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| Commanding OfficerUnited States Coast GuardSector Anywhere | 2000 Connecticut AveAnywhere, USA 54321Phone: (123) 456-7890Fax: (123) 456-7891 |

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 18 Mar 2016

**MEMORANDUM**

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| From: | J. E. Doe, CAPTCG SECTOR Any Where |  |  |

To: CG PPC (mas)

Subj: CORRECTIONS TO LTJG PETE MAVERICK (1234567) AVIATION INCENTIVE PAY

Ref: (b) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

1. Recommend corrections to LTJG Pete Maverick’s Aviation Incentive Pay in accordance with reference (a).

2. After reviewing the enclosures, it has been determined that LTJG Maverick has been in a continuous flying status with no break in DIFOPS from 12 Feb 2004 through current date totaling12 years and 1 month as listed below:

1. 12 Feb 2004: Entry into U. S. Navy aviation service and begin receiving Aviation Incentive Pay (DIFOPS).
2. 12 Feb 2004 to 15 Mar 2014: Continuous DIFOPS status. U.S. Navy Active Duty aviation assignment period with no break in aviation status (DIFOPS).
3. 30 Mar 2014: Entry in U. S. Coast Guard aviation service and entitled to Aviation Incentive Pay (DIFOPS)
4. 30 Mar 2014 to present date: Continuous DIFOPS aviation status.

3. My POC for this matter is my Senior Flight Officer, LCDR Top Gun at (123) 456-7892

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Enclosure: (1) U. S. Navy Flight Training Orders entitling Aviation Incentive Pay

 (2) Officer Record Brief for LTJG Pete Maverick

 (3) U. S. Navy Individual Flight Record and Flight Certificate

 (4) Crew Member Training Record, DA Form 7122-R

 (5) DD-214 for prior U. S. Navy Service

 (6) Excel Spreadsheet AVIP calculation(s)