Aviation Incentive Pay (AvIP)

Overview

Introduction	This guide provides guiding principles and procedures for processing Aviation Incentive Pay (AvIP) in Direct Access (DA).

References
    (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
    (b) Aviation Incentive Pay (AvIP) and Bonus (AvB) Program, COMDTINST 7220.20 (series)
    (c) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
    (d) Coast Guard Air Operations Manual, COMDTINST M3710.1H (series)

Important Information

Do **NOT** attempt to input, correct, or delete an AvIP transaction until reviewing the references provided above. This guide provides the procedures for entering and deleting AvIP in DA. It does not dictate policy.

For Eligible **Reserve Aviators** who logged qualifying flight hours during drills or active duty periods who have not been credited for reserve flight duty after 04 MAR 2022, submit a trouble ticket in coordination with your P&A to PPC at: ppc-dg-customercare@uscg.mil. See the MAS page for additional Trouble Ticket details.

Contents

Glossary of Acronyms

Introduction   This section provides an explanation of the acronyms and terminology used throughout this guide.

Procedures   See below.

Acronym	Meaning
ACIP	Aviation Career Incentive Pay (discontinued use as of 31 Dec 17)
ASD	Aviation Service Date
ASED	Aviation Service Entry Date
AvIP	Aviation Incentive Pay
DIFDEN	Duties Involving Flying Denied (assignments that are not DIFOPS or DIFPRO)
DIFOPS	Duties Involving Flying Operations (also known as Operation Flying Duty (OPFLY))
DIFPRO	Duties Involving Flying Proficiency (also known as Proficiency Flying Duty (PROFLY))
OSD	Officer Service Date
YAS	Years of Aviation Service

Guiding Principles

Introduction

This section provides the guiding principles for AvIP.

Maximum 25 Years of Aviation Service (YAS)

AvIP automatically stops at 25 years of aviation service. If the member is authorized to continue AvIP past 25 years, a new entitlement row must be created with the Change Type of "**Continue AvIP Past 25 Years**".

PCS and AvIP

<mark>AvIP will **not** stop automatically on the day of PCS departure.</mark> PCS orders for aviators shall specify the duty either involves:
- operational flying (orders indicate DIFOPS)
- proficiency flying (orders indicate DIFPRO)
- does not involve flying (orders indicate DIFDEN).

All aviator billets are coded DIFOPS, DIFPRO, or DIFDEN.

When an aviator reports to a new PCS duty station, and their flight status at the new duty station is different from the old duty station (i.e., was DIFOPS but is now DIFPRO), the <mark>Reporting P&A **must** add a new row to the Aviation Data (AvIP) page indicating the new AvIP Type</mark>.

Recalled to Active Duty (AD) from Retirement
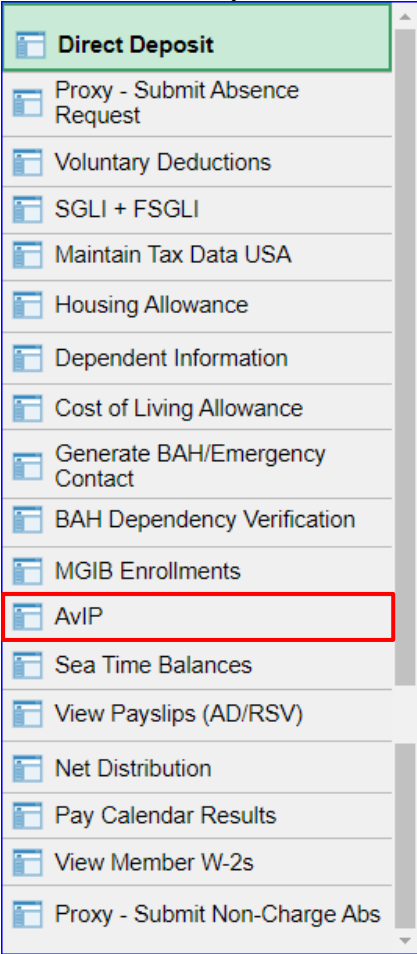
- For Officers recalled to AD from retirement with a break in service: Time spent in retired status is **not** used when determining an aviator's longevity for AvIP.
- the ASD, ASED, and OSD must be reset when the retired aviator is recalled to AD with a break in service.
- Construct the ASD, ASED, and the OSD by adding time spent in in a retired status to the officer's original dates.

For example, if an aviator's ASD, ASED, and OSD was 15 July 1999. The aviator had retired on 1 Sep 2020 but was then recalled to AD on 1 Feb 2021, then their new ASD, ASED, and ASD will become 15 Dec 1999 (5 months were added to the original date of 15 July 1999).

Establishing an Officer as an Aviator and Starting AvIP

Introduction   This section provides the procedures for a P&A to establish an officer as an aviator and start AvIP in DA.

Procedures   See below.

Step	Action
1	Click on the **Active/Reserve Pay** Tile.
2	Select the **AvIP** option.

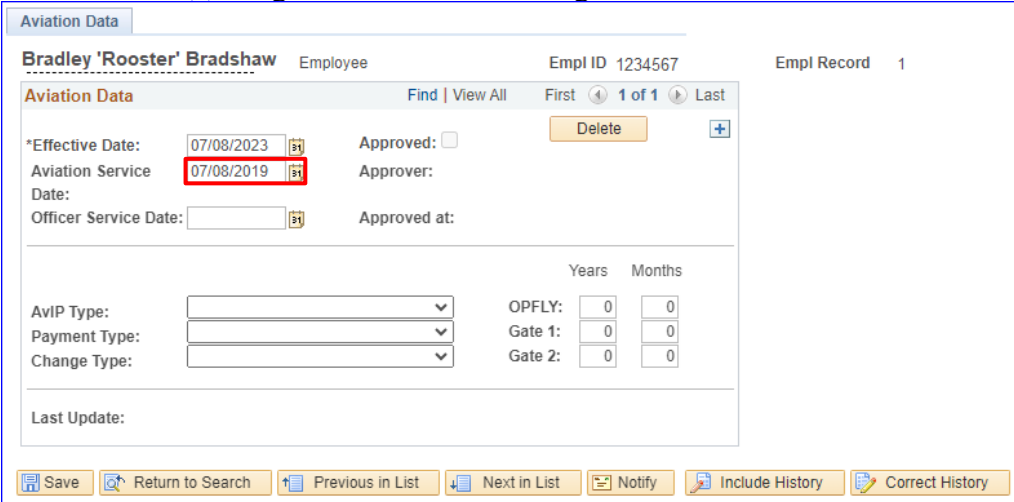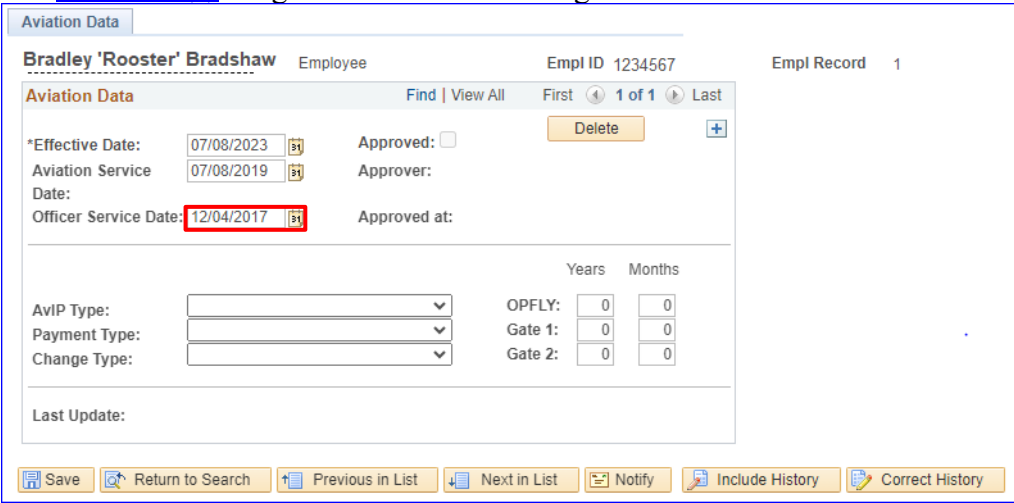# Establishing an Officer as an Aviator and Starting AvIP,
Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. **Aviation** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Empl ID [begins with ⌄] [1234567] Empl Record [= ⌄] [ ] Name [begins with ⌄] [ ] Last Name [begins with ⌄] [ ] Second Last Name [begins with ⌄] [ ] Alternate Character Name [begins with ⌄] [ ] Middle Name [begins with ⌄] [ ] Business Unit [begins with ⌄] [ ] Department Set ID [begins with ⌄] [ ] 🔍 Department [begins with ⌄] [ ] 🔍 ☐ Include History ☐ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria
4	The Aviation Data page will display. The Effective Date defaults to the current date. Enter the **Effective Date** AvIP is to begin (review <u>reference (a)</u> to determine the Effective start Date of AvIP). **Aviation Data** **Bradley 'Rooster' Bradshaw** Employee Empl ID 1234567 Empl Record 1 **Aviation Data** Find	View All First ◀ 1 of 1 ▶ Last [Delete] [+] *Effective Date: [07/08/2023] 📅 Approved: ☐ Aviation Service [ ] 📅 Approver: Date: Officer Service Date: [ ] 📅 Approved at: Years Months AvIP Type: [⌄] OPFLY: [0] [0] Payment Type: [⌄] Gate 1: [0] [0] Change Type: [⌄] Gate 2: [0] [0] Last Update: 🖫 Save ⟲ Return to Search ⬆ Previous in List ⬇ Next in List ✉ Notify 🔍 Include History 📝 Correct History

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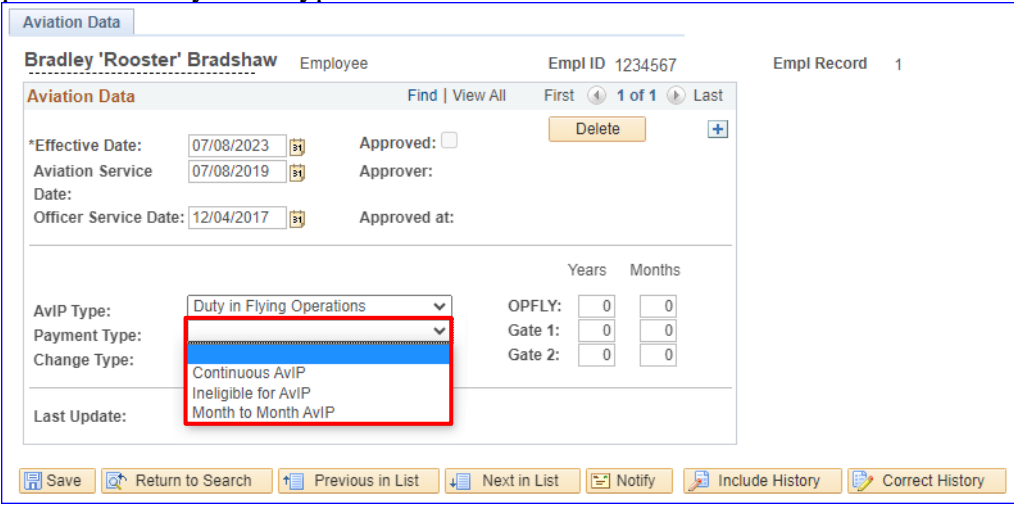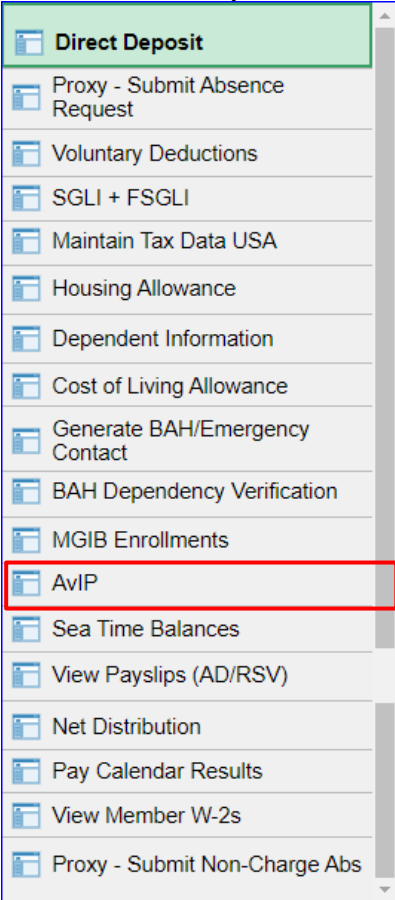# Establishing an Officer as an Aviator and Starting AvIP,
Continued
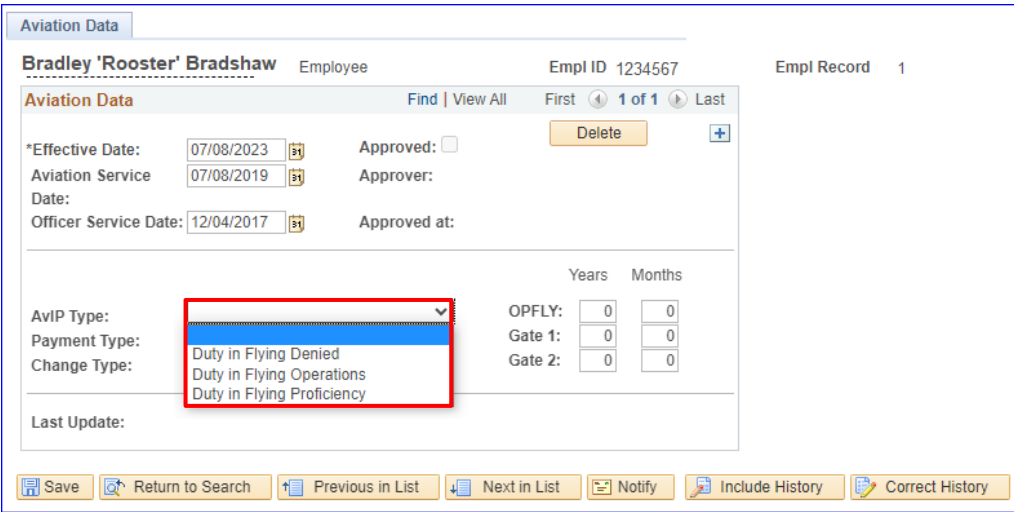
Procedures,
continued

Step	Action
5	Enter the member's **Aviation Service Date** (ASD). Ensure this date is entered correctly; once entered and approved, this date cannot be changed by the SPO. See reference (a) for guidance on determining the member's ASD. Aviation Data Bradley 'Rooster' Bradshaw — Employee — Empl ID 1234567 — Empl Record 1 Aviation Data — Find | View All — First ◀ 1 of 1 ▶ Last *Effective Date: 07/08/2023 — Approved: ☐ — Delete — + Aviation Service Date: 07/08/2019 — Approver: Officer Service Date: — Approved at: Years / Months AvIP Type: — OPFLY: 0 0 Payment Type: — Gate 1: 0 0 Change Type: — Gate 2: 0 0 Last Update: Save | Return to Search | Previous in List | Next in List | Notify | Include History | Correct History
6	Enter the member's **Officer Service Date** (OSD). Ensure this date is entered correctly; once entered and approved, this date cannot be changed by the SPO. See reference (a) for guidance on determining the member's OSD. Aviation Data Bradley 'Rooster' Bradshaw — Employee — Empl ID 1234567 — Empl Record 1 Aviation Data — Find | View All — First ◀ 1 of 1 ▶ Last *Effective Date: 07/08/2023 — Approved: ☐ — Delete — + Aviation Service Date: 07/08/2019 — Approver: Officer Service Date: 12/04/2017 — Approved at: Years / Months AvIP Type: — OPFLY: 0 0 Payment Type: — Gate 1: 0 0 Change Type: — Gate 2: 0 0 Last Update: Save | Return to Search | Previous in List | Next in List | Notify | Include History | Correct History

Establishing an Officer as an Aviator and Starting AvIP,
Continued

Procedures,
continued

Step	Action
7	Using the drop-down, select the **AvIP Type**. **NOTE:** The AvIP Type is usually specified in the Remarks or Notes section of the member's PCS orders.
8	Using the drop-down, select the **Payment Type**. **NOTE:** If **Month to Month AvIP** is selected, see the Month to Month AvIP section of this guide for additional information and procedures required to process this Payment Type.

Establishing an Officer as an Aviator and Starting AvIP, Continued
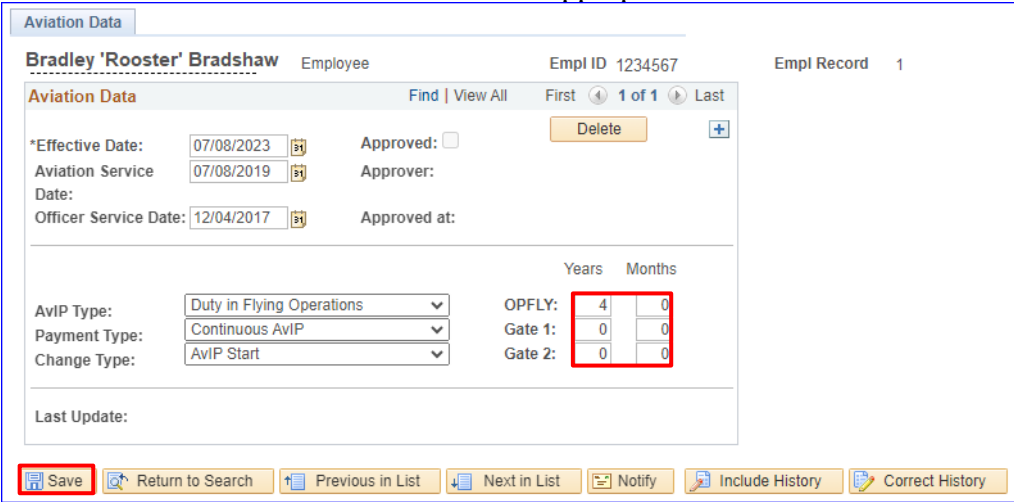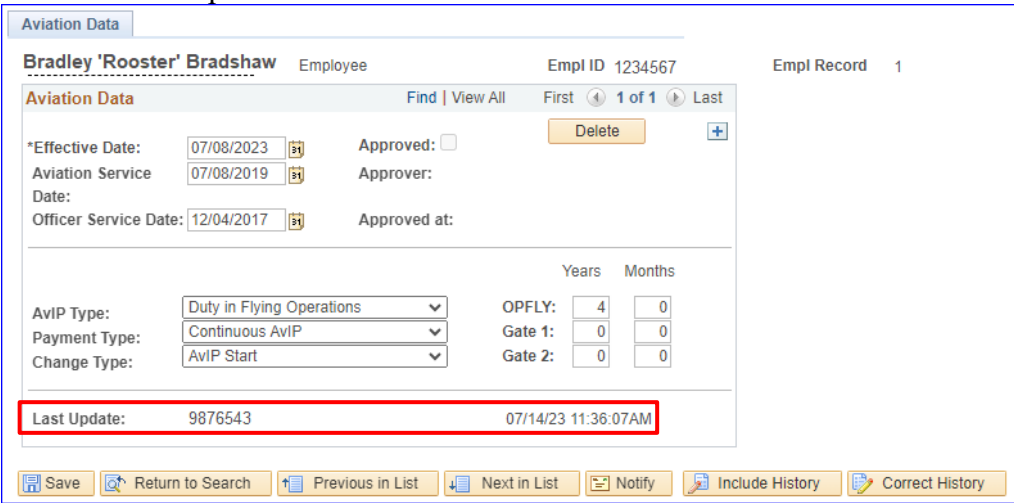
Procedures, continued

Step	Action
9	Using the drop-down, select the appropriate **Change Type**.

Establishing an Officer as an Aviator and Starting AvIP,
Continued

Procedures,
continued

Step	Action
10	DA will begin calculating the **Years** and **Months** for **OPFLY** (Operational Flying Time), **Gate 1**, and **Gate 2** based on the AvIP Type entered throughout the member's career. Click **Save**. **NOTE:** If the member has flight time from prior service, **enter** that flight time in the OPFLY Years and Months fields as appropriate.
11	The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The **Last Update** field will update with the P&A technician's Empl ID and the date/time the AvIP is started.

Suspending or Terminating AvIP

Introduction   This section provides the procedures for a P&A to suspend or terminate AvIP in DA.

Procedures   See below.

Step	Action
1	Click on the **Active/Reserve Pay** Tile.
2	Select the **AvIP** option.

Suspending or Terminating AvIP, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID**. Check the **Include History** box and click **Search**.
4	The Aviation Data page will display with the current AvIP entitlement. Click the **Plus** button.

Suspending or Terminating AvIP, Continued

Procedures,
continued

Step	Action
5	A blank row will display. The Effective Date defaults to the current date. Enter the appropriate **Effective Date** AvIP should be suspended or terminated.
6	Using the drop-downs, select the appropriate **AvIP Type**, **Payment Type**, and **Change Type**. Click **Save**.

Suspending or Terminating AvIP, Continued

Procedures,
continued

Step	Action
7	The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The **Last Update** field will update with the P&A technician's Empl ID and the date/time the AvIP is updated.

Month to Month AvIP

Introduction	This section provides the procedures for a P&A to enter Month to Month AvIP in DA.

Scenario: Month to Month AvIP	It is necessary to process **two rows** because the <mark>AvIP page does not provide an option to enter a Stop Date.</mark>
	If an aviator (not authorized Continuous AvIP) receives flight orders for the period of 02/01/23 through 02/28/23 during which they will fly for at least 4 hours (see reference (a) for flight requirements), an AvIP row should be created with an effective date of 02/01/23. A second AvIP row will also need to be created with an effective date of 03/01/23 to stop the AvIP.

Procedures	See below.

Step	Action
1	Click on the **Active/Reserve Pay** Tile. Active/Reserve Pay
2	Select the **AvIP** option. Direct Deposit Proxy - Submit Absence Request Voluntary Deductions SGLI + FSGLI Maintain Tax Data USA Housing Allowance Dependent Information Cost of Living Allowance Generate BAH/Emergency Contact BAH Dependency Verification MGIB Enrollments AvIP Sea Time Balances View Payslips (AD/RSV) Net Distribution Pay Calendar Results View Member W-2s Proxy - Submit Non-Charge Abs

Month to Month AvIP, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID**. Check the **Include History** box and click **Search**.
4	The member's current Aviation Data will display. Click the **Plus** button.

Month to Month AvIP, Continued

Procedures,
continued

Step	Action
5	The Effective date will default to the current date. Enter the appropriate **Effective Date**; this will the first day of the month the member is authorized AvIP (if member is authorized AvIP for July, enter 07/01/2023). *Aviation Data* Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0 Aviation Data Find | View All First ◄ 1 of 3 ► Last Delete + *Effective Date: 07/01/2023 Approved: ☐ Aviation Service Date: 07/30/2021 Approver: Officer Service Date: 05/20/2020 Approved at: Years Months AvIP Type: [_____] OPFLY: 1 11 Payment Type: [_____] Gate 1: 0 0 Change Type: [_____] Gate 2: 0 0 Last Update: Save Return to Search Previous in List Next in List Notify Update/Display Correct History
6	Using the **AvIP Type** drop-down, select Duty in Flying Operations. Using the **Payment Type** drop-down, select Month to Month AvIP. Using the **Change Type** drop-down, select AvIP Start. Click **Save**. *Aviation Data* Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0 Aviation Data Find | View All First ◄ 1 of 3 ► Last Delete + *Effective Date: 07/01/2023 Approved: ☐ Aviation Service Date: 07/30/2021 Approver: Officer Service Date: 05/20/2020 Approved at: Years Months AvIP Type: Duty in Flying Operations OPFLY: 1 11 Payment Type: Month to Month AvIP Gate 1: 0 0 Change Type: AvIP Start Gate 2: 0 0 Last Update: Save Return to Search Previous in List Next in List Notify Update/Display Correct History

Month to Month AvIP, Continued

Procedures, continued

Step	Action
7	The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The **Last Update** field will update with the P&A technician's Empl ID and the date/time the AvIP is updated.
8	A future row needs to be added to *stop* the AvIP. Click the **Plus** button.

Continued on next page

Month to Month AvIP, Continued

Procedures, continued

Step	Action
9	Enter the **Effective Date**. This will be the first day of the following month that Month to Month AvIP eligibility ends. In this example, the member is authorized AvIP for the months of July and August. The Effective Date entered will be 09/01/2023.
10	Using the **AvIP Type** drop-down, select Duty in Flying Denied. Using the **Payment Type** drop-down, select Ineligible for AvIP. Using the **Change Type** drop-down, select Not Eligible. Click **Save**.

Month to Month AvIP, Continued

Procedures,
continued

Step	Action
11	The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The **Last Update** field will update with the P&A tech's Empl ID and the date/time the AvIP is updated.

Deleting AvIP

Introduction   This section provides the procedures for a P&A to delete AvIP from a member's record in DA.

Corrections and Timing
- <mark>Ensure you have the correct member before deleting AvIP.</mark>

- If the deletion is being entered to correct a previous entry, ensure the **corrected entry is entered within 10 minutes of the deletion**. All monies paid to the member for AvIP will be recouped upon approval of the AvIP deletion. If the new row is not submitted within the SAME pay period, this will result in significant overpayments to the member. Once the recoupment begins, it cannot be stopped.

- <mark>PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES</mark>. FAILURE TO COMPLETE CORRECTIVE ACTIONS IN PROPER SEQUENCE AND TIMING MAY RESULT IN OVERPAYMENTS/UNDERPAYMENTS.

First, **delete** the AvIP row(s) from **newest to oldest**:
1. Delete the NEWEST incorrect AvIP row.
2. Approve the deletion.
3. Repeat steps 1 and 2 until the entire affected period is deleted.

Then, **add** AvIP row(s), from **oldest to newest**.
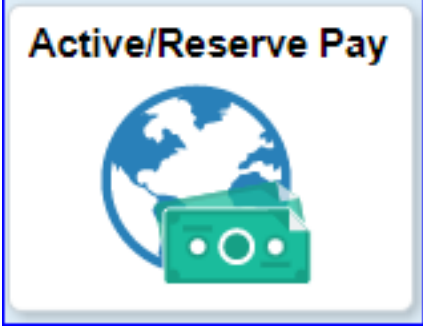1. Add the oldest AvIP row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.
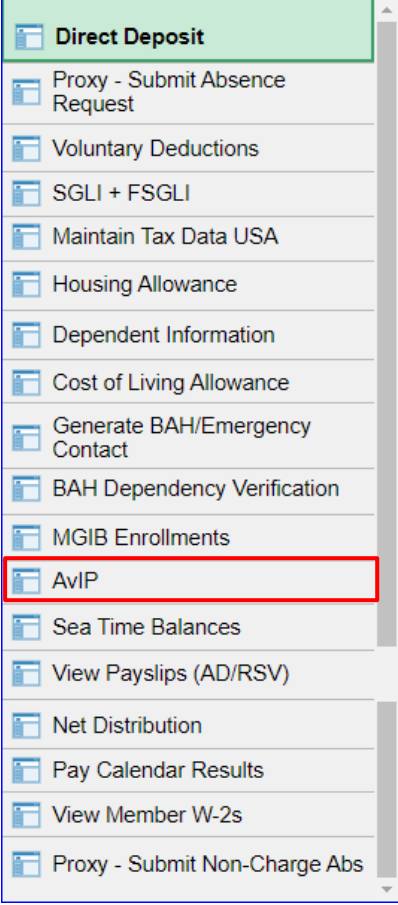
NOTE: If the correction is **Out-of-Range** (any part of the affected period is older than 24 pay periods or 1 year): once all the corrections/changes have been approved, <mark>all corrections/changes MUST be reported to **PPC Customer Care** to be processed manually</mark>.

Deleting AvIP, Continued

Procedures   See below.

Step	Action
1	Click on the **Active/Reserve Pay** Tile.
2	Select the **AvIP** option.

Deleting AvIP, Continued

Procedures, continued

Step	Action
3	Enter the member's **Empl ID**. Check the **Include History** box and click **Search**.

Deleting AvIP, Continued

Procedures,
continued

Step	Action
4	The Aviation Data page will display with the member's current AvIP entitlement (**ensure you have the correct member**). To delete the entire AvIP entitlement, click **Delete**. **IMPORTANT:** If the deletion is being entered to correct a previous entry, ensure the corrected entry is entered within 10 minutes of the deletion. **All monies paid to the member for AvIP will be recouped upon approval of the AvIP deletion**.
5	Click **Yes** to submit the deletion.
6	The Delete request will be forwarded to the SPO tree for approval. **Upon approval, all monies paid to the member for AvIP will be recouped**.

AvIP Change Request

| Introduction | This section provides the procedures for a SPO to request adjustments or status changes to an Aviator's Officer Service Date (OSD), Aviation Service Date (ASD), Duty Involving Operational Flying (DIFOPS), Duty Involving Proficiency Flying (DIFPRO), Duty Not Involving Flying (DIFDEN), and/or Operation Flying Time (OPFLY). |

| Information | Prior to requesting an adjustment or status change, it is important to review the references and ensure any required documentation (e.g., CG Memo, DD-214, Aviation Calculation Worksheet, any prior service documentation showing inclusive dates) is attached to the PPC Customer Care ticket. |

| Helpful Links (via SharePoint) | • Aviation Calculation Worksheet
 • Sample Memo requesting an Adjustment or Status Change |

| Procedures | See below. |

Step	Action
1	The *Aviator* submits a request to their Senior Flight Officer for a **specific period of time or discrepancy** to any of the following: • Officer Service Date (OSD) • Aviation Service Date (ASD) • Duty Involving Operation Flying (DIFOPS) • Duty Involving Proficiency Flying (DIFPRO) • Duty Not Involving Flying (DIFDEN) • Operational Flying Time (OPFLY)
2	The *Senior Flight Officer* verifies the requested changes for the **period of time or discrepancy in question** are valid IAW policy and provides supporting documentation to the SPO for review.
3	The *SPO Auditor (YN1 or above)* will review the documents for accuracy for the **period of time or discrepancy in question** and then complete the Aviation Calculation Worksheet.
4	The *SPO* will forward the Aviation Calculation Worksheet and all supporting documentation to the Commanding Officer for review/approval.

AvIP Change Request, Continued

Procedures,
continued

Step	Action
5	Via a CG Memorandum, the *Commanding Officer* will identify which dates and/or times are incorrect and what the corrected dates and/or times should be for the **period of time or discrepancy in question**. The Memorandum **MUST** include all supporting documentation. **NOTE:** The Commanding Officer **CANNOT** delegate this authority.
6	The *SPO* will submit the CG Memorandum and all supporting documentation to PPC via a PPC Customer Care Ticket for the **period of time or discrepancy in question**. SPO should provide a brief description specifying the requested changes. Examples of supporting documentation include: • DD-214(s) • SPO Excel Spreadsheet Computations for ASD, OSD, types of flying statuses DIFOPS, DIFDEN, DIFPRO, and OPFLY Time (Aviation Calculation Worksheet) • Prior Service documentation showing inclusive dates
7	PPC will review the provided documentation and make any adjustments as appropriate.