



**DEPARTMENT OF THE NAVY**  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1326.4F  
PERS-404  
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BUPERS INSTRUCTION 1326.4F

From: Chief of Naval Personnel

Subj: ADMINISTRATION OF ENLISTED FLIGHT ORDERS, CRITICAL SKILL INCENTIVE PAY, AND HAZARDOUS DUTY INCENTIVE PAY FOR AERIAL FLIGHT

Ref: (a) 37 U.S.C.  
(b) DoDD 7000.14-R, Vol. 7A, Department of Defense Financial Management Regulation (DoD FMR), May 2024  
(c) DoD Instruction 7730.67 of 20 Oct 2016  
(d) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)  
(e) NAVMED P-117 Manual of the Medical Department (MANMED)  
(f) U.S. Navy Aeromedical Reference and Waiver Guide  
(g) CNAF M-3710.7 NATOPS General Flight and Operating Instructions  
(h) SECNAVINST 7220.88  
(i) NAVPERS 18068F, Vol. II  
(j) BUPERSINST 1080.54B  
(k) SECNAVINST 5420.193  
(l) DoD Instruction 1340.23 of 14 Feb 2006  
(m) RESPERS M-1001.5 Navy Reserve Personnel Manual (RESPERSMAN)  
(n) OPNAVINST 1300.20A

Encl: (1) Enlisted Aviation Critical Skill Incentive Pay (CSIP) Rates  
(2) Definitions  
(3) Categories of Flight Orders  
(4) Non-Career Crewmember HDIP  
(5) Non-Crewmember HDIP  
(6) Suspension, Revocation, Non-Volunteer, and Reinstatement  
(7) Waiver of Flight Gate Requirements  
(8) Critical Skill Incentive Pay-Gate Waiver Request - Sample  
(9) Critical Skill Incentive Pay-Waiver Command Endorsement - Sample  
(10) Flight Order Audit Board (FOAB) - Template

1. Purpose. To provide information, policy, and procedures for administration of flight orders and critical skill incentive pay (CSIP) and the Hazardous Duty Incentive Program (HDIP) for aerial flight to enlisted personnel of the United States Navy (USN), Training and Administration of the Reserve (TAR), and Selective Reserve (SELRES) personnel.

2. Cancellation. BUPERSINST 1326.4E

3. Scope and Applicability. This instruction applies to all enlisted United States Navy (USN), SELRES and TAR personnel who qualify for special mission flying assignments under the provisions of this instruction and personnel who meet the eligibility requirements for CSIP or HDIP for aerial flight per this instruction.

4. Background

a. Reference (a), section 353 in conjunction with references (b), (c), and (d) (MILPERSMAN 1440-010) provide guidance for the monetary compensation of the performance of hazardous duty involving frequent and regular participation in aerial flights to aircrew who qualify for payment under the established statutory criteria and the policies within this instruction.

b. The Secretary of the Navy (SECNAV) has delegated authority to the Chief of Naval Personnel (CHNAVPERS) to:

(1) Designate enlisted occupational specialties and ratings which qualify a member as a career-enlisted flyer,

(2) Grant waivers for continuous receipt of CSIP as provided in reference (a), section 301, and

(3) Administer the CSIP Program.

c. References (a) through (n) contain specific information and guidance regarding administration and control of enlisted flight orders. These references direct flight and administrative requirements that must be satisfied before an enlisted member can perform duty involving flying or be eligible for CSIP.

5. Aircrew Eligibility Requirements. Eligibility requirements for the aircrew program or assignment to aircrew duty are delineated in reference (d) (MILPERSMAN 1220-010 and MILPERSMAN 1220-010). All aircrew must volunteer for flying duty, be physically qualified per reference (e), and complete all positional qualifications per reference (d) (MILPERSMAN 1220-010) to maintain eligibility.

6. Designations and Flight Incentive Pay Programs. Aircrew designations are independent of flight incentive pay programs. The designations and pay programs applicable to aircrew are explained within paragraph 6a-6b below.

a. Designations

(1) Naval Aircrewman (NAC). Those personnel who have met the requirements outlined in reference (d) (MILPERSMAN 1220-010). Designation as a NAC does not signify entitlement to CSIP or HDIP for aerial flight.

(2) Naval Aircrew Warfare Specialist (NAWS). NAWS is a written designation that authorizes the wear of the NAWS insignia per reference (d) (MILPERSMAN 1220-020). Designation as a NAWS does not signify entitlement to CSIP or HDIP for aerial flight.

(3) Naval Aviation Observer (NAO). An individual who has completed requirements outlined in reference (d) (MILPERSMAN 1210-260) may be designated as an NAO. An NAO is a written designation that authorizes wear of the NAO insignia. Designation as an NAO does not signify entitlement to CSIP or HDIP for aerial flight.

b. Pay Programs

(1) CSIP. Monthly (continuous) incentive pay paid at the rate in enclosure (1), per reference (a), section 353. Eligible Sailors serve in aviation career fields designated as critical by the Navy in the ratings of aircrewman (mechanical) (AWF), aircrewman (operator) (AWO), aircrewman (tactical helicopter) (AWR), aircrewman (helicopter) (AWS), and aircrewman (avionics) (AWV). To be entitled to receive CSIP, members must meet all the following criteria:

- (a) Be a career enlisted flyer, as defined by enclosure (2), paragraph 5,
- (b) Be physically qualified per references (e) chapter 14, section 3 and (f),
- (c) Meet the qualification standards of reference (g),
- (d) Be assigned to duty involving flying as a crew member (DIFCREW), duty involving flying unmanned aerial systems (DIFUAS), or duty involving flying-denied (DIFDEN) orders,
- (e) Meet months of flying (MOF) gates, and
- (f) Be detailed to a valid aircrew billet.

(2) Conditional CSIP. Conditional CSIP is paid at the rate in enclosure (1) for each month in which operational flying is performed under competent DIFCREW or DIFUAS orders when a career-enlisted flyer would otherwise not meet the requirements for regular (continuous) CSIP. Conditional CSIP is not paid while a career enlisted flyer is on DIFDEN orders, is not physically qualified for flying duty per references (e) and (f), or is not qualified within the standards of reference (g).

(3) HDIP for Aerial Flight. HDIP for aerial flight, authorized per reference (a), section 351, is an incentive to compensate crewmembers and non-crewmembers for the more than normally dangerous nature and stresses of duty involving flying. HDIP for aerial flight is intended for crewmembers per enclosure (3) and non-crewmembers per enclosure (4) who are

not designated as career enlisted flyers, as defined in this instruction, but participate in frequent and regular aerial flight for a minimum of 4 hours per month, to include aircrew who are assigned under a distribution Navy enlisted classification (DNEC) code of L00A. HDIP for aerial flight entitlements are defined in enclosure (1) and are processed by an applicable command pay and personnel administrator (CPPA).

7. Competent Flight Orders. Orders to duty involving flying will be issued only by competent authority. All aircrew members receive flight orders categorized as DIFCREW, DIFUAS, DIFDEN or duty involving flying-temporary (DIFTEM), further defined in enclosure (3). The category of flight orders will identify the flying requirements and expectations of the billet to which assigned. The determination of the category for specific billets will be coordinated with Navy Personnel Command (NAVPERSCOM) Aviation Distribution Branch (PERS-404), Full-Time Support Distribution Branch (PERS-4012), or Commander, Naval Air Force Reserve (CNAFR (N1)). All aircrew, regardless of category of flight orders, are required to remain physically qualified per references (e) and (f), as well as positionally qualified for flying per reference (g).

a. Competent Authority to Issue Orders. Authority to issue orders requiring performance of flying duty is delegated by SECNAV to specific commanders within the naval service. Such delegations are contained in personnel administrative regulations and are further delegated as follows for enlisted personnel:

(1) PERS-404 will issue orders for all active duty USN career enlisted flyers. PERS-404 delegates authority for the issuance of special mission flight orders - DIFTEM and temporary flight orders - TFO to commanding officers (CO) of units having such a requirement and which funding has been approved by the appropriate allocation manager.

(2) PERS-4012 will issue orders for all TAR career enlisted flyers.

(3) NETC (N33) will issue orders for all new accession enlisted flyers.

(4) CNAFR (N1) will issue orders for all SELRES personnel not mentioned above.

b. Authority to Activate or Initiate Flight Orders. Authority to activate DIFCREW, DIFUAS, or DIFDEN orders as a career enlisted crewmember rests with the CO or officer acting in the absence of the CO. The officer in charge (OIC) of a deployed unit or detachment may administer flight orders to personnel within the detachment, providing that such authority has been delegated by the CO. COs, Acting COs, or OICs must not withhold activation of crewmember orders issued by PERS-404, PERS-4012, or their authorized representative unless suspended from flying duties, as provided by enclosure (6).

c. Aircrew on Competent Flight Orders. The primary responsibility of career enlisted flyers detailed to aircrew Navy enlisted classification (NEC) billets on competent flight orders is to support the flying mission of the station or squadron. Individuals assigned temporary additional duty (e.g., first lieutenant) or additional duty (e.g., station security, barracks master-at-arms, etc.) are required to maintain all physical qualifications, aircrew qualifications, and perform flight-related duties in support of the primary mission of the command to which permanently attached.

8. CSIP Entitlement Requirements. Enlisted personnel designated as career enlisted flyers serving in aviation career fields or skills designated as critical by the Navy, per subparagraph (6b) above, may be eligible to receive CSIP at the monthly rate per enclosure (1). Career-enlisted flyers must meet MOF requirements defined herein to remain eligible for continuous entitlement of CSIP. CSIP is paid whether the career enlisted flyer is on DIFCREW, DIFUAS, or DIFDEN orders and is paid continuously from their aviation service entry date (ASED) until any one of the following conditions is met.

- a. An MOF gate is missed,
- b. Service member is found not physically qualified for flight status per paragraph 11 below and references (e) and (f), or
- c. Service member fails to meet qualification timelines per reference (g).

9. ASED Reporting. Fleet replacement squadrons (FRS) and commands (when an FRS is not required) must notify PERS-404 for active duty, PERS-4012 for TAR, or CNAFR (N1) for SELRES to report a career enlisted flyer's ASED. PERS-404 and PERS-4012 CSIP coordinators will confirm career enlisted flyer eligibility and ensure entries are properly recorded to initiate payment of CSIP. PERS-404 or PERS-4012 CSIP coordinators do not have the capability to process SELRES CSIP entitlements, all SELRES CSIP entitlements will be handled through the member's assigned Naval Reserve Activity (NRA) per reference (m). ASED's for active duty should be sent to [AIRCROWPAY\\_NAMI.FCT@NAVY.MIL](mailto:AIRCROWPAY_NAMI.FCT@NAVY.MIL) for entry in to Service member's personnel file.

#### 10. CSIP Screening Gates and MOF

a. Screening Gates. A career enlisted flyer must have performed at least 6 years (72 MOF) within the first 10 years of aviation service (YAS) for entitlement to continuous CSIP through 14 YAS. A career enlisted flyer must have performed at least 9 years (108 MOF) within the first 16 YAS for entitlement to continuous CSIP through 22 YAS. A career enlisted flyer must have performed at least 14 years (168 MOF) within the first 24 YAS for entitlement to continuous CSIP to 26 YAS (CSIP ending on the 365<sup>th</sup> day of the 25<sup>th</sup> YAS but still entitled to Conditional CSIP).

b. MOF. Per reference (c), operational flying duty will be credited in terms of months. Detachments from operational flying duty after the 15<sup>th</sup> day of any month or assignment to operational flying duty on or before the 15<sup>th</sup> day of any month entitles a crewmember to the credit for the entire month. The date a crewmember transfers or otherwise vacates an assignment will be used as the date of detachment. The next day will be used as the date of assignment to the new duty station.

(1) Operational Flying Creditable Towards CSIP Gates. Only aircrew designated as career enlisted flyers and who remain physically qualified per references (e) and (f) and qualified per reference (g) for operational flying, receive credit for MOF. MOF accrues only while performing operational flying assigned under competent DIFCREW or DIFUAS orders. Career-enlisted flyers assigned to DIFDEN orders will not accrue MOF credit. If a career enlisted flyer who is assigned under DIFCREW or DIFUAS orders fails to attain the required 48 flight hours per reference (g) for a fiscal year, the command must notify PERS-404 by the 30<sup>th</sup> of September. Commands with TAR or SELRES Sailors must notify PERS-4012 or CNAFR (N1) (respectively).

(2) Physical Qualifications. Continued entitlement to CSIP for all career enlisted flyers is contingent upon remaining physically qualified for aviation service. Career enlisted flyers must fulfill flight physical examination requirements annually and per references (e) and (f) to remain physically qualified.

(3) Flying Beyond 26 YAS. An enlisted member may not be paid continuous CSIP after completion of the 365<sup>th</sup> day of the member's 25<sup>th</sup> YAS (26 YAS). Career crewmembers with more than 26 YAS may be eligible to receive Conditional CSIP, per subparagraph 6b above, for each month in which 4 operational flying hours are completed under competent DIFCREW or DIFUAS orders. It is the responsibility of the command and Service member to log and report flight hours to PERS-404 for active duty and PERS-4012 for TAR and CNAFR (N1) for SELRES.

(4) Concurrent CSIP and HDIP. Reference (a), section 353 prohibits members who are receiving CSIP from receiving special pay for the same service or skill listed in reference (a), sections 353 or 351 during the same period of service.

(5) Selection for Officer Candidate School, Limited Duty Officer, Chief Warrant Officer, Command Senior Chief, and Command Master Chief. Those Sailors selected for one of these programs and are entitled to CSIP at the time of their selection will have their CSIP entitlement stopped on the day they transfer out of the command from which they had flying orders. Members will notify e-mail: [AIRCREWPAW\\_NAMI.FCT@NAVY.MIL](mailto:AIRCREWPAW_NAMI.FCT@NAVY.MIL) of the selection and expected commissioning transfer date. Those members will continue to be entitled to wear their respective NAWS/NAO devices on their uniform.

11. CSIP and HDIP Entitlement While Medically Incapacitated. Aircrew members who do not have a permanent medical disqualification for aviation service from the Naval Air Medical Institute (NAMI), per references (e) and (f), but have a temporary disqualification or may require a waiver will be entitled to receive CSIP until the first day following a period of 365 days from the date of initial grounding by an aviation medical authority. If aircrew members are expected to be in a medically down status longer than 60 days, the cognizant medical authority must place the member in a temporary limited duty (LIMDU) status utilizing the LIMDU SMART System per reference (n). All aircrew members who require a NAMI waiver to return to flight status may view and track the process at: <https://aero.health.mil>. Additionally, initial groundings will be tracked by a flight order audit board (FOAB) and reported quarterly to the respective branches (PERS-404 or PERS-4012). See paragraph 19 for FOAB procedures. SELRES Sailors must comply with requirements listed in reference (d) (MILPERSMAN 1133-090). Pregnancy is not considered a medical incapacitation and those Service members entitled to CSIP will retain their eligibility throughout their pregnancy as well as through their 0054 (pregnancy) tour if all other conditions in this instruction have been met.

a. Ninety Days. Aviation medical authorities must submit appropriate paperwork after a period of no more than 90 days from the initial grounding date for NAMI disposition (permanent or may-resubmit). It is the responsibility of the CO, immediate reporting senior, or aviation medical authority to ensure PERS-404, PERS-4012, or CNAFR (N1) receives quarterly updates for all aircrew who are expected to be down for a period of longer than 90 days.

b. Disqualified HDIP for Aerial Flight. HDIP for aerial flights will not be authorized for any period during which Service members are physically disqualified (temporary or awaiting waivers) for aviation service per references (e) and (f). COs or immediate reporting seniors are responsible for notifying the respective CPPA for terminating HDIP of those career and non-career crewmembers who become disqualified for aviation service.

## 12. Flight Time Requirements

a. Per reference (b), personnel receiving HDIP (crewmember or non-crewmember) must perform the minimum hours (4 hours per month), per references (g) and (h) for pay purposes. Crewmembers assigned as DIFCREW or DIFUAS personnel are authorized to bank flight time and use the grace periods per reference (h).

b. Career enlisted flyers on DIFCREW or DIFUAS orders eligible to receive continuous CSIP are required to perform the minimum hours (48 hours per fiscal year) for proficiency per reference (g). Career enlisted flyers eligible for continuous CSIP on DIFDEN orders are not required to meet minimum flight hour requirements; however, MOF do not accumulate. Annual flight hour reports from squadrons and aviation units are to be reported to PERS-404, PERS-4012, or CNAFR (N1) for all enlisted aircrew NLT 31 October each year for review and verification with SHARP or FIST to ensure the required minimum hours have been attained.

c. The fiscal year hour requirement is not applicable to career enlisted flyers receiving Conditional CSIP while on DIFCREW or DIFUAS orders; however, the minimum of 4 hours per month must be met to receive Conditional CSIP.

### 13. NEC Assignment and Submission

a. The majority of aircrew NECs are automatically awarded by the Navy Integrated Training Resource and Administration System (NITRAS) upon completion of mandatory formal instruction listed in reference (i). Aircrew NECs not awarded via NITRAS will be assigned per procedures contained in reference (i). Awarding of an aircrew NEC indicates successful completion of Chief of Naval Operations (CNO) prescribed training and not positional qualification of the individual.

b. Per reference (g), personnel serving under DIFCREW, DIFUAS, or DIFDEN flight orders will be allowed a maximum of 18 months from the date of reporting onboard for duty at their permanent duty station or 18 months from the time training was commenced in which to achieve positional qualification for initial qualification or:

(1) For command-nominated personnel to complete positional qualification for their DNEC.

(2) FRS students will be allowed a maximum of 18 months from the time training commenced to complete pipeline training.

(3) New accession aircrew who report to units without FRS training (e.g., C-130/C-40/C-12/C-26 units, etc.) will be allowed a maximum of 18 months from the date of check-in to complete training requirements. New accessions who are dropped from training at any time are processed accordingly per references (d), MILPERSMAN 1440-010, 1440-011, 1133-090, and 1236-020.

(4) DIFCREW or DIFUAS flight orders for personnel who fail to qualify for their NEC or DNEC within the allotted 18-month period will be suspended per enclosure (6), unless the member has requested and received approval for a waiver of in-training period per reference (g). The Service member must be qualified for the DNEC to which they are detailed, regardless of what additional NEC's they hold. Failure to qualify or be awarded the NEC on the member's current orders will result in losing the CSIP entitlement.

(5) Aircrew who were previously qualified but have been detailed to orders other than DIFCREW or DIFUAS will have a maximum of 12 months to requalify upon return to an aviation unit.

(6) Cognizant unit COs may also initiate the DIFCREW revocation process on a Sailor at their discretion for failure to qualify within the above timelines.

(7) All aircrew training requirements leading to the awarding of an aircrew NEC are reviewed per reference (i).

14. Billet Changes Affecting Crewmember Personnel. Aircrew personnel are assigned based on billet requirements and crew seat ratio. Activity manning document (AMD) changes that remove a crew seat position or billet will be addressed during transition and decommission conferences. For situations that do not fall under transitions or decommissions, the following actions must be executed by the command:

- a. Notify the member concerned of possible flight status termination as a result of the expected billet deletion or change and process of reassignment.
- b. Notify PERS-404, PERS-4012, or CNAFR (N1) within 30 days of approved billet change and the command's intention to transition the member concerned to new flight duties or to make the member available for reassignment.

15. Allocation of Enlisted Flight Orders and Pay

- a. The overall career enlisted flyer CSIP and crewmember HDIP budget is governed by inventory of DIFCREW, DIFUAS, and DIFDEN billets to include validated non-crewmember DIFTEM requirements. PERS-404, PERS-4012, or CNAFR (N1) will administer all crewmember flight orders and accounting based on billet ceilings, funding limitations, and such other restrictions that may be required by higher authority.
- b. PERS-404, PERS-4012, or CNAFR (N1) will not authorize DIFCREW status if the command does not reflect a requirement for that aircrew skill on the current CNO-approved AMD, except in exceptional circumstances (e.g., aircraft transition where billets have been approved but have not become effective, joint assignments, or due to long lead-time training requirements, the member arrives prior to the effective date of the billet authorization). This paragraph does not apply if valid aircrew billets exist in the unit and members are ordered/moved to ADAIR or in-assignment-processing (IAP) for SELRES personnel.
- c. PERS-404 will allocate special mission non-crewmember funds to the following allocation managers at Commander, Naval Air Force, U.S. Atlantic (COMNAVAILANT); Commander, Naval Air Force, U.S. Pacific (COMNAVIAIRPAC); Commander, Naval Air Systems Command (COMNAVIAIRSYSCOM); Chief of Naval Air Training (CNATRA); Commander, Navy Air Force Reserve (COMNAVIAIRFOR); or Joint Chiefs of Staff (JCS) based on budget limitations and priority of requirements.
- d. Authorization of non-crewmember special mission flight orders will be made available upon a specific request to the appropriate allocation manager. Requesting commands must forward a complete justification for special mission flight requirements to the appropriate allocation manager.

(1) Commands requesting special mission non-crewmember funds who are not under jurisdiction of an allocation manager may petition their administrative chain of command.

(2) Special mission allocations are authorized only for 1 fiscal year or a portion thereof. Special mission allocations are not automatically carried forward into the next fiscal year. It is incumbent upon commands to petition for renewal of special mission allocations.

e. All non-crewmember allocations will be on a semi-fiscal year basis. In the event of delayed fiscal year budget approval, PERS-404 will only authorize sufficient funding needed to maintain operations.

16. Reporting Procedures for Enlisted Flight Orders and Pay. The accounting cycle for enlisted flight order funds allocated as specific aircrew disbursements must be accomplished as follows:

a. Deputy Chief of Naval Operations, Personnel, Manpower, and Training (CNO N1) authorizes CSIP, DIFCREW, DIFUAS, DIFDEN, DIFTEM funds and provides accounting via personnel distribution information to include Defense Joint Military Pay System (DJMPS) and the Navy Standard Integrated Personnel System (NSIPS).

b. Commands in receipt of special mission flight order allocations must report expenditures monthly to applicable allocation managers.

17. Budget Submissions

a. Office of the Chief of Naval Operations (OPNAV), Enlisted Force Shaping Plans and Policy Branch (N132) prepares annual budget requirements for CSIP and HDIP (aerial flight) as directed by the OPNAV Resource Management Division (N10).

b. NAVPERSCOM Financial Management Division (PERS-52) will submit an annual special mission budget request for the next fiscal year to N132 by 1 January of each year.

c. Command allocation managers must submit budget requests for the upcoming 6-month periods of 1 October to 31 March and 1 April to 30 September to PERS-404 no later than 1 September and 1 March (respectively). Justification for special mission requirements must be available, if requested. Special mission expenditures for periods ending 31 March and 30 September should be included in the request.

18. Records Requirements. All COs of units operating aircraft or having aircrew onboard or who are in receipt of allocations for non-crewmember flight pay, must maintain a complete record of all personnel making flights and training received, as required by reference (g) and this instruction.

a. Annually and upon detachment, a summary of the individual's total flight time must be made on NAVPERS 1070/613 Administrative Remarks per reference (g).

b. All DIFCREW, DIFUAS, DIFDEN, and DIFTEM personnel must record all flight activity as required by reference (g) while in a DIFCREW or DIFUAS status.

#### 19. FOAB

a. COs of all units or stations having aircrew onboard are directed to ensure adequate control and recording of flight order funding and personnel administrative requirements as required by reference (g).

b. The following guidelines are minimum requirements for all flight audit boards that are to be conducted quarterly at a minimum:

(1) Ensure aircrew receiving CSIP or HDIP have met minimum flight time (48 hours for a fiscal year) as required by reference (g).

(2) Ensure the MyNavy Assignment/AMD and Reserve Unit Assignment Document reflect current NECs per reference (i) and this instruction.

(a) For USN and TAR aircrew, ensure proper Compiler Monitor System (CMS) coding (i.e., "Y" for DIFCREW and DIFUAS orders and "N" for DIFDEN orders) is assigned to ensure proper MOF credit. If not correct, contact applicable TSC for corrective measures.

(b) For SELRES aircrew, ensure all pay inquiries and corrections are processed through the NRA they are administratively assigned to per reference (d) (MILPERSMAN 1133-090).

(3) Ensure special mission funding has been approved by allocation manager and that budget limitations have not been exceeded.

(4) Ensure requests for aircrew NECs for which member has qualified are submitted and approved.

(5) Review reference (g) and ensure that physical, psychological, physiological, and training qualifications are complete and current.

(6) Ensure recording of annual flight time and current qualifications, as required per reference (g).

(7) Ensure flight order list is current and properly published per reference (g).

(8) Report FOAB results are reported quarterly to PERS-404 or PERS-4012 utilizing enclosure 10 and sent via e-mail. to [AIRCROWPAY\\_NAMI.FCT@NAVY.MIL](mailto:AIRCROWPAY_NAMI.FCT@NAVY.MIL).

20. Letters of Remission and Application for Correction of Naval Records. When an overpayment occurs clearly as a result of an administrative oversight, an application for record correction may be submitted per reference (k). If an erroneous payment exists for any other reason (e.g., an unauthorized expenditure in excess of the amount authorized), a letter request for waiver considerations may be submitted per reference (l). When submitting requests under references (k) and (l), full documentation and command endorsements must be provided to correct CSIP or HDIP entitlements (as applicable). Administrative oversight does not include timely reporting of medical situations which cause a member to be placed in a down flight status.

#### 21. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

22. Review and Effective Date. Per OPNAVINST 5215.17A, PERS-404 will review this instruction annually around the anniversary of its issuance date using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

23. Form. NAVPERS 1070/613 Administrative Remarks is available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.



K. M. KENNEDY

Deputy Chief of Naval Personnel

#### Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site: <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

**ENLISTED AVIATION CRITICAL SKILL INCENTIVE PAY (CSIP) RATES**

1. Per reference (a), SECNAV is authorized to pay CSIP up to a maximum rate based upon YAS. CSIP rates for USN, U.S. Navy Reserve (USNR), and TAR personnel are as follows, unless superseded by a naval administrative (NAVADMIN) message.

Years of Aviation Service (YAS)	Navy CSIP Rate Monthly Pay Rate (see notes)
Two or less	\$150
Over 2	\$200
Over 4	\$250
Over 6	\$325
Over 10	\$425
Over 14	\$500
Over 18	\$600

Note 1 - SELRES personnel entitlement is 1/30<sup>th</sup> of the monthly incentive pay in effect for each inactive duty training (drill) period performed and 1/30<sup>th</sup> of the monthly incentive pay in effect for each day of annual training actually served per reference (h).

Note 2 – ASED will always remain the same date and pay will be calculated based on MOF gates, adjusted as necessary.

Note 3 – Aircrew who have reached 25 years of continuous eligibility will have continuous CSIP stopped on the 365<sup>th</sup> day of year 25 but may submit for Conditional CSIP monthly.

Note 4 – Gate increases are not automatic and individual Service members must monitor their leave and earnings statement (LES) for flight pay discrepancies as well as notify PERS-404 and PERS-4012 when a new gate has been obtained. Pay at the new gate levels will be retroactive to 20 October 2020. Utilize the following e-mail address for notification: [AIRCROWPAY\\_NAM1.FCT@NAVY.MIL](mailto:AIRCROWPAY_NAM1.FCT@NAVY.MIL)

2. Hazardous Duty Incentive Pay (HDIP) for Aerial Flight. HDIP is dependent on the category of aircrew (crewmember or non-crewmember) and is paid based on pay grade per reference (a), section 301.

a. Non-crewmember HDIP: \$150 per month, all paygrades.

b. Crewmember HDIP:

Paygrade	Monthly Rate
E-1 to E-3	\$150
E-4	\$165
E-5	\$190
E-6	\$215
E-7 to E-9	\$240

### **DEFINITIONS**

(With regards to CSIP, the following definitions and abbreviations apply)

1. Aeromedical Officer. An officer who is in training for or designated as a naval flight surgeon, naval aerospace experimental psychologist, or naval aerospace optometrist.
2. Aircrew. For the purposes of this instruction, aircrew is a collective term that applies to all personnel in a flight status who hold a career aircrew rating and or NEC or are entitled to HDIP for aerial flight.
3. Aircrew Billet. An authorized requirement on an activity's current activity manpower document which reflects a requirement for an individual to perform crewmember duties or hold an aircrew NEC. Billets written for NEC 802A are authorized for student unit identification codes only.
4. Aviation Service Entry Date (ASED). Effective date of the initial orders to perform aviation service. This date is set when an aircrewman first reports to a fleet replacement squadron (FRS). ASED for all U.S. Navy Reserves will be adjusted for any breaks in service. It is the responsibility of the Service member to provide all documents of service not maintained in the electronic service record for verification of ASED.
5. Career Enlisted Flyer (also known as a Career Crewmember). A career enlisted flyer is an enlisted Service member in an aircrew rating of AWF, AWO, AWR, AWS or AWV who holds or is in training to receive an aircrew NEC (series GXXX; or NEC codes 5308, 700A, 701A, 702A, 712B, 713B, 776A, 822A, 823A, 803A, 806A, 807A, and 808A). Career enlisted flyers are the only enlisted aircrew entitled to CSIP.
6. Crewmember. An individual who is physically qualified to fly per reference (e), participates regularly in aerial operations, and is assigned under DIFCREW orders. Crewmembers may be categorized as career enlisted flyers or non-career crewmembers and are entitled to HDIP for aerial flight. The term crewmember does not presuppose entitlement to CSIP.
7. Non-Crewmember. A crewmember who is not categorized as a career enlisted flyer or crewmember per the definitions in this reference, however, may qualify for HDIP per reference (l). Non-crewmembers normally perform a primary duty that does not require them to fly in aircraft. Personnel whose duties temporarily require participation in aerial flights to perform in-flight functions or perform a duty such as maintenance or special mission critical actions are assigned DIFTEM. Non-crewmembers who fly on a frequent and regular basis (minimum 4 hours per month) may qualify for HDIP per reference (c). A non-career crewmember is not entitled to CSIP.
8. Years of Aviation Service (YAS). Service computed beginning with the effective date of the initial orders to perform aviation service. YAS is adjusted for breaks in military service or periods of non-permanent medical disqualification as defined by this instruction. YAS is based off of a member's ASED. YOS used in reference (h) is equal to YAS.

**CATEGORIES OF FLIGHT ORDERS**

1. Duty Involving Flying-Denied (DIFDEN) (also known as non-operational flying duty (non-OFD)). Billet assignment where the career enlisted flyer is assigned duty in a flying status not involving flying. Members on DIFDEN orders are not required to meet Naval Air Training and Operating Procedures Standardization (NATOPS) minimum flight hour requirements but are required to maintain an annual flight examination per reference (c). Career enlisted flyers months of flying (MOF) credit does not accrue while assigned DIFDEN orders. CSIP is authorized while on DIFDEN orders only when a career enlisted flyer is filling critical non-flying billets limited to the waiver requirements set forth in enclosure (7).
2. Duty Involving Flying (DIFCREW) (also known as operational flight duty (OFD)). Billet assignment where the career enlisted flyer is assigned duty in a flying status. Personnel who are serving in assignments in which NATOPS qualifications and flight physical examination requirements apply (per reference (e)); they must complete annual requirements to remain qualified. Career enlisted flyers MOF credit accrues while assigned DIFCREW orders.
3. Duty Involving Flying Unmanned Aerial Systems (DIFUAS). Billet assignment where the career enlisted flyer is operating aircraft used for surveillance or strike missions, which may be described as an unmanned aerial system (UAS) either “unmanned aerial vehicle” or a “remotely piloted aircraft” per reference (h). DIFUAS operators are required to maintain NATOPS qualifications as well as flight physical examination requirements (per reference (e)) annually to remain qualified. Career enlisted flyers MOF credit accrues while assigned DIFUAS orders. DIFUAS is currently in development and not yet in use at the time of this instruction.
4. Duty Involving Flying Temporary (DIFTEM). Special mission flight orders issued to crewmembers and non-career crewmembers on a case-by-case basis to fulfill temporary flying requirements that cannot be performed by career enlisted crewmembers.

**NON-CAREER CREWMEMBER HDIP**

1. Non-Career Crewmember Entitlement. A non-career crewmember may be entitled to HDIP on or after the date the member initially reports for duty under competent DIFTEM orders, provided the member meets the minimum requirement of 4 hours per month. Non-career crewmember students are not entitled to HDIP until the "in-flight" portion of training commences. This pay continues from start date, without interruption, as long as the member remains physically qualified (per reference (e)) and in a flying duty assignment under the provisions of this instruction.

2. Continuation of Non-Career Crewmember HDIP. When a non-career crewmember is in a flying status (DIFTEM orders assignment only) and meets or has met flight requirements per this instruction, his or her HDIP entitlements continue (per reference (1)) while on authorized leave, assigned temporary duty (TEM DU), or in a travel status (including a delay in reporting during a change of station).

3. Termination or Suspension of Non-Crewmember HDIP

a. Non-career crewmember HDIP will terminate on the day, month, and year a permanent change of station, transfer to reserve unit, or if any transfer directive does not specifically contain DIFTEM authorization for the subsequent assignment.

b. Non-career crewmember HDIP is suspended if the member becomes disqualified for flying duty per references (e) and (f) or this instruction.

**NON-CREWMEMBER HDIP**

1. Non-Crewmember Entitlement. Non-crewmembers are entitled to HDIP (non-crew) on a month-to-month basis when participating in frequent and regular aerial flight for a minimum of 4 hours per month. Enclosure (1) lists non-crewmember HDIP rates.

2. Special Mission Flight Orders and Qualifications/Command Mission Requirements. Commanding officers or officers in charge must obtain special mission budget authorization before assigning or delegating the issuance of special mission flight orders. Allocation managers are charged with the responsibility of determining special mission qualifications and command mission requirements for non-crewmember skills, using the following guidelines:

a. Quality Assurance/Maintenance Fault Isolation. Those individuals who are required to be aboard aircraft for the specific purpose of performing in-flight maintenance certification or troubleshooting or for installation, test, or evaluation of airborne technical equipment which cannot be performed by aircrew.

b. Communication Specialist. Those personnel required to perform essential in-flight monitoring, test, calibration, or evaluation of airborne radio equipment which cannot be performed by aircrew.

c. Mass Communication Specialist. Those personnel who are required to perform aerial photographic functions which cannot be performed by aircrew.

d. Research and Development. Those individuals required to be aboard aircraft for the specific in-flight purpose of research and development of airborne equipment which cannot be performed by aircrew.

e. Medical Specialist. Those personnel required to perform in-flight medical assistance which cannot be performed by aircrew.

Note: Exception - Search and rescue medical technicians assigned to L00A billets will be issued DIFCREW orders but are only entitled to HDIP, not CSIP. These crewmembers will be allowed to accrue hours to meet their yearly requirement with a carryover.

3. In rare and unusual instances, allocation managers may approve special mission flight orders for circumstances not listed above. In such instances, the allocation manager must forward command justification to NAVPERSCOM (PERS-404) for review. Justifications must be retained as a means of determining changing special mission requirements. They may be used as a substitution for special mission reporting procedures contained herein.

4. Special mission flight pay is not justified in any case where an individual is ordered to fly merely to meet in-flight requirements for pay purposes, as a reward for long, faithful, or unusual

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service or for ground personnel who are transported from work-site to work-site merely for purposes of aircraft repairs. Additionally, it is not justified in the case of pre-positioning maintenance personnel or for such duties as couriers, sentries, messengers, or flag staff traveling from one location to another or where sufficient DIFCREW personnel are assigned and are capable of performing in-flight tasks. COs are responsible for ensuring there is no abuse of special mission flight pay.

**SUSPENSION, REVOCATION, NON-VOLUNTEER, AND REINSTATEMENT**

1. Suspension. An enlisted aircrewman may be temporarily suspended from flying duties (grounded) for lack of medical or operational qualifications, disciplinary infractions, or temporary loss of security clearance to include Personnel Reliability Program (PRP) requirements (temporary only) or at the discretion of the commanding officer (CO). To remove aircrew, temporarily, from flying duty the following sequence of events is mandatory:

a. CO suspends member from flying duty and ensures member is counseled per reference (d), MILPERSMAN 1220-020.

b. CO recommends suspension aircrew status by naval message directly to NAVPERSCOM (PERS-404), (PERS-4012), or CNAFR (N1). Naval messages recommending suspension of aircrew status must contain the following:

(1) Full justification for suspension. Examples include temporary medical disqualification, minor disciplinary infractions, temporary security clearance loss, or per reference (d), MILPERSMAN 1220-020.

(2) COs evaluation of causative factors

(3) Effective date of suspension

(4) Command recommendation timeline for suspension

c. CSIP is not authorized for any aircrew during any time of suspension of aircrew status, regardless of the reason for suspension.

d. Months of flying (MOF) will not accrue during any time of suspension of aircrew status, regardless of the reason for suspension.

2. Revocation. An enlisted aircrewman may also be permanently removed from flying duties for lack of medical or operational qualifications, serious disciplinary infractions, loss of security clearance and or PRP requirements, and failure to qualify. To remove aircrew permanently from aircrew status (DIFCREW revocation), the following sequence of events is mandatory:

a. CO recommends revocation of aircrew orders and aircrew status by naval message directly to PERS-404, PERS-4012, or CNAFR (N1) (respectively). Naval messages recommending revocation of flight orders must contain the following:

(1) Full justification for revocation. Examples include non-qualification or requalification, non-volunteer, medical disqualification, serious disciplinary infraction, security clearance revocation, or alcohol related incidents per reference (f).

(2) CO's evaluation of causative factors

(3) Effective date of revocation.

(4) Command recommendation on member's future status re-assignment or rating conversion per reference (d), MILPERSMAN 1440-011.

b. PERS-404 or PERS-4012, CNAFR (N1) (respectively) will notify the CO via naval message if orders are not to be revoked. CO will then remove revocation.

c. A member who is revoked from aircrew status will not be retained against an aircrew NEC-assigned billet. The CO or activity manning manager must contact NAVPERSCOM Enlisted Placement Management Branch (PERS-4013) or CNAFR (N1) for appropriate alignment of disqualified aircrew.

d. All aircrew-related NECs will be administratively removed by PERS-404, PERS-4012, or PERS-4013 (respectively) for members who are disqualified from flying.

3. Non-Volunteer. In the case of non-volunteer action, a certified copy of NAVPERS 1070/613 Administrative Remarks must be submitted to PERS-404, PERS-4012, or CNAFR (N1) following the revocation recommendation message. Career enlisted flyers who non-volunteer for flying duty at any time will be reassigned per reference (d), MILPERSMAN 1440-011. Following rating re-assignment, the Service member will be assigned orders based on fleet priorities. The following circumstances constitute non-volunteer action:

a. Failure to obligate for service within 30 days of receipt of orders or notify PERS-404 or PERS-4012 will result in DIFCREW revocation. In cases of HYT, contact PERS-404 or PERS-4012 prior to submitting HYT request. Service members who obligate outside of 30 days of receiving orders for specific situations (e.g., selective reenlistment bonuses, etc.) will not be considered non-volunteers.

b. Members who drop-on-request from any part of aircrew training will be considered non-volunteers. Reference (d) (MILPERSMAN 1220-010) addresses Aviation Rescue Swimmer School training specifics.

c. Aircrew who have been successfully prescreened for billets with specific security clearance requirements, to include those under the PRP who non-volunteer for duties at any time, will be considered a non-volunteer.

d. Any aircrew in a training status who does not maintain physical fitness requirements per reference (d), MILPERSMAN 1220-010 will be considered a non-volunteer.

4. Reinstatement of Disqualified Aircrewmembers. Applications for reinstatement must be approved by PERS-404, PERS-4012, or CNAFR (N1) (respectively) prior to member being reassigned to a flight status.

a. A member disqualified for medical reasons is eligible to return to flying duty upon determination that member is found physically qualified per Bureau of Medicine and Surgery directives. To expedite this process, the CO may request reinstatement based on recommendation of local board of flight surgeon's findings (unless the NAMI waiver states otherwise) while awaiting formal NAMI waiver review process. Submit recommendation to PERS-404, PERS-4012, or CNAFR (N1) via naval message. Reassignment of medically disqualified aircrew to an aircrew tour will be determined by PERS-404, PERS-4012, or CNAFR (N1) (respectively) on a case-by-case basis.

b. A member disqualified for any academic portion of an aircrew training pipeline or lack of operational qualifications will not be reinstatement-eligible for a minimum of 2 years per reference (d), MILPERSMAN 1220-020.

c. A member who has been revoked as a result of a non-volunteer action will not be eligible for reinstatement.

d. If an aircrewman is permanently revoked (voluntarily or non-voluntarily) the member is not eligible to remain in the aircrewman (AW) rating and will be forced-converted per reference (d), MILPERSMAN 1440-011.

**WAIVER OF FLIGHT GATE REQUIREMENTS**

(Reference (a) authorizes SECNAV to waive months of flying (MOF) requirements on a case-by-case basis. For enlisted aircrew, this authority is delegated to CHNAVPERS.)

1. Waivers will be considered in circumstances in which a career-enlisted flyer has failed to meet a flight gate due to fulfilling critical non-flying billets limited to the following:

- a. Survival, Evasion, Rescue, Escape Instructor
- b. Aviation Survival Training Instructor
- c. Naval Air Technical Training Instructor
- d. Naval Aircrew Candidate School and Aviation Rescue Swimmer School instructors
- e. Mobile Tactical Operations Center
- f. Motivator Team Recruiters
- g. Any aircrew NEC-coded non-flying tours of type duty 2, 3, and 4
- h. Special Reconnaissance Team UAS instructor
- i. Navy Reserve Canvasser Recruiter Program
- j. Recruit Training Command

2. To be eligible for a waiver, a career-enlisted flyer must meet the following requirements. Any MOF or YAS, other than those listed below, will not be considered for a waiver under any circumstances.

- a. 72 MOF (minimum MOF for waiver consideration),
- b. 8 years (96 MOF) prior to completion of 16 YAS, or
- c. 12 years (144 MOF) prior to completion of 22 YAS.

3. A waiver does not add any MOF to a career-enlisted flyer's record. An individual waived for one gate must still meet the MOF requirement for the next gate.

4. A waiver request must be submitted to PERS-404, PERS-4012, or CNAFR (N1) within a 3-year window, starting 1 year prior to the applicable flight gate and ending 2 years after the same flight gate.
5. Sample format for a waiver request is contained in enclosure (8) and must be accompanied by a command endorsement, enclosure (9). All waiver submissions received must be original documents; scanned documents will not be accepted.

**CSIP-GATE WAIVER REQUEST - SAMPLE**

(Date)

From: Commanding Officer or Commander, \_\_\_\_\_  
To: Commander, Navy Personnel Command (PERS-404 or PERS-4012 for TAR) or  
Commander, Naval Air Force Reserve (CNAFR (N1) for SELRES)

Via: Navy Air Force Reserve (N7) (U.S. Navy Reserve only)

Subj: REQUEST FOR WAIVER OF CRITICAL SKILL INCENTIVE PAY MONTHS OF  
FLYING REQUIREMENT

Ref: (a) BUPERSINST 1326.4F

1. Per reference (a), I respectfully request a critical incentive pay (CSIP) waiver for the months of flying (MOF) requirement for the \_\_\_\_ year flight gate. The following career data is provided:

- a. Aviation service entry date (ASED):
- b. Total MOF performed:
- c. Summary of tours under duty involving flying as a crew member (DIFCREW) and or duty involving flying unmanned aerial systems (DIFUAS) orders:
  - (1) Unit (month year - month year)
  - (2) Unit (month year - month year)
  - (3) Unit (month year - month year)
- d. Summary of tours under duty involving flying-denied (DIFDEN) or non-DIFCREW orders:
  - (1) (Example) AW A School (Dates)
  - (2) (Example) FASOTRAGRULANT (Dates)

2. I understand that a waiver (if granted) will require me to submit for Conditional CSIP monthly and:

- a. Will preserve my entitlement to continuous CSIP until I reach my next flight gate,
- b. Does not add any MOF to my record and
- c. Does not relieve me from meeting the total MOF requirement of my next flight gate.

3. My DSN number is XXX-XXXX.

\_\_\_\_\_  
(Applicant's signature)

Copy to:

NATOPS Flight Training Jacket

**CSIP-WAIVER COMMAND ENDORSEMENT - SAMPLE**

1326  
Ser 00/  
Date

FIRST ENDORSEMENT on \_\_\_\_\_ ltr of \_\_\_\_\_

From: Commanding Officer or Commander, \_\_\_\_\_

To: Commander, Navy Personnel Command (PERS-404 or PERS-4012 for TAR) or  
Commander, Naval Air Force Reserve (CNAFR (N1) for SELRES)

Subj: REQUEST FOR WAIVER OF CRITICAL SKILL INCENTIVE PAY MONTHS  
OF FLYING REQUIREMENT

1. Forwarded, recommending approval/disapproval (explanation for disapproval is required).

(CO, OIC, or designated officer signature)

Copy to:  
NATOPS Flight Training Jacket  
Applicant

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**FLIGHT ORDER AUDIT BOARD (FOAB) - TEMPLATE**

(Date)

From: Chairman, (Command) Flight Order Audit Board  
To: PERS-404/PERS-4012, Navy Personnel Command  
Via: Commanding Officer, (Command)

Subj: ENLISTED FLIGHT ORDER AUDIT BOARD FOR THE MONTH OF (Month/Year)

Ref: (a) BUPERSINST 1326.4F  
(b) CNAF M-3710.7  
(c) OPNAVINST 3120.32D  
(d) NAVPERS 15560D (MILPERSMAN)  
(e) MILPERSMAN 1220-020

Encl: (1) FLIGHT ORDER AUDIT BOARD  
(2) FLIGHT ORDER LIST

1. Per references (a) through (e), the Flight Order Audit Board convened on (DATE).

(SIGNED)

Copy to: PERS-404 or 4012

**FLIGHT ORDER AUDIT BOARD (FOAB)**

1. AC – New discrepancies noted on BBD

(Ensure aircrewmembers in valid aircrew billet with applicable NEC)

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>
Discrepancies Noted		

2. SELRES – New discrepancies noted on RUAD

(Ensure aircrewmembers in valid aircrew billet with applicable NEC)

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>
Discrepancies Noted		

3. The following personnel are on a Conditional Up Chit/Down Chit/Med Waiver

(Include date of grounding and expiration (if applicable))

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>

**FLIGHT ORDER LIST**

1. Refer to Enclosure (2) for Active/TAR/SELRES Flight Order CSIP. (Verify members are receiving correct CSIP rate)

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>

2. Refer to Enclosure (2) for effective flight orders for the month of (Month). (List command aircrewmembers on DIFCREW orders)

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>

3. Active/TAR flight orders for individuals authorized conditional flight pay. (List eligible aircrewman over 26 YAS or missed months of flying (MOF) gates).

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>

4. SELRES flight orders for individuals authorized conditional flight pay. (List eligible aircrewman over 26 YAS or missed MOF gates).

<b>RANK/ RATE</b>	<b>NAME</b>	<b>DISCREPANCY/ RECOMMENDED ACTION</b>

5. Board Members Closing Remarks

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1st Endorsement; Operations Officer

Comments:

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2nd Endorsement; Executive Officer

Comments

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Final Endorsement; Commanding Officer

Comments:

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