*(Commanding Officer/Reporting ISIC Endorsement Letter Must Be on* ***Command Letterhead****)*

*Information in red shall be deleted prior to printing smooth draft of the endorsement letter.*

 Ser 00/xxx Date

FIRST ENDORSEMENT on RANK First Name MI Last Name, USN, Designator ltr of DD Mmm YYYY

From: Commanding Officer/Commander/etc, Unit Name

To: Navy Personnel Command (PERS-435)

Subj: HDIP-F (DIFTECH) FLIGHT HOUR VERIFICATION FOR FY20XX ICO RANK FIRST NAME MI LAST NAME, USN, DESIGNATOR

1. I have ensured that the enclosed letter is a true, accurate, and complete record of flight hours flown during the months specified. No simulator hours, commercial or charter flights, or unmanned aerial vehicle operator hours are included in the enclosed flight hour totals.

2. *This entire paragraph 2 may be omitted if the HDIP-F recipient has not requested use of a waiver/ the “6-month rule”, outlined in the Dod FMR Vol 7, Ch 22 explicitly in writing on their Flight Hour Verification memo.*
I hereby grant permission for RANK Last Name to use the six-month rule described in DoD 7000.14-R Volume 7A Chapter 22 in order to meet minimum flight hour requirements for the period DD Mmm YYYY through DD Mmm YYYY *(time period must be exactly six months).* I certify that RANK Last Name was/will be unable to meet normal monthly fliht hour minimums during this period due to \_\_\_\_\_\_\_\_\_\_*(see below)*. If they do not achieve 24 flight hours in this time period, then the six-month rule is voided. *(This last sentence may be omitted if the entire six month period is in the past and the 24 flight hours have already been achieved.)*

**EARNERS:** The DoD 7000.14-R states the following regarding your requirements, current as of August 2020: *“E. Military Operations or nonavailability of aircraft. When the commanding officer certifies that a Service member is unable to meet normal flight requirements due to military oeprations (combat or otherwise), or the non-availability of aircraft in order to complete those requirements. The Service member may, however, comply with the minimum flight requirements by performing 24 hours of aerial flight over a period of 6 consecutive calendar months. The commanding officer will certify that only those conditions specified in this subparagraph prevented completion of normal flight requirements. The 24-hours requirement may be met at any time during the 6-calendar-month period and in any combination of flights.*

*As of 1 Mar 2020, the verbiage from N1 Memo #114123 “Suspension of Requirement to Perform Specific Duties Requied for Reciept of Special or Incentive Pays****” for COVID-19 impacts*** *on military operations/availability of aircraft exemptions reads: “*In order to support sailors who, but for COVID-19, would otherwise be eligible to receive performance-based special or incentive pays, may continue to recieve their special or incentive pays without the requirement to perform specific duties until 30 November 2021. ….This memo authorizes the continued receipt of payment [for] Aviation Incentive Pay…this authority can be used to approve waivers on an individual basis or unit basis….This authority shall only be used to authorize continued payment of special and incentive pays for Sailors failing to meet qualification criteria for reasons directly related to COVID-19.”

 *(signature)*

 I. M. SKIPPER