Aviation Incentive Pay (AvIP)

Overview		
Introduction	This guide provides guiding principles and procedures Aviation Incentive Pay (AvIP) in Direct Access (DA).	for processing
References	 (a) <u>Coast Guard Pay Manual, COMDTINST M7220.29</u> (b) <u>Aviation Incentive Pay (AvIP) and Bonus (AvB) Pr</u><u>COMDTINST 7220.20 (series)</u> (c) <u>Officer Accessions, Evaluations, and Promotions, CM1000.3 (series)</u> (d) <u>Coast Guard Air Operations Manual, COMDTINST (series)</u> 	<u>9 (series)</u> ogram. COMDTINST F M3710.1H
Important Information	Do <u>NOT</u> attempt to input, correct, or delete an AvIP tra reviewing the references provided above. This guide pr procedures for entering and deleting AvIP in DA. It doe policy.	ansaction until rovides the es not dictate
	For Eligible Reserve Aviators who logged qualifying a drills or active duty periods who have not been credited duty after 04 MAR 2022, submit a trouble ticket in coo your P&A to PPC at: <u>ppc-dg-customercare@uscg.r</u> page for additional Trouble Ticket details.	flight hours during l for reserve flight rdination with <u>nil. See the MAS</u>
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	Guiding Principles	3
	Establishing an Officer as an Aviator and Starting	4
	AVIP Suspending or Terminating AVIP	10
	Suspending of Terminating AVIP	10

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Month to Month AvIP

AvIP Change Request

Deleting AvIP

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 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). 	

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.	
	Active/Reserve Pay	
2	Select the AvIP option.	
	📄 Direct Deposit	
	Proxy - Submit Absence Request	
	Columnary Deductions	
	SGLI + FSGLI	
	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)	
	Text Distribution	
	Pay Calendar Results	
	View Member W-2s	
	Proxy - Submit Non-Charge Abs	

Procedures,

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
1	The Avietien Date name will display. The Effective Date defaults to the surrent
4	date Enter the Effective Date AvIP is to begin (review reference (a) 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 (2) Last
	*Effective Date: 07/08/2023 🙀 Approved: Delete 🛨
	Aviation Service Approver: Date:
	Officer Service Date: Approved at:
	Years Months
	AvIP Type: OPFLY: 0
	Payment Type: V Gate 1: 0 0 Change Type: V Gate 2: 0 0
	Last Update:
	🔚 Save 🔯 Return to Search † Previous in List 📮 Next in List 🖃 Notify 🔎 Include History 📝 Correct History

Continued on next page

Procedures,

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 <u>reference (a)</u> 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: Image: Compare the second se
	Years Months AvIP Type: V OPFLY: 0 0 Payment Type: V Gate 1: 0 0 Change Type: V Gate 2: 0 0
	Last Update:
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 <u>reference (a)</u> for guidance on determining the member's OSD.
	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 ii Approved: Delete Aviation Service 07/08/2019 ii Approver: Date: Officer Service Date: 12/04/2017 ii Approved at:
	Years Months AvIP Type: OPFLY: 0
	Last Update:
	🔚 Save 🐼 Return to Search 🛉 Previous in List 🚛 Next in List 🔄 Notify 🔎 Include History 🕟 Correct History

Continued on next page

Procedures,

Using the dr	on-down, select the AvIP Type	
e sing the a	op down, beloet the rivir Type.	
NOTE: The	AvIP Type is usually specified in the Remarks or Not	es se
the member	's PCS orders.	
Aviation Data		
Bradley 'Roost	er' Bradshaw Employee Empl ID 1234567 Empl Reco	ord 1
Aviation Data	Find View All First ④ 1 of 1 Last	
*Effective Date:	Delete	
Aviation Service	07/08/2019 Approver:	
Date: Officer Service D	ate: 12/04/2017	
Officer Service D		
	Years Months	
AvIP Type:	✓ OPFLY: 0 0	
Payment Type: Change Type:	Duty in Flying Denied Gate 2: 0 0	
	Duty in Flying Operations Duty in Flying Proficiency	
Last Update:		
Using the dr	op-down, select the Payment Type .	
Using the dr NOTE: If N section of th	op-down, select the Payment Type . fonth to Month AvIP is selected, see the <u>Month to M</u> is guide for additional information and procedures req	onth uireo
Using the dr NOTE: If N section of th process this	op-down, select the Payment Type . Ionth to Month AvIP is selected, see the <u>Month to M</u> is guide for additional information and procedures req Payment Type.	onthuirec
Using the dr NOTE: If N section of th process this Aviation Data	op-down, select the Payment Type . fonth to Month AvIP is selected, see the <u>Month to M</u> is guide for additional information and procedures req Payment Type.	onthuirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost	rop-down, select the Payment Type . fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Empl Reco	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data	Top-down, select the Payment Type . fonth to Month AvIP is selected, see the <u>Month to M</u> is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Empl Reco Find View All First () 1 of 1 () Last	onth uireo
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date:	op-down, select the Payment Type. fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Find View All First ④ 1 of 1 ⊕ Last 07/08/2023 B Approved:	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Date: Date:	rop-down, select the Payment Type. Ionth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Employee Find View All First @ 1 of 1 @ Last 07/08/2023 Approved:	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Service Date: Officer Service D	op-down, select the Payment Type. fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Empl ID 1234567 Empl Reco 07/08/2013 Approved: 07/08/2019 Approved at:	onth uired
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Service Date: Officer Service D	op-down, select the Payment Type . fonth to Month AvIP is selected, see the <u>Month to M</u> is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Empl Reco Find View All First @ 1 of 1 @ Last 07/08/2023 B Approved: ate: 12/04/2017 B Approved at: Vears Months	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Service Date: Officer Service D	er' Bradshaw Employee Empl ID 1234567 Empl Reco er' Bradshaw Employee Find View All First ④ 1 of 1 ⑥ Last Empl Reco 07/08/2019 Approved: Delete Image: Constraint of the second secon	onth uireo
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Service Date: Officer Service D AvIP Type: Payment Type:	op-down, select the Payment Type. fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Find View All First (1 of 1) Last 07/08/2023 (3) Approved: 07/08/2019 (3) Approver: ate: 12/04/2017 (3) Approved at: Years Months OPFLY: 0 OPFLY: 0	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Service Date: Officer Service D AvIP Type: Payment Type: Change Type:	op-down, select the Payment Type. fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Find View All First I of 1 Last 07/08/2023 Approved: Delete Image: Payment Type Payment Type. Empl ID 1234567 Empl Reco Find View All First I of 1 Last Delete Image: Payment Type Image: Payment Ty	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Date: Officer Service D AvIP Type: Payment Type: Change Type: Last Update:	op-down, select the Payment Type. fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Empl Reco Iof 1 le Last 07/08/2019 Approved: Vears Months OPFLY: 0 0 Gate 1: 0 0 O Gate 2: 0 0 0 Ineligible for AvIP Month AvIP	onth uirec
Using the dr NOTE: If N section of th process this Aviation Data Bradley 'Roost Aviation Data *Effective Date: Aviation Service Date: Officer Service D AvIP Type: Payment Type: Change Type: Last Update:	op-down, select the Payment Type. fonth to Month AvIP is selected, see the Month to M is guide for additional information and procedures req Payment Type. er' Bradshaw Employee Empl ID 1234567 Find View All First (1 of 1) Last 07/08/2023 (3) Approved: 07/08/2019 (3) Approver: ate: 12/04/2017 (3) Approved at: Years Months OPFLY: 0 Gate 1: 0 0 0 Gate 2: 0	onthuire

Continued on next page

Procedures,

continued

		Action	
Using the drop	-down, select the app	propriate Change Ty	pe.
Aviation Data	••	· · · · ·	-
Bradley 'Rooster' B	Bradshaw Employee	Empl ID 1234567	Empl Record 1
Aviation Data	Find V	/iew All 👘 First 🕢 1 of 1 🕟 Las	t
*Effective Date: Aviation Service Date: Officer Service Date:	07/08/2023 ist Approved: 07/08/2019 ist Approver: 12/04/2017 ist Approved at:	Delete	E
		Years Months	
AvIP Type:	Duty in Flying Operations	OPFLY: 0 0	
Payment Type:	Continuous AVIP V	Gate 1: 0 0	
Change Type:			
Last Update:	AvIP Start AvIP Type Change		
Lust oputto.	Continue AvIP Past 25 Years		
E Sava	Gate Failed Not Fligible	Novt in List	Include History
LU Save IQ, Kelun	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	Next in List 🖃 Notify	

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.
	Aviation Data Bradley 'Rooster' Bradshaw Employee Empl ID 1234567 Empl Record 1 Aviation Data Find View All First ④ 1 of 1 ④ Last *Effective Date: 07/09/2023 tta
	Aviation Service 07/08/2019 Approver: Date: Officer Service Date: 12/04/2017 B Approved at:
	AvIP Type: Duty in Flying Operations V OPFLY: 4 0 Payment Type: Continuous AvIP V Gate 1: 0 0 Change Type: AvIP Start V Gate 2: 0 0
	Last Update:
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.
	Aviation Data Employee Empl ID 1234567 Empl Record 1 Aviation Data Find View All First ④ 1 of 1 ④ Last Delete +
	*Effective Date: 07/08/2023 iii Approved: Aviation Service 07/08/2019 iii Approver: Date: 0 0 0 Officer Service Date: 12/04/2017 iii Approved at:
	AvIP Type: Duty in Flying Operations V OPFLY: 4 0 Payment Type: Continuous AvIP V Gate 1: 0 0 Change Type: AvIP Start Gate 2: 0 0
	Last Update: 9876543 07/14/23 11:36:07AM Image: Save Im

Procedures,

Suspending or Terminating AvIP

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

Procedures See below.



Suspending or Terminating AvIP, Continued

Procedures,

continued

3 Ente	er the member's Empl ID. Check the Include History be	ox and click
Sear	rch.	
Av	viation	
Ent	ter any information you have and click Search. Leave fields blank for	r a list of all values.
F	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 🗸]
Alt	ternate Character Name begins with 🗸]
	Middle Name begins with 🗸]
	Business Unit begins with 🗸]
	Department Set ID begins with 🗸	Q
	Department begins with 🗸	Q
	Include History Correct History Case Sensitive	
-	Saarah Claar Basis Saarah 🖾 Sava Saarah Critaria	
	Search Clear Basic Search End Save Search Chiefia	
4 The	Aviation Data page will display with the current AvIP er	ntitlement. Click
	ion Data	
Pet	te 'Maverick' Mitchell Employee Empl ID 1234567	Empl Record 0
Avia	ation Data Find View All First ④ 1 of 5 ① Last	
*Effe	ective Date: 04/10/2023 📾 Approved:	
Avia	ation Service 04/10/2019 Approver: Tom 'Iceman'	
Offi	e: Kazansky icer Service Date: 05/23/2018 Approved at: 04/16/19 11:24AM	
	Vora Matha	
Avdi	Duty in Flying Operations	
Pay	ment Type: Continuous AvIP v Gate 1: 0 0	
Cha	ange Type: AvIP Start • Gate 2: 0 0	
Las	t Update: Monthly Update Process JUN/23 06/21/23 10:03:45AM	
	ave 🔯 Return to Search 🖹 Notify 🖉 Update/Display 🖉 Include History 🞼	Correct History

Suspending or Terminating AvIP, Continued

Procedures,

continued

	Action	
A blank row will display. The	Effective Date defaults to the cur	rent date.
Inter the appropriate Effectiv	e Date AVIP should be suspended	or terminated.
Aviation Data	E	5 15 1
	EmpliD 1234567	Empl Record 0
	Delete +	
*Effective Date: 07/14/2023	Approved:	
Date:	Approver.	
Officer Service Date: 05/23/2018	Approved at:	
	Years Months	
AvIP Type:	✓ OPFLY: 4 3	
Payment Type:		
Change Type.		
Last Update:		
Return to Search 🔛 Notify	Update/Display 🖉 Include History	Correct History
Jsing the drop-downs, select t	the appropriate AvIP Type , Payn	nent Type, and
Tsing the drop-downs, select the hange Type . Click Save .	the appropriate AvIP Type , Payn	nent Type, and
sing the drop-downs, select the hange Type. Click Save. Aviation Data	the appropriate AvIP Type , Payn Empl ID 1234567	ment Type, and
sing the drop-downs, select the hange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data	the appropriate AvIP Type , Payn Empl ID 1234567 Find View All First () 1 of 6 () Last	ment Type, and
sing the drop-downs, select a hange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First () 1 of 6 () Last Approved:	Empl Record 0
sing the drop-downs, select thange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023	the appropriate AvIP Type , Payn Empl ID 1234567 Find View All First () 1 of 6 () Last Approved: Approver:	Empl Record 0
sing the drop-downs, select thange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018	the appropriate AvIP Type , Payn Empl ID 1234567 Find View All First (*) 1 of 6 (*) Last Approved: Approved at:	ment Type, and
sing the drop-downs, select thange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 (i) Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First () 1 of 6 () Last Approved: Delete (+) Approved at: Years Months	nent Type, and
sing the drop-downs, select in hange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 [3] Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018 AviP Type: Duty in Flying Denied	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First () 1 of 6 () Last Approved: Approved at: Years Months OPFLY: (4) (3)	nent Type, and
Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 3 Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018 AvIP Type: Duty in Flying Denied Ineligible for AvIP Payment Type: 05/23/2018	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First (a) 1 of 6 (c) Last Approved: Approved at: Years Months Years Months OPFLY: 4 3 Cotto 2	nent Type, and Empl Record 0
Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018 AvIP Type: Payment Type: Change Type: Suspend Due To Medic	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First (1 of 6) Last Approved: Approved at: Years Months Years Months Gate 1: 0 Gate 2: 0 0 0	nent Type, and Empl Record 0
sing the drop-downs, select thange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018 AvIP Type: Payment Type: Change Type: Suspend Due To Medic Last Update:	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First () 1 of 6 () Last Approved: Approved: Approved at: Years Months Years Months OPFLY: 4 3 Gate 1: 0 0 Gate 2: 0 0	nent Type, and Empl Record 0
sing the drop-downs, select in hange Type. Click Save. Aviation Data Pete 'Maverick' Mitchell Employee Aviation Data *Effective Date: 07/14/2023 Aviation Service 04/10/2019 Date: Officer Service Date: 05/23/2018 AvIP Type: Payment Type: Change Type: Duty in Flying Denied Ineligible for AvIP Change Type: Suspend Due To Medic: Last Update: Suspend Search Search Notify	the appropriate AvIP Type, Payn Empl ID 1234567 Find View All First (1 of 6 (Last Approved: Delete (+) Approved at: Approved at: Years Months OPFLY: 4 3 Gate 1: 0 0 al (2 0 0) Include History	nent Type, and Empl Record 0

Suspending or Terminating AvIP, Continued

Procedures,

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.
	Aviation Data
	Pete 'Maverick' Mitchell Employee Empl ID 1234567 Empl Record 0
	Aviation Data Find View All First (1 of 6) Last
	*Effective Date: 07/14/2023 B Approved: Delete
	Aviation Service 04/10/2019 Approver: Date: Officer Service Date: 05/22/2018 Approved at:
	Approved at:
	Years Months
	AvIP Type: Duty in Flying Denied V OPFLY: 4 3
	Payment Type: Ineligible for AvIP
	Change Type: Suspend Due To Medical V Gate 2: 0 0
	Last Update: 9876543 07/14/23 11:46:28AM
	🔚 Save 🔯 Return to Search 🖹 Notify 🖉 Update/Display 🖉 Include History 📴 Correct History

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.
	Active/Reserve Pav
2	Select the AvIP option.
	📄 Direct Deposit
	Proxy - Submit Absence Request
	Columnary Deductions
	SGLI + FSGLI
	Tax Data USA
	Housing Allowance
	To 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

Procedures,

continued

Step	Action
3	Enter the member's Empl ID . Check the Include History box 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 🗸
	□ Correct History □ Case Sensitive
	Search Clear Pasic Search 🕅 Save Search Criteria
4	The member's current Aviation Data will display. Click the Plus button.
	Aviation Data
	Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0
	Aviation Data Find View All First 🕢 1 of 2 🕢 Last
	*Effective Date: 07/30/2022 Ist Approved:
	Aviation Service 07/30/2021 Approver: 9876543 Tom 'Iceman'
	Date: Kazansky Officer Service Date: 05/20/2020 Approved at: 08/10/21 3:20PM
	Years Months
	AvIP Type: Duty in Flying Operations V OPFLY: 1 11
	Payment Type: Continuous AvIP V Gate 1: 0 0
	Change lype:
	Last Update: Monthly Update Process JUN/23 06/21/23 10:03:45AM
	🖫 Save 🔯 Return to Search 👘 Previous in List 🖉 Next in List 🔄 Notify 🖉 Update/Display 💱 Correct History

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
	*Effective Date: 07/01/2023 3 Approved: Delete + Aviation Service 07/30/2021 Approver: Date: 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 4 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
	*Effective Date: 07/01/2023 iii Approved: Delete + Aviation Service 07/30/2021 Approver: Date: Officer Service Date: 05/20/2020 Approved at:
	AvIP Type: Duty in Flying Operations Vers Months Payment Type: Month to Month AvIP Vers 11 Change Type: AvIP Start Gate 1: 0
	Last Update:
	🔚 Save 🔯 Return to Search 👘 Previous in List 4 Next in List 🖃 Notify 🖉 Update/Display 💱 Correct History

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.
	Aviation Data
	Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0
	Aviation Data Find View All First 🕢 1 of 3 🕟 Last
	*Effective Date: 07/01/2023 i Approved: Delete + Aviation Service 07/30/2021 Approver: Date: Officer Service Date: 05/20/2020 Approved at:
	Years Months AvIP Type: Duty in Flying Operations V OPFLY: 1 11 Payment Type: Month to Month AvIP V Gate 1: 0 0 Change Type: AvIP Start V Gate 2: 0 0
	Last Update: 9876543 07/14/23 11:52:19AM Save The previous in List Image: Save The previous in List Save The previous in List Image: Save Image: Save Image: Save The previous in List Image: Save Image: Save Image: Save The previous in List Image: Save Image: Save Image: Save Image: Save The previous in List Image: Save Image: Save<
8	A future row needs to be added to <i>stop</i> the AvIP. Click the Plus button.
	Aviation Data
	Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0
	Aviation Data Find View All First () 1 of 3 () Last *Effective Date: 07/01/2023 () Approved: Image: Comparison of the second sec
	Years Months AvIP Type: Duty in Flying Operations V Payment Type: Month to Month AvIP V Gate 1: 0 Change Type: AvIP Start V
	Last Update: 9876543 07/14/23 11:52:19AM
	🖫 Save 🔯 Return to Search 🎁 Previous in List 4 Next in List 🔄 Notify 🐊 Update/Display 💱 Correct History

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.
	Aviation Data
	Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0
	Aviation Data Find View All First 🕢 1 of 4 🕢 Last
	*Effective Date: 00/01/2023 ISB Approved:
	Aviation Service 07/30/2021 Approver:
	Date: 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
10	Using the AvIP Type drop down select Duty in Elving Denied
10	Using the Payment Type drop down, select Ineligible for AvIP
	Using the Change Type drop down, select Not Eligible
	Click Save
	Aviation Data
	Persia 'Hende' Celeman, Suchas English (2010)
	Aviation Data Eind View All First @ 1 of 4 () Last
	*Effective Date: 09/01/2023 Approved:
	Date:
	Officer Service Date: 05/20/2020 Approved at:
	Years Months
	AvIP Type: Duty in Flying Denied V OPFLY: 1 11
	Payment Type: Ineligible for AvIP V Gate 1: 0 0
	Change Type: Not Eligible V Gate 2: 0 0
	Last Update:
	🖫 Save 🔯 Return to Search 🛉 Previous in List 🗐 Next in List 🔄 Notify 🗾 Update/Display 🕼 Correct History

Procedures,

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.
	Aviation Data
	Bernie 'Hondo' Coleman Employee Empl ID 1234567 Empl Record 0
	*Effective Date: 09/01/2023 Approved: Aviation Service 07/30/2021 Approver: Date: Officer Service Date: 05/20/2020 Approved at: Years Months
	AvIP Type: Duty in Flying Dened Image: Complexity of the second
	Last Update: 9876543 07/14/23 11:55:19AM

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.

Deleting AvIP, Continued

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
	Proxy - Submit Non-Charge Abs

Deleting AvIP, Continued

Procedures,

continued

Step	Action
3	Enter the member's Empl ID. Check the Include History box 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

Deleting AvIP, Continued

Procedures,



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)	 <u>Aviation Calculation Worksheet</u> <u>Sample Memo</u>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,

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.