NPPSC SOP:
Flight Deck Pay

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Flight Deck Pay SOP

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Flight Deck Pay SOP

Table of Contents

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 Flight Deck 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).

Flight Deck Pay SOP

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) Flight Deck 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 24** for the performance of hazardous duty.

      2) Serves on the crew of an eligible air capable ship or in an aviation unit operating from such a ship, or on a fixed-wing aircraft carrier, or in an aviation unit operating from that type of carrier.

      3) Participates, within a calendar month, in 4 days of flight operations or their equivalent on the flight deck of aircraft carriers or other eligible air capable ships.

      4) 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**.

      5) The commanding officer is responsible for members within the command and ensuring the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP) as specified in **DoD FMR Vol. 7A Chapter 24**.

      6) Command quotas and eligibility criteria for Flight Deck Hazardous Duty Incentive Pay (FDHDIP) are specified in **OPNAVINST 7220.4** (Series).

   b. CPPA reviews documentation. Forms/documentation may include:

      1) Locally generated memo signed by appropriate authority establishing eligibility for Flight Deck Hazardous Duty Incentive Pay (FDHDIP) entitlement.

      2) List of Personnel Authorized FDHDIP.

   c. Special Requirements

      1) Service members receiving HDIP for any other type of hazardous duty are not eligible for FDHDIP for the same period of service.

      2) Service members on temporary duty or temporary additional duty in the crew of an aircraft carrier or other eligible air capable ship or an aviation unit operating from such a ship may be ordered to flight deck hazardous duty (FDHD) billets. When so ordered, they are eligible for HDIP for the actual period specified in the orders, provided they meet the minimal participation requirements for an entire month (4 days of flight operations or their equivalent) within each calendar month.

   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 flight deck pay.

Required KSD	Notes	☑
Locally generated command memo	Memo signed by appropriate authority establishing eligibility for Flight Deck Pay entitlement	☐
List of Personnel Authorized FDHDIP	Unit specific Command quotas (billets) as specified in **OPNAVINST 7220.4** (Series).	☐
DD 577	If FDHDIP is approved by other than the CO, ensure a DD 577 is provided.	☐

Flight Deck Pay SOP

II. CPPA Actions and Responsibilities

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

3.   Additional and optional KSDs, as applicable.

    a.   None required

4.   Command Responsibilities

    a.   The appropriate commander shall certify that the member has met the requirements for entitlement to Flight Deck Pay for a given month, as specified in **DoD FMR Vol. 7A Chapter 24**.

    b.   Command quotas and eligibility criteria for Flight Deck Hazardous Duty Incentive Pay (FDHDIP) are specified in **OPNAVINST 7220.4** (Series).

5.   Timeline for submission of Flight Deck Pay package.

    a.   Complete Flight Deck Pay package must be submitted within 4 working days following the month FDHDIP was executed.

6.   Flight Deck Pay Package Submission

    a.   Submit the completed Flight Deck Pay package via eCRM using the following information.

Case Drop Down	Flight Deck Pay eCRM Case Submission
Subject	Rate/Rank Last Name, First Name, Submission Type (Flight Deck Pay)
Description	Be thorough in description and required actions to avoid delays
Request Type	MILPAY
Problem Code	Select Problem Code as appropriate. **DO NOT** 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, **NOT the CPPA's.**

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

Flight Deck Pay SOP

II. TSC Clerk – Receive, Review, and Process Flight Deck Pay

1. **Case Assignment and Initial Review**

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

Required KSDs	Notes	☑
Locally generated command memo	Memo signed by appropriate authority establishing eligibility for Flight Deck Pay entitlement	☐
List of Personnel Authorized FDHDIP	Unit specific Command quotas (billets) as specified in **OPNAVINST 7220.4** (Series).	☐
DD 577	If FDHDIP is approved by other than the CO, ensure a DD 577 is provided.	☐

   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 Flight Deck Pay. **Refer to DoD FMR Vol. 7A Chap 24** and **OPNAVINST 7220.4** (Series).

   2) Service Members must meet all the following criteria to be eligible for a full month of FDHDIP:
      - Assigned to an eligible ship or an embarked aviation squadron, detachment, or unit operating from that ship for the full month.
      - Ordered by competent authority to duty in an FDHDIP billet for the entire month, which requires frequent and regular participation in flight operations entailing the launch and recovery of aircraft on a flight deck; and
      - Participate in 4 days of flight operations, or the equivalent thereof, refer to OPNAVINST 7220.4 Series for definition of four days of flight operations or equivalent flight operations, for a full month in which such flight operations are conducted on the flight deck of an eligible ship.

   3) Note: Pay Restrictions: Regarding prorated FDHDIP: Personnel who otherwise meet entitlement criteria, but who do not participate in a full calendar month of flight operations, will receive a prorated FDHDIP payment. The prorated amount will be determined by multiplying 1/30th of the monthly FDHDIP rate by the number of days the Service Member actually performed in a FDHDIP billet aboard ship for the partial month.

   4) Additional Restrictions:
      - Service Members receiving incentive pay for any other type of hazardous duty are not entitled to FDHDIP for the same period
      - Other than the Landing Signal Officer (LSO), officers assigned to embarked squadron, wing, or detachment officer billets may not receive both Aviation Career Incentive Pay (ACIP) and FDHDIP. Aviation officers assigned to ship's company are eligible for both when assigned to an authorized FDHDIP billet
      - Other than the LSO, no flight deck personnel under instruction shall receive FDHDIP.

   5) Clerk reviews and verifies Service Member's pay account. Log on to MMPA JJAA:
      - Enter Service Member's SSN
      - Verify FID 27 (Flight Deck Pay) status and other pay entitlement status

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.

Flight Deck Pay SOP

II. TSC Clerk – Receive, Review, and Process Flight Deck Pay

System	Action	
MMPA	"SG" to confirm that Service Member was not TAD or detached/reported during the month of Flight Deck HDIP entitlement	☐
MMPA	"SH" to confirm that Service Member was not TAD or detached/reported during the month of Flight Deck HDIP entitlement	☐
MMPA	"27" Flight Deck Pay	☐
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Demo Pay FID 10, etc.)	☐

    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. Clerk creates Flight Deck Pay Individual Report transaction in NSIPS in accordance with **Defense Joint Military Pay System (DJMS) Procedures Training Guide Part 2, Chap 3: Incentive Pay.**
    a.   Select Incentive Pay (FDD)
    b.   Selected Report, Correction, or Change as appropriate
    c.   Enter inclusive dates of entitlement or prorated start/stop dates (coincides with memo dates or individual prorated FDHDIP entitlement dates, as applicable)
    d.   Click "Save"

    Or

5. Clerk creates Flight Deck Pay Mass Unit Report transaction in NSIPS in accordance with **Defense Joint Military Pay System (DJMS) Procedures Training Guide Part 2, Chap 3: Incentive Pay.**
    a.   Select Incentive Pay (FDD)
    b.   Selected Start, Stop, Report, Correction, or Change as appropriate
    c.   Enter inclusive dates of entitlement (start and end date) based upon command memo
    d.   Enter Unit Identification Code (UIC)
    e.   Get records
    f.   Select Members entitled to FDD
    g.   "Click" Save

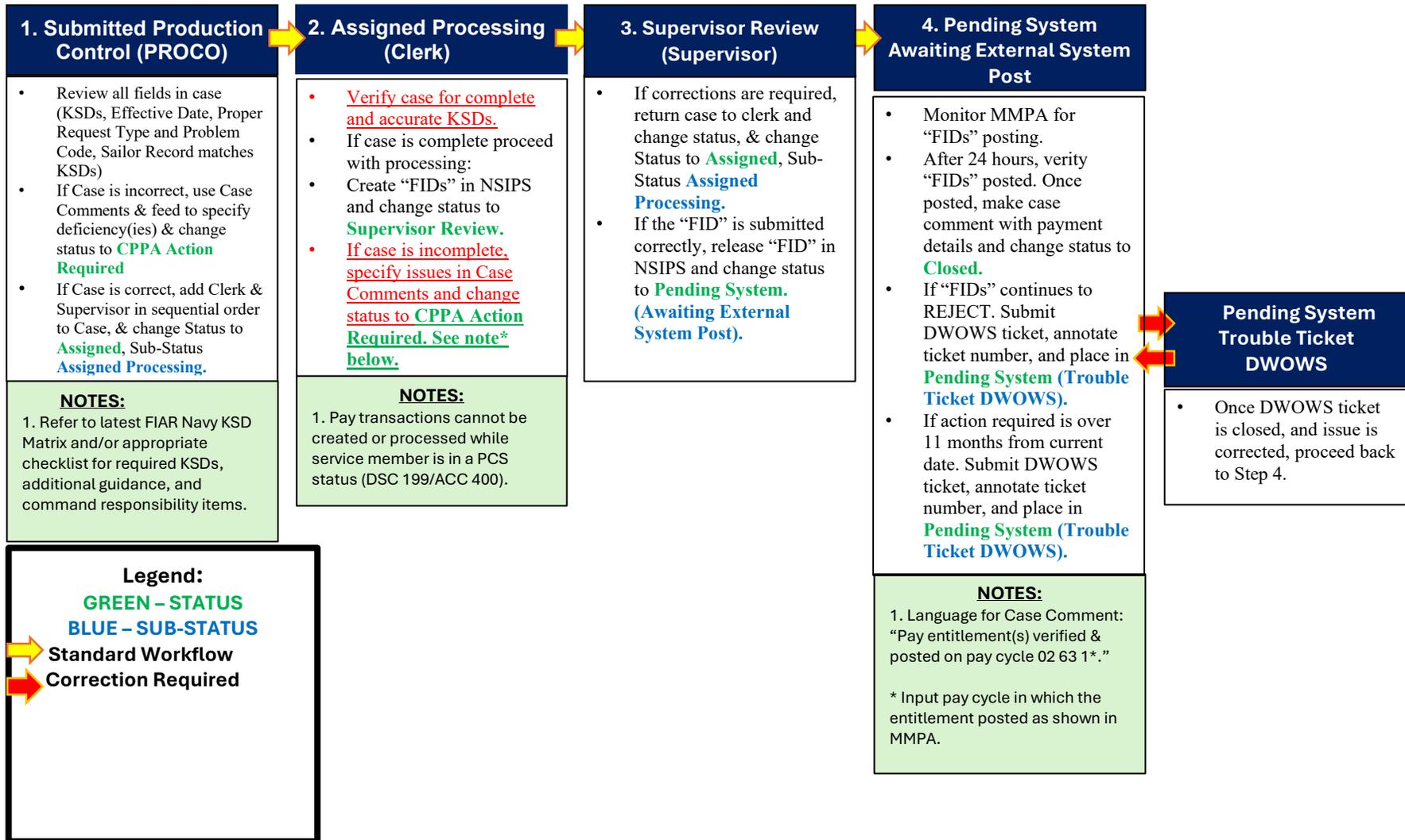**6. Supervisor and/or Auditor Review – Entitlements and Deductions**

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

7. eCRM Case Routing.

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

FLIGHT DECK PAY SOP

Figure 1: eCRM Case Workflow – MILPAY

1. Submitted Production Control (PROCO)

- Review all fields in case (KSDs, Effective Date, Proper Request Type and Problem Code, Sailor Record matches KSDs)
- If Case is incorrect, use Case Comments & feed to specify deficiency(ies) & change status to **CPPA Action Required**
- If Case is correct, add Clerk & Supervisor in sequential order to Case, & change Status to **Assigned**, Sub-Status **Assigned Processing.**

NOTES:
1. Refer to latest FIAR Navy KSD Matrix and/or appropriate checklist for required KSDs, additional guidance, and command responsibility items.

Legend:
GREEN – STATUS
BLUE – SUB-STATUS
Standard Workflow
Correction Required

2. Assigned Processing (Clerk)

- Verify case for complete and accurate KSDs.
- If case is complete proceed with processing:
- Create "FIDs" in NSIPS and change status to **Supervisor Review.**
- If case is incomplete, specify issues in Case Comments and change status to **CPPA Action Required. See note* below.**

NOTES:
1. Pay transactions cannot be created or processed while service member is in a PCS status (DSC 199/ACC 400).

3. Supervisor Review (Supervisor)

- If corrections are required, return case to clerk and change status, & change Status to **Assigned**, Sub-Status **Assigned Processing.**
- If the "FID" is submitted correctly, release "FID" in NSIPS and change status to **Pending System. (Awaiting External System Post).**

4. Pending System Awaiting External System Post

- Monitor MMPA for "FIDs" posting.
- After 24 hours, verity "FIDs" posted. Once posted, make case comment with payment details and change status to **Closed.**
- If "FIDs" continues to REJECT. Submit DWOWS ticket, annotate ticket number, and place in **Pending System (Trouble Ticket DWOWS).**
- If action required is over 11 months from current date. Submit DWOWS ticket, annotate ticket number, and place in **Pending System (Trouble Ticket DWOWS).**

NOTES:
1. Language for Case Comment: "Pay entitlement(s) verified & posted on pay cycle 02 63 1*."

* Input pay cycle in which the entitlement posted as shown in MMPA.

Pending System Trouble Ticket DWOWS

- Once DWOWS ticket is closed, and issue is corrected, proceed back to Step 4.

FLIGHT DECK PAY SOP

III. TSC Supervisor – Process and Audit Flight Deck Pay

1. **Case Assignment and Review.**

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

Required KSDs	Notes	☑
Locally generated command memo	Memo signed by appropriate authority establishing eligibility for Flight Deck Pay entitlement	☐
List of Personnel Authorized FDHDIP	Unit specific Command quotas (billets) as specified in **OPNAVINST 7220.4** (Series).	☐
DD 577	If FDHDIP is approved by other than the CO, ensure a DD 577 is provided.	☐

   b. Refer to <u>Figure 1: eCRM Case Workflow – MILPAY</u> 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	
MMPA	"SG" to confirm that Service Member was not TAD or detached/reported during the month of Flight Deck HDIP entitlement	☐
MMPA	"SH" to confirm that Service Member was not TAD or detached/reported during the month of Flight Deck HDIP entitlement	☐
MMPA	"27" Flight Deck Pay	☐
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Demo Pay FID 10, etc.)	☐

3. **Release Flight Deck (Report, Cancel, Correction) in NSIPS.**

   a. Supervisor reviews and releases Flight Deck Pay, via NSIPS.

4. **Verification of Processed Transactions**

   a. Verify processed Flight Deck Pay entitlements/deductions (Report, Cancel, Correction) posted.

System	Action	
MMPA	"27" Flight Deck Pay	☐

   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)."

FLIGHT DECK PAY SOP

IV. References

1. [DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 24: Incentive Pay – Hazardous Duty Other Than Aerial Flights](#)
2. [OPNAVINST 7220.4 (Series) Flight Deck Hazardous Duty Incentive Pay](#)
3. [Department of the Navy Memo dated 30 June 2020 Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits](#)
4. [MILPERSMAN 1320-030 Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel](#)
5. [MILPERSMAN 7220-080 Incentive Pay for Hazadours Duty](#)
6. [MILPERSMAN 7220-112 Pay and Allowance Continuation (PAC) Program](#)
7. [NPPSCINST 5220.2 (Series) Standard Management Reports](#)
8. [NPPSCINST 7220.7 (Series) Separation of Duties Affecting Military Pay](#)
9. [NPPSCINST 7250.1 (Series) Retention of Disbursing Office Records](#)
10. [NAVADMIN 66/16 Navy Audit Document Retention Guidance](#)
11. [MPA 12/13 Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases](#)
12. [MPA 49/15 New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs](#)
13. [MPA 07/16 Mass Transactions Submission Via DWOWS](#)
14. [MPA 05/23 Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes](#)

V. Online Resources

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

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](#)

VII. Help Desks

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