Ser 00/xxx Date

From: Commanding Officer/Commander/etc, Unit Name

To: Navy Personnel Command (PERS-435)

Subj: DUTY INVOLVING FLYING AS TECHNICAL OBSERVER (DIFTECH) REQUST ICO RANK FIRST MI LAST NAME, USN, DESIGNATOR

Ref: (a) DoD 7000.14-R Volume 7A, Chapter 22

(b) OPNAVINST 7220.18

(c) CNAF M-3710.7

1. I have reviewed paragraph 11.5.3 of reference (c) and I hearby certify that RANK Last Name is required to perform frequent and regular in-flight duties (averaging at least four flight hours per month) that are essential to the accomplishment of this command’s mission. Their in-flight duties will commence on Dd Month Year and will continue through Dd Month Year or detachment from this command, whicver is sooner. *These dates may be inside the member’s official gain and loss date as applicable to their duties at the subject command but approval will not be issued beyond those limits if annotated here erroneously.*

2. In the event that this service member’s assigned duties no longer require frequent and regular participation in aerial flights sooner than the end date listed above, my command will notify PERS-435 to terminate DIFTECH orders in accordance with the direction of reference (c).

3. I request that DIFTECH orders be issued for this service member and that they be considered concurrently eligible for Hazardous Duty Incentive Pay for flying duty (HDIP-F) in accordance with reference (a), effective only between those dates specified above when validated with appropriate Flight Hours in accordance with reference (b).

4. This service member is aware of their responsibility to submit verification of flight hours annually and/or at othertimes as directed by reference (b) or by the Program Manager (PERS-435); and that any HDIP-F disbursement received but not validated, with properly submitted Flight Hour Verification and Command Endorsement, will be subject to recoupment.

5. My command point of contact is: please annotate at least one email that may be reached if there are questions concerning approving this request.

*(signature) (correct this spacing after header deletion)*

I. M. SKIPPER