

1. How To Apply for an AIP Job when CCC is not available: As provided for in POLICY DECISION MEMORANDUM (PDM) 003-06, when access to a Career Counselor or **connectivity to MyNavy Assignment (MNA) is unavailable**, the Sailor **must submit a request, in writing**, to keith.tucker@navy.mil fax to DSN 882-2647/Comm (901) 874-2647. The request must contain the following information:

Sailor's name, rate and SSN
Name of command applying for:
UIC of command applying for:
Rate of Job applying for:
AIP bid amount:

Note: Bid amount must be in increments of \$50.00. A \$0.0 bid is an acceptable bid

All requests **must be received prior to the MNA application closing time/date**. This is normally 0500 on the Tuesday prior to the cycle closing.

2. AIP Eligibility Date: The MNA Cycle Application Start Date is the date used to determine if you are eligible for AIP. You must apply in MNA, be selected and issued orders to an AIP command to be eligible for AIP. If you negotiated for and accepted orders or if orders were issued prior to this date, you are not entitled to AIP. This policy has no "grandfather" clause.

REVIEW THE FAQs SECTION IN MNA FOR MORE HELPFUL INFORMATION TO ENSURE YOU ARE GETTING THE FULL BENEFIT OF THIS INCENTIVE PROGRAM.