ARMS INDIVIDUAL FLIGHT PAY ENTITLEMENT WORKSHEET

(See back of form for Privacy Act Statement and Instructions)

LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE	UNIT	ASC	ASC EFFECTIVE DATE	ENTITLEMENT
					AvIP HDIP

MONTH	HOURS REQUIRED	HOURS FLOWN	MONTHLY EXCESS	BORROWED HOURS	BORROWED MONTH	EXCESS HOURS BANK *(Includes unused)*						PAY *(Y/N)*	REMARKS
						A	B	C	D	E	F		

INSTRUCTIONS FOR COMPLETING INDIVIDUAL FLIGHT PAY ENTITLEMENT WORKSHEET

This form is used to track individual entitlement to conditional flying incentive pay for rated and non-rated flyers

1. Verify individual is on valid aeronautical orders requiring frequent and regular flying duty in conditional flight pay status.

2. Enter Name, Grade, Unit, Aviation Service Code (ASC) and ASC effective date into the appropriate fields. Circle correct incentive pay member is qualified to receive (Aviation Incentive Pay, or Hazardous Duty Incentive Pay). Enter first month member was placed on aeronautical orders, or next month if continuing from previous worksheet, in the Month column.

3. **HOURS REQUIRED:** Enter total hours required for the month to qualify for conditional incentive pay. Minimum requirements for one calendar month is 4.0 hours of aerial flight. For fractional months see DoD Financial Management Regulation Volume 7A, Chapter 22, Table 22-3 for the fractional amount of aerial flight required.

4. **HOURS FLOWN:** Enter the total hours flown for that month. The first four hours (*or fractional, if applicable*) flown in a month must be applied to the current month flown in. Only flying time logged as primary, secondary, instructor, or evaluator is creditable for entitlement to incentive pay. Member must be attaining or maintaining qualification in the aircraft. Flying time as "O" or "X" aircrew certification, indoctrination or non-interference flying status does not count.

5. **MONTHLY EXCESS TIME:** Enter the excess time. Any flight time above minimum hours required to qualify a member for a particular month are excess hours. Excess hours may be applied back 2 months when in a grace period *(see below)* or to the next 5 succeeding months if flight requirements for the specific month (s) are not met. Once the 3-month grace periods ends, unless approved for a 6-month waiver *(and the entire 24 hours is flown)* hours cannot be applied backwards into the initial 3-month grace period.

    Grace Periods start the first month the member fails to meet flight requirements, provided the member met the flight requirements for the preceding month. Exception: individuals initially placed on aeronautical orders are considered to have met requirements and may start a grace period the first month they fail to meet requirements. A grace period can be a two or three consecutive month period in which the member must meet flight requirements of the entire period to qualify for pay for the entire period. For example, if the member does not meet requirements in the first month, but flies enough hours in the second month to cover the first and second month's flight requirements the grace period ends. If the member did not fly enough in the second month the grace period would continue and the member would then have to fly enough hours in the third month to qualify for the entire period. If the member failed a grace period a new grace period cannot begin until flight requirements have been met for one month after the failed grace period.

6. **BORROWED HOURS**: Enter the excess hours used to meet the current month's flight requirements and the month the hours were taken from in the Borrowed Hours and Borrowed Month columns, if applicable. Remember to subtract the hours from the Excess Hours Bank column, if applicable.

7. **BANKED HOURS**: Enter any banked time in the appropriate Excess (includes unused) Hours Bank (use the field with the upper and right darkened border columns A through F). Banked excess time is a combination of hours flown over a month (s) flying hour requirement and insufficient time is "unused time' that is insufficient to meet flight requirements for the month flown.

8. **BORDERS**: The darkened borders of the Excess Hours Bank indicate the months that excess hours may be applied; hours cannot be carried beyond the darkened borders. If excess hours are used in the Borrowed Hours column, remember to subtract them and enter the remaining hours in the next row down. If excess hours are not used in the Borrowed Hours column remember to carry the hours down to the next row.
    NOTE: If banked time is used to meet another month's flight requirements, remember to subtract the hours from this column.

9. After hours are applied, annotate pay entitlement in the Pay (Y/N) column to indicate if they did or did not qualify for that month. Enter any remarks which may deal with a particular month's flight requirement (i.e. "Start grace period" or "End grace period')
    NOTE: See AFMAN 11-421, *Aviation Resource Management,* for specific rules of application

PRIVACY ACT STATEMENT