

Starting Hostile Fire Pay / Imminent Danger Pay

Introduction This guide provides procedures on starting Hostile Fire Pay / Imminent Danger Pay (HFP/IDP) for members in Direct Access (DA).

References (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [DoD FMR Vol 7-A, Chap 10](#)

Important Information

Hostile Fire Pay (HFP) – This entitlement is paid at the rate of \$225 per month. HFP is a special pay to compensate uniformed service members that have been subjected to hostile fire or explosion of hostile mines or were killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile actions.

Imminent Danger Pay (IDP) – The maximum monthly amount of IDP payable to a member for any month is \$225. IDP is a special pay to compensate uniformed service members who perform duty in a foreign area designated by the Secretary of Defense (SECDEF) as duty in which members are subject to the threat of physical harm or imminent danger on the basis of civil insurrection, civil war, terrorism, or wartime conditions.

Limitations on HFP/IDP – The combination of HFP and IDP shall not exceed \$225 for any calendar month. This special pay is in addition to any other pay and allowances to which a member may be entitled.

Known Issue

Direct Access does not allow a payment for HFP/IDP and Hardship Duty Pay for Location in a Designated Area (HDP-L (DA)) to exceed \$325 in a month. Direct Access will deduct any dollar amount over \$325.

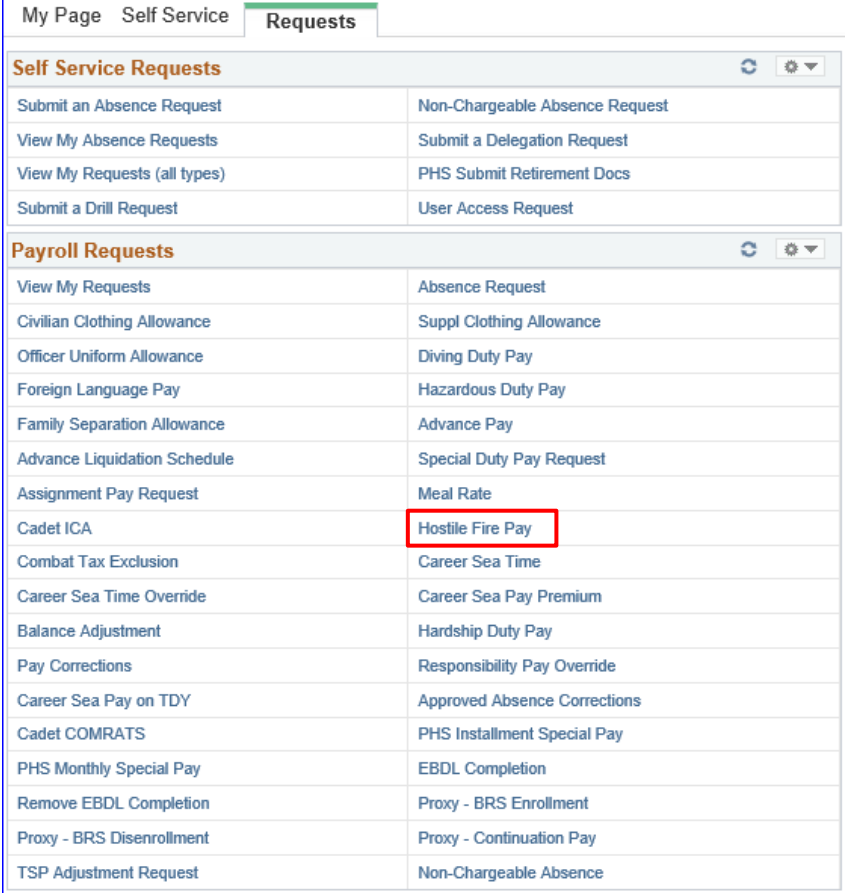
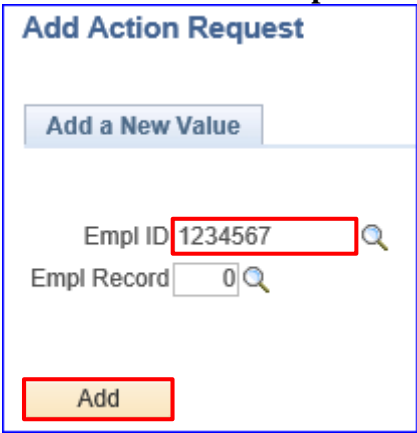
For example, a member was authorized HDP-L (DA) and HFP/IDP that also required a retro payment that spanned 5 pay periods. The total payment due the member should've been \$730, but due to the DA limit of \$325, DA issued a debt for the excess of \$405.

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

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Procedure See below.

Step	Action																																																
<p>1</p>	<p>From the Requests tab, select Hostile Fire Pay from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. It contains two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section is expanded, showing a list of request types. 'Hostile Fire Pay' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr><td>Submit an Absence Request</td><td>Non-Chargeable Absence Request</td></tr> <tr><td>View My Absence Requests</td><td>Submit a Delegation Request</td></tr> <tr><td>View My Requests (all types)</td><td>PHS Submit Retirement Docs</td></tr> <tr><td>Submit a Drill Request</td><td>User Access Request</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr><td>View My Requests</td><td>Absence Request</td></tr> <tr><td>Civilian Clothing Allowance</td><td>Suppl Clothing Allowance</td></tr> <tr><td>Officer Uniform Allowance</td><td>Diving Duty Pay</td></tr> <tr><td>Foreign Language Pay</td><td>Hazardous Duty Pay</td></tr> <tr><td>Family Separation Allowance</td><td>Advance Pay</td></tr> <tr><td>Advance Liquidation Schedule</td><td>Special Duty Pay Request</td></tr> <tr><td>Assignment Pay Request</td><td>Meal Rate</td></tr> <tr><td>Cadet ICA</td><td>Hostile Fire Pay</td></tr> <tr><td>Combat Tax Exclusion</td><td>Career Sea Time</td></tr> <tr><td>Career Sea Time Override</td><td>Career Sea Pay Premium</td></tr> <tr><td>Balance Adjustment</td><td>Hardship Duty Pay</td></tr> <tr><td>Pay Corrections</td><td>Responsibility Pay Override</td></tr> <tr><td>Career Sea Pay on TDY</td><td>Approved Absence Corrections</td></tr> <tr><td>Cadet COMRATS</td><td>PHS Installment Special Pay</td></tr> <tr><td>PHS Monthly Special Pay</td><td>EBDL Completion</td></tr> <tr><td>Remove EBDL Completion</td><td>Proxy - BRS Enrollment</td></tr> <tr><td>Proxy - BRS Disenrollment</td><td>Proxy - Continuation Pay</td></tr> <tr><td>TSP Adjustment Request</td><td>Non-Chargeable Absence</td></tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	Special Duty Pay Request	Assignment Pay Request	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	Pay Corrections	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	TSP Adjustment Request	Non-Chargeable Absence
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<p>2</p>	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows the 'Add Action Request' form. It has a button 'Add a New Value' at the top. Below it 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, the 'Add' button is highlighted with a red box.</p>																																																

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Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,
continued

Step	Action
3	<p>The Submit Hostile Fire Pay Request page will display.</p> <div data-bbox="352 524 1390 1093" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p>Chester Copperpot</p> <p><u>Hostile Fire or Imminent Danger Pay Request</u></p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text"/> <small>31</small></p> <p>End Date: <input type="text"/> <small>31</small></p> <p>Geographic Code: <input type="text"/> <small>▼</small></p> <p>Comment: <input style="width: 100%; height: 30px;" type="text"/></p> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>
4	<p>Enter the Begin Date. Enter the End Date (this may be left blank if the end date is unknown).</p> <div data-bbox="352 1205 1390 1774" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p>Chester Copperpot</p> <p><u>Hostile Fire or Imminent Danger Pay Request</u></p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: 09/09/2019 <small>31</small></p> <p>End Date: <small>31</small></p> <p>Geographic Code: <input type="text"/> <small>▼</small></p> <p>Comment: <input style="width: 100%; height: 30px;" type="text"/></p> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>

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Procedure,
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Step	Action
5	<p>Using the drop-down, select the appropriate Geographic Code as found in DoD FMR Vol 7-A, Chap 10, Figure 10-1.</p> <div data-bbox="352 562 1390 1128" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p>Chester Copperpot</p> <p>Hostile Fire or Imminent Danger Pay Request</p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="09/09/2019"/> <small>BT</small></p> <p>End Date: <input type="text"/> <small>BT</small></p> <p>Geographic Code: Bahrain ▼</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>
6	<p>Enter any comments as appropriate and then click Submit.</p> <div data-bbox="352 1205 1390 1771" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p>Chester Copperpot</p> <p>Hostile Fire or Imminent Danger Pay Request</p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="09/09/2019"/> <small>BT</small></p> <p>End Date: <input type="text"/> <small>BT</small></p> <p>Geographic Code: <input type="text" value="Bahrain"/> ▼</p> <p>Comment: Member arrived in country and deployed as part of XxXx Team Alpha.</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>

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Procedure,
continued

Step	Action
7	<p>The Request Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="352 562 1390 1444" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p>Hostile Fire or Imminent Danger Pay Request</p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. 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>Geographic Code: Bahrain</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Member arrived in country and deployed as part of XxXx Team Alpha."/></p> <p style="margin-top: 5px;"> <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>Approvers</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; margin-bottom: 5px;"> <p>Chester Copperpot at 09/16/19 - 12:08 PM</p> <p>Member arrived in country and deployed as part of XxXx Team Alpha.</p> </div> </div> </div>

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Starting Hostile Fire Pay / Imminent Danger Pay, Continued


Procedure,
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Step	Action																																																																																				
8	<p>Once approved, navigate to the member’s Element Assignment By Payee (EABP) page to verify the Hostile Fire Pay request processed correctly. Locate the Hostile Fire/Imminent Danger element and select HFP IDP to view the element details.</p> <p>Note: For more information on navigating and reviewing EABPs, see the Element Assignment By Payee user guide.</p> <div data-bbox="352 741 1385 1585" style="border: 1px solid black; padding: 5px;"> <p>Assignments</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> <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 style="border: 2px solid red;"> <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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Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,
continued

Step	Action
9	<p>The element details should match the entries and selections made in Steps 4-5.</p> <div data-bbox="352 524 1390 1391" style="border: 1px solid blue; padding: 5px;"> <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 HFP IDP Hostile Fire/Imminent Danger 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 Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>Payroll Results User Fields</p> <p>HDP IDP Location BHR</p> <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>