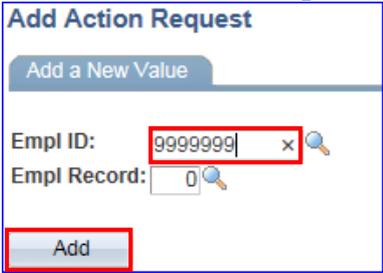


Starting Hostile Fire/ Imminent Danger Pay

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

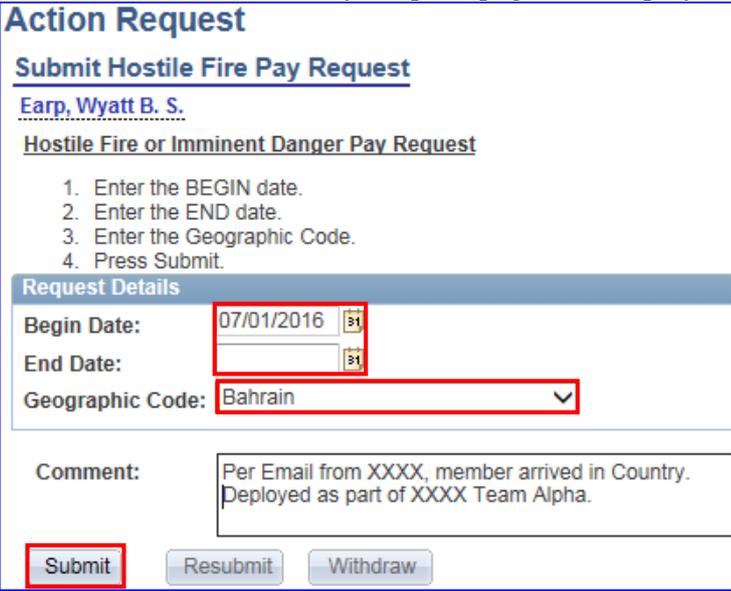
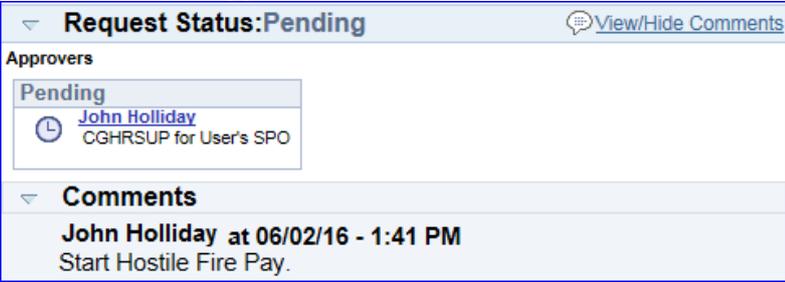
Procedure See below.

Step	Action
1	<p>Select the Request tab at the top of the home page. Select the Hostile Fire Pay link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three main sections: 'Self Service Requests', 'Payroll Requests', and 'Request Reports'. The 'Requests' tab is highlighted in the top navigation bar. In the 'Payroll Requests' section, the 'Hostile Fire Pay' link is highlighted with a red box.</p>
2	<p>Enter the members Empl ID and hit Add.</p>  <p>The screenshot shows a form titled 'Add Action Request' with a search bar at the top. Below the search bar, there are two input fields: 'Empl ID' with the value '9999999' and a magnifying glass icon, and 'Empl Record' with the value '0' and a magnifying glass icon. The 'Add' button at the bottom is highlighted with a red box.</p>

Continued on next page

Starting Hostile Fire/ Imminent Danger Pay, Continued

Procedure,
continued

Step	Action
3	<p>The Submit Hostile Fire Pay Request page will display.</p>  <p>Enter the Begin Date. Enter the End Date (if known).</p> <p>Enter the Geographic Code as found in DODFMR Vol 7-A, Chap. 10, Figure 10-1.</p> <p>Enter any comments and then click the Submit button.</p>
4	<p>Once submitted, the transaction status is Pending and has been routed to the SPO auditor for approval.</p> 

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Starting Hostile Fire/ Imminent Danger Pay, Continued

Procedure,
continued

Step	Action																																										
5	<p>The pay element for HFP IDP will be found in Element Assignment By Payee (EABP) once approved.</p> <div data-bbox="352 629 1390 1301" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <p><u>Earp, Wyatt B. S.</u> ID: 9999999 Empl Record: 0</p> <p>Selection Criteria</p> <p>Category: _____</p> <p>Entry Type: _____ Element Name: _____ <input type="button" value="Select with Matching Criteria"/></p> <p>As of Date: _____ <input type="button" value="Clear"/></p> <hr/> <p>&Assignments Customize Find First 1-6 of 6 Last</p> <p>Elements <input type="button" value="Recipient"/> <input type="button" value="EEE"/></p> <table border="1" data-bbox="352 949 1390 1301"> <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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>HFP IDP</td> <td>Hostile Fire/Imminent Danger</td> <td>999</td> <td>04/26/2015</td> <td>04/30/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>HFP IDP</td> <td>Hostile Fire/Imminent Danger</td> <td>999</td> <td>05/23/2015</td> <td>05/29/2015</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>HFP IDP</td> <td>Hostile Fire/Imminent Danger</td> <td>999</td> <td>05/22/2015</td> <td>05/22/2015</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr style="border: 2px solid red;"> <td>HFP IDP</td> <td>Hostile Fire/Imminent Danger</td> <td>999</td> <td>07/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	01/01/2016		<input checked="" type="checkbox"/>	2	HFP IDP	Hostile Fire/Imminent Danger	999	04/26/2015	04/30/2015	<input checked="" type="checkbox"/>	1	HFP IDP	Hostile Fire/Imminent Danger	999	05/23/2015	05/29/2015	<input checked="" type="checkbox"/>	2	HFP IDP	Hostile Fire/Imminent Danger	999	05/22/2015	05/22/2015	<input checked="" type="checkbox"/>	3	HFP IDP	Hostile Fire/Imminent Danger	999	07/01/2016		<input checked="" type="checkbox"/>	4
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