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General

1. How do I know if I am entitled to conditional AvIP? You must be in a DIFOPS billet under DIFOPS orders in order to be entitled to receive conditional AvIP. DIFOPS means Duty Involving Flying. DIFOPS billets are billets identified with a four-digit billet designator ending in a 1 or a 2 (XXX1 or XXX2). Your detailer can help you understand what billet you are in currently (or being assigned to next). DIFOPS orders will state, in the “ultimate activity” section, “report to _____ for duty in a flying status involving flying”.

2. When does my entitlement to conditional AvIP begin? You must accumulate 4.0 hours in order to earn your first month of AvIP. If you report in to Flight Training, you are legible to open your entitlement *after* you complete your first 4.0 hrs. If you are a returning Aeromedical Officer reporting to a new DIFOPS tour, you need only submit your start request and upchit. You are responsible for ensuring you annotate the start date you desire within your DIFOPS tour when you are ready to begin flying. If we open your account at your request effective the start of your tour and you do not fly that month or make up for the missed hours, you will be recouped the unearned entitlements.

3. When does my entitlement to conditional AvIP end, assuming I fly sufficient flight hours? You are assumed for AvIP purposes to be under your current orders in your current billet until the date of your “detachment of individual” fitness report. The day after that, you are considered to be “logged in” to your next billet and your next set of orders. So if you are a flight surgeon in an air wing, billet designator 2102, and you receive your detaching fitness report with an ending date 31 December, and you then report to residency (billet designator 2100)—then your last day of AvIP entitlement is 31 December. (It does not matter if you flew excess flight hours in December, you are not entitled to AvIP for January, for example, because you are no longer under DIFOPS orders.)

4. Does simulator time or operation of unmanned aerial systems count toward my minimum requirements? Per OPNAVINST 7220.18A, “certified flight simulators described in reference (f) may be used to achieve the minimum flight hour requirements for aviators with the exception of aeromedical officers.” If you are an aeromedical officer, you may not use simulator time toward your minimum requirements.

Preparing the Flight Hour Verification Letter and Endorsement

5. Is there a template for the verification letter? How about the endorsement? Yes, both. Templates are available at <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-43-Aviation/OCM/Monthly-Flight-Pay/>

6. Why does the template for my flight verification letter ask for 18 months’ worth of flight hours instead of just the months within the subject fiscal year (FY)? It is required by instruction, OPNAVINST 7220.18A, and this helps us identify excess flight hours from before the FY began, which may have earned you your AvIP entitlement for a month within the FY, which otherwise might look like a shortfall month. Correct accounting cannot be performed without documentation of an officer’s monthly flight hours for the entire DIFOPS tour. For this reason, the Program Manager archives all flight hour verification letters from previous years, and refers to them during each year’s audit. Most audits can be performed using just two letters (current audit year and the year prior), but it is not uncommon for the audit to require three or four years’ worth of letters in order to get it right. For this reason, all officers receiving conditional AvIP are encouraged to keep their own archive of their verification letters for all years.

7. Should I document my own accounting of the carryover rules on my verification letter? No. The flight hour verification letter must clearly document the exact number of flight hours (in “tenths digit” format e.g. 10.2, 5.3, 2.9, etc) that were flown in aircraft, in flight by the officer in question, during the months in question as logged by the pilot in command. If you wish to keep your own running tab of excess flight hours and the carryover rules, please do so on your own, and, if your accounting differs from the results that you receive from the program manager, then contact them to resolve the difference between your accounting efforts when they send you receipt of your Flight Hour submission.

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8. Does the annual flight hour verification letter need a command endorsement? Yes. In all cases. Flight hour verifications will not be accepted without a signed command endorsement on command letterhead.

9. Who should sign the endorsement letter for my flight hour verification? The officer or person who signs your fitness report as your reporting senior should usually be the one signing your endorsement letter. If you receive concurrent fitness reports, or you otherwise answer to two bosses, then an endorsement from the CO who is closer to the aviation world is preferable. If you get your FITREP from a non-aviator but you do all or most of your flying with a single Navy aviation unit, an endorsement from that unit's CO is appropriate. *It is essential that endorsers understand their role in this process. They are not "recommending approval" of anything; they are verifying that your letter contains a true, accurate, correct documentation of flight time actually performed in aircraft. They are your waiver authority when it is within the bounds of the instruction and PERS_435 is responsible for validating that they have exercised only the waiver authority granted to them.* That is why their endorsement letter must contain the language provided in the template.

10. My admin department changed the endorsement letter from the format in the template. Re-formatting the margins, the header, etc. is fine; please ensure however that the language in the endorsement letter remains the same as that in the template. Also please ensure that the endorsement letter is signed (electronically or ink) and is on command letterhead.

Conditional AvIP "Waiver"

11. Who has the authority to waive my minimum flight hour requirements? Your CO. Per SECNAVINST 7220.88, "The Navy and Marine Corps may waive the minimum flight hour requirements...in extenuating circumstances (e.g. military operations or non-availability of aircraft, when the Navy or Marine Corps may authorize a commanding officer to certify that an officer is unable to meet the minimum flight hour requirements."

12. I want to request permission to use the waiver. What should I do? Request it from your CO, but make sure your CO understands what you are requesting. Present the flight hour verification endorsement template (available on the website) to your CO. It contains everything you and your CO need to know about the waiver.

13. On what grounds can my CO approve the waiver? Extenuating circumstances: military operations and non-availability of aircraft. Being too busy to fly is commendable, but it is not grounds for approval of the waiver. As such, waiver approvals that cite "operational responsibilities" or other non-standard phraseology as the reason for flight hour shortfalls will not be honored by the program manager. COVID-19 is an acceptable "extenuating circumstance" that could affect military operations and/or non-availability of aircraft and may be used for a waiver, as long as the dates match with when your unit's operations were affected by COVID-19.

Submitting the Flight Hour Verification Package

14. Do I need to submit NAVFLIRs, yellow sheets, flight logs, etc with my flight hour verification letter? No. The action officer does not count up NAVFLIR hours (too many of you, only one action officer). It is up to your endorser what documentation they require before signing your endorsement letter; but please do not submit additional "proof of flying." We require a signed letter from you and a signed letter from your endorser, and nothing more.

15. When do I need to verify my flight hours? Just once a year, in October, right? Every dollar of conditional AvIP that you receive must be verified by submitting flight hours to the AvIP Program Manager. ***This means that if you transfer to non-flying orders, or separate/retire, and it is January or May or August or November or whatever, you still need to remember to submit a flight hour verification package! Preferably as soon as you are done flying.*** (If you are transferring from one DIFOPS tour to another, just complete the standard end-of-FY letter. It contains guidance on how to communicate to the AvIP Action Officer regarding your intentions for your AvIP account). But if you are going DIFDEN or separating, do not wait until October, when you will be busy in your residency or sitting on a beach in Rosarito and not thinking about AvIP! Please figure out a way to remind yourself to submit a final verification letter as soon as you finish flying (for a tour or for a career). If the action officer

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doesn't hear from you, the action officer has no alternative but to recoup whatever AvIP was not earned by verified, documented flight hours. AvIP indebtedness that is identified and posted to your account after you have left active duty is a very nasty business. ***Please check out with PERS-435 before you leave your DIFOPS tour, especially if you are separating or retiring.***

16. What is the preferred method of submission? Scan the flight hour verification letter and endorsement (in one pdf) and email to the AvIP Action Officer at avipandavb@navy.mil.

17. Who is responsible for ensuring that my flight hour verification letter and endorsement have been received by the AvIP Action Officer? YOU ARE The service member receiving the AvIP is responsible. *Do not hand your letter to your admin department and forget about it.* Please ensure that your admin department returns copies of your letter and the signed endorsement letter to you; then scan them into pdf format and email them to avipandavb@navy.mil so that you know that you have personally transmitted your package directly to the person who is expecting it. If you need to speak with the program manager, please call 901-874-3484.

18. How do I know if my flight hour verification letter has been received? After your flight hour verification has been received and processed, you will receive an email detailing if you earned the full entitlement for that FY or if you had insufficient hours in particular months. If you wait until the end of December to submit your paperwork, you can expect a delay in response as the Action Officer will be busy with both identifying those officers who have not submitted their items and the general backlog that tends to occur. Multiple corrections and separate emails slow down the process considerably. Generally, processing may take a week or more; please do not expect an immediate response.

Accounting and Recoupment

19. When does my entitlement to conditional AvIP end, assuming I fly sufficient flight hours? See #3 above.

20. I don't understand the rules governing minimum monthly flight hours. You are required to complete 4hrs/mo or 24hr every 6 consecutive months. The first four hours flown in a subject month are considered "fixed" and anything over 4.0 is considered "excess." Excess can be shared for Conditional AvIP (do not conflate with HDIP-F rules) anywhere within a six-consecutive month period inclusive of the subject month. You cannot leapfrog excess hours forward to free up all the hours in a later month to extend the carry-over reach. When in doubt, consult with PERS-435.

21. Is there a calculator or spreadsheet that can do this automatically? There are a few Microsoft Excel-based flight hour carryover calculators floating around out there. None of them are absolutely 100% perfectly aligned with the DoD 7000.14-R policy, and therefore there is no official calculator program endorsed by PERS-435. The official PERS-435-endorsed method of accounting is to understand the rules mentioned above and the governing instruction, OPNAVINST 7220.18A, and to perform your own accounting by hand.

22. Can I have a copy of the PERS-435 Conditional AvIP Calculator Program? No such thing. PERS-435 audits every conditional AvIP account annually (or more often as required), by hand, using current and previous flight hour verification letters.

23. Why does it take so long to hear back from PERS-435 after I submit my flight hour verification? All conditional AvIP and HDIP-F audits are performed manually by one person, whose full time job is *not* the auditing of conditional AvIP accounts. If you need expedited handling—for example if you are separating or retiring and you know you need to have some AvIP recouped before you go—please let the program manager know your situation and we will do our best to accommodate.

24. I can't fly enough in my current job. Can PERS-435 turn off my AvIP, and credit me after the fact for those months that I earned? Generally not; due to the high volume of conditional AvIP traffic at any given time, and the low manpower availability at PERS-435, we cannot offer custom handling of your conditional AvIP account. Please

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do your best to fly your minimums and, if you know you are going to fall short, bank the AvIP money and be prepared for recoupment. If your situation is dire, however, please contact the program manager, and we will try to find a solution that accommodates your needs.

Aviators with more than 25 Years of Aviation Service (YAS)

25. I have 25 Years of Aviation Service (YAS). How can I continue to receive AvIP? Per Title 37 U.S. Code 301a, officers who have completed 25 years of aviation service are no longer entitled to continuous monthly incentive pay. The only other option to receive AvIP is via conditional AvIP, see #1 above. Milestone rates are still available via conditional AvIP, dependent upon previous Aviation Administrative Screen Board Results and milestone fulfillment.

26. I am a CVN CO, do I have any opportunity for incentive flight pay? Yes. If your orders were issued as DIFDEN, you need to first pursue a waiver with CNAF per the direction in CNAF M-3710.7. Templates for this request are on our website but PERS-435 does not process these requests as they belong to the CNAF program. Please contact CNAF N455. Once a DIFDEN waiver is approved, please send PERS-435 a copy of the DIFDEN Waiver, your Upchit, and your Conditional AvIP Start Request (template on our website) and we can reopen your entitlement.

If your orders were issued as DIFOPS and you're over 25 YAS, see #25 and #1.

27. I am a Flag Officer, am I eligible to receive incentive flight pay? Yes. Previous iterations of the OPNAVINST 7220.18A and governing instructions restricted Flag Aviators from receiving any manner of Aviation Incentive Pay. This restriction has since been removed and if you are in DIFOPS orders, please refer to #1 to pursue Conditional AvIP. Once your account is started, you are subject to the same requirements as other Conditional AvIP earners to include the end of the Fiscal Year annual review. Your Endorser letter should be signed by your Chief of Staff.