


# Start Flight Deck Hazardous Duty Pay (HAZPAY-FD)

**Introduction** This guide provides the procedures for a SPO to start Flight Deck Hazardous Duty Pay (HAZPAY-FD) in Direct Access (DA).

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

**Procedures** See below.

Step	Action																																														
1	<p>Select <b>Hazardous Duty Pay</b> 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 is expanded, showing a list of options. 'Hazardous Duty Pay' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="331 757 1220 1854"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td><a href="#">Submit an Absence Request</a></td> <td><a href="#">Non-Chargeable Absence Request</a></td> </tr> <tr> <td><a href="#">View My Absence Requests</a></td> <td><a href="#">Submit a Delegation Request</a></td> </tr> <tr> <td><a href="#">View My Requests (all types)</a></td> <td><a href="#">PHS Submit Retirement Docs</a></td> </tr> <tr> <td><a href="#">Submit a Drill Request</a></td> <td><a href="#">User Access Request</a></td> </tr> </tbody> </table> <table border="1" data-bbox="331 1048 1220 1854"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td><a href="#">View My Requests</a></td> <td><a href="#">Absence Request</a></td> </tr> <tr> <td><a href="#">Civilian Clothing Allowance</a></td> <td><a href="#">Suppl Clothing Allowance</a></td> </tr> <tr> <td><a href="#">Officer Uniform Allowance</a></td> <td><a href="#">Diving Duty Pay</a></td> </tr> <tr> <td><a href="#">Foreign Language Pay</a></td> <td><b><a href="#">Hazardous Duty Pay</a></b></td> </tr> <tr> <td><a href="#">Family Separation Allowance</a></td> <td><a href="#">Advance Pay</a></td> </tr> <tr> <td><a href="#">Advance Liquidation Schedule</a></td> <td><a href="#">SDAP</a></td> </tr> <tr> <td><a href="#">Meal Rate</a></td> <td><a href="#">Cadet ICA</a></td> </tr> <tr> <td><a href="#">Hostile Fire Pay</a></td> <td><a href="#">Combat Tax Exclusion</a></td> </tr> <tr> <td><a href="#">Career Sea Time</a></td> <td><a href="#">Career Sea Time Override</a></td> </tr> <tr> <td><a href="#">Career Sea Pay Premium</a></td> <td><a href="#">Balance Adjustment</a></td> </tr> <tr> <td><a href="#">Hardship Duty Pay</a></td> <td><a href="#">Pay Corrections</a></td> </tr> <tr> <td><a href="#">Responsibility Pay Override</a></td> <td><a href="#">Career Sea Pay on TDY</a></td> </tr> <tr> <td><a href="#">Approved Absence Corrections</a></td> <td><a href="#">Cadet COMRATS</a></td> </tr> <tr> <td><a href="#">PHS Installment Special Pay</a></td> <td><a href="#">PHS Monthly Special Pay</a></td> </tr> <tr> <td><a href="#">EBDL Completion</a></td> <td><a href="#">Remove EBDL Completion</a></td> </tr> <tr> <td><a href="#">Proxy - BRS Enrollment</a></td> <td><a href="#">Proxy - BRS Disenrollment</a></td> </tr> <tr> <td><a href="#">Proxy - Continuation Pay</a></td> <td><a href="#">Non-Chargeable Absence</a></td> </tr> </tbody> </table>	Self Service Requests		<a href="#">Submit an Absence Request</a>	<a href="#">Non-Chargeable Absence Request</a>	<a href="#">View My Absence Requests</a>	<a href="#">Submit a Delegation Request</a>	<a href="#">View My Requests (all types)</a>	<a href="#">PHS Submit Retirement Docs</a>	<a href="#">Submit a Drill Request</a>	<a href="#">User Access Request</a>	Payroll Requests		<a href="#">View My Requests</a>	<a href="#">Absence Request</a>	<a href="#">Civilian Clothing Allowance</a>	<a href="#">Suppl Clothing Allowance</a>	<a href="#">Officer Uniform Allowance</a>	<a href="#">Diving Duty Pay</a>	<a href="#">Foreign Language Pay</a>	<b><a href="#">Hazardous Duty Pay</a></b>	<a href="#">Family Separation Allowance</a>	<a href="#">Advance Pay</a>	<a href="#">Advance Liquidation Schedule</a>	<a href="#">SDAP</a>	<a href="#">Meal Rate</a>	<a href="#">Cadet ICA</a>	<a href="#">Hostile Fire Pay</a>	<a href="#">Combat Tax Exclusion</a>	<a href="#">Career Sea Time</a>	<a href="#">Career Sea Time Override</a>	<a href="#">Career Sea Pay Premium</a>	<a href="#">Balance Adjustment</a>	<a href="#">Hardship Duty Pay</a>	<a href="#">Pay Corrections</a>	<a href="#">Responsibility Pay Override</a>	<a href="#">Career Sea Pay on TDY</a>	<a href="#">Approved Absence Corrections</a>	<a href="#">Cadet COMRATS</a>	<a href="#">PHS Installment Special Pay</a>	<a href="#">PHS Monthly Special Pay</a>	<a href="#">EBDL Completion</a>	<a href="#">Remove EBDL Completion</a>	<a href="#">Proxy - BRS Enrollment</a>	<a href="#">Proxy - BRS Disenrollment</a>	<a href="#">Proxy - Continuation Pay</a>	<a href="#">Non-Chargeable Absence</a>
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# Start Flight Deck Hazardous Duty Pay (HAZPAY-FD), Continued


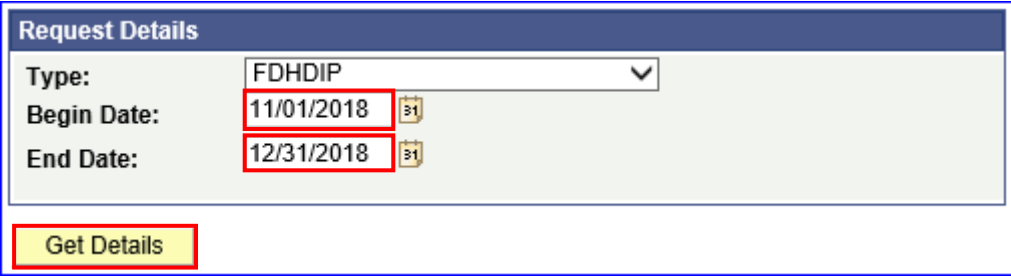

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> <div data-bbox="328 562 750 992" style="border: 1px solid blue; padding: 5px;"> <p><b>Add Action Request</b></p> <p><b>Add a New Value</b></p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p><b>Add</b></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 1106 1385 1877" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Hazardous Duty Incentive Pay</b></p> <p><a href="#">Welles, Wade</a></p> <div style="border: 1px solid red; padding: 5px;"> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>5. Click Get Details to view the amount.</li> <li>6. Enter comments and submit for approval.</li> </ol> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><b>Request Details</b></p> <p>Type: <input type="text" value="v"/></p> <p>Begin Date: <input type="text" value=""/> </p> <p>End Date: <input type="text" value=""/> </p> <p><b>Get Details</b></p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><b>Request Information</b></p> <p>Amount: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><b>Submit</b> <b>Resubmit</b> <b>Withdraw</b></p> </div> </div>

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# Start Flight Deck Hazardous Duty Pay (HAZPAY-FD), Continued

Procedures,  
continued

Step	Action
4	<p>Using the <b>Type</b> drop-down, select <b>FDHDIP</b>.</p>  <p>The screenshot shows a 'Request Details' form with a 'Type' dropdown menu set to 'FDHDIP'. Below it are 'Begin Date' and 'End Date' fields, both currently empty.</p>
5	<ul style="list-style-type: none"> <li>• Enter the <b>Begin Date</b>. This 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.</li> <li>• Enter an <b>End Date</b>. This should normally be the last day of the month; however, if a member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs.</li> </ul> <p>Click <b>Get Details</b>.</p>  <p>The screenshot shows the 'Request Details' form with 'Type' set to 'FDHDIP', 'Begin Date' set to '11/01/2018', and 'End Date' set to '12/31/2018'. A 'Get Details' button is highlighted below the form.</p>
6	<p>The <b>Request Information</b> section will populate with the HAZPAY-FD 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 Flight Deck Hazardous Duty Pay (HAZPAY-FD), Continued

Procedures,  
continued

Step	Action
7	<p>Enter <b>comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="331 562 1385 1330" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Hazardous Duty Incentive Pay</b></p> <p><u>Welles, Wade</u></p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>5. Click Get Details to view the amount.</li> <li>6. Enter comments and submit for approval.</li> </ol> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><b>Request Details</b></p> <p>Type: <input type="text" value="FDHDIP"/></p> <p>Begin Date: <input type="text" value="11/01/2018"/></p> <p>End Date: <input type="text" value="12/31/2018"/></p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p><b>Request Information</b></p> <p>Amount: \$150</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
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 1442 1315 1809" style="border: 1px solid blue; padding: 5px;"> <p>Request Status <b>Pending</b> <a href="#">View/Hide Comments</a></p> <p><b>Approvers</b></p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"> <p><b>Pending</b></p> <p> <a href="#">Multiple Approvers</a> CGHRSUP for User's SPO</p> </div> <p><b>Comments</b></p> <p><b>Wade Welles at 11/27/18 - 9:43 AM</b> Enter comments as appropriate.</p> </div>