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United States Coast Guard

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United States Coast Guard

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COMMANDANT INSTRUCTION 7220.39

Subj: MANAGEMENT AND ADMINISTRATION OF AVIATION INCENTIVE PAYS

Ref: (a) Personnel Manual, COMDTINST M1000.6A
(b) Pay Manual, COMDTINST M7220.29
(c) Air Operations Manual, COMDTINST M3710.1C
(d) Personnel and Pay Procedures Manual, PPCINST M1000.2
(e) Medical Manual, COMDTINST M6000.1
(f) Safety and Environmental Health Manual, COMDTINST M5100.47

1. PURPOSE. This Instruction establishes policies and procedures for the management and administration of aviation career incentive pay (ACIP) and hazardous duty incentive pay (HDIP) for Coast Guard members assigned duties involving aerial flight. This Instruction is intended for use by personnel involved in the management and administration of aviation incentive pays for Coast Guard members and U.S. Public Health Service officers assigned as Coast Guard flight surgeons.

2. ACTION. Area and district commanders, commanders maintenance and logistics commands, commanding officers of headquarters units, and chiefs of offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this Instruction.

3. DIRECTIVES AFFECTED. References (a) through (d) shall be changed to incorporate the pertinent sections of this Instruction.

4. DISCUSSION. Two types of incentive pay are authorized to help the uniformed services induce members to enter upon and remain in flying duty and to compensate these members for the more than normally dangerous character of such duty. ACIP is authorized for officers

with an aviation designation and officers undergoing flight training involved in the frequent and regular performance of operational or proficiency flying duty. HDIP is authorized for officers and enlisted members not entitled to ACIP who participate in frequent and regular aerial flight as a crew member or a noncrew member. The policies and procedures for the administration of aviation incentive pays prescribed by references (a) through (d) are complex. These policies and procedures have been difficult for flight pay administrators and recipients to assimilate into an understandable system due to their division into four separate publications with frequently different terminology. This Instruction provides a single document, usable by both flight pay administrators and recipients, describing how the management and administration of aviation incentive pays should work.

5. PROCEDURE. Enclosures (1) and (2) prescribe comprehensive policies and procedures for the management and administration of aviation incentive pays.

6. FORMS AVAILABILITY. The Aviation Incentive Pay Calculation Form CG-5576 provided as enclosure (8) shall be used to determine member entitlement to monthly ACIP or HDIP when approved automated systems are not available. Completed Aviation Incentive Pay Calculation Forms shall be retained for audit purposes as required in enclosure (1). CG-5576 may be locally reproduced. The Public Health Service Flight Certificate PHS-2814 provided as enclosure (9) shall be used by U. S. Public Health Service (USPHS) officers designated as Coast Guard flight surgeons and assigned to Coast Guard flight surgeon billets to document their flight time for the purposes of entitlement to monthly ACIP through the USPHS pay system. CG-5576 and PHS-2814 may be locally reproduced.

/s/ KENT H. WILLIAMS
Chief of Staff

Encl: (1) Policies for the Management and Administration of Aviation Incentive Pays
(2) Procedures for the Management and Administration of Aviation Incentive Pays
(3) Continuous ACIP Eligibility Tables
(4) ACIP and HDIP Rates
(5) Minimum Flight Time Requirements for Fractional Part of Month
(6) Example Calculations of Eligibility for Monthly ACIP and HDIP
(7) Eligibility for Aviation Incentive Pays Under Certain Conditions
(8) Aviation Incentive Pay Calculation Form (CG-5576)
(9) Public Health Service Flight Certificate (PHS-2814)

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POLICIES FOR THE MANAGEMENT AND ADMINISTRATION OF AVIATION INCENTIVE PAYS

1. Definitions.

   a. Coast Guard designated aviator. An officer designated as a Coast Guard aviator in accordance with Article 6-A-1 of reference (a). This does not apply to Coast Guard enlisted members in aviation ratings.

   b. Coast Guard designated flight officer. An officer designated as a Coast Guard flight officer. This does **not** apply to Coast Guard enlisted members in aviation ratings. All existing Coast Guard flight officer designations were cancelled effective 1 November 1993.

   c. Coast Guard designated flight surgeon. A U. S. Public Health Service (USPHS) officer or other medical officer designated as a Coast Guard flight surgeon in accordance with reference (e).

   d. Coast Guard enlisted aviation ratings.
      (1) Aviation Electrician's Mate (AE)
      (2) Aviation Electronic Technician (AT)
      (3) Aviation Machinist's Mate (AD)
      (4) Aviation Structural Mechanic (AM)
      (5) Aviation Survivalman (ASM)

   e. Operational Flying.
      (1) Flying performed by members during training that leads to the award of a designation as a Coast Guard aviator; or
      (2) Flying performed under competent orders by Coast Guard aviators while serving in assignments in which basic flying skills normally are maintained in the performance of assigned duties.

   f. Proficiency Flying. Flying performed under competent orders by Coast Guard aviators while serving in assignments in which basic flying skills normally are **not** maintained in the performance of assigned duties.

   g. Not Flying. Duty performed by Coast Guard aviators that does not involve flying.

   h. Aviation Service. Aviation service begins on the date that a member first reports on competent orders to an aviation facility having aircraft in which the member will receive flight training. If a member in training leading to the award of an aviator designation receives ground training and flight training at separate facilities, aviation service begins on the date the member reports to the flight training facility. Prior to and including 13 November 1986, if the member was commissioned as an officer after the member reported to the aviation.

facility at which the member commenced flight training, aviation service started on the date of the officer's commissioning. After 13 November 1986, service as an aviation cadet is included as aviation service from the date the member reports to the flight training facility. Aviation service stops accumulating on the date a member loses the aviation designation, including when the member is separated from the uniformed services.

i. Officer Service. All service, active or inactive, as a commissioned or warrant officer. After 13 November 1986, service as an aviation cadet is included as officer service.

j. Aerial flight. Flight in military and Government aircraft and nongovernment aircraft when required by competent orders to operate in such aircraft. A flight begins when the aircraft first begins to move forward on its takeoff run (or, in the case of rotary wing aircraft, when it takes off from its point of support) to when the aircraft next comes to a complete stop with all engines shut down. If the aircraft's engines are kept running for any purpose when no Further flight is intended, aerial flight time ends when the aircraft is stopped for that purpose.

k. Participation. Participation in aerial flight requires that a member be directly involved in, or personally performing, one of the following while the aircraft is in flight:
   (1) A function for which qualified and which directly contributes to an essential element of the aircraft's flying mission (a crew member or noncrew member position); or
   (2) Syllabus training for a specific crew member position in that aircraft type.

l. Frequent and regular aerial flight. Generally, a member is expected to be involved in frequent and regular aerial flight when the member is expected to do one or more of the following:
   (1) Participate in four or more hours per month of aerial flight on a continual basis;
   (2) Participate in four or more hours per month of aerial flight for the duration of a specific period of employment; or
   (3) Otherwise consistently meet the minimum requirements for minimum flight time participation described in paragraph 9 below.

m. Individual flight time. The amount of time a member who is required under competent orders to participate in regular and frequent aerial flight was participating in aerial flight as a crew member or a noncrew member. Time spent as a passenger may not be counted as individual flight time.

n. Excess flight hours. Individual flight time which is not used to meet flight requirements for the current month, or current and prior months if a "grace" period is involved.

o. Aviation mishap. Any mishap in which a member who is required to participate in frequent and regular aerial flight is injured or otherwise incapacitated as the result, as determined by appropriate medical authority, of an aviation flight mishap or aviation flight-related mishap, as defined in Article 2-K-1 of reference (f). This does not include an injury or incapacitation resulting from an aviation ground mishap, as defined in Article 2-K-1 of reference (f).

p. Crew member. An officer or enlisted member who is physically qualified for flying duty in accordance with reference (e) and who is designated or in training to be designated to serve in one or more flightcrew positions in accordance with Chapter 4 of reference (c).

q. Noncrew member. An officer or enlisted member, other than a crew member, who is physically qualified for flying duty in accordance with reference (e) and who is ordered to duty involving flying to perform in flight a function for which qualified and which directly contributes to an essential element of the aircraft's flying mission and can not be performed by the aircraft's assigned crew members. Technical observer flight orders issued prior to the effective date of This Instruction must be reviewed for compliance with this noncrew Member criteria and either terminated or reissued as noncrew member Flight orders as appropriate.

r. Passenger. Any individual transported on a military, Government or nongovernment aircraft who is not participating in the flight as a crew member or noncrew member. Note that for flight pay purposes, mission essential members who are not performing a function in flight are considered passengers. Examples include members being transported to perform aircraft or ATON repair at a remote ground site and spare crew members while not performing a crew member function in flight.

s. Flying status. A member is in a flying status when that member could and would fly if ordered to do so. Flying status is specifically determined by a member's documented medical fitness to fly, documented qualifications to fly, and willingness to fly. A member does not have to be under flight orders or in an aviation incentive pay status to be in a flying status. Coast Guard aviators and enlisted members in aviation ratings are assumed to be in a flying status unless specifically removed. All other members are considered to be in a flying status after they have met the physical requirements of reference (e) for flying duty and have been issued flight orders to perform an in-flight function for which they are qualified.

t. Flight orders. Orders issued by competent authority in accordance with paragraphs 2 and 5 below that require a member to participate in regular and frequent aerial flights as a crew member or noncrew member. The purpose of issuing flight orders is to entitle an eligible member to either HDIP or ACIP. Members may be required to participate in infrequent flight without being issued flight orders.

u. Aviation Incentive Pay Status. A member, other than a member entitled to ACIP, who is issued orders by competent authority that require participation in frequent and regular aerial flight is in an

aviation incentive pay status. Members in an aviation incentive pay status include those in a Continuous Aviation incentive pay status and a Monthly Aviation incentive pay status. Members in an Off Aviation incentive pay status are **not** considered to be in an aviation incentive pay status. A member must be in a flying status to be in an aviation incentive pay status. Aviation incentive pay status determines whether HDIP shall be paid before or after certification of completion of the required flight time.

(1) Continuous Aviation Incentive Pay (CAIP) Status. HDIP is paid automatically to members in a CAIP status. Unearned months of flight pay are recouped after the fact. A member must be issued continuous crew member flight orders in order to be placed in a CAIP status. Excess flight hours from previous and/or future months may be applied in accordance with paragraphs 9.a, 9.b, and 9.c below to earn HDIP for a month in which less than the minimum flight time for that month is earned.

(2) Monthly Aviation Incentive Pay (MAIP) Status. HDIP is paid to members in a MAIP status only after certification that the members have met the minimum flight time requirements for the calendar month or fraction of a calendar month under flight orders. Members issued periodic flight orders are placed in an MAIP status. Excess flight hours from previous and/or future months may **not** be applied in accordance with paragraphs 9.a, 9.b, and 9.c below to earn HDIP for a month in which less than the minimum flight time for that month is earned, even if the periodic orders cover consecutive calendar months.

(3) Off Aviation Incentive Pay (OAIP) Status. Members in an OAIP status are not entitled to HDIP, even if they participate in infrequent aerial flight. Members whose flying status is suspended and members not issued flight orders currently in effect are in an OAIP status.

v. Grounding. Grounding is an informal and temporary restriction of flying duties. It is normally applied as a consequence of temporary illnesses or incapacitations from which recovery may be expected within a 3-month period. Grounding is an appropriate action pending confirmation or final diagnosis of any medical defect. If an officer entitled to ACIP is injured or incapacitated, the officer shall be grounded until the officer is returned to flying duty or disqualified for further aviation service. For officers entitled to ACIP, a grounding for medical incapacity shall be automatically changed to a disqualification for aviation service after 180 days following the date of incapacitation. Groundings are administered by the cognizant commanding officer. A grounding has no effect on a member's flying status, aviation incentive pay status, flight orders, or aviation service. However, the inability to fly during a grounding period may result in a member not meeting minimum flight requirements with a corresponding loss of HDIP or monthly ACIP.

w. Suspension of flying status. Suspension from flying status is a formal restriction of flying duties which may develop into a disqualification for aviation service (a more permanent termination of

flying status) for officers entitled to ACIP or a termination of flight orders for members entitled to HDIP. Suspension of a member's flying status is appropriate for a member not entitled to ACIP when the member is injured or incapacitated and is not expected to or does not recover within a 3-month period. Suspension of a member's flying status may also be appropriate for any member while awaiting disposition of disciplinary issues. A suspension of a member's flying status does not require that the member's flight orders be terminated. However, for members on periodic flight orders, the order issuing authority may choose to not issue subsequent flight orders after expiration of the current flight orders until the reason for the suspension no longer exists. A member is not in a flying status on the effective date of the suspension. A suspension of a member's flying status must be resolved by either returning the member to a flying status or terminating the member's flying status, both of which must be effected on the effective date of the suspension. See paragraph 9.f below for the effect of a suspension on HDIP and ACIP.

x. Net Pay. A member's net pay is the member's pay and allowances less all deductions and allotments.

y. Available pay. An active duty member's available pay is 2/3 of the member's pay (not including allowances) less:

(1) Statutory amounts required to be withheld (includes Federal Insurance Contribution Act (FICA) taxes, Federal Income Tax Withholding (FITW), Servicemen's Group Life Insurance (SGLI) premiums, Delta Dental Plan (DDP), fines, and forfeitures); and

(2) Amounts collected under other debt collection authority.

2. Flight orders for Coast Guard aviators and for Coast Guard flight surgeons assigned to Coast Guard flight surgeon billets.

a. Issuing flight orders to Coast Guard aviators. PCS orders for aviators shall specify that the duty either involves operational flying (orders read "DIFOPS"), proficiency flying (orders read "DIFPRO"), or does not involve flying (orders read "DIFDEN"). All aviator billets are coded as either DIFOPS, DIFPRO, or DIFDEN as determined by Commandant (G-OAV). Commandant (G-OAV) shall review the flying duty designation of all aviator billets biennially. PCS flight orders are issued by Commander, Coast Guard Military Personnel Command (opm). TAD orders that involve aircraft transition or requalification flight training for an aviator who is assigned to a DIFDEN or DIFOPS billet shall specify that the TAD assignment involves operational flying (orders read "DIFOPS"). No other TAD order notations are required for ACIP purposes. See enclosure (2) for examples of the remarks required to be included in these aviators' TAD flight orders.

b. Issuing flight orders to Coast Guard flight surgeons assigned to Coast Guard flight surgeon billets. PCS orders for USPHS officers designated as Coast Guard flight surgeons and assigned to Coast Guard flight surgeon billets shall specify that the duty involves flying. All flight surgeon billets are designated by Commandant (G-KOM). Coast

Guard flight surgeon designations and PCS flight orders are issued by Commander, Coast Guard Military Personnel Command (opm). See Enclosure

(2) for an example of a flight surgeon designation. On occasion, a flight surgeon billet may be temporarily vacant, requiring the temporary assignment of a qualified flight surgeon to an air station. In this situation, TAD orders for Coast Guard flight surgeons who are Not assigned PCS to a flight surgeon billet shall specify that the TAD assignment involves flying duty as a flight surgeon. See enclosure (2) for examples of flight surgeon TAD flight orders.

c. Terminating flight orders. Flight orders may be terminated only by the order issuing activity. When flight orders are included in the member's PCS orders, the flight orders are terminated by execution of new PCS orders in accordance with reference (a). When flight orders are included in the member's TAD orders, the flight orders are automatically terminated when the TAD orders terminate. TAD flight orders may be terminated earlier than the TAD orders termination date by modification of the TAD orders by the order issuing activity.

3. Suspending the flying status of Coast Guard aviators and Coast Guard flight surgeons. A suspension of an officer's flying status results in a suspension of the officer's aviation service for the same period. A suspension of an officer's flying status must be resolved by either returning the officer to a flying status or disqualifying the officer for aviation service, both of which are effective on the effective date of the suspension. If the member is returned to a flying status after being suspended, there is no break in the member's flying status. The suspension and removal of suspension must be issued in writing. The officer may be notified verbally if a suitable memorandum for the record is made and is later followed by written notification. See enclosure (2) for examples of suspension notifications. See paragraph 9.f below for the effect of a suspension on ACIP. The authority to suspend the flying status of Coast Guard aviators and Coast Guard flight surgeons and to remove these suspensions may not be delegated.

a. Authority to suspend the flying status of Coast Guard aviators. The commanding officer of an aviator's aviation unit, or Commander, U. S. Coast Guard Military Personnel Command (opm) when an aviator is not assigned to an aviation unit, shall suspend the aviator's flying status when one or more of the following conditions exist:

(1) The aviator has been referred to a Coast Guard Aviator Evaluation Board in accordance with article 6-A-1 of reference (a); or

(2) The aviator voluntarily requests that the aviator's flying status be terminated (also see paragraph 4 below).

b. Authority to suspend the flying status of Coast Guard flight surgeons. The commanding officer of a Coast Guard flight surgeon's aviation unit, or Commandant (G-KOM) when a flight surgeon is not assigned to an aviation unit, shall suspend the flying status of Coast Guard flight surgeons when one or more of the following conditions exist:

(1) The flight surgeon's professional conduct falls short of Coast Guard standards; or

(2) The flight surgeon voluntarily requests that the flight surgeon's flying status be terminated (also see paragraph 4 below).

c. Removal of suspension of a Coast Guard aviator or a Coast Guard flight surgeon. Only the imposing command may remove the suspension of a Coast Guard aviator or a Coast Guard flight surgeon. The suspension may be removed when the reason for the suspension no longer exists. Only Commander, Coast Guard Military Personnel Command (opm) may remove a suspension of an aviator's flying status for an aviator voluntarily requesting to terminate the aviator's aviation service. Only Commandant (G-KOM) may remove the suspension of a flight surgeon's flying status for a flight surgeon voluntarily requesting to terminate the flight surgeon's aviation service. However, officers who voluntarily request termination of their aviation service will normally be disqualified for aviation service.

4. Disqualification for aviation service for Coast Guard aviators and Coast Guard flight surgeons. Disqualification for aviation service is a termination of an officer's aviation service and flying status. Disqualification may be temporary, as when an officer's medical incapacitation exceeds 180 days, or may be permanent, as when an officer's aviation or flight surgeon designation is revoked. Commander, Coast Guard Military Personnel Command (opm) may disqualify and requalify an aviator for further aviation service. Commandant (G-KOM) may disqualify and requalify Coast Guard flight surgeons for aviation service. This authority may not be delegated. Disqualification for aviation service and revocation of a designation must be issued in writing. Commanding officers of Coast Guard units to which Coast Guard aviators or Coast Guard flight surgeons are assigned may request in writing these officers be disqualified for aviation service. See enclosure (2) for example disqualification/revocation letters.

a. An aviator or Coast Guard flight surgeon may be disqualified for aviation service for medical, professional, or personal reasons.

(1) Disqualification for medical reasons shall be effective on the 181st day after the date of incapacitation or injury if the officer has not recovered from the illness or incapacitation by that date. Determinations that an officer is not physically qualified to fly must be made in accordance with Article 3-H-3 of reference (e) and forwarded to Commander, Coast Guard Military Personnel Command (opm) for Coast Guard aviators or Commandant (G-KOM) for Coast Guard flight surgeons.

(2) Disqualification of Coast Guard aviators for professional reasons shall be based on the recommendations of a Coast Guard Aviator Evaluation Board in accordance with Article 6-A-1.h. of reference (a). Disqualification of Coast Guard flight surgeons for professional reasons shall be based on the determination of Commandant (G-KOM).

(3) Disqualification for personal reasons shall be based on an officer's voluntarily request for termination of the officer's aviation service.

(a) A Coast Guard aviator shall submit a written request to Commander, Coast Guard Military Personnel Command (opm) via the chain of command. A report on the case by a flight surgeon shall accompany the request. The date that the aviator was removed from flying duties shall be included in the commanding officer's endorsement of the request. An advance copy of the request shall be forwarded to Commander, Coast Guard Military Personnel Command (opm).

(b) A Coast Guard flight surgeon shall submit a written request to Commandant (G-KOM) via the chain of command. A report on the case by another flight surgeon shall accompany the request. The date that the flight surgeon was removed from flying duties shall be included in the commanding officer's endorsement of the request. Advance copies of the request shall be forwarded to Commandant (G-KOM) and Commander, Coast Guard Military Personnel Command (opm).

b. An officer who requests termination of the officer's aviation service or who is disqualified from aviation service shall be:

(1) immediately removed from flying duties by the officer's commanding officer or administrative senior; and

(2) directed to submit a new Assignment Data (form CG-3698A) to Commander, Coast Guard Military Personnel Command (opm). For an aviator requesting termination of the aviator's aviation service, the CG-3698A shall be forwarded with the aviator's request.

5. Flight orders for Coast Guard members other than Coast Guard aviators and Coast Guard flight surgeons.

a. Issuing flight orders. Flight orders shall be issued to only those members who are in a flying status and whose billets require frequent and regular aerial flight as a fundamental aspect of those jobs. Flight time shall be apportioned based on the needs of the Service. No member shall be exposed to the hazards of aviation solely for the purpose of qualifying for HDIP. The member's flight orders shall specify the member's crew member/noncrew member status and aviation incentive pay status. Determinations that flight orders are required shall be made on a case by case basis by the flight order issuing authority. Commands should give careful consideration as to who should be issued continuous crew member flight orders for the duration of the member's PCS assignment, periodic crew member or noncrew member flight orders as required, or no flight orders. See enclosure (2) for examples of flight orders. There are two types of flight orders:

(1) Continuous crew member flight orders.

(a) Continuous crew member flight orders are issued when a qualified crew member is required to participate in frequent and regular aerial flight for an extended period of time. Due to restrictions on quickly terminating the continuous crew member flight orders of enlisted members, these flight orders are typically issued for the duration of the member's assignment to a particular billet at that command and do not specify a termination date. Continuous crew member flight orders

automatically expire upon a member's PCS departure from the issuing command, unless the transfer is to a medical facility for treatment of injury or incapacity as a result of an aviation mishap or other hazardous duty to which assigned. Continuous crew member flight orders shall always specify the member's crew member status and that the member is in a CAIP status.

(b) Continuous crew member flight orders are designated for members who are required to participate in frequent and regular aerial flight on a continual basis during that PCS assignment and are expected to earn HDIP every month. Continuous crew member flight orders may only be issued to the following members:

1. Enlisted members in aviation ratings in pay grades E-4 through E-6 who are crew member qualified or in training for a crew member position and for whom one or more of the following applies on a continual basis during that PCS assignment: (1) They stand alert duty in a flight crew position; (2) They are required to participate in frequent and regular aerial flight to qualify or to train other members to qualify for crew member positions; or (3) Their participation in frequent and regular aerial flight as crew members is essential to the accomplishment of aircraft missions. Continuous crew member flight orders should not be issued to a member in training for a crew member position until the member has completed the ground phase of the training syllabus, unless the member is qualified for a different crew member position and is required to participate in frequent and regular flight in that position.

2. Enlisted members in aviation ratings in pay grades E-7 through E-9 and warrant officers in ELC and AVI specialties who are crew member qualified and whose participation in frequent and regular aerial flight as crew members is essential to the accomplishment of aircraft missions or the training of other members to qualify for crew member positions on a continual basis during that PCS assignment.

(2) Periodic flight orders.

(a) Periodic flight orders are issued when a crew member or noncrew member is required to participate in frequent and regular aerial flight during short, well defined periods of time. Periodic flight orders are issued for either a specific calendar month (monthly flight orders) during which frequent and regular aerial flight in locally operated aircraft is required or for the duration of a TAD assignment during which frequent and regular aerial flight in aircraft operated at the TAD location is required. Periodic flight orders shall always specify that the member is in an MAIP status and shall specify the member's crew member/noncrew member status and the termination date of the orders (either as a calendar date, such as the last day of the month, or at the conclusion of a specific event such as a TAD assignment or vessel deployment).

(b) Periodic crew member flight orders are designed for members who are required to participate in frequent and regular aerial flight and are expected to earn HDIP every month during the period

covered by the flight orders. Periodic flight orders may only be issued to the following members:

1. Enlisted members in aviation ratings in pay grades E-4 through E-9 and warrant officers in ELC and AVI specialties whose participation in frequent and regular aerial flight as crew members is essential to the accomplishment of aircraft missions on a less than continual basis during that PCS assignment (these members should be issued monthly crew member flight orders as required); and

2. All noncrew members authorized flight orders in accordance with paragraph 5.c below shall be issued periodic flight orders (these members should be issued either monthly or TAD noncrew member flight orders depending on the circumstances).

(3) No flight orders: Coast Guard enlisted members in aviation ratings who are in a flying status, but who are not issued flight orders solely because they are not required to participate in frequent and regular aerial flight as a crew member or a noncrew member are eligible for advancement and reenlistment as long as they meet all other advancement and reenlistment requirements prescribed by reference (a). Flight order issuing authorities shall not issue flight orders to, and shall remove from flight orders, the following members:

1. Enlisted members in aviation ratings and warrant officers in ELC and AVI specialties whose duties do not require or no longer require participation in frequent and regular aerial flight as a crew member;

2. Enlisted members in aviation ratings and warrant officers in ELC and AVI specialties whose duties do not require or no longer require participation in frequent and regular aerial flight as a noncrew member; and

3. Other members who are not authorized noncrew member flight orders in accordance with paragraph 5.c below.

b. Terminating flight orders. Flight order issuing activities are responsible for determining when a member's flight orders should be terminated. The following guidance is provided to assist flight order issuing activities in making these determinations:

(1) A member's flight orders may be terminated for the following reasons:

(a) Removal from flying status for remainder of PCS assignment. If the flight order issuing activity intends that the member's removal from flying status be effective for the remainder of the member's PCS assignment to that command, the member's flight orders should be terminated. A member may be removed from flying status for one or more of the following reasons:

1. Medically unfit to fly (must be determined by appropriate medical authority);

2. Failure to meet minimum qualifications for job assignment requiring flight (as determined by the flight order issuing activity based on published qualification standards);

3. Disciplinary reasons (as determined by member's command); or

4. Not willing to fly (member's determination).

(b) Insufficient participation in aerial flight by a crew member. The following is intended to protect members from incurring frequent overpayments of HDIP that must be repaid.

1. Flight order issuing activities should review the CAIP status of a member issued continuous crew member flight orders when the member does not earn HDIP for any two months while in a CAIP status. If the flight order issuing activity determines that the member was unable to earn HDIP through no fault of the member, then the member shall be retained on continuous crew member flight orders. Otherwise, the flight order issuing activity should terminate the member's continuous crew member flight orders and issue the member monthly crew member flight orders over a period of six months before returning the member to continuous crew member flight orders. Excess flight hours may not be carried forward or backward between separate flight orders. A change from continuous to monthly flight orders or a subsequent termination of monthly flight orders due to own fault insufficient participation in aerial flight does **not** constitute an involuntary removal from duty involving flying with less than 120 days notice for enlisted crewmembers under Rules 10-11 of enclosure (7). Effective the date of this Instruction, when insufficient participation in aerial flight results in a failure to earn HDIP, and it is determined to be the fault of the member, then the subsequent termination of crewmember flight orders is considered voluntary.

2. If HDIP is not earned for one of the six months that the member is on monthly crew member flight orders, the member should be retained on monthly crew member flight orders until such time that the member is no longer required to participate in frequent and regular aerial flight, typically until the end of the member's PCS assignment. If the flight order issuing activity determines that the member was unable to earn HDIP through no fault of the member, the member should be returned to continuous crew member flight orders after the six month period.

3. If HDIP is not earned for at least half the six months that the member is on monthly crew member flight orders, the member's monthly crew member flight orders should be terminated and the member put in an OAIP status.

(c) Termination of requirement for member to participate in frequent and regular aerial flight. Subject to the requirements of paragraph 5.b.(2) below, when the flight order issuing activity determines that a member's assignment no longer requires the member to participate in frequent and regular aerial flight, the member's flight orders shall be terminated as soon as practicable.

(d) Change in status from crew member to noncrew member and vice versa. When a member issued crew member flight orders is required to participate in frequent and regular aerial flight as a noncrew member, the member's crew member flight orders shall be terminated and new noncrew member flight orders shall be issued. Termination of continuous crew member flight orders in this situation is subject to the advance notification requirements of paragraph 5.b.(2)(a) below. When a member issued noncrew member flight orders is required to participate in frequent and regular aerial flight as a crew member, the member's noncrew member flight orders shall be terminated and new crew member flight orders shall be issued. These members shall be given as much advance warning of this change as is practicable.

(2) Effective date of termination of flight orders. Advance notice of termination of flight orders shall be issued in writing by the flight order issuing activity, unless specifically not required below. Advance notice may be provided verbally if a suitable memorandum for the record is made and is later followed by written notification. See enclosure (2) for examples of advance notification and flight order termination letters.

(a) For an enlisted member issued continuous crew member flight orders, the termination date of the flight orders shall be at least 120 days after the member is first notified by the order issuing activity of the pending termination of flight orders, except as noted in paragraphs 5.b.(2)(b) and 5.b.(2)(c) below.

(b) For any member who fails to meet the requirements of paragraphs 5.b.(1)(b)1 and 5.b.(1)(b)3 above, the termination date of the member's continuous or monthly flight orders shall be the end of the month in which the flight order issuing activity determines these requirements have not been met. These members shall be given notice of the shift from continuous to monthly flight orders or the termination of monthly flight orders as far in advance as is practicable.

(c) The termination date of the flight orders shall be the date the member is no longer required or able to fly when the flight orders are terminated for one or more of the following reasons (no advance notice required):

1. Separation from the Coast Guard.
2. Confinement.
3. Relief for cause.
4. Reduction in grade.
5. Medical unfitness to fly.
6. PCS transfer of member in accordance with tour lengths prescribed by reference (a) or earlier/later as requested by the member.
7. Member's own request.

(d) For all other members on flight orders, the termination date shall be the date the member is no longer required to fly. Members covered under this paragraph shall be given notice of the termination of flight orders as far in advance as is practicable.

c. Authority to issue flight orders:

(1) Commandant (G-PMP-2) may delegate the authority to issue noncrew member flight orders to commanding officers and officers-in-charge of Coast Guard units, chiefs of Coast Guard Headquarters offices, divisions, branches, and staff elements, and chiefs of area, maintenance and logistic command, and district divisions and branches.

(2) Commander, Coast Guard Military Personnel Command (opm) may issue PCS flight orders to Coast Guard aviators and USPHS officers assigned to Coast Guard aviation units as flight surgeons.

(3) Commanding Officer, Coast Guard Training Quota Management Center may issue TAD (DIFOPS) flight orders to aviators assigned PCS to DIFPRO or DIFDEN billets who are undergoing aircraft requalification or transition training.

(4) Commanding Officers of Coast Guard aviation units may issue:

(a) Continuous and periodic crewmember flight orders as described in paragraph 5.a above and periodic noncrew member flight orders to enlisted members in pay grades E-4 through E-9 with aviation rating designations and warrant officers in AVI and ELC specialties assigned to that command; and

(b) Periodic noncrew member flight orders to no more than four Health Services Technicians (HS's) assigned to local commands who are required to serve as Aviation MEDEVAC Specialists. Authority to issue periodic noncrew member flight orders to more than four HS's must be obtained from Commandant (G-PMP-2).

(5) Commanding Officers of WAGB's may issue periodic noncrew member flight orders to Marine Science Technicians (MST's) and Public Affairs Specialists (PA's) for polar cruises provided that operational aircraft are assigned. These orders shall be effective the date of commencement of flight operations and terminate when flight operations are completed. Not more than one MST and one PA may be issued flight orders at any one time.

(6) Commanding officers of units to which a qualified Coast Guard flight surgeon is assigned to a non-flight surgeon billet may issue TAD flight orders to the flight surgeon if the USPHS officer is required to temporarily serve as a flight surgeon at a Coast Guard aviation unit with:

(a) A flight surgeon billet that is currently vacant; or

(b) A permanently assigned flight surgeon who is

temporarily unable to perform flight surgeon duties for that unit. See enclosure (2) for an example of the remarks required to be included in the USPHS officer's TAD flight orders.

(7) Commanding officers and officers-in-charge of Coast Guard units other than those identified in paragraph 5.c above and chiefs of Coast Guard Headquarters offices, divisions, branches, and staffs and area, MLC, and district divisions and branches may issue periodic noncrew member flight orders as authorized by Commandant (G-PMP-2) by letter, memorandum, message, or Commandant Notice 7220 (to be published annually or as required). Coast Guard organizational elements may request, via their chain of command and their Coast Guard Headquarters Program Manager (HQPM), authorization from Commandant (G-PMP-2) to issue periodic noncrew member flight orders for assigned members. These requests must include a description of the in flight function to be performed by the noncrew member, the mission the in flight function supports, the reason why the in flight function can not be performed by Coast Guard aircraft crew members, and the number of monthly or periodic flight orders the unit requires in effect to perform this in flight function. HQPM's shall review unit requests and the applicability of the stated program flying mission requirements to other applicable units and submit consolidated noncrew member flight order authorization requests by memorandum to Commandant (G-PMP-2). Examples of these requests are included in enclosure (2).

6. Suspending the flying status of members other than Coast Guard aviators and Coast Guard flight surgeons. If the flight order issuing activity determines that a member's removal from flying status will be temporary relative to the member's assignment to that command, the member's flying status should be suspended. A member's flying status may be suspended for one or more of the reasons listed in paragraph 5.b.(1)(c) above. The suspension and removal of suspension must be issued in writing. The member may be notified verbally if a suitable memorandum for the record is made and is later followed by written notification. See enclosure (2) for examples of suspension and removal of suspension notifications. See paragraph 9.f below for the effect of suspension of flying status on a member's entitlement to HDIP.

7. Entitlement to ACIP. Effective 1 June 1974, designated aviators, flight officers, flight surgeons, and other aviation designated medical officers are entitled to ACIP under regulations prescribed by reference (b) and as described below.

a. Continuous ACIP.

(1) Designated aviators and flight officers who had more than 12 years of aviation service on 31 May 1974 are presumed to have met Gate I (continuous ACIP through 18 years of aviation service) of the ACIP Transitional Table in enclosure (3) with regard to the operational flying requirements.

(2) Designated aviators and flight officers who had more than 18 years of aviation service on 31 May 1974 are presumed to have met Gate II (continuous ACIP through 25 years of officer service) of the

ACIP Transitional Table in enclosure (3) with regard to the operational flying requirements.

(3) Designated aviators and flight officers who had less than 12 years of aviation service on 31 May 1974 are required to meet the operational flying time requirements described in enclosure (3) in order to be entitled to continuous ACIP as described in enclosure (3).

b. Monthly ACIP. Members entitled to monthly ACIP will be paid ACIP on the same basis as members under continuous crew member flight orders entitled to HDIP. The following personnel are entitled to ACIP on a monthly basis upon completion of the minimum flight requirements described in paragraph 9 below:

(1) A designated aviator or flight officer who is not qualified for continuous ACIP after 12 or 18 years of aviation service and who is ordered by competent authority to perform operational or proficiency flying duties;

(2) A designated aviator or flight officer who is not qualified for continuous ACIP after 22 or 25 years of officer service and who is ordered by competent authority to perform operational flying duties; and

(3) A flight surgeon or medical officer who is qualified for aviation service and who is required by competent orders to perform operational flying duties.

c. Officers who are not designated aviators, flight officers or flight surgeons. Officers who are not designated aviators, flight officers or flight surgeons are not entitled to ACIP.

d. ACIP rates payable. See enclosure (4) for the applicable rates of ACIP. These rates are prorated for fractions of calendar months for which the member was under flight orders and met the flight time requirements for the fraction of the calendar month (see enclosure (5)).

e. Other applicable regulations governing entitlement to ACIP are described in paragraph 9 below.

8. Entitlement to HDIP. See enclosure (4) for the applicable rates of HDIP. These rates are prorated for fractions of calendar months for which the member was under flight orders and met the flight time requirements for the fraction of the calendar month (see enclosure (5)). The crew member and noncrew member rates of HDIP apply only to periods under crew member and noncrew member flight orders respectively. Payment of HDIP is authorized to officers not entitled to ACIP and enlisted members who meet all of the following criteria:

a. Are in a flying status (see paragraph 9.f below concerning effect of removal from flying status due to injury or incapacitation on HDIP entitlement);

b. Are ordered by competent authority to participate in frequent and regular aerial flight as a crew member or a noncrew member;

c. Are in an aviation incentive pay status; and

d. Meet the requirements of paragraph 9 below.

9. Requirements applicable to both ACIP and HDIP. Except as noted, the following applies to monthly ACIP and HDIP, but not to continuous ACIP.

a. Flight requirements. Unless otherwise noted, the below paragraphs apply to all officers entitled to monthly ACIP (not entitled to continuous ACIP) and all other members issued competent flight orders.

(1) Minimum flight time each month.

(a) During one calendar month: four hours of aerial flight. However, if a member entitled to monthly ACIP or a member on continuous crewmember flight orders does not fly four hours in any month, excess flight hours from the previous five months may be applied to meet this four hour requirement.

(b) During two consecutive calendar months when the requirements of paragraph 9.a.(1)(a) above have not been met (the first month that flight time requirements have not been met and the following month): eight hours of aerial flight (does not apply to members issued periodic flight orders).

(c) During three consecutive calendar months when the requirements of paragraph 9.a.(1)(b) above have not been met (the first month that flight time requirements have not been met and the following two months): 12 hours of aerial flight (does not apply to members issued periodic flight orders).

(d) Individual flight hours not used to qualify for HDIP or monthly ACIP for the month in which flown (excess flight hours) are available (may be "banked") for use in the next five months to make up flight deficiencies (see paragraph 9.a.(4) below). This does not apply to members issued periodic flight orders.

(2) Fractions of a calendar month. For fractions of a calendar month, figure the percentage that the period in question is of the calendar month. The flight time required is that same percentage of four hours (see enclosure (5)). For separate periodic flight orders that result in two separate fractions of the same calendar month, treat each fraction as separate fractions of a month with separate flight time requirements. In this case, only one of the two fractions of the month may be used to qualify for HDIP or monthly ACIP; only one month's aviation incentive pay may be paid for all flying duty in any month.

(3) Fractions of two consecutive calendar months. For fractions of two consecutive calendar months, treat each fraction as separate fractions of a month with separate flight time requirements. See paragraph 9.a.(2) above for the flight time requirements of each fraction of the two consecutive calendar months. This situation should normally occur only with TAD flight orders, in which case flight time "grace" period and "banking" rules would not apply.

(4) Application of hours flown. Hours flown in any month apply to the extent of hours available.

(a) First, to meet flight requirements for that month. Any flight time remaining after this is considered excess flight time. Excess flight hours may only be used to make up flight deficiencies under the same flight orders during which the excess flight hours were accumulated. Excess flight hours are lost when the flight orders under which they were earned are terminated.

(b) Next, if the member has entered a "grace" period for meeting flight requirements, to the prior month or months within the "grace" period, as applicable (does not apply to members issued periodic flight orders).

(c) Next, in order, to the first, second, third, fourth, and fifth succeeding months, but only to the extent that the member fails, during each such month, to fly the required four hours (does not apply to members issued periodic flight orders).

(5) Military operations or unavailability of aircraft. This paragraph only applies to Coast Guard aviation units that normally have a requirement for assigned members to participate in frequent and regular aerial flight (does not apply to members issued periodic flight orders).

(a) Commanding officers of such aviation units are authorized to certify that a member is unable to meet normal flight requirements because military operations (combat or otherwise) or the unavailability of aircraft prevents the completion of such requirements. Unavailability of aircraft is defined as a highly unusual event that renders it virtually impossible for a member to earn HDIP or monthly ACIP, such as a shipboard deployment of at least 90 days with a non-operational aircraft, or a 50% or greater reduction to a unit's aircraft inventory without a reduction in the number of assigned crewmembers for a temporary period of at least 90 days. The commanding officer must certify that only the conditions under this paragraph prevent completion of normal flight requirements. This authority may not be delegated.

(b) In such circumstances, the member may comply with minimum flight requirements by performing 24 hours of aerial flight over a period of six calendar months. The 24-hour flight requirement may be met at any time during the six-calendar-month period and in any combination of flights.

(c) If a member is in a "grace" period when military operations or unavailability of aircraft prevents fulfillment of flight requirements, the six-calendar-month period for meeting the 24-hour flight requirement under paragraph 9.a. (5) (b) above begins on the first day of the "grace" period.

(d) If a member is **not** in a "grace" period, the first month in which military operations or unavailability of aircraft prevents fulfillment of flight requirements is the beginning of the

six-calendar-month period for meeting the 24-hour flight requirement under paragraph 9.a.(5)(b) above.

(e) During this six-calendar-month period, HDIP or monthly ACIP may be paid as long as the member remains on the same flight orders under which the six-calendar-month period began (members remain in a CAIP status). If the member's flight orders terminate before the expiration of the six-calendar month period, the 24-hour flight requirement is reduced by the appropriate fraction for each day that the period is less than six months (see enclosure (5)).

b. Determination of a three-calendar-month period ("grace" period). "Grace" periods do not apply to members issued periodic flight orders.

(1) When a "grace" period starts and ends. The "grace" period in which flight requirements must be met begins with the first month in which flight requirements are not met. If the member flies enough time in the second month to cover the first and second months, the "grace" period ends with the second month. If not, the "grace" period extends through the third month.

(2) Deficiencies for a fraction of a month. If a member fails to qualify for a fraction of a month because the member's flight orders did not began on the first day of the month, the fraction of the first calendar month is treated as the first month of the "grace" period. The "grace" period ends with one of the next two calendar months as described in paragraph 9.b. (1) above. **Example:** A member is issued continuous crew member flight orders commencing 20 April. The member does not earn any flight time during the period 20-30 April. April is the first month of the "grace" period. If the member earns 5.4 hours of flight time during May, the member will meet the flight time requirements of the first two months of the "grace" period (see paragraph 9.c.(3) below). If the member earns less than 5.4 hours in May, the "grace" period continues into the third month (June).

(3) When the next "grace" period starts. A new "grace" period starts with the first month in which flight requirements are not met following a month (or fraction of a month if the first month of a set of flight orders) in which flight requirements are met. For a new "grace" period to begin immediately after a prior "grace" period, flight requirements must have been met for the entire prior "grace" period, not merely for the last month of the prior "grace" period. If the requirements for the entire prior "grace" period were not met, the next "grace" period does not begin until flight requirements are met for at least one month after the prior "grace" period. See enclosure (6) for examples.

c. Entitlement to HDIP or monthly ACIP when less than 4 hours of aerial flight are performed in the first month of a "grace" period. Excess flight time from previous months may be carried forward into a "grace" period. Excess flight time may only be carried backward in a "grace" period if the requirements of paragraphs 9.a. (1) (b) and 9.a. (1) (c) above are met. Unless specifically stated in an example, the examples below assume no excess flight time from previous months is

available. "Grace" periods do not apply to members issued periodic flight orders.

(1) Second month only. If a member performs at least four hours but less than eight hours of aerial flight combined in the first and second months of the "grace" period, and performs less than a total of 12 hours of aerial flight combined in the three months of the "grace" period, then the member is entitled to HDIP or monthly ACIP for only the second month of the "grace" period. A new "grace" period may **not** commence immediately after this "grace" period because the flight time requirements for the entire "grace" period were not met. **Example:** January is the first month of a "grace" period. A member performs one hour of aerial flight in March, three hours in April, and one hour in May. The member qualifies for HDIP or monthly ACIP for April only. One hour from June is carried forward into April as excess flight time.

(2) Third month only. If a member performs less than four hours of aerial flight combined in the first two months of the "grace" period, and performs at least four, but less than 12, hours of aerial flight combined in the three months of the "grace" period, the member is entitled to HDIP or monthly ACIP for only the third month of the "grace" period. A new "grace" period may **not** commence immediately after this "grace" period because the flight time requirements for the entire "grace" period were not met. **Example 1:** January is the first month of a "grace" period. A member performs one hour of aerial flight in January, two hours in February, and two hours in March. The member qualifies for HDIP or monthly ACIP for March only. One hour from February is carried forward into April as excess flight time. **Example 2:** January is the first month of a "grace" period. A member performs 0 hours of aerial flight in January, two hours in February, and six hours in March. The member qualifies for HDIP or monthly ACIP for March only. Two hours from February and two hours from March are carried forward into April as excess flight time.

(3) First and second months. If a member performs at least eight hours of aerial flight combined in the first two months of the "grace" period, the member is entitled to HDIP or monthly ACIP for the first two months of the "grace" period and the "grace" period ends with the second month. A new "grace" period may commence immediately after this "grace" period because the flight time requirements for the entire "grace" period were met. **Example 1:** April is the first month of a "grace" period. A member performs three hours of aerial flight in April and six hours in May. The member qualifies for HDIP or monthly ACIP for April and May. One hour from May is carried forward into June as excess flight time. **Example 2:** April is the first month of a "grace" period. A member has one excess hour earned in March and carried forward into the "grace" period. The member performs one hour of aerial flight in April and seven hours in May. The member qualifies for HDIP or monthly ACIP for April and May. One hour from May is carried forward into June as excess flight time.

(4) Second and third months. If a member performs at least four hours of aerial flight during each of the second and third months of the "grace" period, the member is entitled to HDIP or monthly ACIP

for the second and third months of the "grace" period and the "grace" period ends with the third month. A new "grace" period may **not** commence immediately after this "grace" period because the flight time requirements for the entire "grace" period were not met. **Example 1:** January is the first month of a "grace" period. A member performs no hours of aerial flight in January, five hours in February, and six hours in March. The member qualifies for HDIP or monthly ACIP for February and March. One hour from February and two hours from March are carried forward into April as excess flight time. **Example 2:** January is the first month of a "grace" period. A member performs one hour of aerial flight in January, three hours in February, and six hours in March. The member qualifies for HDIP or monthly ACIP for February and March. Two hours are carried forward from March into April as excess flight time. **Example 3:** January is the first month of a "grace" period. A member has one excess hour earned in December and carried forward into the "grace" period. The member performs one hour of aerial flight in January, two hours in February, and six hours in March. The member qualifies for HDIP or monthly ACIP for February and March. Two hours from March are carried forward into April as excess flight time.

(5) First, second, and third months. If a member performs less than eight hours of aerial flight combined in the first two months of the "grace" period, and the member performs at least 12 hours of aerial flight in the three month "grace" period, the member is entitled to HDIP or monthly ACIP for all three months of the "grace" period and the "grace" period ends with the third month. A new "grace" period may commence immediately after this "grace" period because the flight time requirements for the entire "grace" period were met. **Example 1:** January is the first month of a "grace" period. A member performs two hours of aerial flight in January, three hours in February, and seven hours in March. The member qualifies for HDIP or monthly ACIP for January, February, and March. No excess flight time is available to be carried forward into April. **Example 2:** January is the first month of a "grace" period. A member has one excess hour earned in December and carried forward into the "grace" period. The member performs two hours of aerial flight in January, three hours in February, and eight hours in March. The member qualifies for HDIP or monthly ACIP for January, February, and March. Two hours from March are carried forward into April as excess flight time.

d. Injury or incapacity as a result of an aviation mishap or performance of other hazardous duty to which ordered. When a member in a flying status and under competent flight orders, other than an officer entitled to ACIP, is injured or otherwise incapacitated as a result of an aviation mishap or performance of other hazardous duty to which ordered, the member is considered to have met the flight requirements for the duration of the incapacity or for three months ("free" period), whichever is the shorter period of time. If the member is an officer entitled to monthly ACIP, the "free" period extends for a maximum of 180 days from the date of incapacitation. If the member is an officer entitled to continuous ACIP, the officer is entitled to ACIP through the day before the date of disqualification from aviation service. Incapacitation includes incapacitation due to shock, derangement, or exhaustion of the nervous system. Appropriate medical authority

determines the date and cause of the injury or incapacity and the date of recovery. Medical determinations that an injury or incapacitation resulted from an aviation mishap or the performance of other hazardous duty to which ordered must be documented as such at the time of their occurance in order for the member to be entitled to a "free" period.

(1) Applicability of minimum flight requirement rules. Members are not required to earn flight time for a "free" period to be entitled to HDIP or monthly ACIP for the "free" period. Excess flight time earned prior to a "free" period may only be applied to future month flight requirements for a period of five months. The occurance of a "free" period during this five month period does not prolong the period during which excess flight time may be used. If a "free" period begins during a "grace" period, the "grace" period ends the day before the "free" period begins. A "grace" period may begin immediately following a "free" period.

(2) Flight requirements previously met. If the member has met the flight requirements for the month in which the incapacity occurs, the "free" period begins the first day of the following month and entitlement to HDIP continues through that month and the succeeding two months while entitlement to monthly ACIP continues for 180 days from the date of incapacitation. **Examples**: An enlisted member entitled to HDIP has earned five hours flight time for April before incapacition occurs on 18 April. A "free" period begins 1 May and ends 31 July. For an officer entitled to monthly ACIP in the same circumstance, the "free" period begins 1 May and ends 15 October. The remaining 1 hour from April may be "banked" for up to five months.

(3) Flight requirements not previously met. If the member has not met the flight requirements for the month in which the incapacity occurs, the "free" period begins the first day of the month in which the incapacity occurs and entitlement to HDIP continues through that month and the succeeding two months while entitlement to monthly ACIP continues for 180 days from the date of incapacitation. **Example**: An enlisted member has earned one hour flight time for April before incapacition occurs on 18 April. A "free" period begins 1 April and ends 31 June. For an officer entitled to monthly ACIP in the same circumstance, the "free" period begins 1 April and ends 15 October. The remaining one hour from April may be "banked" for up to five months.

(4) Flight requirements for periods prior to the month in which the incapacitation occurs. The "free" period entitlement does not relieve the member from the flight time requirements for periods prior to the month in which the incapacitation occurs. **Example**: A member's "grace" period began in January. The member's incapacitation occured in February. The member earned no flight time in January or February before the incapacitation. The member is entitled to HDIP or monthly ACIP for February as the first month of the "free" period, but the member's "grace" period ends when the "free" period begins. The member is not entitled to HDIP or monthly ACIP for January.

(5) Return to duty within "free" period. When a member returns to a flying status within a "free" period, the "free" entitlement to

HDIP or monthly ACIP stops the day before the member returns to a flying status. The member must meet minimum flight requirements beginning on the day of return to flying duty. **Example:** A member's "free" period begins in January. The member returns to a flying status on 7 March. The member's "free" entitlement to HDIP or monthly ACIP stops on 6 March. The member must earn the minimum required flight hours for the 7-31 March fraction of the month to be entitled to HDIP or monthly ACIP for that period.

(6) Returns to duty after "free" period. When a member returns to a flying status after the end of a "free" period, but before the end of the three-month period following the "free" period, the member may earn HDIP or monthly ACIP for that three-month period by meeting the "grace" period minimum flight requirements, as described in paragraphs 9.b and 9.c. When a member returns to a flying status after the end of both the "free" period and the subsequent "grace" period, there is no entitlement to HDIP or monthly ACIP after the "free" period until the member meets the minimum flight requirements for a month (or fraction of a month if returned to a flying status after the first day of a month). **Example:** An enlisted crew member's "free" period is January-March. The member returns to a flying status on 16 June and earns 12 hours of flight time in June. The member is entitled to HDIP for January through June (January-March as a "free" period and April-June as a "grace" period). If the member had returned to a flying status in July, and less than four hours of excess flight time were "banked" into April from months prior to the "free" period, there would have been no entitlement to HDIP for April, May, and June, regardless of the number of flight hours earned in July.

(7) Flight orders for a stated period. If a member is placed on flight orders for a definite period of time and is entitled to HDIP or monthly ACIP under paragraph 9.d above, the member is not normally entitled to HDIP or monthly ACIP beyond the end date of the flight orders under which the incapacity was incurred. However, when evidence is furnished that the member's flight orders would have been continued if the incapacity had not occurred, HDIP or monthly ACIP is payable beyond the end date of the flight orders consistent with paragraph 9.d above.

(a) The end date of continuous flight orders issued for the duration of a member's assignment is established when the member's actual transfer date is determined.

(b) The end date of periodic flight orders is determined by either a date specified in the flight orders or by the end date of an event specified in the orders (such as a TAD assignment or vessel deployment).

(c) Continuation of flight orders means the extending of the end date of the flight orders in question, but does not include issuing separate flight orders for a period subsequent to the period of the flight orders in question (e.g., continuation does not apply to a member on monthly flight orders who was expected to receive monthly flight orders for months after the incapacitation).

(8) Change of station for medical treatment. If a member incapacitated as a result of an aviation mishap or performance of other hazardous duty to which ordered is ordered to a medical facility on PCS, TAD, or TD orders, and the orders are executed:

(a) during the "free" period, then the member continues to be entitled to HDIP or monthly ACIP for the "free" period under paragraph 9.d. The provisions of paragraph 9.d.(7) do not apply.

(b) after the "free" period, then the member is not entitled to additional "free" HDIP or monthly ACIP.

e. Incapacitation **not** the result of an aviation mishap or performance of other hazardous duty to which ordered. When a member in a flying status and under current flight orders, other than an officer entitled to continuous ACIP, is injured or otherwise incapacitated not as a result of an aviation mishap or performance of other hazardous duty to which ordered, the member is not entitled to "free" period HDIP or monthly ACIP. The minimum flight requirements under paragraphs 9.a, 9.b, and 9.c above apply. If the member is an officer entitled to continuous ACIP, the officer is entitled to ACIP through the day before the date of disqualification from aviation service. Incapacitation includes incapacitation due to shock, derangement, or exhaustion of the nervous system. Appropriate medical authority determines the date and cause of the injury or incapacity and the date of recovery.

f. Effect of suspension of flying status on HDIP and ACIP. A member is removed from a flying status on the effective date of the suspension. For officers entitled to ACIP, a suspension of flying status also constitutes a suspension of aviation service. When a suspension is terminated, it must result in the member either being returned to a flying status or being disqualified for further flying duty. For officers entitled to ACIP, a disqualification for further flying duty constitutes a disqualification for aviation service.

(1) Suspension removed and member returned to a flying status. The member is considered returned to a flying status on the date that the suspension was effected. There is no break in the member's flying status (or aviation service for aviators and flight surgeons).

(a) Suspension due to incapacitation as the result of an aviation mishap or performance of other hazardous duty to which ordered. See paragraph 9.d above for effect on HDIP and ACIP.

(b) Suspension due to other reasons. If the member meets the minimum flight requirements as described by paragraphs 9.a, 9.b, 9.c, and 9.e above for the periods covered by the suspension, the member is entitled to HDIP or monthly ACIP for those periods. If the member is entitled to monthly ACIP or is in a CAIP status, excess flight time may be carried into a period of suspension and a "grace" period may commence during the period of suspension. However, payment of HDIP or ACIP for a period of suspension cannot be made until the suspension has been removed and the member is returned to a flying status. If a member does not meet the minimum flight time requirements for HDIP or monthly ACIP

for periods covered by the suspension, there is no entitlement to HDIP or monthly ACIP for those periods. If the member is an officer entitled to continuous ACIP (not required to meet minimum flight time requirements), the officer is entitled to continuous ACIP for the period of suspension, but the officer may not be paid ACIP until the suspension is removed.

(2) Suspension removed and member's flying status is terminated (including disqualification for aviation service). The termination of flying status is effective on the date the suspension was effected. There is no entitlement to HDIP or ACIP for the period the member's flying status is terminated, and therefore no entitlement to HDIP or ACIP for the period of suspension.

(3) Member returned to flying status after flying status was terminated. If after a period of terminated flying status (and disqualification for aviation service for officers entitled to ACIP), a member is returned to a flying status, HDIP or ACIP begins as follows:

(a) Aviators entitled to continuous ACIP. Entitlement to continuous ACIP resumes on the date the officer is returned to a flying status and requalifies for aviation service.

(b) Members entitled to monthly ACIP or HDIP. Minimum flight requirements must be met beginning with the date the member is returned to a flying status (and requalified for aviation service for officers entitled to monthly ACIP). A member may not use flight hours earned after a period of terminated flying status to meet minimum flight time requirements for a period before the period of terminated flying status (cannot use "grace" period rules). A member may not use flight hours earned before a period of terminated flying status for a period after the period of terminated flying status (cannot "bank" excess flight time forward through a period of terminated flying status).

g. Entitlement to HDIP or monthly ACIP under certain conditions. Enclosure (7) contains examples of a member's entitlement to HDIP or monthly ACIP under certain conditions.

h. Determinations affecting entitlement to HDIP or monthly ACIP.

(1) HDIP or monthly ACIP from date of reporting for duty. A member is entitled to HDIP or monthly ACIP on and after the date of reporting for duty under competent flight orders, subject to meeting other entitlement requirements. A member in a nonduty status (such as leave, not fit for duty, etc.) or a nonflying status upon the effective date of the member's flight orders, is not entitled to HDIP or monthly ACIP for any period before reporting for and entering on duty in a flying status under such flight orders.

(2) Change of designation - noncrew member to crew member or vice versa. A member whose flight orders are changed from crew member flight orders to noncrew member flight orders, or vice versa, within a month or fraction of a month may not combine time flown under both sets of orders for HDIP purposes. All excess flight time "banked" under the

previous flight orders is lost. Entitlement to HDIP at the crew member rate is based on meeting the pro rata flight requirements for the fraction of the month that the member was under crew member flight orders. Entitlement to HDIP at the noncrew member rate is based on meeting the pro rata flight requirements for the fraction of the month that the member was under noncrew member flight orders. See enclosure (5) for flight time requirements for fractional parts of a month.

(3) Combining flight time accrued while serving in different crewmember positions. A member may count for HDIP purposes all flight time earned while serving in any crew member position prescribed by reference (c) for which the member is qualified or in training for a qualification, unless:

(a) a member's crew member flight orders specifically preclude serving in a specific crew member position; or

(b) reference (c) specifically precludes the member from serving in specific crew member position.

(4) Missing, missing-in-action, etc. A member is entitled to HDIP or monthly ACIP when carried in a missing status and for the period of required hospitalization and rehabilitation, not to exceed one year after termination of missing status. Entitlement to HDIP or monthly ACIP subsequent to the period of required hospitalization and rehabilitation or the one-year period after the date of return from missing status, whichever is earlier, is contingent on the applicable requirements of this Instruction. Subsequent to the end of the member's entitlement to HDIP or monthly ACIP for the period of required hospitalization and rehabilitation or the one-year period after the date of return from missing status, whichever is earlier, the member must meet the minimum flight requirements for a month (or fraction of a month if such period ends on other than the last day of a month) before a "grace" period may begin.

(5) Death due to aviation mishap. If death occurs on the date of the aviation mishap or during a "free" period following the aviation mishap, HDIP or monthly ACIP accrues to include the date of death. If death occurs after a "free" period has ended, and no flight time is earned after the "free" period, HDIP or monthly ACIP is not authorized after the "free" period. HDIP or monthly ACIP is not authorized for the month or period before the month of the aviation mishap unless flight requirements were met for that period.

i. Payment of ACIP or HDIP for flying duty and HDIP for other hazardous duties. Members who qualify for ACIP or HDIP for flying duty and one or more other types of HDIP may be paid for only the ACIP or HDIP for flying duty and HDIP for only one other type of hazardous duty for the same period. Dual incentive pay is limited to those members required by orders to perform specific multiple hazardous duties for successful accomplishment of the mission of the unit to which assigned.

(1) Entitlement. The hazardous duties for which payment of ACIP or HDIP for flying duty and HDIP for hazardous duty other than

flying may be paid must be interdependent and performed by the member either simultaneously or in rapid succession while carrying out the duties required to accomplish the mission of the unit involved. Members must meet the minimum requirements for both ACIP or HDIP for flying duty and the HDIP for hazardous duty other than flying, except when injury or incapacity due to an aviation mishap or performance of other hazardous duty to which assigned is involved.

(2) Types of duties that do not qualify members for HDIP or ACIP and HDIP for other hazardous duties. The following are examples of types of duties not performed interdependently and for which dual incentive pays are not authorized:

(a) Members entitled to ACIP are not entitled to HDIP for flying either as crew members or as noncrew members; and

(b) Members who perform duty in a pressure chamber who are also required to meet minimum flight requirements for HDIP or monthly ACIP are only entitled to one of these types of HDIP.

(3) Injury or incapacity as a result of performance of hazardous duty-dual duties. If a member entitled to receive ACIP or HDIP and one other type of HDIP is injured or incapacitated as a result of either of the assigned hazardous duties, the member is entitled to ACIP or HDIP for flying duty and the other type of HDIP as described in paragraph 9.d above. If the member was only entitled to either HDIP for flying duty or one other type of HDIP (one or the other), the member is only entitled to receive the HDIP for flying duty or the other type of HDIP being received at the time of the injury or incapacity. Similarly, if the member was only entitled to either ACIP or one other type of HDIP (one or the other), the member is only entitled to receive the ACIP or the other type of HDIP being received at the time of the injury or incapacity. The beginning date of the medical "free" period must be determined separately for each type of incentive pay.

j. ACIP or HDIP for flying duty and special pay for diving duty. A member may not receive ACIP or HDIP for flying duty and special pay for diving duty for the same period.

10. Recoupments of overpayments. An overpaid situation will automatically occur when a member in a CAIP status or a member entitled to monthly ACIP fails to meet the minimum flight time requirements in paragraph 9.c for a "grace" period or in paragraph 9.a. (5) for a six-calendar-month period. Other overpayments may occur due to delays in processing documents concerning actions that reduce the rate of a member's pay (e.g., change in flight orders from crew member to noncrew member, reduction in pay grade, etc.). Policies and procedures for in-service debt collection are prescribed in references (b) and (d) respectively.

11. Tracking and reporting individual HDIP and monthly ACIP relevant data and actions. All unit records of individual HDIP and monthly ACIP entitlement actions shall be retained at the unit for three years.

a. Unit administration of HDIP and monthly ACIP. All units assigned members under flight orders shall assign a member in pay grade E-6 or above the collateral duty of Aviation Incentive Pay Administrator. The unit's Aviation Incentive Pay Administrator shall carry out the command's HDIP and monthly ACIP administration responsibilities described below in this paragraph and in enclosure (2).

b. Personal logs of individual flight time. All members on flight orders are required to maintain a personal log of individual flight time. Flight time that does not meet the criteria in paragraph 1 above for individual flight time shall not be recorded in the personal log. Flight log book requirements for aviators are prescribed by Chapter 7 of reference (c). Members under flight orders, other than aviators, shall maintain in their personal log a record of all individual flight time, including the date, the tail number of the aircraft, the times the flight started and ended, and the number of hours flown to the nearest tenth hour. If possible, personal log entries should include the names of other Coast Guard members under flight orders participating in each flight. Personal log records maintained on computer systems should always be backed up with hard copy printouts.

c. Officers entitled to continuous ACIP.

(1) The officer's command is responsible for informing the officer and the appropriate Personnel Reporting Unit (PERSRU) of all changes in the officer's flying status, aviation service, flight orders, or designation that affect the officer's entitlement to continuous ACIP. See enclosure (2) for examples.

(2) The Coast Guard Pay and Personnel Center (PPC) is responsible for tracking and advising these officers through their monthly Leave and Earnings Statements (LES's) of the following information:

(a) The continuous ACIP gate table under which the officer's operational flying requirements are determined (Transitional or Standard).

(b) The officer's total operational flying time to date.

(c) The date of the officer's next continuous ACIP gate.

(d) The amount of additional operational flying time the officer requires (if any) to meet the next gate's minimum requirements to continue receiving continuous ACIP.

(e) The date that the officer's continuous ACIP entitlement ends if the officer meets the next gate's minimum operational flying requirements and if the officer fails to meet those requirements.

(3) The above assistance rendered by the Coast Guard does not relieve the officer from the officer's responsibility to maintain personal records of the officer's aviation service and operational flying time.

d. Members entitled to monthly ACIP or HDIP. Commands assigned Coast Guard flight surgeon billets are responsible for certifying the flight time accrued by the assigned flight surgeons on a monthly basis. Coast Guard flight surgeons are responsible for maintaining a personal log of individual flight time, completing the USPHS monthly flight time certificate (form PHS-2814, included as enclosure (9)), obtaining certification of the flight time from the appropriate unit official, and forwarding the certified PHS-2814 to the appropriate USPHS pay office. Commands assigned Coast Guard members under flight orders are responsible for tracking the eligibility for monthly ACIP or HDIP of those Coast Guard members and promptly notifying PERSRU's when to start and stop HDIP or monthly ACIP for all such members. These commands are also responsible for promptly informing these Coast Guard members of the following:

(1) Changes in their flying status.

(2) For officers entitled to monthly ACIP, changes in their aviation service or designation. For members entitled to HDIP, changes in their crew member/noncrewmember status.

(3) The effective date and termination date of their flight orders.

(4) Changes in their aviation incentive pay status.

(5) When they have entered a "grace" period, including the number of hours required to successfully complete the "grace" period without a loss of HDIP or monthly ACIP.

(6) When they have entered a "free" period, including when their "free" period of HDIP or monthly ACIP expires.

(7) When they fail to earn HDIP or monthly ACIP for any period under flight orders and, for members other than Coast Guard aviators and Coast Guard flight surgeons, the effect of this failure or future failure to earn HDIP will have on the member's flight orders.

(8) Advance notice 120 days before termination date of crew member flight orders in accordance with paragraph 5.b.(2)(a) above. See enclosure (2) for examples of the above notifications.

12. Audits of unit HDIP and monthly ACIP records. Commands assigned members under flight orders are responsible for auditing the unit's HDIP and monthly ACIP records. These audits shall be performed quarterly by a unit Aviation Incentive Pay Audit Team consisting of at least two members in pay grade E-7 or above. The unit's Aviation Incentive Pay Administrator may not be assigned as a member of the unit's Aviation Incentive Pay Audit Team. The command will designate the members of the Aviation Incentive Pay Audit Team in writing. The Aviation Incentive Pay Audit Team will conduct the audit as described in enclosure (2) and will submit a report of its findings to the unit commanding officer. Unit Aviation Incentive Pay Audit Team audit reports will be maintained

in the unit's files for three years. Maintenance and Logistics Commands shall review unit compliance with this Instruction.

13. HDIP and ACIP training. All aviators receiving initial Coast Guard aircraft qualification training at Aviation Training Center (ATC) Mobile, AL, all enlisted members attending "A" school training at Aviation Technical Training Center (ATTC) Elizabeth City, NC, unit Aviation Incentive Pay Administrators, and members in an aviation incentive pay status shall receive appropriate training, as determined by Commandant (G-PTP), on HDIP and/or ACIP administration and their responsibilities regarding HDIP and/or ACIP.

PROCEDURES FOR THE MANAGEMENT AND ADMINISTRATION
OF AVIATION INCENTIVE PAYS

1. Example of Coast Guard flight surgeon designation: This letter may be issued after the officer's qualifications have been confirmed by Commandant (G-KOM).

7220

From: Commander, U. S. Coast Guard Military Personnel Command (opm)
To: (Grade, full name, service number)
Via: (Chain of command)
Subj: DESIGNATION AS U. S. COAST GUARD FLIGHT SURGEON
Ref: (a) COMDTINST M6000.1, Medical Manual
(b) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. You have met the requirements of reference (a) and, in accordance with reference (b), you are designated a U. S. Coast Guard flight surgeon effective (date).

2. You are authorized to wear the appropriate insignia as prescribed by Coast Guard uniform regulations.

3. You are entitled to receive monthly aviation career incentive pay (ACIP) as a flight surgeon as long as:

a. You are assigned to a designated Coast Guard flight surgeon operational flying billet; and

b. You meet the minimum flight time described in reference (b) and physical requirements prescribed by reference (a).

4. All flight time will be recorded in your personal log book. At the end of each month you are on flight orders, you shall submit a completed Public Health Service Flight Certificate (form PHS-2814) documenting your flight time for that month to U. S. Public Health Service Commissioned Corps Headquarters. The PHS-2814 must be certified by the Aviation Incentive Pay Administrator, or other designated official, of the Coast Guard unit to which you are assigned.

(Commander)

Copy: COMDT (G-KOM)
U. S. Public Health Service Commissioned Officer Corps Headquarters (Compensation Branch)

(Note: Member's command shall provide a copy to the unit Aviation Incentive Pay Administrator)

2. Flying status and aviation service determinations.

a. Example for suspension of flying status of an aviator due to referral to Coast Guard Aviator Evaluation Board:

7220

From: Commanding Officer, (Unit)
To: (Grade, full name, service number)
Subj: REFERRAL TO COAST GUARD AVIATOR EVALUATION BOARD (CGAEB)
Ref: (a) COMDTINST M1000.6A, Personnel Manual, Article 6-A-1.h
(b) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a), I am requesting Commander, U. S. Coast Guard Military Personnel Command (opm) convene a CGAEB to evaluate your performance, potential, and motivation for continued aviation service and flying status. I am taking this action for the following reasons:
a. (Describe reasons for referral of aviator to CGAEB)

2. In accordance with reference (b) and effective (date), your flying status and aviation service are suspended pending the decision of Commander, U. S. Coast Guard Military Personnel Command (opm). During the period this suspension is in effect, you may not be paid aviation career incentive pay (ACIP).

3. If Commander, U. S. Coast Guard Military Personnel Command (opm) determines that you are disqualified for further aviation service, the disqualification will be effective (same date as in paragraph 2). In that case, you will not be entitled to ACIP during the period of disqualification. If Commander, U. S. Coast Guard Military Personnel Command (opm) determines that you shall continue your aviation service and flying status, this suspension will be removed effective (same date as in paragraph 2). In that case, all ACIP to which you are entitled for the period of the suspension will be paid to you.

4. You will have an opportunity to cross-examine witnesses called before the board and answer questions asked of you by the board. You have the right to request legal counsel to assist you if you desire, but legal counsel is not required for this informal board. If you desire legal counsel, you must request it from Commander, U. S. Coast Guard Military Personnel Command (opm).

(Commanding Officer)

Copy: MPC (opm)
(PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

b. Example for suspension of flying status of a U. S. Coast Guard flight surgeon for cause:

7220

From: Commanding Officer, (Unit)
To: (Grade, full name, service number)
Subj: SUSPENSION OF FLYING STATUS FOR CAUSE
Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a) and effective (date), your flying status and aviation service are suspended for cause pending final determination by Commandant (G-KOM). I am taking this action for the following reasons:
   a. (Describe reasons for suspension)

2. During the period this suspension is in effect, you may not be paid aviation career incentive pay (ACIP). If Commandant (G-KOM) determines that you are disqualified for further aviation service, the disqualification will be effective (same date as in paragraph 1). In that case, you will not be entitled to ACIP during the period of disqualification. If Commandant (G-KOM) determines that you shall continue your aviation service and flying status, this suspension will be removed effective (same date as in paragraph 1). In that case, all ACIP to which you are entitled for the period of the suspension will be paid to you.

(Commanding Officer)

Copy: COMDT (G-KOM)
MPC (opm)
(PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

c. Example for suspension of flying status of U. S. Coast Guard aviators and flight surgeons due to request for termination of aviation service:

7220

From: Commanding Officer, (Unit)
To: (Grade, full name, service number)
Subj: REQUEST FOR TERMINATION OF AVIATION SERVICE
Ref: (a) Your ltr (SSIC) of (Date)
(b) COMDTINST M1000.6A, Personnel Manual, Article 6-A-1.g (for aviators only)
(c) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In reference (a), you voluntarily requested termination of your aviation service. In accordance with reference (b), I have forwarded your request and a copy of your Assignment Data (form CG-3698A) to Commander, U.S. Coast Guard Military Personnel Command (opm)/Commandant (G-KOM) (as appropriate) via the chain of command recommending (approval/disapproval). An advance copy of your request was forwarded directly to Commander, U.S. Coast Guard Military Personnel Command (opm)/Commandant (G-KOM). Your original CG-3698A was forwarded directly to Commander, U.S. Coast Guard Military Personnel Command (opm).

2. In accordance with reference (c) and effective (date), your flying status and aviation service are suspended pending the decision of Commander, U.S. Coast Guard Military Personnel Command (opm)/Commandant (G-KOM). During the period this suspension is in effect, you may not be paid aviation career incentive pay (ACIP).

3. If Commander, U.S. Coast Guard Military Personnel Command (opm)/Commandant (G-KOM) decides to terminate your aviation service, your aviation service will be terminated effective (same date as in paragraph 2). In that case, you will not be entitled to ACIP during the period of disqualification. If Commander, U.S. Coast Guard Military Personnel Command (opm)/Commandant (G-KOM) determines that you shall continue your aviation service, this suspension will be removed effective (same date as in paragraph 2). In that case, all ACIP to which you are entitled for the period of the suspension will be paid to you.

(Commanding Officer)

Copy: MPC (opm) (for both aviators & flight surgeons)
COMDT (G-KOM) (for flight surgeons only)
(PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

d. Example for removing suspension of flying status of an aviator or a flight surgeon and returning the officer to a flying status:

7220

From: Commanding Officer, (Unit)
To: (Grade, full name, service number)
Subj: REMOVAL OF SUSPENSION OF FLYING STATUS, RETURN TO FLYING STATUS
Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays
(b) My ltr 7220 of (date of suspension letter)

1. In accordance with reference (a), I am removing the suspension of your flying status imposed by reference (b). (Explain reason, such as: Commander, U. S. Coast Guard Military Personnel Command (opm) has approved the Coast Guard Aviator Evaluation Board's recommendation to continue your aviation service and flying status.)

2. (State effect of removal of suspension of the aviator's ACIP, such as: Your entitlement to aviation career incentive pay (ACIP) is restored effective (date suspension effected). You will be paid all back ACIP to which you are entitled.)

(Commanding Officer)

Copy: MPC (opm)
COMDT (G-KOM) (for flight surgeons only)
(PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

e. Example for disqualification for aviation service of U. S. Coast Guard aviators and flight surgeons for medical reasons. This letter may be issued after the officer's medical status has been confirmed.

7220

From: Commander, U.S. Coast Guard Military Personnel Command (opm)
Commandant (G-KOM) (as appropriate)

To: (Grade, full name, service number)
Via: (Chain of command)

Subj: DISQUALIFICATION FOR AVIATION SERVICE

Ref: (a) (Medical determination of date of incapacitation)
(b) COMDTINST M1000.6A, Personnel Manual, Article 6-A-1.g (for aviators only)
(c) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. Based on reference (a) and in accordance with references (b) and (c), you are disqualified for aviation service due to medical incapacitation in excess of 180 days effective (date = 180th day after date of incapacitation).

2. Your entitlement to aviation career incentive pay (ACIP) ended (date = 179th day after date of disqualification).

3. (Do not include if incapacitation is permanent) If you become medically requalified for flying duty, you will be requalified for aviation service. If you are requalified for aviation service, you will be entitled to ACIP effective the date you are requalified for aviation service (for aviators entitled to continuous ACIP)/the first month or fraction of a month following your requalification for aviation service that you meet the minimum flight time requirements prescribed by reference (c) (for officers entitled to monthly ACIP).

(Commanding Officer)

Copy: COMDT (G-KOM)
(Member's PERSRU)

Note: Member's command shall provide a copy to the member's supervisor and the unit Aviation Incentive Pay Administrator.

f. Example for disqualification for aviation service of U. S Coast Guard aviators and flight surgeons for personal or professional reasons.

7220

From: Commander, U.S. Coast Guard Military Personnel Command (opm)
To: (Grade, full name, service number)
Via: (Chain of command)
Subj: DISQUALIFICATION FOR AVIATION SERVICE
Ref: (a) (Final decision concerning CGAEB recommendations/
Ref: (a) (Final decision concerning CGAEB recommendations/
officer's request to terminate aviation service)
(b) COMTINST M1000.6A, Personnel Manual, Article 6-A-1.h (for aviators only)
(c) CONDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. Based on reference (a) and in accordance with references (b) and (c), you are disqualified for aviation service due to professional/personal reasons effective (date = date officer's flying status and aviation service were suspended). (If officer is to be released from active duty:) You will be released from active duty on (date).

2. Your designation as a Coast Guard (aviator/flight surgeon/aviation designated medical officer) is revoked effective (date = date officer's flying status and aviation service were suspended). Your are/are not entitled to continue to wear the (Coast Guard Aviator/flight surgeon) insignia.

3. Your entitlement to aviation career incentive pay (ACIP) ended (date = date officer's flying status and aviation service were suspended).

(Commanding Officer)

Copy: (Member's PERSRU)
COMDT (G-KOM) (for flight surgeons only)

Note: Member's command shall provide a copy to the member's supervisor and the unit Aviation Incentive Pay Administrator.

g. Example of suspension of flying status of members who are not U.S. Coast Guard aviators or flight surgeons:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: SUSPENSION OF FLYING STATUS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a) and effective (date), your flying status is suspended until further notice. I have taken this action for the following reasons:
   a. (Reasons for suspension)

2. During the period this suspension is in effect, you may not be paid hazardous duty incentive pay (HDIP) and will be in an off aviation incentive pay (OAIP) status.

3. If this suspension is removed and you are returned to a flying status, you will be returned to a (continuous/monthly) aviation incentive pay ((C/M)AIP) status effective the date of the suspension and you will be entitled to HDIP for all periods of the suspension that you met the minimum flight time requirements prescribed by reference (b) and all HDIP to which you are entitled for the period of the suspension will be paid to you. If this suspension is not removed and your flight orders are subsequently terminated, you will not be entitled to HDIP for the period of suspension.

(Commanding Officer)

Copy: (PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

h. Example of removal of suspension of flying status of members who are not U. S. Coast Guard aviators or flight surgeons:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: REMOVAL OF SUSPENSION OF FLYING STATUS

(continued on next page)

(continued from previous page)

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays
(b) My ltr 7220 of (date of ltr suspending flying status)

1. In accordance with reference (a), the suspension of your flying status invoked by reference (b) is removed effective (effective date of suspension in reference (a)).

2. You are returned to a (continuous/monthly) aviation incentive pay ((C/M)AIP) status effective (effective date of suspension in reference (a)) and are entitled to and will be paid hazardous duty incentive pay (HDIP) at the crew member/noncrew member rate for the following period(s) during the suspension:
   a. (List periods member was entitled to HDIP during suspension).

(Commanding Officer)

Copy: (PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

3. Issuing and terminating flight orders.

   a. Example remarks required in block 12 of Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order (form CG-4251) for TAD flight orders issued to U. S. Coast Guard aviators serving in DIFPRO or DIFDEN designated billets, and ordered TAD to perform aircraft transition or requalification flight training:

"THESE ORDERS CONSTITUTE DUTY INVOLVING OPERATIONAL FLYING (DIFOPS) FROM (DATE) THROUGH (DATE)" and, if the aviator is entitled to monthly ACIP, "ALL FLIGHT TIME ACCRUED UNDER THESE FLIGHT ORDERS MUST BE CERTIFIED BY THE APPROPRIATE UNIT OFFICIAL AS AN ENDORSEMENT ON THESE ORDERS".

   c. Examples of flight orders issued to members who are not U.S. Coast Guard aviators:

      (1) Example of remarks required in block 12 of form CG-4251 for TAD flight orders:

"THESE ORDERS CONSTITUTE PERIODIC (NONCREW MEMBER/CREW MEMBER/FLIGHT SURGEON) FLIGHT ORDERS FROM (DATE) THROUGH (DATE). YOU ARE PLACED IN A MONTHLY AVIATION INCENTIVE PAY (MAIP) STATUS FROM (DATE) THROUGH (DATE) (does not apply to flight surgeons). ALL FLIGHT TIME ACCRUED UNDER THESE FLIGHT ORDERS MUST BE CERTIFIED BY THE APPROPRIATE UNIT OFFICIAL AS AN ENDORSEMENT ON THESE ORDERS".

(2) Continuous crew member flight orders:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: ISSUANCE OF CONTINUOUS CREW MEMBER FLIGHT ORDERS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a), you are hereby detailed to duty involving flying as a crew member effective (date) for the remainder of your PCS assignment to this command.

2. You are in a Continuous Aviation Incentive Pay (CAIP) status. Your entitlement to hazardous duty incentive pay (HDIP) is governed by the requirements of reference (a).

3. While you are under continuous crew member flight orders, you will be expected to meet the minimum flight time requirements of reference (a).

   a. If, through your own fault, you fail to earn HDIP for any two months that you are under these continuous crew member flight orders, your continuous crew member flight orders may be terminated, you may be issued monthly crew member flight orders, and you may be placed in a Monthly Aviation Incentive Pay (MAIP) status.

   b. If you earn HDIP for the first six months that you are under monthly crew member flight orders, you may be returned to continuous crew member flight orders and CAIP status.

   c. If, through your own fault, you fail to earn HDIP for one of the first six months that you are under monthly crew member flight orders, you may be retained on monthly crew member flight orders for the duration of your assignment to this command.

   d. If, through your own fault, you fail to earn HDIP for at least half of the first six months that you are under monthly crew member flight orders, you may be taken off flight orders and placed in an Off Aviation Incentive Pay (OAIP) status for the duration of your assignment to this command.

4. If you receive HDIP for any period for which you are aware that you did not earn HDIP, you are required to notify the unit Aviation Incentive Pay Administrator.

(Commanding Officer)

Copy: (PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

(3) Periodic (non)crew member flight orders - letter format:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: ISSUANCE OF PERIODIC (NON)CREW MEMBER FLIGHT ORDERS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a), you are hereby detailed to duty involving flying as a (non)crew member effective (date) for the period (date flight orders commence) through (date flight orders terminate).

2. You are in a Monthly Aviation Incentive Pay (MAIP) status. Your entitlement to hazardous duty incentive pay (HDIP) is governed by the requirements of reference (a). Excess flight time from previous or future flight orders may not be used to earn HDIP during the calender month(s) covered by these flight orders. Payment of HDIP for the calendar month(s) covered by these flight orders will only be made after you have met the applicable flight time requirements.

3. While you are under periodic (non)crew member flight orders, you will be expected to meet the minimum flight time requirements of reference (a). Failure to earn HDIP while you are under periodic (non)crew member flight orders may restrict you from receiving flight orders in the future while you are assigned to this command.

4. If you receive HDIP for any period for which you are aware that you did not earn HDIP, you are required to notify the unit Aviation Incentive Pay Administrator.

(Commanding Officer)

Copy: (PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

(4) Periodic (non)crew member flight letter - unit notice format:

(UNIT)NOTE 7220

(UNIT) NOTICE 7220

From: Commanding Officer, (Unit)

To: Distribution

Subj: ISSUANCE OF PERIODIC (NON)CREW MEMBER FLIGHT ORDERS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a), the members listed in enclosure (1) are hereby detailed to duty involving flying as a (non)crew member effective (date) for the period (date flight orders commence) through (date flight orders terminate).

2. These members are in a Monthly Aviation Incentive Pay (MAIP) status. Their entitlement to hazardous duty incentive pay (HDIP) is governed by the requirements of reference (a). Excess flight time from previous or future flight orders (or months under these flight orders (if flight orders cover more than one calendar month)) may not be used to earn HDIP during the calendar month(s) covered by these flight orders. Payment of HDIP for the calendar month(s) covered by these flight orders will only be made after these members have met the applicable flight time requirements.

3. While these members are under periodic (non)crew member flight orders, they will be expected to meet the minimum flight time requirements of reference (a). Failure to earn HDIP while they are under periodic (non)crew member flight orders may restrict them from receiving flight orders in the future while they are assigned to this command.

4. If these members receive HDIP for any period for which they are aware that they did not earn HDIP, they are required to notify the unit Aviation Incentive Pay Administrator.

(Commanding Officer)

Encl: (1) List of members issued periodic noncrew member flight orders for the period (date flight orders commence) through (date flight orders terminate)

Dist: (PERSRU)
(Unit Aviation Incentive Pay Administrator)
Department Heads
Unit Bulletin Boards

c. Example of advance notice of termination of flight orders issued to enlisted members issued continuous crew member flight orders:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: ADVANCE NOTICE OF TERMINATION OF CONTINUOUS CREW MEMBER FLIGHT ORDERS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays
(b) My ltr 7220 of (date)

1. In accordance with reference (a), you are hereby notified that the continuous crew member flight orders issued to you in reference (b) will be terminated on (at least 120 days after date of this notification).

2. Your entitlement to hazardous duty incentive pay (HDIP) will terminate on (at least 120 days after date of this notification). If you fail to meet the flight time requirements for HDIP described in reference (a) for any months between now and (date flight orders terminate), you will not be entitled to HDIP for any such months.

(Commanding Officer)

Copy: (PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

d. Example of termination of flight orders issued to members issued continuous crew member flight orders:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: TERMINATION OF CONTINUOUS CREW MEMBER FLIGHT ORDERS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays
(b) (Flight order document)

1. In accordance with reference (a), the continuous crew member flight orders issued to you in reference (b) are terminated effective (at least 120 days after date of termination notification)

2. Your entitlement to hazardous duty incentive pay (HDIP) terminates on (date flight orders terminated).

(Commanding Officer)

Copy: (PERSRU)
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

e. Termination of flight orders issued to members issued periodic (non)crew member flight orders: No documentation is normally required to terminate periodic flight orders. Because the periodic flight orders specified a termination date, unit tracking and PERSRU pay actions should automatically be effected based on that termination date and certification that flight time requirements have been met. If TAD flight orders are to be terminated prior to the date specified in the TAD orders, the following statement should be added as an endorsement on the TAD orders:

"THESE PERIODIC FLIGHT ORDERS AND YOUR MONTHLY AVIATION INCENTIVE PAY STATUS ARE TERMINATED ON (DATE). ON (NEXT DAY), YOU ENTER AN OFF AVIATION INCENTIVE PAY STATUS."

f. Unit request for authority to issue periodic noncrew member flight orders:

7220

From: Commanding Officer, (Unit)

To: Commandant (G-PMP-2)

Via: (1) (Unit's chain of command)
(2) Commandant (Unit's Headquarters Program Manager)
(3)

Subj: REQUEST FOR AUTHORITY TO ISSUE PERIODIC NONCREW MEMBER FLIGHT ORDERS

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. In accordance with reference (a), I request authority to issue periodic noncrew member flight orders.

2. (Explain unit mission that requires unit members to frequently and regularly participate in aerial flight as noncrew members, why Coast Guard aircraft crew members can not perform the required in-flight tasks, and whether this need is recurring or temporary. Include maximum number of flight orders unit requests authority to have in effect at one time, the expected frequency and duration of flights requiring noncrew member participation, and the expected duration of the period for which individual flight orders will be in effect (e.g., monthly or other specific period)).

3. I understand and will comply with the unit responsibilities prescribed by reference (a).

(Commanding Officer)

4. Other flight pay related letters:

a. Member required to meet minimum flight time requirements enters "grace" period:

7220

From: Commanding Officer, (Unit)
To: (Grade, full name, service number)
Subj: MINIMUM FLIGHT TIME REQUIREMENTS, "GRACE" PERIOD
Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

(Continued on next page)

(continued from previous page)

1. You did not accrue sufficient flight time during (first month of "grace" period) or the previous (five, or the number of months the member has been on flight orders, whichever is less) months to earn (hazardous duty incentive pay (HDIP)/monthly aviation career incentive pay (ACIP)) for the month of (first month of "grace" period). You have accrued only (#.#) hours of flight time for (first month of "grace" period). Reference (a) requires you to have earned (#.#) hours for this same period to be entitled to (HDIP/monthly ACIP).

2 Effective (beginning of first month, or fraction of first month, of "grace" period), you entered a "grace" period.

   a. If you accrue an additional (#.#) hours by the end of (second month of "grace" period), the "grace" period will end and you will earn (HDIP/monthly ACIP) for (first and second months of "grace" period).

   b. If you do not meet the requirements of paragraph 2.a, but you accrue an additional (#.#) hours by the end of (third month of "grace" period), the "grace" period will end and you will earn (HDIP/ACIP) for (first through third months of "grace" period).

   c. If you do not meet the requirements of paragraphs 2.a or 2.b, but you accrue an additional (#.#) hours by the end of (third month of "grace" period), the "grace" period will end and you will earn (HDIP/ACIP) for (second and third months of "grace" period).

   d. If you do not meet the requirements of paragraphs 2.a through 2.c, but you accrue an additional (#.#) hours by the end of (second month of "grace" period), the "grace" period will end (end of third month of "grace" period) and you will earn (HDIP/ACIP) for (second month of "grace" period).

   e. If you do not meet the requirements of paragraphs 2.a through 2.d, but you accrue an additional (#.#) hours by the end of (third month of "grace" period), the "grace" period will end and you will earn (HDIP/ACIP) for (third month of "grace" period).

   f. If you do not meet the requirements of paragraphs 2.a through 2.e, the grace period will end (end of third month of "grace" period) and your entitlement to (HDIP/ACIP) will end effective (date immediately preceeding first month of "grace" period). Amounts of HDIP paid to you for months for which you failed to meet the flight time requirements will be recouped in accordance with reference (a).

3. If you fail to earn HDIP during (#) or more months of this grace period, your continuous crew member flight orders will be terminated and you will be placed on monthly crew member flight orders and in a Monthly Aviation Incentive Pay status (MAIP) (If applicable).

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(Commanding Officer)

Copy: (Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

b. Member required to meet flight time requirements enters medical "free" period (does not apply to officers entitled to continuous ACIP):

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: MINIMUM FLIGHT TIME REQUIREMENTS, MEDICAL "FREE" PERIOD

Ref: (a) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. On (date) you were incapacitated and unable to perform flying duties as a result of an aviation mishap, as determined by (competent medical authority). Effective (beginning of month in which incapacitated if member did not meet flight time requirements for that month/beginning of following month if member met flight time requirements for month in which incapacitated), you entered a medical "free" period for the purposes of meeting minimum flight time requirements for entitlement to (hazardous duty incentive pay (HDIP)/monthly aviation career incentive pay (ACIP)).

2. This medical "free" period will continue for the duration of your incapacitation or through (end of three-month period commencing effective date of medical "free" period for member entitled to HDIP/180 days from date of incapacitation for member entitled to monthly ACIP), whichever is the shorter period of time. (Competent medical authority) will determine the date of your recovery and your ability to return to flying duty.

3. During this medical "free" period, you will be considered to have met the minimum flight time requirements described in reference (a) for purposes of entitlement to (HDIP/monthly ACIP). If this medical "free" period expires before (competent medical authority) determines that you are able to perform flying duties, you will be required to meet the minimum flight time requirements described in reference (a) for the period after the expiration of the medical "free" period.

(Commanding Officer)

Copy: (Member's supervisor)
(Unit Aviation Incentive Pay Administrator)
(Competent medical authority)

c. Member fails to meet minimum flight time requirements by end of "grace" period:

7220

From: Commanding Officer, (Unit)

To: (Grade, full name, service number)

Subj: FAILURE TO MEET MINIMUM FLIGHT TIME REQUIREMENTS

Ref: (a) My ltr 7220 of (date of "grace" period notification)
(b) PPCINST M1000.2, Personnel and Pay Procedures Manual
(c) My ltr 7220 of (date of flight orders) (if applicable)
(d) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. Reference (a) notified you that you had failed to earn sufficient flight time during (month) to be entitled to (hazardous duty incentive pay (HDIP)/monthly aviation career incentive pay (ACIP)) for that month and that you had entered a "grace" period. You did not accrue sufficient flight time during the "grace" period to earn (HDIP/ACIP) for the period(s) (date(s) through (date(s)).

2. (If applicable) The HDIP paid to you for this/these period(s) will be recouped in accordance with reference (b).

3. (If applicable) Your continuous crew member flight orders issued by reference (c) are terminated effective (date). In accordance with reference (d), you are hereby detailed to duty involving flying as a crew member effective (date) for the period (date flight orders commence) through (date flight orders terminate).

4. (If applicable) Effective (date periodic flight orders commence), you are in a Monthly Aviation Incentive Pay (MAIP) status. Your entitlement to HDIP is governed by the requirements of reference (d). Failure to earn HDIP while you are under periodic crew member flight orders may restrict you from receiving flight orders in the future while you are assigned to this command.

5. If you receive HDIP for any period for which you are aware that you did not earn HDIP, you are required to notify the unit Aviation Incentive Pay Administrator.

(Commanding Officer)

Copy: PERSRU
(Member's supervisor)
(Unit Aviation Incentive Pay Administrator)

d. Report of unit Aviation Incentive Pay Audit Team.

7220

From: Aviation Incentive Pay Audit Team

To: Commanding Officer, (Unit)

Subj: REPORT OF QUARTERLY AUDIT OF AVIATION INCENTIVE PAY RECORDS

Ref: (a) Your ltr 7220 of (date of ltr establishing audit team)
(b) COMDTINST 7220.39, Management and Administration of Aviation Incentive Pays

1. Reference (a) established this Aviation Incentive Pay Audit Team in order to audit the unit's aviation incentive pay records for the (Xrd) quarter of FY (19XX) in accordance with reference (b). This audit was conducted on (date(s)).

2. All unit HDIP/monthly ACIP records are being maintained in compliance with reference (b).

3. All flight orders, crew member and noncrew member designations, notifications of termination of flight orders, suspensions of flying status, disqualifications for aviation service, changes in flight pay status, and PERSRU notifications of required pay actions issued by the unit during the months of (month-month 19XX) are correct and in compliance with reference (b).

4. The unit's procedures for the preparation and handling of Aircraft Flight Records (form CG-4377) and other records of individual flight time are adequate and ensure that the data contained therein are readable, correct, complete, and safeguarded.

5. The Aviation Incentive Pay Audit Team randomly selected and audited two samples of member HDIP/monthly ACIP records.

   a. The first sample of (##) records, which constitute (##)% of all unit members on flight orders, were reviewed to determine if the HDIP/monthly ACIP determinations made for the months of (month-month 19XX) were accurate. Of the (##) months of entitlement determinations reviewed, (#) incorrect determinations were found, for a (#)% error rate. The unit Aviation Incentive Pay Administrator was shown the incorrect determinations.

   b. The second sample of (##) records, (##) of which were in a CFP status and (##) of which were in an MFP status, were reviewed to determine if individual flight time data entries during the months of (month-month 19XX) were accurate. Of the (##) months of individual flight time data entries reviewed, (#) incorrect entries were found, for a (#)% error rate. The unit Aviation Incentive Pay Administrator was shown the incorrect entries.

(Aviation Incentive Pay Audit Team members)

Copy: (Unit Aviation Incentive Pay Administrator)

5. Tracking individual flight time.

a. For all units assigned personnel issued flight orders.

(1) Members issued continuous crew member flight orders and aviators entitled to monthly ACIP will receive HDIP or monthly ACIP every month that their flight orders are effective. The unit must promptly notify the unit's PERSRU of missed months in order for the PERSRU to commence recoupment action for these members.

(2) Members issued periodic flight orders will not receive HDIP for a given month unless the unit notifies the unit's PERSRU that these members have earned HDIP for that month.

(3) Members issued flight orders whose flying status has been suspended may not be paid HDIP or ACIP while the suspension is in effect.

(4) Officers issued flight orders who become disqualified for aviation service may not be paid ACIP for any period of disqualification.

b. For units with the Aviation Maintenance Management Information System (AMMIS).

(1) AMMIS is an automated tracking system provided to Coast Guard units to which Coast Guard aircraft are assigned. AMMIS automatically tracks individual flight time for members assigned to these units. AMMIS data entry personnel must ensure that the following information is accurately entered into the AMMIS program to ensure that AMMIS accurately identifies those members on flight orders who have failed to earn HDIP or monthly ACIP:

(a) Member's rank/rate, name, and last four digits of the member's Social Security Number (SSN).

(b) Dates member's flight orders commenced and terminated.

(c) Date of flight, time flight commenced, and time flight ended for each flight in which the member participated as a crew member or noncrew member in accordance with the member's flight orders.

(2) Consult the AMMIS End Users' Manual or the built-in "HELP" function of the AMMIS program for other AMMIS data entry requirements.

(3) At the end of each month, the unit Aviation Incentive Pay Administrator will obtain "Flight Pay Reports" from the AMMIS flight operations module screen 443600 series listing those members on flight orders assigned to the unit that failed to earn HDIP or monthly ACIP for that month and/or earlier months. The unit Aviation Incentive Pay Administrator will also review the status of aviation personnel flight order termination dates, flying status suspensions and aviation service disqualifications. The command will notify the unit's PERSRU in writing of the required pay actions.

c. For units without AMMIS.

(1) Units without AMMIS must manually track the flight time of and make HDIP entitlement determinations for each member assigned to the unit that is issued flight orders.

(2) These units will track each member's individual flights through a locally developed system. Individual flight data must include as a minimum the member's rank/rate, name, and SSN; the aircraft tail ended for each flight in which the member participated as a crew member or noncrew member in accordance with the member's flight orders. If possible, this record should also list other members issued flight orders and assigned to that unit that also participated in that flight. These unit flight records may consist of copies of member maintained flight records, copies of TAD orders endorsed to show the required flight data, copies of AMMIS documents, and/or unit developed flight records.

(3) These units will track the monthly flight time totals and entitlement to HDIP or monthly ACIP for each member on flight orders using the Aviation Incentive Pay Calculation Form (form CG-5576). See paragraph 6 below for procedures for completing the CG-5576.

(4) At the end of each month, the unit Aviation Incentive Pay Administrator will complete the CG-5576 for each member assigned to the unit and determine which members failed to earn HDIP or monthly ACIP for that month and/or earlier months. The unit Aviation Incentive Pay Administrator will also review the status of assigned personnel flight order termination dates, flying status suspensions and aviation service disqualifications. The unit Aviation Incentive Pay Administrator will notify the unit's PERSRU of the required pay actions.

(a) Members issued continuous crew member flight orders and officers entitled to monthly ACIP will receive HDIP/monthly ACIP every month that their flight orders are effective. The unit must notify the unit's PERSRU of missed and suspended months in order for the PERSRU to commence recoupment and stop pay actions respectively for these members.

(b) Members issued periodic flight orders will not receive HDIP or monthly ACIP for a given month unless the unit notifies the unit's PERSRU that these members have earned HDIP or monthly ACIP for that month.

6. Procedures for using the Aviation Incentive Pay Calculation Form (form CG-5576).

a. The CG-5576 is designed to track the HDIP or monthly ACIP entitlement of one member over an 18-month period. CG-5576's may be maintained in series to track these entitlements over a longer period. A locally reproduceable copy of the CG-5576 is attached to this Instruction as enclosure (8). This form is **not** stocked by the Department of Transportation forms stockpoint or by Commandant (G-PMP-2).

b. The CG-5576 should be completed as follows for members issued flight orders who are required to meet monthly flight time requirements (see enclosure (6) for examples of completed CG-5576's):

(1) Personnel Identification. Fill in the member's name, rank/rate, and the last four digits of the member's SSN at the top of the form.

(2) "Month" column. In the top block, enter the month and year in which the member's flight orders become effective. Each succeeding month that the member remains on flight orders should be entered in the next block in the column. **Example:** "AUG 94" for first month and "SEP 94" for second month.

(3) "Actual Flt Hrs" column. Add up the number of flight hours the member earned and enter this figure to the nearest tenth of an hour in this block. If the member is issued crew member flight orders, only hours flown as a crew member may be included in this total. If the member is issued noncrew member flight orders, only hours flown as a noncrew member may be included in this total. **Example:** 6.7 flight hours would be entered as "6.7".

(4) "Credited Flt Hrs" column. Paragraph 6.b.(4)(a) applies to all members on flight orders who are required to meet minimum flight time requirements to become entitled to HDIP or monthly ACIP. Only members whose flight orders cover more than one calendar month may use the "bank" time and "grace" period rules to credit excess flight hours from previous or future months to months in which the minimum required flight hours were not earned. Paragraphs 6.b.(4)(b) and 6.b.(4)(c) below apply only to aviators and flight surgeons entitled to monthly ACIP and other members on continuous flight orders.

(a) If the number of hours entered in the adjacent "Actual Flt Hrs" block equals or exceeds 4.0 hours (or the appropriate fraction of 4.0 hours for the fraction of the month the member was under flight orders (see enclosure (5)), enter "4.0" (or the appropriate fraction 4.0 from enclosure (5)) in this block. If the member is issued periodic flight orders and the member's actual flight hours total is less than 4.0 hours (or the appropriate fraction of 4.0 from enclosure (5)), enter "0" in this block. **Example:** If the member's flight orders were effective 16 April 1994, the flight orders were in effect for 15 days that month (16-30 April). If the member earned at least 2.0 flight hours in April 1994, enter "2.0" in this block.

(b) If the number of hours entered in the adjacent "Actual Flt Hrs" block is less than 4.0 hours (or the appropriate fraction of 4.0 from enclosure (5)), add flight hours from the "banked" flight hours blocks in the same row (starting with "Month 5" and working back towards "Month 1") until the total equals 4.0 (or the appropriate fraction of 4.0 from enclosure (5)) and enter "4.0" (or the appropriate fraction of 4.0 from enclosure (5)) in this block. **Example:** 1.3 actual flight hours from June 1994 plus 2.7 "banked" flight hours from March 1994 equals 4.0 flight hours credited for June 1994.

(c) If there are insufficient actual flight hours for this month plus "banked" flight hours carried forward from the previous five months to total 4.0 hours (or the appropriate fraction of 4.0 from enclosure (5)), do not make an entry yet in this block. The member has entered a "grace" period and may be able to credit additional flight hours for this month if the member earns sufficient flight hours in the next two months. See paragraph 9.a of enclosure (1) for rules on crediting "grace" period flight hours. If the member meets the "grace" period flight time requirements for that month, enter "4.0" (or the appropriate fraction of 4.0 from enclosure (5)) in this block. If the member fails to meet the "grace" period flight time requirements for that month, enter "0" in this block.

(5) "Pay Y/N" column. If the number of hours entered in the "Credited Flt Hrs" column is 4.0 (or the appropriate fraction of 4.0 from enclosure (5)), enter a "Y" in the adjacent column labled "Pay Y/N". If the number of hours entered in the adjacent "Credited Flt Hrs" block is 0.0, enter an "N" in the adjacent "Pay Y/N" column. If the member is in a "grace" period and there is no entry in the adjacent "Credited Flt Hrs" block, do not make an entry in the "Pay Y/N" block until the "grace" period flight time requirements have been addressed in the adjacent "Credited Flt Hrs" block.

(6) "Month 1" through "Month 5" columns. These blocks track excess flight time that is "banked" for use in up to five future months. Excess flight hours "banked" during one set of flight orders expire when those flight orders are terminated and may not be carried forward into subsequent flight orders. Only members issued continuous crew member flight orders and officers entitled to monthly ACIP may use the "bank" time rules to credit excess flight hours from up to five previous months to a month in which the minimum required flight hours were not earned. This paragraph applies only to aviators and flight surgeons entitled to monthly ACIP and other members on continuous flight orders. These blocks will remain blank for members issued periodic flight orders.

(a) If the number of hours entered in the "Actual Flt Hrs" block exceeds the number of hours entered in the adjacent "Credited Flt Hrs" block, subtract the credited flight hours from the actual flight hours. Enter the result in the upper right half of the "Month 1" block **for the following month. Example:** If the member earned 6.7 actual flight hours in April 1994, but only required 4.0 hours to earn HDIP for April 1994, then 2.7 hours are carried forward, or "banked," into the upper right half of the "Month 1" block for May 1994.

(b) If the number of hours entered in the "Actual Flt Hrs" block equals the number of hours entered in the adjacent "Credited Flt Hrs" block, leave the "Month 1" block blank for the following month.

(c) If the number of hours entered in the "Actual Flt Hrs" block is insufficient to meet the flight time requirements for that calendar month, the member has entered a "grace" period commencing that calendar month. If the member fails to earn HDIP or monthly ACIP for that month under the "grace" period rules, enter the number of hours from the "Actual Flt Hrs" block in the upper right half of the "Month 1" block **for the following month.**

(d) "Banked" flight hours in the upper right half of the "Month 1" block that are not credited as flight hours for that month are moved to the upper right half of the "Month 2" block of the following month. The same applies for "banked" flight hours in the "Month 2" through "Month 4" blocks. "Banked" flight hours in "Month 5" block that are not used that month expire and may never be credited to future months. **Example:** If the "Month 5" block for November 1994 contains 0.8 flight hours and the member earns 4.0 actual flight hours in November 1994, the 0.8 hours in the "Month 5" block expire.

(e) If adding some or all of the "banked" flight hours from the "Month 1" through "Month 5" blocks to the actual flight hours for a given month is required for the member to meet the minimum flight time requirements for that month, use all available "banked" flight hours available in "Month 5" first, "Month 4" second, etc. Note the amount of "banked" flight hours subtracted from each "Month 1" through "Month 5" block in the lower left half of each "Month 1" through "Month 5" block, combine the total amount of "banked" flight hours with the actual flight hours for that month, and enter the combined total in the "Credited Flt Hrs" block. This total must not exceed the monthly flight time requirement for that month. Any "banked" flight hours remaining after this step is completed are shifted to the next month's "Month 2" through "Month 5" blocks or, for flight hours that have been "banked" for five months, expire. **Example:** For the month of May 1994, if the "Month 5" block contains 2.3 flight hours, the "Month 4" block contains 0.5 flight hours, the "Month 3" and "Month 2" blocks contain no excess flight hours, the "Month 1" block contains 5.6 flight hours, and the "Actual Flt Hrs" block contains 0 flight hours, the following entries would be made: enter "-2.3" in the lower left half of the "Month 5" block, enter "-0.5" in the lower left half of the "Month 4" block, enter "-1.2" in the lower left half of the "Month 1" block, enter "4.0" in the "Credited Flt Hrs" block, and enter "Y" in the "Pay Y/N" block for May 1994. Also enter "4.4" in the "Month 2" block for June 1994, which are the "banked" flight hours from "Month 1" of May 1994 that remain unused. No other "banked" flight hours from May 1994 remain, so no entries are required for "Month 3" through "Month 5" of June 1994.

(7) "Notes" column: These blocks are used to record vital information not covered by the other columns. The following events must be recorded in the "Notes" block for the month the action occurred in order to ensure that accurate HDIP and monthly ACIP entitlement determinations are made:

(a) Dates that the member's flight orders became effective and were terminated, preceeded by notations indicating the type of action (begin/end flight orders) and type of orders (continuous/periodic). Note that the flight orders are in effect on both the beginning and end dates of the flight orders. Use the following notations: "BCFO" for begin continuous flight orders, "BPFO" for begin periodic flight orders, "ECFO" for end continuous flight orders, "EPFO" for end periodic flight orders. **Example:** Notations for continuous flight orders becoming effective on 01 February 1994 and terminating 30 April 1994: Enter "BCFO 01 FEB 94" in the "Notes" block for February 1994 and enter "ECFO 30 APR 94" in the "Notes" block for

April 1994. Draw a horizontal line through the center of the entire next row below the row used for the last calendar month the flight orders were in effect (April 1994) to separate sets of flight orders, including periodic flight orders.

(b) Months that the member was in a "grace" period using notations indicating the type of action (begin/end "grace" period). Use the following notations: "BGP" for begin "grace" period, and "EGP" for end "grace" period. Also note the number and source "grace" period month of excess flight hours used to meet the flight time requirements for each month of the "grace" period which has insufficient actual flight time. **Example:** Situation: A "grace" period starts in September 1994 and ends in November 1994, with no "banked" flight hours available from previous months, and the following actual flight hours for the "grace" period months: 2.0 in September 1994, 3.0 in October 1994, and 7.0 in November 1994. Notations: Enter "BGP" and "2.0 FM NOV 94" in the "Notes" block for September 1994, enter "1.0 FM NOV 94" in the "Notes" block for October 1994, and enter "EGP" in the "Notes" block for November 1994.

(c) Months that the member was in a "free" period using notations indicating the type of action (begin/end "free" period). Use the following notations: "BFP" for begin "free" period, and "EFP" for end "free" period. **Example:** Notations for an enlisted crew member's "free" period that started in August 1994 and ended in October 1994: Enter "BFP" in the "Notes" block for August 1994 and enter "EFP" in the "Notes" block for October 1994.

(d) Months that the member entered and completed a six-calendar-month period for earning 24 hours of flight time due to military operations or unavailability of aircraft using notations indicating the type of action (begin/end six-calendar-month period). Also note the number and source six-calendar-month period month of excess flight hours used to meet the flight time requirements for each month of the six-calendar-month period which has insufficient actual flight time. Use the following notations: "B6MP" for begin six-calendar-month period, and "E6MP" for end six-calendar-month period. **Example:** Situation: A six-calendar-month period starts in January 1994 and ends in June 1994, with no "banked" flight hours available from previous months, and the following actual flight hours for the "grace" period months: 0.0 in January 1994, 0.0 in February 1994, 0.0 in March 1994, 12.0 in April 1994, 8.0 in May 1994, and 4.0 in June 1994. Notations: Enter "B6MP" and "4.0 FM APR 94" in the "Notes" block for January 1994, enter "4.0 FM APR 94" in the "Notes" block for February 1994, enter "4.0 FM MAY 94" in the "Notes" block for March 1994, and enter "E6MP" in the "Notes" block for June 1994.

(e) Dates that the member's aviation service or flying status was suspended, dates the suspension was ordered removed, and dates that an aviator entitled to monthly ACIP was disqualified or requalified for aviation service preceeded by notations indicating the type of action (flying status/aviation service suspended, suspension ordered removed, and disqualified/requalified for aviation service). Note that the member's flying status is considered suspended on the date

the suspension began and the member's flying status/aviation service is considered effective the date the suspension ends. Since all suspensions end on the same date as the suspension began, suspensions that result in a return to flying status/aviation service result in no break in the member's flying status/aviation service. Use the following notations: "SFS" for suspend flying status, "SAS" for suspend aviation service, "SOR" for suspension ordered removed, "DFAS" for disqualified for aviation service, and "RFAS" for requalified for aviation service. **Example**: Notations for a suspension of flying status that began on 14 March 94 and was ordered removed on 29 May 1994: Enter "SFS 14 MAR 94" in the "Notes" block for March 1994 and enter "SOR 29 MAY 94" in the "Notes" block for May 1994. Notations for a suspension of aviation service on 10 July 1994 followed by a disqualification for aviation service due to medical reasons: Enter "SAS 10 JUL 94" and "DFAS 10 JUL 94" in the "Notes" block for July 1994. Notations for a requalification for aviation service on 30 January 1994: Enter "RFAS 30 JAN 94" in the "Notes" block for January 1994.

(8) Auditor information. This section is to be completed only by the person conducting quarterly audits in accordance with paragraph 12 of enclosure (1). The auditor must enter the auditor's name and rank/rate and the date of the audit at the bottom of the form.

7. Maintenance of flight pay records. The unit Aviation Incentive Pay Administrator is responsible for all unit HDIP and monthly ACIP records.

a. The following unit records of individual HDIP and monthly ACIP entitlement actions shall be retained at the unit for three years, unless a different period is specified below:

(1) Copies of all documents authorizing the unit to issue flight orders to be held for three years after they are superceded. Copies of all COMDTNOTE's authorizing the unit to issue flight orders to be held for three years from issue date (Applies only to units not specifically authorized to issue flight orders by enclosure (1) of this Instruction).

(2) Copies of all flight surgeon designation letters issued to flight surgeons assigned to the unit.

(3) Copies of all flight orders issued to members assigned to the unit.

(4) Copies of all notifications of termination of flight orders and changes in flight pay status issued by the unit.

(5) Copies of all suspension of flying status and disqualification for aviation service letters issued by the unit or issued by Commander, U. S. Coast Guard Military Personnel Command (opm) or Commandant (G-KOM) for a member or flight surgeon assigned to the unit.

(6) Copies of requests for termination of aviation service written by officers assigned to the unit.

(7) Originals of AMMIS reports identifying members under flight orders assigned to the unit who met and/or failed to meet the flight time requirements for HDIP or monthly ACIP purposes.

(8) Originals of completed CG-5576's used to determine the entitlement to HDIP or monthly ACIP for members assigned to that unit.

(9) Copies of certified PHS-2814's for flight surgeons assigned to that unit.

(10) Copies of unit Aviation Incentive Pay Audit Team reports.

b. The above records shall be secured in a locked file cabinet or other suitable locked container when personnel authorized access to the records are absent from the storage space. Only personnel authorized by the unit commanding officer may access these records.

8. Auditing flight pay records. Audits are an important facet of control which protect members under flight orders from incorrect payments of HDIP or monthly ACIP. Problems, errors, and misunderstandings of requirements can be detected in their early stages by regular audits before they lead to significant pay problems.

a. Commands issuing flight orders are required to conduct quarterly audits of aviation incentive pay records. These quarterly audits do not have to be surprise audits, but their scheduling should only be made as far in advance as necessary to ensure the availability of the required members. After each quarter, the commanding officer will establish a unit Aviation Incentive Pay Audit Team consisting of at least two members in pay grade E-7 or above. The unit Aviation Incentive Pay Administrator may not be a member of the Aviation Incentive Pay Audit Team. Members may serve on the unit's Aviation Incentive Pay Audit Team more than once, but commands should attempt to distribute this assignment among all eligible members. The designation of the unit's Aviation Incentive Pay Audit Team will be in writing.

b. The unit Aviation Incentive Pay Audit Team will conduct the audit as follows:

(1) Review all HDIP and monthly ACIP records maintained by the unit Aviation Incentive Pay Administrator for compliance with this Instruction.

(2) Review all flight orders, crew member and noncrew member designations, notifications of termination of flight orders, suspensions of flying status, disqualifications for aviation service, changes in aviation incentive pay status, and PERSRU notifications of required pay actions issued during the previous three months for correctness and compliance with this Instruction.

(3) Conduct a general review of Aircraft Flight Records (from CG-4377), also known as "blue sheets", and other individual flight time record preparation and handling to ensure the data recorded therein are readable, correct, complete, and properly safeguarded.

(4) Select random samples of aviation incentive pay records for detailed audit. Suggested methods of ensuring random selection include using random number generating computer programs to select samples by the last one to four digits of member SSN's or a blind draw of single digit numbers to select samples by the last digit of member SSN's. If the unit manually determines HDIP and monthly ACIP entitlements using the CG-5576's, both of the random samples of aviation incentive pay records described below will be selected and audited. If the unit uses AMMIS to determine HDIP and monthly ACIP entitlements, only the sample described in subparagraph 8.b(4)(b) below will be selected and audited:

(a) The first sample will number not less than 25% of the unit members under flight orders. The purpose of this audit is to ensure accurate HDIP and monthly ACIP entitlement determinations are being made. A complete audit of HDIP and monthly ACIP determinations for the previous three months will be conducted on this sample. For members in a CFP status, the unit Aviation Incentive Pay Audit Team will verify excess flight hours from previous months "banked" into the audited months. For members in "grace" periods that have not ended by the month in which the audit occurs, the unit Aviation Incentive Pay Audit Team will review the determination that the "grace" period is still in effect. The unit Aviation Incentive Pay Audit Team member auditing each CG-5576 will print the member's name and rank/rate and the date and sign the form in the designated blocks.

(b) If the unit manually determines HDIP/monthly ACIP entitlements using the CG-5576, the second sample will number no fewer than 10 members under flight orders, at least seven of whom must be in a CFP status and at least three of whom must be in a MFP status. If the unit uses AMMIS to determine HDIP/monthly ACIP entitlements, the second sample will number the greater of 10 or 10% of the members in a CFP status, as well as at least three members in a MFP status. The purpose of this audit is to ensure accurate entry of earned individual flight time into the HDIP/monthly ACIP entitlement determination system (either AMMIS or the CG-5576). A complete audit of flight hours earned by these members and entered into the HDIP/monthly ACIP entitlement determination system for the previous three months will be conducted on this sample. This will include a review of all Coast Guard "blue sheets" and available records of individual flight time in non Coast Guard aircraft to validate individual flight time earned for each member in the sample.

c. The unit Aviation Incentive Pay Audit Team will submit a letter report of its findings to the unit commanding officer, copy to the unit Aviation Incentive Pay Administrator.

ACIP TRANSITIONAL TABLE

IF on 91OCT01, the member's minimum years of aviation service is:	AND the member meets the following OPFLY time,	AND the member reaches "X" years aviation service,	THEN the member is entitled to:
Less than 6 years	See ACIP Standard Table		
6 or more years	6 or more years	12 years (Gate I)	Continuous ACIP to 18 years of aviation service.
6 or more years	At least 9 years but less than 11 years	18 years (Gate II)	Continuous ACIP to 22 years of officer service.
6 or more years	6 of the first 12 years, and at least 11 of the first 18 yrs of aviation service	18 years (Gate II)	Continuous ACIP to 25 years of officer service.
At least 6 years but less than 12 years	Less than 6 years and subsequently completes 6 years of the first 12 years and 9 of the first 15 years of aviation service.	15 years	Continuous ACIP to 18 years of officer service.
At least 12 years but less than 18 years	Less than 9 years and subsequently completes 9 years of the first 18 years of aviation service.	18 years (Gate II)	Continuous ACIP to 22 years of officer service.
At least 12 years but less than 18 years	Less than 11 years and subsequently completes 11 years of the first 18 years of aviation service.	18 years (Gate II)	Continuous ACIP to 25 years of officer service.

ACIP TRANSITIONAL TABLE

ACIP TRANSITIONAL TABLE

NUMBER OF YEARS AVIATION SERVICE	OPFLY TIME	ACIP STATUS*	NOTES
Under 12 years	No minimum	Continuous	No minimum flight hour requirements necessary to qualify for ACIP.
12 (Gate I)	Less than 9 years	Monthly	Required to fly minimum hours each month to qualify for monthly ACIP. See encl. (1), paragraph 9, for flying hour requirements. IF AN AVIATOR — THEN PERSRU fails to qualify — submit P 625 to stop ACIP later qualifies — submit P 607 to start ACIP
12 (Gate I)	9 years minimum	Continuous	No minimum flight hour requirements necessary to qualify for ACIP.
18 (Gate II)	Less than 10 years	Monthly	Required to fly minimum hours each month to qualify for monthly ACIP. See encl. (1) paragraph 9, for flying hour requirements. IF AN AVIATOR — THEN PERSRU fails to qualify — submit P 625 to stop ACIP later qualifies — submit P 607 to start ACIP
18 (Gate II)	10 years minimum, but less than 12	Continuous or Monthly	Continuous ACIP to 22 years of officer service, then monthly.
18 (Gate II)	12 years minimum	Continuous	Continuous ACIP to 25 years of officer service, then monthly.

* Flight surgeons never have continuous ACIP status; their ACIP status is always a monthly entitlement.

* Flight surgeons never have continuous ACIP status; their ACIP status is always a monthly entitlement.

MONTHLY INCENTIVE PAY RATES (ACIP) EFFECTIVE 29 NOVEMBER 1989
RATED OFFICERS, FLIGHT SURGEONS AND OTHER DESIGNATED MEDICAL OFFICERS

PHASE I		PHASE II	
YEARS OF AVIATION SERVICE AS AN OFFICER (INCLUDING FLIGHT TRAINING)		YEARS OF SERVICE AS AN OFFICER AS COMPUTED UNDER 37 U.S.C. 205	
2 OR LESS	125.00	OVER 18	585.00
OVER 2	156.00	OVER 20	495.00
OVER 3	188.00	OVER 22	385.00
OVER 4	206.00	OVER 25	250.00
OVER 6	650.00		

RATED OR DESIGNATED WARRANT OFFICERS	
YEARS OF AVIATION SERVICE AS AN OFFICER	
2 YEARS OR LESS	125.00
OVER 2	156.00
OVER 3	188.00
OVER 4	206.00
OVER 6	650.00

Notes:

1. A rated officer may not be paid incentive pay at a rate greater than $200.00 per month for pay grade O-7 and $206.00 per month for pay grade O-8 or above.
2. Officers with more than 18 years of officer service and less than 6 years aviation service are entitled to Phase I rates.
3. Entitlement to continuous ACIP ceases for an officer (other than a warrant officer) upon completion of 25 years of service as an officer. A qualified officer in a pay grade below O-7 remains entitled to monthly (conditional) ACIP when required by competent orders to perform operational flying duties.

CREW MEMBER HAZARDOUS DUTY INCENTIVE PAY RATES EFFECTIVE 1 OCT 1985

Pay Grade	Monthly Amount	Pay Grade	Monthly Amount	Pay Grade	Monthly Amount
O-10	110.00	W-4	250.00	E-9	200.00
O-9	110.00	W-3	175.00	E-8	200.00
O-8	110.00	W-2	150.00	E-7	200.00
O-7	110.00	W-1	125.00	E-6	175.00
O-6	250.00			E-5	150.00
O-5	250.00			E-4	125.00
O-4	225.00			E-3	110.00
O-3	175.00			E-2	110.00
O-2	150.00			E-1	110.00
O-1	125.00				

NONCREW MEMBER HAZARDOUS DUTY INCENTIVE PAY RATE EFFECTIVE 1 OCT 1985

Pay Grade	Monthly Amount
All paygrades	$110

TIME OF AERIAL FLIGHT REQUIRED FOR FRACTIONAL PART OF MONTH

	Hours of Aerial Flight	
Days	Active Duty	Inactive Duty
1	.2	.1
2	.3	.2
3	.4	.2
4	.6	.3
5	.7	.4
6	.8	.4
7	1.0	.5
8	1.1	.6
9	1.2	.6
10	1.4	.7
11	1.5	.8
12	1.6	.8
13	1.8	.9
14	1.9	1.0
15	2.0	1.0
16	2.2	1.1
17	2.3	1.2
18	2.4	1.2
19	2.6	1.3
20	2.7	1.4
21	2.8	1.4
22	3.0	1.5
23	3.1	1.6
24	3.2	1.6
25	3.4	1.7
26	3.5	1.8
27	3.6	1.8
28	3.8	1.9
29	3.9	2.0
30	4.0	2.0
31	4.0	2.0

TIME OF AERIAL FLIGHT REQUIRED FOR FRACTIONAL PART OF MONTH

FLIGHT EXAMPLES INVOLVING BASIC GRACE AND FREE PERIODS

Month	Example 1		Example 2		Example 3		Example 4		Example 5		Example 6		Example 7	
	Hours	Entitled	Hours	Entitled	Hours	Entitled	Hours	Entitled	Hours	Entitled	Hours	Entitled	Hours	Entitled
January (notes)	4	Yes (1)	4	Yes (1)	4	Yes (1)	4	Yes (1)	4	Yes (1-7)	2	Yes (7-9)	0	Yes (5)
February (notes)	0	No (2)	0	No (2)	0	Yes (2-5)	0	Yes (2-6)	0	Yes (9)	0	Yes (9)	0	Yes (5)
March (notes)	4	Yes (1)	0	No	0	Yes (5)	8	Yes (1)	0	Yes (9)	0	Yes (9)	12	Yes (1)
April (notes)	0	No (3)	4	Yes (1)	12	Yes (1)	0	Yes (2-5)	0	Yes (9)	0	No (2)	4	Yes (1)
May (notes)	0	No (4)	0	No (4)	0	Yes (2-5)	0	Yes (5)	0	Yes (2-5)	0	No (8)	0	No (2-8)
June (notes)	4	Yes (1)	0	No	0	Yes (5)	12	Yes	0	Yes (5)	7	Yes (1-10-11)	0	No (2-8)
July (notes)	4	Yes (1)	4	Yes (1)	12	Yes (1)			12	Yes (1)			11	Yes (1-11)
August (notes)	0	No (2-8)	0	No (2-8)	0	No (2-8)							5	Yes (1-11)

Notes:

1. Entitled to incentive pay based on that month's flights.
2. Begins a 3-month period.
3. New 3-month period does not begin, since this is the last month of first 3-month period.
4. New 3-month period does not begin, since flight requirements were not met for previous entire period.
5. Entitled to incentive pay based on 3-month period.
6. Entitled to incentive pay based on 2-month.
7. Injured in aircraft accident.
8. Not entitled to incentive pay, unless sufficient flights performed in following 1 or 2 month period.
9. Free entitlement period.
10. Two unused hours from January lost.
11. With excess hours available for application in 5 succeeding months as required.

ENCL (6) TO COMDTINST 7220.39

FLIGHT EXAMPLES INVOLVING BASIC GRACE AND FREE PERIODS

ENCL (6) TO COMDTINST 7220.39

Month	Hours Flown	Entitlement	Based on Hours Flown During	Excess and Unused Hours That Month	Excess and Unused Hours Accumulated	Pertinent Factors
16-31 Jan	3.3	Yes	Jan	1.3	1.3	Placed on flying
Feb	0	Yes	Jan 1.3; Mar 2.7	0	0	status 16 January
Mar	6.7	Yes	Mar	0	0	
Apr	9	Yes	Apr	5	5	
May	5.5	Yes	May	1.5	6.5	
Jun	0	Yes	Apr	0	2.5	
Jul	1.5	Yes	Jul 1.5; Apr 1; May 1.5	0	0	
Aug	2	No	(note 1)	2	2	
Sep	4	Yes	Sep	0	2	
Oct	5	Yes	Oct	1	3	
Nov	0	No	(note 2)	0	3	
Dec	3	Yes	Dec 3; Aug 1	0	2	
Jan	10	Yes	Jan	6	8	
Feb	0	Yes	Jan 3; Oct 1	0	3 (1 Aug Lost)	
Mar	0	Yes	Jan 3; May 1	0	0	
Apr	0	Yes	May 4	0	0	
May	10	Yes	May	1	1	
Jun	0	Yes	Aug 3; May 1	0	0	
Jul	0	Yes	Aug 4	0	0	
Aug	17	Yes	Aug	6	6	
Sep	0	Yes	Aug 4	0	2	
Oct	2	Yes	Oct 2; Aug 2	0	0	
Nov	12	Yes	Nov	8	8	Suspended 1 Dec
Dec	0	Yes	Nov 4 (note 3)	0	4	
Jan	0	Yes	Nov 4 (note 3)	0	0	
Feb	0	No	(note 4)	0	0	
Mar	0	No		0	0	Suspension ended
Apr	0	No		0	0	1 May
May	4	Yes	May	0	0	
Jun	30	Yes	Jun	26	26	20 Jun Physically
Jul	0	Yes	Jun 4	0	22	Incapacitated
Aug	0	Yes	Jun 4	0	18	
Sep	0	Yes	Jun 4	0	14	Suspended 1 Oct
Oct	0	Yes	Jun 4	0	10 (note 3)	
Nov	0	Yes	Jun 4	0	6 (note 3)	
Dec	0	No		0	0	
Jan	0	No		0	0	
Feb	0	No		0	0	
Mar	0	No		0	0	
Apr	9	Yes	Apr	5	5	Suspension ended 1 Apr

Notes:

1. No excess hours available from previous 5 months and deficiency not made up within 2 following months.
2. Insufficient excess hours available from previous 5 months. New 3 month period does not begin since requirements were not met for entire 3 month period of August through October.
3. Payment made after the suspension ended.
4. The 3 month grace period expired before suspension ended.

FLIGHT EXAMPLES INVOLVING SUSPENSION, GRACE PERIODS & EXCESS TIME

FLIGHT EXAMPLES INVOLVING SUSPENSION, GRACE PERIODS & EXCESS TIME

Aviation Incentive Pay Calculation Form

Member: Name I. M. FLYING **Rank/Rate** AM2 **SSN** 1234

Month	Actual Flt Hrs	Credited Flt Hrs	Pay Y/N	Month 1	Month 2	Month 3	Month 4	Month 5	Notes
JAN92	1.0	2.0	Y						BCFO 16 JAN 92 BGP 1.0 FM FEB 92
FEB 92	5.3	4.0	Y						EGP
MAR 92	4.1	4.0	Y	0.3					
APR 92	7.9	4.0	Y	0.1	0.3				
MAY 92	1.2	4.0	Y	-2.4 3.9	-0.1 0.1	-0.3 0.3			
JUN 92	1.5	0	N		1.5				BGP
JUL 92	4.1	4.0	Y			1.5			
AUG 92	3.8	4.0	Y	0.1			-0.2 1.5		EGP
SEP 92	0.0	0	N		0.1			1.3→	
OCT 92	5.2	4.0	Y			0.1			
NOV 92	2.2	4.0	Y	-1.2 1.2			-0.1 0.1		BGP 0.5 FM DEC 92
DEC 92	5.6	4.0	Y						
JAN 93	3.8	4.0	Y	-0.2 1.1					EGP
FEB 93	1.3	0	N		0.9				BGP
MAR 93	3.5	4.0	Y	1.3		-0.5 0.9			
APR 93	2.4	4.0	Y		-1.2 1.3		-0.4 0.4		EGP
MAY 93	3.9	4.0	Y			-0.1 0.1			
JUN 93	4.1	4.0	Y						

Audited by: Name _____ **Rank/Rate** _____ **Date** _____

DEPT. OF TRANSP., USCG, CG-5576 (11-93) LOCAL REPRO

Aviation Incentive Pay Calculation Form

Member: Name I. M. FLYING **Rank/Rate** AM2 **SSN** 1 2 3 4

Month	Actual Flt Hrs	Credited Flt Hrs	Pay Y/N	Month 1	Month 2	Month 3	Month 4	Month 5	Notes
JUL 93	1.2	0	N	0.1					BGP
AUG 93	2.0	0	N		0.1				
SEP 93	4.2	4.0	Y			0.1			EGP
OCT 93	5.1	4.0	Y	0.2			0.1		
NOV 93	3.6	4.0	Y	-0.1 1.1	-0.2 0.2			-0.1 0.1	
DEC 93	1.2	0	N		1.0				BGP
JAN 94	4.3	4.0	Y			1.0			
FEB 94	1.8	0	N	0.3 →			1.0 →		EGP ECFO 28 FEB 94
MAR 94	4.6	4.0	Y						BPFO 01 MAR 94 EPFO 31 MAR 94
APR 94	5.8	4.0	Y						BPFO 01 APR 94 EPFO 30 APR 94
MAY 94	2.9	0	N						BPFO 01 MAY 94 EPFO 31 MAY 94
JUN 94	1.7	0	N						BPFO 01 JUN 94 EPFO 30 JUN 94

Audited by: Name _____ **Rank/Rate** _____ **Date** _____

DEPT. OF TRANSP., USCG, CG-5576 (11-93) **LOCAL REPRO**

FLIGHT EXAMPLES INVOLVING SUSPENSION, FREE PERIOD & 6-MONTH PERIOD

Aviation Incentive Pay Calculation Form

Member: Name R. U. WETT **Rank/Rate** ASM3 **SSN** 6789

Month	Actual Flt Hrs	Credited Flt Hrs	Pay Y/N	Month 1	Month 2	Month 3	Month 4	Month 5	Notes
JUL 92	3.0	1.5	Y						BCFD 21 JUL 92
AUG 92	18.6	4.0	Y	1.5					
SEP 92	2.3	4.0	Y	-0.2 / 14.6	-1.5 / 1.5				
OCT 92	1.4	4.0	Y		-2.6 / 14.4				
NOV 92	0.0	4.0	Y			-4.0 / 11.8			
DEC 92	1.6	4.0	Y				-2.4 / 7.8		
JAN 93	3.5	4.0	Y					-0.5 / 5.4 →	
FEB 93	1.4	0	Y						BFP
MAR 93	0.0	0	Y	1.4					
APR 93	0.0	0	Y		1.4				EFP
MAY 93	0.0	4.0	Y			-1.4 / 1.4			BGP 1.8 FM JUN 92 0.8 FM JUL 92
JUN 93	5.8	4.0	Y						
JUL 93	5.2	4.0	Y						EGP
AUG 93	3.7	4.0	Y	-0.3 / 0.4					
SEP 93	0.0	0	N		0.1				SFS 03 SEP 93 BGP
OCT 93	0.0	0	N			0.1			
NOV 93	0.0	0	N				0.1		EGP
DEC 93	2.6	0	N					0.1 →	

Audited by: Name_____ **Rank/Rate**_____ **Date**_____

DEPT. OF TRANSP., USCG, CG-5576 (11-93) LOCAL REPRO

Aviation Incentive Pay Calculation Form

Member: Name R. U. WETT **Rank/Rate** ASM3 **SSN** 6789

Month	Actual Flt Hrs	Credited Flt Hrs	Pay Y/N	Month 1	Month 2	Month 3	Month 4	Month 5	Notes
JAN 94	6.2	4.0	Y						
FEB 94	4.6	4.0	Y	2.2					
MAR 94	1.5	4.0	Y	-0.3 / 0.6	-2.2 / 2.2				
APR 94	1.2	4.0	Y		-0.3 / 0.3				B6MP 2.5 FM JUL 94
MAY 94	0.0	4.0	Y						4.0 FM JUL 94
JUN 94	0.0	4.0	Y						3.4 FM AUG 94 0.6 FM SEP 94
JUL 94	10.5	4.0	Y						
AUG 94	7.4	4.0	Y						
SEP 94	7.0	4.0	Y						E6MP
OCT 94	3.6	4.0	Y	-0.4 / 2.4					
NOV 94	3.0	4.0	Y		-1.0 / 2.0				
DEC 94	2.5	3.0	Y			-0.5 / 1.0 →			ECFO 22 DEC 94

Audited by: Name _____ **Rank/Rate** _____ **Date** _____

DEPT. OF TRANSP., USCG, CG-5576 (11-93) LOCAL REPRO

RULE	A When a member under current flight orders is	B and	C and	D then flying pay
1	sick in the line of duty	flight orders remain in effect	member's meets or has met flight requirements or flight requirements do not apply	continues for the period of illness.
2	on authorized leave in a pay status			continues for the period of leave. (note 1)
3	on TAD			continues for the TAD period.
4	in a travel status (including authorized delay en-route on change of station)			continues for the period of travel.
5	in arrest or confinement			continues for the period of arrest or confinement. (note 2)
6	a reservist released from active duty of more than 30 days	orders are not issued directing relief from all assigned duties	member has met flight requirements	continues for the period of allowable travel time to home. (note 3)
7	discharged and immediately reenlists at the same station without a break in service	flight orders are not specifically terminated		entitlement is determined as if there had been no discharge.
8		flight orders are specifically terminated		ceases on the date stated in the orders.
9	incapacitated as a result of performance of flying duty			is payable
10	an enlisted crewmember whose flight orders include a termination date	is involuntarily removed from flying duty (note 4)	was given less than 120 days advance notice of removal from flying duty (note 5)	continues either for 120 days after the date notified of such removal or until the original flight orders termination date, whichever occurs first, without regard to the flight requirements.
11	an enlisted crewmember whose flight orders do not include a termination date			continues for 120 days after the date on which notified of such removal without regard to the flight requirements.

Notes:

1. Do not count flights performed while on leave for pay purposes.
2. If flight orders are suspended at time of arrest or confinement, and the suspension is removed or terminated within the 3 months period, the member is entitled to flying pay if flight requirements are met.
3. Do not pay flying pay beyond the last day of the calendar month for which requirements are met.
4. A member is not considered to be involuntarily removed from flying duty upon separation, confinement, relief for cause, reduction in grade, medical unfitness, absence without leave, PCS transfer due to completion of standard tour, or transfer to ground duty at own request.
5. Advance notice of removal from flying duty shall be issued by competent authority in writing. Advance notice may be provided verbally if a suitable memorandum for the record is made and is later followed by written notification.

ENCL (7) TO COMDTINST 7220.39

Aviation Incentive Pay Calculation Form

Member: Name_____ **Rank/Rate**_____ **SSN (LAST 4)**_____

Month	Actual Flt Hrs	Credited Flt Hrs	Pay Y/N	Month 1	Month 2	Month 3	Month 4	Month 5	Notes

Audited by: Name_____ **Rank/Rate**_____ **Date**_____

DEPT. OF TRANSP., USCG, CG-5576 (11-93) **LOCAL REPRO**

ENCL (8) TO COMDTINST 7220.39

PHS 2814
REV 4/81

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE

FLIGHT CERTIFICATE

NAME AND RANK *(PHS Officer)*	DESIGNATION
	P.O. NUMBER

AUTHORIZED FLIGHT DUTY

_____ 19__

FLIGHT RECORD:

FROM _____, 19__, TO _____ 19__

PLANE IDENTIFICATION NUMBER	DATE	STATION		FLIGHT TIME			
		FROM	TO	TAKE-OFF	LANDED	TOTAL	
						HRS.	MIN.

DATE	SIGNATURE OF PHS OFFICER

CERTIFICATE

I certify that under orders of competent authority in force during the above indicated periods the individual whose name is listed hereon was in a flying status and has fulfilled all flight requirements and conditions in force during such periods; that such flights were performed while in a duty status and in the capacity designated hereon; and that the above entries have been verified by me with the entries in the organization flight log and the aircraft books or records of the aircraft in which the flights were performed.

DATE	TYPED NAME & GRADE OF OFFICER CERTIFYING	SIGNATURE OF OFFICER CERTIFYING

☆U.S. Government Printing Office: 1986—491-338/47832