2.3.6.1. Identifies and verifies eligibility of Airmen for AIP and provides program oversight. **(T-2)**

2.3.6.2. Identifies, verifies, and counsels eligible Airmen on the AIP program. **(T-2)**

2.3.6.3. Ensures timely action to start, recoup, increase or terminate AIP for eligible Airmen. **(T-2)**

2.3.6.4. Assists and counsels Airmen on AIP as needed. **(T-2)**

2.3.7. Unit Commander's Support Staff (CSS)

2.3.7.1. Verifies Airman eligibility **(T-2)**

2.3.7.2. Initiates the AIP start, recoup, increase, or termination request using the CMS. **(T-2)**

2.3.7.3. Upon initial eligibility/award of AIP, updates Assignment Availability Code (AAC) "AP" (AIP). **(T-2)**

2.3.7.4. Provides a monthly report to MAJCOM/HHQs of the number of Airmen receiving AIP (and/or who were recouped AIP) by grade, AFSC, total amount of AIP payment and other requested program data on a monthly basis for reporting purposes. **(T-2)**

2.4. Establishing AIP. OSD can establish AIP or SecAF can establish AIP (within SecAF's authority.) To request to establish an AIP, the following steps shall take place:

2.4.1. Organizations requesting AIP shall provide the following information through the chain of command to their MAJCOM/A1 for consideration and to their MAJCOM/CC/CV for approval recommendation, or if a functional AIP (coordinate with applicable multiple MAJCOMs and HAF functional for approval recommendation prior to submission to AF/A1PP: **(T-1)**

2.4.1.1. Memo with description and justification for AIP program to AF/A1P **(T-1)**

2.4.1.2. Eligibility rules (Pay structure and Service agreement terms) and specified period for which the AIP is paid to the Airman **(T-0)**

2.4.1.3. Payment Methodology **(T-0)**

2.4.1.3.1. Monthly, lump sum or periodic installments

2.4.1.3.2. Budgeted costs, and executed costs if renewed, for the next 3 fiscal years

2.4.1.4. Current number of assigned and authorized billets **(T-0)**

2.4.1.4.1. By grade or skill level for each AIP location

2.4.1.4.2. Service-wide manning levels in the same grade or skill level

2.4.1.5. Training and investment replacement costs **(T-0)**

2.4.1.6. Other incentive pay earned by eligible recipients, to include specialty or skill pay **(T-0)**

2.4.1.7. Other influencing factors **(T-0)**

2.4.1.7.1. Accessions and re-enlistments

2.4.1.7.2. Quality of life issues

2.4.1.7.3. Projected growth

2.5. Approval of AIP.

2.5.1. MAJCOM CC or CV may disapprove unit AIP requests or HAF Functional may disapprove functional AIP requests. Approved requests will be forwarded to AF/A1P for staffing and approval by appropriate authority. **(T-1)**

2.5.1.1. AIPs above the DASD(MPP) approved ceiling and all blanket programs are requested and approved annually.

2.5.1.2. Requests are submitted by 31 October each year to be effective at the beginning of the following calendar year.

2.5.1.3. SecAF submits a cover letter requesting AIP approval with a copy of the last annual report (if applicable) detailing the justification, eligibility policies, costs, target populations, and mitigating factors to the DASD(MPP) for ASD(R&FM) approval.

2.5.1.4. AF is not required to submit annual approval requests for any AIP program mandated by the USD(P&R).

2.5.1.5. The DASD (MPP) informs AF on the status of mandated AIP programs and projected changes.

2.5.2. AF/A1P staffs AIP package to SecAF for approval if within SecAF authority, below ceiling level and not a blanket program. Coordination shall include AFPC, NGB/A1P, AF/RE, SAF/FM, SAF/MR, SAF/GC, AF/A1, Functional Community, at minimum. **(T-0)**

2.5.3. If AIP is approved, AF/A1P coordinates with AFPC, DFAS, NGB/A1P, AF/RE, MAJCOM to implement approved AIP.

2.6. Rate. The maximum monthly amount of AIP may not exceed the pay ceiling authorized by the DASD(MPP) at the time the Service member enters into an AIP agreement.

2.6.1. The maximum statutory monthly rate of AIP payable to a Service member on a monthly basis is established by law.

2.6.2. Any blanket AIPs or AIPs above the authorized ceiling require annual approval from the Assistant Secretary of Defense for Readiness and Force Management (ASD(R&FM)).

2.6.3. The Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)) determines each calendar year the assignment incentive pay ceiling authorized for approval by the Secretaries of the Military Departments.

2.7. Payment. AIP may be paid monthly, in a lump sum, or in periodic installments other than monthly, as determined by the Secretary concerned. If paid monthly, the SecAF may prorate the monthly amount of the AIP for a Service member who does not satisfy the eligibility requirement for an entire month to reflect the duration of the member's actual qualifying service during the month.

2.7.1. The amount of a lump sum payment of AIP payable to an Airman may not exceed the maximum monthly rate authorized at the time the Airman enters into a written agreement multiplied by the number of continuous months in the period for which AIP is to be paid, pursuant to the agreement.

2.7.2. The amount of each installment payment of AIP payable to an Airman on an installment basis may not exceed the amount equal to a monthly rate specified in the written

agreement (which may not exceed the maximum monthly rate authorized at the time the Service member enters into the agreement), multiplied by the number of continuous months in the period for which the AIP is paid, divided by the number of installments over such period.

2.7.3. If a Service member extends an assignment or performance of duty specified in an agreement with the Secretary concerned, AIP for the period of the extension may be paid on a monthly basis, in a lump sum, or in installments.

2.7.4. Reserve Component Members Performing Inactive Duty Training. Per 37 USC 352, a member of a Reserve Component entitled to compensation who is authorized AIP may be paid an amount of AIP that is proportionate to the compensation received by the member for inactive-duty training.

2.7.5. Relationship To Other Pay And Allowance. AIP paid to a Service member under this section is in addition to any other pay and allowances to which the member is entitled.

2.7.6. Repayment. A Service member who receives AIP in a lump sum or installment and who fails to fulfill the eligibility requirements for receipt of such pay is subject to the repayment. **(T-0)**

2.8. Temporary Duty Or Leave.

2.8.1. An Airman's status in the AIP program is not be discontinued during any period that the member is not performing service in the assignment for which AIP is being paid due to:

2.8.1.1. Temporary duty performed by the Service member pursuant to orders; or

2.8.1.2. Absence of the Airman for authorized leave, *other than* leave authorized for a period ending upon the discharge of the member or the release of the member from active duty.

2.9. Termination of AIP.

2.9.1. AIP is terminated immediately if an Airman is absent without leave (AWOL), placed in confinement, or removed from duties by the Commander for cause. **(T-1)**

2.9.2. AIP is terminated upon an Airman's Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) to a billet other than an a designated AIP billet or location; or upon entering terminal leave status. **(T-1)**

2.9.3. No AIP is initially awarded after the specific AIP program termination date unless the AIP program is officially extended/authorized. **(T-0)**

2.10. Termination of AIP Authority.

2.10.1. AIP remains subject to annual congressional approval authority.

2.10.2. If at any time during an authorized period of AIP, the annual review of econometric data demonstrates that AIP program is no longer required, the AIP program is terminated by the Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR). Termination of the AIP program will be announced at least 90 days in advance of termination.

2.11. Other Restrictions.

2.11.1. AIP shall not be utilized as an indefinite pay entitlement, a retention program tool, a form of pay equity among Service members with similar skills, for good performance or recognition, or to supplement basic or incentive pays for specialized skills. **(T-0)**

2.11.2. AIP targets specific populations based on measurable assignment shortfalls, unless otherwise specified by the ASD(R&FM). **(T-0)**

2.11.3. Service members are not authorized to receive more than one AIP simultaneously for the same period of service.

2.11.3.1. If a Service member is eligible for more than one AIP, he or she receives the higher of these AIPs.

2.11.4. Reserve Component members are not authorized AIP for assignments at their permanent duty station.

2.11.5. Any AIP offered as a blanket program for all Service members assigned to a specific installation, country, or area of responsibility requires ASD(R&FM) approval each calendar year, regardless of AIP amount. **(T-0)**

DANIEL R. SITTERLY, SES, SAF/MR
Principal Deputy Assistant Secretary (Manpower
and Reserve Affairs)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- Title 37, U.S.C., Section 204, *Pay and Allowances of the Uniformed Services*, 3 January 2007
- Title 37, U.S.C., Section 206, *Reserves; Members of the National Guard: Inactive-Duty Training*, 16 January 2014
- Title 37, U.S.C., Section 303a(e), *Special Pay: General Provisions*, 16 January 2014
- Title 37, U.S.C., Section 307a, *Special Pay: Assignment Incentive Pay*, 16 January 2014
- Title 37, U.S.C., Section 352, *Assignment Pay or Special Duty Pay*, 16 January 2014
- DoD Instruction 1304.27, “*Award and Administration of Special Duty Assignment Pay*”, 10 April 2009
- DoD Instruction 5025.01, “*DoD Issuance Program*,” 6 June, 2014, IC dtd 17 October, 2014
- DoD Instruction 8910.01, “*Information Collection and Reporting*,” 19 May, 2014
- DoD Directive 5124.02, “*Under Secretary of Defense for Personnel and Readiness (USD(P&R))*,” 23 June, 2008
- DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A, Chapter 8, “*Special Pay-Special Duty Assignment Pay-Enlisted Members*,” July 2013
- Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, 2 August 1993

Abbreviations and Acronyms

- AFCFM**—Air Force Career Field Manager
- AFPC**—Air Force Personnel Center
- AFR**—Air Force Reserve
- AFSC**—Air Force Specialty Code
- AIP**—Assignment Incentive Pay
- ANG**—Air National Guard
- ARC**—Air Reserve Component
- AWOL**—Absent Without Leave
- ASD(R&FM)**— Assistant Secretary of Defense for Readiness and Force Management
- CMS**—Case Management System
- DASD(MPP)**— Deputy Assistant Secretary of Defense for Military Personnel Policy
- DFAS**—Defense Finance and Accounting Service
- DJMS**—AC – Defense Joint Military Pay System – Active Component (Formally JUMPS)
- DoD**—Department of Defense
- DoDFMR**—Department of Defense Financial Management Regulations

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

e-Publishing— the e-Publishing website (www.e-publishing.af.mil)

FOA—Field Operating Agency

HAF—Headquarters Air Force

HQ RIO—Headquarters Individual Reservist Readiness and Integration Organization

HQ USAF of HAR—Headquarters Air Force, includes the Secretariat and the Air Staff

IDT—Inactive Duty Training

IMA—Individual Mobilized Augmentee

MAJCOM—Major Command

MPA— Military Personnel Appropriation

MilPDS—Military Personnel Data System

MPO—Military Pay Order

MPS—Military Personnel Section

NGB—National Guard Bureau

OSD—Office of the Secretary of Defense

PSD—Personnel Data System

RPA—Reserve Personnel Appropriation

RI—Reporting Identifier

RPO—Reserve Pay Office

SAF—Secretariat Offices within the HAF (Headquarters Air Force)

SAF/FMBOP—Budget Operations and Personnel Directorate

SDAP—Special Duty Assignment Pay

SDI—Special Duty Identifier

TBAS—Travel Budgeting Accounting System

USD(C)/CFO—Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense

USD(P&R)— Under Secretary of Defense for Personnel and Readiness

UTA—Unit Training Assembly

Terms

Blanket Program — An AIP program where eligibility applies to every Service member assigned to a specific location, regardless of individual grade, skill set, or position.

Adopted Form —AF Form 2096, *Classification/On-The-Job-Training Action*