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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
BT

UNCLAS

ALCOAST 381/24

SSIC 7220

SUBJ: FY25 ASSIGNMENT INCENTIVE PAY FOR PRODUCTION RECRUITERS
(AIP-PR) AND RECRUITERS-IN-CHARGE (AIP-RIC)

A. COMDT COGARD WASHINGTON DC 281852Z SEP 23/ALCOAST 359/23

B. 37 U.S.C. Section 352 - Assignment pay or special duty pay

C. 37 U.S.C. Section 204 - Entitlement

D. Coast Guard Pay Manual, COMDTINST M7220.29D

1. This ALCOAST announces the FY25 Criteria and Rates Payable for Assignment Incentive Pay for Production Recruiters (AIP-PR) and Recruiters-in-Charge (AIP-RIC). REF (A) established the AIP-PR and AIP-RIC in FY24 for active duty enlisted members entitled to Basic Pay under REF (C). AIP-PR and AIP-RIC are payable in addition to Special Duty Pay (SDP) levels.

2. Definitions:

a. Production Recruiters (PR). All recruiters permanently assigned to a recruiting office, except for the Recruiter-in-Charge, are designated as PR.

b. Recruiters-in-Charge (RIC). Recruiters fully qualified as a RIC and permanently assigned to an RIC billet.

c. Accession. For the purposes of AIP, each Active Duty or Reserve enlisted qualifying accession shipped to Training Center Cape May (TCCM) counts as (1) accession. Recruits who do not complete USCG basic recruit training due to failure in meeting USCG drug policy standards, out of compliance with USCG weight standards, or out of compliance with USCG tattoos policy standards will not count towards AIP-PR or AIP-RIC accessions or performance goals as based upon individual performance.

3. Criteria and Rates Payable.

a. AIP-PR. All PRs will be eligible for AIP-PR upon execution of a written agreement, with AIP-PR amounts paid quarterly based upon individual performance for the preceding quarter (i.e., paid 15 JAN for the period 01 OCT through 31 DEC) and at the end of the fiscal year for individual performance for the entirety of the preceding year (i.e., paid OCT 2025 for performance between 01 OCT 2024 and 30 SEP 2025). Performance goals and corresponding authorized quarterly and annual payments are outlined:
(Copy and Paste URL Below into Browser)

<https://uscg.sharepoint-mil.us/sites/USCG-CGRC/SitePages/FY25-AIP-Overview.aspx>

b. AIP-RIC. All RICs will be eligible for AIP-RIC upon execution of a written agreement, with AIP-RIC amounts paid quarterly based upon office performance for the preceding quarter (i.e., paid 01 JAN for the period 01 OCT through 31 DEC) and at the end of the fiscal year for office performance for the entirety of the preceding year (i.e., paid OCT 2025 for performance between 01 OCT 2024 and

30 SEP 2025). Performance goals and corresponding authorized quarterly and annual payments are outlined:
(Copy and Paste URL Below into Browser)

<https://uscg.sharepoint-mil.us/sites/USCG-CGRC/SitePages/FY25-AIP-Overview.aspx>

4. Written Agreements. In order to receive AIP-PR or AIP-RIC, eligible members must execute a 12-month written service agreement that aligns with the fiscal year (FY). A member's first service agreement may be less than 12 months (i.e., 3, 6, or 9 months) based upon their report date to mitigate potential pay inequity compared to their peers. Written agreements must be executed (signed by the member and approved by CGRC) no later than the first day of the FY for existing PRs and RICs, or the first day of the applicable quarter for new PRs and RICs. Written agreements will be executed via a new Coast Guard form that will become available before OCT 2024. CGRC will notify all PRs and RICs upon publication of the form.

5. In relation to other pays, AIP-PR and AIP-RIC are:

- a. Payable in addition to any pay, allowance, special pay, incentive pay, or any other monetary benefit to which the member might otherwise be entitled;
- b. Taxable income for federal and state tax purposes, but are not subject to Federal Insurance Contributions Act (FICA) Tax; and
- c. Not included in the computation of sale or settlement of unused accrued leave, Retired Pay, reenlistment bonus, Continuation Pay, Separation Pay, or Disability Severance Pay.

6. AIP-PR and AIP-RIC start on the first date of the quarter, which begins on or immediately following the date a member executes a written agreement for AIP-PR or AIP-RIC. Payment will be made quarterly, at the beginning of each quarter for the preceding quarter and yearly, at the beginning of each year for the preceding year, based upon individual or office performance, as appropriate, in relation to published performance goals. AIP-PR and AIP-RIC may not be paid without a written agreement in effect, and written agreements may not be executed retroactively.

7. AIP for members who depart on a permanent change of station (PCS) order from an assignment where AIP-PR or AIP-RIC is authorized will continue to receive AIP-PR or AIP-RIC through the end of their written agreement based upon the number of accessions, as per paragraph 2.c, scheduled to ship after PCS departure that actually ship.

8. AIP-PR and AIP-RIC stop the date prior to the date a member meets one of the following conditions, in which case a final payment of AIP-PR or AIP-RIC based upon the member's performance to date in that quarter will be made in the member's final pay or as soon as possible upon confinement, as applicable:

- a. Is discharged, released, or retired from active duty;
- b. Is confined as a result of a court-martial sentence;

9. AIP-PR and AIP-RIC Governance. AIP-PR and AIP-RIC are special pays designed to effectively address concerns about the recruitment and retention of qualified Coast Guard Recruiters, as well as incentivize assigned Recruiters to meet or exceed performance

standards and mission goals. The combination of quarterly and annual payments and performance goals will facilitate consistent performance throughout the year, directly contributing to improved flow of applicants and stability of the accession pipeline.

a. COMDT (CG-1M12) is responsible for the development, implementation, and oversight of AIP-PR and AIP-RIC policy and associated written agreement forms.

b. Coast Guard Recruiting Command (CGRC) is responsible for implementing audit controls for: the routing and approval of written agreements, collection and integrity of performance data, and quarterly certification of performance for payment of AIP-PR and AIP-RIC. POC for CGRC is HQS-SMB-CGRC-Admin-HQ@uscg.mil.

10. The establishment of Assignment Incentive Pay for Production Recruiters (AIP-PR) and Recruiters-in-Charge (AIP-RIC) will be incorporated into the next revision of REF (D), which will be released within one year of this ALCOAST.

11. POC: Questions regarding this ALCOAST may be directed to Office of Military Personnel Policy, Compensation Division (CG-1M12) at: SMB-COMDT-COMPENSATION@uscg.mil.

12. COs, OICs, and RICs, as well as the servicing P&A and SPO for CGRC personnel must bring the contents of this ALCOAST to the attention of all personnel.

13. This message will be cancelled 26 SEP 2025.

14. RADM M. W. Raymond, Assistant Commandant for Military Personnel (CG-1M), sends.

15. Internet release is authorized.