DIVING PAY SOP

Purpose:
The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Support Centers (TSCs) to follow to process Diving Pay.
For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

Command Leadership

Service Member

CPPA

Clerk

Supervisor

Other Links:

Quick Links Page

Roles & Responsibilities

Best Practices

Reference's

Online Resources/Aids

Steps in numerical order

Approved for public release: Distribution Unlimited

SYSTEMS & HELP DESK POCs

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/

BUMED INSTRUCTIONS

https://www.med.navy.mil/Directives/Instructions/

BUPERS INSTRUCTIONS

https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/

CPPA RESOURCES

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/

DJMS

https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

DOD FMR

https://comptroller.defense.gov/FMR/

DOD INSTRUCTIONS / DIRECTIVES / FORMS

https://www.esd.whs.mil/Directives/issuances/dodi/

DON Memo dtd 30 June 2020

https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/

DON WEBSITE

https://www.doncio.navy.mil/

DS-11

https://travel.state.gov/content/travel/en/passports/how-apply/forms.html

JAG INSTRUCTION

https://www.jag.navy.mil/library/

JTR

https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/

KSD

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/

MILPERSMAN

https://www.mynavyhr.navy.mil/References/MILPERSMAN/

NAVADMINS

https://www.mynavyhr.navy.mil/References/Messages/

NAVMED FORM

https://www.med.navy.mil/Directives/NAVMED-Forms/

NAVMED MANUAL

https://www.med.navy.mil/Directives/MANMED/

NAVPERS FORMS

https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

NAVSUPINST

https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/

NPPSC FORMS

https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

NPPSC INSTRUCTIONS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312

OF 1164

https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business

OMPF

https://www.bol.navy.mil/

OPNAV INSTRUCTIONS

https://www.secnav.navy.mil/doni/opnav.aspx

OPS ALERTS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx

PPIBS-MPAS

https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

SalesForce/eCRM

https://navynpc.my.salesforce.mil/

SECNAV INSTRUCTIONS

https://www.secnav.navy.mil/doni/secnav.aspx

SECNAV MANUALS

https://www.secnav.navy.mil/doni/manuals-secnav.aspx

SF FORMS

https://www.opm.gov/forms/standard-forms/

SGLV 8286

https://www.va.gov/life-insurance/options-eligibility/sgli/

US NAVY REGULATIONS

https://www.secnav.navy.mil/doni/navyregs.aspx

NP2

https://prodhr.np2.cloud.navy.mil/my.policy

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.

- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a TSC's, Aircraft Carrier's or other non-TSC supported unit's person authorized to *release* NSIPS transactions.

- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."

- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)

- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). 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.

- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code (791F) is fully implemented, individual TSCs and RSCs may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

- 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, dive 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 a FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Accounts (MMPA).

- Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.

- In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/

- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

- Update and verify monthly Diving Pay tracking report. This Diving Pay tracking report is NOT to be used to verify continued qualification status, but rather to verify that the Service Member receiving the Diving Pay is still assigned to the Command/Unit Identification Code (UIC) that is serviced by the TSC. Clerk should follow-up with CPPA to resolve any discrepancies.

- Protect Personally Identifiable Information (PII). All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: https://www.doncio.navy.mil/.

#	Doc ID	Title
1.	DoD FMR Vol. 7A Chapter 11	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 11: Special Pay - Diving Duty
		http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_07a.pdf
2.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
		https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
3.	MILPERSMAN 7220-090	Diving Pay
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
4.	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
5.	MILPERSMAN 7220-114	Naval Special Warfare Skill Incentive Pay
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
6.	NPPSCINST 5220.2 (Series)	Standard Management Reports
		https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
7.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
		https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
8.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
		https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E

#	Doc ID	Title
9.	NAVADMIN 66/16	Navy Audit Document Retention Guidance
		https://www.mynavyhr.navy.mil/References/Messages/
10.	Military Pay Advisory (MPA) 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
11.	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
12.	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
13.	MPA 11-19	Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SkIP)
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
14.	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

Online Resources:		
#	**Website Sponsor**	**Title and Link**
1.	MyNavy HR	CPPA Resources
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
2.	NSIPS	NSIPS
		https://www.nsips.cloud.navy.mil/my.policy

User Guides Available Online:		
#	**Sponsor**	**Document Title and Link**
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11:	Diving Duty Pay
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10	Submitting Documentation via DWOWS
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Landing Page

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
1	Prepare and submit forms and/or compile documentation, as required	Prepare and submit forms and/or compile documentation, as required. Diving Pay entitlement is payable when, as certified by the appropriate commander, a Service Member: • is a designated diver, • is assigned to diving duty under competent orders, and • maintains their qualifications for diving.	
	STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT	
1	Prepare and submit forms and/or compile documentation, as required	Prepare and submit forms and/or compile documentation, as required. Diving Pay entitlement is payable when, as certified by the appropriate commander, a Service Member: • is a designated diver, • is assigned to diving duty under competent orders, and • maintains their qualifications for diving.	
1.1	Obtain/complete forms and/or compile documentation	Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required. Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The appropriate commander shall certify that the Service Member has met the requirements for Diving Pay entitlement as specified in **DoD FMR Vol. 7A Chapter 11**. Forms/documentation should include one of the following, as applicable: • Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	
		• Diver Qualifications/Requalifications Chart from **MPM 7220-090**	
1.2	Submit forms and documentation to CPPA	Service Member submits forms and/or documentation described in **Step 1.1** to CPPA.	
1.6	Obtain additional supporting documentation, as requested	Service Member obtains additional supporting documentation, as requested. Go to 1.2.	
3	Process Service Member's Diving Pay entitlement	Process Service Member's Diving Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 2101-Start Diving Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 2102-Stop Diving Duty transaction when the Service Member departs PCS. Note: If a Service Member is reassigned PCS and takes leave enroute, then diving duty pay will continue to accrue up to 30 days if the Service Member has met the requirements to remain qualified to receive diving duty pay. Refer to **DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11**: Diving Duty Pay, as required.	
3.11	Verify proper processing of Diving Pay entitlement	Service Member verifies proper processing of Diving Pay. If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Diving Pay, contact CPPA to follow-up with servicing TSC.	
STOP			

STEP #	FLOW TEXT	ADDITIONAL TEXT	
1	Prepare and submit forms and/or compile documentation, as required	Prepare and submit forms and/or compile documentation, as required. Diving Pay entitlement is payable when, as certified by the appropriate commander, a Service Member: • is a designated diver, • is assigned to diving duty under competent orders, and • maintains their qualifications for diving.	
1.1	Obtain/complete forms and/or compile documentation	Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required. Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The appropriate commander shall certify that the Service Member has met the requirements for Diving Pay entitlement as specified in **DoD FMR Vol. 7A Chapter 11**. Forms/documentation should include one of the following, as applicable: • Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		• Diver Qualifications/Requalifications Chart from MPM 7220-090	
1.3	Review documentation	CPPA reviews documentation. Refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/	
1.4	Is documentation complete?	Is documentation complete? If Yes, go to 1.7. If No, go to 1.5.	
1.5	Request Service Member provide additional supporting documentation	CPPA requests Service Member provide additional supporting documentation.	
1.7	Assemble and compile documentation	CPPA assembles and compiles documentation for submission to TSC.	
1.8	Submit documentation to TSC via eCRM	CPPA submits documentation to TSC via eCRM. Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: • Last Name, then space • First Name, then space • Name of Entitlement The eCRM case may consist of the following, as applicable: • Original PCS orders endorsed with all intermediate and gaining commands. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification. • Diver Qualifications/Requalifications Chart from **MPM 7220-090** Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.	
		STOP	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
2	Receive, review and dispatch documentation and verify Service Member's eligibility for Diving Pay	Receive, review and dispatch documentation and verify Service Member's eligibility for Diving Pay.	
2.6	Is eCRM case an initial certification of Diving Pay?	Is eCRM case an initial certification (start or report) of Diving Pay? If Yes, go to 2.7. If No, **go to 3**.	
2.7	Verify eligibility criteria for Diving Pay	Clerk verifies eligibility criteria for Diving Pay. Refer to **DoD FMR Vol. 7A Chapter 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**).	
2.8	Review and verify Service Member's pay and personnel accounts	Clerk reviews and verifies Service Member's pay and personnel accounts. Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		activities to ensure that all transactions are properly completed and accurately recorded. Under Login to MMPA JJAA: • Enter Service Member's SSN • Verify FID 21 (Diving Pay) status and other pay entitlement status • Verify FID SB (leave), see note below Login to MMPA LOPG/L0OG: • For enlisted Service Members, verify Page 4 • For officers, verify Page 02 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. 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.	
2.9	Is Service Member eligible for Diving Pay?	Is Service Member eligible for Diving Pay? If No, **go to 2.10**.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	
		If Yes, go to 3. Note: Refer to **DOD FMR Vol 7A** Table 11-1 for other conditions affecting Diving Pay.	
2.10	Inform CPPA	Clerk informs CPPA that Service Member is not eligible for entitlement.	
2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review".	
3	Process Service Member's Diving Pay entitlement	Process Service Member's Diving Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 2101-Start Diving Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 2102-Stop Diving Duty transaction when the Service Member departs PCS. Note: If a Service Member is reassigned PCS and takes leave enroute, then diving duty pay will continue to accrue up to 30 days if the Service Member has met the requirements to remain qualified to receive diving duty pay. Refer to **DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11: Diving Duty Pay**, as required.	
3.1	Create Diving Pay transaction in NSIPS	Clerk creates Diving Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11: Diving Duty Pay https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide 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	

STEP #	FLOW TEXT	ADDITIONAL TEXT	
		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, dive 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 a FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Accounts (MMPA). Login to NSIPS: Entitlement > Special Pays > Use > Special Pays Create. Enter Service Member's SSN. • Select Special Pay type (refer to PCS orders or command memo, select appropriate Diving qualification status) • Select Start, Stop, Report, or Change, as appropriate • Enter effective date (coincides with memo date) • Save Note 1: For a Report transaction, enter the inclusive dates for the entitlement. Refer to PTG for Change transaction, if required. Note 2: If a Service Member is reassigned PCS and takes leave enroute, then diving duty pay will continue to accrue up to 30 days if the Service Member has met the requirements to remain qualified to receive diving duty pay. Refer to PTG, as required.	
3.2	Select projected release date and forward to supervisor for audit and release	Clerk selects projected release date and forwards to supervisor for audit and release.	
3.4	Did Diving Pay post?	Did Diving Pay post? Check MMPA JJAA 24-48 hours after release: • Enter Service Member's SSN • Verify FID 21 posted correctly	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		If No, go to 3.5. If Yes, go to 3.6.	

3.5	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay.
		
		1. Check message status inquiry/rejects list in NSIPS for error code
		2. Research reason for error
		  • If user error, correct and resubmit
		  • If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable
		
		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 01/21**, Implementation of 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).**Go to 3.4**.	

3.6	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review".	
3.7	Compile Retain File	Clerk compiles Retain File. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		• Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification. • Diver Qualifications/Requalifications Chart from **MPM 7220-090**	
3.8	Update NSIPS ESR	Update NSIPS ESR, if required. Log onto NSIPS: Personnel Maintenance > Personal Data > Use > Personal Data-Create. Enter Service Member's SSN. Go to BSC/NEC Panel: • Input NEC • Cite Reason for Change Request	
3.12	Is Service Member's entitlement still open?	Is Service Member's entitlement still open? If Yes, go to 4. If No, go to 3.13.	
3.13	Verify Service Member is removed from monthly tracking report	Clerk verifies Service Member is removed from monthly tracking report. Go to Stop.	
4	Update and verify Diving	Update and verify Diving Pay tracking report.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	
	Pay tracking report		
4.1	Update Diving Pay tracking report	Clerk updates Diving Pay tracking report. The clerk ensures Service Member is added to the Diving Pay tracking report, as required.	
4.2	Verify Diving Pay tracking report monthly	Clerk verifies Diving Pay tracking report monthly. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 2102-Stop Diving Duty transaction when the Service Member departs PCS. Note: Refer to **DOD FMR Volume 7A, Chapter 11**, Table 11-1 for other conditions affecting diving entitlement, as required.	
4.3	Resolve discrepancies/ inconsistencies with the CPPA	Clerk resolves discrepancies/ inconsistencies with the CPPA.	
4.4	Has Service Member's Diving Pay entitlement status changed, requiring an NSIPS transaction?	Has Service Member's Diving Pay entitlement status changed, requiring an NSIPS transaction? If Yes, **go to 3.1**. If No, go to 4.1.	
STOP			

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
2	Receive, review and dispatch documentation and verify Service Member's eligibility for Diving Pay	Receive, review and dispatch documentation and verify Service Member's eligibility for Diving Pay.	
2.1	Receive eCRM case from customer command	Supervisor receives eCRM case from customer command. Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx eCRM case to support starting or stopping of Diving Duty Pay may be part of overall Receipts/Transfer package in support of Permanent Change of Station (PCS) orders. In such case, Diving Duty Pay would be started by preparing the Start Diving Duty Pay transaction following the posting of the Activity Gain since the entitlement will not start upon posting of the SG-03 Report PCS Arrival transaction. Likewise, the entitlement will not stop upon posting of the SH-03 Report PCS Departure transaction but rather must be stopped by preparing the Stop Diving Duty Pay transaction when the Service Member departs PCS.	
2.2	Review eCRM case	Supervisor reviews eCRM case (supporting documentation) for accuracy and completeness.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		The eCRM case should consist one of the following, as applicable: • Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification. • Diver Qualifications/Requalifications Chart from **MPM 7220-090** Refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/ Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.	
2.3	Is eCRM documentation complete and sufficient?	Is eCRM documentation complete and sufficient? If No, go to 2.4. If Yes, go to 2.5.	
2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor coordinates with Command Pay and Personnel Administator (CPPA) to complete and/or correct eCRM case. Go to 2.3.	
2.5	Dispatch eCRM case to clerk	Supervisor dispatches eCRM case to clerk.	

STEP #	FLOW TEXT	ADDITIONAL TEXT	Landing Page
		Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. If entitlement is based upon PCS orders, Receipts clerk may forward endorsed orders to appropriate TSC branch/section for processing of entitlement following Activity Gain. Important Document Retention Action: IAW Department of the **Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits"** financial record retention requirements are now ten years.	
2.12	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed" with appropriate comments. Go to Stop.	
3	Process Service Member's Diving Pay entitlement	Process Service Member's Diving Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 2101-Start Diving Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 2102-Stop Diving Duty transaction when the Service Member departs PCS. Note: If a Service Member is reassigned PCS and takes leave enroute, then diving duty pay will continue to accrue up to 30 days if the Service	

STEP #	FLOW TEXT	ADDITIONAL TEXT	
		Member has met the requirements to remain qualified to receive diving duty pay. Refer to **DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11**: Diving Duty Pay, as required.	
3.3	Audit and release Diving Pay in NSIPS	Supervisor audits and releases Diving Pay in NSIPS.	

3.5	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay.
		
		1. Check message status inquiry/rejects list in NSIPS for error code
		2. Research reason for error
		  • If user error, correct and resubmit
		  • If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable
		
		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 01/21**, Implementation of 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).**Go to 3.4**.	

3.9	Verify Service Member's NSIPS ESR	Supervisor verifies Service Member's NSIPS ESR, if required.	
3.10	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".	

STOP

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT	
1	Prepare and submit forms and/or compile documentation, as required	Command Leadership Service Member/CPPA	Prepare and submit forms and/or compile documentation, as required. Diving Pay entitlement is payable when, as certified by the appropriate commander, a Service Member: • is a designated diver, • is assigned to diving duty under competent orders, and • maintains their qualifications for diving.	
1.1	Obtain/complete forms and/or compile documentation	Service Member/CPPA	Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required. Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The appropriate commander shall certify that the Service Member has met the requirements for Diving Pay entitlement as specified in DoD FMR Vol. 7A Chapter 11. Forms/documentation should include one of the following, as applicable: • Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo signed by appropriate authority certifying or recertifying that the Service Member is actually performing diving duty/maintaining diving qualifications while serving in an assignment	

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			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.
			• Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification.
			• Diver Qualifications/Requalifications Chart from MPM 7220-090
1.2	Submit forms and documentation to CPPA	Service Member	Service Member submits forms and/or documentation described in Step 1.1 to CPPA.
1.3	Review documentation	CPPA	CPPA reviews documentation. Refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/
1.4	Is documentation complete?	CPPA	Is documentation complete? If Yes, go to 1.7. If No, go to 1.5.
1.5	Request Service Member provide additional supporting documentation	CPPA	CPPA requests Service Member provide additional supporting documentation.
1.6	Obtain additional supporting	Service Member	Service Member obtains additional supporting documentation, as requested.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	documentation, as requested		Go to 1.2.
1.7	Assemble and compile documentation	CPPA	CPPA assembles and compiles documentation for submission to TSC.
1.8	Submit documentation to TSC via eCRM	CPPA	CPPA submits documentation to TSC via eCRM. Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: • Last Name, then space • First Name, then space • Name of Entitlement • Example: DOE JON DIVE The eCRM case may consist of the following, as applicable: • Original PCS orders endorsed with all intermediate and gaining commands. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification. • Diver Qualifications/Requalifications Chart from MPM 7220-090 Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.
2	Receive, review and dispatch documentation	Clerk/Supervisor	Receive, review and dispatch documentation and verify Service Member's eligibility for Diving Pay.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	and verify Service Member's eligibility for Diving Pay		
2.1	Receive eCRM case from customer command	Supervisor	Supervisor receives eCRM case from customer command.
			Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
			eCRM case to support starting or stopping of Diving Duty Pay may be part of overall Receipts/Transfer package in support of Permanent Change of Station (PCS) orders. In such case, Diving Duty Pay would be started by preparing the Start Diving Duty Pay transaction following the posting of the Activity Gain since the entitlement will not start upon posting of the SG-03 Report PCS Arrival transaction. Likewise, the entitlement will not stop upon posting of the SH-03 Report PCS Departure transaction but rather must be stopped by preparing the Stop Diving Duty Pay transaction when the Service Member departs PCS.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.2	Review eCRM case	Supervisor	Supervisor reviews eCRM case (supporting documentation) for accuracy and completeness. The eCRM case should consist one of the following, as applicable: • Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo 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. • Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification. • Diver Qualifications/Requalifications Chart from MPM 7220-090 Refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/ Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.
2.3	Is eCRM documentation	Supervisor	Is eCRM documentation complete and sufficient?

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	complete and sufficient?		If No, go to 2.4. If Yes, go to 2.5.
2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor	Supervisor coordinates with Command Pay and Personnel Administator (CPPA) to complete and/or correct eCRM case. Go to 2.3.
2.5	Dispatch eCRM case to clerk	Supervisor	Supervisor dispatches eCRM case to clerk. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. If entitlement is based upon PCS orders, Receipts clerk may forward endorsed orders to appropriate TSC branch/section for processing of entitlement following Activity Gain. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.
2.6	Is eCRM case an initial certification of Diving Pay?	Clerk	Is eCRM case an initial certification (start or report) of Diving Pay? If Yes, go to 2.7. If No, go to 3.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.7	Verify eligibility criteria for Diving Pay	Clerk	Clerk verifies eligibility criteria for Diving Pay. Refer to DoD FMR Vol. 7A Chapter 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).
2.8	Review and verify Service Member's pay and personnel accounts	Clerk	Clerk reviews and verifies Service Member's pay and personnel accounts. Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Under Login to MMPA JJAA: • Enter Service Member's SSN • Verify FID 21 (Diving Pay) status and other pay entitlement status

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Verify FID SB (leave), see note below Login to MMPA LOPG/L0OG: • For enlisted Service Members, verify Page 4 • For officers, verify Page 02 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. 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 DODFMR Vol 7A Table 11-1 for leave more than 30 days.
2.9	Is Service Member eligible for Diving Pay?	Clerk	Is Service Member eligible for Diving Pay? If No, go to 2.10. If Yes, go to 3. Note: Refer to DODFMR Vol 7A Table 11-1 for other conditions affecting Diving Pay.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.10	Inform CPPA	Clerk	Clerk informs CPPA that Service Member is not eligible for entitlement.
2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review".
2.12	Complete final verification and close eCRM case	Supervisor	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed" with appropriate comments. Go to Stop.
3	Process Service Member's Diving Pay entitlement	Clerk/Supervisor and Service Member	Process Service Member's Diving Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 2101-Start Diving Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 2102-Stop Diving Duty transaction when the Service Member departs PCS. Note: If a Service Member is reassigned PCS and takes leave enroute, then diving duty pay will continue to accrue up to 30 days if the Service Member has met the requirements to remain qualified to receive diving duty pay. Refer to DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11: Diving Duty Pay, as required.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.1	Create Diving Pay transaction in NSIPS	Clerk	Clerk creates Diving Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11: Diving Duty Pay https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide 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, dive 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 a FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Accounts (MMPA). Login to NSIPS: Entitlement > Special Pays > Use > Special Pays Create. Enter Service Member's SSN. • Select Special Pay type (refer to PCS orders or command memo, select appropriate Diving qualification status) • Select Start, Stop, Report, or Change, as appropriate • Enter effective date (coincides with memo date) • Save Note 1: For a Report transaction, enter the inclusive dates for the entitlement. Refer to PTG for Change transaction, if required. Note 2: If a Service Member is reassigned PCS and takes leave enroute, then diving duty pay will continue to

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			accrue up to 30 days if the Service Member has met the requirements to remain qualified to receive diving duty pay. Refer to PTG, as required.
3.2	Select projected release date and forward to supervisor for audit and release	Clerk	Clerk selects projected release date and forwards to supervisor for audit and release.
3.3	Audit and release Diving Pay in NSIPS	Supervisor	Supervisor audits and releases Diving Pay in NSIPS.
3.4	Did Diving Pay post?	Clerk	Did Diving Pay post? Check MMPA JJAA 24-48 hours after release: - Enter Service Member's SSN - Verify FID 21 posted correctly If No, go to 3.5. If Yes, go to 3.6.
3.5	Determine reason for posting delay	Clerk/Supervisor	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error - If user error, correct and resubmit - If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note 2: Refer to MPA 01/21, Implementation of 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).Go to 3.4.
3.6	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review".
3.7	Compile Retain File	Clerk	Clerk compiles Retain File. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. • Copy of endorsed Original PCS orders includes assignment to Diving duty. • Locally generated memo 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.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• Locally generated command memo signed by appropriate authority documenting lapse in diving duty qualification or disqualification. • Diver Qualifications/Requalifications Chart from MPM 7220-090
3.8	Update NSIPS ESR	Clerk	Update NSIPS ESR, if required. Log onto NSIPS: Personnel Maintenance > Personal Data > Use > Personal Data-Create. Enter Service Member's SSN. Go to BSC/NEC Panel: • Input NEC • Cite Reason for Change Request
3.9	Verify Service Member's NSIPS ESR	Supervisor	Supervisor verifies Service Member's NSIPS ESR, if required.
3.10	Complete final verification and close eCRM case	Supervisor	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
3.11	Verify proper processing of Diving Pay entitlement	Service Member	Service Member verifies proper processing of Diving Pay. If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Diving Pay, contact CPPA to follow-up with servicing TSC.
3.12	Is Service Member's entitlement still open?	Clerk	Is Service Member's entitlement still open? If Yes, go to 4. If No, go to 3.13.
3.13	Verify Service Member is removed from	Clerk	Clerk verifies Service Member is removed from monthly tracking report.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	monthly tracking report		Go to Stop.
4	Update and verify Diving Pay tracking report	Clerk	Update and verify Diving Pay tracking report.
4.1	Update Diving Pay tracking report	Clerk	Clerk updates Diving Pay tracking report. The clerk ensures Service Member is added to the Diving Pay tracking report, as required.
4.2	Verify Diving Pay tracking report monthly	Clerk	Clerk verifies Diving Pay tracking report monthly. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 2102-Stop Diving Duty transaction when the Service Member departs PCS. Note: Refer to DODFMR Volume 7A, Chapter 11, Table 11-1 for other conditions affecting diving entitlement, as required.
4.3	Resolve discrepancies/ inconsistencies with the CPPA	Clerk	Clerk resolves discrepancies/ inconsistencies with the CPPA.
4.4	Has Service Member's Diving Pay entitlement status changed, requiring an NSIPS transaction?	Clerk	Has Service Member's Diving Pay entitlement status changed, requiring an NSIPS transaction? If Yes, go to 3.1. If No, go to 4.1.
STOP			