



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT LIBERTY, NC 28310-5010

AFRC-PR (37-1a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Reserve Major Subordinate Commands (MSC) - Authority to Publish Hazardous Duty Incentive Pay (HDIP) orders

1. References:

- a. AR 600-8-105, Military Orders
 - b. AR 637-1, Army Compensation and Entitlements Policy
 - c. DA PAM 600-8-105, Military Orders
 - d. USAR PAM 37-1, Defense Joint Military Pay System-Reserve Component (DJMS-RC), Procedure Manual
2. This a change to the procedures in USAR Pamphlet 37-1, Section VIII, Hazardous Duty Incentive Pay (HDIP) orders.
3. Effective 1 June 2024, MSCs are authorized to publish HDIP Orders. MSCs can further delegate their approval authority to the first one-star commander. No further delegation is authorized.
4. MSC Commanders assume the following responsibilities:
- a. Manage, publish, certify, and terminate HDIP orders.
 - b. Establish internal controls and policies to ensure legal efficacy and proper management of the HDIP program.
 - c. Appoint HDIP managers on orders with authorized access to Integrated Personnel and Pay System-Army (IPPS-A) order production modules and established coordination with the Army Reserve Pay Centers and Defense Finance and Accounting Service.
 - d. Must provide HDIP Standard Operating Procedures (SOP) to USARC G-1 prior to further delegation.
5. USARC G-1 will collaborate with USARC Internal Review (IR), G-8, and Safety for input and semi-annual validation/inspections. USARC G-1 may temporarily revoke MSC delegation if major shortfalls are discovered.

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6. USARC G-1 is the only approval for backdating Hazardous Duty Orders (HDO's) over 30 days and manual orders.

7. Point of contact for this memorandum is Mr. George Damour at 910-570-8862, or george.b.damour.civ@army.mil.

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