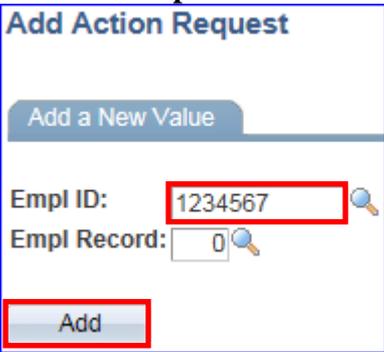


# Starting Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

**Introduction** This guide provides the procedures for starting Flight Deck Hazardous Duty Incentive Pay (FDHDIP) in Direct Access.

**Procedures** See below.

Step	Action
1	<p>Select the <b>Hazardous Duty Pay</b> link from the <b>Payroll Requests</b> pagelet located on the <b>Requests</b> tab.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with links for 'Submit an Absence Request', 'Submit a Delegation Request', 'Submit a Drill Request', and 'View My Absence Requests', 'View My Requests (all types)'. Below that is a 'Payroll Requests' section with a grid of links. 'Hazardous Duty Pay' is highlighted with a red box.</p>
2	<p>Enter the <b>Empl ID</b> and then click <b>Add</b>.</p>  <p>The screenshot shows a form titled 'Add Action Request' with a 'Add a New Value' button. Below are two input fields: 'Empl ID:' with the value '1234567' and 'Empl Record:' with the value '0'. Both fields have magnifying glass icons. At the bottom, the 'Add' button is highlighted with a red box.</p>

*Continued on next page*

# Starting Flight Deck Hazardous Duty Incentive Pay (FDHDIP), Continued

Procedures,  
continued

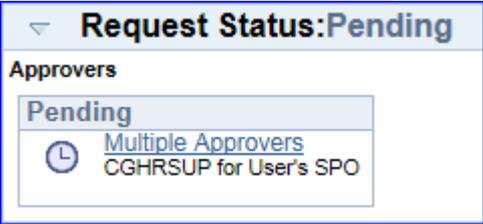
Step	Action								
3	<p>The Submit Hazardous Duty Incentive Pay Action Request will display. Read the instructions before proceeding.</p> <div data-bbox="316 611 1369 927" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Submit Hazardous Duty Incentive Pay</u></p> <p><u>America, Captain</u></p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. 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>3. 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>4. Click Get Details to view the amount.</li> <li>5. Enter comments and submit for approval.</li> </ol> </div>								
4	<p>Select <b>FDHDIP</b> from the <b>Type</b> drop-down list.</p> <div data-bbox="323 1003 971 1189" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Type:</b></td> <td>Crew Flight Pay</td> </tr> <tr> <td><b>Begin Date:</b></td> <td>FDHDIP</td> </tr> <tr> <td><b>End Date:</b></td> <td>HDIP-VBSS</td> </tr> <tr> <td></td> <td>Non-Crew Flight Pay</td> </tr> </table> </div>	<b>Type:</b>	Crew Flight Pay	<b>Begin Date:</b>	FDHDIP	<b>End Date:</b>	HDIP-VBSS		Non-Crew Flight Pay
<b>Type:</b>	Crew Flight Pay								
<b>Begin Date:</b>	FDHDIP								
<b>End Date:</b>	HDIP-VBSS								
	Non-Crew Flight Pay								
5	<div data-bbox="316 1227 971 1395" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Type:</b></td> <td>FDHDIP</td> </tr> <tr> <td><b>Begin Date:</b></td> <td>01/01/2015</td> </tr> <tr> <td><b>End Date:</b></td> <td>01/31/2015</td> </tr> </table> </div> <ul style="list-style-type: none"> <li>Enter the <b>Begin Date</b>. This 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>Enter an <b>End Date</b>. This should normally be the last day of the month; however, if a member departs PCS or is released from active duty during the month, the End Date shall be the date the member departs.</li> </ul>	<b>Type:</b>	FDHDIP	<b>Begin Date:</b>	01/01/2015	<b>End Date:</b>	01/31/2015		
<b>Type:</b>	FDHDIP								
<b>Begin Date:</b>	01/01/2015								
<b>End Date:</b>	01/31/2015								
6	<p>Click <b>Get Details</b> to make the <b>Amount</b> populate in the Request Information section.</p> <div data-bbox="323 1731 667 1899" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;"><b>Get Details</b></p> <hr/> <p style="text-align: center;"><b>Request Information</b></p> <p style="text-align: center;">Amount: \$150</p> </div>								

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# Starting Flight Deck Hazardous Duty Incentive Pay (FDHDIP), Continued

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Procedures,  
continued

Step	Action
7	<p>Enter any comments, then click <b>Submit</b>.</p>  <p>The screenshot shows a form with a 'Comment:' label and a text input field. Below the input field are three buttons: 'Submit' (highlighted with a red border), 'Resubmit', and 'Withdraw'.</p>
8	<p>The transaction is now Pending and has been routed to the SPO tree for approval.</p>  <p>The screenshot shows a notification box titled 'Request Status: Pending'. Under the heading 'Approvers', there is a 'Pending' status indicator and a clock icon next to the text 'Multiple Approvers' and 'CGHRSUP for User's SPO'.</p>

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