

FY15 FTS AVIATION DEPARTMENT HEAD RETENTION BONUS (ADHRB)
PROGRAM INFORMATION

1. Introduction. The Department of the Navy authorizes Aviation Career Continuation Pay (ACCP) as a supplement to Aviation Career Incentive Pay (ACIP) to enhance retention of career-minded aviation officers. The intent of the FTS ADHRB is to retain aviation officers beyond their first assignment in Full Time Support (FTS). Commanding Officers (CO) shall encourage qualified aviators to submit applications for the FTS ADHRB. COs must ensure that the information provided in the officer's application is complete and accurate, that the officer meets all eligibility requirements, and that no action is pending that may result in the officer being ineligible for ACCP. COs must provide positive endorsement of each FTS ADHRB application.

2. Contract Terms. The FY-15 FTS ADHRB offers eligible officers an incentive to remain in FTS aviation service for three years, beginning 24 months after checking into their department head (DH) billets or aviation wing staff billet. Officers who sign FTS ADHRB contracts incur 36 months of obligated service beginning on the date of contract approval by PERS-43. Officers whose FTS ADHRB obligated service expires during their DH or wing staff tour shall serve in the DH billet until their projected rotation date (PRD). Total FTS ADHRB contract amounts are:

HM	\$10,000/year
HSC	\$10,000/year
HSL/HSM	\$25,000/year
HT	\$5,000/year
VAQ	\$5,000/year
VFA/C	\$25,000/year
VP	\$10,000/year
VR	\$20,000/year
VT(J)	\$15,000/year
VT(P)	\$10,000/year
VAW	No bonus offered

3. Payment Program.

- a. FTS ADHRB payments will be paid by direct deposit.
- b. Aviation officers whose applications are approved will receive their initial ACCP payment after approval from PERS-4327

or twenty four months after reporting to designated billet with all prerequisite training complete, whichever is later.

4. Timelines. As of the date of this memorandum, applications will be accepted by PERS-4327. Applications must be received by PERS-4327 by 31 August 2015.

5. Eligibility to Apply for the FY15 FTS ADHRB.

a. ADSO. Aviators must have completed their ADSO for undergraduate flight training and not be obligated under a current ACCP agreement, must have completed 24 months assigned to an aviation DH billet or aviation wing staff billet and must have completed their FTS minimum service requirement (MSR). The FTS MSR is 24 months for officers redesignated from the active component and three years for officers redesignated from selected reserves. The FTS MSR and 24 month DH/Wing Staff requirement can be served concurrently. Mobilized and temporarily recalled reserve officers are not eligible for ACCP.

b. Failure to select for promotion. Aviation officers in a failure of selection (FOS) status for promotion to the next higher pay grade are not eligible to apply for FTS ADHRB. Additionally, if an officer's promotion is being held in abeyance for any reason, bonus applications will be held until such a time that a final adjudication is made and officially promulgated.

c. Designator. Applicants for this program must be FTS unrestricted line aviators with a 1317 or 1327 designator.

d. Length of Service. By law, ACCP contracts may not extend beyond 25 years of aviation service (YAS). Therefore, aviators must not have exceeded 22 YAS at time of ACCP approval by PERS-4327.

e. FTS ADHRB applicants must be a LT or LCDR and must not be selected for or actually promoted to the rank of Commander (O-5) or above.

f. Designator Change/Lateral Transfer within the Navy. An officer who has been selected for, and has accepted, transfer to a designator other than 1317 or 1327 is not eligible to apply for FTS ADHRB.

g. Applicants must have completed an operational squadron tour (active or reserve component) as a designated pilot or NFO of at least thirty months duration.

h. Applicants must be serving in a squadron DH/wing staff billet on contract commencement date.

i. Aviation officers who received a prior bonus that obligates them through 15 years of service are not eligible for squadron DH/wing staff ACCP.

j. Aviation officers are eligible for only one FTS ADHRB. Officers who have received an ADHRB from the active component are allowed to apply for the FTS ADHRB as long as they meet all requirements in this enclosure.

k. Applicants must remain in an aviation designator (1317/1327) throughout the full period of ACCP obligation.

l. Applicants must be favorably recommended by their commanding officer or reporting senior.

m. All requirements for ACCP participation delineated in OPNAVINST 7220.9 apply. Final determination of an officer's FTS ADHRB eligibility shall be determined by PERS-4327.

6. ACCP Options

a. FTS ADHRB is available in 36 month contracts only.

b. To be eligible for the 36 month FTS ADHRB contract, an aviator must have more than 25 months remaining between the time that they meet the eligibility requirements set forth in this document and 30 September of O-5 in-zone fiscal year.

c. FTS ACRB contracts are not limited to the amount of time an aviator has remaining in an aviation DH or wing staff billet. The FTS ACRB is designed to obligate aviators beyond their initial FTS assignments.

d. Effective date of ACCP contract will be based on date the application is received by PERS-4327, commencement of qualifying duties at the eligible tour, or the ACCP NAVADMIN release date, whichever is later.

7. Prohibitions While Under FTS ADHRB Contract.

a. Lateral Transfer/Redesignation.

(1) Aviation officers obligated by an ACCP contract are not eligible to apply for the Lateral Transfer/Redesignation board or other programs that require a change of designator until they are within 12 months of expiration of FTS ADHRB obligated service.

(2) If selected for lateral transfer, redesignation, or other programs that require a change of designator, redesignation of the officer to the new community will not be executed, nor will the officer be released to the new community for duty, until completion of FTS ADHRB service obligation or PRD from current orders, whichever is later.

b. Inter-Service Transfer. Officers under FTS ADHRB contract are not eligible to apply for inter-service transfer out of the Navy until within 12 months of ACCP contract obligation expiration. The inter-service transfer will not be executed until after the ACCP obligation has expired.

8. Repayment Policy. In order to maintain ADHRB eligibility while under contract, an officer must remain on active duty in aviation service in the designator they held when signing their contract and continue to meet all eligibility requirements listed in this memo and in OPNAVINST 7220.9. When an officer fails to satisfy the terms of the contract, PERS-43 shall either: 1) seek repayment of the unearned portion of the bonus (e.g., service member misconduct); 2) allow the service member to keep bonus monies paid with no further payments (e.g. medical reasons not due to misconduct); or 3) pay the full amount of the contract (e.g., death or combat-related disability not due to misconduct). In addition to the repayment stipulations delineated in DOD FMR Volume 7A Chapter 2 and OPNAVINST 7220.9, the following conditions apply regarding an officer's continuing eligibility to receive ACCP once under contract.

a. Voluntarily declining of orders to an aviation FTS tour will render an aviator ineligible for any ACCP contract.

b. Detached for Cause (DFC), etc. An individual that is detached for cause, relieved, or removed from any PERS-4327 assigned billet for adverse reasons, is no longer ACCP eligible. Future FTS ADHRB installments, as applicable, will be cancelled and the member is subject to recoupment of unearned portions of prior installments. If ACCP eligibility is terminated for DFC

or other adverse circumstances, eligibility for any future ACCP offering will not be reinstated for any reason.

c. Death. In the event of the death of the service member, through no misconduct of his or her own, the unpaid portion of the ACCP contract will be awarded to the member's estate.

9. Application Procedures

a. FTS ADHRB applications must include the following items and no others (please do not submit any additional documentation not listed here):

(1) Signed FTS ADHRB contract. Please use the template available at <http://www.public.navy.mil/bupers-npc/officer/Detailing/fulltimesupport/Pages/Aviation.aspx>

(2) Endorsement on command letterhead from Commanding Officer or reporting senior.

b. Applicants must apply within the same fiscal year in which their eligibility date occurs and payment will begin after completion of 24 months in an aviation Department Head/Wing Staff billet in a permanent status starting after all prerequisite training has been completed.

c. ***The FTS ADHRB constitutes a binding legal contract.*** As such, applicants must sign and submit the FY14 FTS ADHRB contract exactly as written in the contract template. Formatting deviations are acceptable, but language or content deviations are not. Applications containing language or content deviations will be rejected.

d. Eligible candidates may submit applications via their Commanding Officer or reporting senior to:

COMMANDER NAVAL PERSONNEL COMMAND
PERS-4327
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-4300

e. Application via fax or email is authorized, but hard copy of the original application must be submitted to the PERS-4327 address above. If desired, please fax applications to (901) 874-2755 to the attention of LCDR Charles Minski, or email to charles.minski@navy.mil. Applications must be received at

PERS-43 by 31 August 2015. ***Applications for the FY15 FTS ADHRB will not be accepted after 31 August 2015.***

f. FTS ADHRB contracts will be considered binding as of the date of PERS-43 approval.

10. PERS-43 is the final adjudication authority for all ACCP program execution issues to include policy, eligibility, termination, and recoupment.

11. Points of Contact

For application questions:

LCDR Charles Minski at (901) 874-4146 / DSN 882-4146
E-mail: charles.minski@navy.mil

For policy questions:

CDR Jason McCoy at (901) 874-3605 / DSN 882-3605
Email: jason.mccoy@navy.mil