

# Starting Hazardous Duty Pay

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

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

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**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.

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**Important Information** Types of Hazardous Duty Pay in DA:

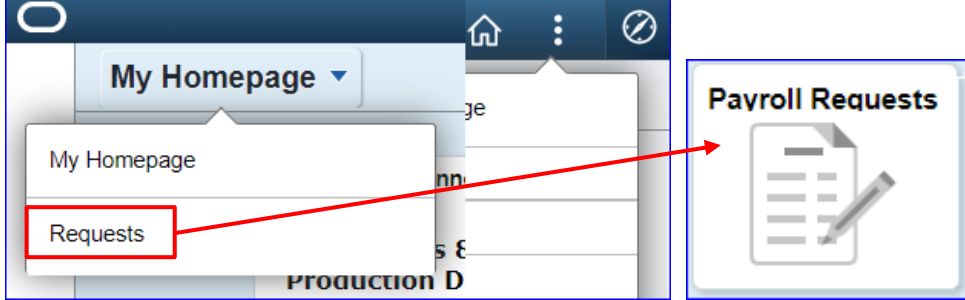
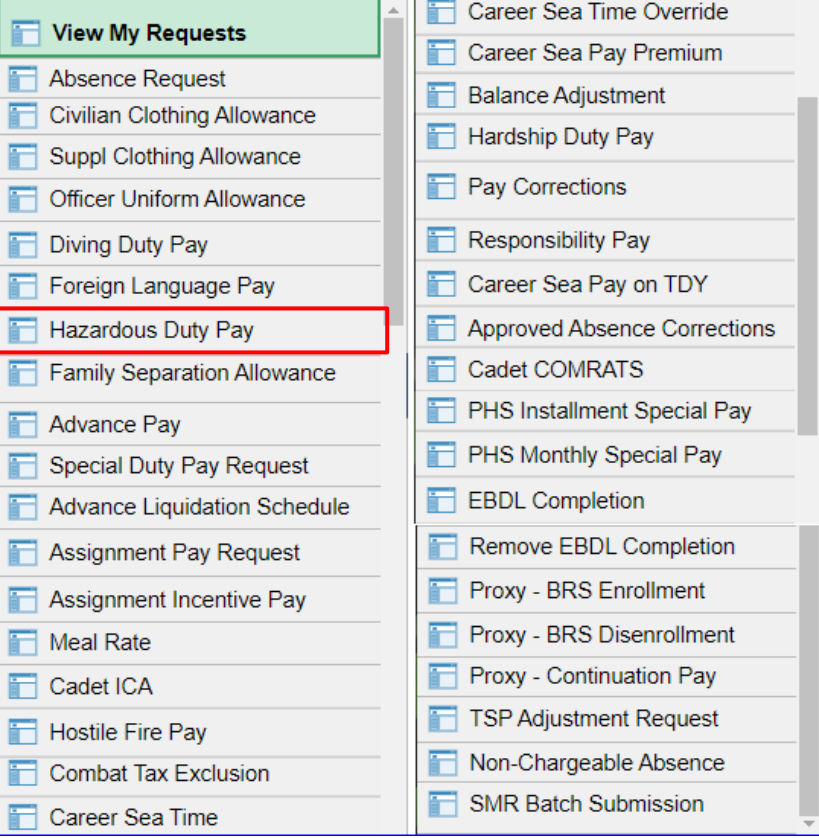
- **Crew Flight Pay** – (HAZPAY)
- **FDHDIP** – Flight Duty Hazardous Pay Incentive Pay (HAZPAY-FD)
- **HDIP Bacteria/Pesticides** –
- **HDIP High Pressure Chamber** – Hazardous Duty Incentive Pay (HAZPAY-HP)
  - **NOTE:** HAZPAY-HP payments are made monthly, and the member must re-qualify for this incentive 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

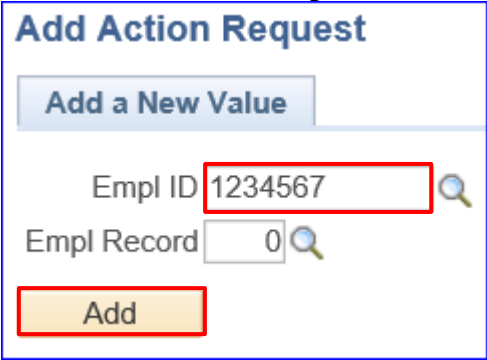
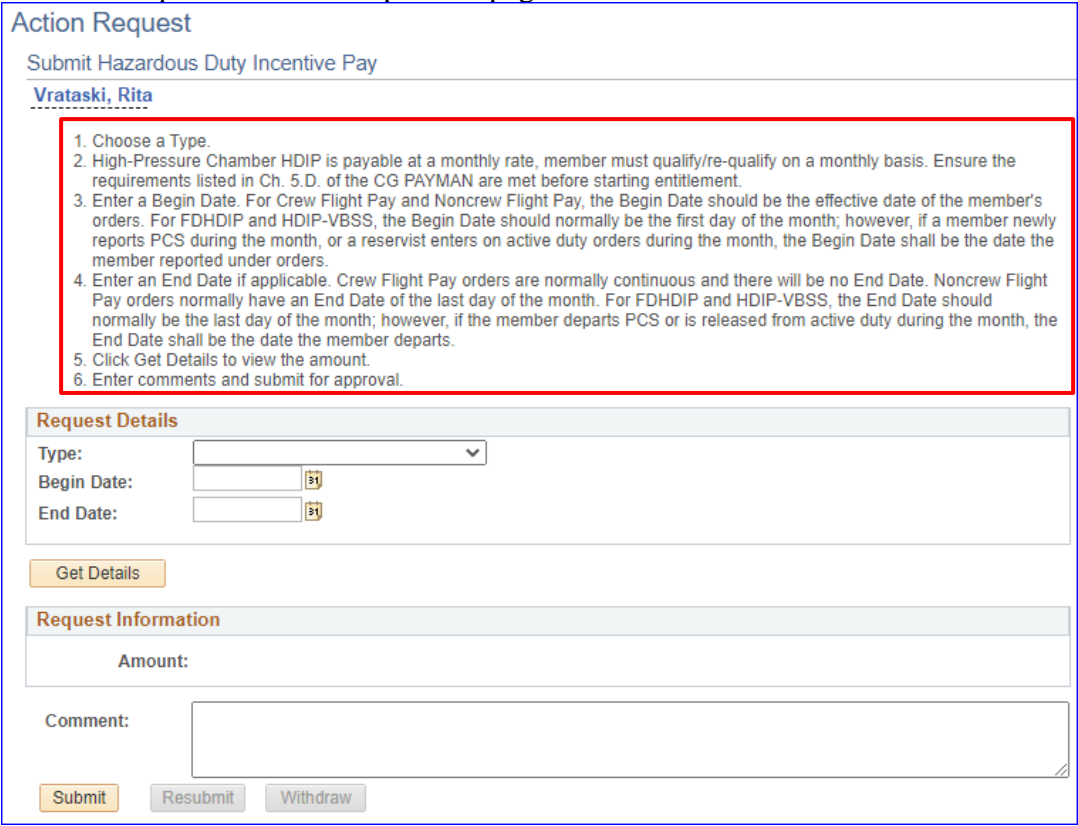
Procedures See below.

Step	Action
1	<p>Select <b>Requests</b> from the My Homepage drop-down. Click on the <b>Payroll Requests</b> Tile.</p> 
1.5	<p>Select the <b>Hazardous Duty Pay</b> option.</p> 

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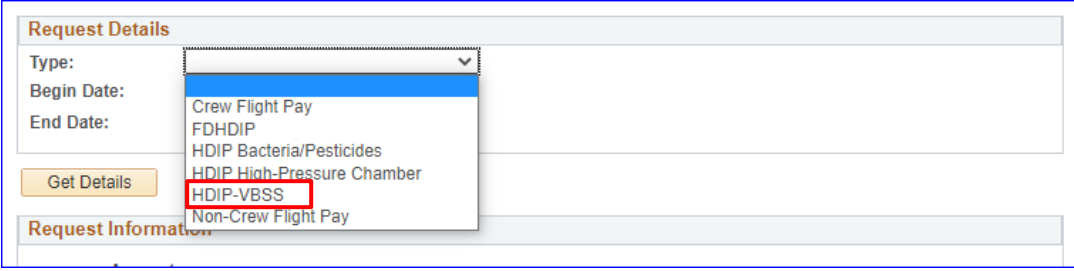
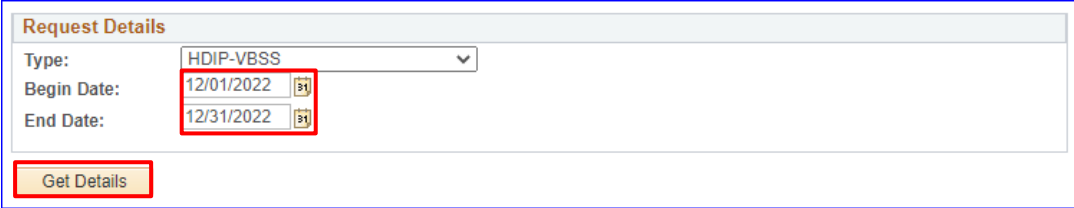
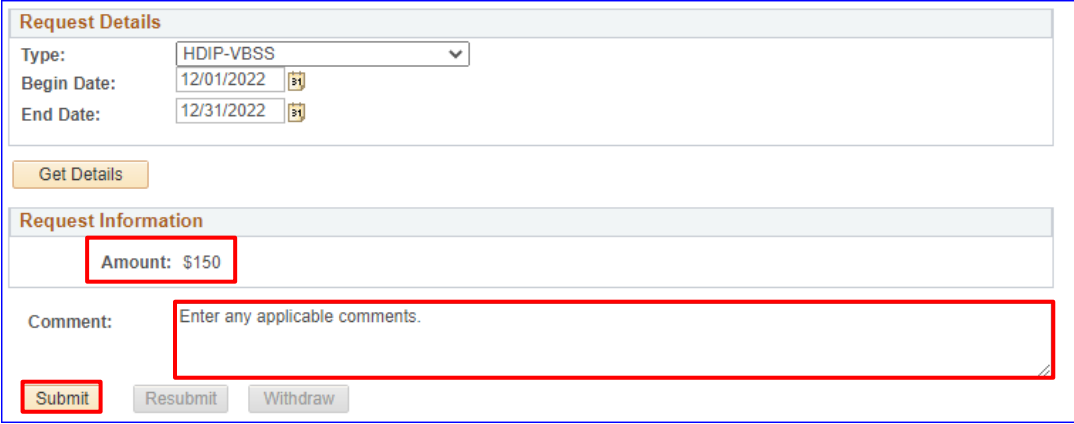
# Starting Hazardous Duty Pay, Continued

Procedures,  
continued

Step	Action
2	<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". At the top is a button "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"> <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> <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. Below that is the "Request Information" section with a label for "Amount:" and a text area for "Comment:". At the bottom are "Submit", "Resubmit", and "Withdraw" buttons.</p>

# Starting Hazardous Duty Pay, Continued

Procedures,  
continued

Step	Action
4	<p>Using the <b>Type</b> drop-down, select the appropriate incentive pay. This guide will be showing HDIP-VBSS.</p> 
5	<ul style="list-style-type: none"> <li>• <b>Begin Date</b> – 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.</li> <li>• <b>End Date</b> - 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.</li> </ul> <p>Click <b>Get Details</b>.</p> 
6	<p>The Request Information section will populate with the HAZPAY monthly <b>Amount</b> to be paid to the member. Enter <b>Comments</b> as appropriate and click <b>Submit</b>.</p> 

# Starting Hazardous Duty Pay, Continued

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Procedures,  
continued

Step	Action
7	<p>The action request will update to a <b>Pending</b> 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 style="text-align: center;"><input type="button" value="Submit"/>   <input type="button" value="Resubmit"/>   <input type="button" value="Withdraw"/></p><p><b>Request Status:</b> <span style="border: 1px solid red; padding: 2px;">Pending</span> <span style="float: right;">View/Hide Comments</span></p><p><b>Approvers</b></p><div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"><p><b>Pending</b></p><p>Multiple Approvers CGHRSUP for User's SPO</p></div><p><b>Comments</b></p><p><b>Rita Vrataski at 11/23/22 - 9:10 AM</b> Enter any applicable comments.</p></div>

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