Entering Hardship Duty Pay (HDP-L (DA))

Introduction	This guide provides procedures for entering Hardship Duty Location Pay for Designated Areas (HDP-L (DA)) in Direct Access (DA).

References	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series) (b) DoD FMR Vol 7-A, Chap. 17

Important Information	Hardship Duty Location Pay for Designated Areas (HDP-L (DA)) is payable to both officers and enlisted members for either PCS or TDY over 30 days in designated areas. The maximum HDP-L (DA) that may be paid to an individual member in any one month is $150. **See MAS' webpage:** Pay Rates and Benefits (uscg.mil) for the latest Hardship Duty Pay rates.

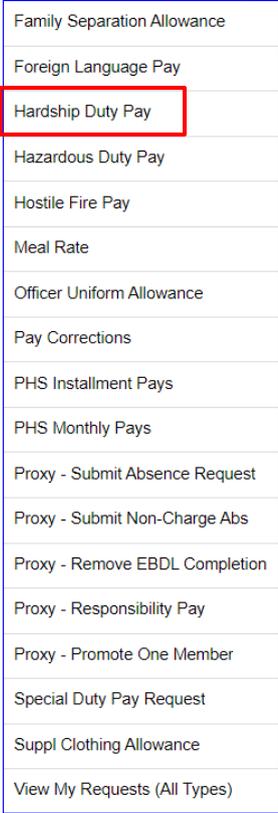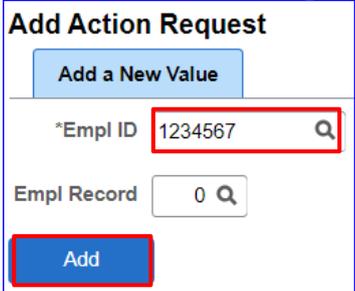|	
Known Issue	DA does not allow a payment for HDP-L (DA) and Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) to exceed $325 in a month. DA will deduct any dollar amount over $325. For example, a member was authorized HDP-L (DA) and HFP/IDP that also required a retro payment that spanned 5 pay periods. 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 HFP/IDP, a PPC Customer Care Ticket **must** be submitted requesting a retro adjustment be processed manually.

Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures   See below.

Step	Action
1	Click on the **AD/RRV Payroll Workcenter** tile. AD/RSV Payroll Workcenter
2	Select the **Hardship Duty Pay** option. 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)
3	Enter the member's **Empl ID** and click **Add**. **Add Action Request** **Add a New Value** *Empl ID 1234567 Empl Record 0 **Add**

Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action
4	The Submit Hardship Duty Pay Request page will display. **Action Request** Submit Hardship Duty Pay Request Chester Copperpot 1. Enter the BEGIN date. 2. Enter the END date. 3. Enter Amount. 4. Enter the Geographic Code. 5. Press Submit. **Request Details** Begin Date: _____ End Date: _____ Amount: _____ Geographic Code: [dropdown] Comment: _____ Submit Resubmit Withdraw
5	Enter the **Begin Date** (effective date of orders or PCS report date). Enter the **End Date** (this may be left blank if the end date is unknown). **Request Details** Begin Date: 09/09/2019 End Date: _____ Amount: _____ Geographic Code: [dropdown]
6	Enter the **Amount (Do NOT use $)** as directed by the DoD FMR, Vol 7-A, Chap 17, Figure 17.1. For this example, the current amount directed for Bahrain is $50. **Request Details** Begin Date: 09/09/2019 End Date: _____ Amount: 50.00 Geographic Code: [dropdown] | Combatant Command	Country/Area Or Water Area	HDP-L Rate (Current)	HDP-L Rate (2017)	*IDP Limited / Change / No Change
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CENTCOM	Bahrain	$50	$100	Change	

Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures, continued

Step	Action
7	Using the drop-down, select the appropriate **Geographic Code**.
	Request Details
	Begin Date: 09/09/2019
	End Date:
	Amount: 50.00
	Geographic Code: Bahrain
8	Enter **comments** as appropriate and click **Submit**.
	Action Request
	Submit Hardship Duty Pay Request
	Chester Copperpot
	1. Enter the BEGIN date.
	2. Enter the END date.
	3. Enter Amount.
	4. Enter the Geographic Code.
	5. Press Submit.
	Request Details
	Begin Date: 09/09/2019
	End Date:
	Amount: 50.00
	Geographic Code: Bahrain
	Comment: Enter any comments as appropriate.
	Submit Resubmit Withdraw

Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures, continued

Step	Action
9	The action request will update to a **Pending** status and will be routed to the SPO tree for approval.

Action Request

Submit Hardship Duty Pay Request

Chester Copperpot

1. Enter the BEGIN date.
2. Enter the END date.
3. Enter Amount.
4. Enter the Geographic Code.
5. Press Submit.

Request Details

Begin Date:	09/09/2019
End Date:	
Amount:	50.00
Geographic Code:	Bahrain

Comment: Enter any comments as appropriate.

Submit   Resubmit   Withdraw

Request Status Pending   ⊙View/Hide Comments

1

Pending
🕐 Multiple Approvers
CGHRSUP for User's SPO

Comments

Chester Copperpot at 09/16/19 - 12:21 PM
Enter any comments as appropriate.

Continued on next page

Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures, continued

Step	Action
10	Once approved, navigate to the member's **Element Assignment By Payee** (EABP) page to verify the Hardship Duty Pay request processed correctly. Locate the Hardship Duty Pay – Location element and select **HARDSHIP PAY** to view the element details. **Note:** For more information on navigating and reviewing EABPs, see the Element Assignment By Payee user guide.

Entering Hardship Duty Pay (HDP-L (DA)), Continued

Procedures,
continued

Step	Action
11	The element details should match the entries and selections made in Steps 4-6. **Element Assignment By Payee** **Element Detail** Employee ID 1234567 Empl Record 0 Name Chester Copperpot Element Name HARDSHIP PAY Hardship Duty Pay - Location Instance 1 **Assignment Process Detail** ☑ Assignment Is Active Currency Code USD US Dollar Process Order 999 Begin Date 09/09/2019 End Date Previous End Date ☐ Allow Batch Update of End Date Updated in Payroll Run ▼ **Calculation Information** Calculation Rule Amount Amount Numeric Amount Element Amount Value 50.00 **Supporting &Element Overrides** 1-1 of 1 View All | Element Name	Description	Character Value	Numeric Value	Date Value
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CG VR HFP IDP AREA	Hostile Fire/Immi Danger Areas	BHR			 ▼ **Additional Overrides** Frequency Option Use Element Frequency Frequency Generation Option Use Element Generation Control Generation Control OK Cancel Refresh