

# Start Diving Duty Pay

**Introduction** This guide provides the procedures for a SPO to start Diving Duty Pay in Direct Access (DA).

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

**Before You Begin** 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 the Diving Duty Competency in [Person Profiles](#).

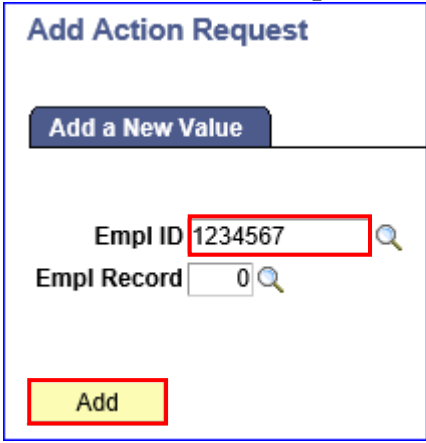
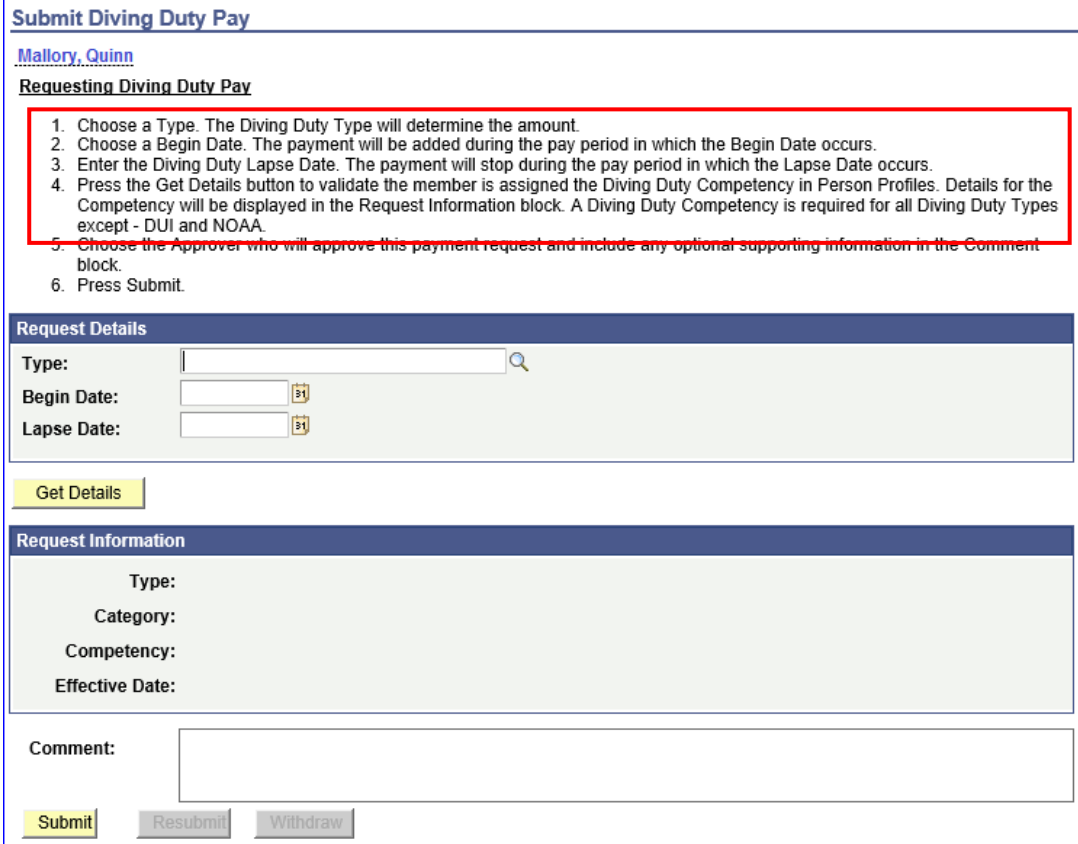
**Procedures** See below.

Step	Action																																														
1	<p>Select <b>Diving Duty Pay</b> 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. Below the tabs are two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a list of items, with 'Diving Duty Pay' highlighted by a red rectangular box.</p> <table border="1" data-bbox="316 1048 995 1883"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr><td><a href="#">Submit an Absence Request</a></td><td><a href="#">Non-Chargeable Absence Request</a></td></tr> <tr><td><a href="#">View My Absence Requests</a></td><td><a href="#">Submit a Delegation Request</a></td></tr> <tr><td><a href="#">View My Requests (all types)</a></td><td><a href="#">PHS Submit Retirement Docs</a></td></tr> <tr><td><a href="#">Submit a Drill Request</a></td><td><a href="#">User Access Request</a></td></tr> </tbody> </table> <table border="1" data-bbox="316 1272 995 1883"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr><td><a href="#">View My Requests</a></td><td><a href="#">Absence Request</a></td></tr> <tr><td><a href="#">Civilian Clothing Allowance</a></td><td><a href="#">Suppl Clothing Allowance</a></td></tr> <tr><td><a href="#">Officer Uniform Allowance</a></td><td><a href="#">Diving Duty Pay</a></td></tr> <tr><td><a href="#">Foreign Language Pay</a></td><td><a href="#">Hazardous Duty Pay</a></td></tr> <tr><td><a href="#">Family Separation Allowance</a></td><td><a href="#">Advance Pay</a></td></tr> <tr><td><a href="#">Advance Liquidation Schedule</a></td><td><a href="#">SDAP</a></td></tr> <tr><td><a href="#">Meal Rate</a></td><td><a href="#">Cadet ICA</a></td></tr> <tr><td><a href="#">Hostile Fire Pay</a></td><td><a href="#">Combat Tax Exclusion</a></td></tr> <tr><td><a href="#">Career Sea Time</a></td><td><a href="#">Career Sea Time Override</a></td></tr> <tr><td><a href="#">Career Sea Pay Premium</a></td><td><a href="#">Balance Adjustment</a></td></tr> <tr><td><a href="#">Hardship Duty Pay</a></td><td><a href="#">Pay Corrections</a></td></tr> <tr><td><a href="#">Responsibility Pay Override</a></td><td><a href="#">Career Sea Pay on TDY</a></td></tr> <tr><td><a href="#">Approved Absence Corrections</a></td><td><a href="#">Cadet COMRATS</a></td></tr> <tr><td><a href="#">PHS Installment Special Pay</a></td><td><a href="#">PHS Monthly Special Pay</a></td></tr> <tr><td><a href="#">EBDL Completion</a></td><td><a href="#">Remove EBDL Completion</a></td></tr> <tr><td><a href="#">Proxy - BRS Enrollment</a></td><td><a href="#">Proxy - BRS Disenrollment</a></td></tr> <tr><td><a href="#">Proxy - Continuation Pay</a></td><td><a href="#">Non-Chargeable Absence</a></td></tr> </tbody> </table>	Self Service Requests		<a href="#">Submit an Absence Request</a>	<a href="#">Non-Chargeable Absence Request</a>	<a href="#">View My Absence Requests</a>	<a href="#">Submit a Delegation Request</a>	<a href="#">View My Requests (all types)</a>	<a href="#">PHS Submit Retirement Docs</a>	<a href="#">Submit a Drill Request</a>	<a href="#">User Access Request</a>	Payroll Requests		<a href="#">View My Requests</a>	<a href="#">Absence Request</a>	<a href="#">Civilian Clothing Allowance</a>	<a href="#">Suppl Clothing Allowance</a>	<a href="#">Officer Uniform Allowance</a>	<a href="#">Diving Duty Pay</a>	<a href="#">Foreign Language Pay</a>	<a href="#">Hazardous Duty Pay</a>	<a href="#">Family Separation Allowance</a>	<a href="#">Advance Pay</a>	<a href="#">Advance Liquidation Schedule</a>	<a href="#">SDAP</a>	<a href="#">Meal Rate</a>	<a href="#">Cadet ICA</a>	<a href="#">Hostile Fire Pay</a>	<a href="#">Combat Tax Exclusion</a>	<a href="#">Career Sea Time</a>	<a href="#">Career Sea Time Override</a>	<a href="#">Career Sea Pay Premium</a>	<a href="#">Balance Adjustment</a>	<a href="#">Hardship Duty Pay</a>	<a href="#">Pay Corrections</a>	<a href="#">Responsibility Pay Override</a>	<a href="#">Career Sea Pay on TDY</a>	<a href="#">Approved Absence Corrections</a>	<a href="#">Cadet COMRATS</a>	<a href="#">PHS Installment Special Pay</a>	<a href="#">PHS Monthly Special Pay</a>	<a href="#">EBDL Completion</a>	<a href="#">Remove EBDL Completion</a>	<a href="#">Proxy - BRS Enrollment</a>	<a href="#">Proxy - BRS Disenrollment</a>	<a href="#">Proxy - Continuation Pay</a>	<a href="#">Non-Chargeable Absence</a>
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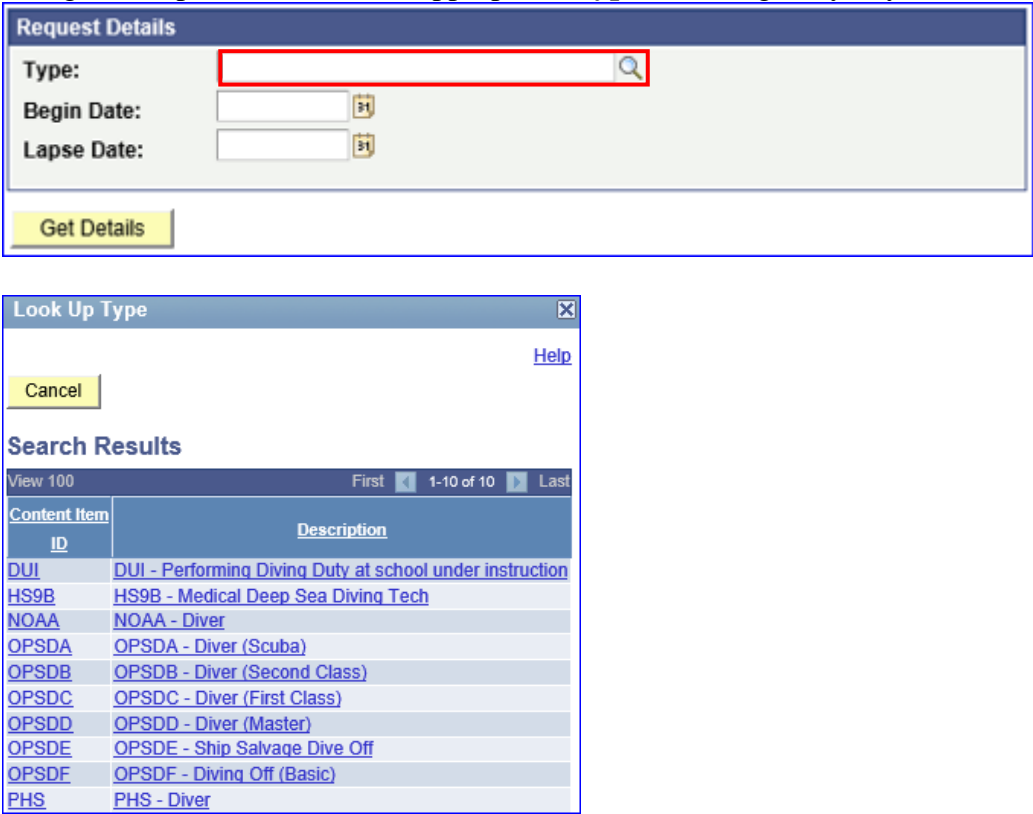

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p><b>Add Action Request</b></p> <p><b>Add a New Value</b></p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p><b>Add</b></p>
3	<p>The Submit Diving Duty Pay action request will display. Review the instructions provided at the top of the page.</p>  <p><b>Submit Diving Duty Pay</b></p> <p><a href="#">Mallory, Quinn</a></p> <p><b>Requesting Diving Duty Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose a Type. The Diving Duty Type will determine the amount.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Enter the Diving Duty Lapse Date. The payment will stop during the pay period in which the Lapse Date occurs.</li> <li>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.</li> <li>5. Choose the Approver who will approve this payment request and include any optional supporting information in the Comment block.</li> <li>6. Press Submit.</li> </ol> <p><b>Request Details</b></p> <p>Type: <input type="text"/> </p> <p>Begin Date: <input type="text"/> </p> <p>Lapse Date: <input type="text"/> </p> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>Type:</p> <p>Category:</p> <p>Competency:</p> <p>Effective Date:</p> <p>Comment: <input type="text"/></p> <p><b>Submit</b> <b>Resubmit</b> <b>Withdraw</b></p>

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## Start Diving Duty Pay, Continued

Procedures,  
continued

Step	Action																						
4	<p>Using the drop-down, select the appropriate <b>Type</b> of Diving Duty Pay.</p>  <p>The screenshot shows the 'Request Details' form with the 'Type' dropdown menu open. The dropdown menu is titled 'Look Up Type' and displays a list of search results. The results are as follows:</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>OPSDA</td> <td>OPSDA - Diver (Scuba)</td> </tr> <tr> <td>OPSDB</td> <td>OPSDB - Diver (Second Class)</td> </tr> <tr> <td>OPSDC</td> <td>OPSDC - Diver (First Class)</td> </tr> <tr> <td>OPSDD</td> <td>OPSDD - Diver (Master)</td> </tr> <tr> <td>OPSDE</td> <td>OPSDE - Ship Salvage Dive Off</td> </tr> <tr> <td>OPPDF</td> <td>OPPDF - 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	OPSDA	OPSDA - Diver (Scuba)	OPSDB	OPSDB - Diver (Second Class)	OPSDC	OPSDC - Diver (First Class)	OPSDD	OPSDD - Diver (Master)	OPSDE	OPSDE - Ship Salvage Dive Off	OPPDF	OPPDF - Diving Off (Basic)	PHS	PHS - Diver
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5	<p>Enter the <b>Begin Date</b> the Diving Duty Pay is to start. Enter the applicable <b>Lapse Date</b>. Click <b>Get Details</b>.</p> <p><b>Note:</b> 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>  <p>The screenshot shows the 'Request Details' form with the following values entered:</p> <ul style="list-style-type: none"> <li>Type: OPSDD</li> <li>Begin Date: 11/16/2018</li> <li>Lapse Date: 06/30/2019</li> </ul>																						

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# Start Diving Duty Pay, Continued

Procedures,  
continued



Step	Action
6	<p>The <b>Request Information</b> section will populate with the member's competency information retrieved from <a href="#">Person Profiles</a>.</p> <div data-bbox="320 566 1396 831" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Information</b></p> <p style="text-align: center;">Type: PERSON</p> <p style="text-align: center;">Category: COMPETENCY</p> <p style="text-align: center;">Competency: OPSDD</p> <p style="text-align: center;">Effective Date: 2018-11-01</p> </div>
7	<p>Enter <b>comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="320 909 1396 1742" style="border: 1px solid blue; padding: 5px;"> <p><b>Submit Diving Duty Pay</b></p> <p><a href="#">Mallory, Quinn</a></p> <p><b>Requesting Diving Duty Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose a Type. The Diving Duty Type will determine the amount.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Enter the Diving Duty Lapse Date. The payment will stop during the pay period in which the Lapse Date occurs.</li> <li>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.</li> <li>5. Choose the Approver who will approve this payment request and include any optional supporting information in the Comment block.</li> <li>6. Press Submit.</li> </ol> <div data-bbox="320 1216 1396 1361" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Type: <input type="text" value="OPSDD"/> <input type="button" value="🔍"/></p> <p>Begin Date: <input type="text" value="11/16/2018"/> <input type="button" value="📅"/></p> <p>Lapse Date: <input type="text" value="06/30/2019"/> <input type="button" value="📅"/></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="320 1429 1396 1615" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Information</b></p> <p style="text-align: center;">Type: PERSON</p> <p style="text-align: center;">Category: COMPETENCY</p> <p style="text-align: center;">Competency: OPSDD</p> <p style="text-align: center;">Effective Date: 2018-11-01</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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## Start Diving Duty Pay, Continued

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Procedures,  
continued

Step	Action
8	<p>The action request will update to a <b>Pending</b> status and will be routed to the SPO tree for approval.</p> <div data-bbox="316 562 1305 929" style="border: 1px solid blue; padding: 5px;"><p>Request Status: <b>Pending</b> <span style="float: right;"> <a href="#">View/Hide Comments</a></span></p><p><b>Approvers</b></p><div style="border: 1px solid gray; padding: 2px;"><p><b>Pending</b></p><p> <a href="#">Multiple Approvers</a> CGHRSUP for User's SPO</p></div><p><b>Comments</b></p><p><b>Quinn Mallory at 11/27/18 - 9:58 AM</b> Enter comments as appropriate.</p></div>

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