

Entering Hardship Duty Pay (HDP-L (DA))

Introduction This guide provides procedures for a SPO to enter Hardship Duty Location Pay for Designated Areas (HDP-L (DA)) in Direct Access (DA).

References (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [DoD FMR Vol 7-A, Chap. 17](#)

Important Information Hardship Duty Location Pay for Designated Areas (HDP-L (DA)) is payable to both officers and enlisted members for either PCS or TDY over 30 days in designated areas.

The maximum HDP-L (DA) that may be paid to an individual member in any one month is \$150.

[DoD Memo dtd 20 Sep 2017 for updated authorized locations and rates](#)

Note: New HDP-L (DA) rates, effective 25 September 2017, are highlighted in yellow in the memo's enclosure. Rate increases are effective 1 October 2017 and rate decreases are effective 1 January 2018. This allows localities experiencing a reduction a 3 month period to adjust to the reduced rates.

Known Issue Direct Access does not allow a payment for HDP-L (DA) and Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) to exceed \$325 in a month. Direct Access will deduct any dollar amount over \$325.

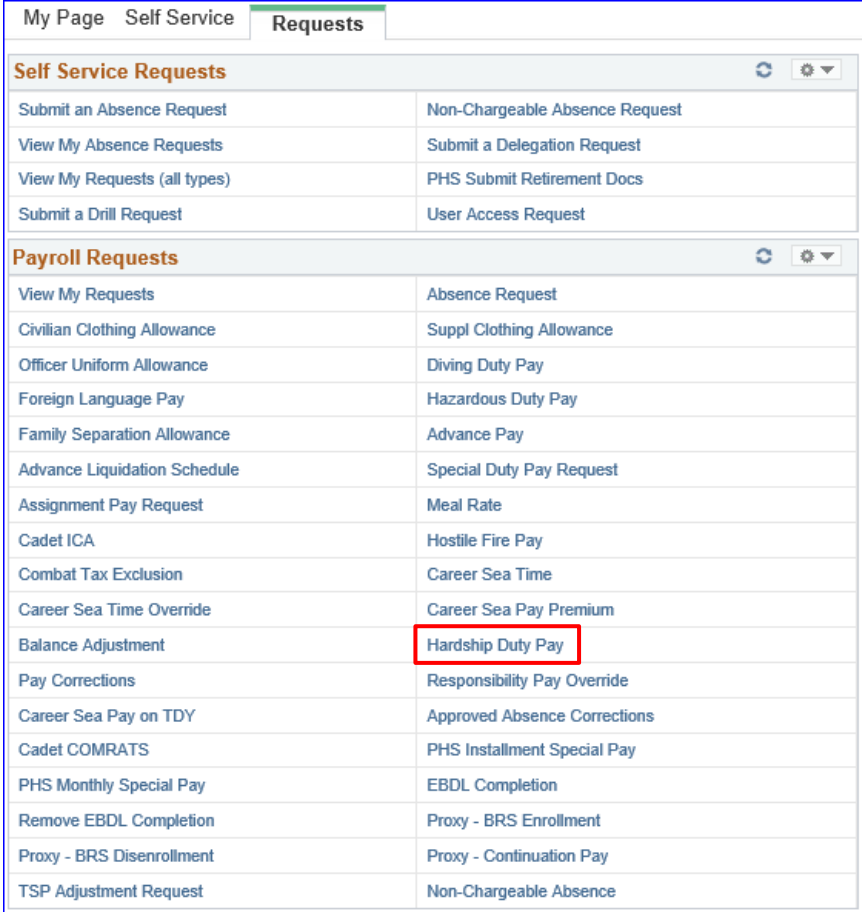
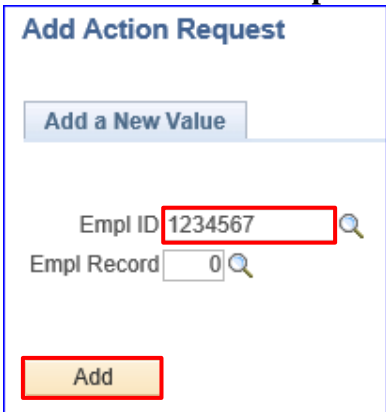
For example, a member was authorized HDP-L (DA) and HFP/IDP that also required a retro payment that spanned 5 pay periods. The total payment due the member should've been \$730, but due to the DA limit of \$325, DA issued a debt for the excess of \$405.

If a retro adjustment is required for HDP-L (DA) and HFP/IDP, a PPC Customer Care Ticket **must** be submitted requesting a retro adjustment be processed manually.

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Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures See below.

Step	Action
1	<p>From the Requests tab, select Hardship Duty Pay from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a list of options including 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Assignment Pay Request', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Balance Adjustment', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', 'Remove EBDL Completion', 'Proxy - BRS Disenrollment', and 'TSP Adjustment Request'. The 'Hardship Duty Pay' option is highlighted with a red box.</p>
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. There is a button labeled 'Add a New Value'. Below it, there are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom, there is a button labeled 'Add' highlighted with a red box.</p>

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Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action										
3	<p>The Submit Hardship Duty Pay Request page will display.</p> <div data-bbox="331 506 1385 1104" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hardship Duty Pay Request</p> <p><u>Chester Copperpot</u></p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter Amount. 4. Enter the Geographic Code. 5. Press Submit. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value=""/> <small>31</small></p> <p>End Date: <input type="text" value=""/> <small>31</small></p> <p>Amount: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> <p>Comment: <input type="text" value=""/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>										
4	<p>Enter the Begin Date (effective date of orders or PCS report date). Enter the End Date (this may be left blank if the end date is unknown).</p> <div data-bbox="331 1205 1385 1417" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 09/09/2019 <small>31</small></p> <p>End Date: <small>31</small></p> <p>Amount: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> </div>										
5	<p>Enter the Amount as directed by the DoD FMR, Vol 7-A, Chap 17, Figure 17.1. For this example, the current amount directed for Bahrain is \$50.</p> <div data-bbox="331 1518 1385 1731" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="09/09/2019"/> <small>31</small></p> <p>End Date: <input type="text" value=""/> <small>31</small></p> <p>Amount: 50.00</p> <p>Geographic Code: <input type="text" value=""/></p> </div> <table border="1" data-bbox="331 1765 1385 1910" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="background-color: #d3d3d3;">Combatant Command</th> <th style="background-color: #d3d3d3;">Country/Area Or Water Area</th> <th style="background-color: #d3d3d3;">HDP-L Rate (Current)</th> <th style="background-color: #d3d3d3;">HDP-L Rate (2017)</th> <th style="background-color: #d3d3d3;">*IDP Limited / Change / No Change</th> </tr> </thead> <tbody> <tr> <td>CENTCOM</td> <td style="border: 1px solid red;">Bahrain</td> <td style="border: 1px solid red;">\$50</td> <td style="background-color: yellow;">\$100</td> <td>Change</td> </tr> </tbody> </table>	Combatant Command	Country/Area Or Water Area	HDP-L Rate (Current)	HDP-L Rate (2017)	*IDP Limited / Change / No Change	CENTCOM	Bahrain	\$50	\$100	Change
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Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action
6	<p>Using the drop-down, select the appropriate Geographic Code.</p> <div data-bbox="331 528 1390 734" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 09/09/2019 <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Amount: 50.00</p> <p>Geographic Code: Bahrain <input type="button" value="v"/></p> </div>
7	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="331 815 1390 1402" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hardship Duty Pay Request</p> <p><u>Chester Copperpot</u></p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter Amount. 4. Enter the Geographic Code. 5. Press Submit. <div data-bbox="376 1084 1377 1263" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 09/09/2019 <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Amount: 50.00</p> <p>Geographic Code: Bahrain <input type="button" value="v"/></p> </div> <p>Comment: <input style="border: 1px solid red;" type="text" value="Enter any comments as appropriate."/></p> <p><input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action
8	<p>The action request will update to a Pending status and will be routed to the SPO tree for approval.</p> <div data-bbox="331 562 1390 1496" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hardship Duty Pay Request</p> <p><u>Chester Copperpot</u></p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter Amount. 4. Enter the Geographic Code. 5. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: 09/09/2019</p> <p>End Date:</p> <p>Amount: 50.00</p> <p>Geographic Code: Bahrain</p> </div> <p>Comment: <input type="text" value="Enter any comments as appropriate."/></p> <p> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>▼ Request Status Pending View/Hide Comments</p> <p>1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>▼ Comments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Chester Copperpot at 09/16/19 - 12:21 PM Enter any comments as appropriate.</p> </div> </div> </div>

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Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action																																																																																				
9	<p data-bbox="327 488 1380 629">Once approved, navigate to the member’s Element Assignment By Payee (EABP) page to verify the Hardship Duty Pay request processed correctly. Locate the Hardship Duty Pay – Location element and select HARDSHIP PAY to view the element details.</p> <p data-bbox="327 667 1284 741">Note: For more information on navigating and reviewing EABPs, see the Element Assignment By Payee user guide.</p> <div data-bbox="327 741 1391 1608" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="331 748 464 770">Assignments</p> <div data-bbox="343 779 1380 817"> ☰ <input type="text"/> 1-16 of 16 </div> <div data-bbox="343 828 614 869"> Elements Recipient </div> <table border="1" data-bbox="331 873 1380 1467"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>MA DONATION</td> <td>Mutual Assistance Donation</td> <td>999</td> <td>07/01/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>12/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>03/01/2016</td> <td>09/30/2016</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>10/01/2016</td> <td>02/28/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>04/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>HARDSHIP PAY</td> <td>Hardship Duty Pay - Location</td> <td>999</td> <td>09/09/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> <td>999</td> <td>04/04/2015</td> <td>05/06/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>HFP IDP</td> <td>Hostile Fire/Imminent Danger</td> <td>999</td> <td>09/09/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>10/27/2014</td> <td>05/06/2015</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>04/04/2015</td> <td>05/06/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2019</td> <td>09/30/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <div data-bbox="335 1489 877 1601" style="margin-top: 10px;"> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin-bottom: 5px;">Add New Assignment</div> <div style="display: flex; gap: 10px;"> Save Return to Search Notify Refresh </div> </div> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	MA DONATION	Mutual Assistance Donation	999	07/01/2012		<input checked="" type="checkbox"/>		ASSOC DUES	Association Dues	999	12/01/2016		<input checked="" type="checkbox"/>		SAVINGS	Savings	999	03/01/2016	09/30/2016	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	10/01/2016	02/28/2019	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	04/01/2019		<input checked="" type="checkbox"/>		HARDSHIP PAY	Hardship Duty Pay - Location	999	09/09/2019		<input checked="" type="checkbox"/>		CSEAPAY	Career Sea Pay	999	04/04/2015	05/06/2015	<input checked="" type="checkbox"/>		HFP IDP	Hostile Fire/Imminent Danger	999	09/09/2019		<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	10/27/2014	05/06/2015	<input type="checkbox"/>		DMR	Discount Meal Rate	999	04/04/2015	05/06/2015	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	09/01/2019	09/30/2019	<input checked="" type="checkbox"/>	
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Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action										
10	<p>The element details should match the entries and selections made in Steps 4-6.</p> <div data-bbox="331 526 1388 1550"> <p>Element Assignment By Payee</p> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Chester Copperpot</u></p> <p>Element Name HARSHIP PAY Hardship Duty Pay - Location Instance 1</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 09/09/2019 End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date Previous End Date</p> <p>Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p>Amount Value 50.00</p> <p>Supporting &Element Overrides</p> <p>1-1 of 1 View All</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Character Value</th> <th>Numeric Value</th> <th>Date Value</th> </tr> </thead> <tbody> <tr> <td>CG VR HFP IDP AREA</td> <td>Hostile Fire/Immi Danger Areas</td> <td>BHR</td> <td></td> <td></td> </tr> </tbody> </table> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p> </div>	Element Name	Description	Character Value	Numeric Value	Date Value	CG VR HFP IDP AREA	Hostile Fire/Immi Danger Areas	BHR		
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