

Start Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB)

Introduction This guide provides the procedures for a SPO to start Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB) in Direct Access (DA).

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)

Important Information A minimum of three operational HAZPAY-VB boarding evolutions per calendar month must be performed in order for boarding team and boat crew members to be eligible for HAZPAY-VB pay that month.

Procedures See below.

Step	Action
1	<p>Select Hazardous Duty Pay from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Hazardous Duty Pay' is highlighted with a red rectangular box.</p>

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Start Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB), Continued

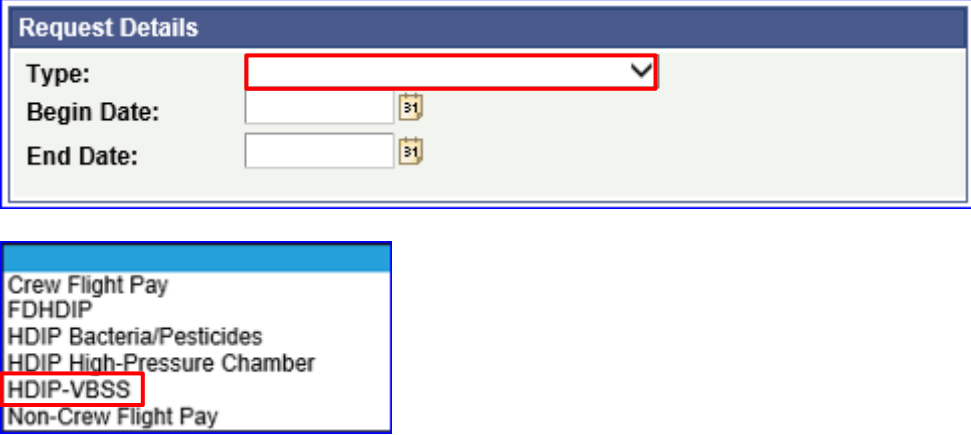
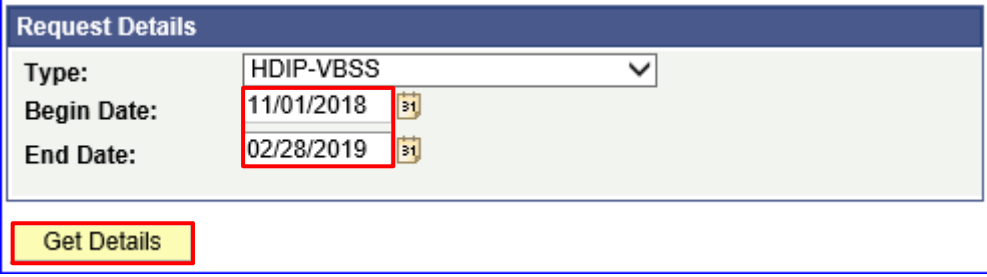

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> <div data-bbox="328 573 746 1008" style="border: 1px solid blue; padding: 5px;"> <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID <input style="border: 1px solid red;" type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p>Add</p> </div>
3	<p>The Submit Hazardous Duty Incentive Pay action request will display. Review the instructions provided at the top of the page.</p> <div data-bbox="328 1120 1385 1888" style="border: 1px solid blue; padding: 5px;"> <p>Submit Hazardous Duty Incentive Pay</p> <p>Quinzel, Harleen</p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <ol style="list-style-type: none"> 1. Choose a Type. 2. High-Pressure Chamber HDIP is payable at a monthly rate, member must qualify/re-qualify on a monthly basis. Ensure the requirements listed in Ch. 5.D. of the CG PAYMAN are met before starting entitlement. 3. Enter a Begin Date. For Crew Flight Pay and Noncrew Flight Pay, the Begin Date should be the effective date of the member's orders. For FDHDIP and HDIP-VBSS, the Begin Date should normally be the first day of the month; however, if a member newly reports PCS during the month, or a reservist enters on active duty orders during the month, the Begin Date shall be the date the member reported under orders. 4. Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and there will be no End Date. Noncrew Flight Pay orders normally have an End Date of the last day of the month. For FDHDIP and HDIP-VBSS, the End Date should normally be the last day of the month; however, if the member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs. 5. Click Get Details to view the amount. 6. Enter comments and submit for approval. </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Request Details</p> <p>Type: <input type="text" value=""/> </p> <p>Begin Date: <input type="text" value=""/> </p> <p>End Date: <input type="text" value=""/> </p> <p>Get Details</p> </div> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Request Information</p> <p>Amount: <input type="text" value=""/></p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p>Submit Resubmit Withdraw</p> </div> </div>

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Start Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB), Continued

Procedures,
continued

Step	Action
4	<p>Using the Type drop-down, select HDIP-VBSS.</p>  <p>The screenshot shows a 'Request Details' form with a 'Type' dropdown menu open. The dropdown list includes: Crew Flight Pay, FDHDIP, HDIP Bacteria/Pesticides, HDIP High-Pressure Chamber, HDIP-VBSS (highlighted with a red box), and Non-Crew Flight Pay. The 'Begin Date' and 'End Date' fields are also visible but empty.</p>
5	<ul style="list-style-type: none"> • Enter the Begin Date. This should normally be the first day of the month; however, if a member reports PCS during the middle of the month or a Reservist enters on active duty orders during the middle of the month, the Begin Date shall be the date the member reported under orders. • Enter an End Date if applicable. This should normally be the last day of the month; however, if a member departs PCS or is released from active duty during the middle of the month, the End Date shall be the date the member departs. <p>Click Get Details.</p>  <p>The screenshot shows the 'Request Details' form with 'Type' set to 'HDIP-VBSS', 'Begin Date' set to '11/01/2018', and 'End Date' set to '02/28/2019'. A red box highlights the 'Get Details' button.</p>
6	<p>The Request Information section will populate with the HAZPAY monthly amount to be paid to the member.</p>  <p>The screenshot shows the 'Request Information' section with the text 'Amount: \$150'.</p>

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Start Hazardous Duty Pay for Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB), Continued

Procedures,
continued

Step	Action
7	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="331 613 1385 1379" style="border: 1px solid blue; padding: 5px;"> <p>Submit Hazardous Duty Incentive Pay</p> <p><u>Quinzel, Harleen</u></p> <ol style="list-style-type: none"> 1. Choose a Type. 2. High-Pressure Chamber HDIP is payable at a monthly rate, member must qualify/re-qualify on a monthly basis. Ensure the requirements listed in Ch. 5.D. of the CG PAYMAN are met before starting entitlement. 3. Enter a Begin Date. For Crew Flight Pay and Noncrew Flight Pay, the Begin Date should be the effective date of the member's orders. For FDHDIP and HDIP-VBSS, the Begin Date should normally be the first day of the month; however, if a member newly reports PCS during the month, or a reservist enters on active duty orders during the month, the Begin Date shall be the date the member reported under orders. 4. Enter an End Date if applicable. Crew Flight Pay orders are normally continuous and there will be no End Date. Noncrew Flight Pay orders normally have an End Date of the last day of the month. For FDHDIP and HDIP-VBSS, the End Date should normally be the last day of the month; however, if the member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs. 5. Click Get Details to view the amount. 6. Enter comments and submit for approval. <div style="background-color: #2e4a85; color: white; padding: 2px;">Request Details</div> <p>Type: HDIP-VBSS ▼</p> <p>Begin Date: 11/01/2018 [x]</p> <p>End Date: 02/28/2019 [x]</p> <p style="text-align: center;">Get Details</p> <div style="background-color: #2e4a85; color: white; padding: 2px;">Request Information</div> <p style="text-align: center;">Amount: \$150</p> <p>Comment: Enter comments as appropriate.</p> <p style="text-align: center;"> Submit Resubmit Withdraw </p> </div>
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 1491 1315 1861" style="border: 1px solid blue; padding: 5px;"> <p>▼ Request Status Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #eee; padding: 2px;">Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>▼ Comments</p> <div style="background-color: #eee; padding: 5px;"> <p>Harleen Quinzel at 11/29/18 - 9:22 AM Enter comments as appropriate.</p> </div> </div>