



# 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](#)

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[Roles & Responsibilities](#)

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[Online Resources/Aids](#)

[Steps in numerical order](#)

**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/CPA-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/CPA-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](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/>

## CPPA QUICK LINKS PAGE 3 OF 3

### 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](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/CPA-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>

## Roles / Responsibilities:

- 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.

### Best Practice Recommendations:

- 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/>.

**REFERENCES**

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

**REFERENCES**

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



**Online Resources:**

#	Website Sponsor	Title and Link
1.	MyNavy HR	CPPA Resources <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/</a>
2.	NSIPS	NSIPS <a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a>

**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 <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>
2.	DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 11:	Diving Duty Pay <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10	Submitting Documentation via DWOWS <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>