

Starting Diving Duty Pay

Introduction This guide provides the procedures for starting Diving Duty Pay in Direct Access.

Before you begin Complete details for eligibility and entering Lapse Dates are contained in the Pay Manual COMDTINST M7220.29 (series).

A member must be assigned the Diving Duty Competency in Person Profile before Diving Duty Pay can be started.

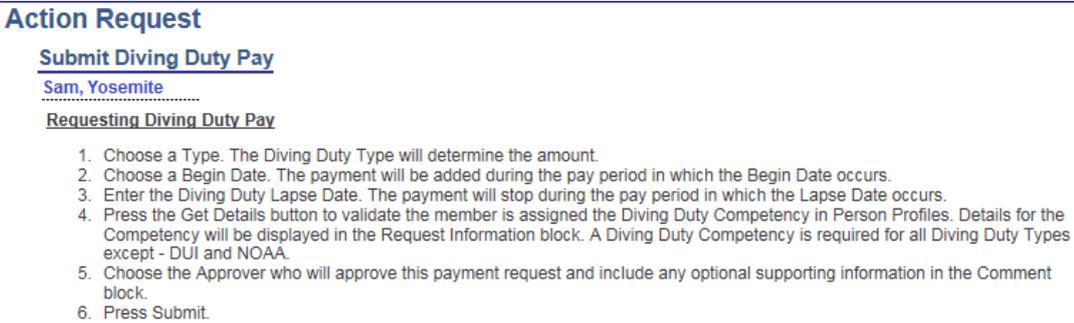
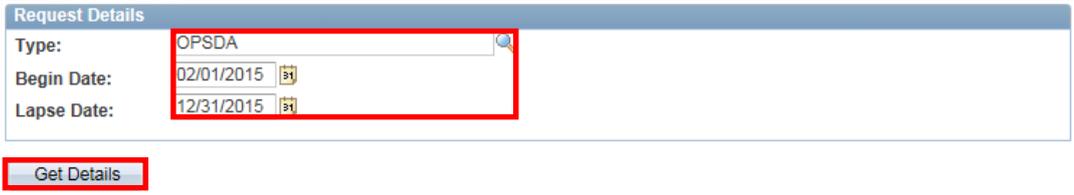
Procedures See below.

Step	Action																																		
1	<p>Select the Diving Duty Pay link from the Payroll Requests pagelet located on the Requests tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Underneath, there are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Diving Duty Pay' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="320 902 1217 1765"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td>Submit an Absence Request</td> <td>View My Absence Requests</td> </tr> <tr> <td>Submit a Delegation Request</td> <td>View My Requests (all types)</td> </tr> <tr> <td>Submit a Drill Request</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="320 1171 1217 1765"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td>View My Requests</td> <td>Absence Request</td> </tr> <tr> <td>Civilian Clothing Allowance</td> <td>Suppl Clothing Allowance</td> </tr> <tr> <td>Officer Uniform Allowance</td> <td>Diving Duty Pay</td> </tr> <tr> <td>Foreign Language Pay</td> <td>Hazardous Duty Pay</td> </tr> <tr> <td>Family Separation Allowance</td> <td>Advance Pay</td> </tr> <tr> <td>Advance Liquidation Schedule</td> <td>SDAP</td> </tr> <tr> <td>Meal Rate</td> <td>Cadet ICA</td> </tr> <tr> <td>Hostile Fire Pay</td> <td>Combat Tax Exclusion</td> </tr> <tr> <td>Career Sea Time Override</td> <td>Career Sea Pay Premium</td> </tr> <tr> <td>Hardship Duty Pay</td> <td>Pay Corrections</td> </tr> <tr> <td>Career Sea Pay on TDY</td> <td>Responsibility Pay on TDY</td> </tr> <tr> <td>Cadet COMRATS</td> <td></td> </tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	Submit a Drill Request		Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	SDAP	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time Override	Career Sea Pay Premium	Hardship Duty Pay	Pay Corrections	Career Sea Pay on TDY	Responsibility Pay on TDY	Cadet COMRATS	
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Starting Diving Duty Pay, Continued

Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click the Add button.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID: 1234567</p> <p>Empl Record: 0</p> <p>Add</p>
3	<p>The Submit Diving Duty Pay page will display. Read the instructions before proceeding.</p>  <p>Action Request</p> <p><u>Submit Diving Duty Pay</u></p> <p>Sam, Yosemite</p> <p><u>Requesting Diving Duty Pay</u></p> <ol style="list-style-type: none"> 1. Choose a Type. The Diving Duty Type will determine the amount. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Enter the Diving Duty Lapse Date. The payment will stop during the pay period in which the Lapse Date occurs. 4. Press the Get Details button to validate the member is assigned the Diving Duty Competency in Person Profiles. Details for the Competency will be displayed in the Request Information block. A Diving Duty Competency is required for all Diving Duty Types except - DUI and NOAA. 5. Choose the Approver who will approve this payment request and include any optional supporting information in the Comment block. 6. Press Submit.
4	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Type: Enter the applicable Diving Duty Pay code. • Begin Date: Enter the effective date the Diving Pay is to begin. • Lapse Date: Enter the applicable Lapse Date. <p>Click the Get Details button.</p>  <p>Request Details</p> <p>Type: OPSDA</p> <p>Begin Date: 02/01/2015</p> <p>Lapse Date: 12/31/2015</p> <p>Get Details</p>

Continued on next page

Starting Diving Duty Pay, Continued

Procedures,
continued

Step	Action
5	<p>Once Get Details is selected, the Request Information section will populate. Enter any comments for the SPO Auditor and click the Submit button.</p> 
6	<p>The Request Status has been updated to Pending and has been forwarded to the SPO Auditors for approval.</p> 