

DEPARTMENT OF THE NAVY  
Bureau of Naval Personnel  
Washington DC 20370-5000

BUPERSINST 1326.4B  
PERS-404  
14 February 1997

BUPERS INSTRUCTION 1326.4B

**From:** Chief of Naval Personnel  
**To:** All Ships and Stations (less Marine  
Corps field addressees not having Navy  
personnel attached)

**Subj:** ADMINISTRATION OF ENLISTED  
FLIGHT ORDERS/FLIGHT PAY

**Ref:** (a) OPNAVINST 3710.7Q (NOTAL)  
(b) Naval Military Personnel Manual (NAVPERS 15560C)  
(c) NAVRESFOR 1500.5D (NOTAL)  
(d) Manual of the Medical Department (MANMED P-117)  
(e) DOD Financial Management Regulation, Vol 7A (DODFMR  
VOL 7A)  
(f) Navy Pay and Personnel Procedures Manual (NAVSO P-  
3050)  
(g) Enlisted Transfer Manual (NAVPERS 15909F)  
(h) Manual of Navy Enlisted Manpower and Personnel  
Classifications and Occupational Standards (NAVPERS  
18068F, Volume II)  
(i) Procedures of the Board for Correction of Naval  
Records (NAVSO P-473)  
(j) SECNAVINST 7220.38E  
(k) BUMEDINST 5300.8 (NOTAL)  
(l) OPNAVINST 5350.4B (NOTAL)

**Encl:** (1) Naval Aircrew Designation Letter

**1. Purpose.** To publish instructions for the effective administration of flight orders for enlisted personnel of the United States Navy (USN). This instruction is a complete revision and should be reviewed in its entirety.

**2. Cancellation.** BUPERSINST 1326.4A.

**3. Background**

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References (a) through (l) contain information and guidance in regard to the administration and control of enlisted flight orders. They emphasize the flight and administrative requirements which must be satisfied before an enlisted member can perform duty involving flying and be eligible to receive hazardous duty incentive pay for such duty. To observe the basic principles governing flight pay for enlisted personnel and to ensure strict compliance with existing directives, all commanding officers must thoroughly understand and comply with references (a) through (l). Cognizant activities shall be thoroughly familiar with the contents of this instruction and ensure correct and equitable administration of enlisted flight orders.

**4. Application**

**a.** The provisions of this instruction are applicable to:

(1) Aviation Warfare System Operator (AW) rating personnel assigned under a Distribution Navy Enlisted Classification Code (DNEC) of 78XX.

(2) HM rating personnel assigned under a DNEC of 8401.

(3) Various rating personnel assigned under a DNEC of 82XX or 94XX.

(4) Enlisted personnel who qualify for special mission assignments under the provisions of this instruction.

**b.** The provisions of this instruction are not applicable to:

(1) Anti-Submarine Warfare Warrant Officer personnel. Basic guidance in this area may be obtained in reference (a).

(2) Officer or warrant officer personnel not qualified for aviation service, who are required by competent orders to perform regular and frequent aerial flight and are not entitled to aviation career incentive pay (ACIP), but are

entitled to monthly aviation hazardous duty incentive pay. Basic guidance in this area may be obtained in reference (b).

(3) Selected Reserves. Basic guidance in this area may be obtained in reference (c).

## 5. Definitions

**a. Aircrew.** A collective term which applies to all categories of personnel in a flight status either as crew members or noncrew members.

(1) **Designated Aircrew.** Those personnel who serve or have served in a flight status and have completed a CNO-approved course of instruction, formal or informal; have been designated in writing as a naval aircrewman; have officially recorded such crew member codes, Navy enlisted classification (NEC), or designators as appropriate; and are authorized to wear appropriate aircrew insignias. Designated aircrew are additionally categorized as active or inactive per subparagraph 8c.

(2) **Crew Member.** An individual who is physically qualified to fly per reference (d), participates regularly in aerial operations, and is assigned under duty involving flying as a naval aircrewman (DIFCREW) orders.

(3) **Noncrew Member.** Those personnel whose duties require frequent and regular participation in aerial flights to perform in-flight functions that cannot be performed by other members already under flight orders. Special mission flight orders duty involving flying (temporary) (DIFTEM) are authorized by allocation managers.

**b. Allocation Manager.** A major administrative staff delegated authority to control and administer enlisted flight orders, validate mission requirements for special mission and training, and ensure compliance with funding regulations for enlisted flight orders. Current allocation managers are Joint Chiefs of Staff (JCS), Commander Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), Commander Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT), Commander, Naval Air Systems Command

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(COMNAVAIRSYSCOM) Commander, Naval Air Reserve Force (COMNAVAIRESFOR), and Chief of Naval Air Training (CNATRA).

**c. Billets.** An authorized requirement on an activity's current Activity Manpower Document (AMD), which reflects a requirement for an aeronautically designated individual (DNEC 78XX, 82XX, 8401 or 94XX). Billets written for NEC 7801 or 8201 are authorized for student Unit Identification Codes (UIC) only. The primary responsibility of aircrewmen detailed to 78XX/ 82XX/ 8401/ 94XX billets is to support the station/squadron mission. Individuals assigned temporary additional duty (TAD) (e.g., first lieutenant) or additional duty (ADDU) (e.g., station security, barracks master-at-arms, etc.) are required to maintain qualifications and flight-related duties in support of the primary mission of the command to which permanently attached.

**d. Competent Flight Orders.** Orders to duty involving flying issued by competent authority as defined by subparagraph 6d.

(1) **DIFCREW.** Duty in a flying status involving operational or training flights as an enlisted crew member. Enlisted personnel are so ordered by Bureau of Naval Personnel (BUPERS) or Naval Reserve Personnel Center (NAVRES-PERSCEN) or their DNEC of 78XX, 82XX, 8401, or 94XX.

(2) **DIFTEM.** Duty in a temporary flying status performing special mission duties as a non-crew member. Enlisted personnel are so ordered in accordance with paragraph 6d(3) of this instruction.

**6. Determinations Affecting Entitlement to Flying Pay**

**a. Entitlement.** Enlisted personnel under competent orders to participate in regular and frequent aerial flights as crew or noncrew members, are entitled to flying pay for such duty per reference (e).

**b. Purpose.** The basic purpose of flight pay is to monetarily compensate individuals for their performance of

hazardous duty involving frequent and regular participation in aerial flight.

**c. Background.** 37 U.S. Code 301 (NOTAL) provides monetary compensation for the performance of hazardous duty involving frequent and regular participation in aerial flights to enlisted personnel under competent orders in either of two categories:

- (1) Crew member.
- (2) Noncrew member.

**d. Competent Authority to Issue Orders.** Authority to issue orders requiring performance of flying duty is delegated by the Secretary of the Navy to specific commanders within the naval service. Such delegations are contained in personnel administrative regulations and are further delegated as follows for enlisted personnel:

- (1) BUPERS shall issue enlisted crew member orders for all USN and those United States Naval Reserve (USNR) personnel under their cognizance.
- (2) Naval Reserve Personnel Center (NAVRESPERSCEN) shall issue enlisted crew member orders to personnel under their cognizance.
- (3) BUPERS delegates authority for issuance of special mission flight orders (DIFTEM) to commanding officers of units having flight requirements which qualify under this directive and for which funding has been approved by the appropriate allocation manager.

**e. Authority to Activate or Initiate Flight Orders.** Authority to activate duty in a flying status involving operational or training flights as an enlisted crew member (DIFCREW) or initiate special mission flight orders (DIFTEM) rests with the commanding officer or officer acting in the absence of the commanding officer. The officer in charge of a deployed unit or detachment may administer flight orders to personnel within the detachment, providing that such authority has been so delegated by the commanding officer. Commanding

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officers, acting commanding officers, or officers in charge shall not withhold activation of crew member orders issued by BUPERS or their authorized representative, unless suspended from flying duties as provided by paragraph 11.

**f. Determining Start Date for Crew Member Flying Pay.** A crew member is entitled to flying pay on and after the date the member initially reports for duty under competent orders, subject to meeting flight requirements. Students are not entitled to flight pay until "in-flight" portion of training commences. This pay continues from the start date, without interruption, as long as the member remains qualified under the provisions of this instruction.

**g. Continuation of Crew Member Flying Pay.** When a member in a flying status is on authorized leave in a pay status, on temporary duty (TDY), or in a travel status (including delay en route on change of station); and flying orders remain in effect (DIFCREW to DIFCREW assignments), and the member meets or has met flight requirements, or flight requirements do not apply, then flying pay continues for the period of leave, TDY, or for the period of travel per reference (e).

**h. Termination/Suspension of Crew Member Flying Pay**

(1) Crew member flying pay shall terminate on the day, month, and year of permanent change of station (PCS) transfer if the member's transfer directive does not specifically contain the DIFCREW authorization for the subsequent assignment.

(2) Crew member flying pay shall terminate upon issuance of enlisted order modification or flight status change deleting authorization for crew member orders (DIFCREW).

(3) Crew member flying pay shall terminate upon approval of suspension, recommendations per references (b), (d), (e), (f), or paragraph 11.

(4) Crew member flying pay is suspended if the member becomes disqualified for flying duty per references (a), (b), (g), or the provisions of this instruction.

**i. Flight Time Requirements.** A crew member must perform the minimum aerial flights or hours per reference (e) for pay purposes. DIFCREW personnel (DNEC 78XX, 82XX, 8401, 94XX) are authorized to bank flight time and use the grace periods per reference (e).

**7. Eligibility Requirements.** For initial eligibility requirements, see reference (b) section entitled "Aircrew Program."

**a. Crew Member**

- (1) Must be a volunteer for flying duty.
- (2) Must be physically qualified for flying duty per reference (d).
- (3) Must be assigned to DIFCREW status by BUPERS or NAVRESPERSCEN.
- (4) Must possess valid 8201/82XX, 7801/78XX, 8401 or 94XX NEC. NEC 7801/8201 shall only be authorized upon completion of mandatory course Q-050-1500 (Naval Aircrew Candidate School) per reference (h).

**b. Noncrew Member**

- (1) Special Mission Personnel
  - (a) Must be a volunteer for flying duty.
  - (b) Must be physically qualified for flying duty per reference (d).
  - (c) Must obtain special mission authorization per paragraph 14. Allocation managers are charged with the responsibility of determining special mission qualifications and command mission requirements for uncoded noncrew member skills, using the following guidelines:

1. Very Important Person (VIP) Support.  
VIP support personnel are required to be aboard aircraft for the

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specific purpose of supporting the VIP mission assigned. These individuals will include only personnel who are not already under crew member flight orders (e.g., Mess Specialist (MS), Hospital Corpman (HM), and Yeoman (YN)).

2. Flag Support. Those personnel who are required to be aboard flag aircraft for the specific purpose of supporting flag functions (e.g., YN and MS).

3. Quality Assurance/Maintenance Fault Isolation. Those individuals who are required to be aboard aircraft for the specific purpose of performing in-flight maintenance certification or troubleshooting, or for installation, test or evaluation of airborne technical equipment.

4. Communication Specialist. Those personnel required to perform essential in-flight monitoring, test, calibration, or evaluation of airborne radio equipment.

5. Photo Specialist. Those personnel who are required to perform aerial photographic functions which are assigned by higher competent authority and cannot be performed by those personnel currently under flight orders.

6. Research and Development. Those individuals required to be aboard aircraft for the specific in-flight purpose of research and development of airborne equipment which cannot be performed by other members already under flight orders.

7. Medical Specialist. Those personnel required to perform in-flight medical assistance which cannot be provided by personnel already under crew member flight orders.

8. Circumstances Not Listed. In rare and unusual instances, the allocation managers may approve special mission flight orders for circumstances not listed. In such instances, the allocation manager shall forward command justification to BUPERS (Pers-404E) for review. The justifications shall be retained as a means of determining changing special mission requirements. They may be used as



substitution for special mission reporting procedures contained here.

**9. Abuse of Special Mission Flight Pay.**

Special mission flight pay is not justified in any case where an individual is ordered to fly merely to meet in-flight requirements for pay purposes, or as a reward for long, faithful, or unusual service; or for ground personnel who are transported from work site to work site merely for the purpose of aircraft repairs; nor is it justified in the case of repositioning maintenance personnel, or for such duties as couriers, sentries, or messengers; or where sufficient DIFCREW personnel are assigned and are capable of performing required tasks. Commanding officers shall be responsible for ensuring there is no abuse of special mission flight pay.

**8. Aircrew Designation.** Aircrew designation requires command certification of a member's qualification as a naval aircrewman.

**a. Eligibility.** To be eligible for aircrew designation, individuals must meet the following criteria:

- (1) Be qualified as a crew member per paragraph 7a.
- (2) Successfully meet the operational standards for designation prescribed by CNO.
- (3) Must meet evaluation criteria per reference (g).
- (4) Successfully complete a CNO-approved aircrew training syllabus and/or course of instruction, as applicable.

**b. Designation Procedures.** Upon aircrew qualification, the following procedures shall be accomplished:

- (1) Commanding officers shall ensure the recording of the proper NEC.
- (2) For aviation commands:
  - (a) Commanding officers shall certify that all criteria for designation per references (a), (b), and this

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instruction have been met. Upon certification of all requirements, commanding officers shall prepare an aircrew designation letter per enclosure (1) and present it to the member with the aircrew breast insignia. Designation authority may not be delegated "By direction."

(b) A copy of the aircrew designation letter shall be forwarded to BUPERS (Pers-404E)/NAVRESPERSCEN (Code 30) for review of requirement completion and preparation of certificate of designation. Designations awarded in error will be revoked pending completion of requirements.

(3) For non-aviation commands:

(a) Members of non-aviation commands will receive designation letters from the commanding officer of the aviation command conducting the initial Naval Aviation Training Operational Standards (NATOPS) qualification. Commanding officer of non-aviation command shall present the aircrew designation letter and aircrew breast insignia to the member.

(b) A copy of the aircrew designation letter shall be forwarded to BUPERS (Pers-404E)/NAVRESPERSCEN (Code 30) for review of requirement completion and preparation of certificate of designation. Designations awarded in error will be revoked pending completion of requirements.

### **c. Designated Aircrew Categories**

(1) **Active.** Member is currently qualified in all respects as a crew member and is serving under DIFCREW orders.

(2) **Inactive.** Member who has qualified as an active aircrew member but who is not currently assigned in DIFCREW status. This term does not apply to noncrew members who have in the past served in a flight status but have not qualified for aircrew designation. Active and inactive aircrew members retain NEC codes and aircrew designations, and are authorized to wear the aircrew breast insignia unless they have been disqualified under the provisions of paragraph 14. Medical disqualification is excluded except for members that do not meet body fat standards required by reference (d).

## 9. NEC Requirements and Submission

a. Personnel who possess a 78XX, 82XX, 8401, or 94XX NEC (less 7801 or 8201) are normally distributed and assigned to activities reflecting a requirement for that DNEC. It is, therefore, mandatory that each activity ensure correct monitoring of the 78XX, 82XX, 8401, and 94XX DNECs within its cognizance.

b. The vast majority of aircrew NECs are automatically awarded by the Navy Integrated Training Resource and Administration System (NITRAS) upon the completion of mandatory formal instruction listed by Course Identification Number (CIN)/Course Data Processing Code (CDP) for each NEC in reference (h). Those aircrew NECs not awarded via NITRAS will be assigned in accordance with procedures contained in reference (h) upon the completion of on-the-job training. The awarding of an aircrew NEC indicates the successful completion of the CNO-prescribed training and not the positional qualification of the individual. Personnel serving under DIFCREW flight orders shall be allowed a maximum of 18 months from the date of reporting on board for duty at their permanent duty station or 18 months from the time training was commenced for command-nominated personnel to positionally qualify for their DNEC.

(1) DIFCREW flight orders for personnel who fail to qualify for their DNEC within the allotted 18-month period shall be suspended per paragraph 11, unless the member has requested or has received approval for a waiver of in-training period as provided by reference (a).

(2) All aircrew training requirements leading to the awarding of an aircrew NEC are reviewed in accordance with OPNAVINST 1500.69 (Navy Training Requirements Review-NTRR) and OPNAVINST 1500.66 (AIRCREW Training Requirement Review-ATRR) (NOTAL). ATRR program objectives are to review formal and practical school curricula, identify training deficiencies, and initiate program actions to achieve effective, coordinated and standardized training. The review process also ensures planned skill progression between "A" schools, pipeline training, and fleet follow-on training. All aircrew NECs are thoroughly

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reviewed on a 3-year basis, although changes may be submitted to CNO (Code N889F6), via the appropriate FRS/Training agent chain of command, during the annual curriculum review.

**10. One Hundred and Twenty Day-Advance Notification Prior to Termination of Crew Member Flight Status**

**a.** Enlisted crew members under DIFCREW orders shall be accorded at least 120 days advance notification prior to being involuntarily removed from flying duty through no fault or action of their own.

**b.** The 120-day notification requirement does not apply to involuntary removal from enlisted flying duty for cause or disqualification (i.e., performance, medical, disciplinary infractions, non-volunteer). Compliance with the provisions of references (e) and (f) and paragraph 11 are required.

**c.** The 120-day notification does not apply to noncrew member personnel.

**d.** Documentation of the requirement to perform enlisted flying duty and removal from such duty shall be by issuance of competent orders. The use of orders with specific termination of dates will be used whenever flying duty is known to be less than 120 days in duration.

**e.** Advance individual notice of removal from enlisted crew member flying duty shall be written by competent authority. Initial notification may be verbal, provided a suitable memorandum for the record is made and is later followed in writing.

**f.** Commanding officers shall ensure that all rating personnel in a crew member flight status (DNEC 82XX/8401/94XX) are furnished 120-day written advance notification prior to the respective member's projected rotation date (PRD), scheduled decommissioning of the activity, or scheduled change in the unit's activity manpower document which deletes 82XX billets, advising the member of the expected flight status termination. (Note: As opposed to the various rating personnel assigned in a flight status under a DNEC of 82XX, 8401, or 94XX, AW's may only

be assigned to flight billets unless individually disqualified. Accordingly, they are always assigned to duty involving flying and the 120-day advance notification is not required.)

**g. Exceptions**

(1) Advance notification may be less than 120 days when:

(a) The service member may voluntarily waive the advance individual notice of 120 days by so stipulating in writing to BUPERS (Pers-404E) via the member's commanding officer. (Note: A member is said to have waived 120-day notice when requesting duty which will affect his or her eligibility for flight duty (i.e., rating conversion, humanitarian reassignment, special program assignment, assignment through parent rating detailer, etc.)

(b) Additional exceptions to the 120-day advance notification will be considered on a case-by-case basis, only by BUPERS. The command to which the individual is attached will submit, by message or letter, a request for exception to the 120-day requirement to BUPERS (Pers-404E) with full explanation, and after considering all possible alternatives.

(2) Flying pay may be continued for 120 days although advance notice is less than 120 days without regard to flight requirements.

(a) Executive Order 11157, as amended (37 U.S.C. 301(a)(1)), grants the authority to prescribe that an enlisted crew member who is involuntarily removed from flying duties, under circumstances prescribed by Department of Defense (DOD) regulations, with less than 120-day advance notification, be deemed to have fulfilled all of the requirements for payment of incentive pay for aerial flight duties for a period of up to 120 days from the date of notification of such removal.

(b) This authority will be used as an exception to the 120-day advance notification policy under unusual and compelling circumstances, such as national emergencies, short notice unit deactivation, and manpower authorization reductions,

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when it is not possible to give 120-day advance notice of removal from flying duty.

**h.** Termination notification and exceptions shall be recorded on NAVPERS 1070/613, Administrative Remarks.

**i.** Failure to adhere to the intent and letter of the 120-day notification violates the will of the Commander-in-Chief of the United States Armed Forces, the will of the Congress, and the policy of the Secretary of Defense.

**11. Suspension and Revocation of Disqualified Aircrewmembers.** An enlisted aircrewman shall be suspended from flying duties (grounded) for lack of medical or operational qualifications and for serious disciplinary infractions. To permanently remove an aircrewman from flying duty (DIFCREW order revocation), the following sequence of events is mandatory:

**a.** Commanding officer suspends member from flying duty and ensures member is counseled per reference (b), article 1410240.

**b.** Commanding officer recommends revocation of DIFCREW orders by message directly to BUPERS (Pers-404E) or NAVRESPERSCEN (Code 30), as appropriate, with a copy of the suspension letter forwarded to the disbursing officer concerned. Messages recommending revocation of flight orders shall contain the following:

(1) Full justification for revocation. Examples include: Non-qual/requal, non-volunteer, medical disqualification, serious disciplinary infraction. References (b), (k), and (l) refer.

(2) Commanding officer's evaluation of causative factors.

(3) Effective date of suspension.

(4) Command's recommendation on member's future status (assignment and/or rating conversion per references (b) and (g)).

(5) Applicability of the 120-day advance notification requirement.

(6) In case of non-volunteer action, a certified copy of NAVPERS 1070/613 shall be submitted by separate action following revocation recommendation message. Per reference (g), aircrew personnel who withdraw as volunteers from flying duty during an established aircrew tour shall be reassigned to a minimum activity tour at sea or prescribed sea tour, whichever is greater, in accordance with fleet commander's manning priorities. The following circumstances constitute non-volunteer action:

(a) Members who at any time refuse valid aircrew orders will be considered non-volunteers. This includes members who refuse to obligate service (OBLISERV) for orders.

(b) Members who drop-on-request (DOR) from any part of aircrew training, except Rescue Swimmer School, will be considered non-volunteers.

(7) Commanding officer may request medical revocation based on recommendation of local board of flight surgeons' findings, while awaiting formal navy aeronautical and medical institute (NAMI) review process. Submit copy of board recommendation to BUPERS (404E) or NAVRESPERSCEN via separate correspondence (SEPCOR). After BUPERS/NAVRESPERSCEN receives request, the cognizant detailer will administratively generate requisition to expedite relief aircrewman arrival.

c. Reassignment of members disenrolled from any part of aircrew training to an aircrew tour shall be determined by BUPERS or NAVRESPERSCEN, as appropriate.

d. BUPERS or NAVRESPERSCEN, as appropriate, will notify the commanding officer if the orders are or are not to be revoked. Commanding officer will then remove the suspension or report revocation to the disbursing officer concerned.

e. A member who is disqualified from flying duty when in a crew member status shall not be retained against a flight billet per reference (g).

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f. A member disqualified for medical reasons will retain aircrew designation and eligibility to wear the aircrew breast insignia, however, all aircrew-related NECs shall be administratively removed by BUPERS or NAVRESPERSCEN. A member disqualified for any other reason shall lose aircrew designation and is no longer entitled to wear the aircrew breast insignia.

**12. Reinstatement of Disqualified Aircrewmen.** Applications for reinstatement must be approved by BUPERS or NAVRESPERSCEN, as appropriate, prior to the member being reassigned to a flight status. Decisions for reinstatement shall be based on the member's demonstrated ability, performance, dedication since revocation and the total manning requirements for the Naval Aircrew Program. If a member is disqualified for duties involving flying per paragraph 11, the following applies:

a. A member disqualified for medical reasons is eligible to return to flying duty upon determination that member is qualified in accordance with Bureau of Medicine and Surgery directives. To expedite this process, the commanding officer may request reinstatement based on recommendation of local board of flight surgeons' findings, while awaiting formal NAMI review process. Submit copy of board recommendation to BUPERS (404E) or NAVRESPERSCEN via SEPCOR.

b. A member disqualified for lack of operational qualifications, shall not be reinstatement-eligible for a minimum of 2 years.

c. A member who has been revoked as a result of a non-volunteer action shall not be eligible for reinstatement.

d. If an AW is permanently revoked, voluntarily or involuntarily, the member is not eligible to remain in the AW rating and must immediately request change to another rating.

**13. Billet Changes Affecting Crew Member Personnel.** Crew member personnel are assigned based on billet requirements. Therefore, when a member is serving in a DIFCREW status and billet deletions or changes are effected, commands shall:



**a.** Notify the member concerned of possible flight status termination as a result of the expected billet deletion or change per paragraph 10.

**b.** Notify BUPERS (Pers-404E) within 30 days of the approved billet change of the command's intention to transition the member concerned to new flight duties or to make the member available for reassignment per reference (g). Commands shall include the date of the 120-day notification specifying the beginning and expiration dates.

#### **14. Allocation of Enlisted Flight Orders**

**a.** The overall enlisted crew member budget is governed by the number of flight billets authorized by paygrade within Congressional limitations and Chief of Naval Operations (CNO)-approved command manpower requirements. BUPERS shall administer all crew member flight orders and accounting based on billet ceilings, funding limitations, and such other restrictions which may be required by higher authority.

**b.** BUPERS or NAVRESPERSSEN shall not authorize crew member status if the command does not reflect a requirement for that aircrew skill on the current CNO-approved activity manpower document except in exceptional circumstances (e.g., aircraft transition where billets have been approved but have not become effective; and due to long lead-time training requirements, the member arrives prior to the effective date of the billet authorization).

**c.** BUPERS shall allocate special mission noncrew member funds to the following allocation managers based on budget limitations and priority of requirements:

Joint Chiefs of Staff

Commander, Naval Air Force Atlantic

Commander, Naval Air Force Pacific

Commander, Naval Air Systems Command

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Chief of Naval Air Training

Commander, Naval Reserve Force

Special mission authorizations:

(1) Noncrew member special mission flight orders shall be available upon specific request to the appropriate allocation manager. Requesting commands must forward complete justification for special mission requirements to the appropriate allocation manager, as set forth in subparagraph 7b(2).

(2) Those commands requesting special mission noncrew member funds and who are not under the jurisdiction of an allocation manager may petition their administrative chain of command.

(3) Special mission allocations are authorized only for 1 fiscal year or portion thereof. They may not automatically be carried forward into the next fiscal year. It is, incumbent upon commands to petition for renewal of special mission allocations, as appropriate.

d. All crew member and noncrew member allocations shall be on a semi-fiscal year basis. In the event of delayed fiscal year budget approval, BUPERS will only authorize sufficient funding needed to maintain operations.

**15. Reporting Procedures for Enlisted Flight Orders.** The accounting cycle for enlisted flight order funds allocated for specific aircrew disbursements shall be accomplished as follows:

a. BUPERS shall authorize crew member funds and provide accounting via personnel distribution information; the Joint Uniform Military Pay System (JUMPS); the Military Personnel, Navy Financial Systems (MFS); and the Source Data System (SDS).

b. Commands in receipt of special mission flight order allocations shall report expenditures monthly to their allocation manager.

**16. Budget Submissions.** Allocation managers shall submit to BUPERS (Pers-404E) budget requests for the upcoming 6-month periods of 1 October to 31 March and 1 April to 30 September, no later than 1 September and 1 March, respectively. Justification for special mission requirements shall be available if so requested. Special mission expenditures for periods ending 31 March and 30 September should be included in the request.

**17. Records Requirements**

**a.** All commanding officers of units operating aircraft and/or having active crew members on board, or who are in receipt of allocations for noncrew member flight pay, shall maintain a complete record of all personnel making flights and training received, as required by reference (a).

**b.** Annually and upon detachment, a summary of total flight time shall be made on the individual's NAVPERS 1070/613, as required by reference (b).

**c.** All DIFCREW personnel shall record all flight activity as required by reference (a) while in an active DIFCREW status.

**18. Flight Order Audit Board**

**a.** Commanding officers of all units or stations having active crew or noncrew members on board are directed to ensure adequate control and recording of flight order funding and personnel administrative requirements as required by reference (a).

**b.** The following guidelines are the minimum requirements for all audit boards:

**(1)** Review copies of appropriate NAVCOMPT forms transmitted during the month (i.e., 3062, 3067, 3068, 3069, etc.). Do not retain original documents for the audit.

**(2)** Ensure that all members receiving flight pay have met the minimum flight time required by reference (e) and following subparagraph 6i.

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(3) Ensure the Enlisted Distribution Verification Report (EDVR) reflects current Navy Enlisted Classification (NEC) per reference (h) and this instruction.

(4) Ensure proper special category (SPECAT) coding is in compliance with reference (g). If SPECAT "P" is not assigned, contact Pers-404E to update.

(5) Ensure special mission funding has been approved by the allocation manager and that budget limitations have not been exceeded.

(6) Ensure that the requests for 78XX/82XX/8401 crew member NEC's for which member has qualified are submitted and approved.

(7) Ensure those crew members who are involuntarily removed from flight status (i.e., DIFCREW orders cancelled) are provided 120-day notification in accordance with paragraph 10.

(8) Review Naval Aviation Training and Operational Procedures Standardization (NATOPS) qualifications and ensure that physical, psychological, and physiological training qualifications are complete and current.

(9) Ensure recording of annual flight time and current qualifications as required by reference (b), article 1410240.

(10) Ensure that the flight order list is current and properly published per reference (a).

**19. Letters of Remission and Application for Correction of Naval Records.** When an overpayment occurs clearly as a result of an administrative oversight, e.g., when the NAVCOMPT 3062, Orders for Hazardous or Special Duty, is inadvertently not prepared until after the fact, an application for record correction may be submitted per reference (i). If an erroneous payment exists for any other reason, e.g., an unauthorized expenditure in excess of the amount authorized, a letter request for waiver considerations may be submitted per reference (j). When submitting requests under references (i) and (j), full

documentation and command endorsements must be provided to correct flight pay entitlements.

**20. Reports and Forms**

**a.** The reporting requirements contained in paragraphs 15 and 16 are exempt from reports control by SECNAVINST 5214.2B.

**b.** The following forms are available in the Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms:

(1) NAVCOMPT 3062 (Rev. 8-72), Orders for Hazardous or Special Duty (OCR), S/N 0104-LF-710-6300;

(2) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991.

**c.** Activity manpower document (AMD) is forwarded to users by the originator.

S. R. LOEFFLER  
Deputy Chief Naval Personnel  
Acting

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**BUPERSINST 1326.4B**  
**14 February 1997**

NAVAL AIRCREW DESIGNATION LETTER

SSIC  
Ser  
Date

From: (Unit)  
To: (Rate, Name, Service, SSN)

Subj: NAVAL AIRCREW DESIGNATION

Ref: (a) OPNAVINST 3710.7Q  
(b) BUPERSINST 1326.4B  
(c) MILPERSMAN, article 1410240

1. Having met the requirements of references (a) through (c), you are hereby designated as a Naval Aircrewman effective (date).

2. This designation carries the special recognition of your outstanding effort in qualifying as a Naval Aircrewman. Congratulations.

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Commanding Officer

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