

**BY ORDER OF THE COMMANDER
514TH AIR MOBILITY WING**

**514TH AIR MOBILITY WING
INSTRUCTION 65-101**

15 FEBRUARY 2000

Accounting and Finance

MILITARY PAY ORDERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt Darlene Jackman)
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This instruction implements DFAS-DE MANUAL 177-373, Volume 1, *DJMS FSO Procedures*. It provides guidance and establishes procedures for processing Aeronautical Orders (AO) and Military Pay Orders (MPO). This instruction applies to all organizations under the direction of the Operations Group Commander and the 514 AMW/FMFP office.

SUMMARY OF REVISIONS

This revision adds processing instructions for Career Enlisted Flight Incentive Pay (CEFIP); changes the suspense for MPO submission; deletes the requirement to coordinate with 514 FMFP for MPO preparation; adds DD Form 114, **Military Pay Order** sample and completion instructions; deletes requirement for 514 AMW/FMFP to submit report of late submissions; and updates Department of Defense Pay Manual (DODPM) to read Department of Defense Financial Management Regulation (DODFMR). A bar (|) indicates a revision from the previous edition.

1. Policy. The Flight Management Office (FMO) is responsible for administering Military Pay Orders (MPO). An MPO is required for but not limited to the following:

- 1.1. Start or Stop Aviation Career Incentive Pay (ACIP), Hazardous Duty Incentive Pay (HDIP) or Career Enlisted Flight Incentive Pay (CEFIP).
- 1.2. Member fails to meet flight time requirements.
- 1.3. Flight requirements are met after a “period of failing” to qualify for incentive pay.
- 1.4. Member entitled Tax Exclusion.
- 1.5. Member entitled Hostile Fire pay.

2. MPO Actions:

2.1. **Incentive Pay.** The three types of MPO actions relating to incentive pay are Start, Stop and Report HDIP/ACIP/CEFIP. The following outlines what occurs when one of the above MPOs are processed. The required form is DD form 114, or the MPO section of an Aeronautical Order.

2.1.1. Start HDIP/ACIP/CEFIP. When a member is put on flying status and meets the flight time requirements in accordance with the DODFMR, the 514 AMW/FMFP will start the incentive pay. The FMO will submit an MPO for payment of incentive pay retroactive to the date of the AO/MPO.

2.1.2. Stop HDIP/ACIP/CEFIP. When a member is taken off of flying status 514 AMW/FMFP will stop incentive pay. The FMO will submit an MPO to collect incentive pay retroactive to the effective date of the AO/MPO.

2.1.3. Report HDIP/ACIP/CEFIP. When a member meets flight time requirements in accordance with the DODFMR for a specific period of time, a “pay” MPO will be accomplished with action to pay incentive pay on active duty, inactive duty or both. When a member does not meet flight time requirements in accordance with the DODFMR for a specific period of time, a “collect” MPO will be accomplished with action to collect incentive pay on active duty, inactive duty or both.

2.2. **Tax Exclusion.** An MPO is required to pay members for time spent in an approved Combat Zone Tax Exclusion area. Member will be reimbursed taxes paid for the month that the member entered the Area Of Responsibility. The required form is DD form 114.

2.3. **Hostile Fire Pay.** An MPO is required to pay member’s Hostile Fire pay. A member is entitled to Hostile Fire pay for time spent in an approved Area of Responsibility. The form required is AF Form 1881.

2.4. **Aeronautical Orders.** Upon receiving an Aeronautical Order with an MPO action requirement, complete the bottom portion of the AO and AF Form 1373, **MPO Document Control Log – Transmittal**. Send the AO and the AF Form 1373 to 514 AMW/FMFP. Ensure 305 OSS/OSTM, Host Aviation Resource Management (HARM) receives a copy of the AO after being processed by 514 AMW/FMFP.

3. Responsibilities:

3.1. **Flight Management Office (FMO) Responsibilities.** Each unit FMO has the responsibility for initiating MPOs for members within their unit. When using DD Form 114, the start and stop dates must include day and month. The unit FMO will ensure the following is accomplished:

3.1.1. Review all members on conditional flying status. Submit MPOs on members who have failed to meet flying time requirements according to the DOD Financial Management Regulation (DODFMR). These MPOs will be submitted by the 20th of each month.

3.1.2. Submit MPOs when an action is needed to start, stop, collect, or adjust a member’s incentive pay.

3.1.3. Submit MPOs when a member is entitled to Tax Exclusion or Hostile Fire Pay.

3.1.4. Maintain a continuity book to include the following:

3.1.4.1. Section 1 - Suspense Log . Use AF Form 3136, **General Purpose Sheet, (514 AMW Overprint), (Attachment 1)**: *All* MPO actions will be logged. For instructions on completing

the Suspense Log, [Attachment 2](#).

3.1.4.2. Section 2 - Suspense file copies of AF Form 1373, DD Form 114 or Aeronautical Order, and AF Form 1881, **Hostile Fire Pay Certification and MPO**.

3.1.4.3. Section 3 - A copy of this instruction.

3.2. Financial Management Services (FMFP) Responsibilities:

3.2.1. Ensure MPOs are processed and returned within five workdays from date of receipt.

3.2.2. Return one copy of MPO and original AF Form 1373 to the Unit Flight Management Office.

SCOTT R. NICHOLS, Brigadier General, USAFR
Commander

Attachment 2

INSTRUCTIONS FOR COMPLETING AF FORM 3136, SAMPLE SUSPENSE LOG

1. Sequence Number – Begin with 001
2. Rank/Name - Self explanatory
3. MPO Date & Reason - Self explanatory
4. Submission Date to Finance - Self explanatory; 5 Day Suspense - Anticipated date of return
5. Return Date - Date action received back from Finance; Date to Flt Records - Date action was sent to Flight Records
6. Process Date - Julian date that action was processed by 514 AMW/FMFP
7. Remarks - Annotate Aeronautical Order number of DD Form 114 in this section