

***DOD 7000.14-R, DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT  
REGULATION VOLUME 7A “MILITARY PAY POLICY – ACTIVE DUTY AND  
RESERVE PAY” AND VOLUME 9 “TRAVEL POLICY”***

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# ***NCR TRAINING STAND-DOWN***

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## ***OBJECTIVES***

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- To Understand and Review the Information Provided in the Department of Defense (DoD) Financial Management Regulations

## ***CHAPTER 8: “SPECIAL PAY – SPECIAL DUTY ASSIGNMENT PAY – ENLISTED MEMBERS”***

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- **Purpose:** An enlisted member entitled to basic pay may qualify for Special Duty Assignment Pay (SDAP) when the member performs duties designated by the Secretary of the Military Department concerned as extremely difficult or involving an unusual degree of responsibility.
- Special Duty Assignment is a duty assignment that is characterized by extremely demanding duties or duties demanding an unusual degree of responsibility
- **Special Duty Assignment Monthly Rate:**
  - SD-1 \$75
  - SD-2 \$150
  - SD-3 \$225
  - SD-4 \$300
  - SD-5 \$375
  - SD-6 \$450

## ***CHAPTER 10: "SPECIAL PAY – DUTY SUBJECT TO HOSTILE FIRE OR IMMINENT DANGER"***

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- **Entitlements Provisions:** A member may be paid special pay for duty subject to hostile fire or imminent danger for any month when the member, while entitled to basic pay for active duty or compensation for inactive duty.
  - **Hostile Fire Pay.** This entitlement is paid at the rate of \$225 per month when, as certified by the appropriate commander, a member is:
    - Subjected to hostile fire or explosion of a hostile mine; or
    - On duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other members subjected to hostile fire or explosion of hostile mines; or
    - Killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.
  - **Imminent Danger Pay.** This entitlement is paid on a daily prorated basis, not to exceed \$225 per month, when a member is on official duty in a designated IDP area

## ***CHAPTER 15: “SPECIAL PAY – ASSIGNMENT INCENTIVE PAY”***

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- **Sea Duty Incentive Pay (SDIP) Program:**
  - **Sea Duty Incentive Pay – Extension (SDIP-E):** SDIP-E is authorized for Sailors who sign a written agreement to voluntarily extend their sea duty assignments by a minimum of 12 months and a maximum of 48 months.
  - **Sea Duty Incentive Pay – Curtailment (SDIP-C):** SDIP-C is authorized for Sailors who voluntarily curtail their shore duty assignments a minimum of 6 months prior to their original planned rotation date, and return to sea duty assignments by a minimum of 12 months and a maximum of 48 months.
  - **Sea Duty Incentive Pay – Back-To-Back (SDIP-B):** SDIP-B is authorized for Sailors who voluntarily extend their sea duty when assigned to a Type 2/4 command for rotational purposes upon transfer to ships, submarines, or aviation squadrons by a minimum of 12 months and a maximum of 48 months, based upon DoD area or minimum activity tour length requirements.

## ***CHAPTER 27: “FAMILY SEPARATION ALLOWANCE (FSA)”***

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FSA provides compensation for added expenses incurred because of an enforced family separation. FSA is payable to qualified members serving inside or outside the United States. FSA is payable to members with dependents.

### **FSA TYPES AUTHORIZED:**

- **FSA (R): Restricted.** The members dependents do live in the area of the Permanent Duty Station.
- **FSA (T): Temporary.** The member is on TAD/TDY for a period of longer than 30 days.
- **FSA (S): Ship.** The member is on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days.
- Entitlement is Payable for \$250 per month after 30 days of continuous separation

# ***VOLUME 9: “TRAVEL POLICY”***

## ***CHAPTER 8: “PROCESSING TRAVEL CLAIMS”***

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Purpose: This chapter provides general policy guidance to travelers for the preparation, submission, and process of travel claims for electronic submission through the Defense Travel System and for Permanent Duty Travel and Temporary Duty Travel.

- Disbursing Officer and certifying Official Responsibilities:
  - Disbursing Officer is accountable for all travel payments. Additionally, responsible for ensuring random audits are conducted.
  - Certifying Officer is responsible for the accuracy and propriety of payments to include ensuring travel statements and claims are accurate and properly supported.
- Payment Method:
  - Electronic funds transfer is the mandatory means by which a travel claim is settled within the DoD.
  - Split disbursement is mandatory.
- Adjustments of \$10 or Less
  - Not required to make collections of \$10 or less. However, supplemental payments for \$10 or less must be processed when requested by traveler.

DD FORM 1361-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Diagram NOT valid without the following instructions.



# ***TRAVEL CLAIMS***

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- The traveler is responsible for preparing their DD 1351-2 to claim reimbursement for official travel.
- Supporting documents. In addition to expense statements or other declarations, when required, support the claim by including the following documents:
  - Travel Orders
  - Government-Procured Transportation Documents
  - Unused Government-Procured Transportation Documents
  - Statements for common Carrier Reimbursement
  - Unused Tickets
  - Actual Expense Authorization
- Submission of Travel Claims
  - Within five working days
  - When on extended TDY (over 45 days), traveler must submit a claim for each 30-day period

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***Thank you/Questions?***