

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

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Personnel

**ASSIGNMENT INCENTIVE PAY AND
SPECIAL DUTY ASSIGNMENT PAY**

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This publication implements Air Force Policy Directive 36-30, *Military Entitlements* and Department of Defense Instruction (DoDI) 1340.26, *Assignment and Special Duty Pays*. It provides guidance and procedures on eligibility and requirements for assignment incentive pay and special duty assignment pay. It applies to Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG) personnel, except where noted otherwise. In collaboration with the Chief of the Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for assignment incentive pay and special duty assignment pay programs. This publication may be supplemented at any level; all Major Command (MAJCOM) level supplements must be approved by the Human Resources Management Strategic Board which manages total force integration for the Secretary of the Air Force, Manpower and Reserve Affairs, prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. 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*, **Table 3.1** 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 requestors commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in

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SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include: eliminating acronyms, removing blanket requirements for assignment incentive pay, removing pay grade requirements for special duty assignment pay.

This AFI now applies to all members of the RegAF, AFR, and ANG. Where it does not apply to all components, the chapter, paragraph and/or attachment will reflect to which component it applies. In cases where it applies to both the ANG and AFR, the term Air Reserve Component (ARC) will be used.

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CHAPTER 1

SPECIAL DUTY ASSIGNMENT PAY

1.1. General Information and Eligibility. Special duty assignment pay is a monetary incentive awarded to Airmen as compensation for assignment to duties designated as extremely difficult or involving an unusual degree of military skill. Air Force duties approved for special duty assignment pay are listed in the special duty assignment pay table found on the myPers website: <https://mypers.af.mil>.

1.1.1. Eligibility. Active and Reserve component members who are entitled to basic pay or inactive-duty training compensation (in accordance with Section 204 and 206 of Title 37, United States Code respectively) are eligible to receive special duty assignment pay. Special duty assignment pay is awarded when Airmen, who meet specified special duty assignment program eligibility criteria, enter into a written agreement that assigns them against a special duty pay-approved position.

1.1.2. An Airman in the Reserve Component entitled to pay under Section 206 of Title 37, United States Code, and authorized for assignment incentive pay under this publication may be paid an amount of special duty assignment pay that is proportionate to the compensation received by the Airman for inactive-duty training. The Airman may be awarded an amount at 1/30th of the prescribed monthly rate of the assignment incentive pay for the performance of each authorized period of inactive duty training with pay.

1.1.3. Duties must meet one or more of the following criteria to be eligible for special duty assignment pay designation:

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

1.1.3.2. A greater degree of responsibility or difficulty is required over and above what is normally expected for a member's grade and experience. **(T-0)**.

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

1.1.3.4. Special duty assignment pay is awarded when an Airman meets all of the following conditions:

1.1.3.5. Has completed special schooling or equivalent on-the-job training required for qualification in the special duty assignment. 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)**.

1.1.3.6. Performs the duties of a special duty assignment pay-designated specialty, is certified as qualified for the duty and meets all associated requirements as listed in the special duty assignment pay table. **(T-0)**. Note: Commanders review and certify each member's entitlement to special duty assignment pay monthly, and terminate special duty assignment pay for those individuals who have not been or are no longer certified. **(T-0)**.

1.2. Recoupment of Payment. An Airman who receives special duty assignment pay who fails to fulfill the eligibility requirements for receipt of such pay is subject to recoupment.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Air Force Personnel Center, Airman Support Branch (AFPC/DP3SA):

2.1.1. **Publish special duty assignment pay personnel services delivery guide and table to myPers website as necessary to reflect updated changes.**

2.1.2. **Submit system change requests to meet the new designation demands and ensure the information needed for personnel data system updates is current and compatible with the Defense Joint Military Pay System.**

2.1.3. Oversee yearly audit to validate proper special duty assignment pay payments and provide results to AF/A1PPA.

2.2. The Air Force Personnel Center, Military Sustainment Operation Section (AFPC/DP2SSM):

2.2.1. **Execute procedural guidance and validate qualification of personnel for special duty assignment pay in accordance with prescribed policy.**

2.2.2. Review and process case management system cases.

2.3. The Air Force Personnel Center, Benefits and Entitlement Section (AFPC/DP1SSB):

2.3.1. Review and process case management system cases submitted by base-level.

2.3.2. Process systems rejects from the unit using AF Form 2096, *Classification/On-the-Job Training Action*, and pertinent source documents.

2.3.3. Update all special duty assignment pay transactions exceeding 12 months using source documents from the units.

2.3.4. Perform yearly audit to validate proper special duty assignment pay payments.

2.4. Headquarters Air Force, Assignment Policy Branch, (AF/A1PPA):

2.4.1. Project and submit fiscal year budget to Office of the Deputy Assistant Secretary of the Air Force for Financial Management Budget Operations and Personnel (SAF/FMBOP).

2.4.2. Track special duty assignment pay-related expenses.

2.4.3. Submit annual update to Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD (MPP)) of special duty assignment pay, per guidelines in DoDI 1340.26, Assignment and Special Duty Pays, **paragraph 3.4**, no later than 15 January of each year.

2.4.4. Solicit special duty assignment pay points of contact from RegAF and ARC for recertification of duties.

2.4.5. Recertify previously approved special duty assignment pay duties.

2.4.6. Conduct annual reviews of all special duty assignment pay designated duties.

2.4.7. Oversee and solicit members for the special duty assignment pay review board consisting of at least three career field managers (non-special duty assignment pay recipients).

2.4.7.1. The review board will also have at least one representative from each Air Reserve Component and AF/A1PP-designated Review Board President.

2.4.7.2. AF/A1 approves/disapproves board requests for designating a special duty assignment pay duty.

2.4.8. Solicit input of any changes to special duty assignment pay policy and eligibility with Air Reserve Component Personnel and Assignment Policy Branches (NGB/A1PP and AF/REP).

2.5. Unit Commanders / Civilian Directors (RegAF):

2.5.1. Identify members who are qualified and eligible for special duty assignment pay as designated by the table posted on myPers, and initiate source documents to begin special duty assignment pay. Unit commanders may delegate this authority no lower than an O-3 (Captain) and above on G-Series orders.

2.5.2. Certify eligibility of special duty assignment pay for RegAF member, and send eligibility/ deletion roster to Headquarters Readiness Integration Organization Detachment Commander (RIO/Det CC) for reserve members each month.

2.5.3. Counsel members on changes in special duty assignment pay ratings, terminations, and initiate and certify these changes.

2.5.4. Submit AF Form 2096 for actions affecting an Airman's special duty assignment pay.

2.6. Military Personnel Flights (RegAF):

2.6.1. Using the personnel services delivery guide and source documents, update all special duty assignment pay requests into the military personnel data system within 90 days of effective date. Any pay transactions exceeding 90 days will require the following to AFPC/DP1SSB via the Case Management System:

2.6.1.1. Copy of each certified monthly military personnel data system-generated special duty assignment pay roster from effective date to date of request.

2.6.1.2. Source documents in accordance with current personnel services delivery guide instructions.

2.6.1.3. Justification memorandum from the next level approval authority (i.e. Group Commander). The memorandum must state the period for which the member is authorized the special duty assignment pay and provide a justification for backdating of the member's start date in lieu of certified monthly roster(s).

2.6.1.4. If request is backdated into a previous fiscal year (FY), additional justification memorandum must be endorsed by next level approval authority. This memorandum must include total monetary amount requested from previous FY budget. Request will be reviewed by AFPC to ensure Headquarters Air Force (HAF) budget is not exceeded.

2.6.2. Refer to the myPers website for the current designated special duty assignment pay duties and pay ratings.

2.6.3. Produce the monthly military personnel data system-generated special duty assignment pay roster, send it to unit commanders for certification, and make any changes required.

2.6.4. Report any military personnel data system problems that interfere with updating special duty assignment pay status or paying individuals to AFPC/DPISSB.

2.6.5. Resolve differences between the base level, HAF, and Defense Joint Military Pay System data files using the Defense Joint Military Pay System data reconciliation.

2.6.6. Announce the date when special duty assignment pay decreases or terminates, at a minimum of 60 days in advance.

2.6.7. **Table 3.1** lists the conditions affecting special duty assignment pay eligibility. Special duty assignment pay terminates at the time periods listed in **Table 3.1** unless the commander/director designates an earlier date.

2.7. Air Force Reserve Personnel Policy (AF/REP):

2.7.1. Provide AF/A1PP with impact analysis of and recommended changes to special duty assignment pay.

2.7.2. Coordinate any changes or proposed changes to special duty assignment pay rates with specific Air Force Reserves Career Field Managers.

2.7.3. Provide voting member to all AF/A1PP directed special duty assignment pay review boards.

2.7.4. Provide Air Force Reserve military personnel sections with any required special duty assignment pay guidance.

2.8. Military Units (Air Force Reserve):

2.8.1. Air Force Reserve units establish a manual file system and maintain a copy of all special duty assignment pay actions to include copies of initiated AF Forms 2096. Computer programs (i.e. spreadsheets) are encouraged to assist in program management.

2.8.2. At present, the military personnel data system does not support the special duty assignment pay program for the Reserve. In lieu of the monthly special duty assignment pay roster produced by the military personnel data system, military personnel sections initiate a similar product requiring commander certification. It is the unit's responsibility to work closely with the military personnel section to ensure accuracy and program compliance.

2.8.3. When a Reserve personnel appropriation or military personnel appropriation order is initiated, or upon completion of unit training assemblies (or other duty involving inactive duty training where orders are not initiated), units initiate a military pay order or AF Form 2096 identifying all special duty assignment pay participants. Forward the military pay record to the servicing Reserve pay office for completion of payment. **(T-1)**

2.9. Military Personnel Section - Force Management (Air Force Reserve Unit Program):

2.9.1. Closely monitor eligibility and special duty assignment pay effective dates in accordance with **Table 3.1** of this instruction and associated Reserve guidance. After review and certification, forward a copy of the AF Form 2096 to the Reserve pay office.

2.9.2. Establish a manual system to identify program participants. In lieu of the monthly special duty assignment pay certification roster produced by the military personnel data system, military personnel sections are expected to initiate other products necessary to ensure program compliance. Computer programs (i.e. spreadsheets) are encouraged to assist in

program management. Military personnel sections work closely with all units to ensure accurate and up-to-date information.

2.9.3. Ensure availability of up-to-date program guidance and resolve any special duty assignment pay discrepancies between the unit and Reserve pay office.

2.10. Headquarters Readiness Integration Organization Detachment Commander (Individual Mobilized Augmentee Program):

2.10.1. Identify members who are qualified and eligible for special duty assignment pay. Complete the AF Form 2096 to start, stop, or change the pay. Readiness Integration Organization Detachment Commander (RIO Det/CC) may not delegate this authority.

2.10.2. Certify eligibility for members on the monthly special duty assignment pay roster and return the roster to HQ RIO noting additions, deletions, or errors. A new AF Form 2096 is initiated for each special duty assignment pay change.

2.10.3. Counsel Individual Mobilized Augmentees on special duty assignment pay rate changes to include terminations. Initiate and certify these changes via AF Form 2096.

2.11. National Guard Bureau Force Management Branch (NGB/A1PP):

2.11.1. Provide AF/A1PP with impact analysis of and recommended changes to special duty assignment pay.

2.11.2. Coordinate any changes or proposed changes to special duty assignment pay rates with specific Air National Guard Career Field Managers.

2.11.3. Provide voting member to all AF/A1PP directed special duty assignment pay review boards.

2.11.4. Provide Air National Guard military personnel sections with any required special duty assignment pay guidance.

2.12. Military Units (ANG):

2.12.1. In collaboration with the military personnel section, establish a manual file system and maintain a copy of all special duty assignment pay actions to include copies of initiated AF Forms 2096. Computer programs (i.e. spreadsheets) are encouraged to assist in program management.

2.12.2. It is the unit's responsibility to work closely with the military personnel section to ensure accuracy and program compliance.

When Reserve Personnel Appropriation or Military Personnel Appropriation orders are initiated, or upon completion of a unit training assembly (or other duty involving inactive duty training where orders are not initiated), units initiate a military pay order or AF Form 2096 identifying all special duty assignment pay participants. Forward the military pay record to the servicing finance office for completion of payment. **(T-1) NOTE:** At present, the military personnel data system does not support the special duty assignment pay program for the Air National Guard. In lieu of the monthly special duty assignment pay roster produced by the military personnel data system, military personnel sections initiate a similar product requiring commander certification.

2.13. Military Personnel Section (ANG):

2.13.1. Closely monitor eligibility and special duty assignment pay effective dates in accordance with special duty assignment pay tables.

2.13.2. After review and certification, forward a copy of the AF Forms 2096 to the local finance office.

2.13.3. Establish a manual system to identify program participants. In lieu of the monthly special duty assignment pay certification roster produced by the military personnel data system, military personnel sections are expected to initiate other products necessary to ensure program compliance. Computer programs (i.e. spreadsheets) are encouraged to assist in program management. Military personnel sections work closely with all units to ensure accurate and up-to-date information.

2.13.4. Ensure availability of up-to-date program guidance and resolve any special duty assignment pay discrepancies between the member, unit commander, and local finance office. NOTE: the military personnel data system and the Defense Joint Military Pay System – Reserve Component do not presently support special duty assignment pay for the Guard program, therefore system updates cannot be accomplished.

Chapter 3

GUIDANCE AND PROCEDURES

3.1. Designating a Duty for Special Duty Assignment Pay: *(This applies to Air Reserve Component members as applicable)*

3.1.1. Air Force career field managers, MAJCOMs, Field Operating Agencies, and Direct Reporting Units can request that a duty be part of the special duty assignment pay program.

3.1.2. Special duty assignment pay requests must include:

3.1.2.1. Number of members impacted and how long they have been performing the duty associated with a particular Air Force specialty code, special duty identifier, or reporting identifier. **(T-0)**.

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

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

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

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

3.1.2.6. Proposed special duty assignment pay rate, an estimate of how long the designation is needed, the number of members eligible, and the expected annual cost. **(T-0)**.

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

3.1.2.8. Explanation of how positions are extremely demanding, highly responsible in nature, require extraordinary physical effort or place a heavy personal burden on the member over and above what would reasonably be expected in other military assignments for a member's grade and experience. **(T-0)**.

3.1.2.9. Do not include in your request any elements of a position or Air Force specialty code that are part of the justification for another approved form of special or incentive pay. **(T-0)** *EXAMPLE*: The fact that a duty involves aerial flight is not justification for special duty assignment pay if individuals performing the duty already receive hazardous duty incentive pay for aerial flight.

3.1.3. Send special duty assignment pay requests to AF/A1PPA for processing through AF/A1 for approval. **(T-0)**. Note: If a special duty assignment pay affects more than one MAJCOM, Field Operating Agency, or Direct Reporting Unit, send it to the Air Force career field manager for consolidation and then forward to AF/A1PPA.

3.2. Recertification: As initiators of approved requests, designation justification is required every 2 years, however the special duty assignment pay review will take place on an annual basis (AF/A1PPA notifies all appropriate parties at the appropriate time). **(T-0)**. If an annual pay review submission is not received there is a possibility that actions could be taken to reduce or eliminate the special duty assignment pay.

3.3. Processing Payment.

3.3.1. Unit Program: When Reserve personnel appropriation or military personnel appropriation orders are initiated or upon completion of a unit training assembly (or other duty involving inactive duty training where orders are not initiated), the unit initiates a military pay order or AF Form 2096 identifying all special duty assignment pay participants (grade, name and social security number), number of days performed, and special duty assignment pay rate. The unit ensures all participants on the military pay order or AF Form 2096 have the appropriate completed documentation (AF Form 2096) on file. Forward the military pay order to the servicing Reserve pay office for completion of payment. As necessary, the Reserve pay office or Air Force Reserve Pay Office – Functional Management Office - P for Individual Mobilized Augmentees cross-reference the military pay order with the AF Forms 2096 on file and authorize the appropriate payment.

3.3.2. Individual Mobilized Augmentees Program: The AF Form 2096 submitted by the RIO Det/CC is forwarded to Headquarter Air Reserve Personnel Center, Assignments Division (ARPC/DPAA), pay office for update and payment to the eligible Individual Mobilized Augmentees.

3.3.3. Additional Air Force Reserve Command Guidance

3.3.3.1. During contingency operations when Reservists are recalled/mobilized, the member's unit and the military personnel section or RIO Det/CC should work together with finance to facilitate the start/stop/adjustment of special duty assignment pay.

3.3.3.2. For reserve program process and procedural guidance, the office of primary responsibility is HQ AFRC/A1KK, Personnel Support Programs Branch. For policy guidance, the office of primary responsibility is HQ AF/REP, Air Force Reserve Personnel Policy.

3.3.4. Air Reserve Personnel Center. Provide special duty assignment pay monthly roster to Headquarters RIO Det/CCs.

3.3.5. 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 for the Air National Guard. Military personnel sections, commanders, program managers, Finance Offices, as well as higher headquarters, closely coordinate all special duty assignment pay actions to ensure thorough identification, documentation, and payment for eligible Air National Guard members. Clear procedural and processing instructions can be found on myPers.

Table 3.1. Conditions Affecting Eligibility for Special Duty Assignment Pay (applies to all service components).

R U L E	A	B	C
	If special duty assignment pay member	and	then eligibility for special duty assignment pay (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 special duty assignment pay	continues for up to 90 consecutive days of temporary duty.
4		skills used merit special duty assignment pay	continues through entire temporary duty 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, Air Force specialty code, or special duty that DOES NOT pay special duty assignment pay		stops when special duty assignment pay duty ends.
9	is reassigned to a unit, Air Force specialty code, or special duty that DOES PAY special duty assignment pay	member remains qualified and performs the special duties	continues while member travels between assignments and when new duty begins.
10	is demoted		continues.
11	is absent without leave		stops.
12	is confined	is serving a court-martial sentence or a non-judicial punishment	stops on the date of confinement.
13	is reported missing		continues.

14	does not qualify for the Air Force specialty code or SDI, or special duty on which the special duty assignment pay is based		stops when the Air Force specialty code /SDI is withdrawn.
15	goes on authorized leave (includes terminal leave and permissive TDY)		continues.
16	Serves in an Air Force specialty code, 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 Air Force specialty code, 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 stop.
18	attends training	the course directly relates to the special duty assignment pay duty and the member needs it to continue the duty	continues.
19		the course does not directly relate to the special duty assignment pay duty; the member is returned to the <u>duty after the course</u>	continues for no more than 90 days.
20		the course leads to a commission	stops when the member leaves for training.

NOTES:

1. DoD Financial Management Regulation Table 8.2 gives further details and effective dates.
2. When termination is because of poor performance, withdraw the member's special duty Air Force specialty code or Special Duty Identifier or reassign the member. If the withdrawal or assignment is later disapproved, reinstate the member's special duty assignment pay, along with back pay. Terminate the member when performance does not meet the established standard.

Chapter 4

ASSIGNMENT INCENTIVE PAY

4.1. General Information. Assignment Incentive Pay is a temporary compensation tool that provides a monetary incentive to encourage Airmen to volunteer for select difficult-to-fill or less desirable assignments, locations, or units designated by, and under conditions of service specified by the Secretary of the Air Force.

4.1.1. Eligibility. Active and Reserve component members who are entitled to basic pay or inactive-duty training compensation (in accordance with Section 204 and 206 of Title 37, United States Code respectively) are eligible to receive assignment incentive pay. Assignment incentive pay is awarded when Airmen, who meet specified assignment incentive pay program eligibility criteria, enter into a written agreement that assigns them against an assignment incentive pay-approved position.

4.1.2. An Airman in the Reserve Component entitled to pay under Section 206 of Title 37, United States Code, and authorized for assignment incentive pay under this publication may be paid an amount of special duty assignment pay that is proportionate to the compensation received by the Airman for inactive-duty training. The Airman may be awarded an amount at 1/30th of the prescribed monthly rate of the assignment incentive pay for the performance of each authorized period of inactive duty training with pay.

4.1.3. Assignment incentive pay does not transfer from one assigned duty location or position to another unless the new duty location or position is eligible for an established assignment incentive pay program.

4.2. Roles and Responsibilities.

4.2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR):

4.2.1.1. Approve assignment incentive pay policies and procedures that are designed to retain currently assigned personnel and quickly fill personnel shortfalls in designated difficult-to-fill assignments or locations.

4.2.1.2. When implementing or extending any assignment incentive pay, approve strategies to lessen critical manning and assignment-based personnel shortfalls to limit the prolonged use of assignment incentive pay.

4.2.2. Military Force Management Policy (AF/A1P):

4.2.2.1. Ensure all assignment incentive pay payments are consistent and comply with Section 352 of Title 37, United States Code.

4.2.2.2. Inform AFPC Assignments and Air Expeditionary Force Program Divisions (DP3A), NGB/A1PP, AF/RE of continued assignment incentive pay authorization or termination at least 90 calendar days prior to implementation date, whenever possible.

4.2.2.3. Coordinate assignment incentive pay packages with appropriate stakeholders and functional community for SecAF approval.

4.2.2.4. Submit annual update to DASD (MPP) of each assignment incentive pay program, per guidelines in DoDI 1340.26, Assignment and Special Duty Pays, [paragraph 3.4](#), no later than 15 January of each year.

4.2.2.5. Staff Fiscal Year budget to SAF/FMBOP.

4.2.3. **Major Command (MAJCOM):**

4.2.3.1. MAJCOM/A1:

4.2.3.1.1. Review, advise, and process assignment incentive pay requests received from units for MAJCOM CC/CV recommendation of approval. Return disapproved requests to the originating unit. Forward recommendations of approval to AF/A1P for staffing and SecAF final decision.

4.2.3.1.2. Provide oversight and management of MAJCOM-specific assignment incentive pay programs.

4.2.3.1.3. Assist the unit with approved assignment incentive pay implementation and provide program oversight.

4.2.3.1.4. Provide AF/A1PP a monthly report of the number of Airmen receiving assignment incentive pay, recouped assignment incentive pay, and increases of assignment incentive pay by grade, Air Force Specialty Code, and total amount of assignment incentive pay payment.

4.2.3.1.5. Provide AF/A1PP information for the assignment incentive pay annual report in accordance with guidelines in DoDI 1340.26.

4.2.3.2. MAJCOM CC/CV:

4.2.3.2.1. Review assignment incentive requests for recommendation to AF/A1P.

4.2.3.2.2. Provide coordination on functional assignment incentive pay requests.

4.2.3.2.3. Develop assignment incentive pay policies and procedures that are designed to retain currently assigned personnel and quickly fill personnel shortfalls in designated difficult-to-fill assignments or locations.

4.2.4. **Air Force Personnel Center:**

4.2.4.1. In coordination with affected MAJCOMs and Defense Finance and Accounting Services, develop and announce procedures and implementation guidance for assignment incentive pay programs.

4.2.4.2. Assist the Commander Support Staff, Defense Finance and Accounting Services, and MAJCOM with assignment incentive pay procedures and issues, as needed.

4.2.5. **Unit Commander:**

4.2.5.1. Identify and verify eligibility of Airmen for assignment incentive pay and provide program oversight.

4.2.5.2. Identify, verify, and counsel eligible Airmen on the assignment incentive pay program.

4.2.5.3. Ensure timely action to start, recoup, increase or terminate assignment incentive pay for eligible Airmen.

4.2.5.4. Assist and counsel Airmen on assignment incentive pay as needed.

4.2.6. Unit Commander's Support Staff:

4.2.6.1. Verify Airmen eligibility.

4.2.6.2. Initiate the assignment incentive pay start, recoup, increase, or termination request using the Case Management System.

4.2.6.3. Upon initial eligibility/award of assignment incentive pay, update Assignment Availability Code to AP.

4.2.6.4. Provide MAJCOM/Higher Headquarters a monthly report of the number of Airmen receiving assignment incentive pay (and/or who were recouped assignment incentive pay) by grade, AFSC, total amount of assignment incentive pay payment and other requested program data on a monthly basis for reporting purposes.

4.3. Establishing Assignment Incentive Pay. The approval authority to establish, increase, decrease or abolish assignment incentive pay is the SecAF.

4.3.1. Organizations requesting assignment incentive pay must provide the following information through the chain of command to their MAJCOM/A1 for consideration and to their MAJCOM/CC/CV for recommendation of approval (Functional assignment incentive pays must be coordinated with all applicable MAJCOMs and the appropriate HAF Functional prior to submission to AF/A1P). Request packages must include:

4.3.1.1. A memo with description and justification for the assignment incentive pay program addressed to AF/A1P.

4.3.1.2. Eligibility rules (pay structure and service agreement terms) and the specified period for which the assignment incentive pay is to be paid to Airmen. **(T-0)**

4.3.1.3. Payment methodology to include: **(T-0)**

4.3.1.4. Monthly, lump sum or periodic installments.

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

4.3.1.6. Current number of assigned and authorized billets including: **(T-0)**

4.3.1.6.1. By grade or skill level for each assignment incentive pay location.

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

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

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

4.3.1.9. Other influencing factors such as: **(T-0)**

4.3.1.9.1. Accessions and re-enlistments.

4.3.1.9.2. Quality of life issues.

4.3.1.9.3. Projected growth.

4.4. Approval of Assignment Incentive Pay.

4.4.1. MAJCOM CC/CV may disapprove unit assignment incentive pay requests and HAF Functional may disapprove functional assignment incentive pay requests. Recommendations for approval will be forwarded to AF/A1P for staffing and approval by the SecAF. **(T-1)**

4.4.2. New assignment incentive pay program requests must be submitted by 31 October of each year to be effective at the beginning of the following calendar year. Extension or continuation of program requests must be submitted 160 days prior to program expiration date.

4.4.3. AF/A1P coordinates assignment incentive pay packages with appropriate stakeholders and functional community for SecAF approval. **(T-1)**

4.4.4. If the assignment incentive pay is approved, AF/A1P coordinates with Air Force Personnel Center, Defense Finance and Accounting Service, NGB/A1P, AF/RE, and the affected MAJCOM to implement the approved program.

4.5. Incentive Pay Rate. The maximum monthly average amount of assignment incentive pay is \$1,500.

4.6. Payment Method. Assignment incentive pay may be paid monthly, in a lump sum, or in periodic installments other than monthly, as determined by SecAF. If paid monthly, the SecAF may prorate the monthly amount of the assignment incentive pay for an Airman 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.

4.6.1. The amount of a lump sum payment of assignment incentive pay 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 assignment incentive pay is to be paid, pursuant to the agreement.

4.6.2. The amount of each installment payment of assignment incentive pay 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 assignment incentive pay is paid, divided by the number of installments over such period.

4.6.3. If an Airman extends an assignment or performance of duty specified in an agreement, assignment incentive pay for the period of the extension may be paid on a monthly basis, in a lump sum, or in installments.

4.6.4. Reserve Component Members Performing Inactive Duty Training. Per Section 206 of Title 37, United States Code, a member of a Reserve Component entitled to compensation who is authorized assignment incentive pay may be paid an amount of assignment incentive pay that is proportionate to the compensation received by the member for inactive-duty training (see [paragraph 4.1.2](#) for more detailed information).

4.7. Relationship to Other Pay and Allowance. Assignment incentive pay paid to an Airman under this section is in addition to any other pay and allowances to which the member is entitled. However, members will not receive incentive pays for the same purpose and period of service. **(T-1)** For example: member may not receive both hardship duty pay (for location) and assignment incentive pay if the assignment incentive pay is based on location.

4.8. Recoupment of Payment. An Airman who receives assignment incentive pay in a lump sum or installment and who fails to fulfill the eligibility requirements for receipt of such pay is subject to recoupment. **(T-0)**

4.9. Temporary Duty or Leave.

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

4.9.2. Temporary duty performed by the Airman pursuant to orders; or

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

4.10. Termination of Assignment Incentive Pay.

4.10.1. Assignment incentive pay is terminated immediately if an Airman is absent without leave, placed in confinement, or removed from duties by the commander for cause. **(T-1)**

4.10.2. Assignment incentive pay is terminated upon an Airman's permanent change of station or permanent change of assignment to a billet other than a designated assignment incentive pay billet or location; or upon entering terminal leave status. **(T-1)**

4.10.3. No assignment incentive pay is initially awarded after the specific assignment incentive pay program termination date unless the program is officially extended / authorized. **(T-0)**

4.11. Termination of Assignment Incentive Pay Authority.

4.11.1. Assignment incentive pay authority is subject to annual congressional approval.

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

4.12. Other Restrictions.

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

4.12.2. Assignment incentive pay targets specific populations based on measurable assignment shortfalls. **(T-0)**

4.12.3. Airman is not authorized to receive more than one assignment incentive pay simultaneously for the same period of service.

4.12.4. If an Airman is eligible for more than one assignment incentive pay, he or she receives the higher of these assignment incentive pays.

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 206, *Reserves; Members of the National Guard: Inactive-Duty Training*

Title 37, U.S.C., Section 352, *Assignment Pay or Special Duty Pay*

DoD Instruction 1340.26, *Assignment and Special Duty Pays*, 25 September 2017

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*, 28 April 2015

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

AF Form 2096, *Classification/On-the-Job Training Action*

Abbreviations and Acronyms

AFCFM—Air Force Career Field Manager

AFPC—Air Force Personnel Center

AF/RE—Chief of the Air Force Reserve

AFR—Air Force Reserve

AFSC—Air Force Specialty Code

AIP—Assignment Incentive Pay

ANG—Air National Guard

ARC—Air Reserve Component

CMS—Case Management System

DASD(MPP)—Deputy Assistant Secretary of Defense for Military Personnel Policy

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

DoDFMR—Department of Defense Financial Management Regulations

DoDI—Department of Defense Instruction

HAF—Headquarters Air Force

HQ RIO—Headquarters Individual Reservist Readiness and Integration Organization

IDT—Inactive Duty Training

IMA—Individual Mobilized Augmentee

MAJCOM—Major Command

MPA—Military Personnel Appropriation
MPO—Military Pay Order
MPS—Military Personnel Section
NGB—National Guard Bureau
NGB/CF—Director of the Air National Guard
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
SORNs—Systems of Records Notices
USD(P&R)—Under Secretary of Defense for Personnel and Readiness

Terms

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.