

Flight Deck Pay SOP



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MNCC HRSC , Navy Personnel Command

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Navy Pay and Personnel Support Center (NPPSC)

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PURPOSE:

The purpose of this standard operating procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow to process Flight Deck Pay.

Roles and Responsibilities:

TSC/Personnel Office 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/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 shipboard senior Personnel Specialist, 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 RSC (Regional Support Center). 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. 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:

- 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/MILPAY/>
- 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.
- 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/>

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Systems:

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#	System	Description
1.	DJMS MMPA	<ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for active duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the PSD for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
2.	NSIPS/ESR	<ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
3.	DMR/DMO	<ul style="list-style-type: none"> · Defense MilPay Office (DMO) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMO also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions.
4.	DWOWS	<ul style="list-style-type: none"> · Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy active duty and reserve Service Members.
5.	eCRM	<ul style="list-style-type: none"> · The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC-Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.

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/CPA-Resources/
2.	MyNavy HR	CPPA Resources Pay Entitlements
3.	NSIPS	NSIPS https://www.nsips.cloud.navy.mil/my.policy

Command Aids and 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 2 Incentive Pay Chapter 3:	Miscellaneous Hazardous Duty Incentive Pays (HDIPS); including Parachute, Flight Deck, Demolition, Experimental Stress, and Visit, Board, Search and Seizure (VBSS) duty https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Chapter 10	Submitting Documentation via DWOWS https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desk:

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#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none">NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.milMyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
2.	ECRM	<ul style="list-style-type: none">https://navynpc.my.salesforce.mil/ ecrmetp@us.navy.mil

Forms:

#	Form #	Title
1.		- No Forms Identified for this SOP

References:

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#	Doc ID	Title
1	DoD FMR Vol. 7A Chapter 24	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 7220-080	Incentive Pay for Hazardous Duty
4	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program
5	NPPSCINST 5220.2 (Series)	Standard Management Reports
5	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
5	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
6	NAVADMIN 66/16	Navy Audit Document Retention Guidance
7	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
7	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
7	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)
7	MPA 05/23	Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes

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ROLE	STEP #	FLOW TEXT	SOP STEPS
SERVICE MEMBER	3	Process Service Member's Flight Deck Pay entitlement	Process Service Member's Flight Deck Pay entitlement.
	3.11	Verify proper processing of Flight Deck Pay entitlement	Service Member verifies proper processing of Flight Deck Pay entitlement. If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Flight Deck Pay, contact CPPA to follow-up with servicing TSC.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2	Receive, review documentation and verify Service Member's eligibility for Flight Deck Pay	Receive, review documentation and verify Service Member's eligibility for Flight Deck Hazardous Duty Incentive Pay.
	2.6	Verify eligibility criteria for Flight Deck Pay	<p>Clerk verifies eligibility criteria for Flight Deck Pay.</p> <p>Refer to DoD FMR Vol. 7A Chapter 24 and OPNAVINST 7220.4 Series. Entitlement to Flight Deck Hazardous Duty Incentive Pay is based upon assignment to duty involving frequent and regular participation in flight operations on the flight deck of an aircraft carrier or other ship from which aircraft are launched.</p> <p>Refer to OPNAVINST 7220.4 Series for billet and unit quota restrictions related to Flight Deck Hazardous Duty Incentive Pay (FDHDIP).</p> <p>Additionally, Service Members must meet all of the following criteria to be eligible for a full month of FDHDIP:</p> <ul style="list-style-type: none"> · 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.
CLERK	2.7	Review and verify Service Member's pay account	<p>Clerk reviews and verifies Service Member's pay account.</p> <p>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.</p> <p>Login to MMPA JJAA:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FIDs 27, SG and SH in MMPA to confirm that Service Member was not TAD or detached/reported during the month of Flight Deck HDIP entitlement (see note below). Also identify any FIDs for other HDIP(s) <p>Note 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.</p> <p>Also note the following restrictions:</p> <ul style="list-style-type: none"> · 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 · Refer to OPNAVINST 7220.4 series for additional restrictions, if required

CLERK CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.8	Is Service Member eligible for Flight Deck Pay?	Is Service Member eligible for Flight Deck Pay? If No, go to 2.9 (only applies to individual Service Member eligibility). If Yes, go to 3.
	2.9	Inform CPPA	Clerk informs CPPA that Service Member is not eligible for entitlement.
	2.10	Complete final verification and mark eCRM case " Supervisor Review"	Clerk completes final verification and marks eCRM case " Supervisor Review".
	3	Process Service Member's Flight Deck Pay entitlement	Process Service Member's Flight Deck Pay entitlement.
	3.1	Is clerk processing a mass or individual entitlement?	Is clerk processing a mass or individual entitlement? If Service Member is receiving a prorated entitlement,, the clerk will process an Individual Report transaction, otherwise it will most probably be a Mass Unit Report transaction. If Individual, go to 3.2. If Mass, go to 3.3.
	3.2	Create Flight Deck Pay individual transaction in NSIPS	Clerk creates Flight Deck Pay Individual Report transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3: https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide Login to NSIPS: Entitlements > Incentive Pay > Use > Incentive Pay Create. Enter Service Member's SSN. <ul style="list-style-type: none"> · Select Incentive Pay Type (FDD) · Select Report · Enter inclusive dates of entitlement or prorated start/stop dates (coincides with memo dates or individual prorated FDHDIP entitlement dates, as applicable) · Save Go to 3.4.

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	3.3	Create Flight Deck Pay Mass transaction in NSIPS	<p>Clerk creates Flight Deck Pay Mass Unit Report transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3: https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide Login to NSIPS: Entitlement > Mass Changes > Use > Misc Pay Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Select FDD · Select Report · Enter inclusive dates of entitlement (start and end date) based upon command memo · Enter Unit Identification Code (UIC) · Get records <p>Select Members entitled to FDD Save</p>
	3.4	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.
	3.6	Did Flight Deck Pay post?	<p>Did Flight Deck Pay post?</p> <p>Go to MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN · Review and verify FID 11 · Ensure that the period of entitlement posted correctly <p>If No, go to 3.7. If Yes, go to 3.8.</p>
CLERK	3.7	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> · 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 <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>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).</p> <p>Go to 3.6.</p>
	3.8	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case " Supervisor Review".
	3.9	Compile Retain File	<p>Clerk compiles Retain File.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in electronic 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.</p> <ul style="list-style-type: none"> · Locally generated memo signed by appropriate authority establishing eligibility for Flight Deck Pay entitlement · List of Personnel Authorized FDP

SUPERVISOR START

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ROLE	STEP #	FLOW TEXT	SOP STEPS
SUPERVISOR	2	Receive, review documentation and verify Service Member's eligibility for Flight Deck Pay	Receive, review documentation and verify Service Member's eligibility for Flight Deck Hazardous Duty Incentive Pay.
	2.1	Receive eCRM transaction from clerk	Supervisor receives eCRM transaction from clerk.
	2.2	Review eCRM transaction	<p>Supervisor reviews eCRM transaction. The eCRM transaction should consist of:</p> <ul style="list-style-type: none"> • Locally generated memo signed by appropriate authority establishing eligibility for Flight Deck Pay entitlement • List of Personnel Authorized FDP • List of Personnel Authorized FDP Important <p>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 transaction.</p>
	2.3	Is eCRM documentation complete and sufficient?	Is eCRM transaction 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 transaction	Supervisor coordinates with (CPPA) to complete and/or correct eCRM transaction. Go to 2.3.
	2.5	Assign eCRM transaction to clerk	Supervisor assigns eCRM transaction to clerk.

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	SOP STEPS
SUPERVISOR	2.11	Complete final verification and close eCRM transaction	Supervisor completes final verification and closes eCRM transaction. Supervisor marks eCRM transaction as "Completed". Go to Stop.
	3	Process Service Member's Flight Deck Pay entitlement	Process Service Member's Flight Deck Pay entitlement.
	3.5	Audit and release Flight Deck Pay in NSIPS	Supervisor audits and releases Flight Deck Pay in NSIPS.
	3.7	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> • 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 <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>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).</p> <p>Go to 3.6.</p>
	3.10	Complete final verification and close eCRM transaction	Supervisor completes final verification and closes eCRM transaction. Supervisor marks eCRM transaction as "Completed".

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>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 7000.14-R, volume 7A, part 2, Chapter 24, for the performance of hazardous duty.</p> <p>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 MILPERSMAN 1320-030.</p> <p>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).</p> <p>Command quotas and eligibility criteria for Flight Deck Hazardous Duty Incentive Pay (FDHDIP) are specified in OPNAVINST 7220.4 (Series).</p>
CPPA	1.1	Obtain/complete forms and/or compile documentation	<p>CPPA obtains/completes forms and/or compiles documentation, as required.</p> <p>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 and OPNAVINST 7220.4 (Series).</p> <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> · Locally generated memo signed by appropriate authority establishing eligibility for Flight Deck Pay (FDP) entitlement · List of Personnel Authorized FDP
	1.3	Review documentation	<p>CPPA reviews documentation.</p> <p>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/MILPAY/</p>
	1.4	Is documentation complete?	<p>Is documentation complete?</p> <p>If Yes, go to 1.7. If No, go to 1.5.</p>
	1.5	Request Service Member provide additional supporting documentation	<p>CPPA requests Service Member provide additional supporting documentation.</p>
	1.7	Assemble and compile documentation	<p>CPPA assembles and compiles documentation for submission to TSC.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.8	Submit documentation to TSC via eCRM	<p>CPPA submits documentation to TSC via eCRM.</p> <p>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/PERSPAY 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:</p> <p>https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>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.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON FDP <p>The eCRM case may consist of the following, as applicable:</p> <ul style="list-style-type: none"> · Locally generated memo signed by appropriate authority establishing eligibility for Flight Deck Pay entitlement · List of Personnel Authorized FDP <p>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.</p>
	2	Receive, review documentation and verify Service Member’s eligibility for Flight Deck Pay	Receive, review documentation and verify Service Member’s eligibility for Flight Deck Hazardous Duty Incentive Pay.

COMMAND LEADERSHIP START

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ROLE	STEP #	FLOW TEXT	SOP STEPS
COMMAND LEADERSHIP	1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>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 7000.14-R, volume 7A, part 2, Chapter 24, for the performance of hazardous duty.</p> <p>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 MILPERSMAN 1320-030.</p> <p>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). Command quotas and eligibility criteria for Flight Deck Hazardous Duty Incentive Pay (FDHDIP) are specified in OPNAVINST 7220.4 (Series).</p>

STOP