



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SECNAVINST 7220.87A
ASN (M&RA)
26 Feb 16

SECNAV INSTRUCTION 7220.87A

From: Secretary of the Navy

Subj: AVIATION CAREER INCENTIVE PAY FLIGHT GATE WAIVER PROCESS

Ref: (a) 37 U.S.C. §301a
(b) DoD 7000.14-R, Financial Management Regulation,
Volume 7A
(c) OPNAVINST 7220.18
(d) MCO 1000.6

Encl: (1) Definitions
(2) ACIP Waiver Documents
(3) ACIP Flight Gate Waiver Process 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 is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 7220.87

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

4. 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) and (d).

5. Policy

a. 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.

b. To implement this program the following procedures shall apply:

(1) 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.

(a) Except in extraordinary circumstances, 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.

(b) Per reference (a), based on the needs of the Service, only the SECNAV may authorize payment of continuous monthly ACIP for officers who fail to meet requirements. Approval of such waivers is not automatic and must meet minimum essential requirements, as annotated below, for consideration.

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

(2) 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 references (c) and (d). Enclosure (2) contains an outline and samples of ACIP waiver request documents.

(3) 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.

(a) 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.

(b) 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 Navy or Marine Corps detailer/monitor, who will staff request packages to the Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (DCNO (N1)) or the Deputy Commandant (Manpower and Reserve Affairs (DC (M&RA))).

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

(d) The Assistant Secretary of the Navy (Manpower and Reserve Affairs (ASN (M&RA))) will normally consolidate ACIP waivers for submission to SECNAV for approval. ASN (M&RA) may disapprove an ACIP waiver request. This decision is considered final and need not be sent to SECNAV.

(4) 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. DCNO (N1) or DC (M&RA) can disapprove an ACIP waiver request. This decision is considered final and need not be sent to SECNAV.

(5) 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, DCNO (N1) or DC (M&RA) will be

notified in writing of approval or disapproval of the request. Services shall provide notification to the member of the decision.

(6) Submission Window. A member must submit his or her ACIP gate waiver request within a 3 year window, starting 1 year prior to the relevant flight gate and ending 2 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.

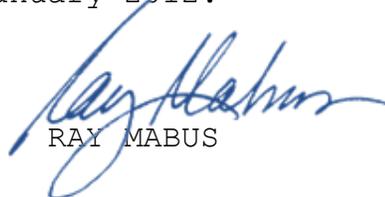
(7) ACIP Payment Continuation or Resumption. For flight gate waivers submitted from the Navy and Marine Corps and approved by SECNAV prior to loss of continuous pay, members will be authorized continuous ACIP from the gate anniversary date (if otherwise qualified). For gate waivers submitted from the 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). In extraordinary circumstances, members will be authorized ACIP (continuous entitlement status) from the date of loss of continuous pay even if there is a late submission, i.e., deployed or other documented reason for delay of the waiver request.

6. Responsibilities

a. ASN (M&RA). Evaluates ACIP MOF waivers to determine validity of request.

b. DCNO (N1) or DC (M&RA). Shall assess the merit of each ACIP MOF waiver request and forward valid requests with a recommendation to SECNAV through ASN (M&RA).

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.


RAY MABUS

SECNAVINST 7220.87A
26 Feb 16

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 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 and an 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 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 15th day of any month or assignment to operational flying duty on or before the 15th 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.

ACIP WAIVER DOCUMENTS

Member and Chain of Command

1 **Member Waiver Request**
per OPNAVINST 7220.18 or
MCO 1000.6

2 **Endorsements**
Per SECNAV M-5216.5

**Service Headquarters
(OPNAV/HQMC)**

3 **Action Memo - DCNO (N1) (Navy) or
DC (M&RA) (Marines) to SECNAV**

4 **Background Documents - These are
optional, but recommended:**

Navy

DIFDEN Tours Explained

Marines

Chronological Record (NAVMC 118 (3))

**ACIP Data Page (Marine Corps Total
Force System (MCTFS))**

5 **SECNAV Coordination Page - Includes Navy
Personnel Command (NPC) or Marine Corps
(M&RA, Manpower Management (MM), Manpower
Management Officer Assignments (MMOA))
staff coordination POCs.**

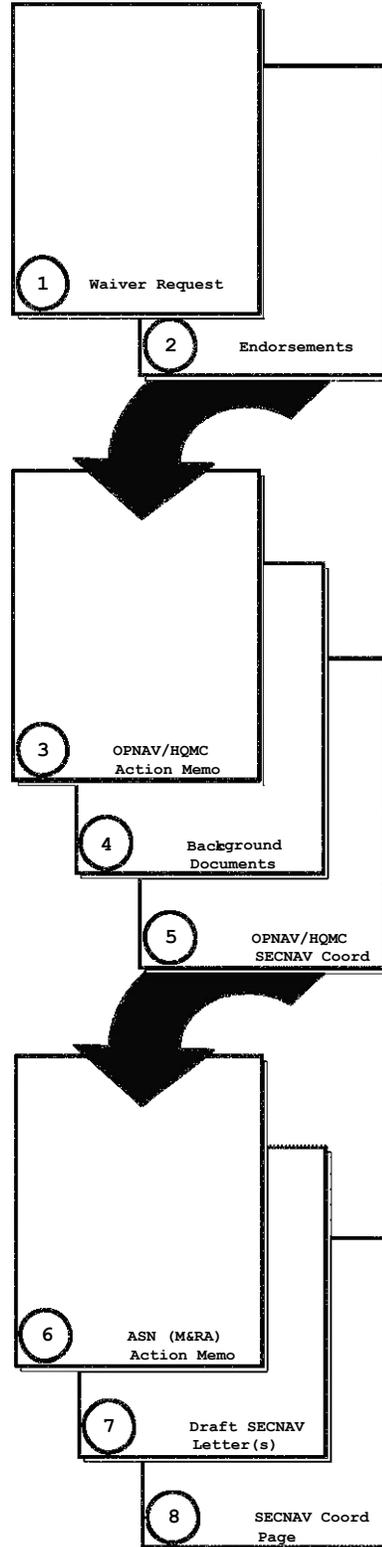
SECNAV Staff Divisions

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
Sample Action Memo (OPNAV/HQMC)

3

[OFFICE LETTERHEAD]

ACTION MEMO

FOR: SECRETARY OF THE NAVY

FROM: Lieutenant General B. Roland, Deputy Commandant (Manpower and Reserve Affairs)

SUBJECT: Aviation Career Incentive Pay (ACIP) Months of Flying (MOF) Gate Waiver ICO
Major Rufus T. Firefly EDIPI/SSN/MOS, USMC

- TAB A is a letter for Secretary of the Navy 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 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 (if not assigned to flight related duties provide compelling line of reasoning for approval).
- 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: Major Jim Smith, MMOA-2, (703) 784-1000

ACIP WAIVER DOCUMENTS
Sample ACIP Data Page
MCTFS

4 TJB PACIP ***** 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: DIFDEN 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

ACIP WAIVER DOCUMENTS
Sample SECNAV Coordination Page (OPNAV/HQMC)

5

SECNAV COORDINATION PAGE

SUBJECT: Aviation Career Incentive Pay (ACIP) Months of Flying (MOF) Gate Waiver
ICO Major Rufus T. Firefly, EDIPI/SSN/MOS, 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

ACIP WAIVER DOCUMENTS
Sample SECNAV ACIP Waiver Approval Letter

7



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

From: Secretary of the Navy
To: Commander, Navy Personnel Command (PERS-43)

Subj: WAIVER OF AVIATION CAREER INCENTIVE PAY MONTHS OF
OPERATIONAL FLYING REQUIREMENT

Ref: (a) 37 U.S.C. §301a
(b) DoD 7000.14-R, Financial Management
Regulation, Volume 7A
(c) SECNAVINST 7220.87A
(d) OPNAVINST 7220.18

1. In accordance with references (a) through (d), I approve "RANK" "FIRST MIDDLE LAST NAME", XXX-XX-XXXX/EDIPI/ DESIGNATOR/MOS "USN/USMC", request of MMM DD YYYY, for an Operational Flight Gate One (12-year)/Two (18-year Low/ High) Aviation Career Incentive Pay Months of Operation Flying waiver.

2. Point of contact is "RANK" "FIRST LAST NAME", Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs), at commercial (XXX) XXX-XXXX or DSN XXX-XXXX.

Ray Mabus

Copy to:
Member
File

ACIP WAIVER DOCUMENTS
Sample SECNAV ACIP Waiver Disapproval Letter

7



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

From: Secretary of the Navy
To: Commander, Navy Personnel Command (PERS-43)

Subj: WAIVER OF AVIATION CAREER INCENTIVE PAY MONTHS OF
OPERATIONAL FLYING REQUIREMENT

Ref: (a) 37 U.S.C. §301a
(b) DoD 7000.14-R, Financial Management
Regulation, Volume 7A
(c) SECNAVINST 7220.87A
(d) OPNAVINST 7220.18

1. In accordance with references (a) through (d), and after careful review, I disapprove "RANK" "FIRST MIDDLE LAST NAME", XXX-XX-XXXX/EDIPI/DESIGNATOR/MOS "USN/USMC", request of MMM DD YYYY, for an Operational Flight Gate One (12-year)/Two (18-year Low/High) Aviation Career Incentive Pay (ACIP) Months of Operation Flying waiver.

2. Accordingly, "RANK" "LAST NAME" eligibility for continuous ACIP will expire on MMM DD YYYY. He/She still may qualify for entitlement to conditional ACIP in accordance with reference (b), Chapter 22, paragraph 220301...(or for waiver request for Gate Two (18-year High) "RANK" "LAST NAME" remains eligible to receive continuous monthly ACIP for his/her first 22 years of aviation service in accordance with reference (b).

3. Point of contact is "RANK" "FIRST LAST NAME", Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs), at commercial (XXX) XXX-XXXX or DSN XXX-XXXX.

Ray Mabus

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