

ASSIGNMENT INCENTIVE PAY (AIP) FREQUENTLY ASKED QUESTIONS

Updated: 03 December 2019

What is Assignment Incentive Pay (AIP)?

AIP is a monthly incentive pay designed to attract volunteers to fill jobs/billets that have been identified as historically difficult to fill and are authorized for the incentive.

Where can I find additional information about the AIP Program?

The most current policies, procedures, guidance and AIP Eligibility Chart are provided on the [NPC AIP Website](#) under Career Info, Pay and Benefits, AIP.

How do I apply for an AIP Job?

A Sailor who is in their rotation window reviews available jobs on MNA. If a job is identified with an AIP indicator as being AIP eligible, the Sailor must submit an application with a valid bid. A bid is the amount of money, up to the max allowable for that job that each Sailor is willing to accept to go to the AIP assignment. The Detailer reviews all eligible applications and makes the best selection. Orders are issued to the selected applicant. The Orders will contain the Sailors AIP bid amount. Commands with Sailors ordered to an AIP eligible command should ensure that the AIP authorization is contained in the orders, even if the amount is "\$0.00".

How Do I apply for an AIP Job if the CCC or MyNavy Assignment (MNA) is unavailable?

When MNA is unavailable, the Sailor **must submit a request, in writing**, to keith.tucker@navy.mil or fax to DSN 882-3545/Comm (901) 874-3545. The request must contain the following information:

Sailor's rate and full name:

Name of command applying for:

UIC of command applying for:

BSN of command applying for:

Rate of Job applying for: **(Rate or Skill)**

AIP bid amount: **(Bid amount must be in increments of \$50.00. A \$0.00 bid is an acceptable bid).**

All requests **must be received prior to the MNA application closing date.**

AIP Eligibility Date: The MNA Cycle Application Start Date is the date used to determine if you are eligible for AIP. You must apply in MNA, be selected and issued orders to an AIP command to be eligible for AIP. If you negotiated for and accepted orders or if orders were issued prior to this date, you are not entitled to AIP. This policy has no "grandfather" clause.

What amount can I bid?

MNA has a pull-down menu with bid values from \$0.00 to the maximum bid allowed, in \$50 increments from which the Sailor can select.

How much AIP will I receive?

If you are selected for the assignment, you will receive your bid amount for each month that you are in the assignment.

Who is eligible for AIP?

All USN Regular Component (Active Duty) enlisted personnel identified on the current AIP Eligibility Chart, with the following exceptions:

- No USNR personnel are **eligible** for AIP at this time.
- Sailors in distribution communities designated as CONUS/OCONUS for rotational purposes in accordance with the current sea /shore rotation NAVADMIN are **not eligible**.

Can I receive AIP on my initial assignment from Boot Camp or “A” or “C” school training?

Sailors on their initial (for duty/ACC 100) assignment are **not eligible** for AIP. In addition, Sailors on their first permanent assignment after Recruit Training or OSVET/NAVET Training are **not eligible**.

Are all Sailors assigned to an AIP command or location eligible for AIP?

No. Only those personnel who have submitted MNA applications and were selected for the job by their Detailer and issued orders with AIP authorized after the implementation date of AIP for the command/rating, are eligible.

Do Sailors in ACC 105 receive AIP?

It depends. If the Sailor is assigned to a command that can accept Sailors in an ACC 105 and that Sailor is currently receiving AIP, they will continue to receive AIP if their status is changed to ACC 105 (assigned for limited duty). If a Sailor is on sea duty and is assigned ashore to an AIP location for limited duty they will not receive AIP.

How are AIP jobs identified in MNA?

AIP jobs will be identified in MNA with Blue icons labeled AIP.

When will my AIP pay start?

AIP starts when the Sailor has been properly reported to the activity for which the incentive is authorized. AIP is prorated for any incomplete months on a daily basis. If AIP the payment does not start within 2 pay periods after reporting on board the AIP command, the command should first verify that the Sailor has been properly reported on board and that MMPA and LOPG matches. If the Sailor has been properly reported and MMPA and LOPG match the command should notify the AIP Execution Manager at keith.tucker@navy.mil or MILL_AIP@navy.mil.

When does AIP stop?

A Sailor continues to receive AIP at their AIP command until they are permanently detached from the AIP command (Permanent Change of Station Orders/Temporary Duty Orders).

What if I go TAD?

A Sailor will continue to receive AIP while on periods of TAD.

Is AIP taxable?

Yes. If a Sailor is collecting AIP and is assigned TAD to a tax-free (combat) zone, their AIP may become non-taxable, as may other pays. The tax-free determination is made by DFAS.

Where is the AIP Authorization located?

The following AIP authorization statement is contained in your orders immediately beneath the Ultimate Duty Station and Accounting Data.

“Assignment Incentive Pay. Member is entitled to \$ (AIP amount) Assignment Incentive Pay (AIP) per month for (length of assignment) months while assigned to (ultimate duty station). This entitlement is terminated upon permanent transfer from (ultimate duty station).”

Can I use AIP to contribute to the Thrift Savings Plan?

Yes. AIP is a specialty pay and as such may be used to contribute to the Thrift Savings Plan (TSP). However, an election to contribute a portion of AIP to TSP may only be made during a TSP Open Season.

What is the Historical Average Bid Amount (HABA)?

Sailors that are being assigned to an AIP billet outside of the MNA Application process, i.e., returning from LIMDU, school graduate, ship decommissioning, pregnancy tour, hand-selected ratings (CMC, Flag Writers), etc., will receive the HABA. The HABA is equal to one-half the current maximum bid amount for the billet being assigned (rounded-up to the nearest \$50).