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

BUPERSINST 1326.4E
PERS-404
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BUPERS INSTRUCTION 1326.4E

From: Chief of Naval Personnel

Subj: ADMINISTRATION OF ENLISTED FLIGHT ORDERS, CAREER ENLISTED FLYER INCENTIVE PAY, AND HAZARDOUS DUTY INCENTIVE PAY FOR AERIAL FLIGHT

Ref: (a) 37 U.S.C.
(b) NAVPERS 15560D, Naval Military Personnel Manual
(c) DoD 7000.14-R, Vol. 7A of 2 November 2010
(d) NAVMED P-117 Manual of the Medical Department
(e) OPNAVINST 3710.7U
(f) DoD Instruction 7730.57 of 12 Aug 2008
(g) NAVPERS 18068F, Vol. II
(h) OPNAVINST 1500.66
(i) BUMEDINST 5300.8
(j) BUPERSINST 1080.53
(k) SECNAVINST 5420.193
(l) DoD Instruction 1340.23 of 14 Feb 2006

Encl: (1) Flight Incentive Pay Rates
(2) Career Enlisted Flyer Incentive Pay (CEFIP) Gate Waiver Request Letter Format
(3) Naval Aircrewman Designation Letter Example Format

1. Purpose. To provide information, policy, and procedures for administration of flight orders and incentive pay programs for enlisted personnel of the United States Navy/United States Navy Reserve (USN/USNR), Full Time Support (FTS) and all inactive duty Navy Selective Reserve (SELRES) personnel in receipt of pay per references (a) through (l). This includes SELRES personnel on various forms of active duty orders. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1326.4D.

3. Background

a. Reference (a), section 301, provides monetary compensation for the performance of hazardous duty involving frequent and regular participation in aerial flights to enlisted

personnel. Reference (a), section 320, provides monetary compensation to those individuals designated as career enlisted flyers who qualify for payment under the established statutory criteria and the policies outlined in this instruction.

b. 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 Career Enlisted Flyer Incentive Pay (CEFIP) as provided in reference (a), section 301; and

(3) Administer the CEFIP program.

c. References (a) through (l) contain specific information and guidance in regard to 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 CEFIP.

4. Application

a. Provisions of this instruction are applicable to:

(1) Naval Aircrewman (AWR, AWS, AWO, AWF, AWV) rating personnel holding or assigned under a Distribution Navy Enlisted Classification (DNEC) code of 78XX, 82XX, 94XX, or 8401; and,

(2) Enlisted personnel who qualify for special mission assignments Duty Involving Flying (Temporary) (DIFTEM) under provisions of this instruction.

b. Provisions of this instruction are not applicable to:

(1) Aviation Operations Technician Warrant Officers. Basic guidance in this area may be obtained in reference (b) 1220-260; and,

(2) Officers or warrant officers not qualified for aviation service who are required by competent orders to

perform regular and frequent aerial flight and are not entitled to Aviation Career Incentive Pay (ACIP), but are entitled to monthly aviation hazardous duty incentive pay. Basic guidance in this area may be obtained in reference (c).

5. Aircrew Eligibility Requirements. Eligibility requirements for the aircrew program or assignment to aircrew duty are delineated in reference (b) 1220-010. All aircrew must be volunteers for flying duty and be physically qualified for flying duty per reference (d).

6. Definitions

a. Aircrew. A collective term that applies to all personnel in a flight status. The term aircrew applies to all crewmembers and non-crewmembers. The term aircrew does not signify a category designation, authorization for wearing specific insignia, or entitlement to specific incentive pay.

b. Crewmember. An individual who is physically qualified to fly per reference (d), participates regularly in aerial operations, and is assigned under "Duty Involving Flying as a Crewmember" (DIFCREW) orders. Crewmembers may be categorized as career enlisted flyers or non-career crewmembers.

c. Non-crewmember. Personnel whose duties temporarily require participation in aerial flights to perform in-flight functions. Non-crewmembers normally perform a primary duty that does not require them to fly in aircraft. Non-crewmembers are assigned DIFTEM. Non-crewmembers who fly on a frequent and regular basis (minimum 4 hours per month) may qualify for Hazardous Duty Incentive Pay (HDIP) per reference (c).

d. Career Enlisted Flyer (also known as Career Crewmembers). An enlisted crewmember in a rating of AWO, AWR, AWS, AWF or AWV, holding an aircrew Navy Enlisted Classification (NEC) or in training leading to the award of an aircrew NEC, who is continuously assigned by Navy Personnel Command (NAVPERSCOM), Aviation Assignments Branch (PERS-404), or Full Time Support Section (PERS-4012). Career enlisted flyers are primarily detailed or assigned throughout their career into DIFCREW/Duty in a Flying Status Not Involving Flying (DIFDEN) billets.

Career enlisted flyers must volunteer and remain qualified for aviation service. Career enlisted flyers are always considered to be crewmembers, even when assigned on DIFDEN orders.

e. Non-career Crewmember. A crewmember who is not categorized as a career enlisted flyer per the definition in paragraph 6d.

f. Aircrew NEC codes. NEC codes in series 78XX, 82XX, 94XX or NEC 8401 are all considered aircrew NEC codes. The fact that a billet requires a 78XX, 82XX, 94XX, or 8401 NEC does not mean that the billet involves frequent and regular participation in aerial flight. Flight requirements are indicated by the category of competent flight orders assigned to the member.

g. Operational Flying Duty. Flying performed under competent orders while serving in assignments in which basic flying skills normally are maintained or flying duty performed in training that leads to the award of an aircrew NEC in an enlisted aviation community rating, per reference (a), section 320.

h. Allocation Manager. A major administrative staff that is delegated the authority to control and administer enlisted flight orders, validate mission requirements for special mission and training, and ensure compliance with funding regulations for enlisted flight orders. Current allocation managers are Joint Chiefs of Staff (JCS); Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC); Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT); Commander, Naval Air Systems Command (COMNAVAIRSYSCOM); Commander, Navy Air Force Reserve (COMNAVAIRFORES); and Chief of Naval Air Training (CNATRA).

i. Aircrew Billet. An authorized requirement on an activity's current Activity Manpower Document (AMD) which reflects a requirement for an individual to perform crewmember duties or hold an aircrew skill DNEC 78XX, 82XX, 94XX or 8401. Billets written for NEC 8201 are authorized for student unit identification codes only. Valid aircrew billets are designated by the special category "P" ("U" for FTS) or classification "6" codes.

j. Conditional CEFIP. CEFIP paid at the rate in enclosure (1) for each month in which operational flying is performed

under competent DIFCREW orders when a career enlisted flyer would otherwise not meet the requirements for regular (continuous) CEFIP. For example, CEFIP paid to a career enlisted flyer after the completion of 25 years of aviation service (YAS) is termed conditional CEFIP. Conditional CEFIP is not paid while a career enlisted flyer is on DIFDEN orders or is not in a flying status.

7. Designations and Flight Incentive Pay Programs. Aircrew designations are independent of flight incentive pay programs. The designations and pay programs applicable to aircrew are listed below.

a. Naval Aircrewman (NAC). Those personnel who have met the requirements outlined in reference (b) 1220-010. Designation as a NAC does not signify entitlement to specific incentive pay.

b. Naval Aircrew Warfare Specialist (NAWS). NAWS is a written designation that authorizes the wear of the NAWS insignia per reference (b) 1220-020.

c. Naval Aviation Observer (NAO). An individual who has completed requirements outlined in reference (b) 1220-260 may be designated as a NAO. NAO is a written designation that authorizes the wear of the NAO insignia. Designation as a NAO does not signify entitlement to specific incentive pay.

d. Career Enlisted Flyer. Previously defined, career enlisted flyer is a status designation for incentive pay program purposes only and does not authorize nor presuppose an aircrew-related insignia device. Career enlisted flyers are the only aircrew authorized to receive CEFIP.

e. CEFIP. CEFIP is an incentive pay intended for career enlisted flyers, which is paid continuously over a member's career within the guidelines of this instruction. Aircrew not designated as career enlisted flyers are not entitled to CEFIP. CEFIP rates are listed in enclosure (1).

f. HDIP for Aerial Flight. HDIP is an incentive pay to compensate aircrew for the more than normally dangerous nature and stresses of duty involving aerial flight. HDIP is intended for crewmembers and non-crewmembers who are not designated as

career enlisted flyers but who participate in frequent and regular aerial flight for a minimum of 4 hours per month. HDIP rates are listed in enclosure (1).

8. Competent Flight Orders. Orders to duty involving flying shall be issued only by competent authority. All aircrew receive flight orders categorized as DIFCREW, DIFDEN, or DIFTEM. The category of flight orders determines the flying requirements and expectations of the billet to which assigned. The determination of the category for specific billets shall be coordinated with NAVPERSCOM (PERS-404) or (PERS-4012). All aircrew, regardless of category of flight orders, are required to remain physically qualified for flying per reference (d).

a. Categories of Flight Orders

(1) DIFCREW. DIFCREW flight orders require the member to meet periodic Naval Aviation Training and Operational Procedures Standardization (NATOPS) flight hour requirements delineated in reference (e) while flying on a frequent and regular basis. Career enlisted flyers earn months-of-operational-flying credit only while on DIFCREW orders.

(2) DIFDEN. DIFDEN flight orders are issued for flight-related billets that do not require frequent and regular flying. Members on DIFDEN orders are not required to meet NATOPS minimum flight hour requirements. Career enlisted flyers do not earn months-of-operational-flying credit while on DIFDEN orders.

(3) DIFTEM. DIFTEM, or "special mission" flight orders, are issued to non-crewmembers on a case-by-case basis to fulfill temporary flying requirements that cannot be performed by crewmembers. DIFTEM orders require a minimum of 4 hours per month to qualify for HDIP.

b. 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) NAVPERSCOM (PERS-404) shall issue enlisted crewmember orders for all Navy personnel and those Navy Reserve (USNR)

personnel under their cognizance. NAVPERSCOM (PERS-404) delegates authority for issuance of special mission flight orders (DIFTEM) to commanding officers (COs) of units having such a requirement and which funding has been approved by the appropriate allocation manager.

(2) NAVPERSCOM (PERS-4012) shall issue enlisted crewmember orders to all USNR-FTS personnel under their cognizance.

(3) NAVAIRESFOR, Reserve Training (N7) shall prescribe procedures for issuing orders to SELRES personnel.

c. Authority to Activate or Initiate Flight Orders. Authority to activate DIFCREW as an enlisted crewmember or initiate special mission flight orders (DIFTEM) 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 shall not withhold activation of crewmember orders issued by NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012), or their authorized representative, unless suspended from flying duties as provided by paragraph 16.

d. Aircrew on Competent Flight Orders. The primary responsibility of aircrewmen detailed to aircrew 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 aircrew qualifications and perform flight-related duties in support of the primary mission of the command to which permanently attached.

9. CEFIP. Enlisted personnel designated as career enlisted flyers are entitled to CEFIP at the monthly rate per enclosure (1). Career enlisted flyers must meet operational months-of-flying (MOF) requirements defined herein to remain eligible for continuous CEFIP. CEFIP is paid whether the career enlisted flyer is on DIFCREW or DIFDEN orders, and is paid continuously from aviation service entry date (ASED) until a MOF gate is missed or member is detailed permanently out of aviation.

a. ASED. The effective date of the initial aviation orders to perform flight duties. This date is set when the aircrewman reports to their first Fleet Replacement Squadron (FRS). ASED for all SELRES will be adjusted for any breaks in service. Example: Member on active duty for 8 years, during the first 4 years reported to duty involving flying. Member was discharged from the naval service and enlisted in the Naval Reserve 18 months later the original date will be adjusted by 18 months. However, if the member is on active duty for 4 years and is released to the IRR and then affiliates in the Navy Reserve the ASED will not be adjusted. It is the responsibility of the SELRES to provide all documents of service not maintained in the enlisted service record.

b. Years Aviation Service (YAS). Aviation service is computed beginning with the effective date of the initial orders to perform aviation service as a Naval Aircrewman. COs of commands where a career enlisted flyer is first ordered to perform duty involving flying as a crewmember shall notify NAVPERSCOM (PERS-404EC2) naval message of the individual's ASED and request to start CEFIP. Commands shall notify NAVPERSCOM (PERS-404EC2) within 30 days of, but not prior to, member's report date. COs shall notify NAVPERSCOM (PERS-4012) for FTS, NAVRESFORCOM, Reserve Pay and Assistance Team (N11) for SELRES career enlisted flyer's ASED. NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012) will confirm career enlisted flyer eligibility and ensure enlisted master file entries are properly recorded to initiate payment of CEFIP.

c. CEFIP Screening Gates. Reference (a), section 320, defines statutory screening gates. A career enlisted flyer must have performed at least 6 years (72 MOF) within the first 10 YAS for entitlement to continuous CEFIP through 15 YAS. A career enlisted flyer must have performed at least 9 years (108 MOF) within the first 15 YAS for entitlement to continuous CEFIP through 20 YAS. A career enlisted flyer must have performed at least 14 years (168 MOF) within the first 20 YAS for entitlement to continuous CEFIP through 25 YAS.

d. MOF. Per reference (f), operational flying duty will be credited in terms of months. Detachments 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 crewmember to credit for the entire month. The date

a crewmember signs out 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.

e. Operational Flying Creditable Toward CEFIP Gates. Only enlisted crewmembers designated as career enlisted flyers who remain qualified for operational flying will receive credit for months of operational flying. Months of operational flying accrue only while performing operational flying assigned under competent DIFCREW orders. Career enlisted flyers assigned to DIFDEN orders will not accrue operational flying credit. If a career enlisted flyer who is assigned under DIFCREW orders fails to attain the required NATOPS flight hours per reference (e) for a fiscal year, the command shall notify NAVPERSCOM (PERS-404EC2) Commands with FTS or SELRES Sailors shall notify NAVPERSCOM (PERS-4012) or NAVRESFORCOM (N11/N7), respectively. Include the member's name and total flight hours that the member logged in the fiscal year. NAVPERSCOM (PERS-404EC2) will adjust the member's MOF counter to reflect the actual hours (equivalent MOF) flown. NAVPERSCOM (PERS-404EC) requires a notification only for career enlisted flyers who fail to meet annual flight hour minimums, not for flyers that have missed monthly minimums. Those members who fail to meet annual NATOPS flight hour requirements continue to receive CEFIP pay until they fail to meet the required MOF flight gates.

f. Gate Failure/Conditional CEFIP Entitlement. A career enlisted flyer who has failed a gate and has not been granted a flight gate waiver is eligible for conditional CEFIP until the next gate regardless of the MOF total. A career enlisted flyer is eligible for conditional CEFIP only while performing operational flying. The career enlisted flyer must be under competent DIFCREW orders and diaried into a valid aircrew billet (less 8201 coded billets) to be eligible for conditional CEFIP or MOF credit.

g. Waiver of Flight Gate Requirements. Reference (a), section 320 authorizes the Service Secretary to waive MOF requirements for the 10-year, 15-year, and 20-year screening gates. This authority may not be delegated below the Service Personnel Chief. CHNAVPERS has been authorized to grant waivers for Navy personnel. 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. Tours which

may serve as a basis for waiving the MOF requirements are limited to the following: Joint duty; recruiting; recruit division commander; instructor; overseas; enlisted education programs; and non-flying sea tours (Type 2, 3, or 4). To be eligible for a waiver, a career enlisted flyer must accumulate a minimum of

(1) 5 years (60 MOF) prior to completion of 10 YAS;

(2) 8 years (96 MOF) prior to completion of 15 YAS; or

(3) 12 years (144 MOF) prior to completion of 20 YAS.

These minimums are statutory requirements and cannot be waived. A waiver will allow a career enlisted flyer to retain entitlement to continuous CEFIP even though the MOF requirement for a gate was not met. The waiver does not add any months of flying to a career enlisted flyer's record. An individual waived for one gate must still meet the MOF requirement of the next gate. A waiver request may be submitted to NAVPERSCOM (PERS-404) for active duty personnel no earlier than 4 months prior to the gate (that is, completion of 10, 15, or 20 YAS), or anytime after gate has been reached. Format for a waiver request is contained in enclosure (2). Waiver requests for SELRES may be submitted to Bureau of Naval Personnel (BUPERS) (BUPERS-32 SELRES Enlisted Community Manager) via NAVRESFORCOM (N14) within the guidelines specified above.

h. Physical Qualifications for CEFIP Entitlement. Continued entitlement to CEFIP for all career enlisted flyers is contingent upon remaining physically qualified for aviation service. Career enlisted flyers shall fulfill current flight physical examination requirements per reference (d) to remain physically qualified.

i. CEFIP Entitlement While Medically Incapacitated. Per reference (f), career enlisted flyers who are medically incapacitated will be considered qualified for aviation service until disqualified on the first day following a period of 365 days that commences on date of initial incapacitation, or on the date NAVPERSCOM (PERS-404) determines medical incapacitation to be permanent, whichever is earlier. For SELRES personnel, BUPERS (BUPERS-32) will make the determination of medical incapacitation. Career enlisted flyers disqualified for medical reasons will not be requalified for aviation service until

certified physically qualified by appropriate aviation medical authority. CEFIP and MOF will not be authorized for any period during which the individual is disqualified for aviation service. COs or immediate reporting seniors are responsible for terminating CEFIP of those career enlisted flyers who become disqualified for aviation service. CEFIP will not be suspended if, during the 365-day period cited above, the member is granted a waiver by NAVPERSCOM (PERS-404/BUPERS (BUPERS-32) upon recommendation of Naval Operational Medicine Institute (NAVOPMEDINST).

j. Flying beyond 25 YAS. An enlisted member may not be paid continuous CEFIP after completion of 25 YAS. Career crewmembers with more than 25 YAS shall receive conditional CEFIP, which is the CEFIP rate in enclosure (1) for each month in which operational flying under competent DIFCREW orders is performed.

k. Concurrent CEFIP and HDIP. Reference (a), section 320 prohibits members who are receiving CEFIP from receiving special pay for diving duty or any HDIP listed in reference (a), section 301, during the same period of service. Types of HDIP listed include crewmember flight pay, flight deck duty pay, toxic fuels and propellants and chemical munitions exposure pay and parachute duty pay.

10. HDIP for Aerial Flight. Enlisted personnel under competent orders to participate in regular and frequent aerial flights as non-career crewmembers or as non-crewmembers are entitled to HDIP for such duty per references (a), section 301, and reference (c).

11. Non-Career Crewmember HDIP

a. Determining Start Date for Non-Career Crewmember HDIP. A non-career crewmember is entitled to crewmember HDIP on and after the date the member initially reports for duty under competent DIFCREW orders. 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 member remains qualified and in a flying duty assignment under provisions of this instruction.

b. Continuation of Non-Career Crewmember HDIP. When a non-career crewmember in a flying status is on authorized leave in a pay status, on temporary duty (TEMDU), or in a travel status (including delay en-route on change of station); and flying orders remain in effect (DIFCREW to DIFCREW assignments), and member meets or has met flight requirements, then HDIP continues for the period of leave, TEMDU, or for period of travel per reference (c).

c. Termination/Suspension of Non-Career Crewmember HDIP

(1) Non-career crewmember HDIP shall terminate on the day, month, and year of permanent change of station transfer/ reserve unit transfer if the member's transfer directive does not specifically contain DIFCREW authorization for the subsequent assignment.

(2) Non-career crewmember HDIP shall terminate upon issuance of enlisted order modification or flight status change deleting authorization for crewmember orders (DIFCREW).

(3) Non-career crewmember HDIP shall terminate upon approval of suspension recommendations per references (c), (d), or paragraph 16.

(4) Non-career crewmember HDIP is suspended if the member becomes disqualified for flying duty per references (d), (e) or the provisions of this instruction.

12. Non-crewmember HDIP

a. 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. Non-crewmember HDIP is commonly referred to as "special mission flight pay." Enclosure (1) lists non-crewmember HDIP rates.

b. Allocation managers must obtain special mission budget authorization before assigning or delegating the issuance of DIFTEM flight orders. Allocation managers are charged with the responsibility of determining special mission qualifications and command mission requirements for uncoded non-crewmember skills, using the following guidelines:

(1) 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.

(2) Communication Specialist. Those personnel required to perform essential in-flight monitoring, test, calibration, or evaluation of airborne radio equipment.

(3) Photo Specialist. Those personnel who are required to perform aerial photographic functions which cannot be performed by those personnel currently under flight orders.

(4) 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 other members already under flight orders.

(5) Medical Specialist. Those personnel required to perform in-flight medical assistance that cannot be provided by personnel already under crewmember flight orders.

Exception: Search and Rescue Medical Technicians assigned to 8401 billets shall be issued DIFCREW orders.

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

d. 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 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 shall be responsible for ensuring there is no abuse of special mission flight pay.

13. Flight Time Requirements

a. Per reference (c), personnel receiving HDIP (crewmember or non-crewmember) must perform the minimum aerial flights or hours for pay purposes. Additionally, DIFCREW personnel are authorized to bank flight time and use the grace periods.

b. Career enlisted flyers eligible to receive continuous CEFIP who are on DIFCREW orders and career enlisted flyers who are receiving conditional CEFIP are required to perform the minimum aerial hours for proficiency per reference (e). Career enlisted flyers eligible for continuous CEFIP on DIFDEN orders are not required to meet minimum flight hour requirements.

14. NEC Requirements and Submission

a. Personnel who possess a 78XX, 82XX, 94XX, or 8401 NEC (less 8201) are normally distributed and assigned to activities reflecting a requirement for that DNEC; therefore, it is mandatory that each activity ensures correct monitoring of DNECs 78XX, 82XX, 94XX, and 8401 within their cognizance.

b. The vast majority of aircrew NECs are automatically awarded by Navy Integrated Training Resource and Administration System (NITRAS) upon completion of mandatory formal instruction listed by Course Identification Number/Course Data Processing Code for each NEC in reference (g). Aircrew NECs not awarded via NITRAS will be assigned per procedures contained in reference (g). Awarding of an aircrew NEC indicates successful completion of Chief of Naval Operations (CNO)-prescribed training and not positional qualification of the individual. Per reference (e), personnel serving under DIFCREW flight orders shall be allowed a maximum of 18 months from the date of reporting on board for duty at their permanent duty station or 18 months from the time training was commenced for command-nominated personnel to positionally qualify for their DNEC.

(1) DIFCREW flight orders for personnel who fail to qualify for their DNEC within the allotted 18-month period shall

be suspended per paragraph 16, unless the member has requested or has received approval for a waiver of in-training period per reference (e).

(2) All aircrew training requirements leading to awarding of an aircrew NEC are reviewed per reference (k). Navy Training Requirements Review and Aircrew Training Requirement Review program objectives are to review formal and practical school curricula, identify training deficiencies, and initiate program actions to achieve effective, coordinated and standardized training. Review process also ensures planned skill progression between "A" schools, pipeline training, and fleet follow-on training.

15. 120-Day Advance Notification Prior to Termination of Crewmember Flight Status

a. Enlisted crewmembers under DIFCREW orders shall be accorded at least 120 days advance notification prior to being involuntarily removed from flying duty through no fault or action of their own.

b. The 120-day notification requirement does not apply to involuntary removal from enlisted flying duty for cause or disqualification (i.e., performance, medical, disciplinary infractions, non-volunteer, etc.). Compliance with the provisions of reference (c) and paragraph 16 are required.

c. The 120-day notification does not apply to non-crewmember DIFTEM personnel.

d. Documentation of the requirement to perform enlisted flying duty and removal from such duty shall be by issuance of competent orders. Use of orders with specific termination dates will be used whenever flying duty is known to be less than 120 days in duration.

e. Advance individual notice of removal from enlisted crewmember flying duty shall be written by competent authority. Initial notification may be verbal, provided a suitable memorandum for the record is made and is later followed in writing.

f. COs shall ensure that all personnel in DIFCREW status are furnished 120-day written advance notification prior to the respective member's projected rotation date, scheduled decommissioning of the activity, or scheduled change in the unit's manning document which deletes DIFCREW billets.

g. Exceptions

(1) Advance notification may be less than 120 days when service members voluntarily waive advance individual notice of 120 days by so stipulating in writing to NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012), or NAVRESFORCOM (N11) via the member's CO. (Note: Members are said to have waived 120-day notice when requesting duty which will affect their eligibility for flight duty (i.e., rating conversion, humanitarian reassignment, special program assignment, etc.).

(2) Additional exceptions to the 120-day advance notification will be considered on a case-by-case basis, only by NAVPERSCOM (PERS-404). Command to which the individual is attached will submit, by message or letter, a request for exception to the 120-day requirement to NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012) with full explanation, and after considering all possible alternatives.

(3) No notification is required if loss of entitlement to CEFIP results from either missing CEFIP screening gates or by completing 25 YAS.

(4) HDIP may be continued for 120 days although advance notice is less than 120 days without regard to flight requirements.

(a) An enlisted crewmember who is involuntarily removed from flying duties, with less than 120-day advance notification, be deemed to have fulfilled all of the requirements for payment of incentive pay for aerial flight duties for a period of up to 120 days from date of notification of such removal.

(b) This authority will be used as an exception to the 120-day advance notification policy under unusual and compelling circumstances, such as national emergencies, short

notice unit deactivation, and manpower authorization reductions, when it is not possible to give 120-day advance notice of removal from flying duty.

h. Termination notification and exceptions shall be recorded on NAVPERS 1070/613 Administrative Remarks.

16. Suspension and Revocation of Disqualified Career Enlisted Flyers and Non-Career Aircrewmen. An enlisted aircrewman shall be suspended from flying duties (grounded) for lack of medical or operational qualifications, serious disciplinary infractions or revocation of security clearance. To remove an aircrewman permanently from flying duty (DIFCREW order revocation) or career enlisted flyer status, the following sequence of events is mandatory:

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

b. CO recommends revocation of DIFCREW orders or career enlisted flyer/aircrew status by message directly to NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012) or NAVRESFORCOM (N1) as appropriate, with a copy of suspension letter forwarded to the disbursing officer concerned. Messages recommending revocation of flight orders shall contain the following:

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

(2) CO's evaluation of causative factors.

(3) Effective date of suspension.

(4) Command's recommendation on member's future status (assignment/rating conversion per references (b) 1220-020 and 1440-010.

(5) Applicability of the 120-day advance notification requirement.

(6) In case of non-volunteer action, a certified copy of NAVPERS 1070/613 shall be submitted to NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012) or NAVRESFORCOM (N1) following revocation recommendation message. DIFCREW personnel who withdraw as volunteers from flying duty during an established aircrew tour shall be reassigned to a minimum activity tour at sea or prescribed sea tour, whichever is greater, per fleet commander's manning priorities. Following circumstances constitute non-volunteer action:

(a) Members who at any time refuse valid aircrew orders will be considered non-volunteers and as such a revocation process will be initiated by NAVPERSCOM (PERS-404). This includes members who refuse, or fail, to obligate service for orders.

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

(c) A rating conversion request out of any AW rating constitutes a non volunteer action.

(7) COs may request medical revocation based on recommendation of local board of flight surgeons' findings, while awaiting formal NAVOPMEDINST review process. Submit copy of board recommendation to NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012). After NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012) receives request, the cognizant detailer will administratively generate requisition to expedite relief aircrewman arrival.

c. Reassignment of members disenrolled from any part of aircrew training to an aircrew tour shall be determined by NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012), as appropriate.

d. NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012), as appropriate, will notify the CO if orders are not to be revoked. COs will then remove suspension and report this action to the disbursing officer concerned.

e. A member who is disqualified from flying duty when in DIFCREW or DIFDEN status shall not be retained against a flight billet.

f. All aircrew-related NECs shall be administratively removed by NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012), or NAVRESFORCOM (N1) for members who are disqualified for medical reasons. A member disqualified for any other reason shall lose career enlisted flyer status.

17. Reinstatement of Disqualified Aircrewmen. Applications for reinstatement must be approved by NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012) or NAVRESFORCOM (N1) as appropriate, prior to member being reassigned to a flight status. Decisions for reinstatement shall be based on member's demonstrated ability, performance, dedication since revocation, and total manning requirements for the Naval Aircrew program.

a. A member disqualified for medical reasons is eligible to return to flying duty upon determination that member is 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 surgeons' findings, while awaiting formal NAVOPMEDINST review process. Submit copy of board recommendation to NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012) via separate correspondence.

b. A member disqualified for any academic portion of an aircrew training pipeline or lack of operational qualifications shall not be reinstatement-eligible for a minimum of 2 years.

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

d. If an aircrewman is permanently revoked, voluntarily or involuntarily, the member is not eligible to remain in the AW rating and must be immediately force converted reference (b) 1440-010.

18. Billet Changes Affecting Crewmember Personnel. Crewmember personnel are assigned based on billet requirements. Therefore, when a member is serving in a DIFCREW status and billet deletions or changes are effected, commands shall;

a. Notify the member concerned of possible flight status termination as a result of the expected billet deletion or change.

b. Notify NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012) within 30 days of approved billet change of the command's intention to transition member concerned to new flight duties or to make member available for reassignment. Commands shall include date of the 120-day notification specifying beginning and expiration dates.

19. Allocation of Enlisted Flight Orders and Pay

a. The overall enlisted crewmember CEFIP and HDIP budget is governed by career enlisted flyer inventory, number of non-career crewmember DIFCREW billets, and validated non-crewmember DIFTEM requirements. NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012) and NAVRESFORCOM (N1) shall 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. NAVPERSCOM (PERS-404), NAVPERSCOM (PERS-4012) or NAVRESFORCOM (N1) shall 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 when due to long lead-time training requirements, the member arrives prior to effective date of the billet authorization). This paragraph does not apply if valid aircrew billets exist in the unit and members are ordered in excess.

c. NAVPERSCOM (PERS-404) shall allocate special mission non-crewmember funds to the following allocation managers based on budget limitations and priority of requirements:

(1) JCS

(2) COMNAVAIRLANT

(3) COMNAVAIRPAC

(4) COMNAVAIRSYSCOM

(5) CNATRA

(6) COMNAVRESFORCOM

d. Special mission authorizations

(1) Non-crewmember special mission flight orders will be made available upon specific request to the appropriate allocation manager. Requesting commands must forward a complete justification for special mission flight requirements to the appropriate allocation manager.

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

(3) Special mission allocations are authorized only for 1 fiscal year or a portion thereof. They may not automatically be 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 shall be on a semi-fiscal year basis. In the event of delayed fiscal year budget approval, NAVPERSCOM (PERS-404) will only authorize sufficient funding needed to maintain operations.

20. Reporting Procedures for Enlisted Flight Orders/Pay. Accounting cycle for enlisted flight order funds allocated for specific aircrew disbursements shall be accomplished as follows:

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education (DCNO) (MPTE) (N1)) shall authorize CEFIP, DIFCREW, and DIFTEM funds and provide accounting via personnel distribution information to include Defense Joint Military Pay System and the Navy Standard Integrated Personnel System.

b. Commands in receipt of special mission flight order allocations shall report expenditures monthly to their allocation manager.

21. Budget Submissions

a. OPNAV, Force Shaping Plans and Policy (N132) shall prepare annual budget requirements for CEFIP, HDIP (crew), and HDIP (non-crew) as directed by OPNAV, MPTE Resource Management Division (N10).

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

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

22. Records Requirements

a. All COs of units operating aircraft or having active crewmembers on board, or who are in receipt of allocations for non-crewmember flight pay, shall maintain a complete record of all personnel making flights and training received, as required by reference (e).

b. Annually and upon detachment, a summary of total flight time shall be made on the individual's NAVPERS 1070/613, as required by reference (e).

c. All DIFCREW personnel shall record all flight activity as required by reference (e) while in an active DIFCREW status.

23. Flight Order Audit Board

a. COs of all units or stations having active crewmembers or non-crewmembers on board are directed to ensure adequate control and recording of flight order funding and personnel administrative requirements as required by reference (e).

b. Following guidelines are minimum requirements for all audit boards:

(1) Ensure all members receiving flight duty pay (DIFCREW or DIFTEM) have met minimum flight time required by references (c) and (e).

(2) Ensure the Enlisted Distribution Verification Report and Reserve Unit Assignment Document reflects current NECs per reference (j) and this instruction.

(a) Ensure proper special category (SPECAT) coding is per reference (j). If SPECAT "P" ("U" for FTS) is not assigned, contact NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012) to update.

(b) For career enlisted flyers on DIFCREW orders, ensure proper designation coding ("6") is assigned to ensure MOF credit. If not present, contact NAVPERSCOM (PERS-404) or NAVPERSCOM (PERS-4012).

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

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

(5) Ensure those crewmembers who are involuntarily removed from flight status (i.e., DIFCREW orders canceled) are provided 120-day notification per paragraph 10.

(6) Review NATOPS qualifications and ensure that physical, psychological, and physiological training qualifications are complete and current.

(7) Ensure recording of annual flight time and current qualifications as required by reference (e).

(8) Ensure that flight order list is current and properly published per reference (e).

24. 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 flight pay entitlements.

25. Reports and Forms. NAVPERS 1070/613 Administrative Remarks, is available at https://navalforms.daps.dla.mil/.

D. P. QUINN
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
Electronic only, via BUPERS Web site
http://www.npc.navy.mil/

FLIGHT INCENTIVE PAY RATES

Career Enlisted Flyer Incentive Pay (CEFIP). Per reference (a), section 320, SECNAV is authorized to pay CEFIP up to a maximum rate based upon years of aviation service (YAS). CEFIP rates for USN and USNR personnel are as follows, unless superseded by a Naval Administrative message.

Years of Aviation Service	Maximum Title 37 Monthly Pay Rate	Navy CEFIP Rate per Month (see notes)
Four or less	$150	$150
Over 4	$225	$225
Over 8	$350	$350
Over 14	$400	$400

Note 1 - Reference (a), section 320, includes a save pay provision which allows a career enlisted flyer who had previously received HDIP for aerial flight to receive the monthly rate that is the higher of the monthly rate of HDIP or the monthly CEFIP pay.

Note 2 - SELRES personnel entitlement is one-thirtieth of the monthly incentive pay in effect for each IDT (Drill) period performed and one-thirtieth of the monthly incentive pay in effect for each day of annual training actually served.

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

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

b. Crewmember HDIP:

Paygrade	Monthly Rate
E1 to E3	$150
E4	$165
E5	$190
E6	$215
E7 to E9	$240

CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP)
GATE WAIVER REQUEST LETTER FORMAT

Date

From: Rate, Name, Branch of Service, NEC
To: Navy Personnel Command (PERS-404)/(BUPERS (BUPERS-32) for SELRES)
Via: Navy Air Force Reserve (N7) (SELRES Only)

Subj: REQUEST FOR WAIVER OF CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP) MONTHS OF FLYING (MOF) REQUIREMENT

Ref: (a) BUPERSINST 1326.4E

1. Per reference (a), I respectfully request a waiver of 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 DIFCREW orders:

(1) Unit (month year - month year)
(2) Unit (month year - month year)
(3) Unit (month year - month year)
(4) Unit (month year - month year)

d. Summary of tours under DIFDEN/non-DIFCREW orders:

(1) AW A School (Jan 88 - Dec 89) (example)

(2) FASOTRAGRULANT (Jan 90 - Dec 92) (example)

2. I understand that a waiver, if granted

a. will preserve my entitlement to continuous CEFIP until I reach my next flight gate;

b. does not add any MOF to my record; and

Subj: REQUEST FOR WAIVER OF CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP) MONTHS OF FLYING (MOF) REQUIREMENT

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: OPNAV (N132D)

NAVAL AIRCREWMAN DESIGNATION LETTER
EXAMPLE FORMAT

Serial
Date

From: Commanding Officer, (Aviation Command)
To: (Member)

Subj: NAVAL AIRCREWMAN DESIGNATION

Ref: (a) MILPERSMAN 1220-020
(b) OPNAVINST 3710.7U
(c) BUPERSINST 1326.4E

1. Having met the requirements of references (a), (b), and (c), you are hereby designated as a Naval Aircrewman effective (date of qualification).

2. This designation carries with it the special recognition of your outstanding performance and effort in qualifying, as well as the responsibility to maintain superior performance as a Naval Aircrewman.

3. Congratulations on a job well done!

(signed)
C. O. AVIATOR

Copy to:
Service Record
NATOPS Flight Training Jacket
NAVPERSCOM (PERS-404)