

## 18 Year Gate Waiver Request Instructions (for Continuous ACIP)

1. Use OPNAVINST 7220.18 enclosure 4 as your template, but please read this entire primer carefully and follow these instructions as you fill out the letter, and as you prepare a draft endorsement for your CO or reporting senior to sign.
2. The window for submitting a gate waiver opens one year prior to the gate in question, and closes two years after the gate in question. However, per SECNAVINST 7220.87, ACIP lost between a failed gate and the submission date of a waiver request is not payable upon waiver approval! Lost ACIP in these cases will only be back-paid to the date that PERS-43 receives the waiver request. *So get the waiver request submitted **before** the gate passes.*
3. Officers who have fewer than 120 MOF at the 18 year gate will be considered for a “**low gate**” waiver, which, if granted, will entitle them to continuous ACIP through **22 years** of aviation service. Officers who have more than 119 but fewer than 144 MOF at the 18 year gate will be considered for a “**high gate**” waiver, which, if granted, will entitle them to continuous ACIP through **25 years** of aviation service.
4. To calculate when the gate occurs, simply add 18 years to your Aviation Service Entry Date (ASED). ASED is the first day you report to a squadron/wing/unit that physically possesses aircraft for the purpose of flying. For most Naval Aviators and Naval Flight Officers this will be the date that they reported to a training wing or squadron for primary flight training. ASED is viewable on the Officer Data Card (ODC) on BuPers Online, in block 27.
5. Again, please refer to the template in the OPNAVINST for formatting. Below are instructions on how to count up the months of your aviation service career so that your letter matches the official way that policy directs us (PERS-435) to count up months in order to determine continuous ACIP eligibility.
6. **Aviation Commissioning Date (ACD) and Aviation Service Entry Date (ASED).** See blocks 26 and 27 on your Officer Data Card, available on BuPers Online. Remember, ASED is the day you report to a flying activity...API does not count as “aviation service”. If the dates listed on your ODC do not match what you believe to be correct, contact your detailer or call PERS-435 at (901) 874-3484.
7. **“Total MOF performed.”** Please add three subsections to this part of the letter, so that it reads:
  - c. Total MOF performed:
    - i. At my 12 year gate: XX
    - ii. At my 18 year gate: YY (if the gate will happen in the future, add the word “projected” in parenthesis)
    - iii. As of the date of this letter: ZZ

See below for guidance on how to count up the months. When listing your MOF count at the 12 year gate, remember that the month in which you earn your very first MOF in your career cannot also count 12 years later as a MOF earned prior to the gate. To illustrate: an officer who reported to primary on 5 January 2000 earned his first MOF in January of 2000; it makes logical sense then that January of 2012 cannot count as a MOF achieved prior to the gate. This is because the gate occurs on a specific day—the 5<sup>th</sup> of January 2012, in this case. Assuming continuous DIFOPS time throughout, this officer’s MOF count could not possibly be 145 in 12 years. His MOF would be 144 at the 12 year gate, and his 145<sup>th</sup> MOF (January of 2012) would not technically accrue until he was past his 12 year gate. Conversely, an officer who reported to primary on 25 January 2000 would not have earned her first MOF until February 2000; therefore, January of 2012 would count as a full month inside of her 12 year gate (and as a MOF credit, if she spent it on DIFOPS orders). Ditto for the 18 year gate. See below for determining situations involving reporting or detaching on the 15<sup>th</sup> of the month.

8. **Where to Start Counting Months.** Begin your list of DIFOPS and DIFDEN tours *at your ASED* (so your earliest tour listed should always be a DIFOPS tour). Do not list any tours prior to when you actually began flying Navy airplanes. Do not list API. Do not list any TDY or anything else for which you were not issued a set of DIFOPS or DIFDEN orders (ie GSA assignments should be listed, but IA should not). For uncommon command names—especially DIFDEN tours in various places—please spell out the name of the command in full in plain language to help us understand what it was. Squadrons, ships, etc can be annotated with the usual abbreviations, since everyone handling the request is familiar (VT-9, USS PELELIU, etc).

## 9. How to Count the Months.

a. These directions are based on three basic principles:

i. You receive months of operational flying (“MOF”) credit not for doing flying, but for being under Duty Involving Flying (“DIFOPS”) orders;

ii. You are considered to be under your *next* set of orders effective the day after the date of your “Detachment of Individual” fitness report (or fitness report extension letter) from your previous command. (Therefore time spent doing intermediate stops while en route to a flying tour counts as MOF, but I-stop time en route to a DIFDEN tour does not.)

iii. There are no fractional months in the counting of MOF. Months that are split between DIFOPS and DIFDEN tours are awarded in their entirety to one or the other tour, according to the following rule, from OPNAVINST 3710.7U: *“Operational flying duty time shall be credited in months. So far as fractions of months are concerned, the 15th day of the month is the breakeven point for crediting or not crediting a month. Detachment from operational flying duty after the 15th day of any month or assignment to operational flying duty on or before the 15th day of any month entitles a member to credit for the entire month. The date a member signs out or otherwise vacates an assignment will be used as the date of detachment. The next day will be used as the date of assignment.”* - OPNAVINST 3710.7U, section 11.3.2 paragraph b.

Or, in other words, to get a MOF credit for a month during which an officer transfers from DIFOPS to DIFDEN, his or her detaching FITREP must be end-dated on the 16<sup>th</sup> or later; and to get MOF credit for a month during which an officer transfers from DIFDEN to DIFOPS, his or her detaching FITREP must be end-dated on the 14<sup>th</sup> or earlier.

b. So, when filling out paragraphs 1.d. and 1.e. of the waiver request letter, be sure to award entire months of DIFOPS time accurately according to the guidance above.

c. Ensure that every month, from your first MOF to the date of your letter, is included exactly once somewhere in your list of DIFOPS and DIFDEN tours. (For example never list a tour as “Jan 00 – Dec 00” and the next tour as “Dec 00 – Dec 01”. The reason for this is to make crystal clear, to all of the various people who review gate waiver requests, how the official MOF count was arrived at.)

d. It is obviously less crucial to get the complicated mid-month breakdown above correct when calculating MOF during transfers from DIFDEN-to-DIFDEN or DIFOPS-to-DIFOPS, because the month in question is going to count as MOF (DIFOPS-to-DIFOPS) or not count (DIFDEN-to-DIFDEN) no matter what. In these cases please just ensure that you list the transfer month only once, as a part of the tour that you spent more days in.

10. Paragraph 2. Please make it read as follows:

For the “high gate” waiver: “I understand that a waiver, if granted, will preserve my entitlement to continuous ACIP **through my 25<sup>th</sup> year of aviation service; and does not add any MOF to my record.**”

For the “low gate” waiver: “I understand that a waiver, if granted, will preserve my entitlement to continuous ACIP **through my 22<sup>nd</sup> year of aviation service; and does not add any MOF to my record.**”

*These changes are to make the thing make sense for an 18 year gate. Paragraph 2 of the template was written for the 12 year gate.*

11. Paragraph 3. Pretty well self-explanatory in the template.

12. The CO’s endorsement.

a. OPNAVINST 7220.18 does not mention an endorsement of the gate waiver request. (Please be careful not to use the language in the template for the conditional flight hour verification letter, which appears, quite confusingly, as the first page of enclosure 5 of the OPNAVINST, directly after the gate waiver request letter template. This example may be used for header formatting, but please do not make your skipper sign something that says “I have ensured that the enclosed flight hour submission is complete and accurate.” That does not make sense.) The requirement for CO endorsement of gate waiver requests comes from the SECNAVINST 7220.87, which states that gate waiver requests must be ‘endorsed by the chain of command’.

b. There is no template for the CO/reporting senior endorsement of the gate waiver. Please do not request one from PERS-435. If you are approaching or past your 18<sup>th</sup> year of aviation service and you have not learned to draft a simple endorsement letter, please seek assistance from your nearest administrative office.

c. Endorsements must be on command letterhead.

d. Endorsements need not contain anything other than the CO/reporting senior's statement that the request is forwarded with a recommendation of approval (or not).

e. If COs wish to include more in their endorsement, this can be an appropriate place for descriptions of why you were detailed to non-flying billets; why the Navy needed this officer to take this hard staff job, or this tough non-flying sea duty, etc. Generic statements about the quality of the officer will not generally improve the chances of waiver approval; but explanations of why the DIFDEN tours were necessary, and therefore why the SECNAV should approve the ACIP for the officer who did not meet the MOF, may improve those chances. (Also, any officer who wishes to include his or her own explanation of their own DIFDEN tours that were "hard fills" or needs of the Navy etc may do so by simply adding a paragraph to the waiver request letter.)

13. **Submission method.** Please mail originals of the waiver request letter with endorsement to: COMMANDER NAVY PERSONNEL COMMAND, PERS-435, 5720 INTEGRITY DRIVE, MILLINGTON TN 38055-4300. To confirm receipt, it is also recommended that you scan and email your request and endorsement to [acipandaccp@navy.mil](mailto:acipandaccp@navy.mil). Remember that gate waiver authority belongs to SECNAV, and may not be delegated. For this reason waiver requests can take six months or even more for adjudication, as they are routed from PERS-435 through PERS-4, CNPC, N130, CNP staff, ASN(M&RA), and then SECNAV's office. Please be patient, and please get your waiver requests in early....you can submit as soon as you are within a year of your gate.