

Starting Dive Duty Pay

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

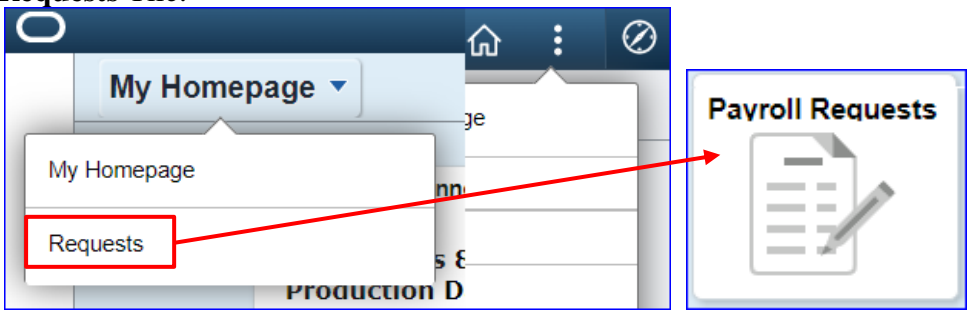
References (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 (b) [Diving Program Manual, COMDTINST M3150.1 \(series\)](#)

Information Complete details for eligibility of diving duty pay and entering lapse dates may be found in reference (a).

Prior to starting Diving Duty Pay, the member must be assigned a **Diving Duty Competency** in [Person Profiles](#).

| | | | | | | |
|-------|--------------------------------|------------|-------------------|--------|--|--|
| OPSDB | Diver (Second Class) | 11/08/2021 | Approved/Official | 3-Good | | |
| OPSDU | Diving Under Instruction (DUI) | 07/21/2020 | Approved/Official | Good | | |
| TACDT | Tactical Designated Trainer | 12/22/2016 | Approved/Official | Good | | |

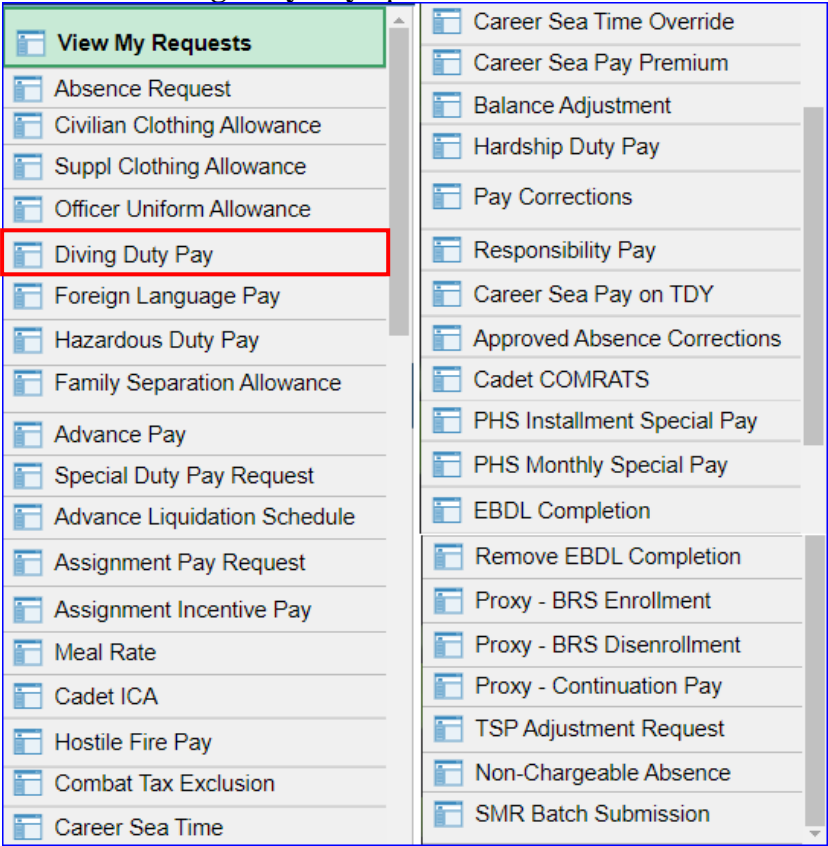
Procedures See below.

| Step | Action |
|------|--|
| 1 | <p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p>  <p>The screenshot shows a user interface with a 'My Homepage' dropdown menu. The 'Requests' option is highlighted with a red box. A red arrow points from this box to a 'Payroll Requests' tile on the right side of the screen. The tile features a document icon with a pencil, indicating a request form.</p> |

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Starting Dive Duty Pay, Continued

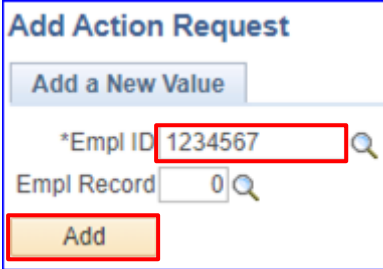
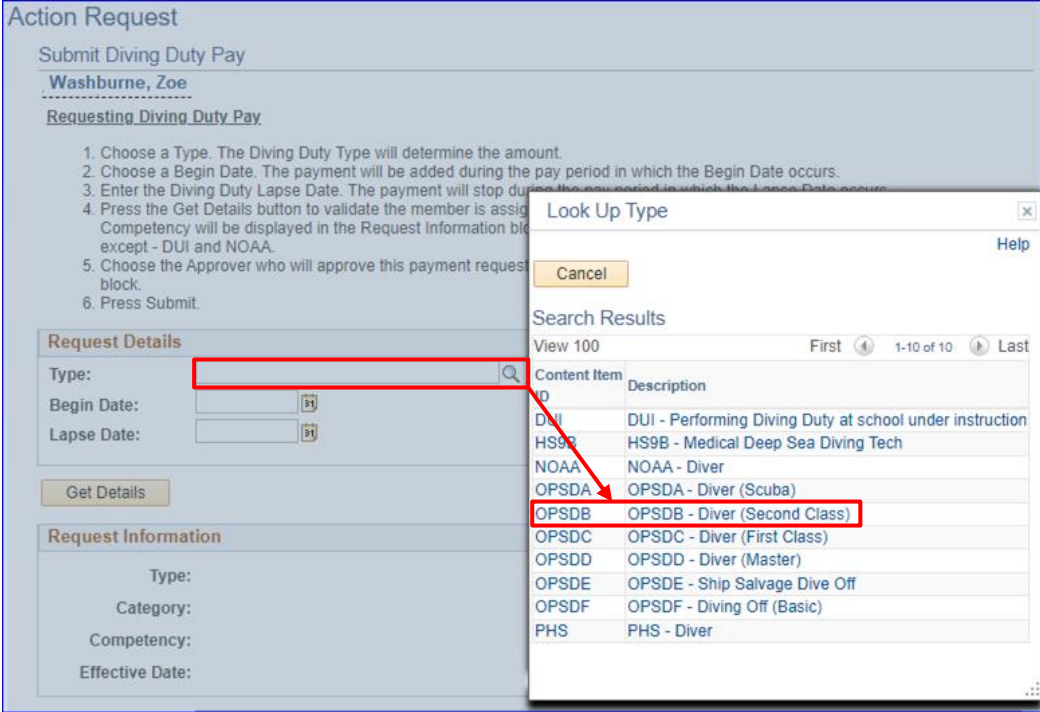
Procedures,
continued

| Step | Action |
|------|--|
| 1.5 | <p>Select the Diving Duty Pay option.</p>  |

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Starting Dive Duty Pay, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------------|-------------|-----|--|------|-------------------------------------|------|--------------|--------|------------------------|--|---|--------|------------------------------|--------|-------------------------|--------|--------------------------------|--------|-----------------------------|-----|-------------|
| 2 | <p>Enter the member's Empl ID and click Add.</p>  | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>The Submit Diving Duty Pay action request will display. Review the instructions provided at the top of the page. Select the appropriate Type of Diving Duty Pay from the lookup icon.</p>  <p>Action Request</p> <p>Submit Diving Duty Pay</p> <p>Washburne, Zoe</p> <p>Requesting Diving Duty Pay</p> <ol style="list-style-type: none"> Choose a Type. The Diving Duty Type will determine the amount. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Enter the Diving Duty Lapse Date. The payment will stop during the pay period in which the Lapse Date occurs. Press the Get Details button to validate the member is assigned the appropriate Competency will be displayed in the Request Information block except - DUI and NOAA. Choose the Approver who will approve this payment request block. Press Submit. <p>Request Details</p> <p>Type: </p> <p>Begin Date: <input type="text" value=" "/></p> <p>Lapse Date: <input type="text" value=" "/></p> <p>Get Details</p> <p>Request Information</p> <p>Type: Category: Competency: Effective Date:</p> <p>Look Up Type</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Content Item ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DUI</td> <td>DUI - Performing Diving Duty at school under instruction</td> </tr> <tr> <td>HS9B</td> <td>HS9B - Medical Deep Sea Diving Tech</td> </tr> <tr> <td>NOAA</td> <td>NOAA - Diver</td> </tr> <tr> <td>OPPSDA</td> <td>OPPSDA - Diver (Scuba)</td> </tr> <tr> <td>OPPSDB</td> <td>OPPSDB - Diver (Second Class)</td> </tr> <tr> <td>OPPSDC</td> <td>OPPSDC - Diver (First Class)</td> </tr> <tr> <td>OPPSDD</td> <td>OPPSDD - Diver (Master)</td> </tr> <tr> <td>OPPSDE</td> <td>OPPSDE - Ship Salvage Dive Off</td> </tr> <tr> <td>OPPSDF</td> <td>OPPSDF - Diving Off (Basic)</td> </tr> <tr> <td>PHS</td> <td>PHS - Diver</td> </tr> </tbody> </table> | Content Item ID | Description | DUI | DUI - Performing Diving Duty at school under instruction | HS9B | HS9B - Medical Deep Sea Diving Tech | NOAA | NOAA - Diver | OPPSDA | OPPSDA - Diver (Scuba) | OPPSDB | OPPSDB - Diver (Second Class) | OPPSDC | OPPSDC - Diver (First Class) | OPPSDD | OPPSDD - Diver (Master) | OPPSDE | OPPSDE - Ship Salvage Dive Off | OPPSDF | OPPSDF - Diving Off (Basic) | PHS | PHS - Diver |
| Content Item ID | Description | | | | | | | | | | | | | | | | | | | | | | |
| DUI | DUI - Performing Diving Duty at school under instruction | | | | | | | | | | | | | | | | | | | | | | |
| HS9B | HS9B - Medical Deep Sea Diving Tech | | | | | | | | | | | | | | | | | | | | | | |
| NOAA | NOAA - Diver | | | | | | | | | | | | | | | | | | | | | | |
| OPPSDA | OPPSDA - Diver (Scuba) | | | | | | | | | | | | | | | | | | | | | | |
| OPPSDB | OPPSDB - Diver (Second Class) | | | | | | | | | | | | | | | | | | | | | | |
| OPPSDC | OPPSDC - Diver (First Class) | | | | | | | | | | | | | | | | | | | | | | |
| OPPSDD | OPPSDD - Diver (Master) | | | | | | | | | | | | | | | | | | | | | | |
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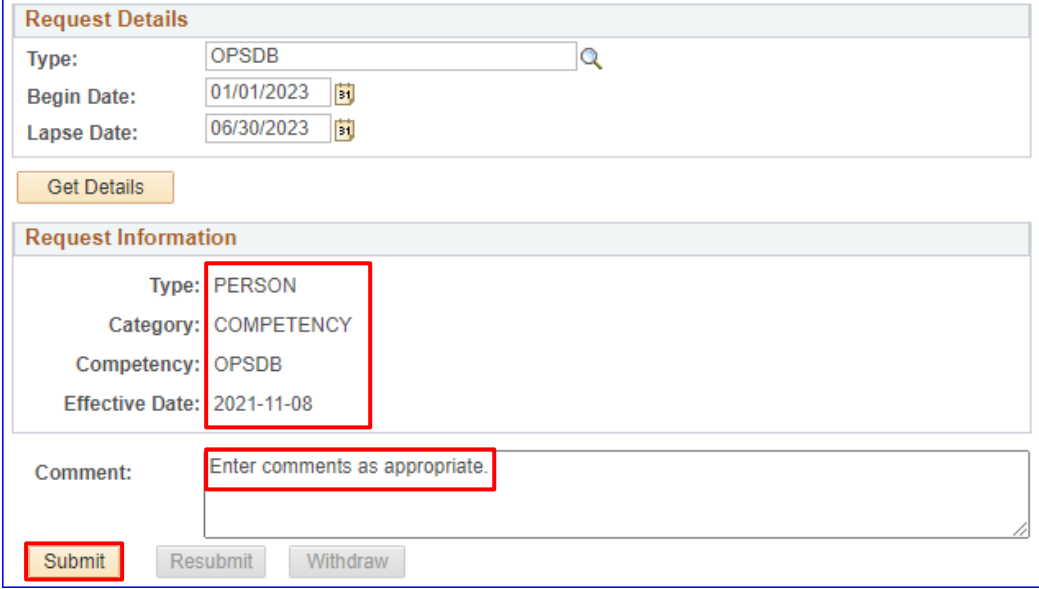
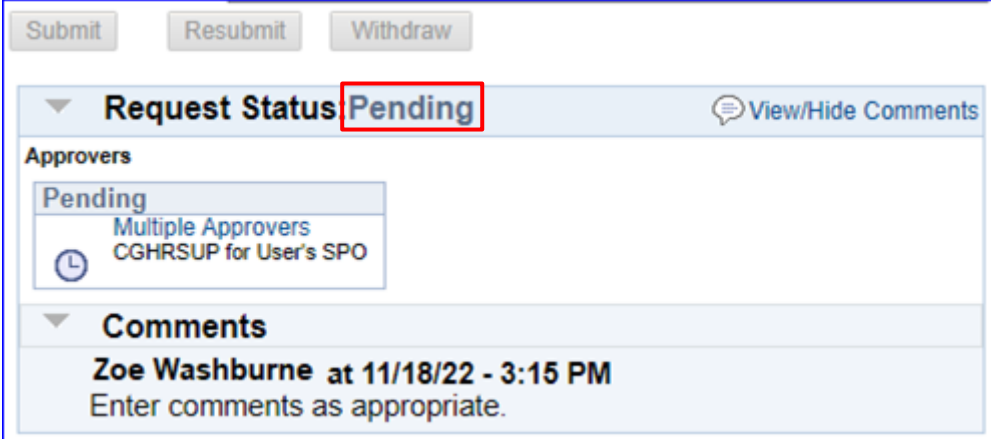
Procedures,
continued

| Step | Action |
|------|---|
| 4 | <p>Enter the Begin Date the Diving Duty Pay is to start. Enter the applicable Lapse Date. Click Get Details.</p> <p>NOTE: The Lapse Date will be the date the member is expected to be detached from diving duty or the member's qualifications will lapse.</p> <div data-bbox="328 669 1369 1202" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Diving Duty Pay</p> <p><u>Washburne, Zoe</u></p> <p>Requesting Diving Duty Pay</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 - DUJ 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. <div data-bbox="360 1003 1362 1137" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Type: OPSDB <input type="text"/></p> <p>Begin Date: 01/01/2023 <input type="text"/></p> <p>Lapse Date: 06/30/2023 <input type="text"/></p> </div> <p><input type="button" value="Get Details"/></p> </div> |

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Starting Dive Duty Pay, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>The Request Information section will populate with the member's competency information retrieved from Person Profiles. Enter Comments as appropriate and click Submit.</p>  |
| 6 | <p>The action request will update to a Pending status and will be routed to the SPO tree for approval.</p>  |