

MANUAL: Personnel
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DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC22--Pay and Allowance Administration
Subchapter CC22.3--Incentive Pay
Personnel Instruction 3--Aviation Career Incentive Pay for Flight Surgeons

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Section A. Purpose and Scope

This INSTRUCTION provides information concerning the conditions under which Aviation Career Incentive Pay (ACIP) for participation in aerial flight as a flight surgeon or flight-surgeon trainee may be paid to Public Health Service (PHS) commissioned officers and procedures for reporting aerial flight performed.

This INSTRUCTION does not apply to officers who have been designated to receive Incentive Pay for Hazardous Duty under 37 U.S.C. 301(a)(2). (See Commissioned Corps Personnel Manual, Personnel INSTRUCTION 1, Subchapter CC22.3, "Noncrew Flight Pay.")

Section B. Authority

ACIP is authorized by 37 U.S.C. 301a. Minimum flight requirements are set forth in Executive Order No. 11157, Section 104, as amended.

Section C. Definitions

For the purpose of this INSTRUCTION, the following definitions shall apply:

1. Aeronautical Designation. A rating that certifies successful completion of prescribed aviation-related training or equivalent experience. Examples of aeronautical designations include, but are not limited to, aviator and flight surgeon.
2. Aviation Service. Service performed (1) as a flight-surgeon trainee while assigned to a position which requires the officer to perform duties in a flying status involving operational or training flights; (2) as a flight surgeon as long as he/she remains qualified to perform said duty; (3) as a commissioned officer with continuous active or inactive service with one of the uniformed services subsequent to award of an aeronautical designation; and (4) during all periods of training leading to an award of an aeronautical designation as an aviator or similar rating (i.e., pilot, navigator).
3. Aviation Service Date (ASD). The date an individual is initially assigned to a flight surgeon billet plus all prior aviation service. The ASD will be adjusted only for periods in which an active or inactive duty appointment is not held in any of the uniformed services.
4. Conditional ACIP. A monetary entitlement paid on a monthly basis to designated flight surgeons/flight-surgeon trainees who are in flight status, assigned to a flight surgeon billet and meet flight hour requirements as set forth in this INSTRUCTION.
5. Operational Flying. Flying performed under competent orders by designated officers while serving in assignments in which basic flying skills are normally maintained in the performance of assigned duties, and flying by individuals in training that leads to the award of an aeronautical designation.
6. Duty In a Flying Status Involving Operational or Training Flights (DIFOPS). Duty performed by officers assigned to billets requiring the individual to perform flight duties.

Section D. General Provisions

1. PHS Officers Assigned to Aviation Duties. Although PHS does not utilize flight surgeons per se, PHS officers can be assigned to aviation duties, as flight surgeons/flight-surgeon trainees when detailed to other uniformed

services. The Service to which the officer is detailed designates qualified medical officers as flight surgeons in accordance with their Service regulations.

2. Payment of ACIP. Designated flight surgeons or flight-surgeon trainees are entitled to conditional ACIP when they are incumbents of operational flying billets, possess DIFOPS flight orders, meet the flying requirements of four hours per month, and maintain physical qualifications consonant with USCG medical standards. Aviation medical officers who are not in training leading to designation as flight surgeons are not entitled to receive ACIP.
3. ACIP Rates. Exhibit I of this INSTRUCTION divides ACIP into two phases. Phase I entitlements are based on an individual's ASD. Phase II entitlements are governed by an officer's Basic Pay Entry Date (BPED) minus any active/inactive enlisted service, providing the individual has completed at least six years of aviation service. Payments will be in the amounts indicated in Exhibit I, or such other amounts as are subsequently authorized by law. When entitlement to a fractional portion of a month exists, by virtue of being placed into or removed 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 will be made on the basis of a thirty-day month.

Example: An officer with a BPED of May 1, 1957 had 4 years of enlisted service. Providing that the officer completed at least 6 years of aviation service, the officer's entitlement to Phase II ACIP rates would be based on a constructed date of May 1, 1961.

Section E. Flight-Duty Requirements

To be entitled to conditional ACIP an officer designated as a flight surgeon or flight-surgeon trainee assigned to DIFOPS must perform the minimum operational flight duty described below:

1. Minimum Flying Time Each Month:
 - a. For one month, four hours of flight duty 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 flight duty are required during two consecutive months when the requirements of Section E.1.a., above, have not been met.
 - c. Twelve hours of flight duty are required during three consecutive months when the requirements of Section E.1.b., above, have not been met.
2. Fractions of a Calendar 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 meet flight requirements in the prior month or months, as applicable; and
 - 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 month. (Such hours available to meet requirements of later months are referred as to "excess" flight time.)
5. Determination of a Three-Calendar Month Period
 - a. The three-calendar-month period in which flight requirements must be met begins with the first month in which flight requirements are not met. If the member flies enough time in the second month to cover the first and second months, the period ends with the second month. If not, the period extends through the third month. Exhibits II and III, flight examples involving basic three-month grace periods and flight examples involving three-month periods and excess time respectively, provide additional illustrations from those contained in Section E. 5. of this INSTRUCTION.

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 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 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 ACIP for all three months.
 - b. If a member fails to qualify for a fraction of a month (because flying status or 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 entire prior three-month period were not met, there must be at least one month in which requirements are met before a new three-month period begins. 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.

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 April and 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. Issuance of Orders to Document Flight Status

For PHS officers detailed to other uniformed services, the applicable Service shall issue appropriate orders placing officers into or removing them from DIFOPS status. A copy of such orders or other official notification shall be sent to the Compensation Branch (CB), Division of Commissioned Personnel (DCP), in order that the eligibility of the officer to receive ACIP may be established or removed, as appropriate.

Section G. Procedure for Certifying Performance of Flight Duty

1. General. An officer in flight status may receive payment for flight duty when CB has received certification of flight duty performed, and has determined that the minimum requirements for entitlement have been met. Certification should be mailed to the following address:

PHS/OSG/DCP
Compensation Branch
Room 4-50, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

2. Certification. Certifications of operational flying performed by PHS officers detailed to other branches of the uniformed services will be made by memorandum (Exhibit IV) or may be accomplished by some other means, if advance arrangements have been made with CB as to the procedures to be

followed. The information transmitted must conform substantially to that shown below.

- a. Each month the officer must furnish certification (as of the last day of the month) which reflects the number of hours flown for that month. Certification must be submitted even if no hours were flown for that month.
 - b. Flight duty must be reported to the nearest one-tenth of an hour.
 - c. Each certification must include flight duty performed during an entire month or multiples of whole months, except that the first or last monthly certification may include a fractional portion of that month if flight status began or terminated on an intermediate day of that month.
 - d. No monthly certification may include flight duty which has been previously certified, unless it is for the purpose of replacing a previous monthly certification which has been lost or misrouted. Certification submitted under this provision will be annotated as "corrected copy" or "duplicate copy," as appropriate.
 - e. The monthly certification must include the officer's name, grade, SSN, duty station, the typed or printed name of the certifying official, and the certifying official's signature, as shown in Exhibit IV of this INSTRUCTION.
3. Record and Payment. CB will review the certification and maintain it in the officer's 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 entitlements exists. Payment will then be made in a subsequently issued paycheck. No separate claim for the flight pay is necessary.

Section H. Disqualification from Aviation Service

1. General. When an officer is no longer medically or professionally qualified for aviation service, he/she is disqualified in accordance with the policies of the concerned Service. For flight surgeons, disqualification results in termination of duty as a flight surgeon or of practicing aviation medicine. Disqualification does not result in an adjustment in ASD, loss of an aeronautical designation, or loss of authority to wear the appropriate aviation badge. Notice of medical incapacitation or nonmedical disqualification, as well as the restoration of ACIP entitlement, should be reflected in a memorandum addressed to CB signed and dated by the competent authority.
2. Medical Incapacitation. An aviation officer is medically incapacitated any time the individual is unable to perform duties in a flying status as a result of medical impairment, including conditions that are not directly related to an officer's operational flying. Establishment of medical standards for evaluation of aviation officers is the responsibility of the Service to which the officer is detailed. The date of medical in-

capacitation will be the date of execution of Form HSA 131, "Medical Report of Duty Status," or equivalent (Exhibit V) or the date of admission to a medical facility. Removal of medical incapacitation normally will be effected by the execution of Form HSA 131 or equivalent. The competent authority for issuing Form HSA 131 or equivalent should send copies of the personnel actions to CB. ACIP entitlement, when a flight surgeon or flight-surgeon trainee becomes medically incapacitated, is summarized in Exhibit VI.

3. Nonmedical Disqualification. Failure to remain professionally qualified is normally cause for suspending ACIP. Disqualification will not be used as a punitive measure or as a substitute for proceedings under the Uniform Code of Military Justice. The suspension may be imposed by the commanding officer or other competent authority. Entitlement to ACIP will cease on the date of suspension and begins on the date suspension is removed or terminated. Notice of disqualification and/or restoration of ACIP entitlement for flight surgeons or flight-surgeon trainees will be reflected in a memorandum addressed to CB and signed and dated by the competent authority.

EXHIBIT I

Aviation Career Incentive Pay Rates (ACIP)

A. Grades 01 through 06

	Effective <u>June 1, 1974</u>	Effective <u>Sept 1, 1980</u> (PL 93-294)	Effective <u>Oct 1, 1981</u> (PL 96-343)	Effective <u>Jan 1, 1990</u> (PL 97-60)
(PL 101-189)				

Phase I

Years of Aviation Service

2 or less	\$100.00	\$125.00	\$125.00	\$125.00
Over 2	\$125.00	\$156.00	\$156.00	\$156.00
Over 3	\$150.00	\$188.00	\$188.00	\$188.00
Over 4	\$165.00	\$206.00	\$206.00	\$206.00
Over 6	\$245.00	\$306.00	\$400.00	\$650.00

Phase II

Total Active/Inactive Federal Service as an Officer/Warrant Officer

Over 18	\$225.00	\$281.00	\$370.00	\$585.00
Over 20	\$205.00	\$256.00	\$340.00	\$495.00
Over 22	\$185.00	\$231.00	\$310.00	\$385.00
Over 24				
But not Over 25	\$165.00	\$206.00	\$280.00	\$ 3 8 5 . 0 0
Over 25		\$ 0.00	\$ 0.00	\$ 0.00
\$250.00				

B. Grades 07 through 08

Grade 07	\$160.00	\$200.00	\$200.00	\$200.00
Grade 08	\$165.00	\$206.00	\$206.00	\$206.00

EXHIBIT II

In case of a conflict between this summary and the DoD Military Pay and Allowance Entitlements Manual, The DoD Military Pay and Allowance Entitlements Manual will govern.

EXHIBIT III

EXHIBIT III (continued)

In case of a conflict between this summary and the DoD Military Pay and Allowance Entitlements Manual, The DoD Military Pay and Allowance Entitlements Manual will govern.

EXHIBIT IV

EXHIBIT V

EXHIBIT VIACIP Entitlement While Medically Incapacitated

Entitlements. When a flight surgeon or flight-surgeon trainee becomes medically incapacitated, entitlement to ACIP will be in accordance with the Department of Defense (DoD) Military Pay and Allowance Entitlements Manual. This entitlement is summarized below.

Medical Incapacitation	Officers Entitled to Conditional ACIP
Not as the result of performing flying or other hazardous duty to which ordered.	The number of months to which qualified by excess flight hours (bank) not to exceed five months.
As a result of performing flying or other hazardous duty.	Automatic entitlement for three months. If sufficient hours for the month in which the incapacity occurs, the next month is the first month of automatic entitlement. If sufficient excess hours are available then, two additional months entitlement is authorized, not to exceed a total of five months.

In case of a conflict between this summary and the Dod Military pay and Allowance Entitlements Manual, The DoD Military Pay and Allowance Entitlements Manual will govern.