

## Starting Hostile Fire Pay / Imminent Danger Pay

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**Introduction** This guide provides procedures on starting Hostile Fire Pay / Imminent Danger Pay (HFP/IDP) for members 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 10](#)
- (c) [Imminent Danger Area Designations Memo dtd 04/21/2020](#)

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**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.

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**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.

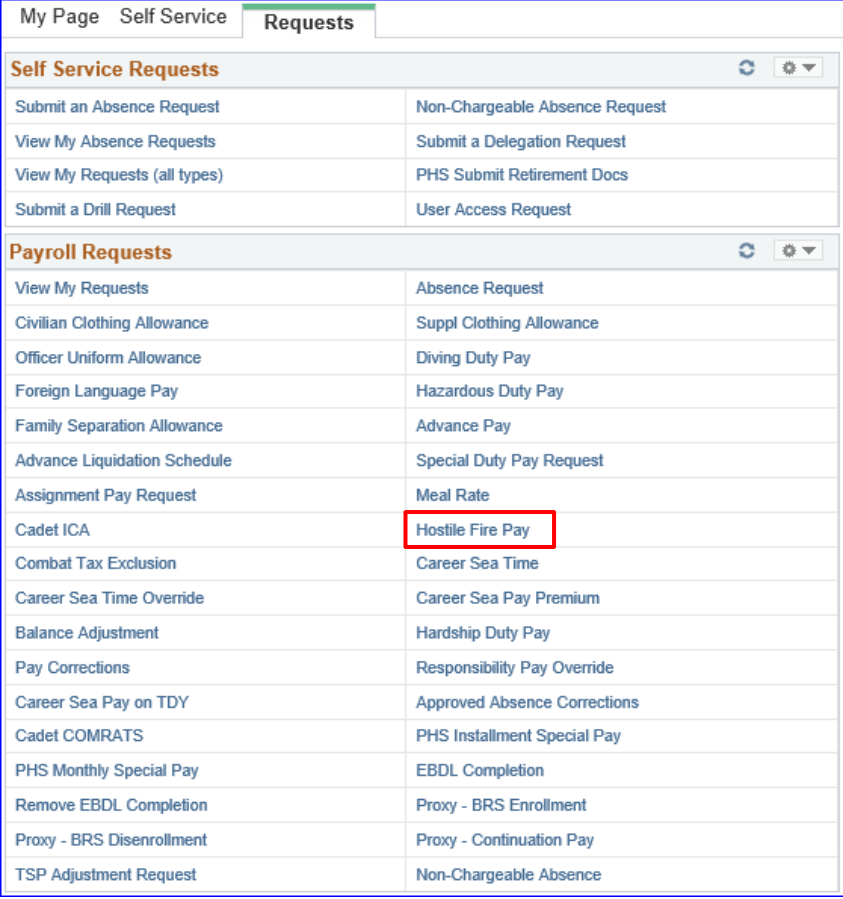
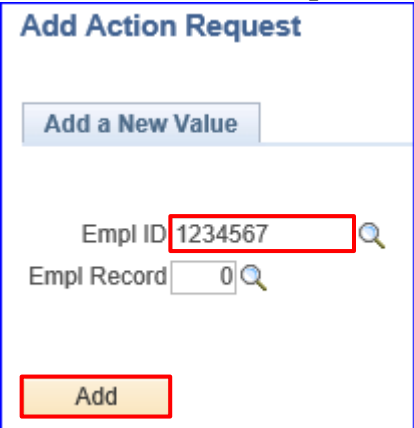
If a retro adjustment is required for HDP-L (DA) and/or HFP/IDP, a PPC Customer Care Ticket **must** be submitted requesting a retro adjustment be processed manually.

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# Starting Hostile Fire Pay / Imminent Danger Pay, Continued

**Procedure** See below.

Step	Action
<p><b>1</b></p>	<p>From the Requests tab, select <b>Hostile Fire Pay</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests'. Below this are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links, with 'Hostile Fire Pay' highlighted by a red box.</p>
<p><b>2</b></p>	<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 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 of the form is a yellow 'Add' button, which is highlighted with a red box.</p>

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## Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,  
continued

Step	Action
<p><b>3</b></p>	<p>The Submit Hostile Fire Pay Request page will display.</p> <div data-bbox="341 528 1374 1093" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p><b>Hostile Fire or Imminent Danger Pay Request</b></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter the Geographic Code.</li> <li>4. Press Submit.</li> </ol> <div data-bbox="384 801 1362 954" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value=""/> <small>BT</small></p> <p>End Date: <input type="text" value=""/> <small>BT</small></p> <p>Geographic Code: <input type="text" value=""/> <small>▼</small></p> </div> <p>Comment: <input type="text" value=""/></p> <p> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>
<p><b>4</b></p>	<p>Enter the <b>Begin Date</b>. Enter the <b>End Date</b> (this may be left blank if the end date is unknown).</p> <div data-bbox="341 1211 1374 1776" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p><b>Hostile Fire or Imminent Danger Pay Request</b></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter the Geographic Code.</li> <li>4. Press Submit.</li> </ol> <div data-bbox="384 1485 1362 1637" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="09/09/2019"/> <small>BT</small></p> <p>End Date: <input type="text" value=""/> <small>BT</small></p> <p>Geographic Code: <input type="text" value=""/> <small>▼</small></p> </div> <p>Comment: <input type="text" value=""/></p> <p> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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## Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,  
continued

Step	Action
5	<p>Using the drop-down, select the appropriate <b>Geographic Code</b> as found in <a href="#">DoD FMR Vol 7-A, Chap 10, Figure 10-1</a>.</p> <div data-bbox="339 566 1374 1133" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hostile Fire Pay Request</p> <p><a href="#">Chester Copperpot</a></p> <p><b>Hostile Fire or Imminent Danger Pay Request</b></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter the Geographic Code.</li> <li>4. Press Submit.</li> </ol> <div data-bbox="384 842 1362 987" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="09/09/2019"/> <small>BT</small></p> <p>End Date: <input type="text"/></p> <p>Geographic Code: <input type="text" value="Bahrain"/> <small>▼</small></p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
6	<p>Enter any <b>comments</b> as appropriate and then click <b>Submit</b>.</p> <div data-bbox="339 1207 1374 1771" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hostile Fire Pay Request</p> <p><a href="#">Chester Copperpot</a></p> <p><b>Hostile Fire or Imminent Danger Pay Request</b></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter the Geographic Code.</li> <li>4. Press Submit.</li> </ol> <div data-bbox="384 1480 1362 1626" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="09/09/2019"/> <small>BT</small></p> <p>End Date: <input type="text"/></p> <p>Geographic Code: <input type="text" value="Bahrain"/> <small>▼</small></p> </div> <p>Comment: <input type="text" value="Member arrived in country and deployed as part of XxXx Team Alpha."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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## Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,  
continued

Step	Action
7	<p>The Request Status will update to <b>Pending</b> and the request will be routed to the SPO tree for approval.</p> <div data-bbox="341 566 1374 1447" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p><b>Hostile Fire or Imminent Danger Pay Request</b></p> <ol style="list-style-type: none"> <li>1. Enter the BEGIN date.</li> <li>2. Enter the END date.</li> <li>3. Enter the Geographic Code.</li> <li>4. Press Submit.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p><b>Request Details</b></p> <p>Begin Date: 09/09/2019</p> <p>End Date:</p> <p>Geographic Code: Bahrain</p> </div> <p>Comment: <input type="text" value="Member arrived in country and deployed as part of XxXx Team Alpha."/></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: 5px 0;"> <p>Request Status <b>Pending</b> <span style="float: right;">View/Hide Comments</span></p> <p><b>Approvers</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p><b>Comments</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p><b>Chester Copperpot at 09/16/19 - 12:08 PM</b></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,  
continued

Step	Action																																																																																				
8	<p data-bbox="339 501 1366 636">Once approved, navigate to the member's <b>Element Assignment By Payee</b> (EABP) page to verify the Hostile Fire Pay request processed correctly. Locate the Hostile Fire/Imminent Danger element and select <b>HFP IDP</b> to view the element details.</p> <p data-bbox="339 680 1294 748"><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="339 748 1374 1592" style="border: 1px solid black; padding: 5px;"> <p data-bbox="344 754 469 777"><b>Assignments</b></p> <div data-bbox="360 790 1342 819"> <span>☰</span> <input type="text" value="Q"/> <span>◀</span> <span>▶</span> 1-16 of 16 <span>▼</span> <span>▶</span> <span>▶</span> </div> <div data-bbox="360 837 644 869"> <span style="background-color: #e0f0e0; padding: 2px;">Elements</span> <span style="border-bottom: 1px solid black; padding: 2px;">Recipient</span> <span>  ▶</span> </div> <table border="1" data-bbox="344 882 1366 1458"> <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> <div data-bbox="344 1480 871 1585" style="margin-top: 10px;"> <div style="background-color: #e0e0e0; padding: 5px; width: fit-content; margin-bottom: 5px;">Add New Assignment</div> <div style="display: flex; gap: 10px;"> <span style="background-color: #e0e0e0; padding: 2px 10px;">Save</span> <span style="background-color: #e0e0e0; padding: 2px 10px;">Return to Search</span> <span style="background-color: #e0e0e0; padding: 2px 10px;">Notify</span> <span style="background-color: #e0e0e0; padding: 2px 10px;">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"/>	
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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="341 528 1374 1391" style="border: 1px solid black; padding: 5px;"> <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 HFP IDP      <span style="border: 1px solid red; padding: 2px;">Hostile Fire/Imminent Danger</span>      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      <span style="border: 1px solid red; padding: 2px;">Begin Date 09/09/2019</span>      <span style="border: 1px solid red; padding: 2px;">End Date</span></p> <p><input type="checkbox"/> Allow Batch Update of End Date      Previous End Date Updated in Payroll Run</p> <p><b>Calculation Information</b></p> <p>Calculation Rule Amount</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p><b>Payroll Results User Fields</b></p> <p><span style="border: 1px solid red; padding: 2px;">HDP IDP Location BHR</span></p> <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> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>