

FISCAL YEAR 2025 TRAINING AND ADMINISTRATION OF THE RESERVE
AVIATION DEPARTMENT HEAD RETENTION BONUS
PROGRAM INFORMATION

1. Introduction. The Department of the Navy authorizes Aviation Bonuses (AvB) as a supplement to Aviation Incentive Pay to enhance retention of career-minded aviation officers. The intent of the Training and Administration of the Reserve (TAR) Aviation Department Head Retention Bonus (ADHRB) is to retain aviation officers beyond their TAR Department Head (DH) assignment. Commanding officers (CO) shall encourage qualified aviators to submit applications for the TAR ADHRB. COs must ensure that the information provided in the officer's application is complete and accurate, that the officer meets all eligibility requirements, and that no action is pending that may result in the officer being ineligible for the ADHRB. COs must provide a positive endorsement for each TAR ADHRB application.

2. Contract Terms. The fiscal year (FY) 2025 TAR ADHRB offers eligible officers an incentive for three, five, or seven payments per the officer's aviation community and incurring an obligation based on which contract option (below) is approved. Contract options are:

a. Seven Year Early Commitment: If an officer's ADHRB contract is received by PERS-46 prior to that officer completing 12 months of the DH's initial TAR DH tour (training and redesignation complete), then that officer's first payment will be approved at the first year anniversary of the officer in the squadron. This seven-year TAR ADHRB obligation period obligates the officer through seven years beyond contract approval, which typically entails the completion of their DH tour, a follow-on DH tour of up to 36 months and two additional years.

b. Five Year Standard: If an officer is currently serving in a DH tour, has not previously taken the TAR ADHRB, and is beyond the 12 months required for the seven year early commitment, he/she may elect to take the five year standard. The obligation period begins on the date of contract approval from PERS-46 and the officer will be paid immediately upon contract approval. The five-year contract obligates the officer to the full five years, which may be up to two tours after the DH tour is complete.

c. Three Year Standard: If an officer is currently serving in a DH tour, has not previously taken the TAR ADHRB, and is beyond the 12 months required for the seven year early commitment, he/she may elect to take the three year standard. The obligation period begins on the date of contract approval from PERS-46 and the officer will be paid immediately upon contract approval. This three-year contract obligates the officer through the remainder of their DH tour and a follow-on DH tour of up to 36 months.

Total TAR ADHRB contract amounts are:

HM	\$40,000/year
HSC	\$25,000/year
HSM	\$35,000/year
HT	\$20,000/year

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VAQ Pilot	\$40,000/year
VAQ NFO	\$20,000/year
VAW Pilot	\$30,000/year
VAW NFO	\$10,000/year
VRM Pilot	\$40,000/year
VFC Pilot	\$35,000/year
VFC NFO	\$30,000/year
VP/VUP Pilot	\$35,000/year
VP/VUP NFO	\$35,000/year
VR	\$35,000/year
VT(J)	\$40,000/year
VT(P)	\$30,000/year

3. Payment Program. TAR ADHRB payments will be paid via direct deposit.
4. Timelines. As of the date of this memorandum, applications will be accepted by PERS-46. Applications must be received by PERS-46 by 12 September 2025. Applicants who are FY25 ADHRB eligible after 12 September 2025 must still submit their applications by 12 September 2025, but the application will not be processed until the applicant's eligibility date.
5. Eligibility. Aviators must have completed their Active Duty Service Obligation for undergraduate flight training and not be obligated under a current AvB agreement. Applicants must have completed 12 months assigned to an aviation DH billet deemed qualifying by PERS-46. Mobilized and temporarily recalled Reserve officers (Selected Reserve or Individual Ready Reserve) are not eligible for AvB.
 - a. AvB contracts may not extend beyond 25 years of aviation service (YAS) by law. Therefore, aviators must not have exceeded 22 YAS at time of AvB approval by PERS-46.
 - b. Aviation officers in a one-time failure of selection (FOS) status for promotion to the next higher pay grade are eligible to apply for the TAR ADHRB. Aviation officers in a two time FOS status on the Reserve Active Status List are not eligible to apply. If an officer's promotion is being held in abeyance, his or her bonus application will be held until final adjudication is officially promulgated.
 - c. Applicants for this program must be TAR Unrestricted Line aviators with a 1317 or 1327 designator.
 - d. TAR ADHRB applicants must be a Lieutenant (O-3) or Lieutenant Commander (O-4) and must not have been selected to the rank of Commander (O-5).
 - e. An officer who has been selected for and has accepted transfer to a designator other than 1317 or 1327 is not eligible to apply for TAR ADHRB. An officer who has applied for or selected for lateral transfer, but has not yet accepted and subsequently signs a TAR ADHRB contract becomes ineligible to transfer or change designator until after completion of TAR ADHRB obligated service.

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f. Applicants must have completed an operational squadron tour, Active or Reserve Component, as a designated pilot or Naval flight officer of at least a 30-month duration.

g. Aviation officers who received the FY24 TAR ADHRB or prior are not eligible for this ADHRB.

h. Officers who have received an ADHRB from the Active Component are allowed to apply for the TAR ADHRB if they meet all requirements in this program information.

i. Applicants must remain in an aviation designator (1317/1327) throughout the full period of TAR ADHRB obligation.

j. Applicants must be favorably recommended by their CO or reporting senior with an endorsement to the contract.

k. The effective date of the TAR ADHRB contract will be based on the one-year anniversary date of the applicant in the squadron (re-designation and Fleet Replacement Squadron platform training complete). If the request is after the first year of the applicant in the squadron, the contract begins on the date the application is approved by PERS-46.

l. All requirements for TAR ADHRB participation delineated in OPNAVINST 7220.18A apply. Final determination of an officer's TAR ADHRB eligibility shall be determined by PERS-46.

6. AvB Options. TAR ADHRB is available in 84, 60, or 36 month contracts in accordance with paragraph 2 of this document.

7. Prohibitions While Under TAR ADHRB Contract

a. Lateral Transfer/Re-designation.

(1) Aviation officers obligated by a TAR ADHRB contract are not eligible to apply for the lateral transfer/re-designation board or other programs that require a change of designator until they are within 12 months of expiration of TAR ADHRB obligated service.

(2) If selected for lateral transfer, re-designation, or other programs that require a change of designator, re-designation of the officer to the new community will not be executed and the officer will not be released to the new community for duty until completion of TAR ADHRB service obligation or planned rotation date from current orders, whichever is later.

b. Inter-Service Transfer. Officers under a TAR ADHRB contract are not eligible to apply for inter-service transfer out of the Navy until they are within 12 months of contract obligation expiration. The inter-service transfer will not be executed until after the TAR ADHRB obligation has expired.

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8. Repayment Policy

a. Officers must remain on Active Duty in aviation service in their 1317 or 1327 designator and continue to meet all eligibility requirements listed in this memo, SECNAVINST 7220.88, and OPNAVINST 7220.18A to maintain TAR ADHRB eligibility while under contract. Officers who fail to fulfill the terms of the contract will be subject to the repayment stipulations delineated in the DoD FMR Volume 7A Chapter 2, SECNAVINST 7220.88, OPNAVINST 7220.18A, and 37 U.S.C. 334 & 373.

b. An individual who is detached for cause (DFC), relieved, or removed from an assigned billet for adverse reasons, is no longer eligible for the TAR ADHRB. Scheduled future payments will be cancelled as of DFC date, relief date, or removal date in these cases. If ADHRB eligibility is terminated for DFC or other adverse circumstances, eligibility for any future ADHRB offering will not be reinstated for any reason. Refer to section 8 paragraph (a) for repayment terms.

9. Application Procedures

a. TAR ADHRB applications must include the following items and no others. Please do not submit any additional documentation not listed here:

(1) Signed TAR ADHRB contract.

(2) Endorsement on command letterhead from CO or reporting senior.

b. Applicants must apply within the same FY in which their eligibility date occurs. Payment will begin after completion of 12 months in an aviation DH/Wing Staff billet in a permanent status and after all prerequisite training has been completed.

c. *The TAR ADHRB constitutes a binding legal agreement.* Applicants must sign and submit the FY25 TAR ADHRB contract exactly as written. Applications containing language or content deviations will be rejected. TAR ADHRB contracts will be considered binding as of the date of PERS-46 approval.

d. Eligible candidates may submit applications via email (preferred) or fax. Please email applications to LCDR Aaron Howell, the TAR Aviation Placement Officer, aaron.d.howell6.mil@us.navy.mil. If email is unavailable, please fax applications to (901) 874-4683 to the attention of LCDR Aaron Howell. Applications must be received at PERS-46 by 12 September 2025.

10. Adjudication. PERS-46 is the final adjudication authority for all TAR ADHRB program execution issues to include policy, eligibility, contract termination and repayment. This does not include remission of indebtedness cases. Any request for remission of indebtedness will be adjudicated by proper authority in accordance with applicable statute, Department of Defense regulations and Department of the Navy guidance.

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11. Point of Contact:

TAR Aviation Placement Officer, LCDR Aaron Howell, who may be reached at
aaron.d.howell6.mil@us.navy.mil or by phone at (901) 874-4064 / DSN 882-4064.