

# NPPSC SOP: Diving Pay

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**Chief of Naval Personnel**

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Diving Pay SOP

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Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow to process Diving Pay. This SOP outlines the roles, responsibilities, and procedures for Customer Commands and Transaction Service Centers (TSCs).

Roles and Responsibilities

CPPA

The Command Pay and Personnel Administrators (CPPAs) serves as the primary customer service link between command members and the supporting Transaction Service Center (TSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.

TSC Clerk

The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to \*create\* NSIPS transactions.

TSC Supervisor

The 'Supervisor' is a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist authorized to release NSIPS transactions. If the designated supervisor is not a MILPAY lead/auditor, an authorized TSC Deputy Disbursing Officer (DDO) or senior pay/personnel service representative must audit NSIPS transactions and supporting documentation affecting military pay before release to ensure accuracy, as well as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA).

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**II. CPPA Actions and Responsibilities**

**1. Prepare and submit forms and/or compile documentation, as required.**

- a. Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA) and submits documentation to CPPA, as required.
  - 1) Diving Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per [DoD FMR Vol. 7A Chapter 11](#) for the performance of hazardous duty.
  - 2) The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with [MPM 1320-030](#).
  - 3) The appropriate commander shall certify that the member has met the requirements for entitlement to Diving Pay for a given month, as specified in [DoD FMR Vol. 7A Chapter 11](#).
  - 4) Refer also to [MPM 7220-090](#) for Diving Pay Conditions of Entitlement, Diver Qualification and Requalification.
- b. CPPA reviews documentation. Forms/documentation may include:
  - 1) Endorsed PCS orders for correct Navy Enlisted Classification (NEC), which specify assignment to Diving Duty
  - 2) Locally generated memo (NAVPERS 1070/613) signed by appropriate authority certifying or recertifying that the Service Member is actually performing diving duty/maintaining diving qualifications while serving in an assignment for which diving is a primary duty; or meeting the requirements to maintain proficiency while serving in an assignment that includes diving duty other than as a primary duty.
  - 3) Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapses in diving duty qualification or disqualification.
- c. Special Requirements
  - 1) Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty.
- d. CPPA submits documentation to TSC via eCRM.

**2. Required KSDs**

- a. Ensure the Service member is informed of all required Key Supporting Documents (KSDs). The following documents and forms are required forms and/or documents to process diving pay.

Required KSD	Notes	<input checked="" type="checkbox"/>
PCS Orders	Orders requiring Diving Duty, Navy Enlisted Classification (NEC)	<input type="checkbox"/>
NAVPERS 1070/613 Administrative Remarks or Command Memo	Documenting Qualification, Requalification, or Disqualification	<input type="checkbox"/>
DD 577	If Diving Pay is approved by other than the CO, ensure a DD 577 is provided.	<input type="checkbox"/>

- b. Upon completion, collect and verify all required KSDs.

**3. Additional and optional KSDs, as applicable.**

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II. CPPA Actions and Responsibilities

- a. None required

4. Command Responsibilities

- a. The Commanding Officer is responsible for members within the command and ensures the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).
- b. The appropriate commander shall certify that the member has met the requirements for entitlement to Diving Pay for a given month, as specified in [DoD FMR Vol. 7A Chapter 11](#).
- c. Refer also to [MPM 7220-090](#) for Diving Pay Conditions of Entitlement, Qualification, and Requalification.

5. Timeline for submission of Diving Pay package.

- a. Complete Diving Pay package must be submitted within 4 working days of the effective date of the transaction.

6. Diving Pay Package Submission

- a. Submit the completed Diving Pay package via eCRM using the following information.

Case Drop Down	Diving Pay eCRM Case Submission
Subject	Rate/Rank Last Name, First Name, Submission Type (Diving Pay)
Description	Be thorough in description and required actions to avoid delays
Request Type	MILPAY
Problem Code	Select Problem Code as appropriate. <b>DO NOT</b> submit legal cases or ACC 355 cases via MILPAY
Routed To	TSC Pensacola for COE East. TSC San Diego for COE West (including HI and AK). TSC Great Lakes for personnel in a student status. TSC Yokosuka for COE OCONUS AOR.
Effective Date	Date of case submission, not the effective date of entitlements.
Contact Name	Utilize your Sailor’s SSN or DoD ID to find correct record and prevent a case being opened on the wrong Sailor. This is the Sailor’s information, <b>NOT the CPPA’s</b> .

Note: LEGAL AND MEDICAL RESTRICTED CASES: Do not submit legal (NJP, UA, Deserter, Confinement, etc.) or medical restricted cases (ACC 355 changes) using the MILPAY Request Type. Follow guidance in the Legal Restricted Case Routing Guidance and Gains/Losses Case Routing Guidance available on the MyNavy HR CPPA Resources Page eCRM Library. CPPAs requiring access to submit legal or medical restricted cases will refer to Ops Alert 005-23 for procedures to obtain restricted permissions – Regional Support Centers (RSC) are standing by to assist

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**II. TSC Clerk – Receive, Review, and Process Diving Pay**

**1. Case Assignment and Initial Review**

- a. Upon eCRM case assignment, clerk will review the Service member’s PCS orders and Diving Pay entitlement request to ensure required KSDs were submitted.

Required KSDs	Notes	<input checked="" type="checkbox"/>
PCS Orders	Orders requiring Diving Duty, Navy Enlisted Classification (NEC)	<input type="checkbox"/>
NAVPERS 1070/613 Administrative Remarks or Command Memo	Documenting Qualification, Requalification, or Disqualification	<input type="checkbox"/>
DD 577	If Diving Pay is approved by other than the CO, ensure a DD 577 is provided.	<input type="checkbox"/>

- b. Refer to [Figure 1: eCRM Case Workflow – MILPAY](#) for additional eCRM case workflow guidance.

**2. Complete Required Verifications**

- a. The clerk shall verify the following prior to processing:

- 1) Clerk verifies eligibility criteria for Diving Pay. [Refer to DoD FMR Vol. 7A Chap 11](#) and [MPM 7220-090](#).
- 2) [Refer to DoD FMR Vol. 7A Chap 11](#). Navy personnel entitled to receive basic pay are entitled to receive special pay for diving under pay directives when the following criteria are met:
  - Service Member is a designated diver or under training for a specific diver designation;
  - Service Member’s diving qualifications are current; and
  - Service Member is under competent orders to diving duty, issued by an order writing authority (further defined in [MPM 7220-090](#)).
- 3) Note: Pay Restrictions: Diving Duty Pay and Hazardous Duty Incentive Pay. When assigned by orders to both diving duty and hazardous duty for the same period, a Service Member may be paid special pay for diving duty and not more than two incentive payments for hazardous duty from among those listed in [DoD FMR Vol. 7A Chapter 22, section 2201 and Chapter 24](#).
- 4) Additional Note: Leave: If the leave is for more than 30 days, DFAS will automatically suspend diving duty pay on the master pay account effective on the 31st day of absence; and then will automatically restart the diving duty pay on the master pay account effective on the day after the member returns from leave. If a member is reassigned PCS and takes leave enroute, then diving duty pay will continue to accrue up to 30 days if the member has met the requirements to remain qualified to receive diving duty pay per ([DJMS-PTG, Part 1, Chapter 11](#)). Also refer to [DOD FMR Vol 7A Table 11-1](#) for leave more than 30 days.
- 5) Clerk reviews and verifies Service Member's pay account. Log on to MMPA JJAA:
  - Enter Service Member's SSN
  - Verify FID 21 (Diving Pay) status and other pay entitlement status
- 6) Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty.

**3. Verify and Process Entitlements/Deductions.**

- a. Review all active entitlements and deductions for accuracy. Process entitlements and deductions. Submit all entitlement and deduction transactions in NSIPS to the supervisor for review and release, as applicable.

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**II. TSC Clerk – Receive, Review, and Process Diving Pay**

Action		
NSIPS	Confirm Duty Status Code (DSC) reflects 100.	<input type="checkbox"/>
MMPA	“21” Diving Pay	<input type="checkbox"/>
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Demo Pay FID 10, etc.)	<input type="checkbox"/>

- b. If the service member is transferring within the same Accounting and Disbursing Station Number (ADSN), entitlements must be manually verified and stopped, as applicable.

**4. Create and Process Diving Pay in NSIPS**

- a. Select Special Pay type (refer to PCS orders or command memo, select appropriate Diving qualification status)
- b. Selected Start, Stop, Report, Correction, or Change as appropriate
- c. Enter effective date (coincides with local command memo qualification, requalification, disqualification date)
- d. Click “Save”

Note: Refer to [MPA 11-19](#), Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SkIP) and [MPM Article 7220-114](#) Naval Special Warfare Skill Incentive Pay, as required. Effective June 1st, 2019, the Navy transitioned NSW Officers, Special Warfare Operators and Special Warfare Boats Operators from Hazardous Duty Incentive Pay (HDIP) for parachute, diving and demolition pays to the NSW Skill Incentive Pay (SkIP). SkIP will be listed as "Save Pay" on qualified service members Leave and Earning Statement (LES) and it will reflect as an FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Accounts (MMPA).

**5. Supervisor and/or Auditor Review – Entitlements and Deductions**

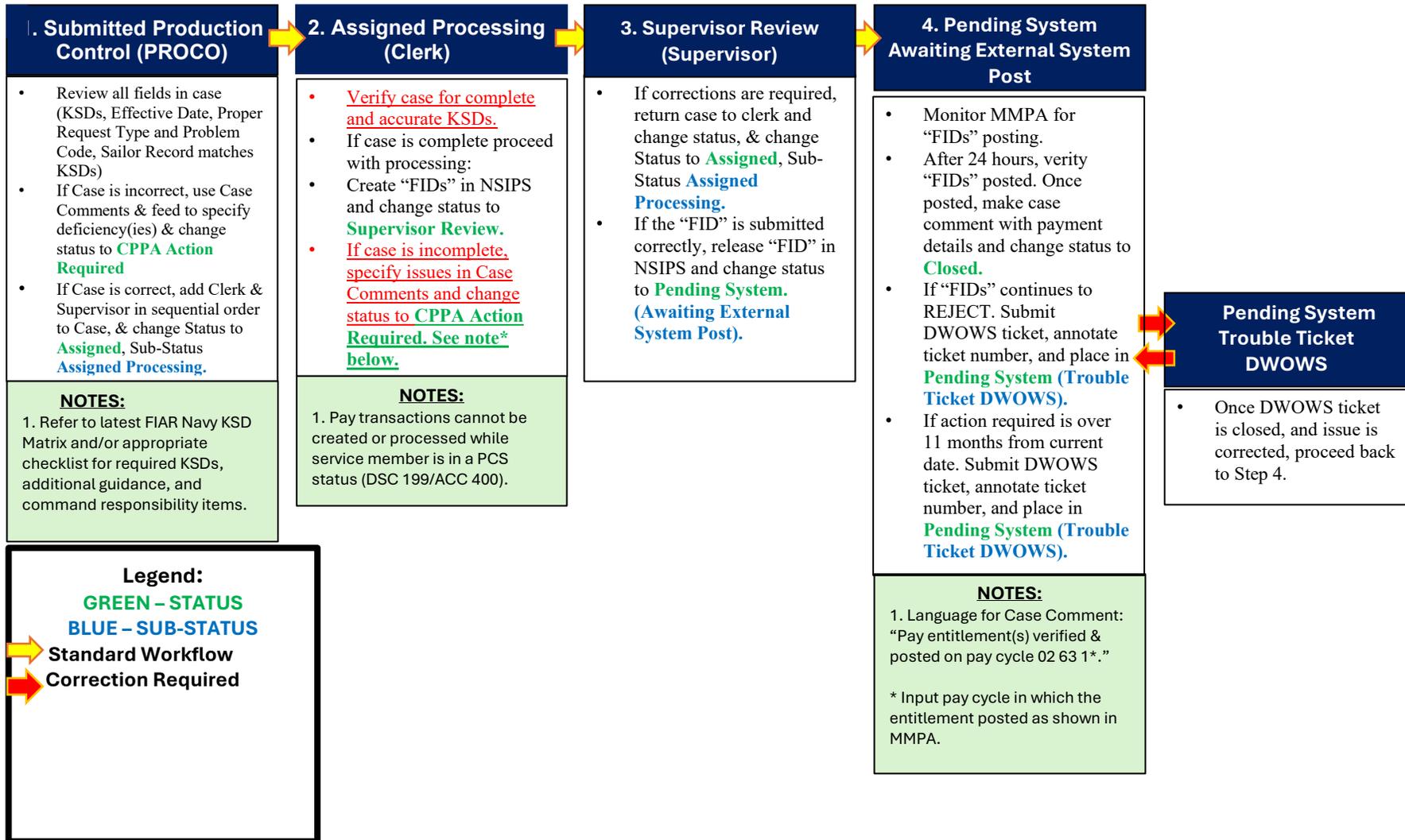
- a. Submit all entitlement and deduction transactions in NSIPS to the supervisor for review and release, as applicable.

**6. eCRM Case Routing.**

- a. Once all entitlements have been processed in NSIPS, update the eCRM case status to “Supervisor Review.”

DIVING PAY SOP

Figure 1: eCRM Case Workflow – MILPAY



DIVING PAY SOP

III. TSC Supervisor – Process and Audit Diving Pay

1. Case Assignment and Review.

- a. Upon receipt of eCRM case, supervisor will review the Service member’s PCS orders and Diving Pay entitlement request to ensure required KSDs were submitted.

System	Action	
NAVPERS 1070/613 Administrative Remarks or Command Memo	Documenting Qualification, Requalification, or Disqualification	<input type="checkbox"/>

- b. Refer to [Figure 1: eCRM Case Workflow – MILPAY](#) for additional eCRM case workflow guidance.

2. Release Entitlements and Deductions.

- a. Review all entitlements and deductions for accuracy. Ensure entitlements and deductions are processed correctly in NSIPS and released, as applicable.

System	Action	
NSIPS	Confirm Duty Status Code (DSC) reflects 100.	<input type="checkbox"/>
MMPA	“21” Diving Pay	<input type="checkbox"/>
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Demo Pay FID 10, etc.)	<input type="checkbox"/>

3. Release Diving Pay (Start, Stop, etc.) in NSIPS.

- a. Supervisor reviews and releases Diving Pay, via NSIPS.

4. Verification of Processed Transactions

- a. Verify processed Diving Pay entitlements/deductions (Starts, Stops, etc.) posted.

System	Action	
NSIPS	Confirm Duty Status Code (DSC) reflects 100.	<input type="checkbox"/>
MMPA	“21” Diving Pay	<input type="checkbox"/>
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Demo Pay FID 10, etc.)	<input type="checkbox"/>

Note 1: Refer to [DJMS PTG Part 9, Chapter 10](#), Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.

Note 2: Refer to [MPA 05/23](#), Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).

5. Supervisor Reviews Management Reports.

- a. Ensure all transactions are processed. Run reports for accuracy and verify error codes.

6. eCRM Case Review.

- a. Upon completion of all reviews and verifications, update the eCRM case status to “Closed-Completed (Closed).”

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### IV. References

1. [DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 11: Special – Diving Duty](#)
2. [Department of the Navy Memo dated 30 June 2020 Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits](#)
3. [MILPERSMAN 7220-090 Diving Pay](#)
4. [MILPERSMAN 1320-030 Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel](#)
5. [MILPERSMAN 7220-080 Incentive Pay for Hazardous Duty](#)
6. [MILPERSMAN 7220-112 Pay and Allowance Continuation \(PAC\) Program](#)
7. [MILPERSMAN 7220-114 Naval Special Warfare Skill Incentive Pay](#)
8. [NPPSCINST 5220.2 \(Series\) Standard Management Reports](#)
9. [NPPSCINST 7220.7 \(Series\) Separation of Duties Affecting Military Pay](#)
10. [NPPSCINST 7250.1 \(Series\) Retention of Disbursing Office Records](#)
11. [NAVADMIN 66/16 Navy Audit Document Retention Guidance](#)
12. [MPA 12/13 Required Supporting Documentation on Defense Workload Operations Web System \(DWOWS\) Pay Claim Cases](#)
13. [MPA 49/15 New Automated Disbursing System \(ADS\) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs](#)
14. [MPA 07/16 Mass Transactions Submission Via DWOWS](#)
15. [MPA 11/19 Transition of Naval Special Warfare \(NSW\) Hazardous Duty Incentive Pay \(HDIP\) to NSW Skill Incentive Pay \(Skip\)](#)
16. [MPA 05/23 Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes](#)

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### V. Online Resources

1. MyNavy HR - [CPPA Resources](#)
2. NSIPS - [NSIPS Portal](#)
3. NPPSC - [Ops Alerts](#)

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### VI. Command Aids and User Guides Available Online

1. [Defense Joint Military Pay System \(DJMS\) Master Military Pay Account \(MMPA\) Guide](#)
2. [Defense Joint Military Pay System \(DJMS\) Procedures Training Guide Part 2, Chap 3: Incentive Pay](#)
3. [Defense Joint Military Pay System \(DJMS\) Procedures Training Guide Part 9, Chap 10: Pay Product Delivery](#)
4. [NSIPS Quick Guide](#)

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### VII. Help Desks

1. NSIPS ESR
  - NSIPS Help Desk: 1-833-637-3669 | [nesd@nesd-mail.onbmc.mil](mailto:nesd@nesd-mail.onbmc.mil)
2. MyNavy Career Center (MNCC):
  - 1-833-330-6622 | [askmncc@navy.mil](mailto:askmncc@navy.mil)