

**ARMS INDIVIDUAL JUMP PAY ENTITLEMENT WORKSHEET**  
**(SEE INSTRUCTIONS ON REVERSE)**

LAST NAME - FIRST NAME - MIDDLE INITIAL						GRADE		UNIT		ASC		ASC EFFECTIVE DATE		JUMP TYPE CODES S - STATIC H - HALO N - NO JUMP		PAY TYPE CODES S - STATIC H - HALO NP - NO PAY		PAY ACTION CODES >> - APPLIED FORWARD << - APPLIED BACK ^^ - APPLIED TO MONTH OF JUMP -- - NO PAY THAT MONTH						
YEAR	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE
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REMARKS:

YEAR	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE	RULE	JUMP TYPE
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REMARKS:

**INSTRUCTIONS FOR COMPLETING ARMS INDIVIDUAL JUMP PAY ENTITLEMENT WORKSHEET**  
**This form is used to track individual entitlement to static line and *military free fall (MFF)* jump incentive pays**

1. Verify individual is on aeronautical orders requiring the member to perform frequent and regular parachute jumps, and has completed the appropriate training course to qualify for parachute duty incentive pay. (i.e. *Military Free Fall school to qualify for HALO*)
2. Enter Name, Grade, Unit, Aviation Service Code (ASC) and Effective date into the appropriate fields.
3. Enter calendar year in which parachute jumps were performed into the year field.
4. For each month, at least one parachute jump was performed, enter the appropriate AFMAN 11-421 rule into the Rule field.
5. For each month that a parachute jump was performed, enter the appropriate jump type code in the Type field. A jump performed will always apply first to the month it was performed in. If more than one jump is performed in a given month, only one jump is entered, unless member is in Rule 2, then enter the number of jumps and the jump type code.
6. Annotate the type of pay entitlement for each month in the pay type field and apply pay action forward or backward to corresponding months depending on the rule that applies. Minimum performance requirements must be met prior to receiving parachute duty incentive pay.

AFMAN 11-421, Aviation Resource Management Rules:

- Rule 1.** A jump is performed in a jump period then member qualifies for parachute duty pay for that 3-month jump period (one preceding and succeeding month; or that month and 2 preceding months; or that month and 2 succeeding months).
- Rule 2.** If a member's commanding officer (grade O-5 and above) certifies that the member is unable to perform a jump within a jump period because of reasons beyond their control, then member may qualify for parachute duty pay on a 6-month basis. He or she may qualify for 2 consecutive 3-month periods if the member jumps at least twice in the next 3-months, to include 2 jumps within the same month.
- Rule 3.** If a member is unable to perform a jump because of non-availability or aircraft, attendance at military education or training 179 days or less, or inclement weather in a 3-month period, then member may qualify for parachute duty pay on a 3-month basis (or 6-month basis if in Rule 2 when Rule 3 is approved). Rule 3 begins the first month (of the initial 3-month period), the member does not qualify for pay based ONLY on the reasons authorized and listed in the commander's rule 3 letter. HARMs must receive a letter from an authorizing commander (O-5 and above) first. Authorizing commander will ensure member maintains proficiency through refresher training IAW AFI 11-410 in lieu of jumping in order to retain eligibility for parachute duty pay during waived period.
- Rule 4.** Military operations, combat operations in a hostile fire are the only authorized reasons for not complying with requirements. Must be certified by the appropriate commander, grade O-7 or above.
- Rule 5.** A member begins parachute training or reports for duty with a parachute unit in a fractional part of a month, then month the training or duty begins becomes the first month of the 3-consecutive calendar-month period.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** DoDI 1340.09, Hazard Pay (HzP) Program; DoD 7000.14-R, Financial Management Regulation, Volume 7A: "Military Pay Policy - Active Duty and Reserve Pay"; AFMAN 11-421, Aviation Resource Management.

**PURPOSE:** Source document used to assist in validating eligibility for parachutist incentive pays.

**ROUTINE USE:** No disclosures of this information are made outside of the DoD.

**DISCLOSURE IS VOLUNTARY:** However, failure to provide necessary information could result in the improper pay or collection of incentive pay.

**SYSTEM OF RECORD:** F011 AF XO A Aviation Resource Management System (ARMS)