

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

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

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

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**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.

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**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.

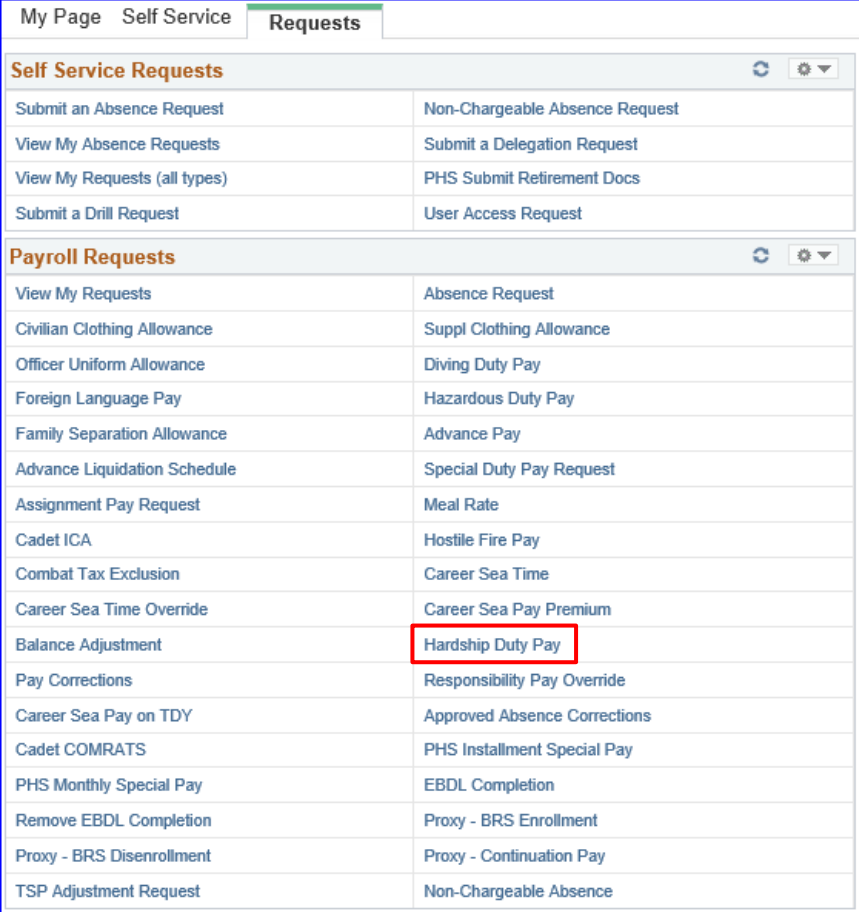
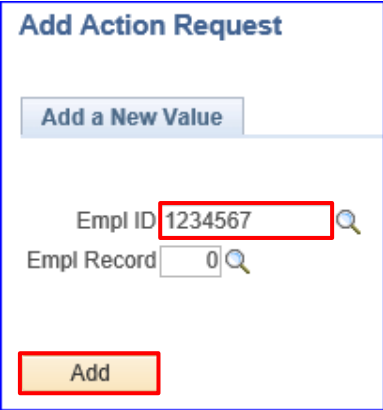
If a retro adjustment is required for HDP-L (DA) and HFP/IDP, a PPC Customer Care Ticket **must** be submitted requesting a retro adjustment be processed manually.

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

Procedures See below.

Step	Action
1	<p>From the Requests tab, select <b>Hardship Duty Pay</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Underneath, there are two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a list of options, with 'Hardship Duty Pay' highlighted by a red rectangular box.</p>
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button 'Add a New Value' at the top. Below it, there are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with a search icon. At the bottom of the form, there is a yellow 'Add' button highlighted with a red rectangular 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 1390 1104" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hardship Duty Pay Request</p> <p><u>Chester Copperpot</u></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter Amount.</li> <li>4. Enter the Geographic Code.</li> <li>5. Press Submit.</li> </ol> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p><b>Request Details</b></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=""/> <small>▼</small></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 <b>Begin Date</b> (effective date of orders or PCS report date). Enter the <b>End Date</b> (this may be left blank if the end date is unknown).</p> <div data-bbox="331 1205 1390 1417" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></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: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/> <small>▼</small></p> </div>										
5	<p>Enter the <b>Amount (Do NOT use \$)</b> as directed by the <a href="#">DoD FMR, Vol 7-A, Chap 17, Figure 17.1</a>. For this example, the current amount directed for Bahrain is \$50.</p> <div data-bbox="331 1518 1390 1731" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></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: <input type="text" value="50.00"/></p> <p>Geographic Code: <input type="text" value=""/> <small>▼</small></p> </div> <table border="1" data-bbox="331 1765 1390 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>Bahrain</td> <td>\$50</td> <td>\$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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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 <b>Geographic Code</b>.</p> <div data-bbox="331 524 1390 734" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: 09/09/2019 <input type="text" value="31"/></p> <p>End Date: <input type="text" value="31"/></p> <p>Amount: 50.00</p> <p>Geographic Code: <span style="border: 1px solid red; padding: 2px;">Bahrain</span> <input type="button" value="v"/></p> </div>
7	<p>Enter <b>comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="331 808 1390 1400" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hardship Duty Pay Request</p> <p><u>Chester Copperpot</u></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter Amount.</li> <li>4. Enter the Geographic Code.</li> <li>5. Press Submit.</li> </ol> <div data-bbox="373 1077 1378 1256" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: 09/09/2019 <input type="text" value="31"/></p> <p>End Date: <input type="text" value="31"/></p> <p>Amount: 50.00</p> <p>Geographic Code: Bahrain <input type="button" value="v"/></p> </div> <p>Comment: <span style="border: 1px solid red; padding: 5px; display: inline-block; width: 500px; height: 20px;">Enter any comments as appropriate.</span></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 <b>Pending</b> 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: 10px;"> <p><b>Action Request</b></p> <p>Submit Hardship Duty Pay Request</p> <p><u>Chester Copperpot</u></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter Amount.</li> <li>4. Enter the Geographic Code.</li> <li>5. Press Submit.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>Request Details</b></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 <b>Pending</b> <span style="float: right;">View/Hide Comments</span></p> <p>1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Pending</b></p> <p><span style="color: blue;">Multiple Approvers</span> CGHRSUP for User's SPO</p> </div> <p><b>Comments</b></p> <p><b>Chester Copperpot at 09/16/19 - 12:21 PM</b> Enter any comments as appropriate.</p> </div> </div>

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

Procedures,  
continued

Step	Action																																																																																				
9	<p>Once approved, navigate to the member’s <b>Element Assignment By Payee (EABP)</b> page to verify the Hardship Duty Pay request processed correctly. Locate the Hardship Duty Pay – Location element and select <b>HARDSHIP PAY</b> to view the element details.</p> <p><b>Note:</b> For more information on navigating and reviewing EABPs, see the <a href="#">Element Assignment By Payee</a> user guide.</p> <div data-bbox="328 741 1393 1608" style="border: 1px solid black; padding: 5px;"> <p><b>Assignments</b></p> <p>Elements Recipient</p> <table border="1"> <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> <p>Add New Assignment</p> <p>Save Return to Search Notify Refresh</p> </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="331 521 1390 1547"> <p><b>Element Assignment By Payee</b></p> <p><b>Element Detail</b></p> <p>Employee ID 1234567      Empl Record 0      Name <u>Chester Copperpot</u></p> <p>Element Name HARSHIP PAY      <b>Hardship Duty Pay - Location</b>      Instance 1</p> <p><b>Assignment Process Detail</b></p> <p><input checked="" type="checkbox"/> Assignment Is Active      Currency Code USD      US Dollar</p> <p>Process Order 999      <b>Begin Date 09/09/2019</b>      End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date      Previous End Date</p> <p>Updated in Payroll Run</p> <p><b>Calculation Information</b></p> <p>Calculation Rule Amount</p> <p>Amount Numeric</p> <p>Amount Element</p> <p>Amount Value <b>50.00</b></p> <p><b>Supporting &amp; Element Overrides</b></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><b>CG VR HFP IDP AREA</b></td> <td>Hostile Fire/Immi Danger Areas</td> <td>BHR</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Additional Overrides</b></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	<b>CG VR HFP IDP AREA</b>	Hostile Fire/Immi Danger Areas	BHR		
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