

ARC AIRCREW INCENTIVE PAY ENTITLEMENT WORKSHEET

(See back of form for Privacy Act Statement Instructions)

1. NAME (LAST NAME - FIRST NAME - MIDDLE INITIAL)			2. GRADE	3. UNIT	4. CURRENT ASC/EFF DATE	5. ENTITLEMENT												AvIP		HDIP					
6. YEAR (YYYY)		7. DAYS ACCOMP	8. CONNECTER	9. REQ'D HRS	10. FLOWN HRS	11. EXCESS/INSUFFICIENT HRS	12. BORROWED HRS	13. BORROWED MONTH	14. BANKED HOURS												15. PAY (Y / N / N/A)		16. REMARKS		
										14A.		14B.		14C.		14D.		14E.		14F.				NOTE-Annotate a START/STOP/REPORT pay action, Start Grace Period (SGP), Failed Grace Period (FGP), End Grace Period (EGP), and any ASC changes with the effective date.	
										AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD	AD	IAD		
JAN	AD		□																						
	IAD																								
FEB	AD		□																						
	IAD																								
MAR	AD		□																						
	IAD																								
APR	AD		□																						
	IAD																								
MAY	AD		□																						
	IAD																								
JUN	AD		□																						
	IAD																								
JUL	AD		□																						
	IAD																								
AUG	AD		□																						
	IAD																								
SEP	AD		□																						
	IAD																								
OCT	AD		□																						
	IAD																								
NOV	AD		□																						
	IAD																								
DEC	AD		□																						
	IAD																								

FLIGHT TIME REQUIRED FOR FRACTIONAL MONTH		
DAYS	ACTIVE DUTY HOURS	INACTIVE DUTY HOURS
1	.2	.1
2	.3	.2
3	.4	.2
4	.6	.3
5	.7	.4
6	.8	.4
7	1.0	.5
8	1.1	.6
9	1.2	.6
10	1.4	.7
11	1.5	.8
12	1.6	.8
13	1.8	.9
14	1.9	1.0
15	2.0	1.0
16	2.2	1.1
17	2.3	1.2
18	2.4	1.2
19	2.6	1.3
20	2.7	1.4
21	2.8	1.4
22	3.0	1.5
23	3.1	1.6
24	3.2	1.6
25	3.4	1.7
26	3.5	1.8
27	3.6	1.8
28	3.8	1.9
29	3.9	2.0
30/31	4.0	2.0

INSTRUCTIONS:

- 1 – 4. **NAME, GRADE, UNIT and CURRENT ASC/EFFECTIVE DATE:** Self-explanatory, ensure updates are made when necessary.
5. **ENTITLEMENT:** Place an “X” next to the appropriate incentive pay entitlement the member will receive.
6. **YEAR:** Write the current year on the line and fill out a new form each year.
7. **DAYS ACCOMPLISHED:** Calculate the number of Active Duty (AD) and Inactive Duty (IAD) days member accomplished for the month. For example, member performed 10 days of AD during the month of April. Remaining 20 days are considered IAD status (30 days – 10 days = 20).
8. **CONNECTOR:** If the member was on Active Duty (AD) continuous orders for more than 30 days or on (AD) orders extending unbroken over parts of two months, check the box or draw a connector line between the months.
9. **HOURS REQUIRED:** Enter flying hours required for the month to qualify for AD and IAD conditional incentive pay. Each month is based on 30 days. (EXCEPTION: Prorate based on the exact number of days in the month when on status less than the entire month.) Total hour requirements are determined by the number of active duty days during the month. Refer to fractional part of the months chart.
10. **HOURS FLOWN:** Enter the number of AD and IAD hours flown for the month. NOTE: Only flying time logged as primary, secondary, instructor, or evaluator is creditable for entitlement to incentive pay. Time logged in Duty Status Code 4 (Civilian) is not creditable for incentive pay entitlement.
11. **EXCESS/INSUFFICIENT HOURS:** Any flight time above a particular month’s AD and IAD requirement qualifies as excess hours. Any flight time below a particular month’s AD and IAD requirement qualifies as insufficient hours.
12. **BORROWED HOURS:** Enter the amount of hours that were borrowed to fulfill a month’s flying hour requirements.
13. **BORROWED MONTH:** Enter the month the hours and status that were borrowed from to fulfill a month’s flying hour requirements.
14. **BANKED HOURS (14A-14F):** The numbered rows of the Banked Hours indicate the 5 months that excess hours may be applied; hours cannot be carried beyond the column identified as the fifth month. If excess hours are used, remember to carry the remaining hours to the next row. If banked time is used to meet another month’s flight requirements, remember to subtract the hours from this row.
15. **PAY:** Annotate pay entitlement in either the AD or IAD Pay column to indicate if the member qualified (Y), did not qualify (N), or no requirement existed for that month (N/A), e.g. member on 30 days of AD, therefore no IAD requirement exists.
16. **REMARKS:** Enter any remarks which may deal with a particular month’s flight requirement. Annotate if incentive pay entitlement status changes with either START/STOP/REPORT or a grace period being started (SGP), grace period (GP), failed (FGP), or ending (EGP). Also annotate any Aviation Service Code (ASC) changes and the effective dates.

****NOTES:** See AFMAN 11-421, Aviation Resource Management, Aircrew Incentive Pay chapter for further guidance and examples on how to process ARC Incentive Pay. This form will be permanently filed in the member’s FRF/JRF IAW AFMAN 11-421**

PRIVACY ACT STATEMENT

Authority: 10 USC, Section 12732; DoD 7000.14-R, Financial Management Regulation, Volume 7A: “Military Pay Policy – Active Duty and Reserve Pay”, Chapters 22 and 58; AFMAN 11-421, Aviation Resource Management.

Purpose: Source document used to assist in validating eligibility for Air Reserve Component (ARC) Aircrew Incentive Pay.

Routine Use: Information used by ARC Aviation Resource Management personnel and is not shared on a routine basis outside the DoD.

Disclose: Voluntary; However, failure to provide the information could result in the improper pay or collection of incentive pay.

System of Records: F011 AF XO A: Aviation Resource Management System (ARMS) (March 04, 2011, 76 FR 12084)