

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC22--Pay and Allowance Administration
Subchapter CC22.3--Incentive Pay
Personnel INSTRUCTION 1--Noncrew Flight Pay

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Section A. Purpose and Scope

This INSTRUCTION provides information concerning the conditions under which hazardous duty incentive pay for participation in aerial flight pay) may be paid to eligible PHS commissioned officers. This INSTRUCTION does not apply to officers who have been designated flight surgeons or to any officer who is otherwise eligible to receive aviation career incentive pay under 37 U.S.C. 301a.

Section B. Authority

Noncrew flight pay is authorized by 37 U.S.C. 301(a)(4). Minimum flight requirements are set forth in Executive Order No. 11157, Section 104, as amended. Regulations concerning noncrew flight pay are contained in Subchapter CC42.3, INSTRUCTION 1, of this Manual.

Section C. Definitions

For the purposes of this INSTRUCTION, the following definitions apply:

1. Aerial Flight. Flights performed under competent orders in aircraft, or spacecraft (powered or otherwise) operated by or on behalf of the United States Government. A flight begins when the aircraft or spacecraft takes off from rest at any point of support located on the surface of the earth, and terminates when it next comes to a complete stop at a point of support located on the surface of the earth.
2. Flight Duty. That duty performed under competent orders while participating in aerial flight, where such duty is an integral part of the responsibilities of the officer. Participation in a flight solely for transportation purposes is not considered performance of flight duty.
3. Flight Status. An officer is considered in flight status when he/she has been issued official personnel orders by the Director, Commissioned Personnel Operations Division (CPOD), Office of Personnel Management, Office of Management, PHS, authorizing flight duty; or in the case of an officer detailed to another uniformed service, has been authorized in writing by that service to perform flight duty.

Section D. General Provisions

1. Officers as Noncrew Members. In accordance with the regulations contained in Subchapter CC42.3, INSTRUCTION 1, of this Manual, except as otherwise designated by the Secretary, all duty performed under competent orders by commissioned officers involving frequent and regular participation in aerial flights shall be as a noncrew member pursuant to 37 U.S.C. 301(a)(4).

2. Automatic Termination of Flight Status. When an officer in flight status is relieved from active duty such status shall automatically terminate, and may be resumed only upon issuance of further orders under subsequent active duty. This automatic termination provision may be waived by the Director, CPOD, when the officer is released from duty and immediately recalled to active duty without a break in service.
3. When Payable. A PHS commissioned officer may be paid flight pay if such officer either:
 - a. Has met the minimum requirements for flight duty (see Section E., below) while in flight status; or
 - b. Is injured or incapacitated as a result of performance of flying or other hazardous duty to which ordered while in flight status (see Section F., below).
4. Amount Payable. An officer will receive \$110 a month for each month that he/she is entitled to flight pay. When an officer is entitled to a fractional portion of a month because of entry into or removal from flight status on an intermediate day of a month, a payment of one-thirtieth of the monthly rate will be made for each day of entitlement. All calculations are based on a 30-day month.
5. Entitlement Determinations. CPOD will calculate entitlement to flight pay in accordance with the provisions of the Department of Defense Military Pay and Allowances Entitlement Manual (DODPM), Part 2, Chapter 1. The flight duty requirements described in Section E., below, are based on the DODPM. If changes in flight pay entitlement occur in the DODPM, CPOD will amend this INSTRUCTION accordingly.

Section E. Flight Duty Requirements

To be entitled to flight pay, an officer in flight status must perform the minimum flight duty described below:

1. Minimum Flying Time Each Month:
 - a. For one month, four hours of aerial flight are required. However, if an officer does not fly four hours in any month, hours flown during the last five preceding months, which have not already been used to qualify for flight pay, may be applied to meet this four-hour requirement.
 - b. Eight hours of aerial flight are required during two consecutive months when the requirements of Section E.1.a. have not been met.

- c. Twelve hours of flight duty are required during three consecutive months when the requirements of Section E.1.b. have not been met.
2. Fractions of a Month. The minimum flight duty requirement for a fractional period of a month is the same percentage of a full month's requirement as the period in question is of a full month. For example, if an officer's flight status begins on June 21, he/she is in flight status for 10 days during June and the flight duty requirement will be one-third of a month's requirement, or 1.3 hours.
3. Fractions of Two Consecutive Months. The time periods involved shall be considered as a single unit, and the minimum flight duty requirement is the same percentage of a full month's requirement as the unit in question is of a full month. For example, if an officer is in flight status from June 21 through July 5, the total is 15 days, and the flight duty requirement will be one-half of a month's requirement, or two hours.
4. Application of Hours Flown. Hours flown in any month apply, in the order specified below, to the extent of hours available:
- a. To meet flight requirements for that month.
 - b. To the prior month(s) if the member has entered a grace period for meeting flight requirements.
 - c. To the first, second, third, fourth, and fifth succeeding months, but only to the extent that the officer does not fly the required four hours during each such month. (Such hours available to meet requirements of later months are referred as to "excess" flight time.)
5. Determination of a Three-Month Period: The three-month period will be determined on the following basis:
- a. The three-month period in which flight requirements must be met begins with the first month in which flight requirements are not met. If the officer flies enough time in the second month to meet the minimum flight requirements for the first and second months, the period ends with the second month. If not, the period extends through the third month.

Example: An officer enters flight status on May 1 and performs the following flight duty: May - 5.0 hours; June - 1.5 hours, July - 4.0 hours, August - 7.0 hours. The excess hour from May carries forward to apply to the June total yielding 2.5 hours in June. Since requirements were met for May but not for June, the three-month period begins with June. The total time for June and July is 6.5 hours, so the requirement for 8.0 hours in two consecutive months is not met; the

- period extends into the third month (August). The total for the three months is 13.5 hours and the requirement for the three-month period is met. The officer is entitled to flight pay for all three months.
- b. If an officer fails to qualify for a fraction of a month (because flying status or entrance on active duty began on an intermediate day of the month) the three-month period ends on the last day of the second full month following the fractional month.
 - c. A new three-month period starts with the first month in which flight requirements are not met following a month in which flight requirements were met. For a new three-month period to begin immediately after a prior three-month period, flight requirements must have been met for the entire prior three-month period, not merely for the last month. If the requirements for the prior three-month period were not met, a new period does not begin until flight requirements are met for at least one month after the prior three-month period. After flight requirements are met for such a month, a new three-month period begins in the month in which flight requirements are not met. A new period may not start with the second or third month in which flight requirements are not met; nor may a new period start with the fourth month in which flight requirements are not met. There must be at least one month in which requirements are met before a new three-month period begins.

Example: Assume a three-month period starts in March with no carry over from previous months. The officer performs the following flight duty: March - 1.5 hours; April - 3.0 hours; May - 4.5 hours. Requirements have been met for May, but not for the entire three-month period (only 9.0 hours have been flown). If the officer does not meet requirements in June, a new three-month period does not begin and no hours flown in subsequent months may be carried back to June. Assume that requirements are met in July; then a new three-month period may begin with the next month in which requirements are not met.

Section F. Injury or Incapacity As a Result of
Performance of Hazardous Duty

If an officer in flying status is injured or otherwise incapacitated as a result of performance of flight duty or other hazardous duty (see definition in Section C) to which ordered, he/she is considered to have met flight duty requirements as stated herein for a period not longer than three months. When the officer has already met flight requirements for the month in which the incapacity occurs, the three-month period begins the first day of the following month. If the officer has not already met flight requirements for the month in which the incapacity occurs, the three-month period begins the first day of the month in which the

incapacity occurs. Appropriate medical authority determines the cause of the incapacity and the date of recovery.

Section G. Issuance of Personnel Orders
to Document Flight Status

1. Officers Assigned to Positions within PHS.

- a. The PHS component to which the officer is assigned shall initiate Form PHS-1662, "Request for Personnel Action-- Commissioned Officers," indicating in item 14, "Remarks," that the purpose of the action is to request placing the officer in flight status. The time period for which the designation will be in effect shall be specified (e.g. 1 March 81 - 30 Sept 81 or 1 March 81 until further notice). The following statement shall appear on, or be attached to the Form PHS-1662:

"This officer is ordered to perform duty involving frequent and regular participation in aerial flight, and such duty qualifies as noncrew member flight duty as defined in Subchapter CC22.3, INSTRUCTION 1, of the Commissioned Corps Personnel Manual. Officers will be eligible to receive hazardous duty incentive pay pursuant to 37 U.S.C. 301(a)(4) upon fulfillment of minimum flight duty requirements."

- b. The Director, CPOD, will issue personnel orders placing the officer in flight status and specifying the effective date of such flight status designation. If appropriate, orders specifying the termination date of the officer's flight status designation will be issued.
- c. The PHS component may request removal of the officer's flight status designation by submitting Form PHS-1662, specifying the effective date of the officer's removal.

2. Officers Detailed to a Uniformed Service Other than PHS. For officers detailed to a uniformed service other than PHS and being paid by PHS, the service concerned shall issue appropriate orders placing officers into or removing them from flight status. A copy of such orders, or official notification from the order-issuing authority that such orders have been issued, shall be sent to the Compensation and Benefits Branch (CBB), CPOD, at the address specified in Section H.4., below, so that the eligibility of the officer to receive flight pay may be established or removed, as appropriate.

Section H. Certifying Performance of Flight Duty

1. General. An officer in flight status will receive flight pay when CBB has received certification of flight duty performed, and has determined that the minimum requirements for entitlement have been met.
2. Certification. The officer's immediate supervisor, or other designated PHS component official, must certify all flight duty performed by the officer under competent orders. The certification may be made on Form HEW-411, "Payroll Notification Form" (see Exhibit I), or Form PHS-2814, "Flight Certificate" (see Exhibit II). If these forms are unavailable, certification may be made by memorandum. The information contained in the memorandum must conform substantially to that shown below.

Certifications of flight duty performed by officers detailed to a uniformed service other than PHS may be made as described above; or may be accomplished by some other means, if advance arrangements have been made with CBB as to the procedures to be followed.

- a. Flight duty should be reported to the nearest one-tenth hour.
 - b. Each certification must include flight duty performed during an entire month or multiples of whole months, except that the first or last certification may include a fractional portion of a month if flight status began or terminated on an intermediate day of a month.
 - c. No certification may include flight duty which has been previously certified, unless it is for the purpose of replacing a previous certification which has been lost or misrouted, in which case it must be clearly marked as a duplicate certification.
 - d. The certification must include the flying officer's name and social security number, the typed or printed name of the certifying official, and the certifying official's signature.
3. Payment. CBB will review the certification and maintain it in the officers pay records. The flight duty will then be applied to the appropriate month(s), in accordance with the provisions of Section E, above, and a determination will be made of all months for which entitlement exists. Payment will then be made in a subsequently issued paycheck. No separate claim for the flight pay is necessary.

4. Address of CBB.

Compensation and Benefits Branch/PA
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

EXHIBIT I
PAYROLL NOTIFICATION FORM

DATE
15 June 1981

TO:

CENTRAL PAYROLL (DHEW)
POST OFFICE BOX 1620
WASHINGTON, D. C. 20013

ADJUSTMENT UNIT

(if other than Central Payroll Division)

Compensation & Benefits Br. / PA
Comm. Pers. Op. Div., OPM/OM
Room 4-35, Parklawn Bldg.
5600 Fishers Lane
Rockville, MD. 20857

FROM:

(Name, Div., Sect., Full Address, Phone No.)

Commanding Officer
USCG Air Station
Elizabeth City, NC. 27909
FTS 123-4321

SUBJECT:

PAY PERIOD ENDING DATE

	NAME	SS ACCOUNT NO.	TK'S
<input type="checkbox"/> EMPLOYEE	LCDR John D. Reynolds, USPHS	123-45-6789	(optional)
<input type="checkbox"/> CPD COMMUNICATION	IDENTIFY REPORT, LETTER, FORM, ETC.		
<input checked="" type="checkbox"/> OTHER (Specify)	Certification of flight duty performed		

(Attach employee's copy of change slip if applicable)

REMARKS: (information given or requested, action taken or requested, etc.)

This certifies that LCDR Reynolds performed the following flight duty under competent orders:

15 April - 30 April 1981 : 3.2 hours
1 May - 31 May 1981 : 5.4 hours

William B. James
William B. James
(title)

FOR USE BY ADJUSTMENT UNIT ONLY

DATE RECEIVED	ASSIGNED TO (Unit, Clerk, Date)
ACTION REQUIRED	

EFFECTED FOR DAY PERIOD ENDING	ACTION COMPLETED (Signature)	DATE
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P. 5 2814
REV. 4/81

EXHIBIT II
DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE

FLIGHT CERTIFICATE

NAME AND RANK (PHS Officer)	DESIGNATION
ROE, Richard L., 222-22-2222, SR HSO	Radiation Monitor
	P.O. NUMBER
	2192.002

AUTHORIZED FLIGHT DUTY

July 1, 1981 thru Dec. 1, 1981

FLIGHT RECORD:

FROM Sept. 1, 1981 TO Sept. 30, 1981

PLANE IDENTIFICATION NUMBER	DATE	STATION		FLIGHT TIME		TOTAL	
		FROM	TO	TAKE-OFF	LANDED	HRB.	MIN.
N91264	9/2	Las Vegas, NV	ISAFAP	0645	0715	0	30
N91264	9/26	Las Vegas, NV	ISAFAP	1015	1245	2	30
N91264	9/30	Las Vegas, NV	ISAFAP	1200	1400	2	00
TOTAL HOURS FLOWN IN SEPT. 1981:		5.0					
DATE		SIGNATURE OF PHS OFFICER					
10-5-81		Richard L. Roe					

CERTIFICATE

I certify that under orders of competent authority in force during the above indicated periods the individual whose name is listed herein was in a flying status and has fulfilled all flight requirements and conditions in force during such periods; that such flights were performed while in a duty status and in the capacity designated herein; and that the above entries have been verified by me with the entries in the organization flight log and the aircraft books or records of the aircraft in which the flights were performed.

DATE	TYPED NAME & GRADE OF OFFICER CERTIFYING	SIGNATURE OF OFFICER CERTIFYING
10-11-81	J. N. Smith, SR ENG (title)	J N Smith