

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.

Contents

Topic	See Page
Glossary of Acronyms	2
Guiding Principles	3
Establishing an Officer as an Aviator and Starting AvIP	4
Suspending or Terminating AvIP	10
Month to Month AvIP	14
Deleting AvIP	20
AvIP Change Request	24

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

AvIP will not stop automatically on the day of PCS departure. 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 **Reporting P&A must add a new row to the Aviation Data (AvIP) page indicating the new AvIP Type.**

Recalled to Active Duty (AD) from Retirement


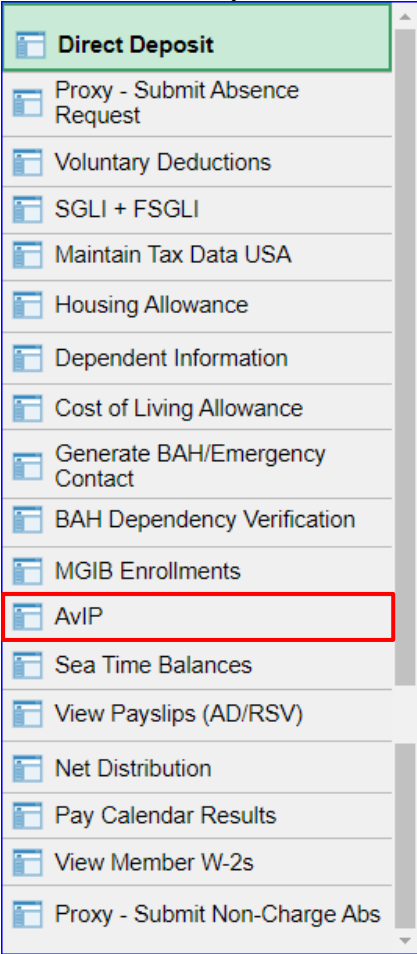
- For Officers recalled to AD from retirement with a break in service: Time spent in retired status is **not** used when determining an aviator’s longevity for AvIP.
- the ASD, ASED, and OSD must be reset when the retired aviator is recalled to AD with a break in service.
- Construct the ASD, ASED, and the OSD by adding time spent in 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	<p>Click on the Active/Reserve Pay Tile.</p> 
2	<p>Select the AvIP option.</p> 

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Establishing an Officer as an Aviator and Starting AvIP, Continued

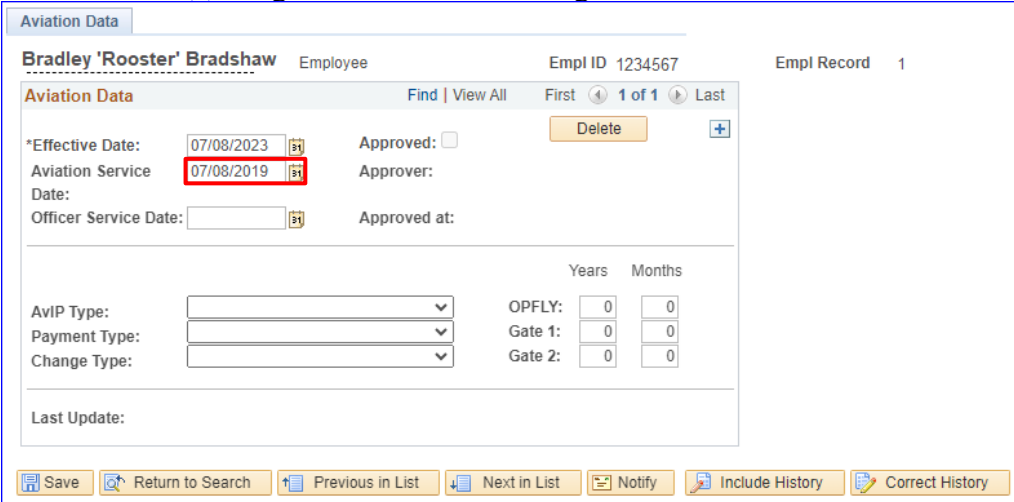
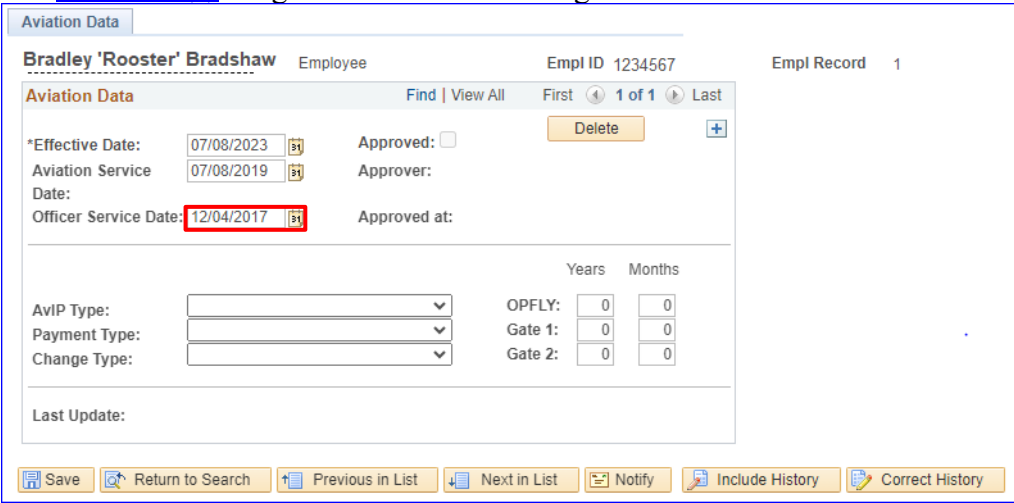
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="352 562 1315 1294" style="border: 1px solid blue; padding: 5px;"> <p>Aviation Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Second Last Name begins with ▼</p> <p>Alternate Character Name begins with ▼</p> <p>Middle Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>
4	<p>The Aviation Data page will display. The Effective Date defaults to the current date. Enter the Effective Date AvIP is to begin (review reference (a) to determine the Effective start Date of AvIP).</p> <div data-bbox="352 1435 1369 1933" style="border: 1px solid blue; padding: 5px;"> <p>Aviation Data</p> <p>Bradley 'Rooster' Bradshaw Employee Empl ID 1234567 Empl Record 1</p> <p>Aviation Data Find View All First 1 of 1 Last</p> <p>*Effective Date: 07/08/2023 Approved: <input type="checkbox"/> Delete +</p> <p>Aviation Service <input type="text"/> Approver:</p> <p>Date: <input type="text"/> Approved at:</p> <p>Officer Service Date: <input type="text"/></p> <p>Years Months</p> <p>AvIP Type: <input type="text"/> OPFLY: <input type="text"/> 0 <input type="text"/> 0</p> <p>Payment Type: <input type="text"/> Gate 1: <input type="text"/> 0 <input type="text"/> 0</p> <p>Change Type: <input type="text"/> Gate 2: <input type="text"/> 0 <input type="text"/> 0</p> <p>Last Update:</p> <p>Save Return to Search Previous in List Next in List Notify Include History Correct History</p> </div>

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Establishing an Officer as an Aviator and Starting AvIP, Continued

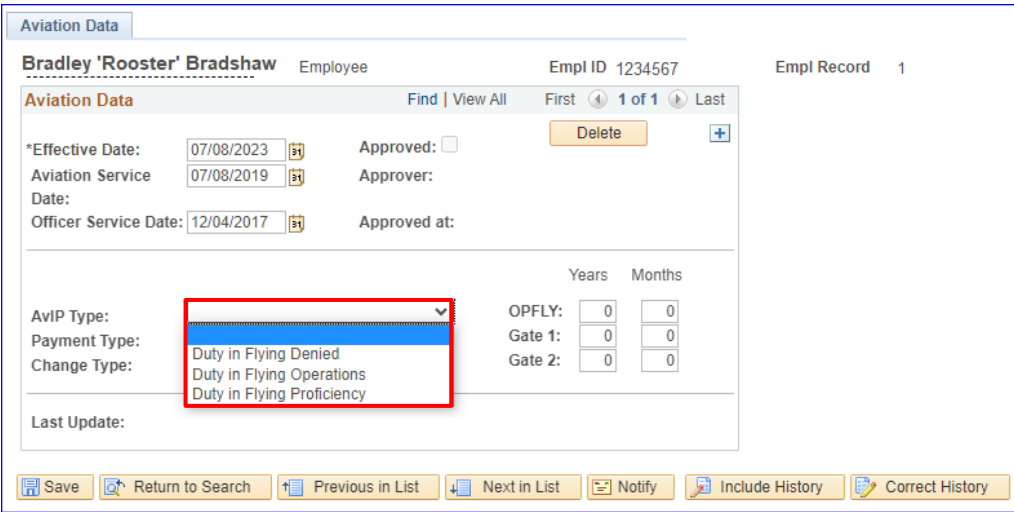
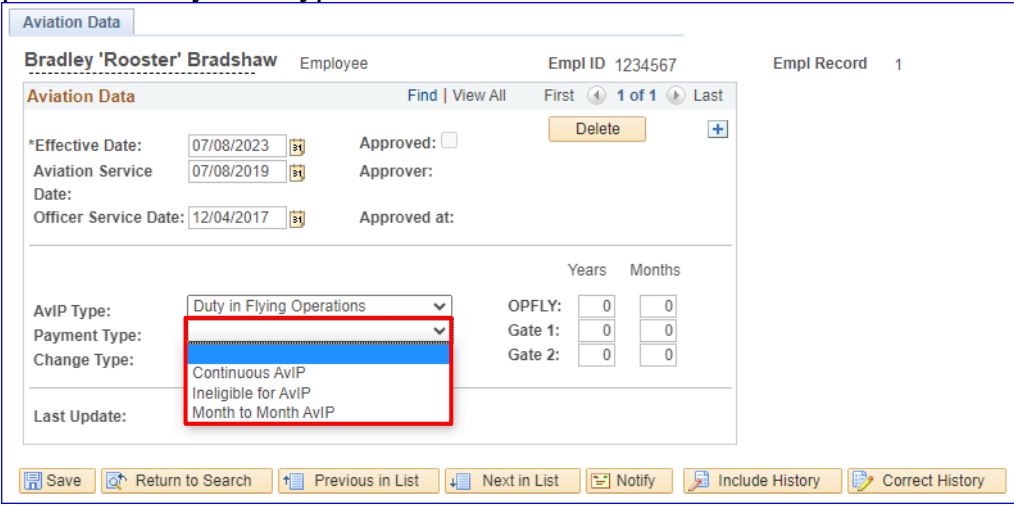
Procedures, continued

Step	Action
<p>5</p>	<p>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.</p> 
<p>6</p>	<p>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.</p> 

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Establishing an Officer as an Aviator and Starting AvIP, Continued

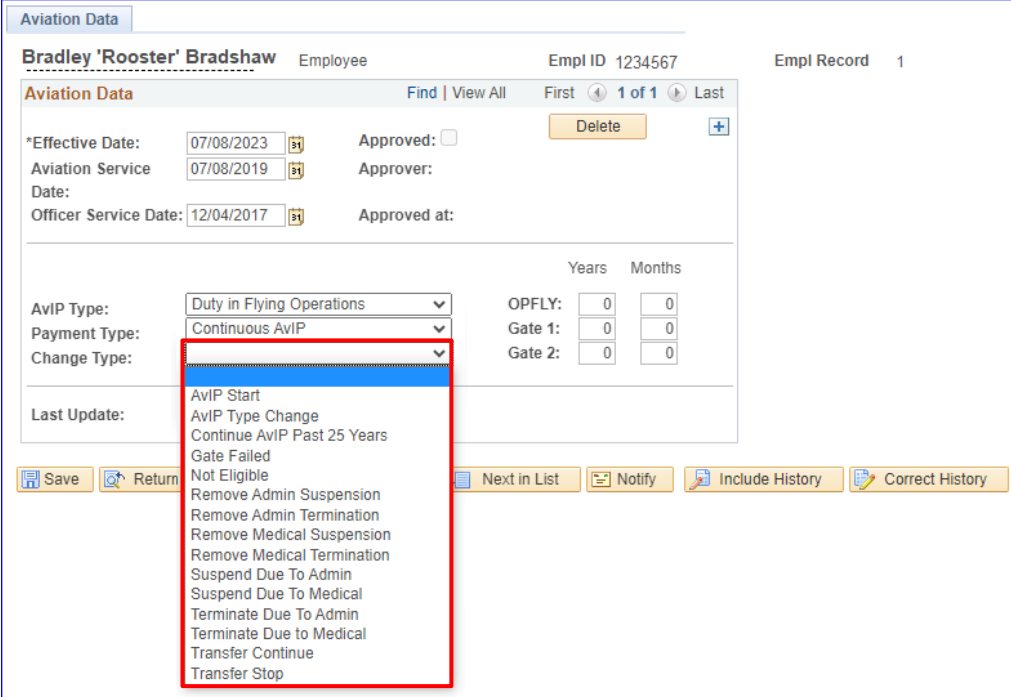
Procedures,
continued

Step	Action
<p>7</p>	<p>Using the drop-down, select the AvIP Type.</p> <p>NOTE: The AvIP Type is usually specified in the Remarks or Notes section of the member's PCS orders.</p> 
<p>8</p>	<p>Using the drop-down, select the Payment Type.</p> <p>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.</p> 

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Establishing an Officer as an Aviator and Starting AvIP, Continued

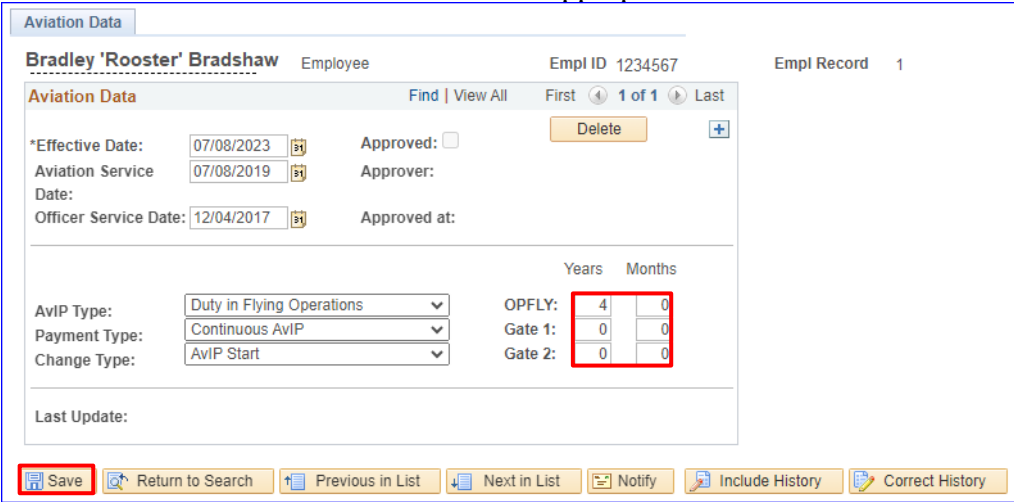
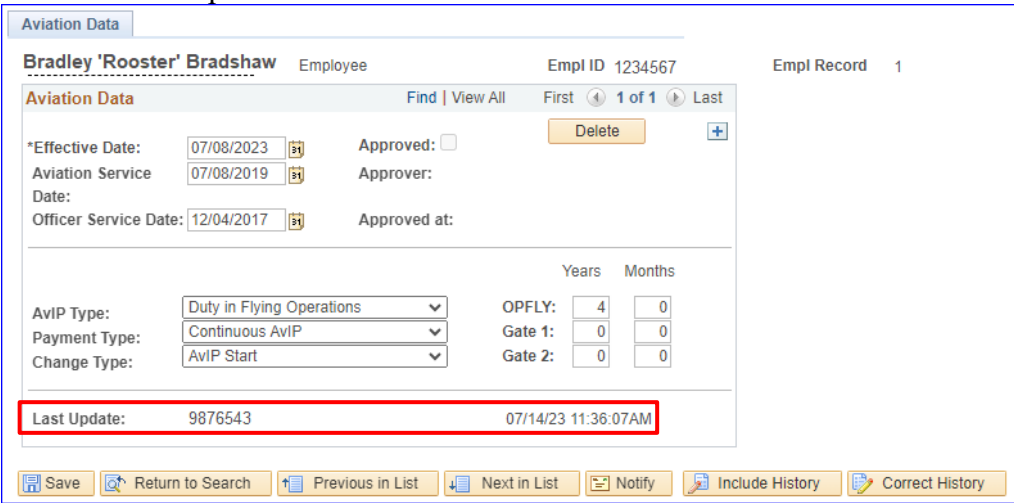
Procedures,
continued

Step	Action
9	<p>Using the drop-down, select the appropriate Change Type.</p>  <p>The screenshot shows the 'Aviation Data' form for Bradley 'Rooster' Bradshaw (Employee, Empl ID 1234567, Empl Record 1). The form includes fields for *Effective Date (07/08/2023), Aviation Service Date (07/08/2019), and Officer Service Date (12/04/2017). There are also fields for AVIP Type (Duty in Flying Operations), Payment Type (Continuous AvIP), and Change Type (dropdown menu). The Change Type dropdown is open, showing a list of options: AvIP Start, AvIP Type Change, Continue AvIP Past 25 Years, Gate Failed, Not Eligible, Remove Admin Suspension, Remove Admin Termination, Remove Medical Suspension, Remove Medical Termination, Suspend Due To Admin, Suspend Due To Medical, Terminate Due To Admin, Terminate Due To Medical, Transfer Continue, and Transfer Stop. The 'AvIP Start' option is highlighted. There are also buttons for Save, Return, Next in List, Notify, Include History, and Correct History.</p>

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Establishing an Officer as an Aviator and Starting AvIP, Continued


Procedures, continued

Step	Action
<p>10</p>	<p>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.</p> <p>NOTE: If the member has flight time from prior service, enter that flight time in the OPFLY Years and Months fields as appropriate.</p> 
<p>11</p>	<p>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.</p> 

Suspending or Terminating AvIP

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

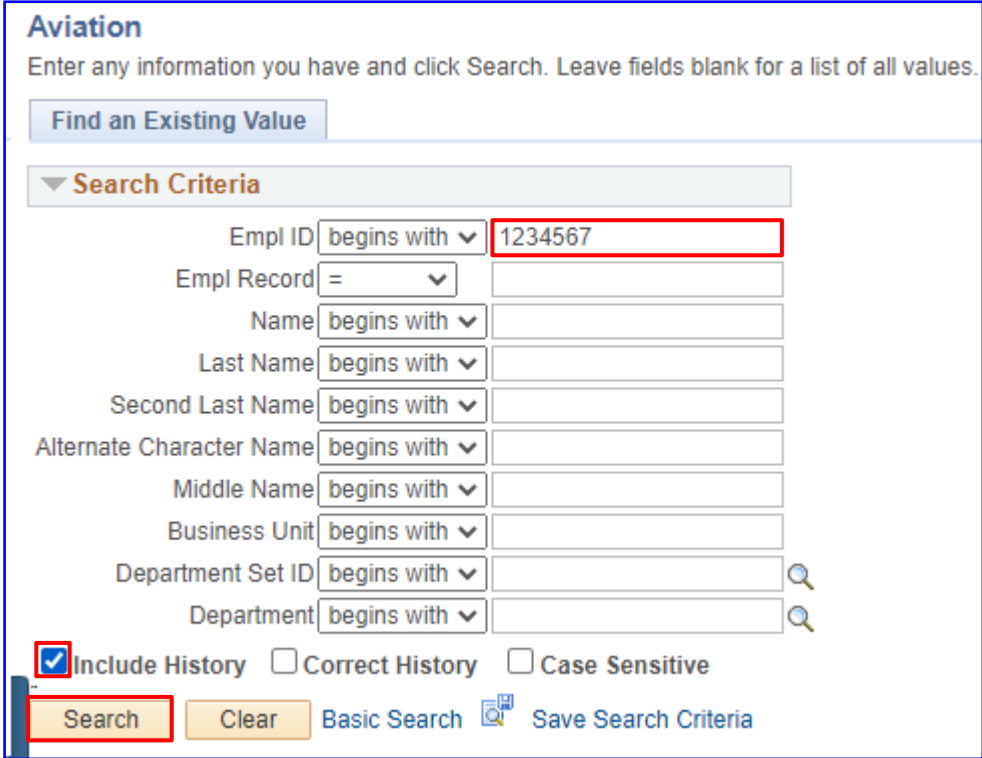
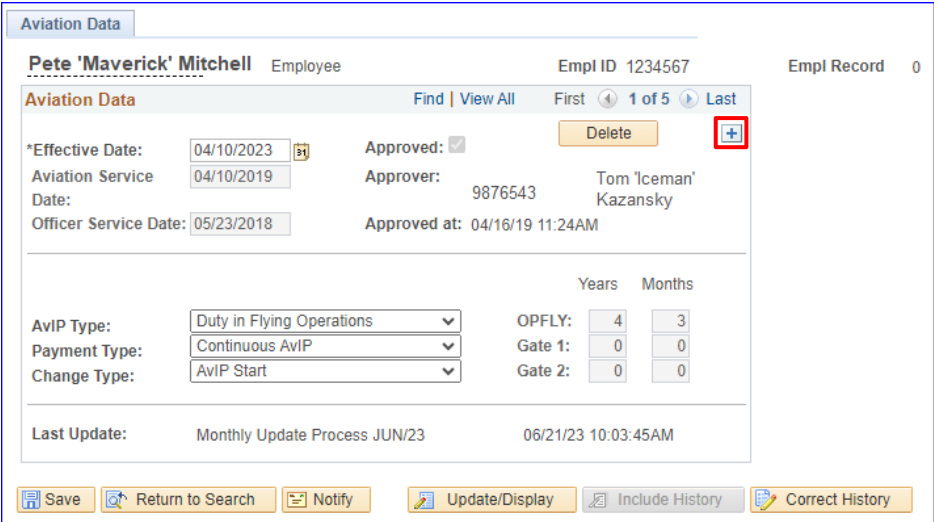
Procedures See below.

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

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Suspending or Terminating AvIP, Continued

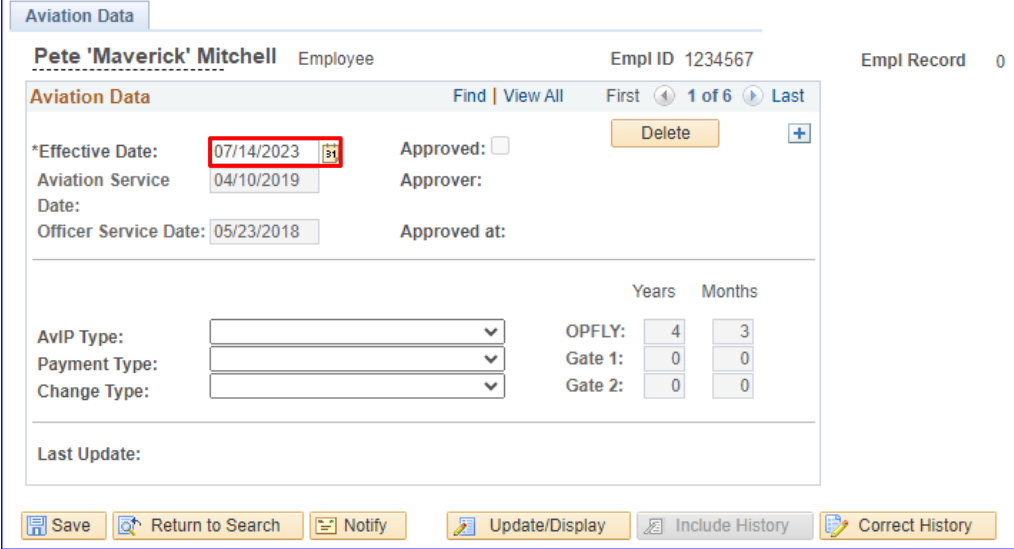
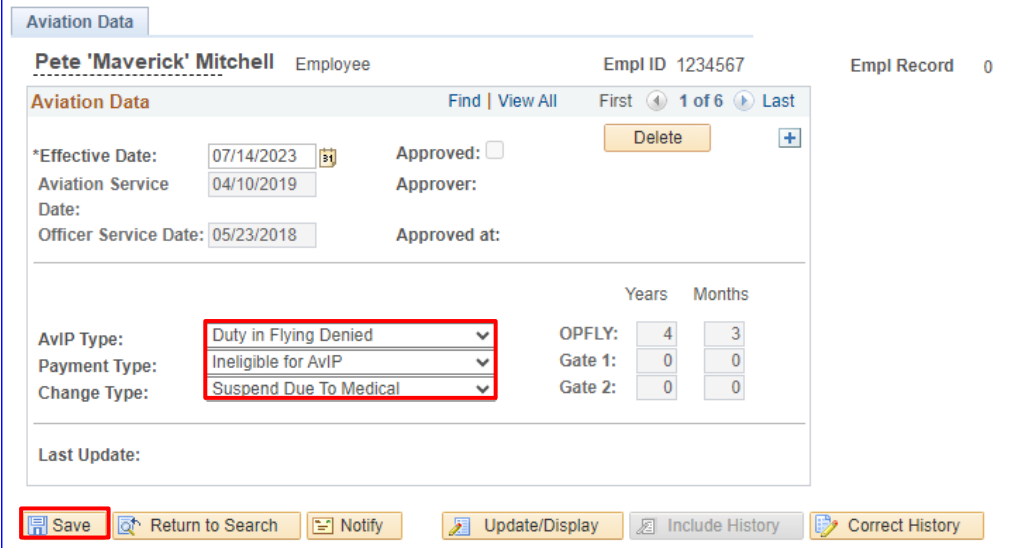
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Check the Include History box and click Search.</p>  <p>Aviation Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Empl Record =</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Second Last Name begins with</p> <p>Alternate Character Name begins with</p> <p>Middle Name begins with</p> <p>Business Unit begins with</p> <p>Department Set ID begins with</p> <p>Department begins with</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
4	<p>The Aviation Data page will display with the current AvIP entitlement. Click the Plus button.</p>  <p>Aviation Data</p> <p>Pete 'Maverick' Mitchell Employee Empl ID 1234567 Empl Record 0</p> <p>Aviation Data Find View All First 1 of 5 Last</p> <p>*Effective Date: 04/10/2023 Approved: <input checked="" type="checkbox"/> Delete +</p> <p>Aviation Service 04/10/2019 Approver: 9876543 Tom 'Iceman' Kazansky</p> <p>Date: Officer Service Date: 05/23/2018 Approved at: 04/16/19 11:24AM</p> <p>Years Months</p> <p>AvIP Type: Duty in Flying Operations OPFLY: 4 3</p> <p>Payment Type: Continuous AvIP Gate 1: 0 0</p> <p>Change Type: AvIP Start Gate 2: 0 0</p> <p>Last Update: Monthly Update Process JUN/23 06/21/23 10:03:45AM</p> <p>Save Return to Search Notify Update/Display Include History Correct History</p>

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Suspending or Terminating AvIP, Continued

Procedures,
continued

Step	Action
5	<p>A blank row will display. The Effective Date defaults to the current date. Enter the appropriate Effective Date AvIP should be suspended or terminated.</p>  <p>The screenshot shows the 'Aviation Data' form for Pete 'Maverick' Mitchell (Employee, Empl ID 1234567). The form includes fields for *Effective Date (07/14/2023), Aviation Service (04/10/2019), Date, and Officer Service Date (05/23/2018). There are also dropdown menus for AvIP Type, Payment Type, and Change Type, and numeric input fields for OPFLY, Gate 1, and Gate 2. The 'Save' button is visible at the bottom.</p>
6	<p>Using the drop-downs, select the appropriate AvIP Type, Payment Type, and Change Type. Click Save.</p>  <p>The screenshot shows the same 'Aviation Data' form. The dropdown menus for AvIP Type (Duty in Flying Denied), Payment Type (Ineligible for AvIP), and Change Type (Suspend Due To Medical) are highlighted with a red box. The 'Save' button is also highlighted with a red box.</p>

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Suspending or Terminating AvIP, Continued

Procedures,
continued

Step	Action												
7	<p>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.</p> <div data-bbox="352 595 1369 1155" style="border: 1px solid black; padding: 5px;"> <p>Aviation Data</p> <p>Pete 'Maverick' Mitchell Employee Empl ID 1234567 Empl Record 0</p> <p>Aviation Data Find View All First 1 of 6 Last</p> <p>*Effective Date: 07/14/2023 Approved: <input type="checkbox"/> Delete +</p> <p>Aviation Service 04/10/2019 Approver:</p> <p>Date:</p> <p>Officer Service Date: 05/23/2018 Approved at:</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Years</td> <td style="text-align: center;">Months</td> </tr> <tr> <td>AvIP Type: Duty in Flying Denied</td> <td>OPFLY: 4</td> <td>3</td> </tr> <tr> <td>Payment Type: Ineligible for AvIP</td> <td>Gate 1: 0</td> <td>0</td> </tr> <tr> <td>Change Type: Suspend Due To Medical</td> <td>Gate 2: 0</td> <td>0</td> </tr> </table> <p style="border: 2px solid red; padding: 2px;">Last Update: 9876543 07/14/23 11:46:28AM</p> <p>Save Return to Search Notify Update/Display Include History Correct History</p> </div>		Years	Months	AvIP Type: Duty in Flying Denied	OPFLY: 4	3	Payment Type: Ineligible for AvIP	Gate 1: 0	0	Change Type: Suspend Due To Medical	Gate 2: 0	0
	Years	Months											
AvIP Type: Duty in Flying Denied	OPFLY: 4	3											
Payment Type: Ineligible for AvIP	Gate 1: 0	0											
Change Type: Suspend Due To Medical	Gate 2: 0	0											


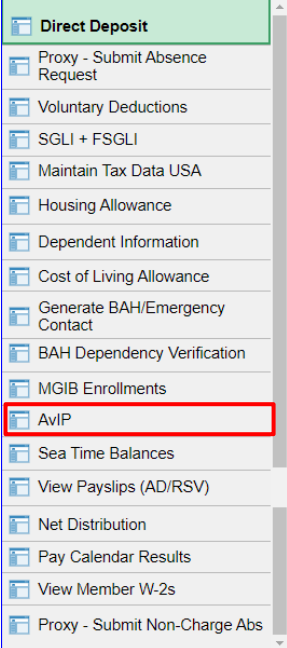
Month to Month AvIP

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 **AvIP page does not provide an option to enter a Stop Date.**

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.

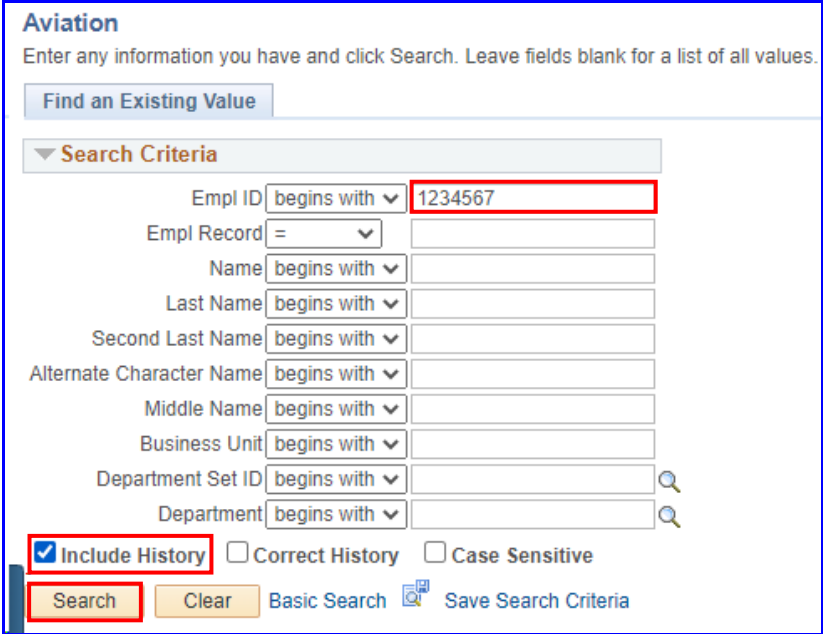
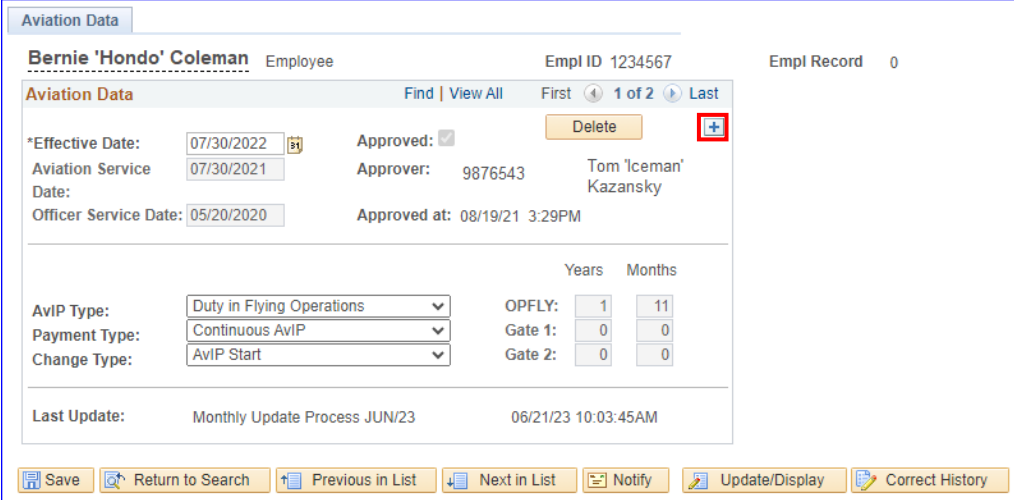
Procedures See below.

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

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Month to Month AvIP, Continued

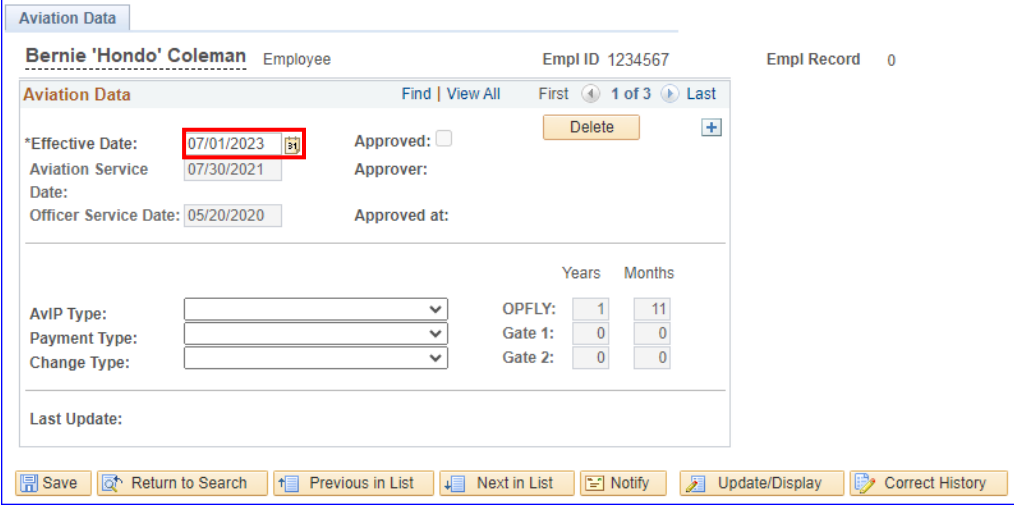
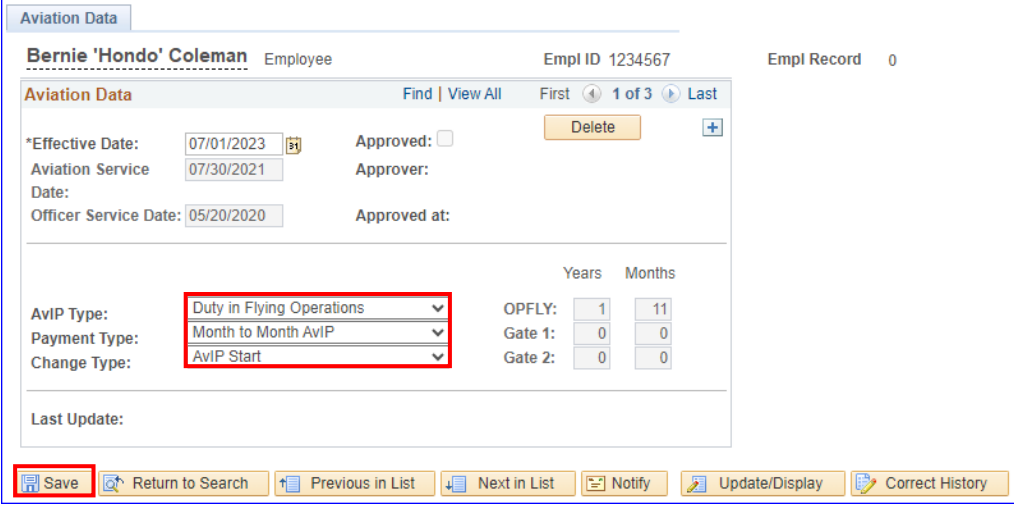
Procedures,
continued

Step	Action												
3	<p>Enter the member's Empl ID. Check the Include History box and click Search.</p>  <p>Aviation Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Empl Record =</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Second Last Name begins with</p> <p>Alternate Character Name begins with</p> <p>Middle Name begins with</p> <p>Business Unit begins with</p> <p>Department Set ID begins with</p> <p>Department begins with</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>												
4	<p>The member's current Aviation Data will display. Click the Plus button.</p>  <p>Aviation Data</p> <p>Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0</p> <p>Aviation Data Find View All First 1 of 2 Last</p> <p>*Effective Date: 07/30/2022 Approved: <input checked="" type="checkbox"/> Delete +</p> <p>Aviation Service: 07/30/2021 Approver: 9876543 Tom 'Iceman' Kazansky</p> <p>Date: Officer Service Date: 05/20/2020 Approved at: 08/19/21 3:29PM</p> <table border="1"> <thead> <tr> <th></th> <th>Years</th> <th>Months</th> </tr> </thead> <tbody> <tr> <td>AviP Type: Duty in Flying Operations</td> <td>OPFLY: 1</td> <td>11</td> </tr> <tr> <td>Payment Type: Continuous AviP</td> <td>Gate 1: 0</td> <td>0</td> </tr> <tr> <td>Change Type: AviP Start</td> <td>Gate 2: 0</td> <td>0</td> </tr> </tbody> </table> <p>Last Update: Monthly Update Process JUN/23 06/21/23 10:03:45AM</p> <p>Save Return to Search Previous in List Next in List Notify Update/Display Correct History</p>		Years	Months	AviP Type: Duty in Flying Operations	OPFLY: 1	11	Payment Type: Continuous AviP	Gate 1: 0	0	Change Type: AviP Start	Gate 2: 0	0
	Years	Months											
AviP Type: Duty in Flying Operations	OPFLY: 1	11											
Payment Type: Continuous AviP	Gate 1: 0	0											
Change Type: AviP Start	Gate 2: 0	0											

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Month to Month AvIP, Continued

Procedures,
continued

Step	Action
5	<p>The Effective date will default to the current date. Enter the appropriate Effective Date; this will be the first day of the month the member is authorized AvIP (if member is authorized AvIP for July, enter 07/01/2023).</p> 
6	<p>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.</p> 

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Month to Month AvIP, Continued

Procedures,
continued

Step	Action
7	<p>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.</p> <div data-bbox="352 566 1369 1059" style="border: 1px solid blue; padding: 5px;"> <p>Aviation Data</p> <p>Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0</p> <p>Aviation Data Find View All First 1 of 3 Last</p> <p>*Effective Date: 07/01/2023 Approved: <input type="checkbox"/> Delete +</p> <p>Aviation Service 07/30/2021 Approver:</p> <p>Date:</p> <p>Officer Service Date: 05/20/2020 Approved at:</p> <p>Years Months</p> <p>AvIP Type: Duty in Flying Operations OPFLY: 1 11</p> <p>Payment Type: Month to Month AvIP Gate 1: 0 0</p> <p>Change Type: AvIP Start Gate 2: 0 0</p> <p>Last Update: 9876543 07/14/23 11:52:19AM</p> <p>Save Return to Search Previous in List Next in List Notify Update/Display Correct History</p> </div>
8	<p>A future row needs to be added to <i>stop</i> the AvIP. Click the Plus button.</p> <div data-bbox="352 1137 1369 1630" style="border: 1px solid blue; padding: 5px;"> <p>Aviation Data</p> <p>Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0</p> <p>Aviation Data Find View All First 1 of 3 Last</p> <p>*Effective Date: 07/01/2023 Approved: <input type="checkbox"/> Delete +</p> <p>Aviation Service 07/30/2021 Approver:</p> <p>Date:</p> <p>Officer Service Date: 05/20/2020 Approved at:</p> <p>Years Months</p> <p>AvIP Type: Duty in Flying Operations OPFLY: 1 11</p> <p>Payment Type: Month to Month AvIP Gate 1: 0 0</p> <p>Change Type: AvIP Start Gate 2: 0 0</p> <p>Last Update: 9876543 07/14/23 11:52:19AM</p> <p>Save Return to Search Previous in List Next in List Notify Update/Display Correct History</p> </div>

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Month to Month AvIP, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>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.</p> <div data-bbox="352 600 1370 1081" style="border: 1px solid black; padding: 5px;"> </div>
<p>10</p>	<p>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.</p> <div data-bbox="352 1265 1370 1747" style="border: 1px solid black; padding: 5px;"> </div>

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Month to Month AvIP, Continued

Procedures,
continued

Step	Action																
11	<p>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.</p> <div data-bbox="352 566 1369 1048" style="border: 1px solid black; padding: 5px;"> <p>Aviation Data</p> <p>Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0</p> <p>Aviation Data Find View All First 1 of 4 Last Delete +</p> <p>*Effective Date: 09/01/2023 Approved: <input type="checkbox"/></p> <p>Aviation Service: 07/30/2021 Approver:</p> <p>Date:</p> <p>Officer Service Date: 05/20/2020 Approved at:</p> <hr/> <table border="0"> <tr> <td></td> <td></td> <td style="text-align: center;">Years</td> <td style="text-align: center;">Months</td> </tr> <tr> <td>AvIP Type:</td> <td>Duty in Flying Denied</td> <td>OPFLY:</td> <td>1 11</td> </tr> <tr> <td>Payment Type:</td> <td>Ineligible for AvIP</td> <td>Gate 1:</td> <td>0 0</td> </tr> <tr> <td>Change Type:</td> <td>Not Eligible</td> <td>Gate 2:</td> <td>0 0</td> </tr> </table> <p style="border: 2px solid red; padding: 2px;">Last Update: 9876543 07/14/23 11:55:19AM</p> <p>Save Return to Search Previous in List Next in List Notify Update/Display Correct History</p> </div>			Years	Months	AvIP Type:	Duty in Flying Denied	OPFLY:	1 11	Payment Type:	Ineligible for AvIP	Gate 1:	0 0	Change Type:	Not Eligible	Gate 2:	0 0
		Years	Months														
AvIP Type:	Duty in Flying Denied	OPFLY:	1 11														
Payment Type:	Ineligible for AvIP	Gate 1:	0 0														
Change Type:	Not Eligible	Gate 2:	0 0														

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

- **Ensure you have the correct member before deleting AvIP.**
- 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.
- **PPC (MAS) RECOMMENDS COMPLETING THE ENTIRE PROCESS WITHIN 10 MINUTES. 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**.

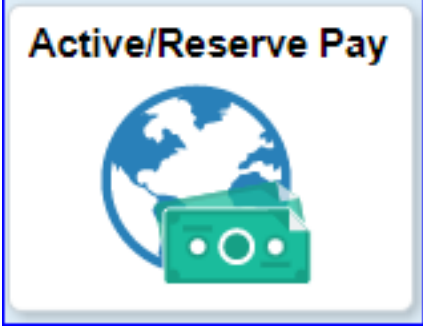
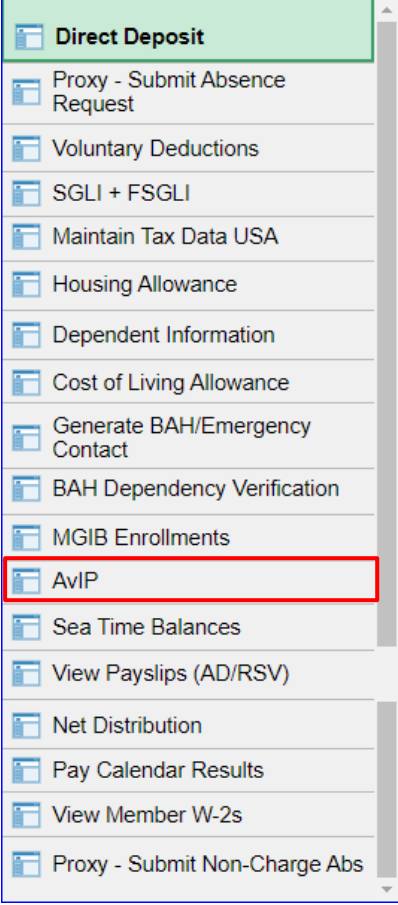
1. Add the oldest AvIP row with the correct information.
2. Approve the addition.
3. Repeat steps 1 & 2 until the entire period is added.

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, **all corrections/changes MUST be reported to PPC Customer Care to be processed manually.**

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Deleting AvIP, Continued


Procedures See below.

Step	Action
1	<p>Click on the Active/Reserve Pay Tile.</p>  <p>The image shows a square tile with a white background. At the top, the text "Active/Reserve Pay" is written in a bold, black, sans-serif font. Below the text is a graphic of a blue and white globe with a green wallet icon in front of it, containing three white circles representing coins.</p>
2	<p>Select the AvIP option.</p>  <p>The image shows a vertical dropdown menu with a light gray background and a blue border. The menu items are listed from top to bottom: Direct Deposit (highlighted in green), 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 (highlighted with a red border), Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs. Each item has a small blue folder icon to its left.</p>

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Deleting AvIP, Continued

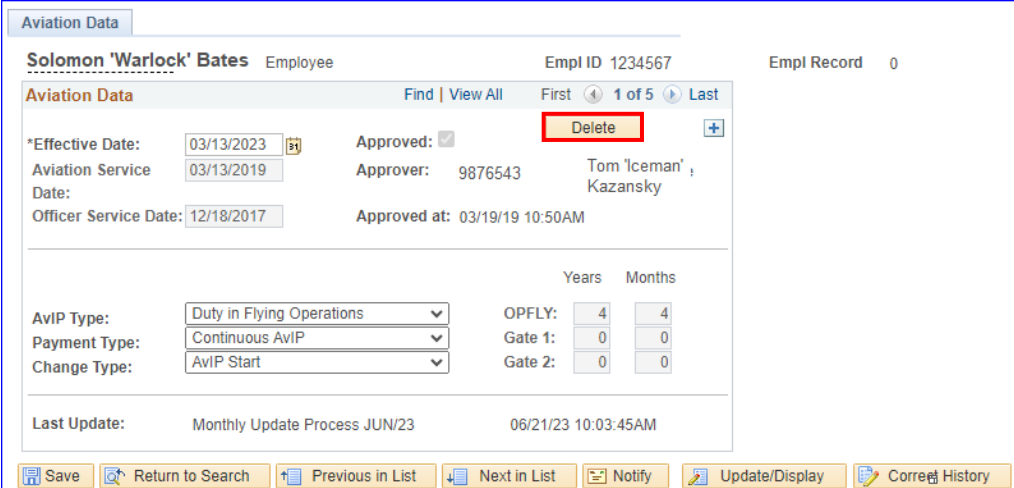
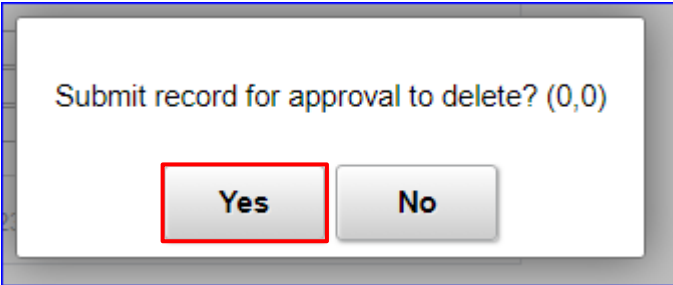
Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Check the Include History box and click Search.</p> <div data-bbox="352 528 1262 1234" style="border: 1px solid blue; padding: 5px;"> <p>Aviation Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>

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Deleting AvIP, Continued

Procedures,
continued

Step	Action
4	<p>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.</p> <p>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.</p> 
5	<p>Click Yes to submit the deletion.</p> 
6	<p>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.</p>

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 <i>Aviator</i> submits a request to their Senior Flight Officer for a specific period of time or discrepancy to any of the following: <ul style="list-style-type: none"> • 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 <i>Senior Flight Officer</i> 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 <i>SPO Auditor (YNI or above)</i> will review the documents for accuracy for the period of time or discrepancy in question and then complete the Aviation Calculation Worksheet .
4	The <i>SPO</i> will forward the Aviation Calculation Worksheet and all supporting documentation to the Commanding Officer for review/approval.

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AvIP Change Request, Continued

Procedures,
continued

Step	Action
5	<p>Via a CG Memorandum, the <i>Commanding Officer</i> 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.</p> <p>NOTE: The Commanding Officer CANNOT delegate this authority.</p>
6	<p>The <i>SPO</i> 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.</p> <p>Examples of supporting documentation include:</p> <ul style="list-style-type: none"> • 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	<p>PPC will review the provided documentation and make any adjustments as appropriate.</p>
