# *Aviation Incentive Pay (AvIP)*
## *(SELRES Officers)*

# Aviation Incentive Pay (AvIP)

❑ **_AvIP Eligibility:_**

1. SELRES aviators assigned to or has been selected via Pilot Selection Board to fill a billet within the CNAFR Enterprise (Squadrons, SAUs or CNATRA) are entitled to AvIP (milestone rate).

2. SELRES aviators NOT assigned within the CNAFR enterprise may still be entitled to AvIP (either baseline or milestone rate) as long as they meet the AvIP eligibility requirements in references (a), (b), (c) and (d).

❑ **_AvIP Rates (Baseline vs. Administrative Milestone):_** See slide 8 for pay chart.

**Baseline Rate:**
- Standard AvIP amount paid to eligible aviators in accordance with references (a), (b), (c) and (d).

**Milestone Rate (higher amount):**
- Effective 1 April 2018, AvIP milestone rates are available to aviation officers with 131X, 132X, and 15XX designators who are selected for career administrative milestones through the aviation administrative screen board process and meet the AvIP eligibility requirements. Administrative milestone billets are designated as Department Head, Commanding Officer at CNAFR squadrons, SAUs and CNATRA .

❑ **_AvIP (Administrative Milestone) Termination:_**

1. SELRES aviators who have completed RESFORON or SAU command will remain under AvIP administrative milestone rate until the aviation officer is no longer eligible for AvIP or:

    *Member decides not to apply for Command at their unit when eligible.
    *Member fails to select for Command on their final look for SAU or Squadron Command.
    *Member declines after being selected for SAU or Squadron Command.
    *Member is relieved from SAU or Squadron Command
    *Member twice fails to select (FOS) for the next rank through a statutory promotion board.

# *AvIP Process*

❑ **_PROCESS:_**

Steps below must be completed to ensure AvIP (baseline or milestone rate) is turned on for SELRES aviators.

1. Aviation Service Entry Date (ASED) must be reflecting in NSIPS (member profile). Squadrons/NRCs can verify ASED information in NSIPS but only PERS-911 can update this information. Squadrons/NRCs must contact PERS-911 if an ASED needs to be updated for a specific member.
    **Note**: Aviation service gate letters are generated by PERS-911 and must be verified for aviators assigned to non-CNAFR squadron/SAU. Gate letters contains the member's ASED, Months of Flying (MOF), and entitlement to AvIP. PERS-911 POC is listed on slide 10.

2. As soon as the ASED data has been entered by PERS-911, the squadron/NRC must update the member's 'Incentive Pay Authorized' code in NSIPS. This information is on the same NSIPS page as the ASED and it should reflect as 'Authorized for Crew member' (Code 4) to ensure AvIP is processed automatically and paid in conjunction with drills (See slide 6 for reference).

3. Due Course Indicator (DCI) must be updated to ensure pilots assigned to CNAFR squadrons/SAUs are receiving the milestone rate (higher amount) vice baseline rate. This rule applies for aviators assigned within the CNAFR enterprise and aviators assigned to non CNAFR squadrons but are considered 'Due Course' (previous CO at squadron/SAU or assigned to Major command). PERS-911 and CNAFR Manpower has the capability to view and update DCI information. Squadrons must communicate via their Wings to CNAFR Manpower if DCI information needs to be updated for a specific pilot.  NRCs  must contact PERS-911 (POC on slide 10).

4. After completing steps 1-3 above, AvIP (milestone rate) should be paid automatically in conjunction with drill pay.
    **Note:** AvIP back pay owed to the member should also be automatically processed.

5. AvIP manual process in NSIPS (for drills):
    - For aviators that did not receive AvIP in conjunction with their drills, squadrons/NRCs can manually process AvIP in NSIPS but this function will work only for drills that have been completed within the last 12 months. Drills beyond the 12 month period requires a DWOWS trouble ticket to be submitted by the squadron/NRC.  Wings/REDCOMs may submit DWOWS tickets if squadrons/NRCs do not have system access.  (See slides 7 and 8 for reference).

# *AvIP Process*

❑  **_PROCESS:_**

6.  <u>IDT Orders (AvIP statement):</u>
    - IDT orders for aviators assigned to CNAFR squadrons, SAUs, and CNATRA must include the flight pay statement **"Aviation Incentive Pay (AvIP) is authorized for Duty Involving Flying Operations (DIFOPS) or training flights."**

    - IDT orders for aviators NOT assigned to CNAFR squadrons/SAUs but are still entitled to AvIP must include the flight pay statement **"Aviation Incentive Pay (AvIP) is authorized for Duty Involving Flying – Denied (DIFDEN)".**

    - If IDT orders needs to be modified to include the appropriate AvIP flight pay statement, an order modification must be submitted in RFMT by the specific squadron/NRC for Wing and CNAFR review and CNRFC approval.

7.  <u>Payments:</u>
    - **Baseline Rate:** Aviators entitled for the baseline rate will normally receive their AvIP pay in conjunction with their drill pay.

    - **Milestone Rate:** Aviators entitled for the milestone rate (higher amount) will receive two separate payments. Initial payment, which is the AvIP (baseline rate) will be paid in conjunction with drills. Another payment will be paid the following month after the initial AvIP (baseline rate) payment was processed. This payment is to make up for the for the AvIP milestone rate.

        **Example: $1000 AvIP entitlement calculation for over 10 YAS (per drill)**

        $650 (baseline rate)      ÷ 30 = $21.67 (paid in conjunction with recently completed drills)
        $350 (milestone payment) ÷ 30 = $11.67 (paid the following month)
        $1,000 (milestone rate)          = $33.34 (total amount per drill)

        **How AvIP shows on LES**

        - Baseline rate payment (IDT) = 'ACIP TYPE A' (D01)
        - Milestone rate payment (IDT) = 'ADJUSTMENT PAY: AVIP/DIR COM SP' (D02)
        - AT/ADT Orders =
                 - Baseline rate = ACIP TYPE A
                 - Milestone rate = FLYING  DUTY WEAPONS CONTROL CREW HDIP'

# *AvIP Process*

□  ***PROCESS:***

8.  Aviators should review their LES monthly and squadron/NRC must review their NSIPS earnings reports to verify if aviators assigned to their command are receiving the correct AvIP payments. Current AvIP chart is listed in reference (c) and slide 9.

9.  If pay issues remain unresolved after following the steps provided, an NSIPS trouble ticket must be submitted by the squadron/NRC in order to address the specific issues being experienced by the member and by the squadron/NRC. **Note**: Ensure "AvIP" is annotated on the trouble ticket.  This will trigger for the ticket to be logged and escalated to the specific section that handles AvIP issues.

10. AT/ADT orders:
    - Orders must state entitlement for Aviation Incentive Pay (AvIP).
    - Ensure 'Incentive Pay Authorized' code is updated in NSIPS and must reflect 'Authorized for Crew member' (Code 4).
    - Orders must be submitted to the local PSD for processing.

11. Defense Workload Operations Web System (DWOWS):
    - DWOWS is a system used to communicate TAR and SELRES pay issues directly to DFAS. Submitting a DWOWS ticket is executed after the primary or secondary means of resolution process has been attempted but to no avail.

    - Submitting a trouble ticket via DWOWS is also an option for the squadrons to elevate known pay issues directly to DFAS.  DWOWS access is available to all squadrons.  Squadrons must contact Wings (Wings contact CNAFR) if assistance is needed or refer to Navy DJMS Procedures Training Guide (PTG) for guidance on requesting DWOWS access.

12. NRCs must also follow the steps provided in this guide to initiate AvIP for aviators assigned to their NRCs.

# AvIP (NSIPS Incentive Pay data)

**NSIPS**
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

**\*NSIPS PATH:**
MAIN MENU >> PERSONNEL MAINTENANCE >> MISCELLANEOUS >> USE >> LOCAL DATA SELRES >> MEMBER DATA 1

| Local Data | **Member Data 1** | Member Data 2 | Member Data 3 | Miscellaneous Data |
|---|---|---|---|---|

Name:                          Rank/Rate:              Current DSC:  200

**Drill Weekend**
● 1  ○ 2  ○ 3  ○ 4

Pay Status:     1 Pay Status     UIC:

Privacy Act Disputed: 1 🔍     No Statement of Disagreement

Incentive Pay Authorized: 4 🔍     Authorized for Crew Member     ← Select code "4"
Aeronautical Rating Indicator: B 🔍     Fixed Wing Pilot
SAM Program Indicator: 6 🔍     Not Applicable
Flight Status Indicator: 1 🔍     Flying Status

Aviation Commission Date:
Aviation Service Entry Date:  11/6/2000     ← ASED must be annotated
Incentive Pay Start Date: [ ] 📅
Incentive Pay Stop Date: [ ] 📅

**Correspondence Course Information**     Find | View All     First ◀ 1 of 1 ▶ Last
End Date: [ ] 📅 Number: [ ] 🔍 Units: [ ] Points: [ ] ➕ ➖

# AvIP (NSIPS manual process)

**NSIPS**
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

NSIPS reserve clerk account >> Main Menu >> Inactive Duty Training >> IDT Incentive Pay >> Use >> IDT Incentive Pay – Create >> Select the "+" sign to add each month of when the member should've received AvIP >> change 'Inc Pay' to 'A' (entitled) for each month >> Save the transaction >> Supervisor release.

NSIPS path

## Create IDT Pay Request

| | | |
|---|---|---|
| Name: | Rank/Rate: | |
| Pay Type: Pay Status | DSC: 200 | |
| Department: | Totals | |
| Appr Inst: 0    Appr Status: Pending    Appr Action: [ ▼ ] | Comments | |

**Scroll Area**                Find | View All      First  ◄  1 of 1  ►  Last

| Year | Month | Inc Pay | |
|---|---|---|---|
| 2020 🔍 | 12 🔍 | A 🔍 | ＋ － |

To add or remove

Change to 'A' (Flight Pay Crew Member)

🖫 Save    🔍 Return to Search    🖹 Notify

# *Defense Workload Operations Web System (DWOWS)*

# AvIP (Baseline & Milestone rates)

| Baseline Rate | |
|---|---|

| Years of Aviation Service (YAS) | Monthly Rate |
|---|---|
| 2 or less | $125 |
| Over 2 | $156 |
| Over 3 | $188 |
| Over 4 | $206 |
| Over 6 | $650 |
| Over 10 | $650 |
| Over 14 | $840 |
| Over 22 | $585 |
| Over 23 | $495 |
| Over 24 | $385 |
| Over 25 | $250 |

| Administrative Milestone Rate | |
|---|---|

| Years of Aviation Service (YAS) | Monthly Rate |
|---|---|
| 2 or less | $125 |
| Over 2 | $156 |
| Over 3 | $188 |
| Over 4 | $206 |
| Over 6 | $650 |
| Over 10 | $1000 |
| Over 22 | $700 |
| Over 24 | $450 |

**Note**: SELRES payment amount will be equal to 1/30th of the monthly AvIP for each period of IDT.

**Ex:** Monthly rate of $1000 (over 10) will be paid $21.67 (initial payment for baseline rate) and then $11.67 (another payment to make up for the milestone rate) which equals to $33.34 total payment (per drill).

# *Point of Contacts*

## CNAFR Manpower Department

- CNAFR N1B

    Phone: (619) 545-8695 / Email: CNAFRN1B@us.navy.mil

    https://private.navyreserve.navy.mil/cnafr/N1Manpower/Pages/default.aspx

## PERS-911 (SELRES AvIP Data & Aviation Service Gate Letters)

    Phone:  (901) 874-4318  /  Email: askmncc.fct@navy.mil

## PERS-435 (TAR/ADOS AvIP)

- Aviation Incentive Pay Action Officer

    Phone:  (901) 874-3953 / Email: avipandavb@navy.mil

**NOTE:**  Whoever handles Reserve Pay at the squadrons are the SELRES members' primary POCs for AvIP while on <u>drilling status</u>.  Members must contact their squadron POCs.  Squadrons should contact their Wings, not CNAFR N1B directly.  AvIP while on AT/ADT/ADOS are processed by the servicing PSD via the gaining command's CPPA.