




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		

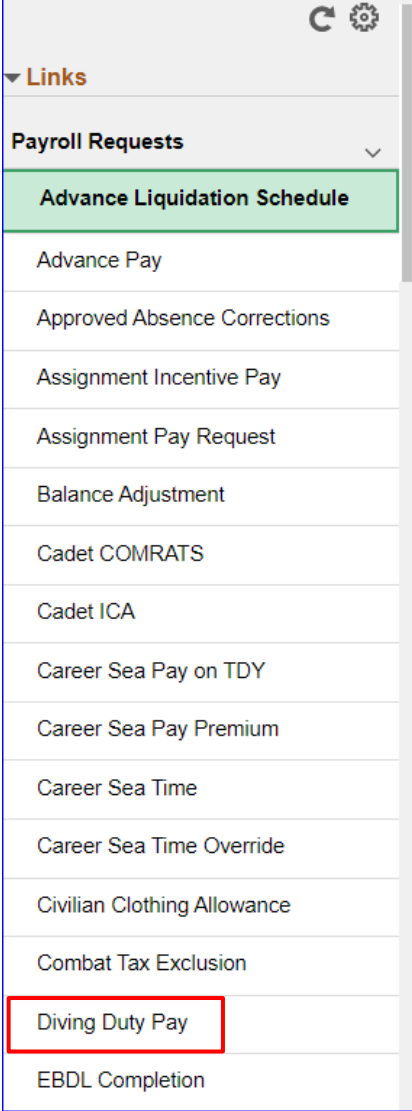
Procedures See below.

Step	Action
1	Click on the AD/RRV Payroll Workcenter tile. <div data-bbox="327 1153 849 1563" style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: blue; font-weight: bold;">AD/RSV Payroll Workcenter</p>  </div>

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Starting Dive Duty Pay, Continued

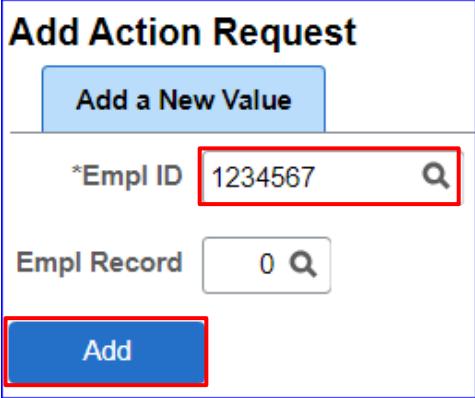
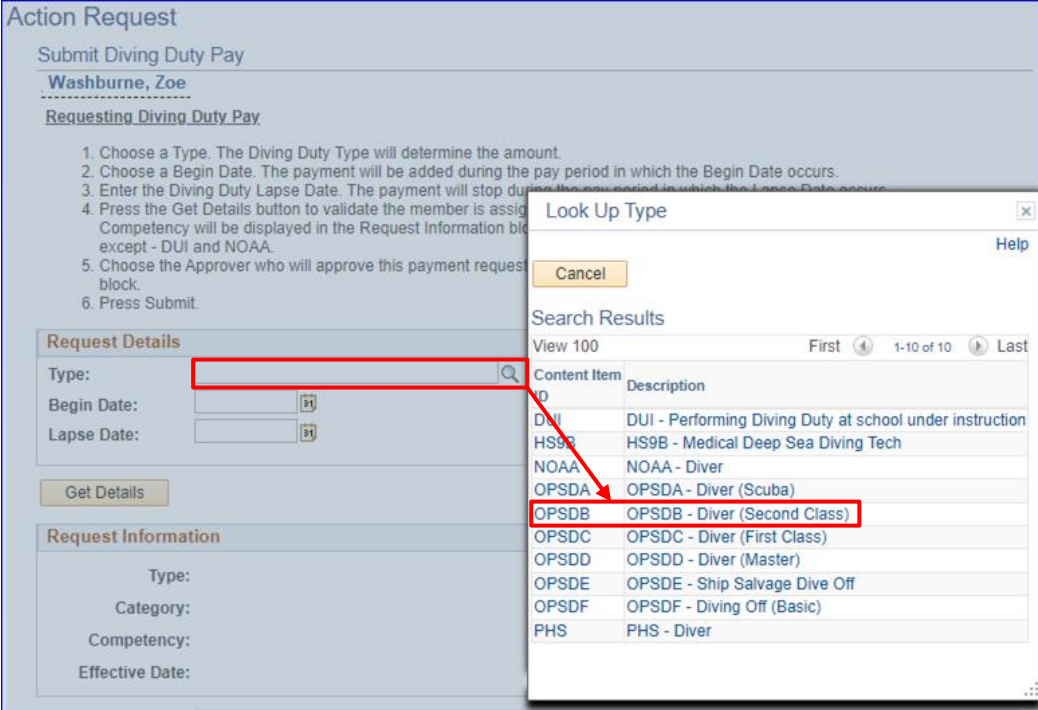
Procedures,
continued

Step	Action
2	<p>Select the Diving Duty Pay option.</p>  <p>The screenshot shows a 'Links' dropdown menu with the following items: Advance Liquidation Schedule (highlighted in green), 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 (highlighted with a red box), and EBDL Completion.</p>

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Starting Dive Duty Pay, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Add.</p> 
4	<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> 

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Starting Dive Duty Pay, Continued

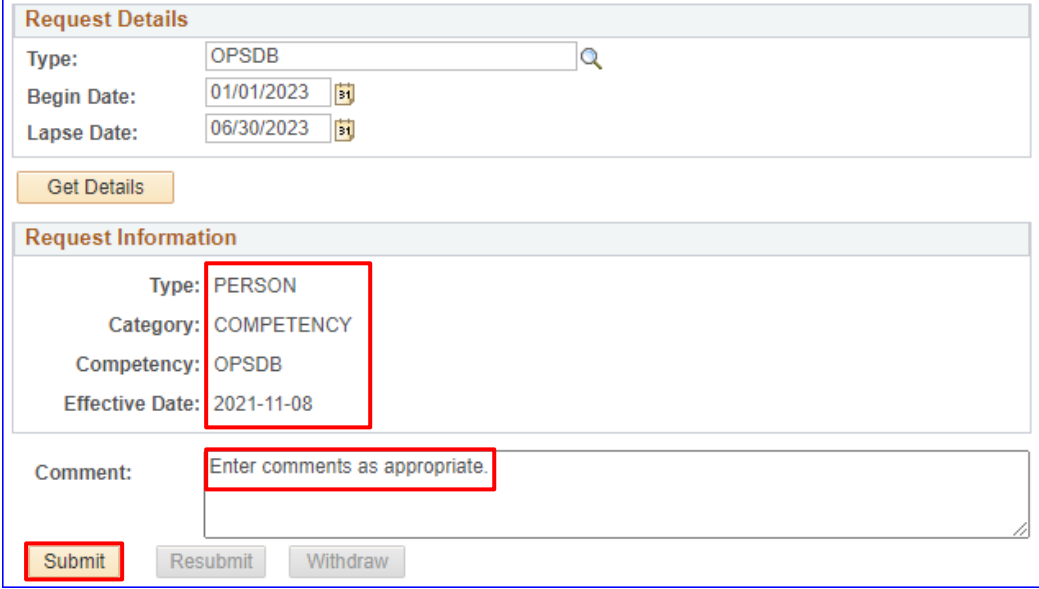
Procedures,
continued

Step	Action
5	<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 1196" 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: <input type="text" value="OPSDB"/> 🔍</p> <p>Begin Date: <input type="text" value="01/01/2023"/> 📅</p> <p>Lapse Date: <input type="text" value="06/30/2023"/> 📅</p> </div> <p><input type="button" value="Get Details"/></p> </div>

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Starting Dive Duty Pay, Continued

Procedures,
continued

Step	Action
6	<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> 
7	<p>The action request will update to a Pending status and will be routed to the SPO tree for approval.</p> 