

Aviation Career Incentive Pay

Introduction This guide provides procedures for Aviation Career Incentive Pay (ACIP). This entitlement is paid to certain officers who are qualified for aviation service.

Topics The following topics are covered in this guide.

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Guiding Principles

Introduction This section provides the guiding principles for Aviation Career Incentive Pay.

References 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)
- [Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 \(SERIES\), Chaps 1 & 4](#)
- [CG Air Operations Manual, COMDTINST M3710.1 \(series\), Chap 8](#)

Warning: Do not attempt to input, correct or delete an ACIP transaction until reading and understanding the references listed above. This guide provides procedures for recording ACIP entitlement in Direct Access. It is not intended to duplicate policy guidance, which is available in the references.

Information 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 "Continue ACIP Past 25 Years" Change Type.

For Officers recalled to active duty from retirement with a break in service: Time spent in retired status is not used when determining an aviator's longevity for ACIP. Therefore, the ASD, ASED, and OSD, must be reset when a retired aviator is recalled to active duty with a break in service. Construct the ASD, ASED, and OSD, by adding time spent in a retired status to the officer's original dates.

For example, if an aviator's ASD, ASED, and OSD was 15 Jul 1987 and they retired on 1 September 2008 and are recalled to active duty on 1 February 2009, then their new ASD, ASED, and ASD will become 15 December 1987 (old date of 15 July 1987 + 5 months in retirement status).

ACIP will not stop automatically on the day of PCS departure. 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 DIFOPS, DIFPRO, or DIFDEN.

When an aviator reports to a new PCS station, if the aviator's flight status at the duty new station is different than at the old duty station (i.e., there is a change between DIFOPS, DIFDEN, or DIFPRO), the Reporting SPO must go to the ACIP page and add a row showing the new ACIP Type.

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Guiding Principles, Continued

**ACIP
Procedures
When
Entitlement is
Month-to-
Month**

If an officer has a month-to-month ACIP entitlement, the procedure is:

Start the ACIP with:

- ACIP Type = Duty in Flying Operations (DIFOPS)
- Payment Type = Month to Month ACIP
- Change Type = ACIP start;

AND ALSO build a future-dated ACIP row with:

- ACIP Type = Duty in Flying Denied (DIFDEN)
- Payment Type = Ineligible for ACIP
- Change Type = Not Eligible.

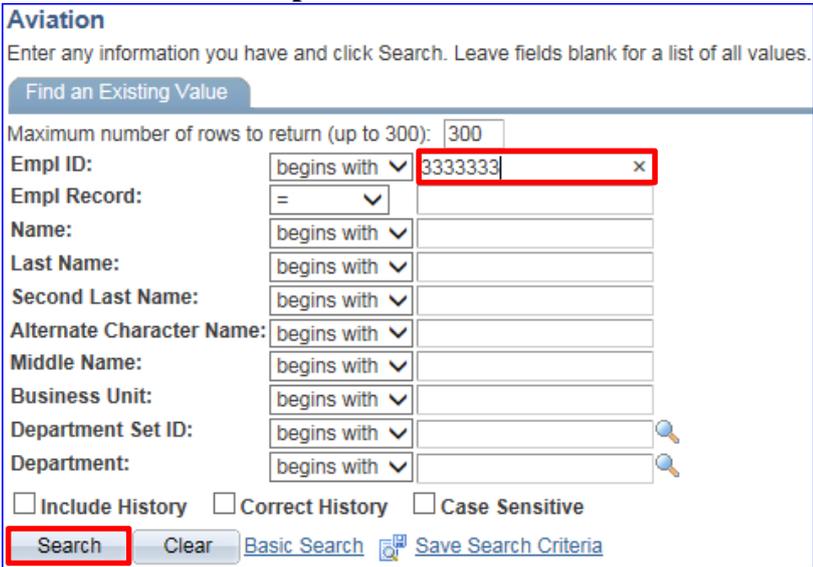
For example, if an aviator (not eligible for continuous ACIP) receives flight orders for the period 7/1 thru 7/31/2015 during which they'll fly 4 hours, the first ACIP row should have an Effective Date of 07/01/2015 to start eligibility, and a future-dated second row will need to be added with an Effective Date of 08/01/2015 showing the date ineligibility begins.

The effect is to start ACIP for July and stop it at the end of the month. This is necessary because there is no place to enter a stop date.

Establishing Officer as an Aviator and Starting ACIP

Introduction This section provides the procedure for starting Aviation Career Incentive Pay (ACIP).

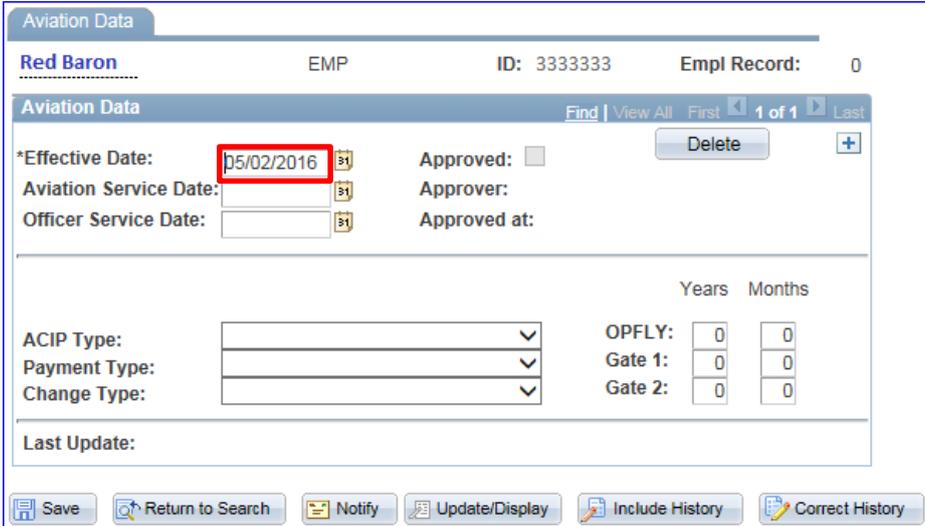
Procedure See Below.

Step	Action
1	<p>Select the ACIP link from the Active and Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "ACIP" is highlighted with a red rectangular box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>
2	<p>Enter the officer's Empl ID and click the Search button.</p>  <p>The screenshot shows the "Aviation" search interface. It includes a "Find an Existing Value" button, a "Maximum number of rows to return (up to 300):" field set to "300", and several search criteria fields: "Empl ID:", "Empl Record:", "Name:", "Last Name:", "Second Last Name:", "Alternate Character Name:", "Middle Name:", "Business Unit:", "Department Set ID:", and "Department:". The "Empl ID:" field has a dropdown menu set to "begins with" and the value "3333333" entered. The "Search" button is highlighted with a red rectangular box. Other buttons include "Clear", "Basic Search", and "Save Search Criteria". There are also checkboxes for "Include History", "Correct History", and "Case Sensitive".</p>

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Establishing Officer as an Aviator and Starting ACIP, Continued

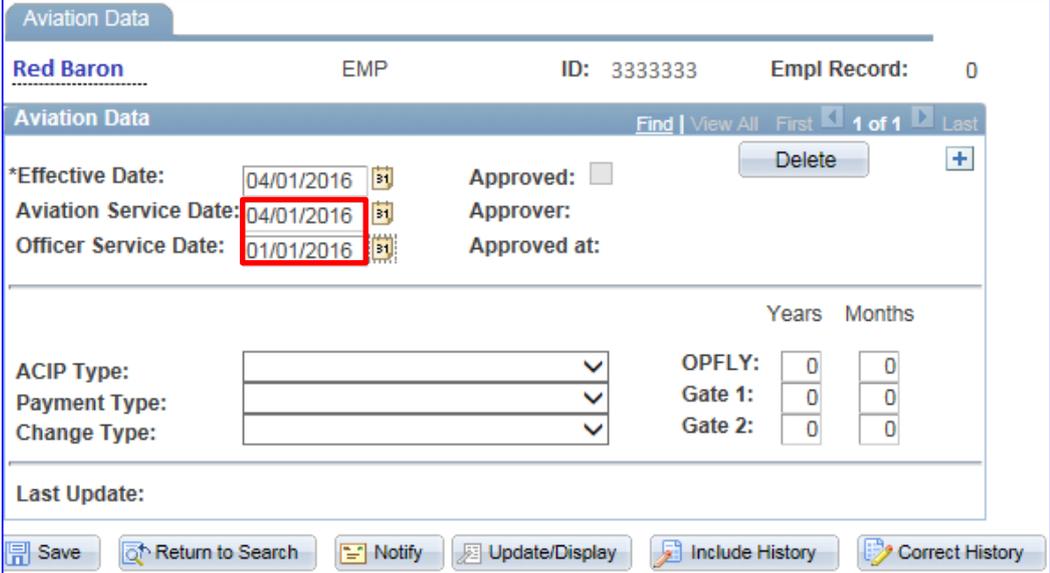
Procedure,
continued

Step	Action
3	<p>The ACIP page will display. The Effective Date defaults to the current date. Change it to the ACIP start date and refer to the Global Pay Knowledge Base and Chapter 5-A of the Coast Guard Pay Manual to determine the effective date to start ACIP.</p> 

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Establishing Officer as an Aviator and Starting ACIP, Continued

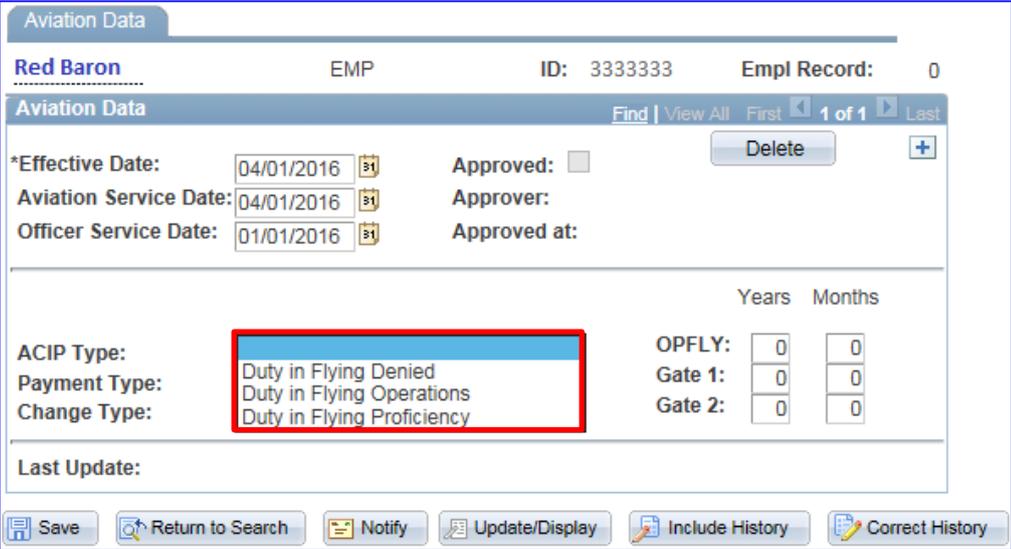
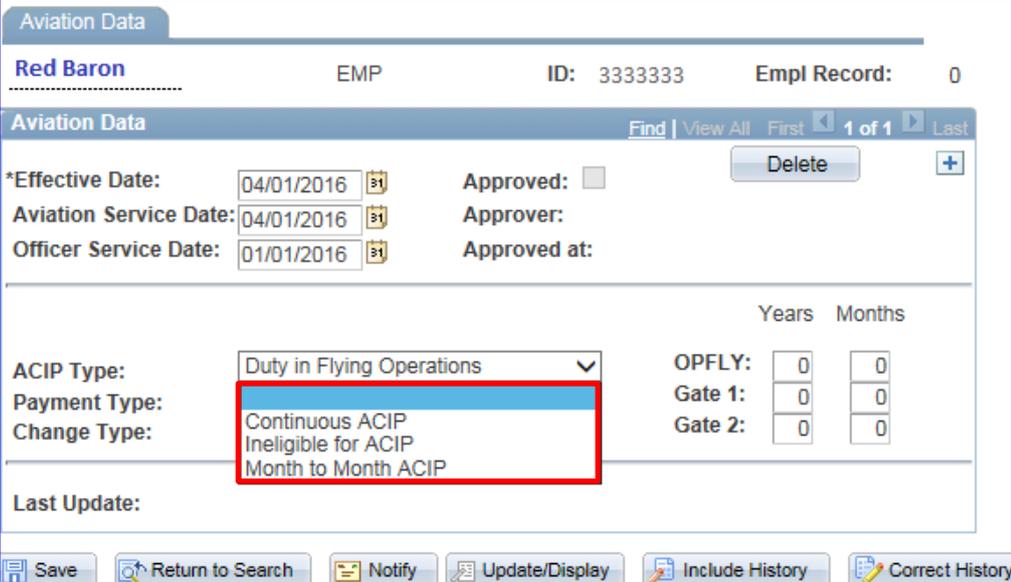
Procedure,
continued

Step	Action
4	<p>Because this is the first time this officer has been entitled to ACIP (in the Coast Guard), the Aviation Service Date and the Officer Service Date must also be entered.</p> <p>Aviation Service Date (ASD): Constructive date that an officer, warrant officer, or aviation cadet became qualified for aviation service. Prior active and inactive service (other than inactive service as a retiree) is creditable for computation of the ASD. A member's ASD may not be prior to the member's Officer Service Date (OSD) nor Pay Entry Base Date (PEBD).</p> <p>Officer Service Date (OSD): Constructive date a member became an officer, a warrant officer, or an aviation cadet. Prior active and inactive service (other than inactive service as a retiree) is creditable for computation of the OSD. A member's OSD may not be prior to the member's Pay Entry Base Date (PEBD).</p> <p>Once the ASD and OSD are entered in the system and the transaction is approved, they cannot be changed by the SPO. It is very important that these dates are constructed and entered accurately.</p> 

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Establishing Officer as an Aviator and Starting ACIP, Continued

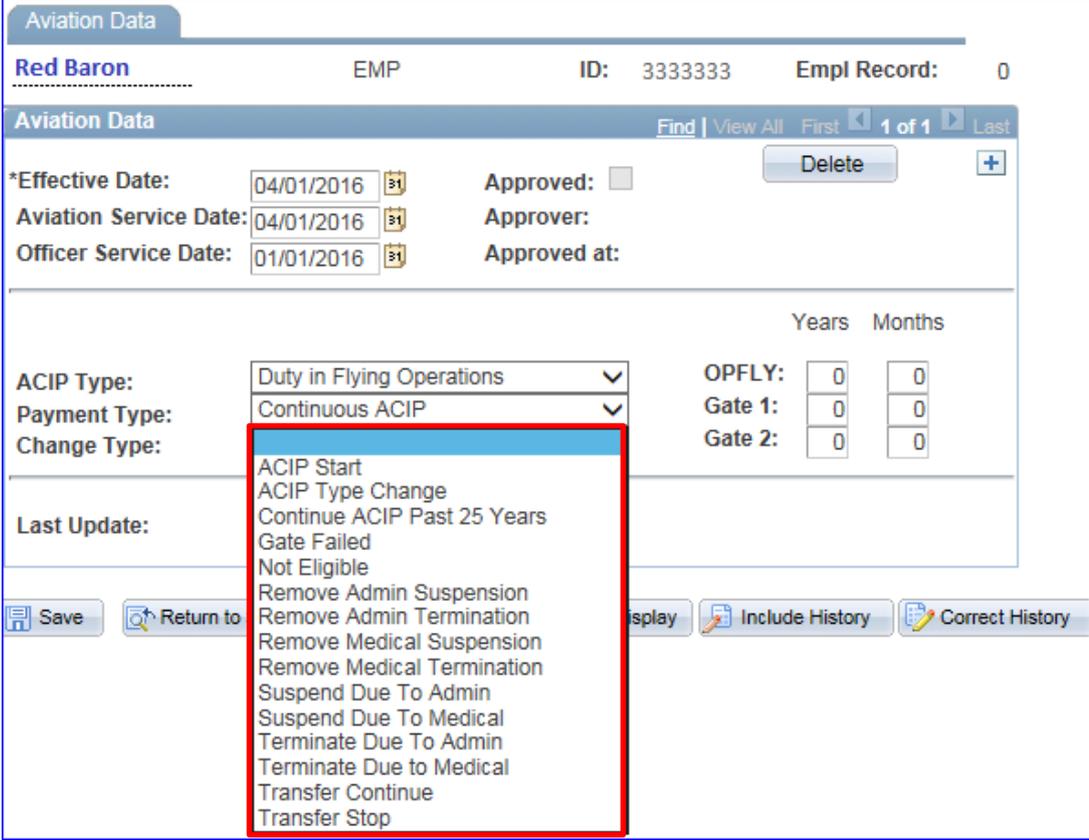
Procedure,
continued

Step	Action
5	<p>Select the ACIP Type. The ACIP type is usually specified on the officer's PCS orders in the notes or remarks section.</p>  <p>The screenshot shows the 'Aviation Data' form for officer Red Baron (EMP, ID: 3333333, Empl Record: 0). The form includes fields for Effective Date (04/01/2016), Aviation Service Date (04/01/2016), and Officer Service Date (01/01/2016). The ACIP Type dropdown is highlighted with a red box, showing three options: 'Duty in Flying Denied', 'Duty in Flying Operations', and 'Duty in Flying Proficiency'. The 'Payment Type' and 'Change Type' fields are currently empty. The 'Last Update' field is also empty. The bottom of the form has buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.</p>
6	<p>Select the Payment Type.</p>  <p>The screenshot shows the 'Aviation Data' form for officer Red Baron (EMP, ID: 3333333, Empl Record: 0). The form includes fields for Effective Date (04/01/2016), Aviation Service Date (04/01/2016), and Officer Service Date (01/01/2016). The ACIP Type dropdown is set to 'Duty in Flying Operations'. The 'Payment Type' dropdown is highlighted with a red box, showing three options: 'Continuous ACIP', 'Ineligible for ACIP', and 'Month to Month ACIP'. The 'Change Type' field is currently empty. The 'Last Update' field is also empty. The bottom of the form has buttons for Save, Return to Search, Notify, Update/Display, Include History, and Correct History.</p>

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Establishing Officer as an Aviator and Starting ACIP, Continued

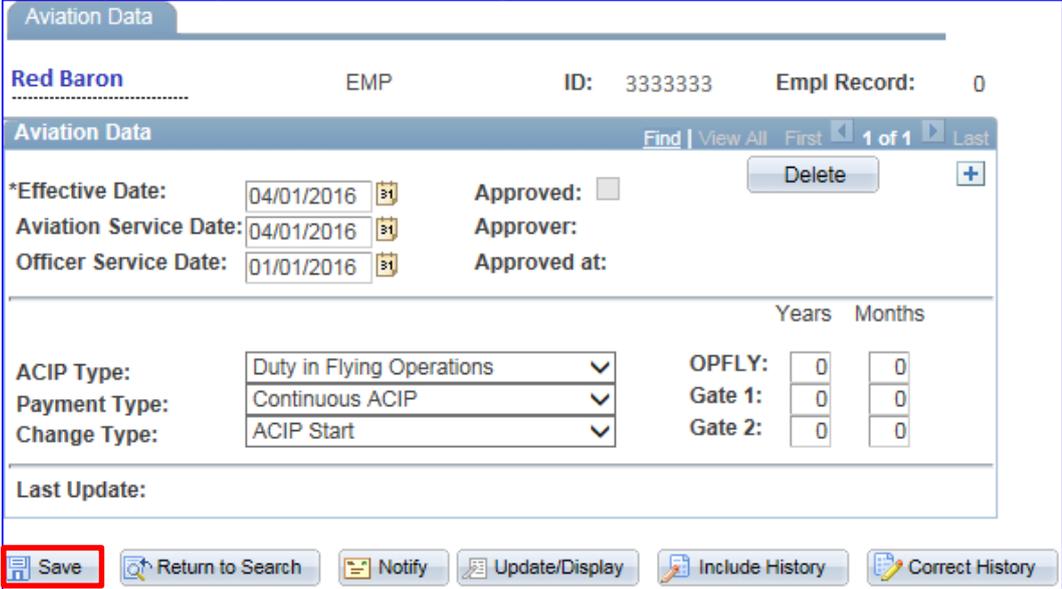
Procedure,
continued

Step	Action
7	<p>Select the Change Type.</p>  <p>The screenshot shows the 'Aviation Data' form for officer Red Baron (EMP ID: 3333333). The 'Change Type' dropdown menu is open, listing various options. The 'OPFLY' and 'Gate' fields are visible on the right side of the form.</p>
8	<p>The system will start counting Operational Flying Time (OPFLY) and the time towards Gate 1 and Gate 2 based on the ASD and ACIP Type entered throughout the officer's aviation career. If the officer has flight time from prior service, enter that flight time in the OPFLY years and months boxes.</p>  <p>The close-up shows the 'OPFLY', 'Gate 1', and 'Gate 2' fields, each with input boxes for 'Years' and 'Months'.</p>

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Establishing Officer as an Aviator and Starting ACIP, Continued

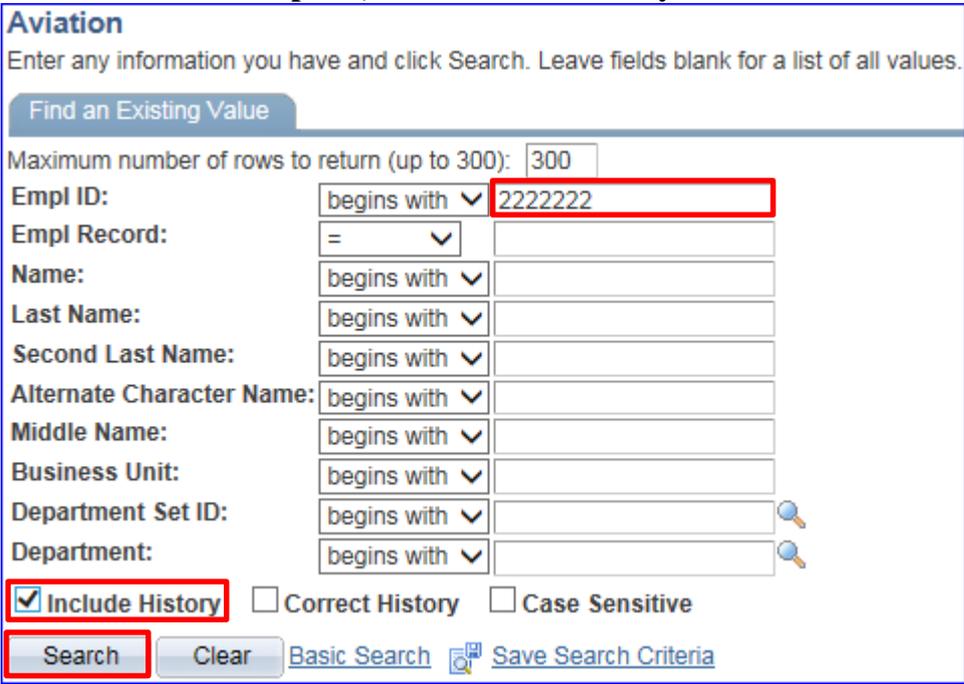
Procedure,
continued

Step	Action
9	<p>Click Save. Provide the auditor with the officer's PDR and the source documents used to create the transaction. For initial ACIP, the officer's PCS orders to flight school, or in the case of a Direct Commission Aviator, the EAD orders, are normally the only source document required.</p>  <p>The screenshot shows the 'Aviation Data' form for an officer named 'Red Baron' with ID 3333333. The form contains the following fields and values:</p> <ul style="list-style-type: none"> Effective Date: 04/01/2016 Aviation Service Date: 04/01/2016 Officer Service Date: 01/01/2016 ACIP Type: Duty in Flying Operations Payment Type: Continuous ACIP Change Type: ACIP Start Gate 1: 0 Years, 0 Months Gate 2: 0 Years, 0 Months <p>The 'Save' button at the bottom left of the form is highlighted with a red box.</p>

Suspending or Terminating ACIP

Introduction This section provides the procedure for suspending or terminating Aviation Career Incentive Pay (ACIP).

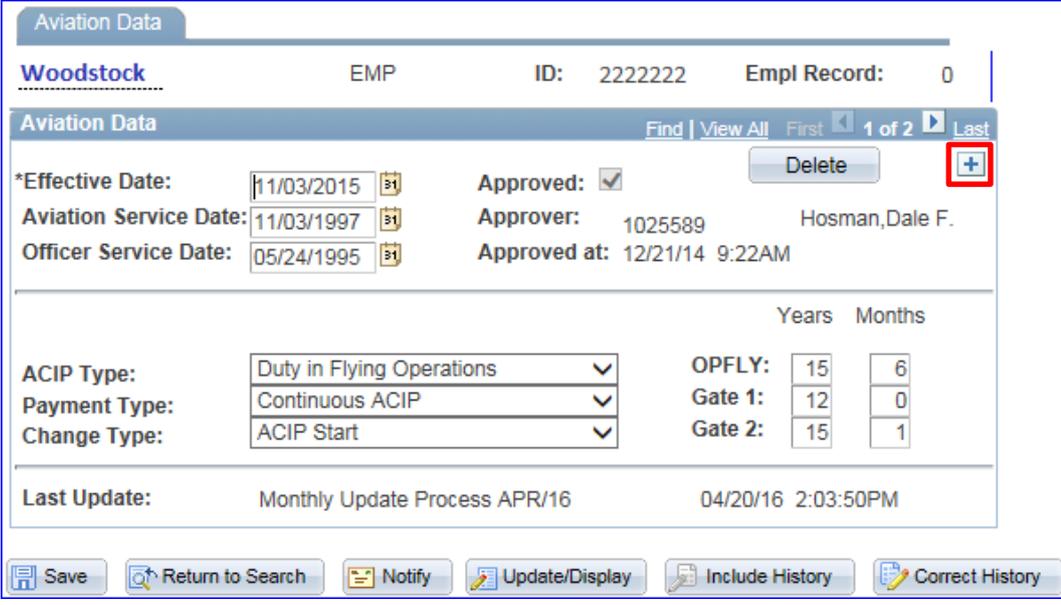
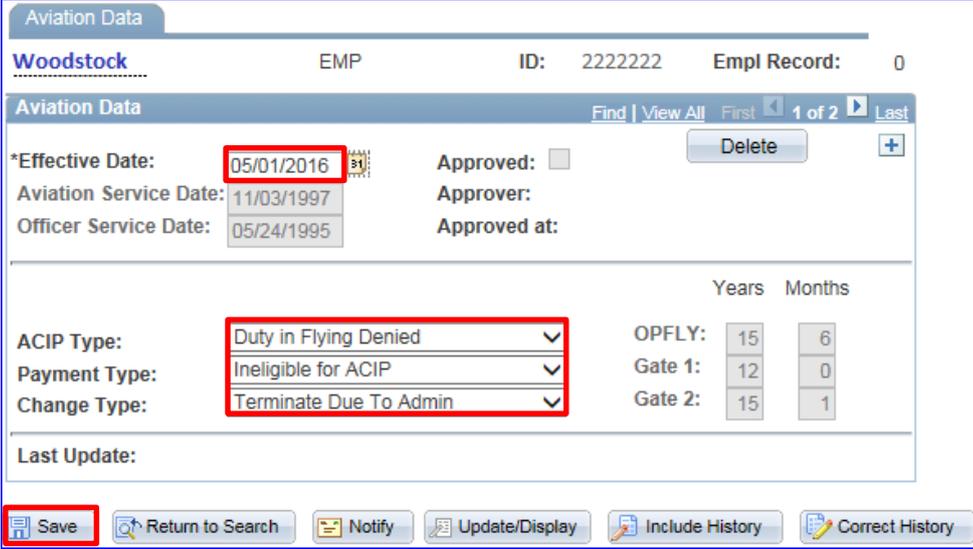
Procedure See Below.

Steps	Actions
<p>1</p>	<p>Select the ACIP link from the Active and Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "ACIP" is highlighted with a red box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>
<p>2</p>	<p>Enter the officer's Empl ID, select Include History and click the Search button.</p>  <p>The screenshot shows the "Aviation" search interface. It includes a search bar, a "Find an Existing Value" button, and a "Maximum number of rows to return (up to 300): 300" field. The "Empl ID" field is set to "2222222" and is highlighted with a red box. The "Include History" checkbox is checked and also highlighted with a red box. Other fields include Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department. The "Search" button is highlighted with a red box. There are also "Clear", "Basic Search", and "Save Search Criteria" buttons.</p>

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Suspending or Terminating ACIP, Continued

Procedure,
continued

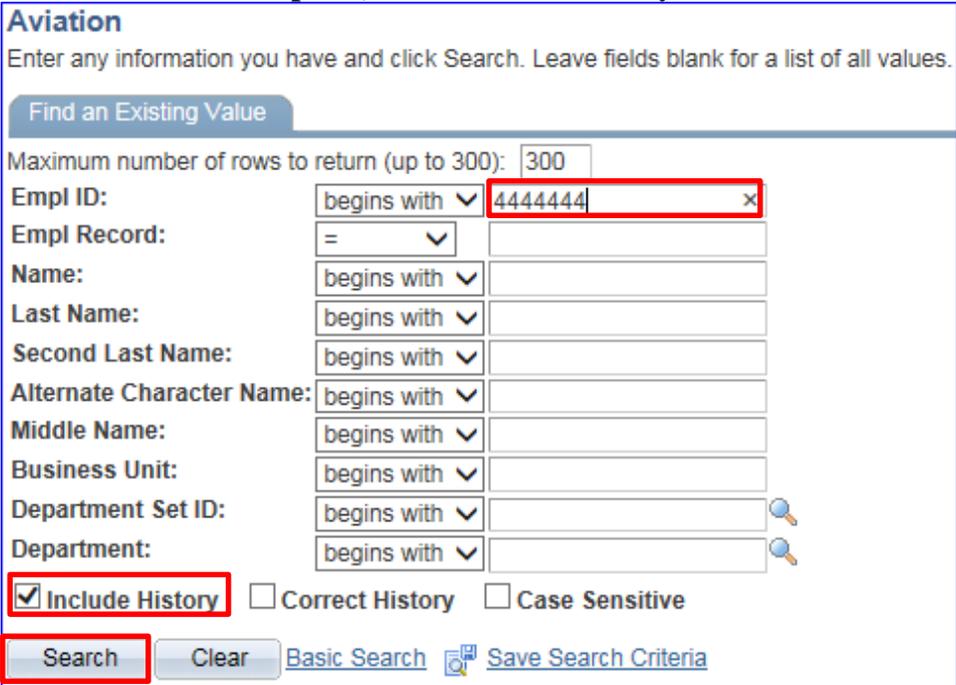
Steps	Actions
<p>3</p>	<p>Select the Insert Row button</p> 
<p>4</p>	<p>Update the Effective Date to the suspension/termination date. Select the appropriate ACIP Type (e.g. <i>Duty in Flying Denied</i>), Payment Type (e.g. <i>Ineligible for ACIP</i>), and Change Type (e.g. <i>Terminate Due to Admin</i>). Click the Save button.</p> 

Deleting ACIP

Introduction This section provides the procedure for deleting Aviation Career Incentive Pay (ACIP).

Information **The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.** Be sure you have the correct member.

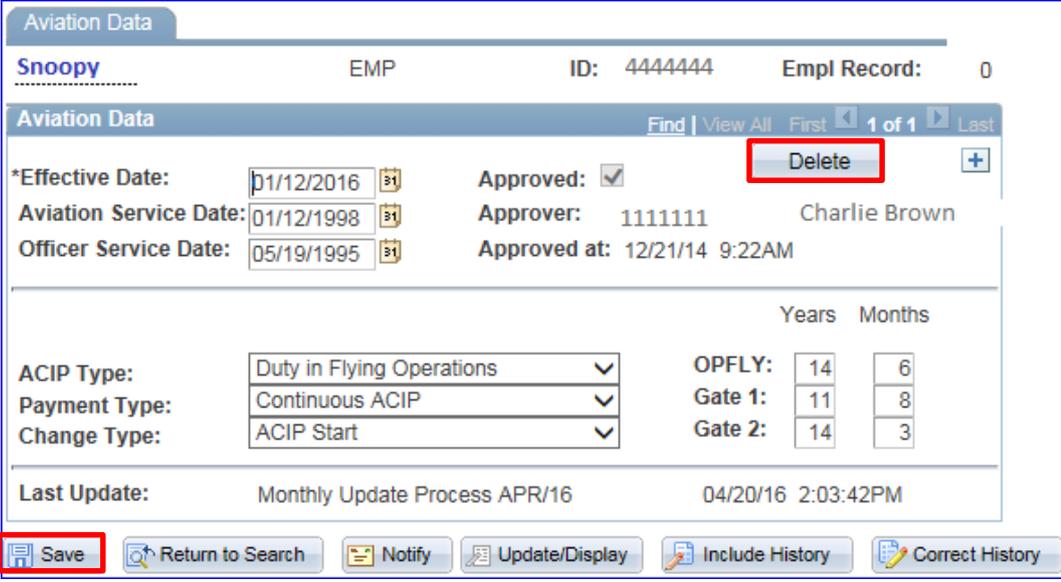
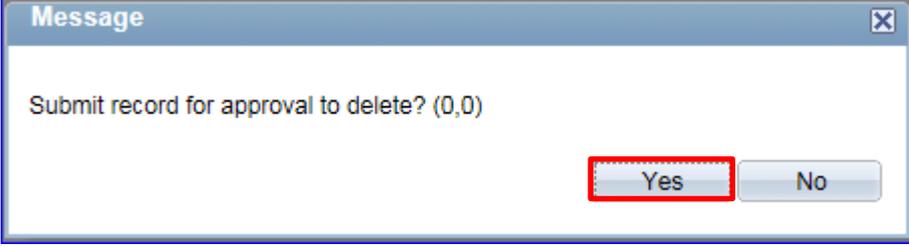
Procedure See Below.

Step	Action
1	<p>Select the ACIP link from the Active and Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a grid of links under the heading 'Active & Reserve Pay Shortcuts'. The 'ACIP' link is highlighted with a red rectangular box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>
2	<p>Enter the officer's Empl ID, select Include History and click the Search button.</p>  <p>The screenshot shows the 'Aviation' search interface. It includes a search bar, a 'Find an Existing Value' button, and a 'Maximum number of rows to return (up to 300):' field set to '300'. Below these are several search criteria fields: 'Empl ID' (set to '4444444'), 'Empl Record', 'Name', 'Last Name', 'Second Last Name', 'Alternate Character Name', 'Middle Name', 'Business Unit', 'Department Set ID', and 'Department'. The 'Include History' checkbox is checked and highlighted with a red box. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.</p>

Continued on next page

Deleting ACIP, Continued

Procedure,
continued

Step	Action
3	<p>Select the Delete button and click Save.</p>  <p>The screenshot shows the 'Aviation Data' form for employee 'Snooply' (EMP ID: 4444444, Empl Record: 0). The form includes fields for *Effective Date (01/12/2016), Aviation Service Date (01/12/1998), and Officer Service Date (05/19/1995). It also shows 'Approved' status (checked), Approver (1111111 Charlie Brown), and 'Approved at' (12/21/14 9:22AM). Below these are dropdowns for ACIP Type (Duty in Flying Operations), Payment Type (Continuous ACIP), and Change Type (ACIP Start). To the right are 'OPFLY' and 'Gate' counts. At the bottom, a 'Last Update' timestamp is shown. A toolbar at the bottom contains buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The 'Delete' button is highlighted in red in the top right, and the 'Save' button is highlighted in red in the bottom left.</p>
4	<p>The following message will appear. Select Yes to route the transaction for approval.</p>  <p>The screenshot shows a 'Message' dialog box with the text 'Submit record for approval to delete? (0,0)'. At the bottom right, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.</p>

Download the memo in MS Word file format: <http://www.uscg.mil/ppc/mas/ACIP%20MEMO%20TEMPLATE.docx>

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



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12938
18 Mar 2016

MEMORANDUM

From: J. E. Doe, CAPT
CG SECTOR Any Where

To: CG PPC (mas)

Subj: CORRECTIONS TO LTJG PETE MAVERICK (1234567) AVIATION CAREER INCENTIVE PAY

Ref: (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

1. Recommend corrections to LTJG Pete Maverick's Aviation Career Incentive Pay in accordance with reference (a).

2. After reviewing the enclosures, it has been determined that LTJG Maverick has been in a continuous flying status with no break in DIFOPS from 12 Feb 2004 through current date totaling 12 years and 1 month as listed below:

- 12 Feb 2004: Entry into U. S. Navy aviation service and begin receiving Aviation Career Incentive Pay (DIFOPS).
- 12 Feb 2004 to 15 Mar 2014: Continuous DIFOPS status. U.S. Navy Active Duty aviation assignment period with no break in aviation status (DIFOPS).
- 30 Mar 2014: Entry in U. S. Coast Guard aviation service and entitled to Aviation Career Incentive Pay (DIFOPS)
- 30 Mar 2014 to present date: Continuous DIFOPS aviation status.

3. My POC for this matter is my Senior Flight Officer, LCDR Top Gun at (123) 456-7892

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Enclosure: (1) U. S. Navy Flight Training Orders entitling Aviation Career Incentive Pay
(2) Officer Record Brief for LTJG Pete Maverick
(3) U. S. Navy Individual Flight Record and Flight Certificate
(4) Crew Member Training Record, DA Form 7122-R
(5) DD-214 for prior U. S. Navy Service
(6) Excel Spreadsheet ACIP calculation(s)