
Aviation Crew & Non-Crew Hazardous Duty Incentive Pay

Introduction:

This section provides the procedures for starting, changing, and stopping Aviation Crew & Non-Crew Hazardous Duty Incentive Pay. This entitlement is authorized to members, who under orders by competent authority, participate in regular and frequent aerial flights as Crew & Non-Crew members and who meet the requirements specified in the Pay Manual.

Reference:

Chapter 5 - U.S. Coast Guard Pay Manual
COMDTINST 7220.39

Procedure:

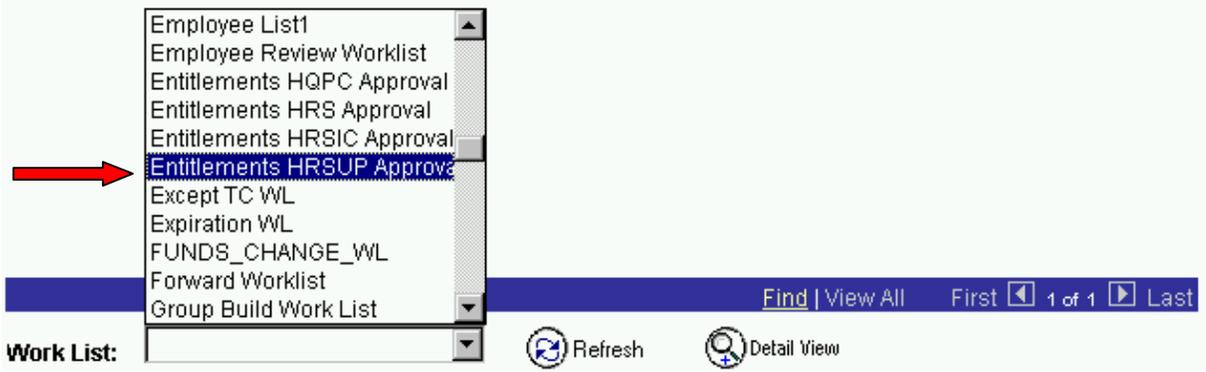


This entry must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for CGHRSUP users are incorporated in the applicable steps of this guide.

Aviation Crew & Non-Crew Hazardous Duty Incentive Pay will automatically stop on the day of PCS departure.

Officers qualified for aviation service are not entitled to Hazardous Duty Incentive Pay but may be entitled to Aviation Career Incentive Pay.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Aviation Crew HDIP.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>CGHRSUP User - access via their CGHRMS work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.</p>  <p>The screenshot shows a dropdown menu with the following items: Employee List1, Employee Review Worklist, Entitlements HQPC Approval, Entitlements HRS Approval, Entitlements HRSIC Approval, Entitlements HRSUP Approve (highlighted with a red arrow), Except TC WL, Expiration WL, FUNDS_CHANGE_WL, Forward Worklist, and Group Build Work List. Below the menu is a 'Work List:' field, a 'Refresh' button, and a 'Detail View' button. The top right of the menu area shows 'Find View All', 'First', '1 of 1', and 'Last'.</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Advanced Technique</p> <p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p> </div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p> <p>CGHRSUP Users - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.</p>  <p>The screenshot shows a table titled 'Worklist for MAPL0807: Mark A Planitz'. The table has columns: From, Date From, Work Item, and Link. The first row contains: John A. Herman, 09/04/2002, Entitlements HRSUP Approval, and a link: 1077911_0_CF1_2002-09-01_HDIPCM_0_000004. A red arrow points to the link. To the right of the table are 'Mark Worked' and 'Reassign' buttons.</p>

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Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

Entitlements View All |< 1-2 of 2 >|

FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

Save Return to Search Update/Display Include History Correct History

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select View All in the title bar.

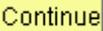
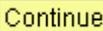
CGHRSUP User - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the **Continue** button in the same row and then proceed to Step 7.

Entitlements View All |< 1-4 of 4 >|

CF1	Aviation Crew & Non-Crew HDIP	Continue	*Aviation Crew Member Hazardous Started 2002-09-01	+
FDH	Flight Deck Hazardous Duty Pay	Continue	Flight Deck Hazardous Duty Inc Stopped 1995-10-31	+
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-06-29	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-11-30	+

Save

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

4	<p>Select the  button located at the bottom right-hand portion of the screen so that all payments of Aviation Crew HDIP will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> ➤ You may use the  button to start Aviation Crew HDIP; however, we recommend using the “Include History” mode so all payments will display. ➤ Use the  button to view all payments of Aviation Crew HDIP. Only new entitlements can be entered in this mode. ➤ Use the  button to update or delete entries of Aviation Crew HDIP. A listing of all payments will be displayed. </div>
5	<p>If a Aviation Crew HDIP row exists in the Summary Panel...</p> <p>Click the  button adjacent to Aviation Crew HDIP. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If a Aviation Crew HDIP row doesn't exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “CF1” in the look-up box   or use the magnifying glass to search for and select the Aviation Crew HDIP earning code.</p> <p>Then click the  button adjacent to Aviation Crew HDIP to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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6 **Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

Follow these procedures to bypass the Employee Entitlement Summary Panel.

Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the **** button located at the bottom right-hand portion of the screen so that all entries of Aviation Crew HDIP will be shown. If you are stopping, correcting, or deleting this entitlement, use the **** button.

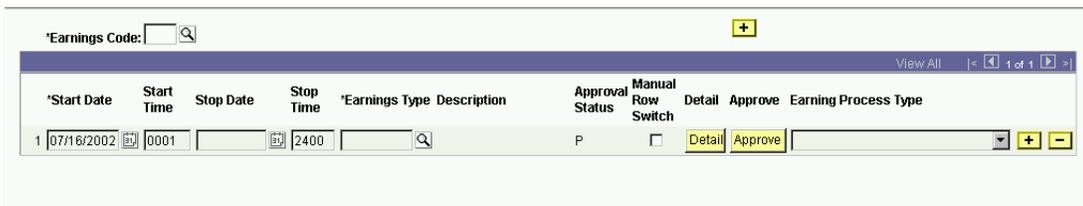
Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “CF1” Earnings Code. If Aviation Crew HDIP isn’t listed (after clicking **View All**), click the **** button from any entitlement as shown below.



The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' with 'FSA' entered. Below the search bar is a table with the following columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The table contains one row with the following data: 1, 10/18/2001, 9999, 12/17/2001, 9999, FSA-S, Family Separation Allowance, Category S, A, , Approve, Conversion. A red arrow points to a plus button located above the table.

The following screen appears below the previous entitlement...



The screenshot shows the 'Entitlements' screen. At the top, there is a search bar for 'Earnings Code' which is empty. Below the search bar is a table with the following columns: *Start Date, Start Time, Stop Date, Stop Time, *Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The table contains one row with the following data: 1, 07/16/2002, 0001, 2400, P, , Detail, Approve. A plus button is visible above the table.

Type “CF1” in the Earnings Code field or use the magnifying glass **** to search and select the Aviation Crew HDIP Earnings Code.

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Starting Aviation Crew HDIP (See Steps 8-10 for other options)

In the  mode, click the  button shown below.



Entitlements

*Earnings Code: CF1 Aviation Crew & Non-Crew HDIP

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
11/18/1997	9999	09/30/1998	9999	HDIPCM	Aviation Crew Member Hazardous Duty Incentive Pay	A	<input type="checkbox"/>	Approve	Conversion

The following entry line appears...



Entitlements

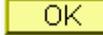
*Earnings Code: CF1 Aviation Crew & Non-Crew HDIP

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
07/26/2002	0001		2400			P	<input type="checkbox"/>	Approve	
11/18/1997	9999	09/30/1998	9999	HDIPCM	Aviation Crew Member Hazardous Duty Incentive Pay	A	<input type="checkbox"/>	Approve	Conversion

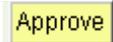
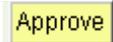
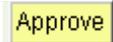
Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Enter the last day of entitlement or leave blank to pay continuous Aviation Crew HDIP. Use the calendar button  to select the desired date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

Step 7 (Cont'd)

<p></p>	<p><u>Click</u> the  button and the following screen appears.</p> <div data-bbox="516 338 1235 617"><p>Supporting Data</p><p>1080807 CF1 08/22/2002 HDIPCM</p><p>Approval Action:  Supervisor ID: <input type="text"/> </p><p>Approval Status: Pending</p><p>Approval Instance: 0</p><p> </p></div> <p><u>CGHRS (Clerk) Action</u> Complete the following steps to route the entitlement for approval:</p> <p><u>Leave</u> the Approval Action field set to “Approve”.</p> <p><u>Type</u> the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.</p> <p><u>Click</u> the  button to return to the Entitlements panel.</p> <p><u>CGHRSUP Users</u> Take the following steps to approve, deny, or recycle the entitlement.</p> <p><u>Leave</u> the Approval Action field set to “Approve” or <u>Click</u> the drop down arrow to change the approval action.</p> <p><u>Choose</u> “Deny” if the entitlement is either inaccurate or improper. Important! Please delete the row after selecting this option by clicking the  button in the Entitlements panel.</p> <p><u>Choose</u> “Recycle” if kicking back the entitlement for further revision. Important! Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.</p> <p>Disregard the Supervisor ID field.</p> <p><u>Click</u> the  button to return to the Entitlements panel.</p>
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Step 7 (Cont'd)

Earnings Process Type	Not Required. Disregard this field.												
	<p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> CGHRSUP Users: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the approval action will not be effected. Once saved, the item will disappear from your work list.</u></p>												
8	<h3><u>Stopping Aviation Crew HDIP</u></h3> <p>In the  mode, find the row to stop. The stop date will be blank as shown below:</p>  <p>Enter the following information...</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Stop Date</td> <td>Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.</td> </tr> <tr> <td>Stop Time</td> <td>Pre-filled</td> </tr> <tr> <td>Manual Row Switch</td> <td>Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.</td> </tr> <tr> <td></td> <td>Not Used – Payment of Aviation Crew HDIP does not require audit and approval.</td> </tr> <tr> <td></td> <td>Click this button (located at the bottom left of the screen) to approve the entry.</td> </tr> </tbody> </table>	Field	Action	Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.	Stop Time	Pre-filled	Manual Row Switch	Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.		Not Used – Payment of Aviation Crew HDIP does not require audit and approval.		Click this button (located at the bottom left of the screen) to approve the entry.
Field	Action												
Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. This field can be future dated.												
Stop Time	Pre-filled												
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	Not Used – Payment of Aviation Crew HDIP does not require audit and approval.												
	Click this button (located at the bottom left of the screen) to approve the entry.												

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9

Correcting Aviation Crew HDIP

In the  mode, **find** the Aviation Crew HDIP row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

Click the  button located at the bottom left of the screen.



To change the effective start date, you must delete the entire row (Step 10) and then start a new Aviation Crew HDIP entitlement (Step 7).

10

Deleting Aviation Crew HDIP

In  mode, **find** the Aviation Crew HDIP row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total Aviation Crew HDIP entitlement will be recouped when using this feature.

End