

Starting Hostile Fire Pay / Imminent Danger Pay

Introduction This guide provides procedures on starting Hostile Fire Pay / Imminent Danger Pay (HFP/IDP) for members in Direct Access (DA).

References (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [DoD FMR Vol 7-A, Chap 10](#)

Important Information **Hostile Fire Pay (HFP)** – This entitlement is paid at the rate of \$225 per month. HFP is a special pay to compensate uniformed service members that have been subjected to hostile fire or explosion of hostile mines or were killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile actions.

Imminent Danger Pay (IDP) – The maximum monthly amount of IDP payable to a member for any month is \$225. IDP is a special pay to compensate uniformed service members who perform duty in a foreign area designated by the Secretary of Defense (SECDEF) as duty in which members are subject to the threat of physical harm or imminent danger on the basis of civil insurrection, civil war, terrorism, or wartime conditions.

Limitations on HFP/IDP – The combination of HFP and IDP shall not exceed \$225 for any calendar month. This special pay is in addition to any other pay and allowances to which a member may be entitled.

Known Issue DA does not allow a payment for HFP/IDP and Hardship Duty Pay for Location in a Designated Area (HDP-L (DA)) to exceed \$325 in a month. DA will deduct any dollar amount over \$325.


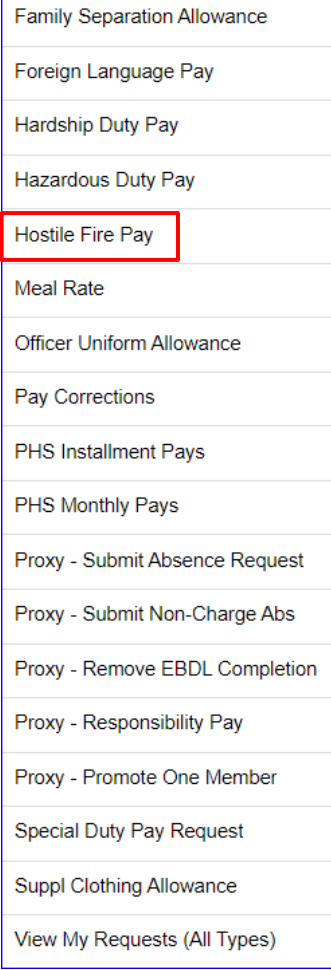
For example, a member was authorized HDP-L (DA) and HFP/IDP that also required a retro payment that spanned 5 pay periods. The total payment due the member should've been \$730, but due to the DA limit of \$325, DA issued a debt for the excess of \$405.

If a retro adjustment is required for HDP-L (DA) and/or HFP/IDP, a PPC Customer Care Ticket **must** be submitted requesting a retro adjustment be processed manually.

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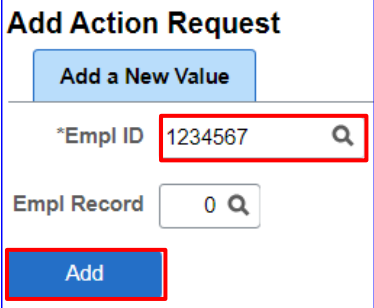
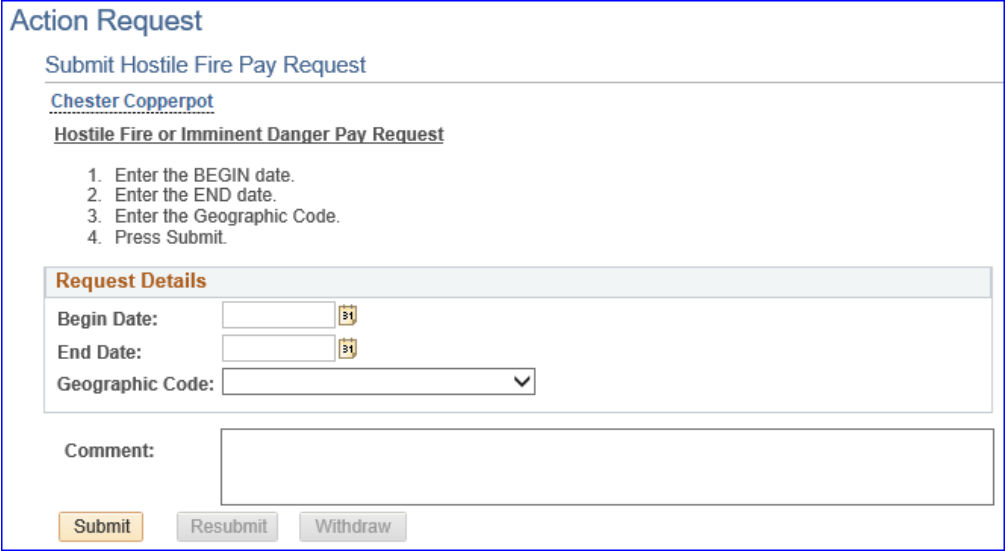
Procedure See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Hostile Fire Pay option.</p>  <ul style="list-style-type: none"> Family Separation Allowance Foreign Language Pay Hardship Duty Pay Hazardous Duty Pay Hostile Fire Pay Meal Rate Officer Uniform Allowance Pay Corrections PHS Installment Pays PHS Monthly Pays Proxy - Submit Absence Request Proxy - Submit Non-Charge Abs Proxy - Remove EBDL Completion Proxy - Responsibility Pay Proxy - Promote One Member Special Duty Pay Request Suppl Clothing Allowance View My Requests (All Types)

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Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Add.</p> 
4	<p>The Submit Hostile Fire Pay Request page will display.</p> 

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Procedure,
continued

Step	Action
5	<p>Follow the directions at the top of the page.</p> <p>NOTE: End Date may be left blank if the end date is unknown. The appropriate Geographic Code as found in DoD FMR Vol 7-A, Chap 10, Figure 10-1.</p> <div data-bbox="352 640 1386 1205" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p>Hostile Fire or Imminent Danger Pay Request</p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="09/09/2019"/> <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Geographic Code: <input type="text" value="Bahrain"/> <input type="button" value="v"/></p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>
6	<p>Enter any comments as appropriate and then click Submit.</p> <div data-bbox="352 1279 1386 1843" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p>Hostile Fire or Imminent Danger Pay Request</p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="09/09/2019"/> <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p>Geographic Code: <input type="text" value="Bahrain"/> <input type="button" value="v"/></p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Member arrived in country and deployed as part of XxXx Team Alpha."/></p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Starting Hostile Fire Pay / Imminent Danger Pay, Continued

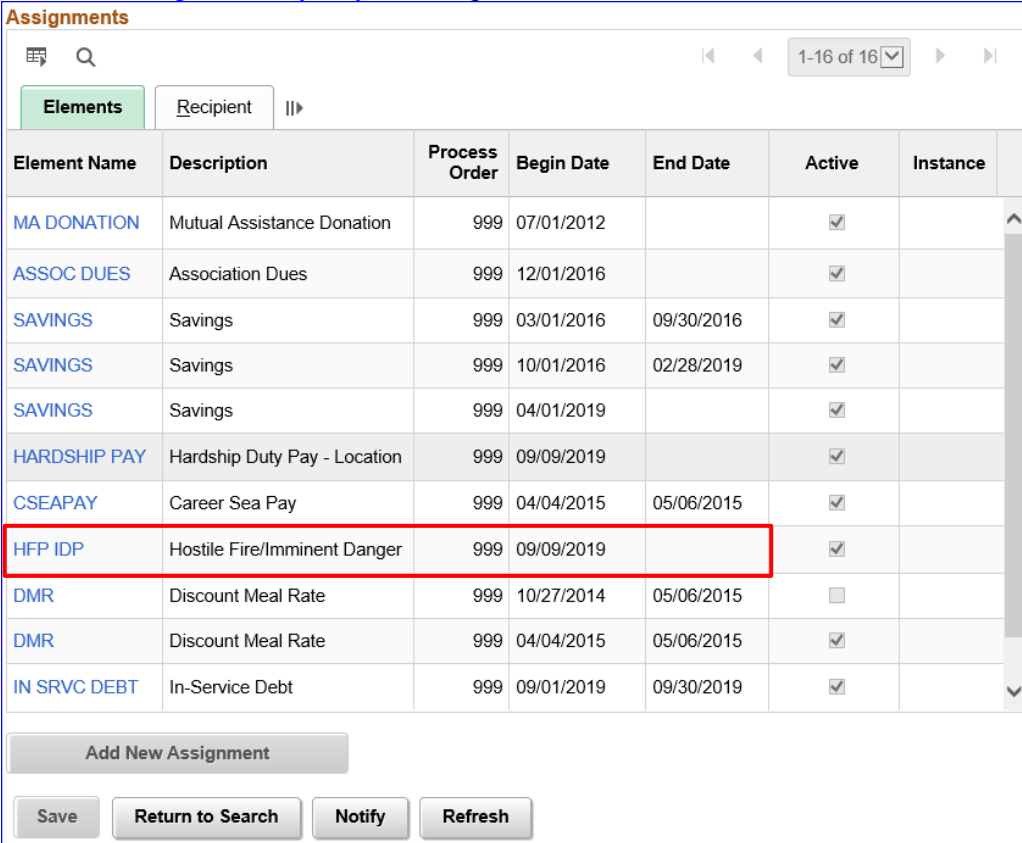
Procedure,
continued

Step	Action
7	<p>The Request Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="352 533 1377 1406" style="border: 1px solid #ccc; padding: 10px;"> <p>Action Request</p> <p>Submit Hostile Fire Pay Request</p> <p><u>Chester Copperpot</u></p> <p>Hostile Fire or Imminent Danger Pay Request</p> <ol style="list-style-type: none"> 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter the Geographic Code. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Begin Date: 09/09/2019</p> <p>End Date:</p> <p>Geographic Code: Bahrain</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Member arrived in country and deployed as part of XxXx Team Alpha."/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p> CGHSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Chester Copperpot at 09/16/19 - 12:08 PM</p> <p>Member arrived in country and deployed as part of XxXx Team Alpha.</p> </div> </div> </div>

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Starting Hostile Fire Pay / Imminent Danger Pay, Continued


Procedure,
continued

Step	Action																																																																																				
8	<p>Once approved, navigate to the member’s Element Assignment By Payee (EABP) page to verify the Hostile Fire Pay request processed correctly. Locate the Hostile Fire/Imminent Danger element and select HFP IDP to view the element details.</p> <p>NOTE: For more information on navigating and reviewing EABPs, see the Element Assignment By Payee user guide.</p>  <p>The screenshot shows a table titled "Assignments" with the following data:</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>MA DONATION</td> <td>Mutual Assistance Donation</td> <td>999</td> <td>07/01/2012</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>12/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>03/01/2016</td> <td>09/30/2016</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>10/01/2016</td> <td>02/28/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>04/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>HARDSHIP PAY</td> <td>Hardship Duty Pay - Location</td> <td>999</td> <td>09/09/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> <td>999</td> <td>04/04/2015</td> <td>05/06/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>HFP IDP</td> <td>Hostile Fire/Imminent Danger</td> <td>999</td> <td>09/09/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>10/27/2014</td> <td>05/06/2015</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>04/04/2015</td> <td>05/06/2015</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2019</td> <td>09/30/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	MA DONATION	Mutual Assistance Donation	999	07/01/2012		<input checked="" type="checkbox"/>		ASSOC DUES	Association Dues	999	12/01/2016		<input checked="" type="checkbox"/>		SAVINGS	Savings	999	03/01/2016	09/30/2016	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	10/01/2016	02/28/2019	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	04/01/2019		<input checked="" type="checkbox"/>		HARDSHIP PAY	Hardship Duty Pay - Location	999	09/09/2019		<input checked="" type="checkbox"/>		CSEAPAY	Career Sea Pay	999	04/04/2015	05/06/2015	<input checked="" type="checkbox"/>		HFP IDP	Hostile Fire/Imminent Danger	999	09/09/2019		<input checked="" type="checkbox"/>		DMR	Discount Meal Rate	999	10/27/2014	05/06/2015	<input type="checkbox"/>		DMR	Discount Meal Rate	999	04/04/2015	05/06/2015	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	09/01/2019	09/30/2019	<input checked="" type="checkbox"/>	
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Starting Hostile Fire Pay / Imminent Danger Pay, Continued

Procedure,
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Step	Action
9	<p>The element details should match the entries and selections made in Steps 4-5.</p> <div data-bbox="352 488 1390 1355" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Chester Copperpot</u></p> <p>Element Name HFP IDP Hostile Fire/Imminent Danger Instance 1 </p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 09/09/2019 End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date Previous End Date</p> <p style="text-align: right;">Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>Payroll Results User Fields</p> <p>HDP IDP Location BHR</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>