

## 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.

See MAS' webpage: [Pay Rates and Benefits \(uscg.mil\)](#) for the latest Hardship Duty Pay 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.

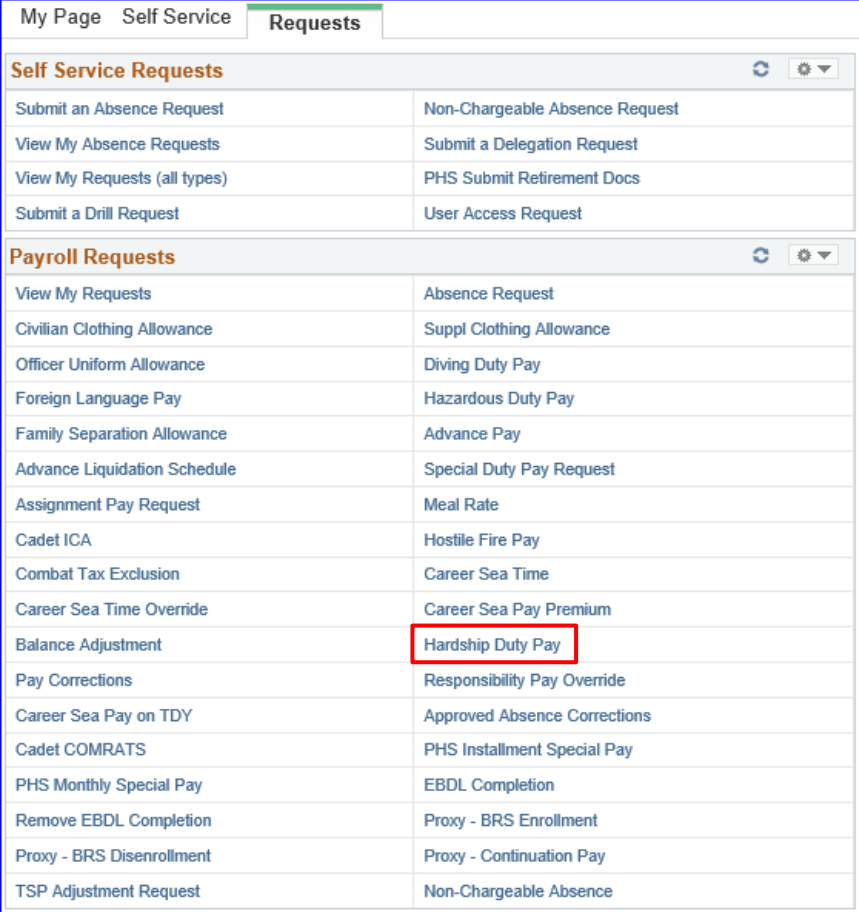
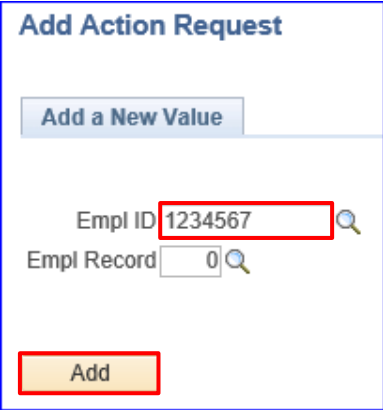
If a retro adjustment is required for HDP-L (DA) and HFP/IDP, a PPC Customer Care Ticket **must** be submitted requesting a retro adjustment be processed manually.

---

*Continued on next page*

# 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. 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 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'Special Duty Pay Request', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time', 'Career Sea Pay Premium', 'Hardship Duty Pay' (highlighted with a red box), 'Responsibility Pay Override', 'Approved Absence Corrections', 'PHS Installment Special Pay', 'EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - Continuation Pay', and 'Non-Chargeable Absence'.</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'. Below it, there are two input fields: 'Empl ID' with the value '1234567' (highlighted with a red box) and 'Empl Record' with the value '0'. At the bottom, there is an 'Add' button (highlighted with a red box).</p>

*Continued on next page*

## 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 1200 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 1727" 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 1760 1390 1906" 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
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							

*Continued on next page*

## 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="331 521 1390 734" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="09/09/2019"/> <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Amount: <input type="text" value="50.00"/></p> <p>Geographic Code: <input type="text" value="Bahrain"/> <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 1258" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="09/09/2019"/> <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Amount: <input type="text" value="50.00"/></p> <p>Geographic Code: <input type="text" value="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>

*Continued on next page*

# 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="331 555 1390 1496" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hardship Duty Pay Request</p> <hr/> <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> Multiple Approvers 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>

*Continued on next page*

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

Procedures,  
continued

Step	Action																																																																																				
9	<p data-bbox="327 488 1393 629">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 data-bbox="327 669 1283 741"><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="327 741 1393 1608" style="border: 1px solid black; padding: 5px;"> <p data-bbox="331 745 464 770"><b>Assignments</b></p> <div data-bbox="336 770 1385 824"> <span data-bbox="336 770 368 824">☰</span> <input data-bbox="400 770 427 824" type="text"/> <span data-bbox="1050 770 1077 824">◀</span> <span data-bbox="1098 770 1125 824">◀</span> <span data-bbox="1145 770 1262 824">1-16 of 16</span> <span data-bbox="1289 770 1316 824">▶</span> <span data-bbox="1337 770 1364 824">▶</span> </div> <div data-bbox="336 824 608 869"> <span data-bbox="336 824 464 869" style="background-color: #e0f0e0; padding: 2px;">Elements</span> <span data-bbox="496 824 608 869" style="padding: 2px;">Recipient</span> <span data-bbox="608 824 639 869">  ▶</span> </div> <table border="1" data-bbox="336 869 1385 1473"> <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="336 1496 874 1608" style="margin-top: 10px;"> <div data-bbox="336 1496 687 1541" style="background-color: #ccc; padding: 5px; margin-bottom: 5px;">Add New Assignment</div> <div data-bbox="336 1563 874 1608"> <span data-bbox="336 1563 432 1608" style="margin-right: 5px;">Save</span> <span data-bbox="432 1563 639 1608" style="margin-right: 5px;">Return to Search</span> <span data-bbox="639 1563 751 1608" style="margin-right: 5px;">Notify</span> <span data-bbox="751 1563 874 1608">Refresh</span> </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"/>	
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"/>																																																																																

*Continued on next page*

# 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><b>OK</b>    <b>Cancel</b>    <b>Refresh</b></p> </div>	Element Name	Description	Character Value	Numeric Value	Date Value	<b>CG VR HFP IDP AREA</b>	Hostile Fire/Immi Danger Areas	BHR		
Element Name	Description	Character Value	Numeric Value	Date Value							
<b>CG VR HFP IDP AREA</b>	Hostile Fire/Immi Danger Areas	BHR									