Starting Dive Duty Pay

Introduction	U	uide provides the pr s (DA).	ocedures f	for starting Div	ving Duty Pay	in Direct
References	 (a) <u>Coast Guard Pay Manual, COMDTINST M7220.29 (series)</u> (b) <u>Diving Program Manual, COMDTINST M3150.1 (series)</u> 					
		Information Complete details for eligibility of diving duty pay and enter dates may be found in reference (a). Prior to staring Diving Duty Pay, the member must be assig				
Information	dates n	nay be found in refe	erence (a).		C	I
Information	dates n Prior to	nay be found in refe	erence (a). ty Pay, the	e member mus	C	I
Information	dates n Prior to	nay be found in refe o staring Diving Du	erence (a). ty Pay, the	e member mus	C	I
Information	dates n Prior to Duty (nay be found in refe o staring Diving Du C ompetency in <u>Pers</u>	erence (a). ty Pay, the son Profile	e member mus	t be assigned	a Diving

Procedures See below.

 Step
 Action

 1
 Click on the AD/RRV Payroll Workcenter tile.

 AD/RSV Payroll Workcenter

 Image: Click on the AD/RRV Payroll Workcenter

Procedures,

continued

Step		Action
2	Select the Diving Duty Pay op	tion.
	C 🕸	
	✓ Links	
	Payroll Requests 🗸 🗸	
	Advance Liquidation Schedule	
	Advance Pay	
	Approved Absence Corrections	
	Assignment Incentive Pay	
	Assignment Pay Request	
	Balance Adjustment	
	Cadet COMRATS	
	Cadet ICA	
	Career Sea Pay on TDY	
	Career Sea Pay Premium	
	Career Sea Time	
	Career Sea Time Override	
	Civilian Clothing Allowance	
	Combat Tax Exclusion	
	Diving Duty Pay	
	EBDL Completion	

Procedures,

continued

Step	Α	ction
3	Enter the member's Empl ID and click	Add.
	Add Action Request	
	· · · · · · · · · · · · · · · · · · ·	
	Add a New Value	
	*Empl ID 1234567 Q	
	Empl Record 0 Q	
	Add	
4	u u u	quest will display. Review the instructions the appropriate Type of Diving Duty Pay
	Action Request	6
	Submit Diving Duty Pay	
	Washburne, Zoe	
	Requesting Diving Duty Pay	
	1. Choose a Type. The Diving Duty Type will determine the	
	 Choose a Begin Date. The payment will be added during Enter the Diving Duty Lapse Date. The payment will stop 	
	 Press the Get Details button to validate the member is as Competency will be displayed in the Request Information 	ssig Look Up Type
	except - DUI and NOAA. 5. Choose the Approver who will approve this payment requ	Help
	block.	Cancel
	6. Press Submit.	Search Results
	Request Details	View 100 First 🕢 1-10 of 10 🕟 Last
	120-11	Content Item Description
	Begin Date: 10 Lapse Date: 10	DUI DUI - Performing Diving Duty at school under instruction
		HS98 HS9B - Medical Deep Sea Diving Tech NOAA NOAA - Diver
	Get Details	OPSDA OPSDA - Diver (Scuba)
	Request Information	OPSDB OPSDB - Diver (Second Class) OPSDC OPSDC - Diver (First Class)
		OPSDD OPSDD - Diver (Master)
	Type:	OPSDE OPSDE - Ship Salvage Dive Off
	Category:	OPSDF OPSDF - Diving Off (Basic) PHS PHS - Diver
	Competency:	
	Effective Date:	

Procedures,

continued

Step	Action
5	Enter the Begin Date the Diving Duty Pay is to start. Enter the applicable Lapse Date . Click Get Details .
	NOTE: The Lapse Date will be the date the member is expected to be detached from diving duty on the member's qualifications will lapse
	from diving duty or the member's qualifications will lapse.
	Submit Diving Duty Pay
	Washburne, Zoe Requesting Diving Duty Pay
	 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 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. Choose the Approver who will approve this payment request and include any optional supporting information in the Comment block. Press Submit.
	Request Details
	Type: OPSDB Q Begin Date: 01/01/2023 iii Lapse Date: 06/30/2023 iii
	Get Details

Procedures,

continued

Step	Action
6	The Request Information section will populate with the member's competency
	information retrieved from Person Profiles.
	Enter Comments as appropriate and click Submit .
	Request Details
	Type: OPSDB
	Begin Date: 01/01/2023
	Lapse Date: 06/30/2023
	Get Details
	Request Information
	Type: PERSON
	Category: COMPETENCY
	Competency: OPSDB
	Effective Date: 2021-11-08
	Comment: Enter comments as appropriate.
	Submit Resubmit Withdraw
7	The action request will update to a Pending status and will be routed to the SPO tree for approval.
	Submit Resubmit Withdraw
	Request Status Pending Sview/Hide Comments
	Approvers
	Pending Multiple Approvers
	CGHRSUP for User's SPO
	Comments
	Zoe Washburne at 11/18/22 - 3:15 PM
	Enter comments as appropriate.