MILPERSMAN 7220-070

SPECIAL PAY FOR HARDSHIP DUTY (HDP)

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References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), March 2024 (b) DoD Instruction 1340.26 of 25 September 2017 (c) Pay and Personnel Information Bulletin (PPIB) 20-07 (d) Pay and Personnel Information Bulletin (PPIB) 21-34

1. **Policy**. Per reference (a), volume 7a, chapter 17 and reference (b), the Secretary of Defense (SECDEF) has established that hardship duty pay (HDP) will be paid to Service members:

a. For performing specific missions (HDP-M);

b. When assigned to designated locations (HDP-L);

c. When spending excessive amounts of time (tempo) outside of their permanent duty station (PDS) (HDP-T); or

d. When ordered to restriction of movement (ROM) within their PDS at their own expense (i.e., somewhere other than Government-furnished lodging or their personal residence) for self-monitoring due to exposure or suspected or potential exposure to COVID-19 (HDP-ROM).

2. **HDP-M Entitlement**. HDP-M is designed to recognize permanent or temporary assignment of Service members when conditions are deemed particularly arduous or require Service members to

perform duties outside of normal military operations. HDP-M is payable at the full monthly rate, without prorating or reduction. Qualifying missions and maximum payment amounts are listed in reference (a), volume 7a, chapter 17.

3. **HDP-L Entitlement**. HDP-L is designed to recognize service at locations where living conditions are substantially below those normally found within the continental United States and to provide equity across the Department of Defense (DoD) for Service members assigned to these locations. Service members are eligible if they are permanently assigned or serving in a temporary duty, deployed, or attached status for over 30 consecutive days in a designated area. Qualifying locations, qualifying conditions, and payment amounts are listed in reference (a), volume 7a, chapter 17.

4. **HDP-T Entitlement**. HDP-T is designed to recognize extended or excessive amounts of time outside of a Service member's PDS. Secretaries of the Military Departments will establish eligibility criteria based on retention, quality of life, family separation, and other factors that contribute to a Service member's dissatisfaction when spending extended or excessive amounts of time away from his or her PDS. Qualifying conditions and maximum payment amounts are listed in reference (a), volume 7a, chapter 17.

a. HDP-T is authorized at the monthly rate of $495 for Sailors and Marines deployed beyond the 220th consecutive day of an operational deployment, prorated based on the number of days in the month that they are eligible.

b. Delegation authority conditions are described in reference (a), volume 7a, chapter 17. Additional information regarding HDP-T may be found in MILPERSMAN 7220-075.

5. **HDP-ROM Entitlement**. HDP-ROM is designated for Service members ordered by their command to ROM for self-monitoring due to exposure, including suspected or potential exposure to COVID-19, when such order requires the Service member to ROM at their own expense (i.e., somewhere other than Government-furnished lodging or their personal residence). HDP-ROM will be paid at the rate of $100 per day not to exceed $1,500 per month. Specific conditions of entitlement are listed in reference (a), volume 7a, chapter 17.

6. **Payment Restrictions**

a. When a Service member is in receipt of hostile fire pay (HFP) or imminent danger pay (IDP), the maximum monthly amount of HDP-L is $100. The total entitlement of HDP-L plus HFP or IDP in any single-month may not exceed $325.

b. The combination of HDP-M, HDP-L, and HDP-T entitlements and other assignment and special duty pays may not exceed an average monthly amount of $3,500 unless otherwise authorized by the Assistant Secretary of Defense (ASD) for Manpower and Reserve Affairs (ASD (M&RA)).

c. HDP-ROM may be paid in addition to all other HDPs and assignment and special duty pays, such that the total combined may not exceed the average monthly amount of $5,000.

7. **Process for Submitting Requests for Designation, Modification, or Deletion of Hardship Location**

a. Requests to designate, modify, or delete a location will be submitted through the appropriate chain of command to the combatant command (COCOM) for locations or installations within the COCOM's area of responsibility. If approved, the COCOM will submit the request through the Chairman of the Joint Chiefs of Staff to the Office of the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) for consideration.

b. Requests to designate a location or designate at a higher rate of HDP-L must include a completed Department of Defense Hardship Duty Location Assessment Questionnaire. Commands should work with their chains of command to request the most up-to-date questionnaire from USD (P&R).

c. Requests should include, at a minimum, an endorsement by Commander Navy Installations Command (CNIC) and concurrence of other Services with Service members assigned to the area.

8. **Process for Submitting Requests for HDP-ROM Entitlements**

a. Command Action. MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) will process requests for HDP-ROM reimbursement per references (c) and (d). Commands should submit requests via e-mail to MNCC HRSC at:

askmncc.fct@navy.mil. Requests should be in the format of a letter from the commanding officer and include the following information:

(1) Name of each Service member eligible and full Social Security number;

(2) Orders to ROM and lodging receipts (unpaid copy of receipts with inclusive lodging dates of occupancy will be accepted);

(3) Copy of the DD 577 Appointment/Termination Record - Authorized Signature for the command's approving official (AO) (E-7 and above, preferably the executive officer, administrative officers, personnel officers, and disbursing officers) who signs the letter; and

(4) Non-availability of Government quarters must be noted on the memo.

Note: Approved amount is not to exceed $1,500 per month and "by direction" authority is permissible.

b. MNCC HRSC Action. Upon receipt of commands' requests, MNCC HRSC will perform the following functions:

(1) Open new cases for each command submission within Salesforce, for tracking purposes, uniquely identifying all cases as HDP-ROM;

(2) Securely forward all HDP-ROM cases to MNCC Application and Access Control Department (MNCC-422) for action; and

(3) Upon notification of final payment by MNCC-422, close out each case.

c. MNCC-422 Action. MNCC-422 will perform the following actions:

(1) Verify contents of each case received from MNCC HRSC via Salesforce for the command letter and DD 577 signed by the AO;

(2) Provide a copy of the appropriate Master Military Pay Account (MMPA) panel;

(3) Submit the HDP-ROM package via Defense Workload Operations Web System (DWOWS) to Defense Finance and Accounting Service (DFAS) for processing; and

(4) Upon feedback from DFAS of payment, close out the Salesforce ticket.

d. DFAS Action. Upon receipt of each HDP-ROM DWOWS ticket, DFAS-Cleveland (CL) will initiate payment action to post HDP-ROM to each qualified Service member's account.

(1) DFAS-CL will provide payment feedback by providing a listing of those personnel who have been paid for accounting purposes.

(2) Payment of HDP-ROM (after taxes) will be included in the Service member's regular scheduled payday after posting to his or her MMPA. A possible 1–3-week delay from submission to payment should be expected due to mid-month and end-of-month update schedules.