



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SECNAVINST 7220.87
ASN(M&RA)
13 July 2009

SECNAV INSTRUCTION 7220.87

From: Secretary of the Navy

Subj: AVIATION CAREER INCENTIVE PAY FLIGHT GATE WAIVER
PROCESS

Ref: (a) Section 301a of Title 37, United States Code
(b) DoD 7000.14-R, Financial Management Regulation,
Volume 7A of May 2009
(c) BUPERSINST 7220.29A
(d) SECNAV M-5210.1 of November 2007

Encl: (1) Definitions
(2) ACIP Waiver Documents
(3) ACIP Flight Gate Waiver Request Flow Chart

1. Purpose. To establish policy and procedure, under references (a) and (b), governing the submission and adjudication of Aviation Career Incentive Pay (ACIP) Flight Gate Waivers. This instruction is a new issuance and should be read in its entirety.

2. Applicability. The provisions of this instruction are effective immediately and apply to all Navy and Marine Corps regular and reserve officers who have previously received or are currently receiving ACIP. Deadlines for submission of ACIP waivers contained herein supersede those of reference (c).

3. Definitions. Enclosure (1) contains definitions of terms and acronyms used in this instruction.

4. Background. The Aviation Career Improvement Act of 1989 authorized the Secretary of the Navy (SECNAV), for the needs of the Service, to waive ACIP flight gate requirements for aviators who are unable to meet their flying gates due to reasons beyond their control. This authority may not be delegated.

5. Policy. To implement this program the following procedures will apply:

a. Eligibility Criteria. To be eligible, aviation officers must have the minimum Months of Operational Flying (MOF) set forth in references (a) and (b) before submitting a flight gate waiver request.

(1) ACIP flight gate waivers will not be granted to individuals who voluntarily turn down a flying opportunity or elect to move to a non-flying position, which would preclude the possibility of meeting their ACIP requirements. When an individual declines an opportunity to fly and is selected for a non-flying assignment, the officer's detailer or monitor will document this action in the member's detailing record, referencing the declined flying assignment.

(2) Individuals who have received a previous ACIP flight gate waiver are generally not considered eligible for a second waiver, except in extraordinary circumstances.

b. Waiver Package Initiation. Members will submit their requests via their chain of command to be forwarded to the appropriate Service headquarters. At a minimum, the submission will include the member's dated request letter, a written, detailed justification for the ACIP gate waiver request, and any other relevant background information on the case. Many of these requirements are set forth in reference (c), including samples. Enclosure (2) contains an outline and samples of other ACIP waiver request documents.

c. Waiver Package Processing. The flowchart contained in enclosure (3) details the routing process for an ACIP waiver package. Navy and Marine Corps members will submit flight gate waiver requests via their chain-of-command to SECNAV.

(1) Packages forwarded from the Service headquarters for approval will include the member's dated individual narrative providing a compelling line of reasoning for approval, detailed justification from the Navy or Marine Corps for recommendation of approval of the waiver, and the individual's current MOF detail.

(2) Members assigned outside of the Department of the Navy (i.e., members assigned to organizations such as United States Central Command, United States Pacific Command, or United States Strategic Command) will submit packages to their

servicing Marine Corps or Navy detailee/monitor, who will staff request packages to the Chief of Naval Personnel (CNP) or the Deputy Commandant of the Marine Corps, Manpower and Reserve Affairs (DC(M&RA)).

(3) The Services will develop internal procedures for reviewing ACIP flight gate waiver packages and accounting for valid MOF as they relate to reference (a) and (b). Packages should be assembled using enclosure (2) as a guide.

(4) The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) will normally consolidate ACIP waivers on a quarterly basis for submission to SECNAV for decision.

d. Endorsements. Packages forwarded to SECNAV for approval must be endorsed by the chain of command. Services will review the package for accuracy and validate eligibility criteria in accordance with this instruction and references (a) and (b). Services will also assess the merit of each request. The Services will use this assessment to determine whether it is appropriate to forward a formal waiver request to SECNAV. DC(M&RA) or CNP can disapprove an ACIP waiver request. This decision is considered final and need not be sent to SECNAV.

e. Notification. Once received at ASN(M&RA), the flight gate waiver request package will be reviewed for content, validity, and rationale and forwarded to SECNAV with a recommendation to approve, disapprove, or to be returned to Navy or Marine Corps for further action. Upon final decision by SECNAV of the waiver request, DC(M&RA) or CNP will be notified in writing of approval or disapproval of the request. Services shall provide notification to the member of the decision.

f. Submission Window. A member must submit his or her ACIP gate waiver request within a three year window, starting one year prior to the relevant flight gate and ending two years after the same flight gate. For example, if the member's 12 year flight gate is 15 March 2007, he or she must submit an ACIP waiver request for this flight gate no earlier than 15 March 2006 and no later than 15 March 2009.

g. ACIP Payment Continuation/Resumption. For flight gate waivers submitted from the Navy and Marine Corps and approved by

SECNAV prior to loss of continuous pay, members will be authorized continuous ACIP from the gate anniversary date (if otherwise qualified). For gate waivers submitted from the Navy and Marine Corps and approved by SECNAV after the loss of continuous pay, members will be authorized ACIP (continuous entitlement status) from the date the member submitted the waiver request to his or her chain of command regardless of the approval date (if otherwise qualified).

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (d).

7. Forms. NAVMC 118(3) Chronological Record is available for download at Naval Forms Online at <https://navalforms.daps.dla.mil/web/public/home>.



Robert O. Work
Under Secretary of the Navy

Distribution:

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Definitions

1. Aviation Career Incentive Pay (ACIP). Pay in addition to basic pay for the frequent and regular performance of operational or proficiency flying duty authorized per reference (a) and intended to attract and retain officers in a military aviation career.
2. Aviation Service. Service performed by an officer (except a flight surgeon or other medical officer) while holding an aeronautical rating or designation or while in training to receive an aeronautical rating or designation. Aviation service time commences at the Aviation Service Entry Date (ASED) and continues to accumulate without exception as long as the aeronautical designation remains valid.
3. Aviation Service Entry Date (ASED). The date that an officer reports on competent orders to the aviation facility having aircraft in which the officer will receive flight training leading directly to the award of an aeronautical designation. ASED will be adjusted for periods during which a regular or reserve appointment/aeronautical designation was not held.
4. Continuous ACIP. Uninterrupted payments of monthly ACIP regardless of duty assignment classification (Duty Involving Flying-Operational (DIFOP) or Duty Involving Flying-Denied (DIFDEN)).
5. Duty Involving Flying-Denied (DIFDEN). A duty assignment where the aviation officer is assigned duty in a flying status not involving flying. Officers so ordered do not perform operational flying duty for entitlement purposes and do not accumulate months of operational flying (MOF).
6. Duty Involving Flying-Operational (DIFOP). A duty assignment involving flying while in training for an aeronautical designation or while assigned to an operational flying billet.
7. Flight Gate. A screening point at the end of specific periods of aviation service (normally at the 12 and 18 year marks) used to determine eligibility for continuous ACIP.

8. Months of Operational Flying (MOF). Accumulation of calendar months of operational flying time creditable toward a given flight gate, i.e., accumulation of 96 MOF is the minimum requirement to continue entitlement of continuous ACIP past the 12 year gate. Detachment from operational flying duty after the fifteenth day of any month or assignment to operational flying duty on or before the fifteenth day of any month entitles a member to credit for the entire month.

9. Operational Flying Duty. Flying performed under competent orders by rated or designated members serving on DIFOP orders and flying performed by members in training that leads to the award of an aeronautical rating or designation.

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Member and Chain of Command

1 **MEMBER WAIVER REQUEST** - Per BUPERSINST 7220.29

2 **ENDORSEMENTS** - Per SECNAVINST 5216.5D

Service Headquarters (OPNAV/HQMC)

3 **ACTION MEMO** - Chief of Naval Personnel (CNP)(Navy) or Deputy Commandant (Manpower and Reserve Affairs) (DC(M&RA)) (Marines) to the Secretary of the Navy.

4 **BACKGROUND DOCUMENTS** - These are optional, but recommended:

Navy

- ✓ - **OFFICER DATA CARD (ODC)**
- ✓ - **OFFICER SUMMARY RECORD (OSR)**

Marines

- ✓ - **CHRONOLOGICAL RECORD (NAVMC 118(3))**
- ✓ - **ACIP DATA PAGE (MCTFS)**

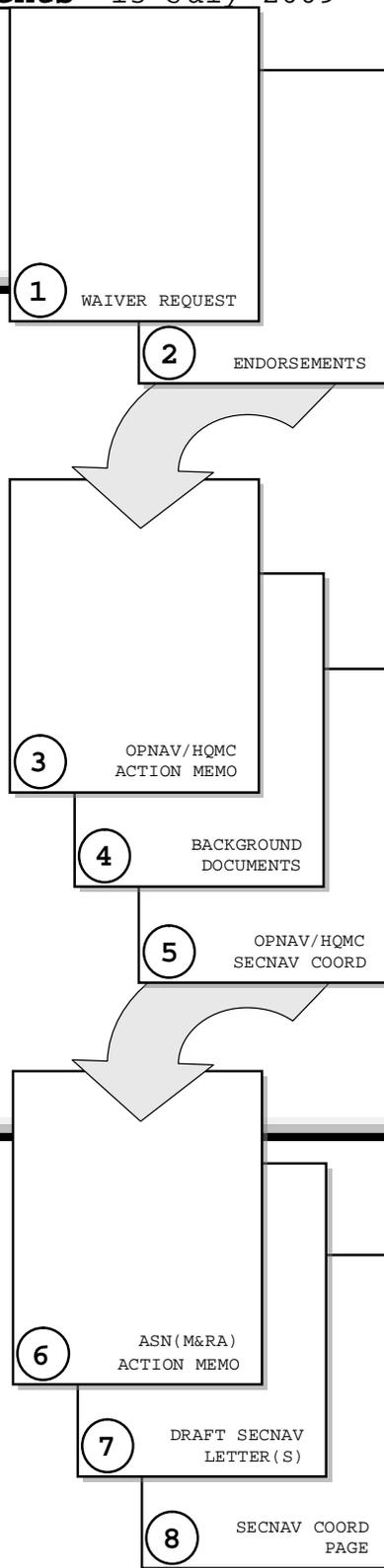
5 **SECNAV COORDINATION PAGE** - Includes Navy (BUPERS/NPC) and/or Marine Corps (M&RA, MM, MMOA) staff coordination POCs.

SECNAV Staff Divisions

6 **ACTION MEMO** - From ASN(M&RA) to SECNAV (Per "SECNAV Correspondence Writing Guide")

7 **SECNAV WAIVER LETTER(S)** - Draft ACIP waiver approval or disapproval letter(s) for SECNAV signature.

8 **SECNAV COORDINATION PAGE** - Includes OPNAV/HQMC and ASN(M&RA) staff coordination POCs. (Per "SECNAV Correspondence Writing Guide")



The succeeding pages of this enclosure provide some sample documents

ACIP Waiver Documents

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SAMPLE ACTION MEMO (OPNAV/HQMC)

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[OFFICE LETTERHEAD]

ACTION MEMO

FOR: SECRETARY OF THE NAVY

FROM: Lieutenant General B. Roland, Deputy Commandant for Manpower and Reserve Affairs (DC(M&RA))

SUBJECT: Aviation Career Incentive Pay (ACIP) Months of Flying (MOF) Gate Waiver
ICO Major Rufus T. Firefly XXX-XX-1234/7566 USMC

- **TAB A** is a letter for Secretary of the Navy (SECNAV) signature authorizing a 12-year ACIP MOF gate waiver for Major Rufus T. Firefly, USMC. The waiver provides an incentive for aviators to fill a portion of the several hundred USMC validated critical non-flying billets each year.
- **TAB B** is Major Firefly's request for an ACIP MOF gate waiver. Major Firefly was assigned to the Special Education Program in May 2000. He completed a SECDEF mandated non-flying utilization tour between October 2002 and November 2005. This assignment prevented Major Firefly from serving in an operational flying billet for a period of 5 years. Major Firefly is currently assigned to flight related duties and is eligible for conditional ACIP.
- **TAB C** is a chronological record of Major Firefly's assignment history and a current audit of his operational flight time. Under the new gate system, Major Firefly accumulated only 80 of the required 96 MOF during 12 years of aviation service. He failed his 12-year flight gate on 10 November 2006 while in a flying status. A waiver of this flight gate will permit him to receive continuous ACIP through his 18th year of aviation service.

RECOMMENDATION: SECNAV approve a 12-year ACIP MOF gate waiver for Major Firefly.

COORDINATION: **TAB D**

ATTACHMENTS:

As stated

Prepared by: Corporal G. Teasdale, MMOA-2, (703) 784-1000

ACIP Waiver Documents 13 July 2009

BACKGROUND DOCUMENT - SAMPLE ACIP DATA PAGE (MCTFS)

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TJBPACIP ***** AVIATION CAREER INCENTIVE PAY ***** 11/10/2007
 GMOA2D ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 10:04:19
 SSN:000001234 NAME: FIREFLY, RUFUS T.
 RUC: 00000 COMPANY CODE: W PRES-GRADE: 04 RECSTAT: 0 COMP CODE: 11
 PLT CODE: WWW TRNGRP: R-RECSTAT: RCOMP CODE:

***** DATES ***** *** AERO DATA *** ***** OPFLY INFO *****

AVI SVC ENTRY DATE: 19901110 WAIVER CODE: 0 OPFLY BASE DATE: 19951110
 PILOT DES EFFECT DATE: 00000000 WAIVER YEAR: 0000 OPFLY COMP DATE: 00000000
 MED EVAL EXPIRE DATE: 00000000 MED EVAL AUTH: 0 OPFLY STRT DATE: 00000000
 INCUR OBL SERV DATE: 00000000 DESIGN CAT: 0 OPFLY STOP DATE: 20041110
 INCUR OBL SERV CODE: DIFOP TOTAL: 0710
 FLIGHT STATUS: DIFDEN ***** PRIOR OPFLY DATES *****
 FLIGHT STATUS DATE: 20041110 LAST DIFOP START: 20021110
 LAST DIFOP STOP: 20041110

*****GATE INFORMATION*****

***** GATE 1 *****	***** GATE 2 LOW *****	***** GATE 2 HIGH *****
PASS/FAIL CODE:	PASS/FAIL CODE:	PASS/FAIL CODE:
EFFECTIVE DATE: 000000	EFFECTIVE DATE: 000000	EFFECTIVE DATE: 000000

***** C O N T I N U E D *****

PF1 - HELP PF3 - EXIT TO MAIN MENU PF12 - LOCAL PRINT

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SAMPLE SECNAV COORDINATION PAGE (OPNAV/HQMC)

SECNAV COORDINATION PAGE

SUBJECT: Aviation Career Incentive Pay (ACIP) Months of Flying (MOF) Gate Waiver
ICO Major Rufus T. Firefly XXX-XX-1234/7566 USMC

<u>Office/Dept</u>	<u>Point of Contact/Title</u>	<u>Phone</u>	<u>Date</u>
DC (M&RA)	LtGen S. Stallion Deputy Commandant	(703) 784-0005	10 Nov 08
DC (M&RA)	Col Magtaff Executive Assistant	(703) 784-0004	9 Nov 08
MM	Mr. E. Pylot Director	(703) 784-0003	8 Nov 08
MMOA	Col Myue Branch Head	(703) 784-0002	7 Nov 08
MMOA	Col Kass Avn Cols Monitor	(703) 784-0001	6 Nov 08

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SAMPLE SECNAV ACIP WAIVER APPROVAL LETTER

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THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

From: Secretary of the Navy
To: Commander David S. McCampbell, XXX-XX-1111/1310 USN
Via: Navy Personnel Command (PERS-43)

Subj: REQUEST FOR WAIVER OF AVIATION CAREER INCENTIVE PAY
(ACIP) MONTHS OF OPERATIONAL FLYING (MOF) REQUIREMENT

Ref: (a) Title 37 USC Section 301a
(b) DOD Financial Management Regulation, Volume 7A
(c) SECNAVINST 7220.87
(d) BUPERSINST 7220.29A

1. In accordance with references (a) through (d) and after careful consideration, your request of 13 October 2007 for a MOF gate waiver of the 18-year (low) ACIP flight gate has been approved.

2. Point of contact is Lieutenant Commander Wilbur Wright at commercial (703) 693-0001 or DSN 223-0001.

Ray Mabus

ACIP Waiver Documents 13 July 2009

SAMPLE SECNAV ACIP WAIVER DISAPPROVAL LETTER

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THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

From: Secretary of the Navy
To: Major Michael R. Smith, XXX-XX-5555/7566 USMC
Via: Commandant of the Marine Corps (MMA-2)

Subj: REQUEST FOR WAIVER OF AVIATION CAREER INCENTIVE PAY
(ACIP) MONTHS OF OPERATIONAL FLYING (MOF) REQUIREMENT

Ref: (a) Title 37 USC Section 301a
(b) DOD Financial Management Regulation, Volume 7A
(c) SECNAVINST 7220.87
(d) BUPERSINST 7220.29A

1. After careful review, I have disapproved your request of 10 November 2007 for an ACIP waiver of your 18-year (low) flight gate.
2. Accordingly, as of 10 November 2008 you will not be eligible for continuous ACIP. However, you are still eligible to receive conditional ACIP in accordance with reference (d), paragraph 4(a)(5).
3. Point of contact is Lieutenant Colonel Orville Wright at commercial (703) 693-0001 or DSN 223-0001.

Ray Mabus

Aviation Career Incentive Pay Flight Gate Waiver Process Flowchart

