



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 7220.88
ASN (M&RA)
06 FEB 2018

SECNAV INSTRUCTION 7220.88

From: Secretary of the Navy

Subj: AVIATION INCENTIVE PAYS AND BONUS PROGRAM

Ref: (a) Title 37, United States Code
(b) DoD Instruction 7730.67 (series)
(c) ASD (M&RA) Memorandum, "Increase to Aviation Pays and Business Case Analysis Requirement," of 26 April 2017
(d) DoD 7000.14-R, Financial Management Regulation, Volume 7A
(e) OPNAVINST 7220.18 (series)
(f) MCO 1000.6 (series)

Encl: (1) Definitions
(2) Responsibilities
(3) Enlisted Critical Skill Incentive Pay Policy and Procedures
(4) Officer Aviation Bonus Policy and Procedures
(5) Officer Aviation Incentive Pay Policy and Procedures
(6) Officer Aviation Incentive Pay Flight Gate Waiver Policy and Procedures

1. Purpose. To establish and publish Department of the Navy policy and procedures for receipt of officer and enlisted aviation pays and officer aviation bonuses. This instruction should be reviewed in its entirety.

2. Cancellation. SECNAVINST 7220.87A.

3. Definitions. Enclosure (1) contains definitions of terms and acronyms used in this instruction.

4. Applicability. This instruction and all enclosures apply to all Navy and Marine Corps Regular and Reserve Component officers and enlisted personnel who meet the eligibility requirements for aviation pays and bonuses.

5. Policy

a. Aviation Incentive Pay (AvIP) and the Aviation Bonus (AvB) may be offered to eligible Regular and Reserve Component officers for continued aviation service in the Navy and Marine Corps, per Section 334 of reference (a), references (b) through (f), and guidance prescribed in this issuance;

b. Critical Skill Incentive Pay (CSIP) may be offered to eligible Regular and Reserve Component enlisted personnel serving in aeronautical career fields or skills designated as critical by the Navy and Marine Corps, per Section 353 of reference (a), reference (b), and the guidance prescribed in this issuance;

c. Payment of AvIP, AvB, and CSIP will be in addition to any other pay or allowance to which the Service Member is entitled, except where otherwise provided, per this issuance and reference (a);

d. Limitations and Restrictions

(1) Pursuant to 371(b) of reference (a), a Service Member may not receive a bonus or incentive pay pursuant to Subchapter I and Subchapter II of Chapter 5 of reference (a), for the same activity, skill, or period of service;

(2) Officers receiving AvIP pursuant to Section 334(a) of reference (a), may not receive Hazardous Duty Pay (HDP) pursuant to Section 351(a)2 of reference (a), or skill incentive pay or proficiency bonuses pursuant to Section 353 of reference (a), for the same skill and period of service;

(3) Enlisted Service Members receiving CSIP pursuant to Section 353(a) of reference (a), may not also receive HDP pursuant to Section 351(a)2 of reference (a), for the same period of service in the same career field or skill;

(4) Officers receiving AvBs pursuant to Section 334(b) of Title 37, U.S.C., may not receive payment pursuant to Sections 332 or 353 of reference (a), for the same skill and period of service;

(5) Enlisted Service Members may receive only one skill incentive payment in any given month for the same skill and period of service, pursuant to Section 353(a) of reference (a);

(6) Enlisted Service Members may not receive CSIPs and proficiency bonuses, per Section 353 of reference (a), for the same skills and periods of service;

(7) Officers are not authorized CSIP per this issuance;

(8) Service Members temporarily medically incapacitated will be considered qualified for aviation service unless such incapacitation continues for more than 12 months. After 365 days of incapacitation, a Service Member will be disqualified from aviation service and will not be requalified until the condition resulting in incapacitation is corrected or is subject to a waiver under regulations prescribed by the Secretary of the Navy (SECNAV). A competent medical authority must certify the Service Member as medically qualified for Operational Flying Duty/Proficiency Flying Duty. This guidance is only for the purposes of aviation incentive pays and bonuses and does not otherwise restrict Navy and Marine Corps' authority to place an aviator in an applicable flight status;

(9) Service Members permanently disqualified for aviation service or otherwise determined no longer eligible for aviation service, per this issuance and such additional regulations prescribed by the Navy and Marine Corps, are ineligible for AvIP, AvB, or CSIP;

(10) Service Members are not authorized AvIP, AvB, or CSIP payments for any periods of unauthorized absence.

e. Repayment. An officer or enlisted Service Member who receives a bonus or incentive pay per this issuance who fails to fulfill the eligibility requirements of this issuance or other conditions of service specified by the SECNAV, will be subject to repayment consistent with Section 373 of reference (a) and chapter 2 of reference (d);

f. Exception to Policy. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) may submit exception to policy requests for the policies and procedures contained in references

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(b) and (c) to the Assistant Secretary of Defense (Manpower and Reserve Affairs) (ASD (M&RA)).

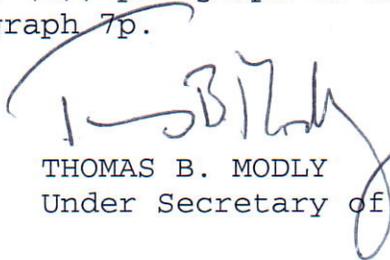
6. Responsibilities. See enclosure (2).

7. Records Management. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the Big Bucket Records Schedule found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

For questions concerning the management of records related to this instruction or the Big Bucket Records Schedule, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirements contained in enclosure (2), paragraph 3f and enclosure (4), paragraph 7b are exempt per SECNAV M-5214.1, Part IV, paragraph 7p.



THOMAS B. MODLY
Under Secretary of the Navy

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DEFINITIONS

1. Aeromedical Officer. An officer who is in training for, or designated as a Naval Flight Surgeon, Naval Aerospace Experimental Psychologist, Naval Aerospace Physiologist, Naval Aerospace Optometrist or Aerospace Physician's Assistant. These officers are not entitled to AvIP when assigned to non-Operational Flying Duty (OFD)/non-Proficiency Flying Duty (PFD) positions.
2. Aviation Bonus (AvB). A bonus payment selectively offered to aviation officers who agree to remain on active duty in the Regular Component or in an active status in the Selected Reserve for specified periods of time.
3. Aviation Service Entry Date (ASED). The effective date of the first aeronautical order to perform flight duties. For rated officers, this date is set when the Service Member first reports to the aviation activity in which he or she will receive flight training in a specific aircraft leading to an aeronautical rating and is placed on aeronautical orders, or the date of commission, whichever is later. This date may be adjusted for breaks in military service or periods of non-permanent disqualification.
4. Aviation Service and Aviation Skills. Service or skills that require the knowledge, skills, or abilities to fly or operate flight capable machines.
5. Aviation Incentive Pay (AvIP). Additional pay, issued by the Services, that is designed to encourage officers to continue to perform duties in OFD/PFD or other aviation assignments designated by the Navy and Marine Corps.
6. Career Enlisted Flyer Services and Skills. The services performed and skills utilized by enlisted Service Members in the Regular or Reserve Component who hold or are in training for a military career enlisted flyer occupational specialty or rating designated as critical. Such personnel must meet the requirements of this issuance and such additional regulations as Navy and Marine Corps may prescribe. Such occupational specialty or rating designations may include performance of duty or training leading to the performance of duty as a dropsonde system operator.

7. Competent Medical Authority. An officer who is a flight surgeon or a physician specially trained in aviator medical practice whose primary duty is the medical examination and medical care of aircrew.
8. Continuous AvIP. Uninterrupted payments of monthly AvIP regardless of duty assignment classification (Duty Involving Flying-Operational (DIFOP) or Duty Involving Flying-Denied (DIFDEN)). This applies to officers with an aeronautical rating (except Aeromedical Officers) who have less than 12 years of aviation service.
9. Creditable Months of OFD or PFD Service. OFD or PFD service will be credited in months. Each month an aviator is assigned to an OFD or PFD assignment counts as one creditable month. An individual assigned to an OFD or PFD position for at least 15 days of any month entitles the Service Member to credit for the entire month.
10. Critical Aviation Occupational Specialty or Rating. The designation of a military occupational specialty, designation, or aeronautical rating which the Service Member holds, or is in training towards, as critical for mission success. Factors such as current and projected manning shortfalls, cost to train, and accession and retention challenges should be considered. This provision is applicable to both officer and enlisted Service Members.
11. Critical Skill Incentive Pay (CSIP). Monthly incentive pay used to attract and encourage enlisted Service Members in the Regular or Reserve Component to serve in aviation career fields or skills designated as critical by the Navy or Marine Corps by virtue of duties in a flying status required.
12. Duty Involving Flying-Denied (DIFDEN). A duty assignment where the aviation officer is assigned duty in a flying status not involving flying. For purposes of this instruction, non-OFD/non-PFD and DIFDEN are used interchangeably.
13. Duty Involving Flying-Operational (DIFOP). A duty assignment involving flying while in training for an aeronautical designation or while assigned to an operational

flying billet. For purposes of this instruction, OFD/PFD and DIFOP are used interchangeably.

14. Flight Gate. A screening point at the end of specific periods of aviation service (normally at the 12 and 18 year marks) used to determine eligibility for AvIP.

15. Inactive-duty Training (IDT). Defined in Section 101(22) of reference (a).

16. Medical Incapacitation. Injury, illness, or disease that prevents the performance of aviation service, as determined by the Navy and Marine Corps.

17. Months of Operational Flying (MOF). Accumulation of calendar months of operational flying time creditable toward a given flight gate, e.g., accumulation of 96 MOF is the minimum requirement to continue entitlement of continuous AvIP past the 12 year gate. Detachment from operational flying duty after the 15th day of any month or assignment to operational flying duty on or before the 15th day of any month entitles a Service Member to credit for the entire month.

18. Officer. Includes commissioned officers, warrant officers and individuals enlisted and designated as aviation cadets, per Section 6911 of Title 10, U.S.C.

19. Officer Aviation Services and Skills. The services performed and skills utilized by officers in the Regular or Reserve Component who hold aeronautical ratings or designations or are in training to receive aeronautical ratings or designations, and who meet the requirements of this issuance and such additional regulations prescribed by Navy and Marine Corps.

20. Officer Service. All service creditable pursuant to Section 205 of reference (a), as a commissioned officer, warrant officer, or flight officer.

21. OFD as an Enlisted Flyer. Flying performed under competent military orders by Regular or Reserve Component enlisted Service Members while holding or training for military career enlisted flyer occupational specialties or ratings designated as critical by the Navy and Marine Corps. Personnel must be serving in assignments, to include assignments as Unmanned Aerial System

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(UAS) and Dropsonde System Operators, in which basic aviation skills normally are maintained in the performance of assigned duties, as determined by the Navy and Marine Corps.

22. OFD as an Officer. Flying performed under competent military orders by Regular or Reserve Component officers while holding or training for aeronautical ratings or designations and while serving in assignments in which basic aviation skills normally are maintained in the performance of assigned duties, as determined by the Navy and Marine Corps.

23. Proficiency Flying Duty (PFD). Flying performed under competent orders by rated or designated Regular or Reserve Component officers while serving in assignments in which such skills would normally not be maintained in the performance of assigned duties.

24. Qualification for Aviation Service. A Regular or Reserve Component Service Member's aviation service, to include any periods of non-permanent or permanent disqualification, as determined based on regulations prescribed by the Navy and Marine Corps.

25. Reserve Component. Includes the Navy Reserve and Marine Corps Reserve.

26. Unmanned Aerial System (UAS). A remotely-piloted, -controlled, or -programmed autonomous aircraft used for surveillance or strike missions, which may also be described as an "unmanned aerial vehicle" or a "remotely piloted aircraft."

27. Years of Aviation Service (YAS). Service computed beginning with the effective date of the initial order to perform aviation service. It may be adjusted for breaks in military service or periods of non-permanent disqualification, as defined by the Navy and Marine Corps.

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RESPONSIBILITIES

1. ASN (M&RA) shall:
 - a. Publish aviation incentive pays and bonus regulations, focused on targeted aviator recruitment and retention;
 - b. Review Navy and Marine Corps exception to policy requests and submit to ASD (M&RA) for decision as necessary.
2. Deputy Assistant Secretary of the Navy (Military Manpower and Personnel) (DASN (MM&P)) shall:
 - a. Assess Navy and Marine Corps compliance with references (a) through (f) with coordination from Deputy Chief of Naval Operations (DCNO) N1 and Deputy Commandant of the Marine Corps (Manpower and Reserve Affairs) (DC(M&RA));
 - b. Approve or disapprove Navy and Marine Corps AvIP Flight Gate Waiver Requests;
 - c. Approve or disapprove Navy and Marine Corps annual AvB plans;
 - d. Provide annual AvB execution reports to Deputy Assistant Secretary of Defense (Military Personnel Policy) (DASD (MPP)) for the preceding fiscal year (FY) by March 15 of each year, per reference (b);
 - e. Provide DASD (MPP) Navy and Marine Corps AvIP, CSIP, and AvB regulations and plans before implementation.
3. DCNO (N1) and DC (M&RA) shall:
 - a. Publish aviation incentive pays and bonus regulations, focused on targeted aviator recruitment and retention;
 - b. Establish minimum flight hour requirements, per reference (b), for aviation officers and enlisted Service Members assigned to OFD or PFD positions;
 - c. Designate enlisted aviation military occupational specialties or ratings as critical for the purpose of offering CSIP to enlisted Service Members;

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- d. Track and maintain the cumulative creditable months of OFD or PFD time for aviators;
- e. Develop Service AvB plans for the upcoming FY and provide these plans to DASN (MM&P) no later than January 15 of each year for decision, per reference (b);
- f. Provide annual AvB execution reports for the preceding FY to DASN (MM&P) no later than February 15 of each year, per reference (b);
- g. Establish and provide monthly AvIP tables based on YAS, including advance notification of future changes;
- h. Assess the merit of AvIP Flight Gate Waiver Requests and forward valid requests with a recommendation to DASN (MM&P).

ENLISTED CRITICAL SKILL INCENTIVE PAY POLICY AND PROCEDURES

1. General. Navy and Marine Corps may designate a career field or skill as critical for the purpose of offering an aviation skill incentive pay.

2. Eligibility. CSIP is payable to a Regular or Reserve Component enlisted Service Member on a monthly basis pursuant to Section 353 of reference (a), who meets each of the following conditions:

a. Is entitled to basic pay pursuant to Section 204 of reference (a), or to compensation pursuant to Section 206 of reference (a);

b. Serves in a career enlisted aviation occupational specialty or rating designated as critical by Navy or Marine Corps;

c. Qualifies for aviation service pursuant to regulations prescribed by the Navy or Marine Corps; and

d. Meets all applicable eligibility requirements of this issuance and such other criteria as Navy and Marine Corps determines appropriate.

3. Terms and Conditions of CSIP Written Agreements. Navy and Marine Corps may require a Service Member to enter into a written agreement in order to qualify for CSIP payment. The written agreement must specify the period for which the Service Member will receive the skill incentive pay and the monthly rate of the pay.

4. Payment Methods and Amounts

a. Navy and Marine Corps may pay monthly CSIP to eligible Service Members who meet the CSIP eligibility requirements in an amount not to exceed \$600 per month, unless otherwise updated by the ASD (M&RA), per legislative limitations of Section 353 of reference (a);

b. If an enlisted Service Member does not satisfy the eligibility requirements for an entire month for receipt of CSIP, the Navy and Marine Corps may prorate the payment amount

to reflect the duration of the Service Member's actual qualifying service during the month;

c. Reserve Component Service Members entitled to compensation pursuant to Section 206 of reference (a) are eligible for CSIP at the discretion of the Navy and Marine Corps. The amount authorized will be equal to 1/30th of the monthly CSIP for each period of IDT.

5. Relationship To Other Pays and Allowances. A Service Member may not be paid more than once under Section 353 of reference (a) in any month for the same period of service and skill. Service Members may be paid CSIP in addition to any other pays and allowances to which they are entitled, except that they may not be paid CSIP and hazardous duty pay under Section 351 of reference (a) for the same period of service in the same career field or skill.

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OFFICER AVIATION BONUS POLICY AND PROCEDURES

1. General. The Navy and Marine Corps may offer an AvB on a selective basis, per Section 334(b) of reference (a), when there is a shortage or a projected shortage of Regular or Reserve Component officers qualified in critical aviation specialties. AvBs will be limited to those periods in an officer's aviation career in which AvBs can be expected to affect retention trends for the Navy or Marine Corps.

2. Eligibility. Per reference (b), the Navy and Marine Corps may pay an AvB to an officer on active duty or in an active status who meets each of the following conditions:

a. Is eligible for AvIP at the time of incurring the initial AvB contractual obligation;

b. Is in the pay grade of O-5 or below at the time of incurring the initial AvB contractual obligation;

c. Is serving in an aviation specialty or skill designated as critical by the Navy or Marine Corps;

d. Has completed or is within one year of completing any service obligation incurred for undergraduate aviator training. Per Section 653 of Title 10, U.S.C., the minimum service obligation of any Service Member who successfully completes training in the armed forces as a pilot will be eight years for Service Members trained to fly fixed-wing jet aircraft and six years for Service Members trained to fly any other type of aircraft. The minimum service obligation of any Service Member who successfully completes training in the Navy or Marine Corps as a combat systems officer or naval flight officer will be six years;

e. Executes a written agreement to remain on active duty in a Regular Component or to serve in an active status in the Selected Reserve for at least one year; and

f. Meets such other additional criteria as the Navy or Marine Corps may prescribe and remains aligned with Section 334 of reference (b).

3. Terms and Conditions of AvB Written Agreements

a. To receive an AvB, an officer must execute a written agreement with the Navy or Marine Corps that specifies the amount of the AvB, the method of payment (i.e., lump sum or periodic installments), the period of obligated service (at least one year), and the type or conditions of service. No agreement may be executed that would take an officer beyond 25 YAS;

b. Upon the acceptance of a written AvB agreement by the Navy or Marine Corps, the period of obligated service and the total amount of AvB the Service will pay pursuant to the agreement will be fixed at the time of signing unless otherwise renegotiated for a higher bonus amount in return for additional obligated service. The amounts offered may differ by aircraft type/model/series, between pilots and naval flight officers, and for differing points in a career (e.g., pay grade, year group, or acceptance of department head orders). If additional eligibility requirements are added, they shall be known at the time the contract is issued;

c. Each contract must be for at least one year and no longer than eight years. Individual officers, at Service discretion, may be offered a series of sequential contracts provided the total time under such contracts does not exceed eight years. Individual contracts may be ended early and replaced with new contracts by mutual agreement of the officer and the Navy or Marine Corps. In these cases, proration of original contracted amounts is appropriate. Eight years is not a career cap, and the eight-year limit on sequential contracts only applies to the time period from one year before minimum service requirement through the completion of a department head tour. It does not preclude subsequent contracts for command tours, etc.;

d. When an officer fails to satisfy the terms of the contract, the following general rules apply. The Navy and Marine Corps shall either: seek repayment of the unearned

portion of the bonus (e.g., officer misconduct); allow the officer to keep bonus monies paid with no further payments (e.g., medical reasons not due to misconduct); or pay the full amount of the contract (e.g., death or combat-related disability not due to misconduct).

4. Payment Methods and Amounts

a. AvB may be paid to Regular or Reserve Component officers in a lump sum or in annual installments, as determined by the Navy and Marine Corps;

b. The AvB amount covered by the written agreement between the Regular or Reserve Component officer and the Navy or Marine Corps for any 12-month period of obligated service specified in Section 334(c) of reference (a), will not exceed the following, unless otherwise updated by the ASD (M&RA), per legislative limitations of Section 334 of reference (a):

(1) \$35,000 per year for Regular Component officers or Reserve Component officers in an active status performing qualified flying duty;

(2) \$35,000 per year for Regular Component officers or Reserve Component officers in an active status performing qualified flying duty related to UAS operators;

(3) \$18,000 per year for all other Reserve Component officers performing qualified flying duty, to include UAS operators;

c. The Navy and Marine Corps may prorate bonus amounts for retention agreements longer than 12 months. Payment for the additional service time will be calculated based on a monthly rate equal to 1/12th the annual amount;

d. Annual payments within all pay schedules shall be level-loaded. Proration and repayment language in implementing Service-level directives, communications (e.g., MARADMINs, NAVADMINs) and in individual contracts shall follow the guidance in references (a) through (f) and any updates to applicable Department of Defense Instructions. Proration and repayment guidance shall be based on the assumption that contracted amounts are "earned" on a time basis (e.g., if an officer

satisfies the contract requirements for one-half of the contract length, the officer has earned one-half of the contracted amount).

5. Annual AvB Program Plan Requirements. If the Navy or Marine Corps offer an AvB, DASN (MM&P) will approve the AvB program plans for the upcoming FY.

a. The Navy and Marine Corps AvB program plans must contain, at a minimum:

(1) An executive summary of the Navy or Marine Corps AvB program (including key elements that describe changes from the previous FY);

(2) A business case analysis, per reference (c), of the amounts required to be paid in order to address anticipated manning shortfalls by aircraft type category;

(3) The specific aviation specialties targeted for AvB;

(4) The criteria used to designate an aviation specialty as critical for purposes of paying AvB;

(5) The existing personnel shortages within each critical aviation specialty (expressed as a percentage of authorized manpower levels);

(6) Retention objectives and the projected impact of AvB payments on retention for each of the planned critical aviation specialties;

(7) The projected AvB outlays and budget necessary to support initial and anniversary AvB payments over the next five FYs.

b. The Navy and Marine Corps annual AvB execution reports must contain, at a minimum:

(1) A summary assessment by the Navy or Marine Corps on the effectiveness of the AvB in meeting aviation retention goals;

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- (2) The number of officers (by specialty) who were qualified for AvB, including new eligible personnel;
- (3) The number of officers (by specialty) who took AvB, including those who received payments for the first time;
- (4) The Service's total AvB outlay for the FY concerned;
- (5) Any other requirements levied by ASD (M&RA) and/or ASN (M&RA).

OFFICER AVIATION INCENTIVE PAY POLICY AND PROCEDURES

FOR AVIATORS IN OPERATIONAL FLYING DUTY OR PROFICIENCY FLYING
DUTY POSITIONS

1. General. The Navy and Marine Corps may pay AvIP to aviation officers performing OFD or PFD or other assignments per this issuance.

2. Eligibility. AvIP may only be paid to an officer who meets each of the following conditions:

a. Is entitled to basic pay pursuant to Section 204 of reference (a), or compensation pursuant to Section 206 of reference (a);

b. Maintains, or is in training to receive, an aeronautical rating or designation that qualifies the officer to engage in OFD or PFD;

c. Engages in, or is in training to receive, frequent and regular performance of OFD or PFD;

d. Engages in or remains in aviation service for a specified period of time;

e. Achieves the minimum flight hour requirements of four hours during one calendar month or 24 hours during six consecutive months (the minimum flight hour requirement for Reserve Component officers not on active duty for a period of more than 30 consecutive days is two hours during one calendar month or 12 hours during six consecutive months). A certified flight simulator may be used to meet this requirement. The Navy and Marine Corps may waive the minimum flight hour requirements in the following situations:

(1) For officers (except Aeromedical Officers) who have less than 12 YAS or meet the eligibility criteria outlined in paragraph 2 of the "For Aviators Not in Operational Flying Duty or Proficiency Flying Duty Positions" section of this enclosure;

(2) In extenuating circumstances (e.g., military operations (combat or otherwise) or non-availability of aircraft), when the Navy or Marine Corps may authorize a commanding officer to certify that an officer is unable to meet minimum flight hour requirements; and

f. Meets all applicable eligibility requirements of this issuance and such other criteria as the Navy or Marine Corps determines appropriate.

3. Payment Methods and Amounts

a. AvIP is payable on a monthly basis, pursuant to Section 334(a) of reference (a), to officers while serving in OFD or PFD assignments in the following amounts, unless otherwise updated by the ASD (M&RA), per legislative limitations of Section 334 of reference (a);

(1) Officers performing qualifying flying duties may receive up to \$1,000;

(2) Officers performing qualifying flying duties relating to UAS may receive up to \$1,000.

b. The Navy and Marine Corps will establish monthly AvIP rates based on YAS not to exceed the values in Table 1;

YAS	Monthly Maximum
2 or less	\$150
Over 2	\$250
Over 6	\$800
Over 10	\$1,000
Over 22	\$700
Over 24	\$450

Table 1. Monthly Maximum AvIP Rates

c. AvIP payments for officers in aviation training will begin on the latter of the following two dates and will be prorated based on the number of days remaining in the month:

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(1) The date when the officer first reports to the aviation activity in which the officer will receive flight training in a specific aircraft leading to an aeronautical rating, and is placed on aeronautical orders;

(2) The date of commission.

d. AvIP payments for all other aviators will begin the day an officer signs in to an OFD or PFD assignment. The initial AvIP payment amount will be prorated based on the number of days remaining in the month;

e. Reserve Component officers entitled to compensation pursuant to Section 206 of reference (a), are eligible for AvIP at the discretion of the Navy or Marine Corps. The amount authorized will be equal to 1/30th of the monthly AvIP authorized by the Navy or Marine Corps for each period of Inactive-Duty Training.

FOR AVIATORS NOT IN OPERATIONAL FLYING DUTY OR PROFICIENCY
FLYING DUTY POSITIONS

1. General. The Navy and Marine Corps may pay AvIP to an officer who is otherwise qualified for such pay but who is not currently engaged in the performance of OFD or PFD, and who meets each of the following three conditions:

a. The officer meets one of the eligibility criteria listed in paragraph 2 of this section;

b. The officer is assigned to a position listed in paragraph 3 of this section;

c. The payment of AvIP to that officer is in the best interests of the Navy or Marine Corps.

2. Eligibility. The Navy and Marine Corps may pay AvIP to officers with aeronautical ratings (except Aeromedical Officers) with fewer than 25 YAS who are in non-OFD or PFD assignments and meet one of the following criteria outlined below and in Table 2:

a. Are eligible for AvIP continuously through 12 years of aviation service;

b. Have performed at least 96 creditable months of OFD or PFD upon completion of 12 years of aviation service. These officers are eligible for AvIP for up to 18 years of aviation service as long as they are assigned to non-OFD or non-PFD assignments as outlined in paragraph 3 of this section;

c. Have performed at least 120 creditable months of OFD or PFD upon completion of 18 years of aviation service. These officers are eligible for AvIP for up to 22 years of aviation service as long as they are assigned to non-OFD or non-PFD assignments as outlined in paragraph 3 of this section;

d. Have performed at least 144 creditable months of OFD or PFD upon completion of 18 years of aviation service. These officers are eligible for AvIP for up to 25 years of aviation

service as long as they are assigned to non-OFD or non-PFD assignments as outlined in paragraph 3 of this section.

YAS	Months of OFD/PFD	AvIP Eligibility
12	96	18 years
18	120	22 years
18	144	25 years

Table 2. AvIP Eligibility

3. Non-OFD or Non-PFD Assignments. Qualified aviation officers (except Aeromedical Officers) who meet the eligibility criteria may receive AvIP when assigned to any of the following non-OFD or non-PFD assignments:

a. Joint assignments or positions on the Joint Duty Assignment List;

b. Resident professional military education or a fully-funded graduate education program authorized by the Navy or Marine Corps;

c. Aviation-specific positions that must be filled by officers with aeronautical ratings;

d. Career-enhancing assignments outside of aviation or based on the needs of the Navy or Marine Corps for a period not to exceed 48 consecutive months.

4. Transition Period. Officers in receipt of continuous aviation career incentive pay pursuant to Section 301a of reference (a), may receive AvIP for the remaining period of aviation service outlined in paragraphs (4) and (5) of Section 301a(a) of reference (a), or 48 months from the date of this instruction, whichever is less. After this time, an officer must be assigned to a position per paragraphs 3a through 3c of this section or an OFD or PFD position to receive AvIP payments.

5. Payment Methods and Amounts

a. The Navy and Marine Corps may pay monthly AvIP rates up to the amounts listed in Table 1 to aviators who meet the YAS criteria outlined in Table 2 and are serving in positions listed, per paragraph 3 of this section;

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b. Reserve Component officers entitled to compensation pursuant to Section 206 of reference (a), are eligible for AvIP at the discretion of the Navy or Marine Corps. The amount authorized will be equal to 1/30th of the monthly AvIP authorized by the Navy or Marine Corps for each period of Inactive-Duty Training.

OFFICER AVIATION INCENTIVE PAY FLIGHT GATE WAIVER POLICY AND PROCEDURES

1. General. Reference (b) authorizes the Secretary of the Navy to adjudicate AvIP Flight Gate Waiver Requests on a case-by-case basis. This authority is delegated to DASN (MM&P). AvIP flight gate waivers are intended to preserve AvIP eligibility during non-OFD or non-PFD assignments for due-course officers who have failed to meet prescribed months of OFD or PFD requirements.

2. Procedures. To adjudicate AvIP Flight Gate Waiver Requests, the following procedures shall apply:

a. Eligibility Criteria. To be eligible, aviation officers must have the minimum of 72 MOF before submitting an AvIP Flight Gate Waiver Request.

(1) Except in extraordinary circumstances, AvIP Flight Gate Waiver Requests will not be granted to officers who voluntarily turn down flying opportunities, elect to move to non-flying positions that are not career enhancing, or fail to meet aviation career milestones. When an officer declines an opportunity to fly and is selected for a non-flying assignment, the officer's detailer or monitor will document this action in the officer's detailing record, referencing the declined flying assignment.

(2) Based on the needs of the Navy or Marine Corps, only the DASN (MM&P) may authorize payment of monthly AvIP for officers assigned to non-OFD/non-PFD positions who fail to meet flight gate requirements. Approval of such waivers is not automatic and must meet minimum essential requirements, as annotated below, for consideration.

(3) Officers who have received previous AvIP Flight Gate Waivers are generally not considered eligible for second waivers, except in extraordinary circumstances and for due-course officers achieving aviation career milestones.

b. Waiver Package Initiation. Officers will submit their AvIP Flight Gate Waiver Requests to DASN (MM&P) via their chains of command and appropriate Service headquarters. At a minimum, the submission will include the officer's dated request letter, a written, detailed justification for the AvIP Flight Gate

Enclosure (6)

Waiver Request, and any other relevant background information on the case. Pages 4 through 10 of this enclosure contain an outline and samples of AvIP Flight Gate Waiver Request documents;

c. AvIP Flight Gate Waiver Package Processing. The flowchart contained on page 10 of this enclosure details the routing process for an AvIP Flight Gate Waiver Request package.

(1) Packages forwarded from the Service headquarters for approval will include the officer's dated individual narrative providing a compelling line of reasoning for approval, detailed justification from the Navy or Marine Corps for recommendation of approval of the waiver, and the officer's current MOF details. Navy and Marine Corps shall include a qualitative assessment of the officer's ability to return to OFD.

(2) Officers assigned outside of the DON, e.g., officers assigned to organizations such as United States Central Command, the Joint Staff, or Office of the Secretary of Defense, will submit packages to Navy or Marine Corps detailers/monitors, who will staff requests to the DCNO (N1) or DC (M&RA).

(3) The Navy and Marine Corps will develop internal procedures for reviewing AvIP Flight Gate Waiver Request packages and accounting for valid MOF. Packages should be assembled using pages 4 through 7 of this enclosure as a guide.

(4) DASN (MM&P) may approve or disapprove AvIP Flight Gate Waiver Requests.

d. Endorsements. A package forwarded to DASN (MM&P) for approval must be endorsed by the chain of command. Navy or Marine Corps will review the package for accuracy and validate eligibility criteria per this instruction. The Navy or Marine Corps will also assess the merit of each request.

The Navy or Marine Corps will use this assessment to determine whether it is appropriate to forward a formal waiver request to DASN (MM&P). DCNO (N1) or DC (M&RA) can disapprove an AvIP Flight Gate Waiver Request. This decision is considered final and need not be sent to DASN (MM&P);

e. Notification. Once received at the Office of the DASN (MM&P), the AvIP Flight Gate Waiver Request package will be reviewed for content, validity, and rationale and forwarded to DASN (MM&P) with a recommendation to approve, disapprove, or return to Navy or Marine Corps for further action. Upon final decision by DASN (MM&P) of the waiver request, DCNO (N1) or DC (M&RA) will be notified in writing of approval or disapproval of the request. Navy and Marine Corps shall provide notification to the officer of the decision;

f. Submission Window. An officer must submit an AvIP Flight Gate Waiver Request within a three year window, starting one year prior to the relevant flight gate and ending two years after the same flight gate. For example, if the officer's 12 year flight gate is 15 March 2007, the officer must submit an AvIP Flight Gate Waiver Request for this flight gate no earlier than 15 March 2006 and no later than 15 March 2009;

g. AvIP Payment Continuation or Resumption. For flight gate waivers approved by DASN (MM&P) prior to loss of AvIP eligibility, officers will be authorized continued AvIP eligibility (with regards to MOF requirement) from the gate anniversary date (if otherwise qualified). For flight gate waivers approved by DASN (MM&P) after the loss of AvIP eligibility, officers will be authorized AvIP eligibility (with regards to MOF requirement) from the date the officer submitted the waiver request regardless of the approval date (if otherwise qualified). In extraordinary circumstances, officers will be authorized AvIP eligibility (with regards to MOF requirement) from the date of loss of AvIP eligibility even if there is a late submission, e.g., deployed or other documented reason for delay of the waiver request.

Member and Chain of Command

1 **Member Waiver Request**
per OPNAVINST 7220.18 or
MCO 1000.6

2 **Endorsements**
Per SECNAV M-5216.5 (Correspondence Manual)

**Service Headquarters
(OPNAV/HQMC)**

3 **Action Memo - DCNO (N1) (Navy) or
DC (M&RA) (Marines) to DASN(MM&P)**

4 **Background Documents -** These are optional, but recommended:
Navy
DIFDEN Tours Explained
Marines
Chronological Record (NAVMC 118 (3))
AvIP Data Page (Marine Corps Total Force System (MCTFS))

5 **Coordination Page -** Includes Navy Personnel Command (NPC) or Marine Corps (M&RA, Manpower Management (MM), Manpower Management Office: Assignments (MMOA)) staff coordination POCs.

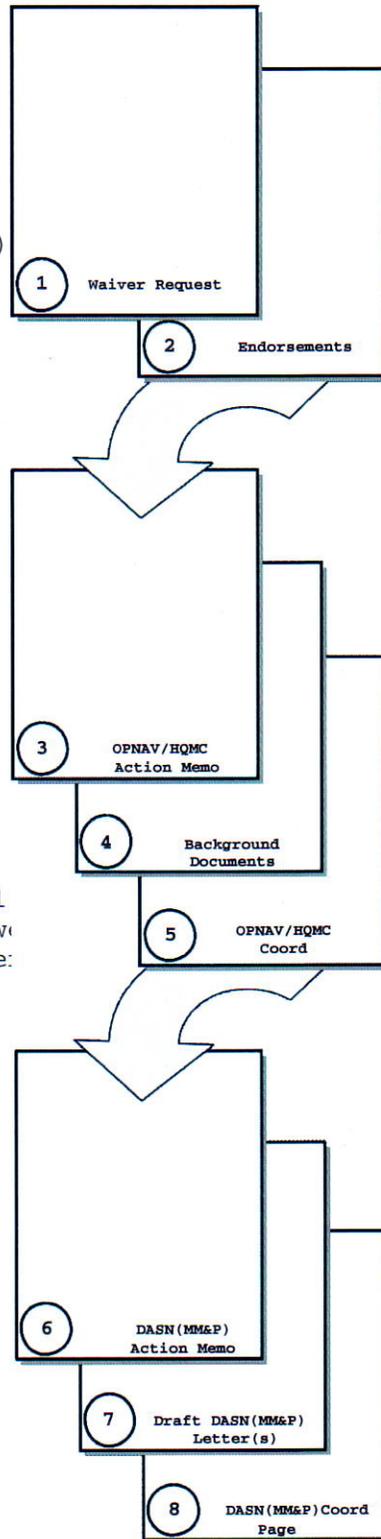
DASN (MM&P)

6 **Action Memo -** From Action officer To DASN(MM&P) per SECNAV M-5216.5

7 **Waiver Letter(s) -** Draft AvIP Flight Gate Waiver approval or disapproval letter for DASN(MM&P) signature.

8 **Coordination Page -** Includes OPNAV/HQMC and DASN(MM&P) staff coordination POCs (per SECNAV M-5216.5).

The succeeding pages of this enclosure provide some sample documents.



AVIP FLIGHT GATE WAIVER REQUEST DOCUMENTS
Sample Action Memo (OPNAV/HQMC)

[OFFICE LETTERHEAD]

3

ACTION MEMO

FOR: DEPUTY ASSISTANT SECRETARY OF THE NAVY (MILITARY MANPOWER AND PERSONNEL)

FROM: Lieutenant General B. Roland, Deputy Commandant for Manpower and Reserve Affairs

SUBJECT: Aviation Incentive Pay (AvIP) Months of Flying (MOF) Gate Waiver ICO Major Rufus T. Firefly
EDIPI/MOS, USMC

- TAB A is a letter for the Deputy Assistant Secretary of the Navy (Military Manpower and Personnel) (DASN (MM&P)) signature authorizing a 2-year AvIP MOF gate waiver for Major Rufus T. Firefly, USMC. The waiver provides an incentive for aviators to fill a portion of the several hundred USMC validated critical non-flying billets each year.
- TAB B is Major Firefly's request for an AvIP Flight Gate Waiver. Major Firefly was assigned to the Special Education Program in May 2000. He completed a SECDEF mandated non-flying utilization tour between October 2002 and November 2005. This assignment prevented Major Firefly from serving in an operational flying billet for a period of 5 years. Major Firefly is currently assigned to flight related duties and is eligible for AvIP (if not assigned to flight related duties provide compelling line of reasoning for approval).
- TAB C is a chronological record of Major Firefly's assignment history and a current audit of his operational flight time. Under the new gate system, Major Firefly accumulated only 80 of the required 96 MOF during 12 years of aviation service. He failed his 12-year flight gate on 10 November 2006 while in a flying status. A waiver of this flight gate will permit him to receive AvIP through his 18th year of aviation service.

RECOMMENDATION: DASN (MM&P) sign TAB A approving an AvIP Flight Gate One waiver for Major Firefly.

COORDINATION: TAB D

Attachments:
As stated

Prepared by: Corporal G. Teasdale, MMOA-2, (703) 784-1000

AVIP FLIGHT GATE WAIVER DOCUMENTS
Sample AVIP Data Page (MCTFS)

4 TJBPAVIP **** AVIATION INCENTIVE PAY **** 11/10/2007
GMOA2D ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 10:04:19
SSN:000001234 NAME:FIREFLY, RUFUS T.
RUC: 00000 COMPANY CODE: W PRES-GRADE: 04 RECSTAT: 0 COMP CODE: 11
PLT CODE: WWWW TRNGRP: R-RECSTAT: RCOMP CODE:

***** DATES ***** *** AERO DATA *** ***** OPFLY INFO *****

AVI SVC ENTRY DATE:	19901110	WAIVER CODE:	0	OPFLY BASE DATE:	19951110
PILOT DES EFFECT DATE:	00000000	WAIVER YEAR:	0000	OPFLY COMP DATE:	00000000
MED EVAL EXPIRE DATE:	00000000	MED EVAL AUTH:	0	OPFLY STRT DATE:	00000000
INCUR OBL SERV DATE:	00000000	DESIGN CAT:	0	OPFLY STOP DATE:	20041110
INCUR OBL SERV CODE:				DIFOP TOTAL:	0710
FLIGHT STATUS:	DIFDEN			**** PRIOR OPFLY DATES ***	
FLIGHT STATUS DATE:	20041110			LAST DIFOP START:	20021110
				LAST DIFOP STOP:	20041110

***** *****GATE INFORMATION*****

***** GATE 1 *****	***** GATE 2 LOW *****	***** GATE 2 HIGH *****
PASS/FAIL CODE:	PASS/FAIL CODE:	PASS/FAIL CODE:
EFFECTIVE DATE: 000000	EFFECTIVE DATE: 000000	EFFECTIVE DATE: 000000

***** CONTINUED *****

PF1 - HELP PF3 - EXIT TO MAIN MENU PF12 - LOCAL PRINT

AVIP FLIGHT GATE WAIVER DOCUMENTS
Sample Coordination Page (OPNAV/HQMC)

5

COORDINATION PAGE

SUBJECT: Aviation Incentive Pay (AvIP) Months of Flying (MOF) Gate Waiver
ICO Major Rufus T. Firefly, EDIPI/MOS, USMC

<u>Office/Dept</u>	<u>Point of Contact/Title</u>	<u>Phone</u>	<u>Date</u>
DC(M&RA)	LtGen S. Stallion Deputy Commandant	(703) 784-0005	10 Nov 08
DC(M&RA)	Col Magtaff Executive Assistant	(703) 784-0004	9 Nov 08
MM	Mr. E. Pylot Director	(703) 784-0003	8 Nov 08
MMOA	Col Myue Branch Head	(703) 784-0002	7 Nov 08
MMOA	Col Kass Avn Cols Monitor	(703) 784-0001	6 Nov 08

AVIP FLIGHT GATE WAIVER DOCUMENTS

Sample DASN (MM&P) AvIP Flight Gate Waiver Approval Letter

7



**DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000**

From: Deputy Assistant Secretary of the Navy (Military Manpower and Personnel)
To: Commander, Navy Personnel Command (PERS-43)
Subj: WAIVER OF AVIATION INCENTIVE PAY MONTHS OF OPERATIONAL FLYING REQUIREMENT
Ref: (a) 37 U.S.C.
(b) DoD 7000.14-R, Financial Management Regulation, Volume 7A
(c) SECNAVINST 7220 (series)
(d) OPNAVINST 7220 (series)

1. Per references (a) through (d), I approve "RANK" "FIRST MIDDLE LAST NAME", EDIPI/DESIGNATOR/MOS "USN/USMC", request of MMM DD YYYY, for an Operational Flight Gate One (12-year)/Two (18-year Low/ High) Aviation Incentive Pay Months of Operation Flying waiver.

2. Point of contact is "RANK" "FIRST LAST NAME", Office of the Deputy Assistant Secretary of the Navy (Military Manpower and Personnel), at commercial (XXX) XXX-XXXX or DSN XXX-XXXX.

DASN (MM&P) Signature

Copy to:
Member
File

AVIP FLIGHT GATE WAIVER DOCUMENTS

Sample DASN(MM&P) AvIP Flight Gate Waiver Disapproval Letter

7



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

From: Deputy Assistant Secretary of the Navy (Military Manpower and Personnel)

To: Commander, Navy Personnel Command (PERS-43)

Subj: WAIVER OF AVIATION INCENTIVE PAY MONTHS OF OPERATIONAL FLYING REQUIREMENT

Ref: (a) 37 U.S.C.
(b) DoD 7000.14-R, Financial Management Regulation, Volume 7A
(c) SECNAVINST 7220 (series)
(d) OPNAVINST 7220 (series)

1. Per references (a) through (d), and after careful review, I disapprove "RANK" "FIRST MIDDLE LAST NAME", /EDIPI/ DESIGNATOR/MOS "USN/USMC", request of MMM DD YYYY, for an Operational Flight Gate One (12-year)/Two (18-year Low/High) Aviation Incentive Pay (AvIP) Months of Operation Flying waiver.

2. Accordingly, "RANK" "LAST NAME" eligibility for continuous AvIP will expire on MMM DD YYYY. He/She still may qualify for entitlement to conditional AvIP per reference (b), Chapter 22, paragraph 220301...(or for waiver request for Gate Two (18-year High) "RANK" "LAST NAME" remains eligible to receive continuous monthly AvIP for his/her first 22 years of aviation service per reference (b).

3. Point of contact is "RANK" "FIRST LAST NAME", Office of the Deputy Assistant Secretary of the Navy (Military Manpower and Personnel) at commercial (XXX) XXX-XXXX or DSN XXX-XXXX.

DASN(MM&P) Signature

Copy to:
Member
File

