

MILPERSMAN 7220-075

GUIDELINES FOR HARDSHIP DUTY PAY - TEMPO (HDP-T)

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References	(a) 37 U.S.C. (b) PDUSD(P&R) Memo of Oct 1, 2008 (c) Acting ASD(R&FM) Memo of Sep 17, 2014 (d) ASN(M&RA) Memo of Sep 17, 2014 (e) ASN(M&RA) Memo of Oct 22, 2014 (f) USD(P&R) Memo of Nov 1, 2013 (g) 10 U.S.C. (h) DoDI 8260.03 (i) USD(P&R) Memo of May 15, 2008 (j) OPNAVINST 3000.13D (k) OPNAVINST 1754.6
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1. **Policy**. Payment of Hardship Duty Pay - Tempo (HDP-T) is governed by section 305 of reference (a) and references (b) through (e), and is used to compensate enlisted Sailors and officers, both Active Component (AC) and Reserve Component (RC), for extended operational deployments.

2. **Eligibility**

a. Personnel who are deployed beyond 220 consecutive days on an operational deployment, as defined in reference (f), become eligible for HDP-T on the 221st day of consecutive deployment.

b. Days deployed inside the continental United States (CONUS) or non-foreign outside the continental United States (OCONUS) areas do not count towards determining HDP-T eligibility, except as noted in paragraph 5 of this article. Non-foreign OCONUS areas include the states of Hawaii and Alaska, the Commonwealths of Puerto Rico and Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. territories and

possessions (excluding the former Trust Territories of the Pacific Islands).

c. RC personnel will generally not accrue consecutive deployment days beyond 220 and will not be eligible for this pay, with one notable exception in the current operating environment: Those serving as individual augmentees (IA) in support of contingency operations on non-permanent change of station (non-PCS) active duty orders. This can occur in one of two ways, under the authority of reference (g): section 12302 (partial mobilization) or section 12301(d) (voluntary contingency recall). In the future, other types of support under the same or other reference (g) authorities may potentially cause the accrual of more than 220 consecutive deployment days in non-PCS status. Guidance for IAs, both AC and RC, is provided in paragraph 7 of this article.

3. **Payment Amount and Frequency.** HDP-T will be paid on a prorated daily basis not to exceed a monthly rate of \$495. The proration does not apply to the 31st day of a month. The following examples for payment on the 31st are provided:

Example 1: A member eligible for HDP-T for the period March 31 through April 29 will receive HDP-T only for the period April 1-29.

Example 2: A member eligible for HDP-T for the period March 31 through May 15 will receive the full monthly amount of HDP-T of \$495 for the month of April, and daily HDP-T for the period May 1-15.

Example 3: A member eligible for HDP-T for the period March 10 through May 10 will receive daily HDP-T for the period March 10-30, the full monthly amount of HDP-T of \$495 for the month of April, and daily HDP-T for the period May 1-10.

Example 4: A member eligible for HDP-T for the period January 31 through March 10 will receive the full monthly amount of HDP-T of \$495 for the month of February, and daily HDP-T for the period March 1-10.

4. **Operational Deployment Defined**

a. Operational deployment is defined in reference (f) as an event recorded in the Joint Capabilities Requirement Manager (JCRM) or Fourth Estate Manpower Tracking system (FMTS), and is

contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure in reference (h). Forces deployed in support of executive orders, operational plans, or concept plans approved by the Secretary of Defense are also considered operationally deployed.

b. Operational deployments generally include:

(1) Scheduled deployments of carrier strike groups, amphibious readiness groups, independently deploying ships, submarines, expeditionary units, squadrons and detachments; both units and individuals.

(2) Units or individuals deployed in support of contingency operations, counterdrug operations, law enforcement operations, humanitarian operations, peacekeeping operations, surveillance operations, and forward presence.

c. Consecutive operational deployment days will be calculated using the Personnel Tempo (PERSTEMPO) system, except as outlined in paragraphs 5a(2)(b), 6e through 6h, and 7 below.

5. Clarifications Regarding Operational Deployment

a. Leave while deployed shall not count as deployed time. The following exceptions apply:

(1) Chargeable leave that is taken in order to be exempted from duty requirements or watch standing requirements while deployed will be counted as deployed time for the first 9 consecutive days. Chargeable leave in excess of 9 consecutive days, whether in a deployed area or not, shall not count as deployed time and shall stop the operational deployment event in the PERSTEMPO system effective the 10th day of leave.

(2) Emergency leave. For the purposes of this article, emergency leave is defined as chargeable leave that was not planned and for which the member was notified via an official American Red Cross (ARC) message indicating that a family emergency or crisis has occurred, and that the member shall be afforded the opportunity to return from deployment immediately.

(a) Emergency leave periods not exceeding 9 consecutive days will be treated the same as regular chargeable leave periods of 9 consecutive days or less (i.e., all leave

days will be considered deployed days for the purposes of HDP-T).

(b) Emergency leave periods exceeding 9 consecutive days will be treated the same as regular chargeable leave for the first 9 days of the emergency leave period. Effective the 10th day of emergency leave away from an operational deployment status, continued accrual of consecutively deployed days (i.e., "deployment counter"), and (if applicable) HDP-T payments will cease for the duration of the emergency leave period. HDP-T payments and continued accrual of consecutively deployed days will resume, from where it stopped on the 10th day of the leave period, upon return to the operational deployment.

(c) In the PERSTEMPO system, the operational deployment event shall be stopped on the 10th day of leave. A new operational deployment event shall be started effective the date of return to the operational deployment. This will automatically break the consecutive nature of the deployment days in the PERSTEMPO system.

(d) Units shall manually calculate (outside of the PERSTEMPO system) a member's consecutive deployment days to reflect the pause in the operational deployment (i.e., deployment counter is "frozen") beginning on the 10th day of emergency leave and ending the day member returns to an operational deployment status. If the member is eligible for HDP-T using this manual calculation, the commander, commanding officer (CO), or officer in charge (OIC) may authorize payment of HDP-T by attaching a signed letter (format provided in paragraph 6d of this article) to the monthly HDP-T list submitted to the supporting Personnel Support Detachment (PERSUPP DET)/personnel office.

b. When a member is deployed and requires hospitalization away from the permanent duty station/homeport, the member is still considered deployed. If a line of duty investigation determines injuries are due to member's misconduct, then deployment days do not accrue even when the hospitalization is away from the member's permanent duty station/homeport. Thus, in misconduct cases, HDP-T eligibility ends effective the first day of hospitalization and does not restart until the member returns to the operational deployment and resumes normal duties.

c. If a member is deployed and requires hospitalization at the permanent duty station/homeport, then the member is no

longer considered deployed. The operational deployment PERSTEMPO event is stopped effective the first day of hospitalization, ending HDP-T eligibility for the duration of the hospitalization.

d. Under the Pay and Allowances Continuation (PAC) Program, pay and allowances shall continue to be paid to a member (AC or RC), who, in the line of duty incurs a wound, injury, or illness while serving in a combat operation or combat zone, while serving in a hostile fire area, or while exposed to a hostile fire event, and is hospitalized for treatment of the wound, injury, or illness. If, while eligible for HDP-T, a member becomes eligible for the PAC Program, per reference (a), section 372 and reference (i), the member will continue to be paid HDP-T, per PAC guidelines, regardless of location of hospitalization (i.e., hospitalization either in area or away from area of permanent duty station or homeport).

e. Temporary Duty (TDY)

(1) Operationally deployed members who perform TDY in a foreign OCONUS location, away from their deployed unit, remain eligible for HDP-T for the duration of the TDY period.

(2) Operationally deployed members who perform TDY in CONUS or non-foreign OCONUS areas, or are otherwise directed back to their permanent duty station in support of the operationally deployed unit, are considered operationally deployed and the days spent TDY count towards HDP-T eligibility regardless of the TDY location, for a TDY period not to exceed 9 consecutive days. For example, a member who is on an operational deployment to Afghanistan travels to Tampa, Florida for a security assistance working group meeting lasting 10 days. Only the first nine days spent TDY in Tampa, Florida count toward HDP-T eligibility, even if Tampa, Florida is the member's permanent duty station. The member's operational deployment counter (in the PERSTEMPO system) will be reset to zero on the 10th day.

(3) HDP-T eligibility for members that do not resume their operational deployment following TDY terminates and resets on the date the member originally departed the deployed unit. For example, members who are part of the homecoming party that return to homeport ahead of the ship will no longer be considered deployed and HDP-T eligibility will terminate on the day the member departed the ship.

f. If a member is operationally deployed and conducts a port visit to a CONUS or non-foreign OCONUS location away from the member's homeport, the member is still considered operationally deployed (e.g., a member is deployed on a ship with a homeport in San Diego). If the ship is on an operational deployment and conducts a port visit to Hawaii, the days spent in Hawaii count toward HDP-T eligibility.

g. If a member is confined to a ship during an operational deployment, such that the member is restricted from performing normal duties, the member is not considered deployed during the confinement, and the operational deployment event in the PERSTEMPO system is stopped effective the first day of confinement. This does not include members who are restricted to the ship but still performing normal duties.

h. Any member who permanently resides on the ship to which he or she is assigned is considered deployed if engaged in an operational deployment, as defined in reference (f) and paragraph 4 of this article, making it impossible or infeasible for the member to spend off-duty time in the homeport of their ship.

i. For other scenarios not specifically described in paragraph 5 above, if a member is in an operational deployment status, and actions occur that qualify that time as a non-operational deployment, the operational deployment event in the PERSTEMPO system shall be stopped on the date the non-operational deployment event commences. A new operational deployment event may be started effective the date of return from the non-deployment event. This will break the consecutive deployment days in the PERSTEMPO system.

6. **HDP-T Eligibility Determination.** The PERSTEMPO system will be used to report deployment events and determine eligibility for HDP-T, exceptions are described in paragraphs 5a(2)(b), 6e through 6h, and 7.

a. Per reference (j), commanders, COs, and OICs of all Navy activities, including Navy elements of other services, joint, or jointly manned activities to which Navy personnel are assigned, are responsible for reporting PERSTEMPO events, including operational deployment, in the PERSTEMPO system.

b. Each month, units shall generate an "over 220-days" report out of the PERSTEMPO system for each of their unit identification codes (UICs). This roster will reflect personnel who are potentially eligible for HDP-T.

c. Commanders, COs, and OICs are responsible for verifying the monthly HDP-T eligibility certification report worksheet. Commands will then reconcile any inaccuracies within the PERSTEMPO system. Following verification of the worksheet and corrections to the PERSTEMPO system (as appropriate) commanders, COs, and OICs will run the HDP-T certification report for the month, digitally sign the report, and submit to the supporting PERSUPP DET/personnel office for processing and payment.

(1) For pay auditability, commanders, COs, and OICs are not permitted to verify and digitally sign their own HDP-T eligibility. Therefore, the unit shall first run an individual PERSTEMPO report on the commander, CO, or OIC, with verification and digital signature completed by a member designated in writing (such as executive officer, administrative officer, etc.).

(2) Subsequently, the command will then run a unit PERSTEMPO report for the command which the commander, CO, or OIC may verify and digitally sign. The unit report will be submitted to the supporting PERSUPP DET/personnel office with the individual report for the commander, CO, or OIC.

d. Eligibility determination for emergency leave. If a member is deemed eligible for HDP-T using the manual calculation described in paragraph 5a(2)(b) of this article, the command must submit a letter signed by the commander, CO, or OIC to the supporting PERSUPP DET/personnel office with the monthly list. The "Emergency Leave Start Date" should reflect the 10th day of the emergency leave period, to account for the 9 days of leave that can still be considered for HDP-T eligibility. The format for the letter will be:

From: Commanding Officer, Unit
To: Supporting PERSUPP DET
Subj: Additions to HDP-T Certification Report for Month of (Month, Year)
Ref: (a) MILPERSMAN 7220-075
Encl: (1) HDPT Certification Report # HDPT_UIC-YYYYMMDD-HHMMSS

- (2) Emergency leave chit and travel claim ICO SVM A
- (3) Emergency leave chit and travel claim ICO SVM B

1. Per reference (a), the following members are eligible for payment of Hardship Duty Pay - Tempo (HDP-T) for the month of (Month, Year). They are not listed on the 220-days report from the PERSTEMPO system because their consecutive operational deployment days were broken by emergency leave. This memo corresponds with the HDP-T Certification Report in enclosure (1).

<u>Name</u>	<u>Emergency Leave Start Date</u>	<u>Emergency Leave Travel Stop Date</u>	<u>Manually Calculated Consecutive Deployment Days</u>
SVM A			
SVM B			

//s//

e. Personnel listed on 220-days report who are ineligible for HDP-T. Units may occasionally find that a member has been deployed for over 220-days and is listed on the 220-days report, but is ineligible for HDP-T due to portions of the deployment taking place in a CONUS or non-foreign OCONUS location. To ensure such members are not erroneously paid HDP-T, the command must submit a letter signed by the commander, CO, or OIC to the supporting PERSUPP DET/personnel office with the monthly HDP-T list, indicating which members are ineligible for HDP-T due to deployment location. The format for the letter will be:

From: Commanding Officer, Unit
To: Supporting PERSUPP DET

Subj: Deletion to HDP-T Certification Report for Month of
(Month, Year)

Ref: (a) MILPERSMAN 7220-075

Encl: (1) HDP-T Certification Report # HDPT_UIC-YYYYMMDD-HHMMSS

1. Per reference (a), the following members are ineligible for payment of Hardship Duty Pay - Tempo (HDP-T) for the month of (Month, Year) because they served all, or a portion of their deployment in a CONUS or non-foreign OCONUS location. This memo corresponds with the HDP-T Certification Report in enclosure (1).

<u>Name</u>	<u>SSN</u>	<u>Justification</u>
SVM A	Full SSN	CONUS IA
SVM B	Full SSN	CONUS Training for period (YYMMDD - YYMMDD)

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f. Per reference (k), United States Fleet Forces, as Executive Agent for IAs, will standardize application and oversee execution of HDP-T implementation for IAs Navy-wide; including appropriate vertical (i.e. echelon I to unit level) and horizontal (i.e., across echelon II commands) alignment of HDP-T processes and procedures for IAs. Guidance for IAs, both AC and RC, is provided in paragraph 7 of this article.

g. Navy special warfare (NSW) activities will enter PERSTEMPO data in Navy Standard Integrated Personnel System (NSIPS). Each month, each NSW UIC will utilize NSIPS to access a roster of their personnel who are eligible for HDP-T. Commanders, COs, and OICs will verify the monthly HDP-T eligibility list (over 220-days report). Commands will then reconcile any inaccuracies of the PERSTEMPO data in NSIPS. Following verification of the report and corrections to PERSTEMPO data in NSIPS, (as appropriate) commanders, COs, and OICs will sign the report and submit to the servicing PERSUPPP DET for processing and payment.

h. Sailors assigned to, and operationally deployed with Marine units will have PERSTEMPO events entered into an official PERSTEMPO tracking system, such as Marine Corps Total Force System (MCTFS) or the PERSTEMPO system. Per local command standard operating procedures, a validated and signed PERSTEMPO list of personnel eligible for HDP-T will be provided to the servicing PERSUPP DET for monthly HDP-T processing and payment. Validation must include a review of the Sailors leave and TDY to ensure there is no break in eligibility.

i. The process for correcting PERSTEMPO data discrepancies discovered **after** certification and payment of members on the original HDP-T list is as follows: Commands are responsible for correcting PERSTEMPO data in their respective systems (PERSTEMPO, NSIPS, and MCTFS), running the "HDP-T Corrections Report" (in the PERSTEMPO system) for the effected UIC, and submitting the appropriate transmittal official correspondence with the corrections report attached. Commands will submit their certified correction information to the servicing PERSUPP DET/personnel office for members to be paid or for recoupment of payment.

7. **Guidance for Individual Augmentees (IAs)**. Due to the unique nature of individual augmentation requirements, special considerations and guidance are provided:

a. IAs with an ultimate duty station in a CONUS or non-foreign OCONUS area (as defined in paragraph 2b), although on an operational deployment event, are wholly ineligible for HDP-T per references (d) and (e), unless further deployed to a foreign OCONUS location for a period of 221 or more days and they meet the eligibility requirements in paragraph 2.

b. Even when the ultimate duty station is in a foreign OCONUS location, days deployed in the following locations (e.g., to complete training or in- or out-processing) will not count towards HDP-T eligibility:

(1) CONUS.

(2) Non-foreign OCONUS areas, including the states of Hawaii and Alaska, the Commonwealths of Puerto Rico and Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands).

Note: The day of travel from CONUS or non-foreign OCONUS area to foreign OCONUS location shall count as an operationally deployed day; the day of return to CONUS or non-foreign OCONUS area does not.

c. Guidelines for TDY are outlined in paragraph 5e of this article.

d. Depending on the location of the foreign OCONUS operational deployment, IAs may be eligible to take various forms of leave or administrative absence. Like unit deployments, some forms pause or stop the operational deployment event, and some do not. If the operational deployment event is stopped, this break in consecutive deployment days will likely impact eligibility for HDP-T. The below clarifications are in addition to those in paragraph 5 of this article:

(1) The following events are not counted as deployed time and will stop an operational deployment event:

(a) Chargeable leave for any period greater than 9 days will reset the member's operational deployment counter to zero on the 10th day.

(b) Chargeable R&R leave for any period greater than 9 days will reset the member's operational deployment counter to zero on the 10th day.

(c) Post deployment/mobilization respite absence of any length.

(2) Non-Chargeable R&R is counted as deployed time and does **not** stop the operational deployment event.

e. Procedures for paying HDP-T to IAs. Eligible IAs will be paid HDP-T post-deployment vice monthly. This is not a lump-sum type payment. As such, payments will be posted/processed as delayed monthly payments by PERSUPP DETs and Defense Finance and Accounting Services (DFAS) to ensure appropriate taxation, including the application of any combat zone tax exclusion benefit. PERSUPP DETs may accept HDP-T verification for IAs from a Navy mobilization processing site (NMPS) OIC/CO or a parent command OIC/CO of an active duty IA.

(1) CO Verification Process: The PERSTEMPO system shall not be utilized as the authoritative source for consecutive deployment days of IAs. Instead, as part of the verification process, the OIC/CO shall compute overall HDP-T eligibility and number of days eligible by referencing official documents and sources. The screening and eligibility/non-eligibility of an IA who was on orders for over 220 days in a foreign OCONUS location shall be documented on NAVPERS 1070/613 Administrative Remarks (page 13). NAVPERS 1070/613 shall be retained by commands (with any supporting documentation) and are auditable documents. To complete HDP-T verification, COs shall reference:

(a) Endorsed orders (vice the PERSTEMPO system) for dates member was operationally deployed in eligible geographic location;

(b) Master military pay account for any leave taken and how long;

(c) Defense Travel System for any disqualifying TDY performed and duration/location;

and shall address these items in detail on the NAVPERS 1070/613. Paragraph 5 of this article includes other circumstances that need to be screened for and potentially addressed on NAVPERS 1070/613. NAVPERS 1070/613 may be accessed by using the following Web address: [http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201070-613%20\(Rav.%2008-2012\) RE.pdf](http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201070-613%20(Rav.%2008-2012) RE.pdf). An HDP-T NAVPERS 1070/613 template is provided:

Subject: HARDSHIP DUTY PAY-TEMPO (HDP-T) ELIGIBILITY
DETERMINATION

Member served on active duty on an operational deployment in support of contingency operations in non-PCS status per BUPERS order _____.

Member served in the following foreign OCONUS location (name of location) from (date member departed CONUS) to (date member returned CONUS). Location is/is not a combat zone tax exclusion area.

*For HDP-T, date of departure from CONUS counts as a day deployed; date of return to CONUS does **NOT**).

Member reached 221 days in this location on: _____.

Member did/did not take leave. List leave type and inclusive dates and explain impact on eligibility: _____.

Member did/did not perform TDY. List location/s of TDY and inclusive dates and explain impact on eligibility _____.

List any other events, with inclusive dates, that impact member's HDP-T eligibility; as per paragraph 5 of MILPERSMAN 7220-075 _____.

Per this review and per MILPERSMAN 7220-075, member has/has not earned HDP-T for the following time period/s:

HDP-T Start Date: _____

HDP-T Stop Date: _____

Tax Free Zone Start Date: _____

Tax Free Zone End Date: _____

Notes: _____

Member - Sign & Date

(2) Certification for payment shall be provided by the applicable command to the supporting PERSUPP DET in the following format:

From: Commanding Officer/Officer in Charge
To: Supporting PERSUPP DET or Personnel Office
Subj: INDIVIDUAL AUGMENTEE (IA) HDP-T CERTIFICATION REPORT
Ref: (a) MILPERSMAN 7220-075
Encl: (1) COMMAND IA HDP-T Eligibility List

1. Per references (a), the following member(s) in enclosure (1) are eligible for payment of Hardship Duty Pay - Tempo (HDP-T).

2. I certify that member(s) in enclosure (1) have been on an operational deployment for greater than 220 consecutive days with no breakage in days (i.e., leave).

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Notional enclosure:

'COMMAND NAME'						
INDIVIDUAL AUGMENTEE HARSHIP DUTY PAY - TEMPO CERTIFICATION LIST						
SSN	Name	Consecutive Days	Eff HDPT Start Date	Eff HDPT Stop Date	Tax Free Zone Start Date	Tax Free Zone End Date
999999999	DOE MARY JANE	264	140917	141030	140925	141030
999999999	KILROW JAKE DAVE	264	140917	141030	140917	141030
999999999	JONES TOM JACK	264	140917	141030	140917	141030

f. For a reservist who is no longer on active duty, the CO of the reservist's Navy operational support center (NOSC) shall provide verification as described above by completing the following steps:

(1) If the reservist was in a foreign OCONUS location for over 220 days, screen for eligibility/non-eligibility and document on NAVPERS 1070/613 as described in paragraph 7.e.(1) of this article.

(2) If eligible, complete a certification report memo as described in paragraph 7e(2) of this article, but addressed to DFAS vice the supporting PERSUPP DET or personnel office.

(3) Assist the reservist in completing DD Form 827 Application for Arrears in Pay and submit this form, along with the certification report memo, to DFAS at the following address:

Defense Finance and Accounting Center-CL Attention: Department JFLA 1240 East 9th St. Cleveland, OH 44199
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DD Form 827 may be accessed by using the following link provided:

<http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0500-0999.htm>.

g. **IAs That Comprise or Are Attached to Commissioned Navy Units.** CO/OIC of commissioned units shall submit eligible personnel for HDP-T IAW paragraph 7e through servicing PERSUPP DET as part of member's transfer or demobilization. NMPS CO/OIC (for those processed through NMPS for demobilization) or commissioned unit ISIC shall validate complete.

h. **IAs Transferring Between HDP-T Qualifying Deployments.** In the event that an IA remains operationally deployed between HDP-T qualifying deployments without an HDP-T reset event as defined in para 5 and paragraph 7c or 7d, the HDP-T counter and eligibility continues. In these rare cases, either the gaining or losing CO/OIC may submit via supporting PERSUPP DET for the completed orders set per paragraph 7e above.