



CCI 642.01
EFFECTIVE DATE: 20 June 2023

By Order of the Assistant Secretary for Health:

ADM Rachel L. Levine, M.D.

SUBJECT: Hazardous Duty Pay

1. PURPOSE: This Instruction sets forth policies and procedures concerning the conditions under which the U.S. Public Health Service (USPHS) Commissioned Corps will authorize hazardous duty pay (HDP) for Public Health Service (PHS) officers assigned to duties involving toxic pesticides, live dangerous viruses or bacteria, flights (as non-crew member), diving, hostile fire, and duty in designated imminent danger locations.
2. APPLICABILITY: This instruction applies to all PHS officers serving on active duty, including members of the Regular Corps and the Ready Reserve Corps, who perform qualifying duties.
3. AUTHORITY:
 - 3-1. [37 U.S.C. § 351](#), "Hazardous duty pay"
 - 3-2. [42 U.S.C. § 204a](#), "Deployment readiness"
 - 3-3. [42 U.S.C. § 210](#), "Pay and allowances"
 - 3-4. Commissioned Corps Directive (CCD) [151.07](#), "Hazardous Duty Pay and Special Duty Pay"
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters (CCHQ), provides overall management of USPHS Commissioned Corps personnel and processes.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC22.3.4, "Hazardous Duty Incentive Pay for Duty Involving Dangerous Viruses and Bacteria" dated 9 April 1984, CC22.3.5, "Hazardous Duty Incentive Pay for Duty Involving Toxic Pesticides," dated 25 September 1984, and CC22.3.1, "Noncrew Flight Pay," dated 13 April 1982. This policy:
 - 5-1. Combines previous policies CC22.3.4, CC22.3.5, and CC22.3.1;
 - 5-2. Adds the Ready Reserve Corps;

- 5-3. Adds new authorities;
- 5-4. Addresses urgent or emergency public health care needs, epidemics, and pandemics (like COVID-19), non-crew flight pay, dive pay, hostile fire pay, and imminent danger pay;
- 5-5. Adds language that HDP cannot be retroactive;
- 5-6. Adds Section 6-3. to set guidelines and Section 8-2. to set procedures for non-crew flight pay;
- 5-7. Adds Section 6-4. to set guidelines and Section 8-3. to set procedures for dive pay;
- 5-8. Adds Section 6-5. to set guidelines for hostile fire pay and imminent danger pay;
- 5-9. Adds Section 8-4. and 8-5. to set procedures for hostile fire pay and imminent danger pay, respectively;
- 5-10. Adds wording to cover officers possibly exposed to hazardous diseases/viruses while on deployment or in a clinical setting;
- 5-11. Adds Section 7-1. to cover responsibilities of the ASH to designate additional duties as hazardous;
- 5-12. Adds language to cover the certification (Section 8-1.a.) and payment (Section 8-1.b.) of HDP for officers who qualify while on deployment;
- 5-13. Adds language (to Section 8-1.a.(2)) to cover officers who qualify as part of their regular duties (not on deployment or Temporary Additional Duty);
- 5-14. Moves definitions to Appendix A: Glossary;
- 5-15. Adds sample memoranda to Appendix B and C; and
- 5-16. Adds Appendix D: HDP Rates Table.

6. POLICIES

6-1. HDP-Toxic Pesticides.

- a. Eligibility. To be eligible to receive HDP-Pesticides, the officer must be assigned by competent orders for a period of 30 consecutive calendar days or more to entomology, pest control, pest management, or preventive medicine functions where the primary duties involve:
 - (1) Frequent and regular exposure and/or application of fumigants when existing practices and commercially available equipment are unavailable to eliminate hazardous exposures; and
 - (2) Use of the following fumigants:
 - (a) Phosphine, sulfuryl fluoride, hydrogen cyanide, methyl bromide, or
 - (b) A fumigant of comparable high acute toxicity and hazard potential.
- b. The officer must be working at the site where the officer qualified for HDP while receiving this pay (subject to Section 6-1.c.). Neither the USPHS Commissioned Corps nor the officer's agency can issue HDP retroactively.
- c. Officers who receive HDP will continue to receive HDP while in a Temporary Duty (TDY) status; however, the USPHS Commissioned Corps will not authorize HDP if the officer is on Temporary Additional Duty (TAD) away from the site where the officer qualified for HDP for a period in excess of 29 consecutive calendar days.
- d. Adjustments to the Monthly Rate. When an officer is entitled to HDP for a fractional portion of a month because of entry into or removal from the site where the officer qualified for HDP on an intermediate day of a month, CCHQ will make a payment of one-thirtieth (1/30) of the monthly rate for each day of entitlement. All calculations are based on a 30-day month.

6-2. HDP-Virus/Bacteria.

- a. Eligibility. To be eligible to receive HDP-Virus/Bacteria, the officer must either be:
 - (1) Assigned by competent orders for a period of 30 consecutive calendar days or more to primary duties involving laboratory work that utilizes live dangerous viruses or bacteria that requires the officer to:
 - (a) Subject to exposure to, participate in or conduct applied or basic research that is characterized by a changing variety of techniques, procedures, equipment, and experiments; and
 - (b) Work with micro-organisms that cause disease(s) in humans:
 - (i) With a high potential for mortality;
 - (ii) For which effective therapeutic procedures are not commonly available;

- (iii) For which no fully-approved (non-emergency approval) effective prophylactic immunization exists or is widely available; and
 - (iv) When existing bio-safety practices, equipment, and facilities may be inadequate to effectively prevent exposure to infectious microbiologic agents.
 - (2) Assigned by competent orders for a period of 30 consecutive calendar days or more to primary duties related to the response to an urgent or emergency public health care need (once determined by the Secretary in accordance with [42 U.S.C. § 204a\(a\)\(5\)](#) and [CCD 121.02](#), “Deployment and Readiness”) that the Secretary or designee states was caused by a virus or bacteria, epidemic, or pandemic involving one or more of the following:
 - (a) Laboratory work that utilizes live dangerous viruses or bacteria and requires the officer to participate in or conduct applied or basic research that is characterized by a changing variety of techniques, procedures, equipment, and experiments; and to work with micro-organisms that cause diseases in humans.
 - (b) A USPHS Commissioned Corps led deployment response, or intra-agency led response, in accordance with the guidelines set forth in Commissioned Corps Instruction (CCI) [241.02](#), “Deployment of Public Health Service Officers,” where the officer:
 - (i) Performs pre-deployment site surveys and unit manning position job hazard analysis;
 - (ii) Performs real-time analysis site inspections to ensure the safety, welfare, and accountability of incident personnel; or
 - (iii) Identifies and corrects potentially hazardous situations during all stages of a response operation.
 - (c) Risk of exposure to any variant of a virus or bacteria that caused the urgent or emergency public health care need as a part of their regularly assigned duties (whether at their regular assigned duty or on deployment) while providing clinical care for infected or possibly infected patients or working at community-based testing sites or quarantine sites.
 - (d) Continuously facing risk for injury or illness as a first responder; encountering unrecognized safety issues; or continuing to identify, investigate, and correct hazardous events that place their own safety at risk.
- b. The officer must be working at the site where the officer qualified for HDP while receiving this pay (subject to Section 6-2.c.). Neither the USPHS Commissioned Corps nor the officer’s agency are permitted to issue HDP retroactively.
- c. Officers who receive HDP will continue to receive HDP while in a TDY status; however, the USPHS Commissioned Corps will not authorize HDP if the officer is

TAD away from the site where the officer qualified for HDP for a period in excess of 29 consecutive calendar days.

- d. Adjustments to the Monthly Rate. When an officer is entitled to HDP for a fractional portion of a month because of entry into or removal from the site where the officer qualified for HDP on an intermediate day of a month, CCHQ will make a payment of one-thirtieth (1/30) of the monthly rate for each day of entitlement. All calculations are based on a 30-day month.

6-3. HDP-Flight Pay.

- a. Eligibility. To be eligible to receive HPD-Flight Pay, the officer must be assigned by competent orders as a non-crew member to flight duty and complete at least four hours of flight time per calendar month. If an officer does not complete at least four hours of flight time in one month, the officer may apply any hours flown during the last five preceding months, that had not already been used to qualify for HDP-Flight Pay, to meet the four-hour requirement. Officers may refer to the [Department of Defense \(DoD\) Financial Management Regulations, Volume 7A, Chapter 22](#), "Aviation Incentive Pays," Section 220204 for more information. The Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-Health and Human Services (HHS) organization where the officer conducts HDP-Flight Pay may have additional qualifications the officer would need to follow.
- b. Relationship to Other Pays. Officers may not receive HDP-Flight Pay for the same skill and period of service as Aviation Incentive Pay (AIP) (see CCI [642.03](#), "Special Duty Pay," for more information regarding AIP).

6-4. HDP-Dive Pay. To be eligible to receive HDP-Dive Pay, the officer must be assigned by competent orders to dive duty, maintain proficiency as a diver, and perform diving duty while serving in an assignment for which diving is a primary duty or meet the requirements to maintain proficiency as a diver by frequent and regular dives while serving in an assignment that includes diving other than as primary duty. The OPDIV/STAFFDIV/non-HHS organization where the officer conducts diving duty may have additional qualifications the officer would need to follow.

6-5. Hostile Fire Pay (HFP) and Imminent Danger Pay (IDP).

- a. Eligibility.
 - (1) HFP Specific. To be eligible to receive HFP, the officer must be assigned by competent orders to duties that:
 - (a) Subject the officer to hostile fire or explosion of a hostile mine;
 - (b) Place the officer in close proximity to a hostile fire incident and the officer is in danger of being exposed to the same dangers listed in Subsection 6-5.a.(1)(a); or
 - (c) Led to the officer's killing, injuring, or wounding by hostile fire, explosion of a hostile mine, or any other hostile action.
 - (2) IDP Specific. To be eligible to receive IDP, the officer must be assigned by competent orders to duties in a designated IDP location (officers should refer to the Defense Finance and Accounting Service's (DFAS) [IDP table](#) for current designated IDP locations). The officer qualifies for IDP if subject to the threat of physical harm or imminent danger on the basis of

civil insurrection, civil war, terrorism, or wartime conditions in a DFAS designated foreign location. The USPHS Commissioned Corps will pay IDP on a daily prorated basis, not to exceed the maximum limit set forth in [CCD 151.07](#), "Hazardous Duty Pay and Special Duty Pay." An officer qualifies for IDP while on leave only if the leave is taken in the same IDP location where the officer is assigned.

- (3) Officer Captured or Missing. An officer entitled to HFP or IDP immediately before entering a status of missing, missing-in-action, interned in a foreign country, or captured by a hostile force will continue to be credited with HFP or IDP for each month while in such status.
- (4) Hospitalizations. An officer entitled to HFP or IDP, who is hospitalized for a wound, injury, or illness incurred as a result of hostile action, while in the line of duty, or in a combat operation or combat zone is entitled to HFP or IDP for each month hospitalization continues, up to an additional three months after the month in which the wound, injury, or illness occurred.

- b. Relationship to Other Pays. Officers may receive HFP or IDP in addition to other pay and allowances, except HFP and IDP cannot be paid concurrently.

6-6. Rate of Pay. See Appendix D for a full table of current USPHS Commissioned Corps pay rates for all types of HDP.

7. RESPONSIBILITIES:

7-1. The ASH is responsible for establishing policy, assigning responsibilities, and prescribing procedures for HDP. The ASH may designate additional duties and conditions as hazardous duty based upon the inherent dangers of that duty and risks of physical injury. The ASH is the final authority for an officer's appeal regarding HDP awarding.

7-2. The SG, or designee, is responsible for:

- a. Determining and approving the designation of deployments and assignments that are eligible for HDP; and
- b. Issuing any related Personnel Operations Memorandum (POM) to implement this Instruction.

7-3. The Director, CCHQ, or designee, is responsible for administering the HDP program, including:

- a. Determining how officers qualify for HDP by deciding what duties qualify as hazardous;
- b. Developing procedures and systems for the payment of HDP; and
- c. Preparing and issuing personnel orders authorizing, adjusting, or terminating HDP.

7-4. The OPDIV/STAFFDIV/non-HHS organization Liaisons.

- a. OPDIV/STAFFDIV/non-HHS organization Liaisons are responsible for:
 - (1) Ensuring the officer's position/billet description accurately identifies the duties the officer is expected to perform; and

- (2) Preparing HDP requests/certifications for officers in accordance with Section 8. for assignments within their OPDIV/STAFFDIV/non-HHS organization.
 - b. OPDIV/STAFFDIV/non-HHS organization Liaisons cannot reassign the responsibilities listed above.
 - 7-5. The Financial Services Branch (FSB), CCHQ, is responsible for administering and processing HDP payments for eligible officers.
 - 7-6. The Readiness and Deployment Branch (RDB), CCHQ, is responsible for receiving an officer's certifying memorandum for HDP-Toxic Pesticides or Virus/Bacteria for deployment related assignments and providing a recommendation to the Director, CCHQ, whether HDP should be approved or not.
 - 7-7. The Separations and Assignments Branch (SAB), CCHQ, is responsible for receiving and reviewing [Form PHS-1662](#), "Request for Personnel Action – Commissioned Officers."
 - 7-8. All PHS officers are responsible for adhering to the guidelines and procedures listed in this Instruction, as well as any additional guidance provided by the SG or Director, CCHQ, or designees.
8. PROCEDURES:
- 8-1. Procedures for HDP-Toxic Pesticides and HDP-Virus/Bacteria.
 - a. Agency Initiated Action.
 - (1) Permanent Changes of Assignment. For each officer assigned to or reassigned from a permanent duty, the OPDIV/STAFFDIV/non-HHS organization Liaison must submit a [Form PHS-1662](#), "Request for Personnel Action – Commissioned Officers," along with a certifying memorandum (justifying the officer's eligibility for HDP and acknowledging that the officer's duties comply with Subsections 6-1.a. or 6-2.a.) and a position/billet update to SAB, CCHQ.
 - (2) Temporary Assignments. The OPDIV/STAFFDIV/non-HHS organization Liaison must submit a certifying memorandum for officers on TAD, short-term intra-agency response, or intra-agency and interagency TDY positions/billets that meets the eligibility criteria stated in Section 6-1. or Section 6-2. OPDIV/STAFFDIV/non-HHS organization Liaisons will submit a certifying memorandum to CCHQ whenever:
 - (a) An officer who is not receiving HDP is assigned TAD to a position/billet that meets the eligibility criteria of Section 6-1. Or Section 6-2.; or
 - (b) An officer receiving HDP is assigned TAD for a period in excess of 29 consecutive calendar days to a position/billet that does not satisfy the criteria of Section 6-1. or Section 6-2.

- b. Deployments Initiated by RDB. The officer in charge of a deployment will issue a certifying memorandum to RDB, CCHQ, specifying all positions/billets (location and the officers' names) for officers that (or TDY assigned by the USPHS Commissioned Corps) would meet the eligibility criteria of Section 6-1 or Section 6-2. The officer in charge must send this certifying memorandum before the officer leaves for deployment. At the end of deployment, the officer in charge must submit a supplementary memorandum specifying the names of the officers (with their rank and PHS number/SERNO) who filled these deployment roles.
- (1) RDB will send a recommendation to the Director, CCHQ, to determine whether to approve these officers for HDP or not.
 - (2) In making this determination, the Director, CCHQ, will consider the SG's designation of what constitutes hazardous duty.
- c. Certifying Memorandum (see Appendix B). The memoranda applicable to Sections 8-1.a. and 8-1.b. must list the officers' name, when they were performing hazardous duty, the type of hazardous duty they performed, and the personnel order numbers and dates. The memoranda should also state that the duty meets the eligibility criteria outlined in this Instruction.
- d. Position/Billet Description Review. In September of each year, CCHQ will provide OPDIV/STAFFDIV/non-HHS organization Liaisons with a list of positions/billets authorized to receive HDP. The Liaisons will review the position/billet descriptions and certify to CCHQ that the positions/billets still qualify for HDP or update the position/billet descriptions as applicable. If a position's/billet's duties change or new circumstances cause an existing position/billet to qualify for HPD, the OPDIV/STAFFDIV/non-HHS organization Liaison will contact CCHQ. The Director, CCHQ, or designee, will approve this list based on the SG's designation of what constitutes hazardous duty.
- e. Effective Dates of Payment.
- (1) The effective date to begin payment of HDP to an officer whose primary duty meets the eligibility requirements of Section 6-1. or Section 6-2., will be the later of:
 - (a) The day the officer arrives at the duty station; or
 - (b) The day the officer is assigned to a position/billet satisfying the eligibility criteria.
 - (2) Payment of HDP to an officer who is on TAD will begin on the day the officer reports to a station/location to perform duties that satisfy the eligibility requirements of Section 6-1. or Section 6-2., provided that the TAD will be for a period of 30 consecutive calendar days or more.
 - (3) FSB, CCHQ, will calculate the payment of HDP to an officer who qualified while on deployment within 30 calendar days of the Director's approval. FSB, CCHQ, will make this payment by the second pay period after this calculation.
 - (4) Eligibility to receive HDP will terminate effective at 2400 hours on the earlier of:

- (a) The day prior to the effective date of an officer's departure on Permanent Change of Station (PCS) or TAD. If the USPHS Commissioned Corps is paying HDP due to TAD, payment will terminate on the day prior to departing the station/location that qualified the officer for the payment; or
- (b) The day prior to the effective date of an officer's new primary duties that no longer meet the eligibility criteria listed above.

8-2. Procedures for HDP-Flight Pay.

- a. Requesting HDP-Flight Pay. The OPDIV/STAFFDIV/non-HHS organization Liaison must first place the PHS officer on flight duty by submitting a "Request for Flight Pay" memorandum the first time the officer is assigned to flight duty (see Appendix C). The flight coordinator for the flight on which the officer will perform flight duty must draft this memorandum certifying that the officer completed aviation training and is qualified to participate in flights and send it through the OPDIV/STAFFDIV/non-HHS organization Liaison to FSB, CCHQ. The memorandum must contain:
 - (1) Detailed information about the officer's agency under which the flight will take place along with the officer's identifying information (i.e., rank, name, PHS number/SERNO);
 - (2) Certification of the officer's complete flight training. This certification must include:
 - (a) The flight training diploma, and
 - (b) The officer's position/billet number and designation.
 - (3) A statement that affirms the flight and all participants adhere to all applicable legal authorities; and
 - (4) Contact information for the Liaison in the OPDIV/STAFFDIV/non-HHS organization in which the officer will conduct flight duty.
- b. Personnel Order (PO). FSB, CCHQ, will update the officer's PO once it receives the "Request for Flight Pay" memorandum and validated officer's information.
- c. Flight Certificate. The officer must complete the relevant parts and sign Form [PHS-2814](#), "Flight Certificate," and forward it to their flight coordinator for completion and signature. The flight coordinator must include the officer's flight billet/position.
- d. Processing Payments. FSB, CCHQ, will process HDP-Flight Pay payments in the next available pay period if the officer submits form [PHS-2814](#) and all supporting documents in full. Any discrepancies in the officer's flight record must be adjudicated between the officer and flight coordinator.

8-3. Procedures for HDP-Dive Pay.

- a. The officer's OPDIV/STAFFDIV/non-HHS organization Liaison must send FSB, CCHQ, a memorandum that states:

- (1) The officer's information (rank, name, PHS number/SERNO); and
 - (2) Diving date(s).
 - b. The officer's OPDIV/STAFFDIV/non-HHS organization Liaison must send FSB, CCHQ, a dive log attached to the memorandum mentioned in Section 8-3.a. on a monthly basis.
 - c. FSB, CCHQ, will submit payment once the information in the memorandum is validated.
- 8-4. Procedures for HFP.
- a. The OPDIV/STAFFDIV/non-HHS organization Liaison must send a determination of fact memorandum to FSB, CCHQ, that contains the following information:
 - (1) The qualifying officer's information (rank, name, PHS number/SERNO);
 - (2) A short description of the hostile fire incident (including location and dates of occurrence); and
 - (3) A certification from the commanding officer that the PHS officer has met the requirements for HFP.
 - b. Any determination of fact made by the officer in charge in the certification of hostile fire are conclusive. Such determinations are not subject to review by any officer or OPDIV/SATFFDIV/non-HHS organization, unless evidence of fraud or gross negligence has been found. Such determinations, however, may be changed on the basis of new evidence or for other good cause.
- 8-5. Procedures for IDP. The OPDIV/STAFFDIV/non-HHS organization Liaison must send a certifying memorandum to FSB, CCHQ, that contain the following information:
- a. The qualifying officer's information (rank, name, PHS number/SERNO); and
 - b. A certification of when the officer was in the designated IDP location with the dates the officer was physically present under competent orders.
- 8-6. HDP Request Recipients. The OPDIV/STAFFDIV/non-HHS organization Liaison must ensure the required documents and forms are sent digitally or physically to the respective CCHQ branch.
- a. FSB:
 - (1) The electronic Corps Mass Communication System (eCMCS), accessed via the Officer Secure Area of the [USPHS Commissioned Corps website](#);
 - (2) Email to PHSCCHQCompensation@hhs.gov; or
 - (3) Mail to: Commissioned Corps Headquarters – FSB, Compensation
1101 Wootton Parkway, Suite 300
Rockville, MD 20852

b. RDB:

- (1) The eCMCS, accessed via the Officer Secure Area of the [USPHS Commissioned Corps website](#);
- (2) Email to PHSDeployment@hhs.gov; or
- (3) Mail to: Commissioned Corps Headquarters – RDB, Deployments
1101 Wootton Parkway, Suite 300
Rockville, MD 20852

c. SAB:

- (1) The eCMCS, accessed via the Officer Secure Area of the [USPHS Commissioned Corps website](#);
- (2) Email to PHSCCAssignments@hhs.gov, or
- (3) Mail to: Commissioned Corps Headquarters – SAB, Assignments
1101 Wootton Parkway, Suite 300
Rockville, MD 20852

9. HISTORY: This is the first issuance of this Instruction within the eCCIS and replaces CCPM CC22.3.4, “Hazardous Duty Incentive Pay for Duty Involving Dangerous Viruses and Bacteria” dated 09 April 1984; CC22.3.5, “Hazardous Duty Incentive Pay for Duty Involving Toxic Pesticides,” dated 25 September 1984; and CC22.3.1, “Noncrew Flight Pay,” dated 13 April 1982.

Appendix A

Glossary

The following terms are defined for the purposes of this Instruction:

1. Competent Orders. Orders issued by the Secretary of HHS, or designee, to PHS officers.
2. Flight Duty. Flying performed in military aircraft or spacecraft, and in nonmilitary aircraft when PHS officers are required by competent orders to fly in such aircraft. A flight begins when the aircraft or spacecraft takes off from rest at any point of support located on the surface of the earth and terminates when it next comes to a complete stop at a point of support located on the surface of the Earth.
3. Permanent Change of Station (PCS). The assignment or transfer of an officer to a different duty station under competent orders that do not specify the duty as temporary. It includes (1) the change from home or from the place from which ordered to active duty to the first duty station upon call to active duty and (2) the change from the last permanent duty station to home upon separation.
4. Primary Duty. Performance of tasks reflected on the officer's position/billet description.
5. Temporary Additional Duty (TAD). Duty performed under competent orders for a limited time, when the duty being performed is not identical to the officer's primary duty.
6. Temporary Duty (TDY). Duty performed under orders at one or more locations, other than the officer's permanent duty station, when the duty being performed is identical to the officer's primary duty, under competent orders specifying the duty as temporary.

Appendix B

Memorandum Sample for HDP-Toxic Pesticides and HDP-Virus/Bacteria

DATE: DDMMYYYY

TO: Chief, Readiness and Deployment Branch
Commissioned Corps Headquarters
1101 Wootton Parkway, Plaza Level, Suite 300
Rockville, MD 20852

FROM: (Applicable Agency Address)

SUBJECT: Authorization for (HDP-Toxic Pesticides or HDP-Virus/Bacteria) for Period of Temporary Additional Duty (TAD) in Excess of 29 Consecutive Calendar Days

(Officer's Name), (Officer's SSN) was on temporary additional duty (TAD) for the period _____ through _____ pursuant to (Order Number, Date, and Issuing Headquarters). During the period of the officer's TAD, he/she was assigned primary duties which met the eligibility criteria of CCI 642.01, "Hazardous Duty Pay," Section 6-1. Specifically, the officer _____.

(Signature of Liaison)

Attachment:
(Personnel Order)

Appendix C

Memorandum Sample for HDP-Flight Pay

DATE: DDMMYYYY

TO: Chief, Financial Services Branch
Commissioned Corps Headquarters
1101 Wootton Parkway, Plaza Level, Suite 300
Rockville, MD 20852

FROM: (Applicable Agency Address)

SUBJECT: REQUEST FOR FLIGHT PAY

1. As a (officer's position/billet designation) (assigned or detailed) to (OPDIV/STAFFDIV/non-HHS organization), officer (officer's name and title) currently encumbers a position/billet with duties involving flight at (OPDIV/STAFFDIV/non-HHS organization) and respectfully requests initiation of flight pay (flight hours to be submitted monthly).
2. Officer (officer's name and title) completed the (flight certificate training program) course of instruction and was designated as the (officer's billet designation) for the (OPDIV/STAFFDIV/non-HHS organization) on (date of training program completion).
3. All USPHS aviation officers in (OPDIV/STAFFDIV/non-HHS organization) adhere to the flight requirements, minimums, and pay instructions prescribed under CCD 151.07, "Hazardous Duty Pay and Special Duty Pay," and CCI 642.01, "Hazardous Duty Pay." These regulations are prescribed under the authorities of 37 U.S.C. § 351 (a)(2); 42 U.S.C § 210 (a). The USPHS Commissioned Corps officers will remain on non-crew member flight status until relieved from active duty or transferred out of (OPDIV/STAFFDIV/non-HHS organization) with orders to another agency.
4. Should you require additional information, please direct correspondence to the following: (OPDIV/STAFFDIV/non-HHS organization Liaison contact information).

Attachments:

- (1) (Flight certificate training program diploma)
- (2) (Billet designation)

Appendix D

HDP Rates Table

Hazardous Duty Pay Type	Monthly Pay Rate
Toxic Pesticides	\$275
Virus/Bacteria	\$275
Flight Pay	The USPHS Commissioned Corps adheres to the pay rates established by the OPDIV/STAFFDIV/non-HHS organization where the officer conducts flight duties. Officers should refer to their OPDIV/STAFFDIV/non-HHS organization to determine their HDP-Flight Pay rates subject to the maximum amount authorized in 37 U.S.C. § 351 .
Dive Pay	\$240
Hostile Fire Pay	\$225
Imminent Danger Pay	\$225