

Start High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP)


Introduction This guide provides the procedures for the SPO to start High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP) in Direct Access (DA).

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

Important Information HAZPAY-HP payments are made on a monthly basis and the member must re-qualify for this incentive payment each month for it to be received. See reference (a) for information on the conditions that must be met to receive HAZPAY-HP.

A member entitled to HAZPAY-HP incentive pay along with Diving Duty Pay is not authorized to draw any additional hazardous duty pay for the same period.

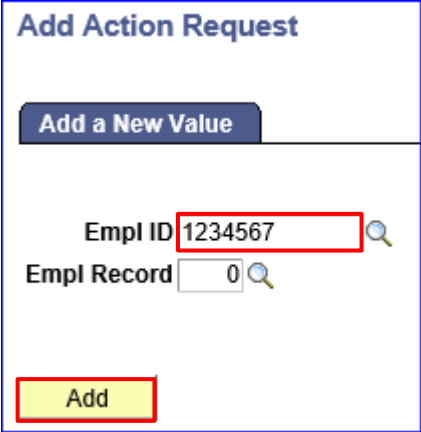
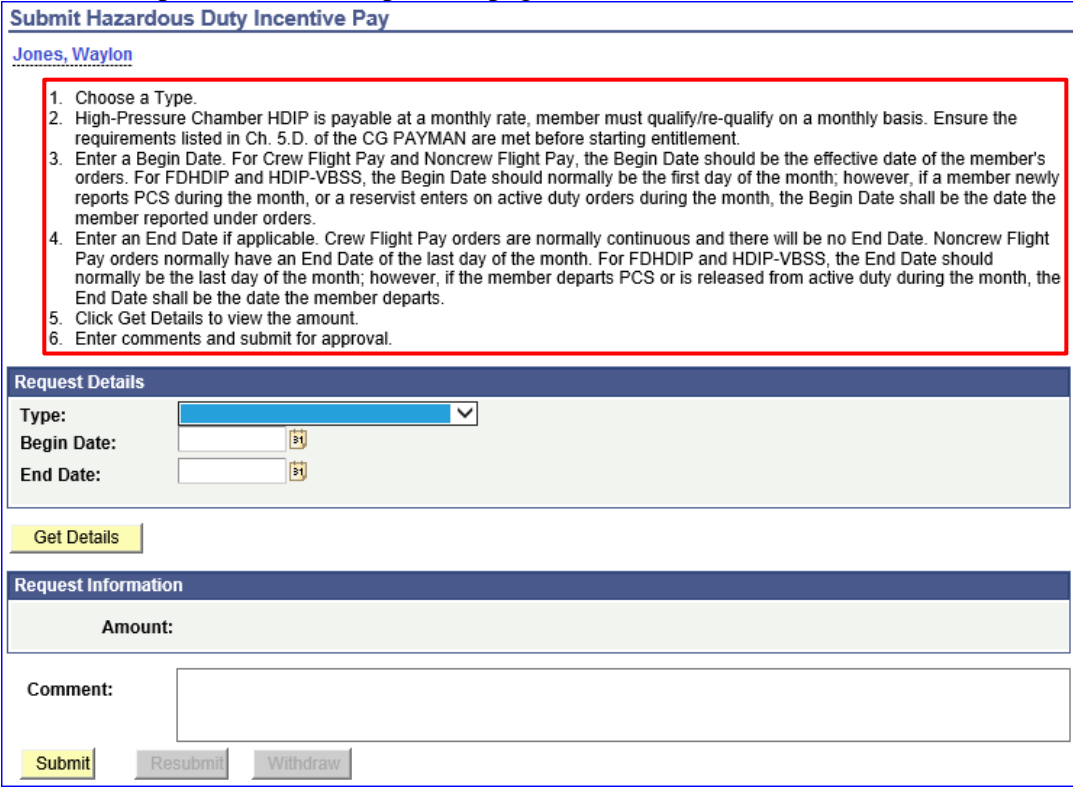
Procedures See below.

Step	Action
1	Select Hazardous Duty Pay from the Payroll Requests pagelet located on the Requests tab.
	

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Start High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP), Continued

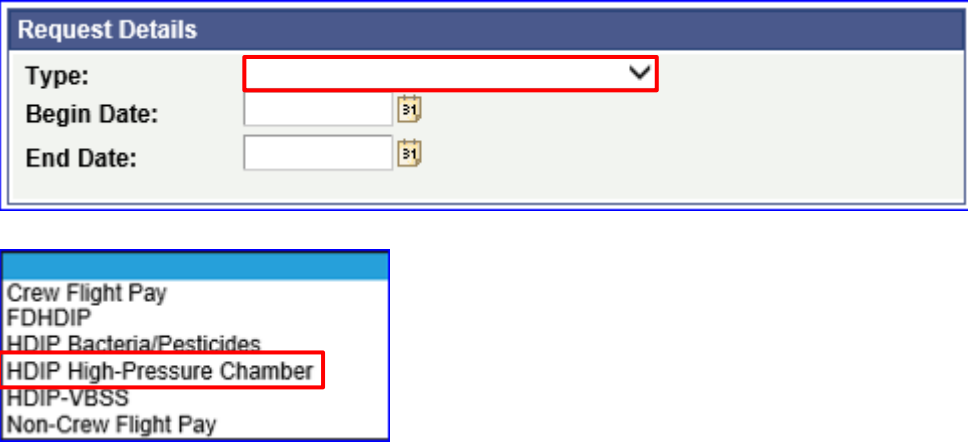
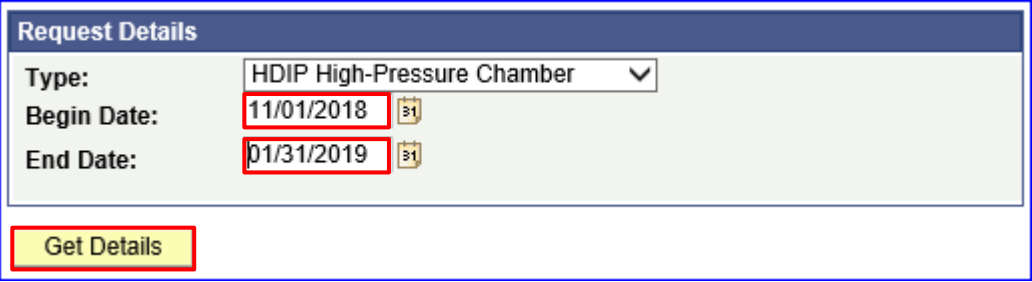

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Submit Hazardous Duty Incentive Pay action request will display. Review the instructions provided at the top of the page.</p> 

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Start High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP), Continued

Procedures,
continued

Step	Action
4	<p>Using the Type drop-down, select HDIP High-Pressure Chamber.</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 (highlighted with a red box), HDIP-VBSS, 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. 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 High-Pressure Chamber', 'Begin Date' set to '11/01/2018', and 'End Date' set to '01/31/2019'. A 'Get Details' button is highlighted with a red box.</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 High-Pressure Chamber Hazardous Duty Pay (HAZPAY-HP), Continued

Procedures,
continued

Step	Action
7	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="316 517 1393 1296" style="border: 1px solid blue; padding: 5px;"> <p>Submit Hazardous Duty Incentive Pay</p> <p><u>Jones, Waylon</u></p> <ol style="list-style-type: none"> Choose a Type. 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. 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. 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. Click Get Details to view the amount. Enter comments and submit for approval. <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p>Request Details</p> <p>Type: HDIP High-Pressure Chamber</p> <p>Begin Date: 11/01/2018</p> <p>End Date: 01/31/2019</p> <p>Get Details</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-top: 5px;"> <p>Request Information</p> <p>Amount: \$150</p> <p>Comment: Enter comments as appropriate.</p> <p>Submit Resubmit Withdraw</p> </div> </div>
8	<p>The action request will update to a Pending status be will be routed to the SPO tree for approval.</p> <div data-bbox="316 1408 1297 1776" style="border: 1px solid blue; padding: 5px;"> <p>Request Status Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Waylon Jones at 11/29/18 - 9:22 AM</p> <p>Enter comments as appropriate.</p> </div>