Aviation Incentive Pay (AvIP)

Overview

Introduction
This guide provides guiding principles and procedures for processing Aviation Incentive Pay (AvIP), formally Aviation Career Incentive Pay (ACIP).

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 M1000.3A (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 Direct Access. It does not dictate policy.

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</tr>
</tbody>
</table>
## Glossary of Acronyms

### Introduction

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

### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACIP</td>
<td>Aviation Career Incentive Pay (discontinued use as of 31 Dec 17)</td>
</tr>
<tr>
<td>ASD</td>
<td>Aviation Service Date</td>
</tr>
<tr>
<td>ASED</td>
<td>Aviation Service Entry Date</td>
</tr>
<tr>
<td>AvIP</td>
<td>Aviation Incentive Pay</td>
</tr>
<tr>
<td>DIFDEN</td>
<td>Duties Involving Flying Denied (assignments that are not DIFOPS or DIFPRO)</td>
</tr>
<tr>
<td>DIFOPS</td>
<td>Duties Involving Flying Operations (also known as Operation Flying Duty (OPFLY))</td>
</tr>
<tr>
<td>DIFPRO</td>
<td>Duties Involving Flying Proficiency (also known as Proficiency Flying Duty (PROFLY))</td>
</tr>
<tr>
<td>OSD</td>
<td>Officer Service Date</td>
</tr>
<tr>
<td>YAS</td>
<td>Years of Aviation Service</td>
</tr>
</tbody>
</table>
## Guiding Principles

### Introduction

This section provides the guiding principles for Aviation Incentive Pay (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”.

### Recalled to Active Duty from Retirement

For Officers recalled to active duty from retirement with a break in service: Time spent in retired status is not used when determining an aviator’s longevity for AvIP; therefore, the ASD, ASED, and OSD must be reset when the retired aviator is recalled to active duty 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 1987. The aviator had retired on 1 Sep 2008 but was then recalled to active duty on 1 Feb 2009, then their new ASD, ASED, and ASD will become 15 Dec 1987 (5 months were added to the original date of 15 July 1987).

### 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 will indicate DIFOPS), proficiency flying (orders will indicate DIFPRO), or does not involve flying (orders will 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 SPO must add a new row to the Aviation Data (AvIP) page indicating the new AvIP Type.
Establishing an Officer as an Aviator and Starting AvIP

Introduction
This section provides the procedures for a SPO to establish an officer as an aviator and start Aviation Incentive Pay (AvIP) in Direct Access (DA).

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select AvIP from the Active &amp; Reserve Pay Shortcuts pagelet.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Active &amp; Reserve Pay Shortcuts" /></td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s Empl ID and click Search.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Aviation" /></td>
</tr>
</tbody>
</table>

Continued on next page
Establishing an Officer as an Aviator and Starting AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Aviation Data page will display. The Effective Date defaults to the current date. Enter the <strong>Effective Date</strong> AvIP is to begin (review reference (a) to determine the effective start date of AvIP).</td>
</tr>
</tbody>
</table>

![Aviation Data Page](image-url)

- **Effective Date:** 12/01/2018
- **Aviation Service Date:**
- **Officer Service Date:**

- Years: 0
- Months: 0
- OPFLY: 0
- Gate 1: 0
- Gate 2: 0

```
Last Update:
```

*Continued on next page*
Establishing an Officer as an Aviator and Starting AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Enter the member’s <strong>Aviation Service Date (ASD)</strong>. 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.</td>
</tr>
</tbody>
</table>

Continued on next page
Establishing an Officer as an Aviator and Starting AvIP, Continued

Procedures, continued

Step | Action
---|---
5 | 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.

Continued on next page
### Establishing an Officer as an Aviator and Starting AvIP, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Using the drop-down, select the <strong>AvIP Type</strong>.</td>
</tr>
</tbody>
</table>

**Note:** The AvIP Type is usually specified in the Remarks or Notes section of the member’s PCS orders.

![Aviation Data Form](image)

*Effective Date:* 12/01/2013  
*Aviation Service Date:* 03/11/2017  
*Officer Service Date:* 05/17/2015

- **AvIP Type:** Duty in Flying Denied, Duty in Flying Operations, Duty in Flying Proficiency
- **Payroll Type:** OPFLY, Gate 1, Gate 2
- **Change Type:**
  - OPFLY: 0 0
  - Gate 1: 0 0
  - Gate 2: 0 0

*Last Update:* [Save, Return to Search, Notify, Update/Display, Include History, Correct History]
Establishing an Officer as an Aviator and Starting AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Using the drop-down, select the <strong>Payment Type</strong>.</td>
</tr>
</tbody>
</table>

**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.

![Aviation Data](image)

Continued on next page
Establishing an Officer as an Aviator and Starting AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Using the drop-down, select the appropriate Change Type.</td>
</tr>
</tbody>
</table>

![Aviation Data form with change type options]

*Effective Date: 12/01/2018*
*Aviation Service Date: 03/11/2017*
*Officer Service Date: 05/17/2015*

AvIP Type: Duty in Flying Operations
Payment Type: Continuous AvIP
Change Type: AvIP Start

Continued on next page
Establishing an Officer as an Aviator and Starting AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>**Direct Access will begin calculating the **Years <strong>and Months</strong> <strong>for OPFLY</strong> (Operational Flying Time), <strong>Gate 1</strong>, and <strong>Gate 2</strong> based on the AvIP Type entered throughout the member’s career. <strong>Click Save.</strong></td>
</tr>
</tbody>
</table>

**Note:** If the member has flight time from prior service, **enter** that flight time in the OPFLY Years and Months fields as appropriate.

---

**Aviation Data**

<table>
<thead>
<tr>
<th>Rowena MacLeod</th>
<th>Employee</th>
<th>Empl ID 1234567</th>
<th>Empl Record 0</th>
</tr>
</thead>
</table>

**Aviation Data**

<table>
<thead>
<tr>
<th>Effective Date:</th>
<th>12/01/2018</th>
<th>Approved:</th>
<th>Approved at:</th>
</tr>
</thead>
</table>

**Aviation Service Date:** 03/11/2017

**Officer Service Date:** 05/17/2015

**AvIP Type:**
- Duty in Flying Operations
- Continuous AvIP
- AvIP Start

**OPFLY:** 0 0

**Gate 1:** 0 0

**Gate 2:** 0 0

**Last Update:**

---

*Continued on next page*
Establishing an Officer as an Aviator and Starting AvIP, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The <strong>Last Update</strong> field will update with the SPO technician’s Emplid and the date/time the AvIP is updated.</td>
</tr>
</tbody>
</table>

![Aviation Data](image-url)

- **Effective Date:** 12/01/2018
- **Aviation Service Date:** 03/11/2017
- **Officer Service Date:** 05/17/2015
- **Aviation Type:** Duty in Flying Operations
- **Payment Type:** Continuous AvIP
- **Change Type:** AvIP Start
- **Last Update:** 9875543 12/19/16 2:51:00PM
Suspending or Terminating AvIP

Introduction
This section provides the procedures for a SPO to suspend or terminate Aviation Incentive Pay (AvIP) in Direct Access (DA).

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>AvIP</strong> from the Active &amp; Reserve Pay Shortcuts pagelet.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Active Reserve Pay Shortcuts" /></td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Check the <strong>Include History</strong> box, then click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

Continued on next page
Suspending or Terminating AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Aviation Data page will display with the current AvIP entitlement. To add a new row, click the (+) button.</td>
</tr>
</tbody>
</table>

Continued on next page
Suspending or Terminating AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A blank row will display. The Effective Date defaults to the current date. Enter the appropriate Effective Date AvIP should be suspended or terminated.</td>
</tr>
</tbody>
</table>

Continued on next page
Suspending or Terminating AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Using the drop-downs, select the appropriate <strong>AvIP Type</strong>, <strong>Payment Type</strong>, and <strong>Change Type</strong>.</td>
</tr>
</tbody>
</table>

**Aviation Data**

- **Employee**
- **Empl ID** 1234567
- **Empl Record** 0

- **Effective Date:** 12/01/2018
- **Aviation Service Date:** 04/17/2006
- **Officer Service Date:** 05/22/2002

**AvIP Type:**
- **Duty in Firing Denied**
- **Ineligible for AvIP**

**Payment Type:**
- **AvIP Start**
- **AvIP Type Change**
- **Continue AvIP Past 25 Years**
- **Gate Closed**
- **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**
- **Transfer Stop**

**Last Update:**

- **Save**
- **Return to Search**
- **Include History**
- **Correct History**
Suspending or Terminating AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Click Save.</td>
</tr>
</tbody>
</table>

![Aviation Data](image)

**Aviation Data**

- **Employee**: Fergus MacLeod
- **Empl ID**: 1234567
- **Empl Record**: 0

- **Effective Date**: 12/01/2018
- **Aviation Service Date**: 04/17/2006
- **Officer Service Date**: 05/22/2002

**AvIP Type**: Duty in Flying Denied

**Payment Type**: Ineligible for AvIP

**Change Type**: Terminate Due To Admin

**Approved By**: [Approval Details]

**Approved At**: [Approval Date]

---

Continued on next page
### Suspending or Terminating AvIP, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The <strong>Last Update</strong> field will update with the SPO technician’s Empl ID and the date/time the AvIP is updated.</td>
</tr>
</tbody>
</table>

![Aviation Data](image)

- **Aviation Data**
  - *Effective Date:* 12/01/2018
  - **Approved:**
  - **Approver:**
  - **Approved at:**

- **Aviation Service Date:** 04/17/2006
- **Officer Service Date:** 05/22/2002

- **Aviation Type:**
  - Duty in Flying Denied
  - Ineligible for AvIP
  - Terminate Due To Admin

- **Years Months**
  - OPFLY: 12 7
  - Gate 1: 0 0
  - Gate 2: 0 0

- **Last Update:** 9876543 12/19/18 3:05:51 PM

---

30 January 2020
Month to Month AvIP

Introduction
This section provides the procedures for a SPO to enter Month to Month Aviation Incentive Pay (AvIP) in Direct Access (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 02/01/19 through 02/28/19 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 02/01/19. A second AvIP row will also need to be created with an effective date of 03/01/19 to stop the AvIP.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>AvIP</strong> from the Active &amp; Reserve Pay Shortcuts pagelet.</td>
</tr>
</tbody>
</table>

*Continued on next page*
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Check the <strong>Include History</strong> box, then click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

```
Aviation
Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th><strong>Find an Existing Value</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Search Criteria</strong></th>
</tr>
</thead>
</table>

- **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

<table>
<thead>
<tr>
<th><strong>Include History</strong></th>
<th><strong>Correct History</strong></th>
<th><strong>Case Sensitive</strong></th>
</tr>
</thead>
</table>

[Search] [Clear] [Basic Search] [Save Search Criteria]
```

| 3    | The member’s current Aviation Data will display. Click the (+) button to add a new row. |

```
Aviation Data
Dwight K. Shute
Employee Empl ID 1234567 Empl Record 0

<table>
<thead>
<tr>
<th><strong>Aviation Data</strong></th>
</tr>
</thead>
</table>

| Effective Date: 05/24/2012 |
| Service Date: 03/11/2002 |
| Officer Service Date: 05/17/2001 |

<table>
<thead>
<tr>
<th><strong>AvIP Type</strong></th>
<th><strong>Payment Type</strong></th>
<th><strong>Change Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily in Flying Proficiency</td>
<td>Ineligible for AvIP</td>
<td>Suspend Due To Admin</td>
</tr>
<tr>
<td>OPFY: 8</td>
<td>Gate 1: 8</td>
<td>Gate 2: 0</td>
</tr>
<tr>
<td>Months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Last Update: 9875643 |

[Save] [Return to Search] [Notify] [Update/Display] [Include History] [Correct History]
```

Continued on next page
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The Effective date will default to the current date. Enter the appropriate <strong>Effective Date</strong>; this will the first day of the month the member is authorized AvIP. For example, if member is authorized AvIP for February, enter 02/01/19.</td>
</tr>
</tbody>
</table>

![Aviation Data Form](image)

*Continued on next page*
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Using the AvIP Type drop-down, select Duty in Flying Operations.</td>
</tr>
</tbody>
</table>

![AvIP Type Selection](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Using the Payment Type drop-down, select Month to Month AvIP.</td>
</tr>
</tbody>
</table>

![Payment Type Selection](image)

Continued on next page
### Month to Month AvIP, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Using the <strong>Change Type</strong> drop-down, click <strong>AvIP Start</strong>. Click <strong>Save</strong>.</td>
</tr>
</tbody>
</table>

---

*Continued on next page*
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>The AvIP request will be placed in a pending status and forwarded to the SPO tree for approval. The <strong>Last Update</strong> field will update with the SPO technician’s Emplid and the date/time the AvIP is updated.</td>
</tr>
</tbody>
</table>

Continued on next page
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>A future row needs to be added to stop the AvIP. Click the (+) button to add a new row.</td>
</tr>
</tbody>
</table>

Continued on next page
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>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 month of February. The Effective Date entered will be 03/01/19.</td>
</tr>
</tbody>
</table>

![Aviation Data Form]

Continued on next page
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11</strong></td>
<td>Using the AvIP Type drop-down, select <strong>Duty in Flying Denied</strong>.</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Using the Payment Type drop-down, select <strong>Ineligible for AvIP</strong>.</td>
</tr>
</tbody>
</table>

Continued on next page
Month to Month AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Using the Change Type drop-down, select Not Eligible. Click Save.</td>
</tr>
</tbody>
</table>

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 SPO technician’s Emplid and the date/time the AvIP is updated.
Deleting AvIP

Introduction

This section provides the procedures for a SPO to delete Aviation Incentive Pay (AvIP) from a member’s record in Direct Access (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 over or under payments to the member. Once the recoupment begins, it cannot be stopped.

- THIS COMPLETE PROCESS MUST BE DONE WITHIN THE SAME PAY PERIOD TO PREVENT PAY PROBLEMS! 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.

For guidance on how to take and attach screenshots (required) when submitting a Customer Care ticket, see the Submitting Trouble Tickets with Supporting Images user guide.

Continued on next page
### Deleting AvIP, Continued

**Procedures**

See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select AvIP from the Active &amp; Reserve Pay Shortcuts pagelet.</td>
</tr>
</tbody>
</table>

#### Active & Reserve Pay Shortcuts

- Direct Deposit
- Voluntary Deductions
- Maintain Tax Data USA
- Dependent Information
- BAH Dependent/Empl
- Sea Time Balances
- View Payslips (AD/RSV)
- Pay Calendar Results
- Proxy - Submit Non-Charge Abs
- AvIP
- MGIR Enrollments
- SOU + FSOU
- Housing Allowance
- Cost of Living Allowance

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Check the <strong>Include History</strong> box, then click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

#### Aviation

Enter any information you have and click **Search**. Leave fields blank for a list of all values.

**Find an Existing Value**

- **Empl ID**: 1234567

#### Search Criteria

- **Empl ID** begins with
- **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**
Deleting AvIP, Continued

Procedures, continued

<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
</table>
| 3    | 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.* If the new row is not submitted within the same pay cycle, the member will see a debit to their pay. Once the recoupment begins, it cannot be stopped.

**Continued on next page**
### Deleting AvIP, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| **4** | Click Yes to submit the deletion.  
![Screen Shot](image1.png) |
| **5** | 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).

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

Important Information
Prior to requesting an adjustment or status change, it is important to review the above references and ensure any required documentation (i.e. 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 CGPortal)
- Aviation Calculation Worksheet
- Sample Memo requesting an Adjustment or Status Change

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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. |

*Continued on next page*
### AvIP Change Request, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The SPO Auditor (YN1 or above) will review the documents for accuracy for the <strong>period of time or discrepancy in question</strong> and then complete the <a href="#">Aviation Calculation Worksheet</a>.</td>
</tr>
<tr>
<td>4</td>
<td>The SPO will forward the Aviation Calculation Worksheet and all supporting documentation to the Commanding Officer for review/approval.</td>
</tr>
</tbody>
</table>
| 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. |