

# Aviation Career Incentive Pay

## Overview

---

**Introduction** This section provides the procedures for starting, suspending or terminating, correcting, and recouping Aviation Career Incentive Pay. ACIP is paid to certain officers who are qualified for aviation service.

---

**Reference** The following references provide additional information about Aviation Career Incentive Pay.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 5](#)
  - [Management And Administration of Aviation Career Incentive Pays COMDTINST 7220.39 \(series\)](#)
- 

**Procedures** Aviation Career Incentive Pay entries must be routed to a supervisor/auditor with either CGHR SUP or CGHR SICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide. Use earnings type “ESACIP” for first time establishment of aviation service information. Use the other earning types when the member has been established in DIRECT ACCESS or JUMPS. ACIP automatically stops at 25 years aviation service. If authorized to continue ACIP past 25 years, a new entitlement row must be created with the “ACIP25” earnings code.

This includes the following (which were separate under SDA II)

P105 Establish officer as an aviator: If user is initially entering aviation information they would do Earn Code ACI Earn Type ESACIP and fill in the detail panel.

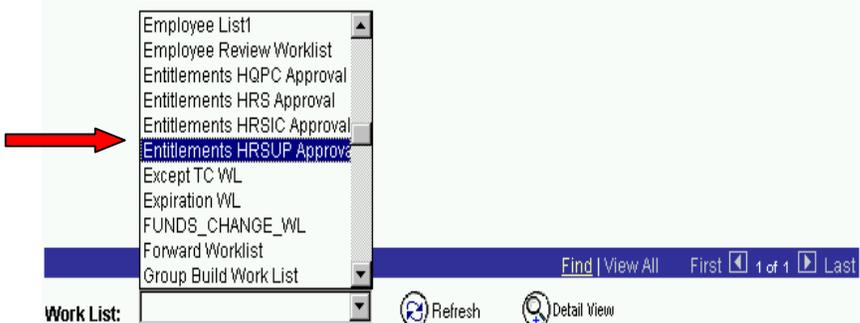
P671, Suspend or Terminate: When you put in a Stop Date and mark the Suspend or Stop box a P671 is transmitted. JUMPS will automatically terminate an officer's ACIP upon the officer attaining 25 years aviation service, and a Stop transaction should not be submitted. A Stop transaction should only be submitted if an officer's entitlement to ACIP is terminated because: (a) the officer reaches the 12-year or 18-year Gate and fails to meet OPFLY requirements prescribed in section 5.A.5, CG Pay Manual; or (b) the officer is in a monthly, vice continuous, ACIP status and fails to meet minimum flight requirements prescribed in sections 5.A.6 and 5.A.10, CG Pay Manual. A Suspend transaction should be submitted if an officer's entitlement to ACIP is suspended under section 5.A.18, CG Pay Manual.

ACIP Will automatically stop upon PCS if the SPO does not check the Continue ACIP block when preparing the PCS Departing Endorsement.

---

# Aviation Career Incentive Pay

Start DIRECT ACCESS, [sign-in](#) and follow these steps to start, suspend, terminate, correct, or recoup Aviation Career Incentive Pay.

Step	Action															
1	<p><b>Select</b> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Employee Entitlements</b></p> <p><b>CGHRSUP User</b> - access via their DIRECT ACCESS work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.</p> 															
2	<p>A search page will appear. <b>Enter</b> the member's Employee ID number or other search criteria and <b>click</b> the <b>Search</b> button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Advanced Technique</b></p> <p>You may select the input mode by checking the <input type="checkbox"/> <b>Include History</b> box. Correct History is automatically checked for all entitlements. The system will automatically default to the last method you selected. See Step 4 for more information.</p> </div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p> <p><b>CGHRSUP Users</b> - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="5">Worklist for MAPL0807: Mark A Planitz</th> </tr> <tr> <th style="text-decoration: underline;">From</th> <th style="text-decoration: underline;">Date From</th> <th style="text-decoration: underline;">Work Item</th> <th style="text-decoration: underline;">Link</th> <th></th> </tr> </thead> <tbody> <tr> <td>John A. Herman</td> <td>09/04/2002</td> <td>Entitlements HRSUP Approval</td> <td><a href="#">1077911_0_CF1_2002-09-01_HDIPCM_0_000004</a></td> <td>  Mark Worked            Reassign         </td> </tr> </tbody> </table>	Worklist for MAPL0807: Mark A Planitz					From	Date From	Work Item	Link		John A. Herman	09/04/2002	Entitlements HRSUP Approval	<a href="#">1077911_0_CF1_2002-09-01_HDIPCM_0_000004</a>	 Mark Worked  Reassign
Worklist for MAPL0807: Mark A Planitz																
From	Date From	Work Item	Link													
John A. Herman	09/04/2002	Entitlements HRSUP Approval	<a href="#">1077911_0_CF1_2002-09-01_HDIPCM_0_000004</a>	 Mark Worked  Reassign												

*Continued on next page*

# Aviation Career Incentive Pay

3

Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

The screenshot shows a web interface titled "Entitlements" with a "View All" button and navigation arrows. It displays two rows of entitlements:

Code	Description	Action	Details	Action
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-	+

At the bottom, there are buttons for "Save", "Return to Search", "Update/Display", "Include History", and "Correct History". Navigation links for "Employee Entitlement Summary" and "Employee Entitlement Detail" are also present.

Select [View All](#) in the title bar.

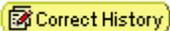
**CGHRSUP User** - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the **Continue** button in the same row and then proceed to Step 7.

The screenshot shows the "Entitlements" panel with "View All" selected in the title bar. A red arrow points to the "Continue" button for the first row:

Code	Description	Action	Details	Action
CF1	Aviation Crew & Non-Crew HDIP	Continue	*Aviation Crew Member Hazardous Started 2002-09-01	+
FDH	Flight Deck Hazardous Duty Pay	Continue	Flight Deck Hazardous Duty Inc Stopped 1995-10-31	+
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-06-29	+
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-11-30	+

A "Save" button is visible at the bottom left. Navigation links for "Employee Entitlement Summary" and "Employee Entitlement Detail" are at the bottom.

## Aviation Career Incentive Pay

4	<p><b>Select</b> the  button located at the bottom right-hand portion of the screen so that all Aviation Career Incentive Pay will be shown in the next panel. The  button is automatically checked.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="285 432 1378 877" style="border: 1px solid black; padding: 10px;"><ul style="list-style-type: none"><li>➤ You may use the  button to start a Aviation Career Incentive Pay; however, we recommend using the “Include History” mode so all payments will display.</li><li>➤ Use the  button to view all payments of a Aviation Career Incentive Pay. Only new entitlements can be entered in this mode.</li><li>➤ Use the  button to update or delete entries of a Aviation Career Incentive Pay. A listing of all payments will be displayed.</li></ul></div>
5	<p><b>If an Aviation Career Incentive Pay row exists in the Summary Panel...</b></p> <p><b>Click</b> the  button adjacent to Aviation Career Incentive Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If an Aviation Career Incentive Pay row doesn't exist in the Summary Panel...</b></p> <p><b>Click</b> a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, <b>type</b> “ACI” in the look-up box   or use the magnifying glass to search for and select the Aviation Career Incentive Pay earning code.</p> <p>Then <b>click</b> the  button adjacent to Aviation Career Incentive Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

*Continued on next page*

# Aviation Career Incentive Pay

6

**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

Follow these procedures to bypass the Employee Entitlement Summary Panel.

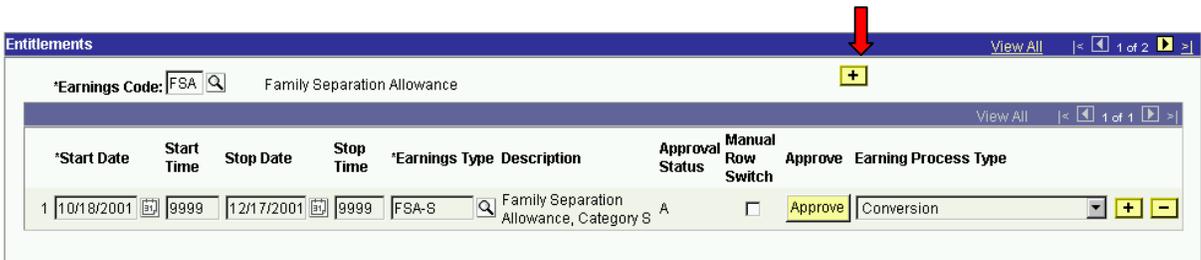
Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select the  **Include History** button located at the bottom right-hand portion of the screen so that all Aviation Career Incentive Pay entries will be shown.

Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “ACI” Earnings Code. If the Aviation Career Incentive Pay code isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.

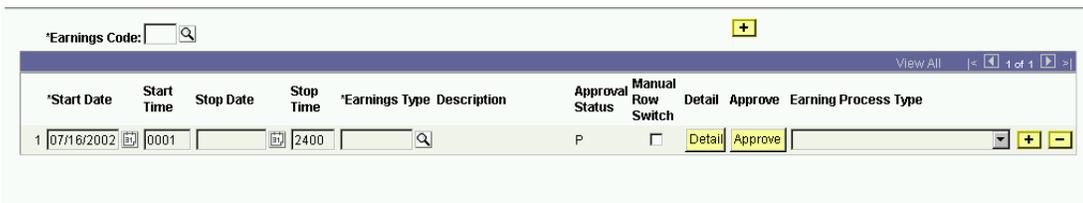


Entitlements

\*Earnings Code: FSA Family Separation Allowance

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 10/18/2001	9999	12/17/2001	9999	FSA-S Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following screen appears below the previous entitlement...



\*Earnings Code: P

*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/16/2002	0001	2400			P	<input type="checkbox"/>	Detail	Approve	

Type “ACI” in the Earnings Code field or use the magnifying glass  to search and select the Aviation Career Incentive Pay Earnings Code.



Entitlements

\*Earnings Code: ACI Aviation Career Incentive Pay

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 11/13/2002	0000	0000		<input type="checkbox"/>	<input type="checkbox"/>		P	<input type="checkbox"/>	Approve	

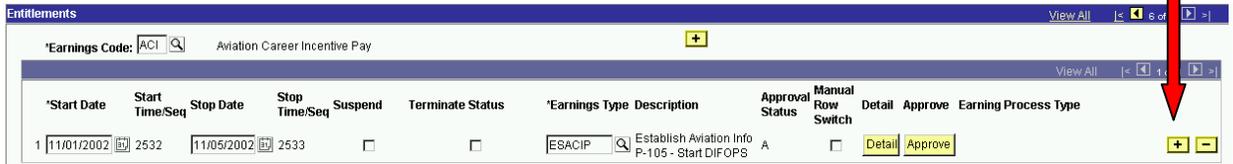
Continued on next page

# Aviation Career Incentive Pay

7

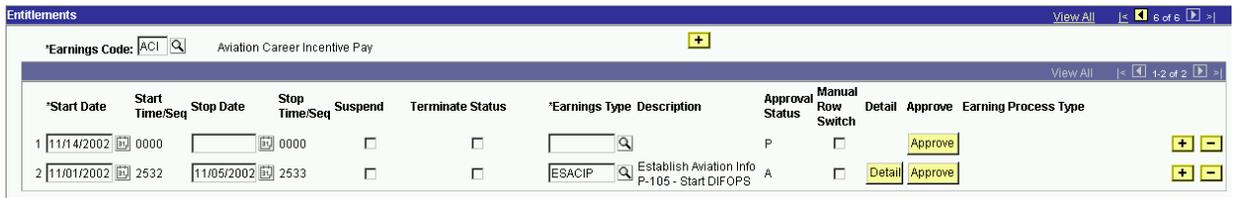
## Starting Aviation Career Incentive Pay (See Steps 8-11 for other options)

If an Aviation Career Incentive Pay row already exists, click the  button in the  mode as shown below.



The screenshot shows the 'Entitlements' window with 'Earnings Code: ACI' and 'Aviation Career Incentive Pay'. A table contains one row with the following data: Start Date: 11/01/2002, Start Time/Seq: 2532, Stop Date: 11/05/2002, Stop Time/Seq: 2533, Suspend: , Terminate Status: , Earnings Type: ESACIP, Description: Establish Aviation Info P-105 - Start DIFOPS, Approval Status: A, Manual Row Switch: , and buttons for Detail and Approve. A red arrow points to a plus button at the end of the row.

The following entry line appears...



The screenshot shows the 'Entitlements' window with two rows. Row 1: Start Date: 11/14/2002, Start Time/Seq: 0000, Stop Date: 0000, Stop Time/Seq: 0000, Suspend: , Terminate Status: , Earnings Type: (blank), Description: (blank), Approval Status: P, Manual Row Switch: , buttons for Approve and Detail. Row 2: Start Date: 11/01/2002, Start Time/Seq: 2532, Stop Date: 11/05/2002, Stop Time/Seq: 2533, Suspend: , Terminate Status: , Earnings Type: ESACIP, Description: Establish Aviation Info P-105 - Start DIFOPS, Approval Status: A, Manual Row Switch: , buttons for Detail and Approve.

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format. <b>This date is extremely important especially for ESACIP. If the tech forgets to change the date to the date ACIP should start then it cannot be deleted and PSC must be contacted for corrective action. For student aviators, the Start Date will be the date the officer enters flight training. For direct commission aviators, the Start Date will be the constructive date the officer executed orders to the CG Academy for indoctrination. ESACIP start date must be = or &gt; the aviation service date.</b>
Start Time	Pre-filled
Stop Date	Leave this field blank when starting ACIP
Stop Time	Pre-filled
Suspend	Not used when starting ACIP.
Terminate	Not used when starting ACIP.
Earnings Type	<b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. <b>(CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)</b>
Manual Row Switch	<b>Select</b> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>

*Continued on next page*

# Aviation Career Incentive Pay

## Step 7 (Cont'd)

7

Click the **Detail** button to bring up the Supporting Data screen below (if applicable): **Note: The detail panel is only used when establishing aviation service information via the “ESACIP” earnings type.**

**Supporting Data**

0000000      ACI    11/13/2002      ESACIP

Aviation Service   Gate 1 OPFLY:

Date:

Aviation Service Entry   Gate 2 OPFLY:

Date:

Officer Service Date:        TOTAL

OPFLY:

Field	Action
<b>Aviation Service Date</b>	Enter the constructive date that the member began flying as an officer in MMDDYYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Aviation Service Date. The Aviation Service Date cannot be prior to the member's Officer Service Date or Pay Entry Base Date. Normally, the Aviation Service Date is the same as the Aviation Service Entry Date; the only time it is different is if the officer was commissioned as an officer <u>after</u> beginning flight training.
<b>Aviation Service Entry Date</b>	Enter the constructive date that the member first reported under orders to an aviation facility for flight training. Enter the date in MMDDYYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Aviation Service Entry Date. The Aviation Service Entry Date cannot be prior to the member's Pay Entry Base Date. Normally, the Aviation Service Entry Date is the same as the Aviation Service Date; the only time it is different is if the member began flight training <u>before</u> being commissioned as an officer.
<b>Officer Service Date</b>	Enter the constructive date that the member was commissioned as an officer or warrant officer in MMDDYYYY format, or use the calendar button to select the desired date. Prior active and inactive service is creditable for computation of the Officer Service Date. The Officer Service Date cannot be prior to the member's Pay Entry Base Date.
<b>Gate 1 OPFLY</b>	If the member has over 12 years prior aviation service (Aviation Service Entry Date + 12 years), enter the amount of OPFLY time the member had at the 12 year Gate in YYMM format. If the member does not have over 12 years prior aviation service, leave this field blank.
<b>Gate 2 OPFLY</b>	If the member has over 18 years prior aviation service (Aviation Service Entry Date + 18 years), enter the amount of OPFLY time the member had at the 18 year Gate in YYMM format. If the member does not have over 18 years prior aviation service, leave this field blank.
<b>Total OPFLY</b>	If the member has prior aviation service, enter the amount of OPFLY time the member has in YYMM format. This amount should be equal to the amount of time between the Start Date (transaction effective date) and the Aviation Service Entry Date.

Click the **OK** button when finished

# Aviation Career Incentive Pay

## Step 7 (Cont'd)

<p><input type="button" value="Approve"/></p>	<p><b>Click</b> the <input type="button" value="Approve"/> button and the following screen appears.</p> <p><b>Supporting Data</b></p> <p>0000000 ACI 11/13/2002 ESACIP</p> <p>Approval Status: Pending      Originator ID:</p> <p>Role Name: <input type="text" value="CGHRSUP"/>      Approver EmpID: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="OK"/>   <input type="button" value="Cancel"/></p> <p><b><u>CGHRS or CGHRSIC (Clerk) Action</u></b> <b>Complete the following steps to route the entitlement for approval:</b></p> <p><b>Leave</b> the Approval Action field set to “Approve”.</p> <p><b>Type</b> the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.</p> <p><b>Click</b> the <input type="button" value="OK"/> button to return to the Entitlements panel.</p> <p><b><u>CGHRSUP or CGHRSICSUP Users</u></b> <b>Take the following steps to approve, deny, or recycle the entitlement.</b></p> <p><b>Leave</b> the Approval Action field set to “Approve” or <b>Click</b> the drop down arrow to change the approval action.</p> <p><b>Choose</b> “Deny” if the entitlement is either inaccurate or improper. <b>Important!</b> Please delete the row after selecting this option by clicking the <input type="button" value="-"/> button in the Entitlements panel.</p> <p><b>Choose</b> “Recycle” if kicking back the entitlement for further revision. <b>Important!</b> Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.</p> <p>Disregard the Supervisor ID field.</p> <p><b>Click</b> the <input type="button" value="OK"/> button to return to the Entitlements panel.</p>
---	--

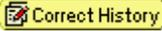
# Aviation Career Incentive Pay

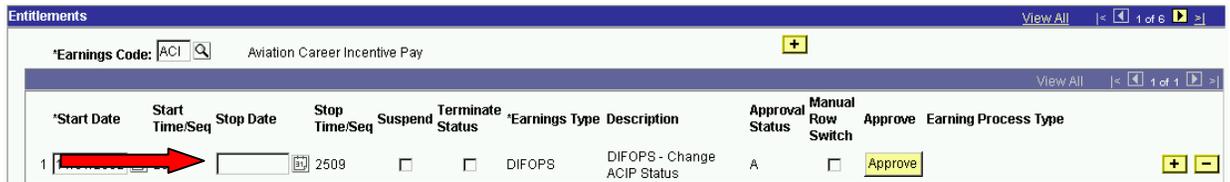
## Step 7 (Cont'd)

Field	Action
Earnings Process Type	Not Required. Disregard this field.
	<p><a href="#">Click</a> this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> <b>Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid. Once saved, the item will disappear from your work list.</u></b></p>

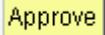
8

## To Suspend or Terminate Aviation Career Incentive Pay

In the  mode, find the row to suspend or terminate. The stop date will be blank as shown below:



Enter the following information...

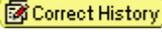
Field	Action
Stop Date	<a href="#">Enter</a> the last day of entitlement by using the calendar button  to select the date. You can also <a href="#">Click &amp; Drag</a> over the date field then <a href="#">Type</a> the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Suspend	<a href="#">Check</a> this block if suspending ACIP.
Terminate Status	<a href="#">Check</a> this block if terminating ACIP.
Manual Row Switch	<a href="#">Select</a> this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b>
	<a href="#">Click</a> this button to stop payment of Aviation Career Incentive Pay. See step 7 for instructions on routing entries for approval.
	<a href="#">Click</a> this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.

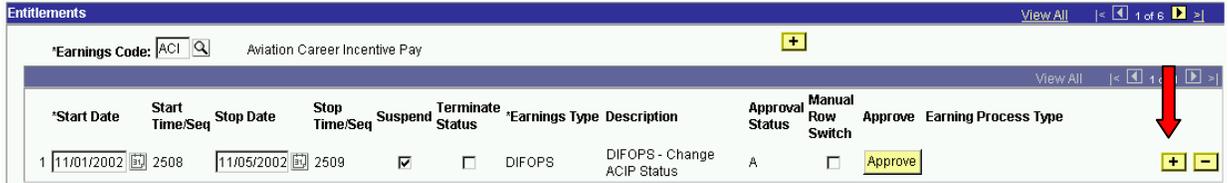
*Continued on next page*

# Aviation Career Incentive Pay

9

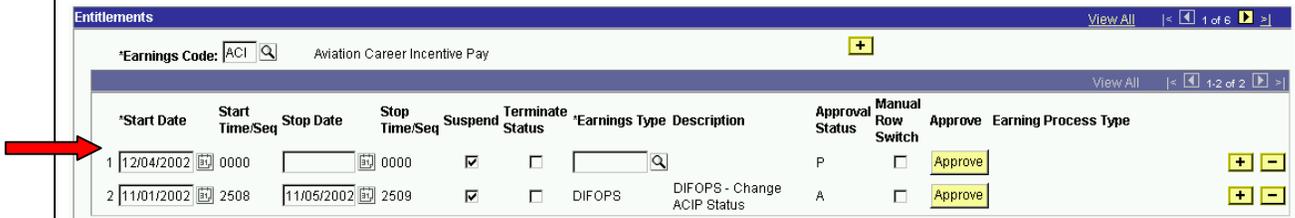
## To Remove Suspension of Aviation Career Incentive Pay

In the  mode, find the row that was suspended as shown below (The suspend box will be checked.) Click the  button shown below to create a new row.



*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
11/01/2002	2508	11/05/2002	2509	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIFOPS	DIFOPS - Change ACIP Status	A	<input type="checkbox"/>	Approve	

A row will appear as shown below.



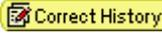
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
12/04/2002	0000		0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>			P	<input type="checkbox"/>	Approve	
11/01/2002	2508	11/05/2002	2509	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIFOPS	DIFOPS - Change ACIP Status	A	<input type="checkbox"/>	Approve	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <b>select</b> the desired date. You can also <b>Click &amp; Drag</b> over the date field to select the date then <b>Type</b> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Leave this field blank when removing a suspension of ACIP
Stop Time	Pre-filled
Suspend	 <b>Click the checked box to Remove the Suspension flag. Do not omit this step.</b>
Terminate	Not used when removing a suspension.
Earnings Type	<b>Type</b> in the code if known or use the  to search and <b>select</b> from a listing of available earning types.   <b>Be sure to select a "Remove Suspension" earnings type from the list. Do not use DIFDEN, DIFOPS, or DIFPRO when removing a suspension.</b>
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	<b>Select</b> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.

# Aviation Career Incentive Pay

Continued on next page

10	<p><b><u>Correcting Aviation Career Incentive Pay</u></b></p> <p><b>Find</b> the Aviation Career Incentive Pay row to correct.</p> <p><b>Click &amp; Drag</b> over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p><b>Click</b> the  button located at the bottom left of the screen.</p> <p> To change the effective start date, you must delete the entire row (Step 10) and then start a new Aviation Career Incentive Pay entitlement (Step 7).</p>
11	<p><b><u>Deleting Aviation Career Incentive Pay</u></b></p> <p>In  mode, <b>find</b> the Aviation Career Incentive Pay row to delete.</p> <p><b>Click</b> on the  button located in the row to be deleted.</p> <p><b>Click</b> the  button located at the bottom left of the screen.</p> <p> The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.</p>

End