

Starting Hazardous Duty Pay

Introduction This guide provides the procedures for starting all types of Hazardous Duty Pay in Direct Access (DA).

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

Special Instructions Most Crew and Non-Crew Flight Pay **End Dates** should be entered as the last day of the month, except in certain circumstances stated below:

1. Transaction is input to reflect that the member's flight status has been suspended or terminated.
2. Member is transferred on PCS orders.
3. Member is separated (retirement, discharge, dismissal, resignation, release from active duty, or death).
4. Member enters a bad pay status (AWOL, civil confinement, appellate leave, excess leave, or total forfeiture of pay and allowances).

Please note: If a member's flight status is changed in DA, **the entitlement will shut off even if they are still entitled to pay.** In those circumstances, you will need to submit a trouble ticket to have the remainder of the pay processed manually for the member.

Important Information

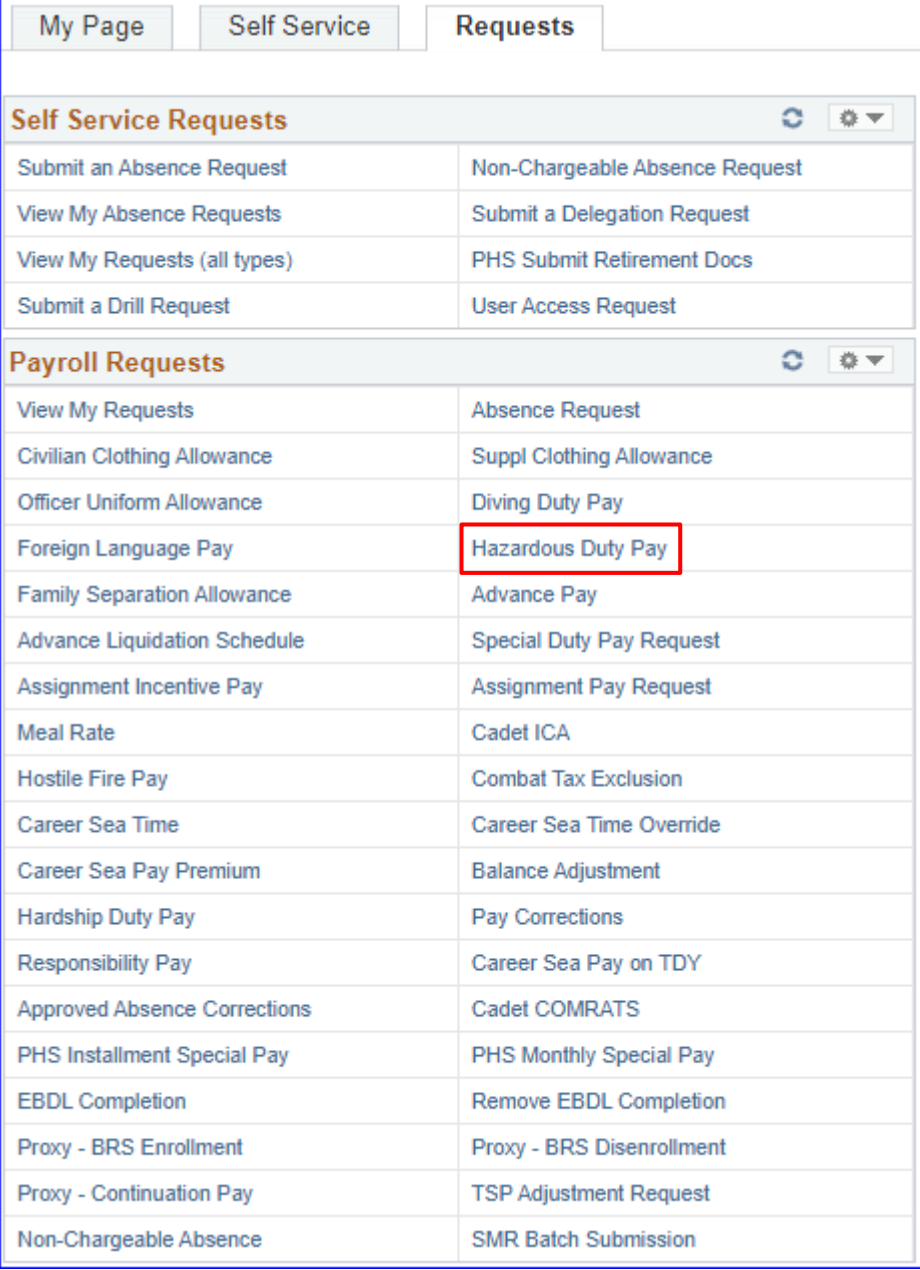
Types of Hazardous Duty Pay in DA:

- **Crew Flight Pay** – (HAZPAY)
 - **FDHDIP** – Flight Duty Hazardous Pay Incentive Pay (HAZPAY-FD)
 - **HDIP Bacteria/Pesticides** –
 - **HDIP High Pressure Chamber** – Hazardous Duty Incentive Pay (HAZPAY-HP)
 - **NOTE:** 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.
 - **HDIP-VBSS** – Hazardous Duty Incentive Pay-Visit, Board, Search and Seizure Boarding Teams (HAZPAY-VB)
NOTE: 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.
 - **Non-Crew Flight Pay** – (HAZPAY)
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Starting Hazardous Duty Pay, Continued

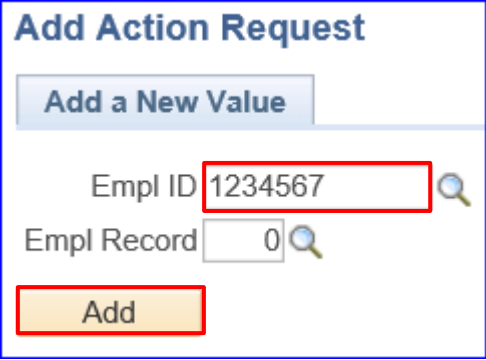
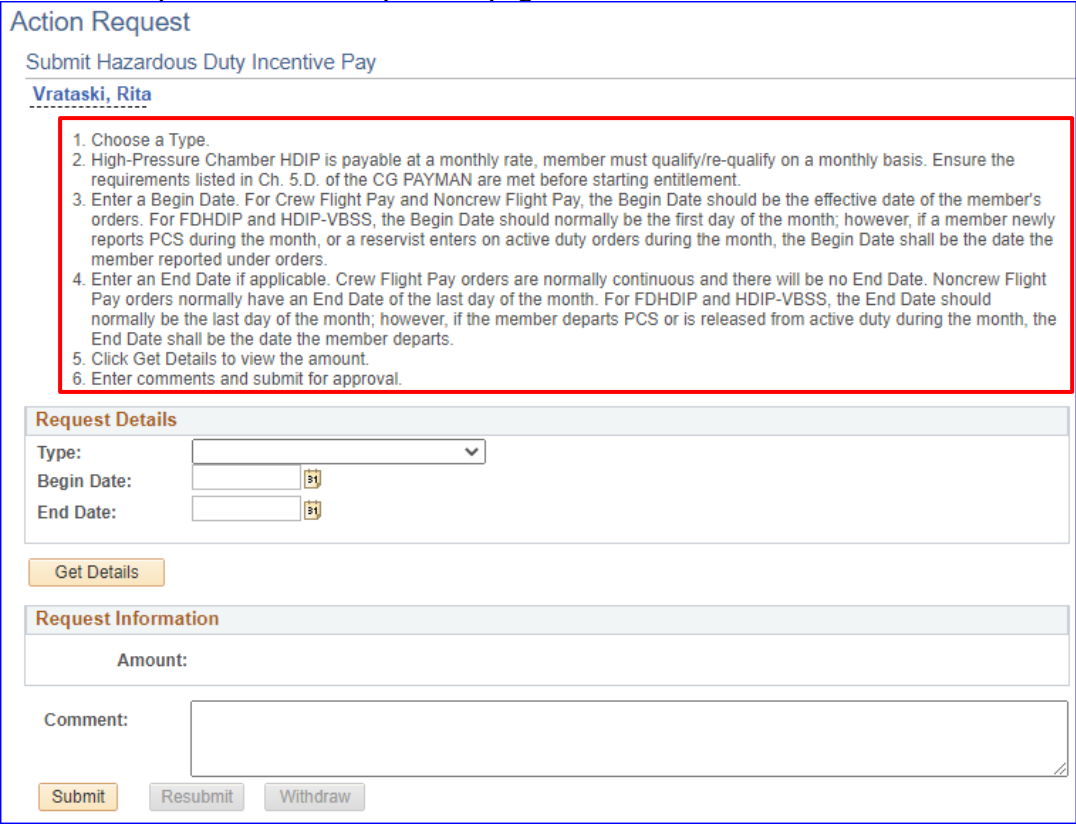
Procedures See below.

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 sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a list of request types, with 'Hazardous Duty Pay' highlighted in a red box.</p> <table border="1" data-bbox="316 443 1241 1709"> <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" data-bbox="316 779 1241 1709"> <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 Incentive Pay</td> <td>Assignment Pay Request</td> </tr> <tr> <td>Meal Rate</td> <td>Cadet ICA</td> </tr> <tr> <td>Hostile Fire Pay</td> <td>Combat Tax Exclusion</td> </tr> <tr> <td>Career Sea Time</td> <td>Career Sea Time Override</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Balance Adjustment</td> </tr> <tr> <td>Hardship Duty Pay</td> <td>Pay Corrections</td> </tr> <tr> <td>Responsibility Pay</td> <td>Career Sea Pay on TDY</td> </tr> <tr> <td>Approved Absence Corrections</td> <td>Cadet COMRATS</td> </tr> <tr> <td>PHS Installment Special Pay</td> <td>PHS Monthly Special Pay</td> </tr> <tr> <td>EBDL Completion</td> <td>Remove EBDL Completion</td> </tr> <tr> <td>Proxy - BRS Enrollment</td> <td>Proxy - BRS Disenrollment</td> </tr> <tr> <td>Proxy - Continuation Pay</td> <td>TSP Adjustment Request</td> </tr> <tr> <td>Non-Chargeable Absence</td> <td>SMR Batch Submission</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 Incentive Pay	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	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	SMR Batch Submission
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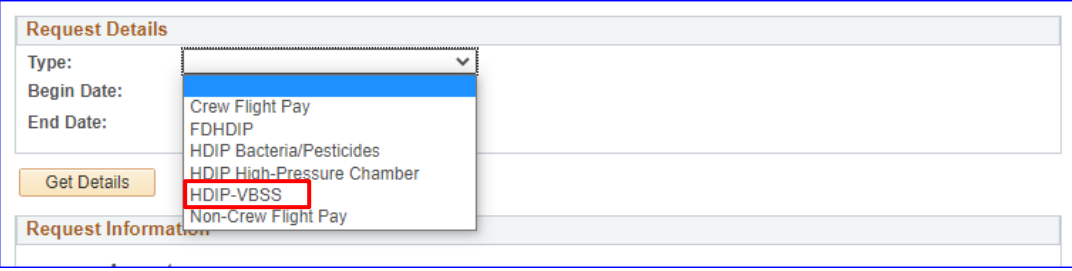
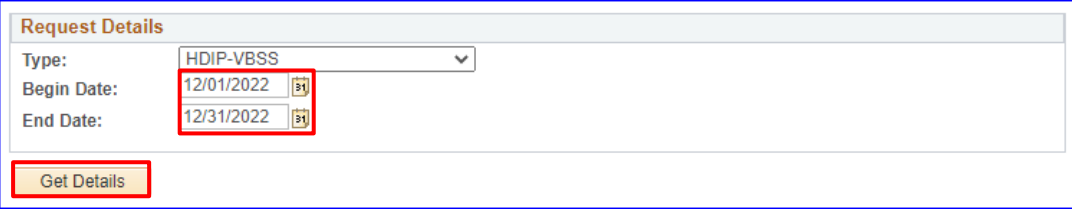
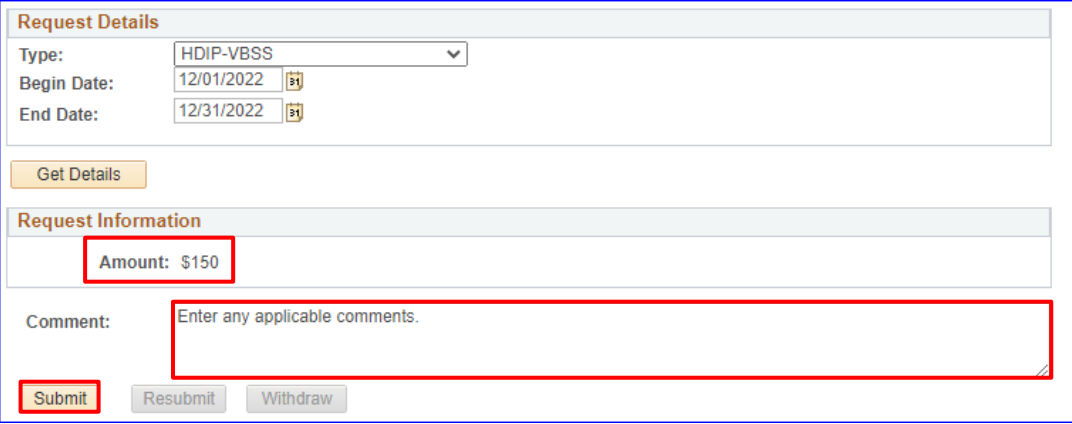
Starting Hazardous Duty Pay, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a button labeled "Add a New Value". 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 is a yellow "Add" button.</p>
3	<p>The Submit Hazardous Duty Incentive Pay action request will display. Review the instructions provided at the top of the page.</p>  <p>The screenshot shows the "Action Request" page for "Submit Hazardous Duty Incentive Pay" for member "Vrataski, Rita". A red box highlights the following instructions:</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. <p>Below the instructions is the "Request Details" section with a dropdown for "Type", and date pickers for "Begin Date" and "End Date". A "Get Details" button is present. The "Request Information" section includes an "Amount" field and a "Comment" text area. At the bottom are "Submit", "Resubmit", and "Withdraw" buttons.</p>

Starting Hazardous Duty Pay, Continued

Procedures,
continued

Step	Action
4	<p>Using the Type drop-down, select the appropriate incentive pay. This guide will be showing HDIP-VBSS.</p>  <p>The screenshot shows the 'Request Details' section of a web form. The 'Type' dropdown menu is open, displaying several options: Crew Flight Pay, FDHDIP, HDIP Bacteria/Pesticides, HDIP High-Pressure Chamber, HDIP-VBSS (highlighted with a red box), and Non-Crew Flight Pay. The 'Get Details' button is visible below the dropdown.</p>
5	<ul style="list-style-type: none"> • 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 (AD) orders during the middle of the month, the Begin Date shall be the date the member reported under orders. • End Date - This should normally be the last day of the month; however, if a member departs PCS or is released from AD 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' section with 'Type' set to 'HDIP-VBSS'. The 'Begin Date' is '12/01/2022' and the 'End Date' is '12/31/2022', both dates are highlighted with red boxes. The 'Get Details' button is also 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. Enter Comments as appropriate and click Submit.</p>  <p>The screenshot shows the 'Request Information' section. The 'Amount' is '\$150', highlighted with a red box. Below it is a 'Comment' field with the placeholder text 'Enter any applicable comments.' and a 'Submit' button highlighted with a red box. There are also 'Resubmit' and 'Withdraw' buttons.</p>

Starting Hazardous Duty Pay, Continued

Procedures,
continued

Step	Action
7	<p>The action request will update to a Pending status and be routed to the SPO tree for approval.</p> <div data-bbox="323 472 1334 927" style="border: 1px solid blue; padding: 10px;"><p data-bbox="336 488 802 524"><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p><p data-bbox="336 555 1318 613">▼ Request Status: Pending View/Hide Comments</p><p data-bbox="336 618 464 645">Approvers</p><div data-bbox="363 656 715 763" style="border: 1px solid blue; padding: 5px;"><p data-bbox="368 663 475 689">Pending</p><p data-bbox="440 689 643 716">Multiple Approvers</p><p data-bbox="440 716 699 743">CGHRSUP for User's SPO</p><p data-bbox="379 723 416 757"></p></div><p data-bbox="336 779 600 815">▼ Comments</p><div data-bbox="363 824 1318 909" style="border: 1px solid blue; padding: 5px;"><p data-bbox="416 831 895 866">Rita Vrataski at 11/23/22 - 9:10 AM</p><p data-bbox="416 866 839 902">Enter any applicable comments.</p></div></div>
