

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 \(series\)](#)

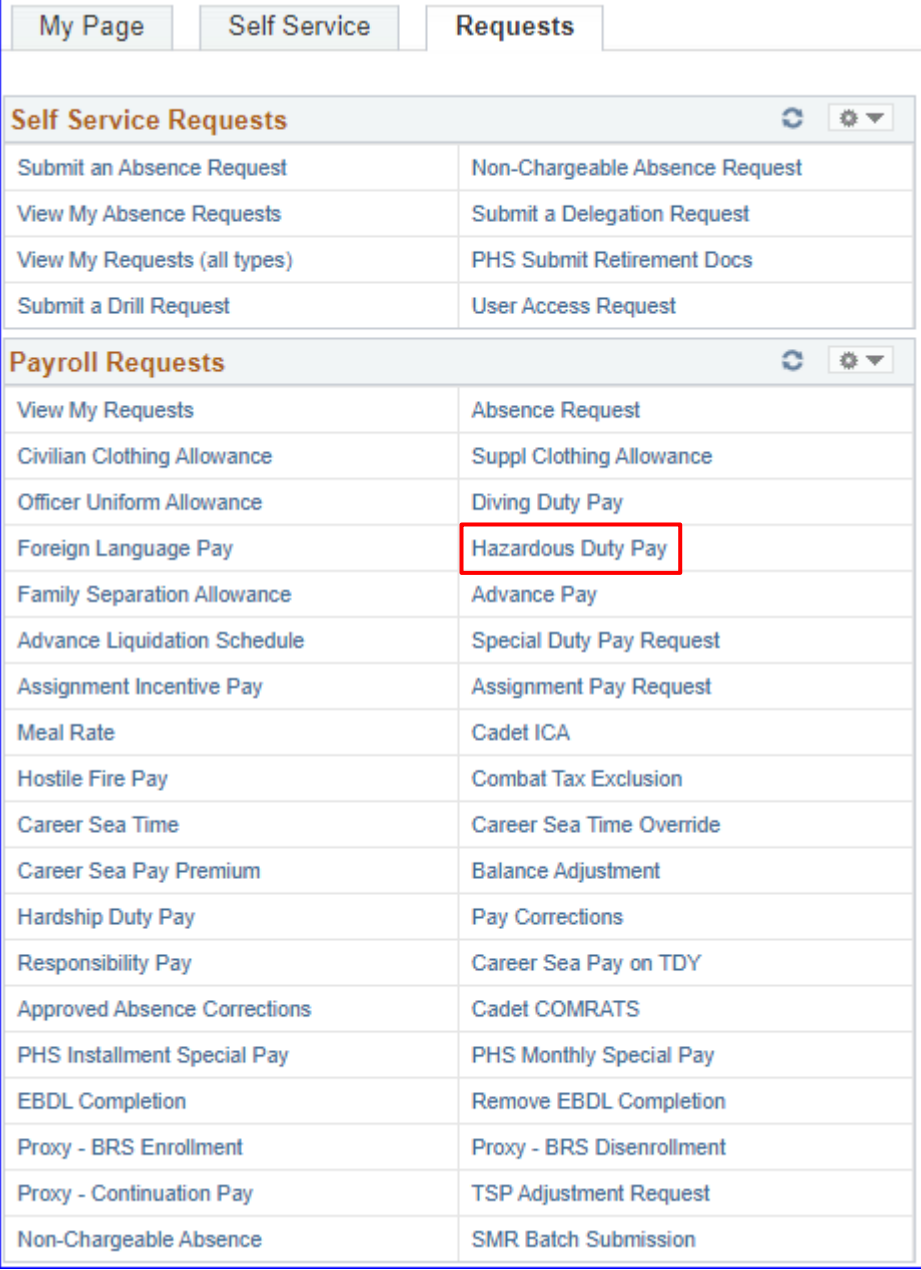
Important Information Types of Hazardous Duty Pay in DA:

- **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

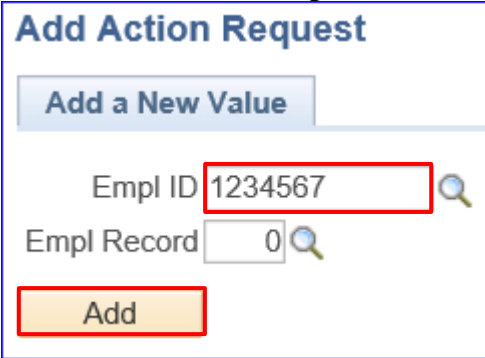
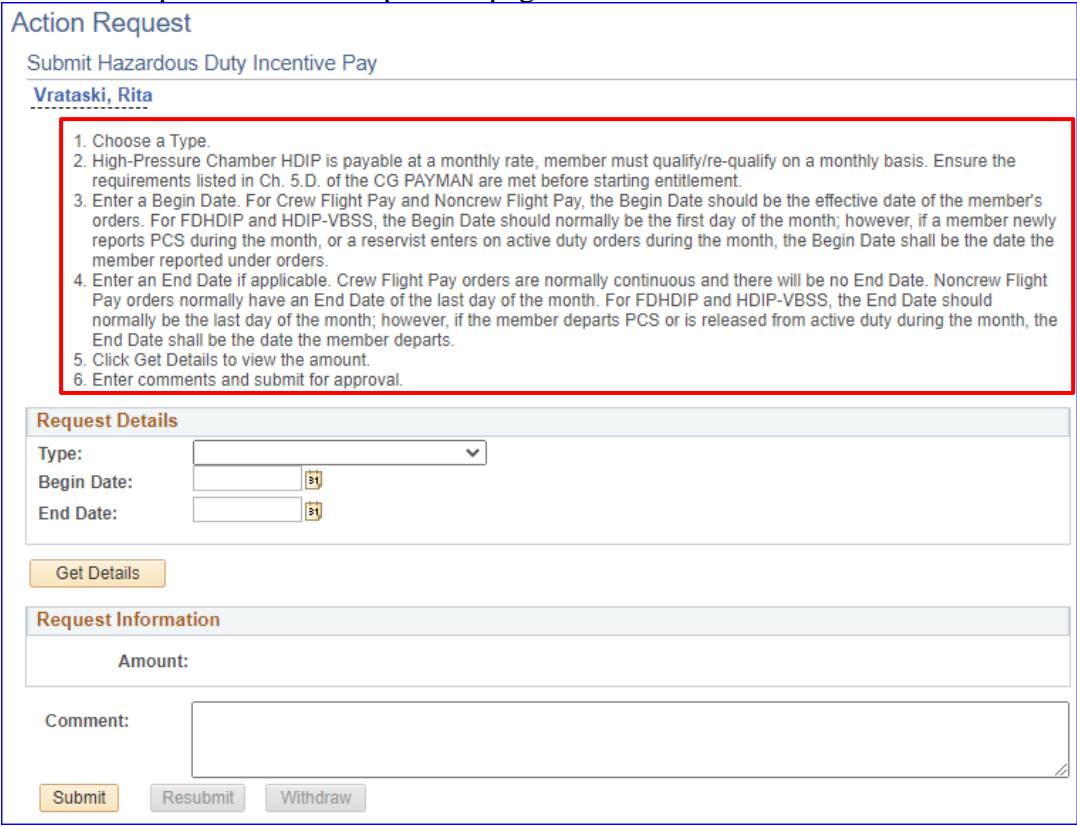
Procedures See below.

Step	Action																																																																																																																																																												
1	<p>Select Hazardous Duty Pay from the Payroll Requests pagelet located on the Requests tab.</p>  <table border="1" data-bbox="316 443 1241 1709"> <tr> <td colspan="2">My Page</td> <td colspan="2">Self Service</td> <td colspan="2">Requests</td> </tr> <tr> <td colspan="6">Self Service Requests</td> </tr> <tr> <td>Submit an Absence Request</td> <td colspan="2">Non-Chargeable Absence Request</td> <td colspan="3"></td> </tr> <tr> <td>View My Absence Requests</td> <td colspan="2">Submit a Delegation Request</td> <td colspan="3"></td> </tr> <tr> <td>View My Requests (all types)</td> <td colspan="2">PHS Submit Retirement Docs</td> <td colspan="3"></td> </tr> <tr> <td>Submit a Drill Request</td> <td colspan="2">User Access Request</td> <td colspan="3"></td> </tr> <tr> <td colspan="6">Payroll Requests</td> </tr> <tr> <td>View My Requests</td> <td colspan="2">Absence Request</td> <td colspan="3"></td> </tr> <tr> <td>Civilian Clothing Allowance</td> <td colspan="2">Suppl Clothing Allowance</td> <td colspan="3"></td> </tr> <tr> <td>Officer Uniform Allowance</td> <td colspan="2">Diving Duty Pay</td> <td colspan="3"></td> </tr> <tr> <td>Foreign Language Pay</td> <td colspan="2">Hazardous Duty Pay</td> <td colspan="3"></td> </tr> <tr> <td>Family Separation Allowance</td> <td colspan="2">Advance Pay</td> <td colspan="3"></td> </tr> <tr> <td>Advance Liquidation Schedule</td> <td colspan="2">Special Duty Pay Request</td> <td colspan="3"></td> </tr> <tr> <td>Assignment Incentive Pay</td> <td colspan="2">Assignment Pay Request</td> <td colspan="3"></td> </tr> <tr> <td>Meal Rate</td> <td colspan="2">Cadet ICA</td> <td colspan="3"></td> </tr> <tr> <td>Hostile Fire Pay</td> <td colspan="2">Combat Tax Exclusion</td> <td colspan="3"></td> </tr> <tr> <td>Career Sea Time</td> <td colspan="2">Career Sea Time Override</td> <td colspan="3"></td> </tr> <tr> <td>Career Sea Pay Premium</td> <td colspan="2">Balance Adjustment</td> <td colspan="3"></td> </tr> <tr> <td>Hardship Duty Pay</td> <td colspan="2">Pay Corrections</td> <td colspan="3"></td> </tr> <tr> <td>Responsibility Pay</td> <td colspan="2">Career Sea Pay on TDY</td> <td colspan="3"></td> </tr> <tr> <td>Approved Absence Corrections</td> <td colspan="2">Cadet COMRATS</td> <td colspan="3"></td> </tr> <tr> <td>PHS Installment Special Pay</td> <td colspan="2">PHS Monthly Special Pay</td> <td colspan="3"></td> </tr> <tr> <td>EBDL Completion</td> <td colspan="2">Remove EBDL Completion</td> <td colspan="3"></td> </tr> <tr> <td>Proxy - BRS Enrollment</td> <td colspan="2">Proxy - BRS Disenrollment</td> <td colspan="3"></td> </tr> <tr> <td>Proxy - Continuation Pay</td> <td colspan="2">TSP Adjustment Request</td> <td colspan="3"></td> </tr> <tr> <td>Non-Chargeable Absence</td> <td colspan="2">SMR Batch Submission</td> <td colspan="3"></td> </tr> </table>	My Page		Self Service		Requests		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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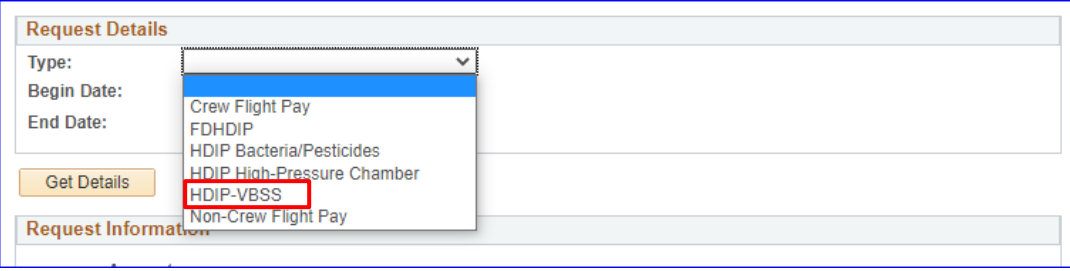
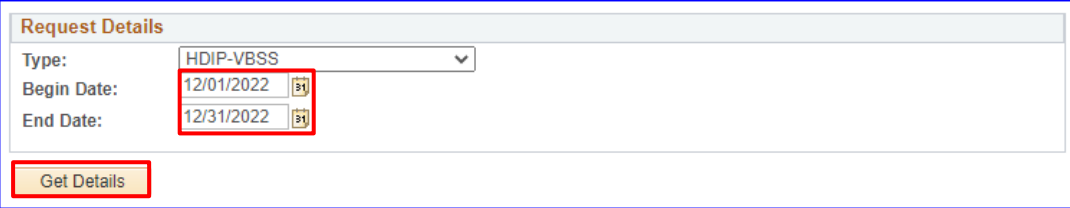
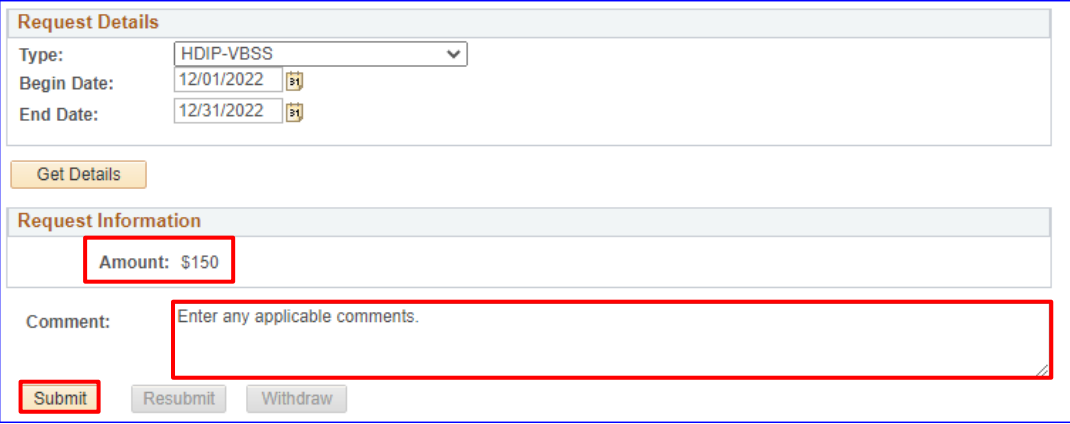
Procedures,
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Step	Action
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a button labeled "Add a New Value". Below it are two input fields: "Empl ID" with the value "1234567" and a magnifying glass icon, and "Empl Record" with the value "0" and a magnifying glass icon. At the bottom is a yellow button labeled "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>  <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 fields for "Type", "Begin Date", and "End Date", and a "Get Details" button. The "Request Information" section includes an "Amount" field, a "Comment" text area, and "Submit", "Resubmit", and "Withdraw" buttons.</p>

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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> 
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> 
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> 

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Procedures,
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Step	Action
7	<p>The action request will update to a Pending status and be routed to the SPO tree for approval.</p> 