



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON DC 20350-3000

MCO 1326.2H  
ASM-42  
21 OCT 2019

MARINE CORPS ORDER 1326.2H

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ADMINISTRATION OF TEMPORARY FLIGHT ORDERS

Ref: (a) 37 U.S.C. 301  
(b) 37 U.S.C. 1001  
(c) DoD 7000.14-R Volume 7A Chapter 22, "Financial Management Regulation," February 2018  
(d) E.O. 11157, June 22, 1964  
(e) E.O. 11929, July 26, 1976  
(f) MCO 1000.6  
(g) MCO 1300.8  
(h) CNAF M-3710.7  
(i) NAVMC 3500.14C  
(j) MCO 5100.29B  
(k) BUPERSINST 1326.4E  
(l) OPNAVINST 3130.6D  
(m) NTTP 3-50.1  
(n) SECNAV M-5210.1  
(o) MCO 5210.11F  
(p) 5 U.S.C. 552a  
(q) SECNAVINST 5211.5F

Encl: (1) Table of Enlisted Crewmember/Non-Crewmember Daily Hazardous Duty Incentive Pay (HDIP)  
(2) Certification of Voluntary Status  
(3) Enlisted Crewmember/Non-Crewmember Flight Order Allocations by Aircraft Type  
(4) Orders to Duty Involving Flying (Crewmember Temporary-Indefinite)  
(5) Orders to Duty Involving Flying (Crewmember Temporary-Definite)  
(6) Orders to Duty Involving Flying (Non-Crewmember Temporary-Indefinite)  
(7) Orders to Duty Involving Flying (Non-Crewmember Temporary-Definite)  
(8) Allocation of Authority for Issuance of Temporary Flight Orders

Report Required: Allocation of Authority for Issuance of Temporary Flight Orders (Report Control Symbol MC-1326-01), 4a(2)(c)4 and encl (8).

1. Situation. To administer temporary flight orders for all enlisted members, as well as certain officers, required to participate in regular

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aerial flights as crewmembers or non-crewmembers. (Excludes rated/designated officers in receipt of Aviation Career Incentive Pay). This Order is in accordance with references (a) through (q).

2. Cancellation. MCO 1326.2G.

3. Mission

a. Reference (a), section 301, as implemented by reference (b), clarifies entitlements to Hazardous Duty Incentive Pay (HDIP) for personnel under competent orders who participate in regular and frequent aerial flights as crewmembers or non-crewmembers. Both officer and enlisted personnel assigned as crewmembers or non-crewmembers may qualify for HDIP per reference (c). Enclosure (1) contains the current table for enlisted crewmember and non-crewmember daily HDIP. Reference (c) will be used as the authority for all HDIP rates.

b. References (c) through (j) contain policy guidance with regard to the allocation, issuance, and control of flight orders. Specifically, temporary crewmembers will meet all aircrew training and physical requirements. These references emphasize the flight and administrative requirements which must be satisfied before a member can perform duty involving flying and be eligible to receive, or continue to receive, HDIP for aviation duty. In order to maintain the basic principles governing flight pay for all personnel, all commanding officers shall ensure strict compliance with references (a) through (i).

c. Minimum flight requirements for all crewmembers and non-crewmembers are set forth in references (c) and (d), and are to be met in order to obtain/maintain aircrew qualification/designation as covered in reference (e) and the applicable aircraft Naval Air Training and Operating Procedures (NATOPS) manual. Minimum flight requirements cannot be waived.

d. Approval. The Department of Defense Military Pay and Allowance Committee approved entitlement provisions of this Order under procedures prescribed by the Secretary of Defense per section 1001 of reference (b).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding officers shall ensure that the crewmembers and non-crewmembers flight pay program is administered per this Order.

(2) Concept of Operations

(a) Assignment to Duty Involving Aerial Flight

1. Qualified personnel under competent orders to participate in regular and frequent aerial flights as crewmembers or non-crewmembers are entitled to incentive pay for such duty.

2. Both crewmembers and non-crewmembers may qualify for HDIP for duty involving aerial flight per the provisions of reference (b).

(b) Issuance of Temporary Flight Orders

1. Assignment of personnel to duty involving flying is on a temporary and strictly voluntary basis. A voluntary statement format for the member entering into a flying status is contained in enclosure (2). All orders will be classified as either crewmember or non-crewmember and definite or indefinite. Per reference (h), a voluntary flight status statement must be maintained in the individual's NATOPS jacket.

2. Temporary flight orders must be issued to the individual prior to the time that person enters upon such duty. Orders can be issued retroactively. The orders must be signed by the commanding officer or by the officer acting in the absence of the commanding officer. All orders should cite this order as authority. If flight orders exceed the total allocations authorized in enclosure (3), then a Commandant of the Marine Corps (CMC) allocation letter authorizing excess allocations must also be cited. See enclosures (4), (5), (6), and (7) for examples.

3. In accordance with reference (h), a monthly Flight Order Audit Board will be conducted to ensure unit accountability.

4. Flight orders shall be issued on the basis of valid requirements, actual aircraft allowances, and allocations of temporary flight orders as per enclosure (3).

5. Temporary flight orders shall not be issued solely for the purpose of fulfilling flight requirements for pay purposes or as a reward for faithful service.

6. Temporary flight orders shall not be issued for the performance of functions which can be accomplished by personnel already in receipt of flight orders.

(c) Hazardous Duty Incentive Pay (HDIP)(Aerial Flight)

1. The purpose of HDIP (Aerial Flight) is to provide an additional pay to help the uniformed services induce personnel to enter into and remain in flying duty assignments and to compensate for the more than normally dangerous character of such duty. Although special pays such as HDIP were designed in part to compensate for arduous and hazardous duties, their main purpose is to fill a supply-demand function: to induce personnel to enter into and remain in hazardous military occupations.

2. A member in a flying status qualifying for HDIP (Aerial Flight) must perform the minimum flying time as prescribed below:

a. During 1 calendar month -- 4 hours of aerial flight for Active Duty (AD) members. However, if a member does not fly 4 hours in any month, hours flown during the last 5 preceding months which have not already been used to qualify for flight pay may be applied to meet this 4-hour requirement. Selected Marine Corps Reserve's in a drill status that rate HDIP have a 2-hour monthly minimum requirement, one-half of those prescribed for a member on AD.

b. During 2 consecutive calendar months when the requirements of para 4a(2)(c)2a have not been met -- 8 hours of aerial flight.

c. During 3 consecutive calendar months when the requirements of para 4a(2)(c)2b have not been met -- 12 hours of aerial flight.

d. Hours flown in any month apply to the extent of hours available:

(1) First, to meet flight requirements for that month.

(2) Next, to the prior month(s), if required.

(3) Next, in order, to the first through fifth succeeding months, if required.

e. Flight hour requirements for a partial month are determined by dividing the number of days by 30 and multiplying the results by the 4-hour monthly minimum. (For example, if a member is entitled to HDIP (Aerial Flight) for 12 days of a particular month, divide 12 by 30 giving 0.40. Multiply 0.40 times 4 hours giving 1.6 as the flight hour minimum for that particular month.)

3. Entitlement to HDIP is limited to no more than two payments for the same period of time in which a member qualifies in more than one category for that pay.

4. The CMC Aviation Manpower and Support Branch (ASM) has the authority to issue temporary flight orders per this order. For each such allocation of authority, a consolidated quarterly report will be submitted to the CMC (ASM or Reserve Affairs Division (RA) for Reserve personnel) setting forth the number of officer and enlisted personnel assigned to duty involving flying as crewmembers and/or non-crewmembers. Report Control Symbol MC-1326-01 is assigned to this report. This report will contain a list of the units whose reports have been consolidated and will be in accordance with enclosure (8).

(d) Aviation Terminology and Classification of Temporary Flight Orders

1. Aircrew. A collective term which applies to all categories of personnel in a flight status either as crewmembers or non-crewmembers.

2. Crewmember. An officer or enlisted member involved in frequent and regular performance of aerial flight that performs flight duties directly related to actual aircraft operations or directly contributes to in-flight operation and maintenance of associated equipment in the aircraft.

a. Temporary-Indefinite flight orders must be issued to the crewmember for duration of not less than 120 days. Both the starting and termination dates of the orders will be stated in the orders per enclosure (4). Refer to sub-paragraph (h) below, if orders cannot be issued for 120 days or more.

b. Temporary-Definite flight orders must be issued to members who previously qualified as crewmembers and are in transition training as a crewmember in another community for duration not to exceed 90

days. Personnel will be placed on temporary-definite flight orders as a crewmember prior to entering the portion of the syllabus requiring aerial flight, e.g., a UH-1 Crew Chief enters training to transition into an MV-22 Crew Chief. See enclosure (5). Prior to assignment in a flight syllabus the crewmember will be issued temporary-definite flight orders as a crewmember in training through completion of the flight portion of the training. The crew chief must maintain minimum flight hour requirements to be entitled to HDIP. Banked flight hours may be credited toward continuing entitlement to HDIP while in ground school as authorized in reference (c).

3. Non-crewmember. An officer or enlisted member who is on competent orders to perform duty involving participation in aerial flight, but who does not regularly perform crewmember duties which relate to the actual operation of the aircraft or directly contribute to the in-flight operation/maintenance of associated aircraft equipment. Examples are aerial gunner/observers, Crewmembers in Training (CMT) (excludes transition crew chiefs), ground maintenance personnel required to fly periodically to conduct in-flight maintenance, combat photographer/videographer, and Casualty Evacuation (CASEVAC) Hospital Corpsmen (HM).

a. Temporary-Indefinite orders will be issued to non-crewmembers for hazardous duty that will be performed for a period that is expected to exceed one month. This category is utilized for aerial gunner/observers and Tactical Evacuation (TACEVAC) HM. The starting date will be stated in the orders. The termination date may or may not be stated. See enclosure (6).

b. Temporary-Definite orders will be issued to non-crewmembers for hazardous duty that will be performed for a period of one month or less. This category is utilized for all other types of non-crewmember flight orders listed in para 4a(2)(e)2b. See enclosure (7).

(e) Categories of Personnel Authorized Temporary Flight Orders

1. Crewmember Flight Orders shall be issued only to the following personnel categories:

a. Personnel who are specifically assigned as regular full-time members of flight crews, such as aircraft mechanics, flight engineers, airborne radio operators, basic navigators, and crew chiefs.

b. Instructors who present in-flight instruction as part of a formal school curriculum.

c. NATOPS evaluators and instructors.

d. Communication System Operator, Airborne (HMX-1), to include Operational Test and Evaluation Teams.

e. Personnel with prior crewmember designation under transition training in an established course in which airborne instruction is part of the curriculum.

2. Non-crewmember Flight Orders shall be issued only to personnel in the following categories:

a. CMT are personnel without prior crew chief designation under instruction in an established Course in which airborne instruction is part of the curriculum.

b. Personnel assigned duties requiring occasional participation in aerial flight for special purposes (i.e., combat photographer/videographer, etc.) which cannot be performed by a person already in receipt of flight orders. The purpose of this type of non-crewmember flight order is to provide technical skill in the execution of a project, which requires duty-involving flying, and to provide personnel for airborne duties not covered elsewhere. In all such cases, the flight orders shall be terminated when the project is completed.

c. Personnel assigned, or participating in a prescribed course of instruction to qualify, refresh, or transition as a helicopter or tilt-rotor aerial gunner/observer.

d. Personnel assigned to Direct Air Support Centers.

e. CASEVAC HM who have graduated one of the following courses of instruction: CIN B-300-5000 994B or 944C. CASEVAC HM are required to perform in-flight medical care that cannot be provided by personnel already under crewmember flight orders. CASEVAC HM must maintain current physiology (N7/N9) and physical standards (designated flight surgeon physical standard) in order to be authorized flight orders.

f. Personnel whose duties require frequent and regular participation in aerial flight to perform test, research, or evaluation of airborne technical equipment which cannot be performed by crewmembers already in receipt of flight orders. Approval of flight orders for in-flight testing is subject to the following restrictions:

(1) Must be members of the squadron to which the aircraft is assigned or its' associated Marine Aviation Logistics Squadron (MALS) or Aircraft Intermediate Maintenance Department (AIMD).

(2) The number of non-crewmember flight orders issued to perform in-flight testing shall not exceed the non-crewmember authorized allocations of the unit per enclosure (3).

(f) Allocation of Temporary Flight Orders

1. Temporary flight order allocations for crewmembers and non-crewmembers are distributed to commanders by CMC (ASM) for Active Component (AC) personnel and by the Commanding General, 4th Marine Aircraft Wing (CG 4th MAW) for Reserve Component (RC) personnel. Monthly allocations are non-cumulative and may not be applied towards subsequent months. The totals listed in enclosure (3) are the flight order allocations for complete squadrons listed by type aircraft. Any combination of crewmembers consistent with the requirements of the mission of the particular flight may be used within the limitation of these maximum numbers. These crew factors represent a maximum of authorized assignment, not a requirement.

2. The daily number of authorized flight orders can never exceed the monthly allocation established for the unit by type (crewmember or non-crewmember) per enclosure (3). For example, one non-crewmember is ordered to duty involving flying from 1 to 15 July, and another non-

crewmember is ordered to duty involving flying from 15 to 31 July, on the 15th of July two non-crewmember flight allocations are in existence. Care must be taken by the command to ensure that the daily recapitulation of flight orders does not exceed the numerical allocations limit.

3. Requests for temporary flight order allocations for aircraft not listed, crewmember (e.g., Tactical Systems Operator, NATOPS Evaluator, Airborne Radio Operator/Instructor) or non-crewmember requirements, above those authorized in enclosure (3), will be submitted to the CMC (ASM) for AC personnel and to the CG 4th MAW for RC personnel allocations. Allocations are approved on either a quarterly or fiscal year basis and requests must reach CMC or CG 4th MAW no later than one month prior to the start of a new quarter or fiscal year. Unanticipated changes to flight order requirements may be submitted at any time. All requests must contain a detailed justification and be endorsed via the chain of command.

4. Request for modification of flight order allocations based on a change in aircraft allowances is not required unless the new aircraft allowance would cause the numerical flight order allocations limit to be exceeded.

5. To determine authorized flight order allocations for a detachment or other small unit the crew factor listed in enclosure (3) will be multiplied by the number of aircraft. Fractions will be rounded to the nearest whole number.

6. The monetary limitations imposed on RC flight order allocations shall apply to scheduled drill weekends only. In the event more than one drill weekend is scheduled during any one month, the monetary limitations will be automatically increased accordingly. The monthly/quarterly/annual training duty numerical limitations imposed on RC flight order allocations shall not be exceeded in any event.

(g) Effective Date of Flight Orders

1. Orders to duty involving flying are effective from the date the individual reports for and enters upon duty under such flight orders, and remain in effect until the date the orders are terminated. Temporary flight orders may be allowed to remain in effect when the individual is away from the parent unit on temporary duty, directly or indirectly related to the crew position to which the individual is assigned.

2. If the individual is in a non-duty status, such as on leave or sick, when the temporary flight orders are issued, the orders shall not be effective for pay purposes until that person returns to a full duty status and has entered upon such duty under such orders.

3. References (c) and (d) include detailed information on the computation of flight requirements. The policy that crewmembers shall be afforded/or provided at least 120 days advance notification prior to being involuntarily removed from flying duty does not alter or otherwise interfere with the minimum requirements set forth in references (c) and (d), except as noted in para 4a(2)(i)2 below.

(h) Removal From Duty Involving Flying

1. Crewmembers. Crewmembers will be given at least 120 days advance written notification if orders requiring frequent and regular performance of aerial flight are to be terminated for performance of flying duties through no fault or action of their own. The intent of this 120-day advance notification policy is to provide sufficient notice of removal from flying duty and attendant loss of incentive pay. Requests for waiver of this policy will be granted only by the CMC (ASM) for AC personnel and by the CG 4th MAW for RC personnel. Additionally, it is the policy of CMC that the notification be given at the time flight orders are issued; i.e., flight orders will be issued for not less than 120 days (para 4a(2)(d)2a) and will state the termination date of such orders see enclosure (3). Assignments of crewmembers will be intensively managed by individual unit commanding officers and monitored by the CMC and CG 4<sup>th</sup> MAW in order to provide the proper notification. Examples of effective management are as follows:

a. On 1 January, a crewmember is ordered to flying duty for a period of 120 days (1 January through 30 April). On 15 January, the crewmember receives permanent change of station orders with an effective date of transfer of 31 May. The orders to duty involving flying may be canceled on 31 January and reissued for 120 days (1 February through 31 May) in order to utilize that person's flying skills for the maximum amount of time.

b. Orders may be issued for more than 120 days if flying requirements for the crewmember are known to exceed 120 days; i.e. if a crewmember is required for an operational commitment 1 February to 30 June orders may be issued for a period of 150 days.

c. Crewmembers may at anytime voluntarily waive the 120-day notification requirement. On each occasion when an individual waives the 120 day advance notification, the crewmember will so certify in writing by an entry on page 11 of that individual's Electronic Service Record (ESR).

d. Crewmembers may be removed from flight status without 120 days notice for medical reasons provided that written notification of medical disqualification is made to the crewmember.

2. Non-crewmembers. Non-crewmembers may be removed from flight status at anytime, either voluntarily or involuntarily, without advance notification.

(i) Exceptions to the Advance Notification Policy and Minimum Performance Requirements

1. Advance notification may be less than 120 days when the crewmember:

a. Is removed from flying duty for disqualification or cause.

b. Voluntarily waives the advance individual notice of 120 days by so stipulating in writing by entry on page 11 of that individual's ESR.

c. Is authorized a waiver of the advance individual notice of 120 days by the CMC (ASM). These waivers are authorized on a case-



by-case basis and will be granted only by the CMC (ASM) for AC or CG 4<sup>th</sup> MAW for RC. Requests for waivers will be submitted to the CMC (ASM) for AC and by the CG 4th MAW for RC personnel with full justification, and only after consideration of possible alternatives (e.g., issuance of flight orders to another Marine whose circumstances permit assignment to such duty for 120 days or more).

2. HDIP may be continued for 120 days although advance notice is less than 120 days and minimum performance requirements are not met.

a. Reference (a), section 301, and reference (d) grant authority to prescribe that a crewmember who is involuntarily removed from flying duties with less than 120 days advance notice shall 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 not be used when crewmembers have banked flight time that entitles them to incentive pay.

c. This authority will be used as an exception to the 120-day advance notification policy only under unusual and compelling circumstances, such as national emergencies, short notice unit deactivations, and manpower authorization reductions, when it is not possible to give 120 days advance notice of removal from flying duty.

3. The above exceptions will be granted only by the CMC (ASM) on a case-by-case basis. Requests will be submitted to the CMC (ASM) for AC personnel and by the CG 4th MAW for RC personnel and must include complete justification.

## 5. Administration and Logistics

### a. Records Management

(1) Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per reference (n) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (o) for Marine Corps records management policy and procedures.

(2) Commanding officers of all units operating aircraft and having allocation of temporary flight orders shall maintain a complete record of all personnel making flights and the training received per references (i), (j) and (k). The Monthly Individual Flight Activity Report (MIFAR), established by reference (h), may be used if desired in lieu of the Aviators Flight Logbook, OPNAVFORM 3760.31, for maintaining this record.

b. Reports Management. Each administrative commander allocated temporary flight orders by the CMC shall submit to the CMC (ASM) for AC and by the CG 4th MAW for RC personnel a quarterly report of officer and enlisted

flight order expenditures in accordance with enclosure (8). Accurate number of personnel in each pay grade (officers/enlisted) are required for allocation purposes.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (p)) and implemented per reference (q).

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



S. R. RUDDER  
Deputy Commandant for  
Aviation

DISTRIBUTION: PCN 10201100000

Table Of Enlisted Crewmember/Non-Crewmember Daily  
Hazardous Duty Incentive Pay (HDIP)

CREWMEMBER (BY A 30-DAY MONTH)					
YEARS OF SERVICE (YOS)	OVER 12	OVER 8	OVER 4	OVER 2	2 OR LESS
<b>MONTHLY</b>	<b>\$240.00</b>	<b>\$215.00</b>	<b>\$190.00</b>	<b>\$165.00</b>	<b>\$150.00</b>
BY DAY					
1	\$8.00	\$7.16	\$6.33	\$5.50	\$5.00
2	\$16.00	\$14.33	\$12.66	\$11.00	\$10.00
3	\$24.00	\$21.49	\$19.00	\$16.50	\$15.00
4	\$32.00	\$28.66	\$25.33	\$22.00	\$20.00
5	\$40.00	\$35.83	\$31.66	\$27.50	\$25.00
6	\$48.00	\$42.99	\$38.00	\$33.00	\$30.00
7	\$56.00	\$50.16	\$44.33	\$38.50	\$35.00
8	\$64.00	\$57.33	\$50.66	\$44.00	\$40.00
9	\$72.00	\$64.49	\$57.00	\$49.50	\$45.00
10	\$80.00	\$71.66	\$63.33	\$55.50	\$50.00
11	\$88.00	\$78.83	\$69.66	\$60.50	\$55.00
12	\$96.00	\$85.99	\$76.00	\$66.00	\$60.00
13	\$104.00	\$93.16	\$82.33	\$71.50	\$65.00
14	\$112.00	\$100.33	\$88.66	\$77.00	\$70.00
15	\$120.00	\$107.49	\$95.00	\$82.50	\$75.00
16	\$128.00	\$114.66	\$101.33	\$88.00	\$80.00
17	\$136.00	\$121.83	\$107.66	\$93.50	\$85.00
18	\$144.00	\$128.99	\$114.00	\$99.00	\$90.00
19	\$152.00	\$136.16	\$120.33	\$104.50	\$95.00
20	\$160.00	\$143.33	\$126.66	\$110.00	\$100.00
21	\$168.00	\$150.49	\$133.00	\$115.50	\$105.00
22	\$176.00	\$157.66	\$139.33	\$121.00	\$110.00
23	\$184.00	\$164.83	\$145.66	\$126.50	\$115.00
24	\$192.00	\$171.99	\$152.00	\$132.00	\$120.00
25	\$200.00	\$179.16	\$158.33	\$137.50	\$125.00
26	\$208.00	\$186.33	\$164.66	\$143.00	\$130.00
27	\$216.00	\$193.49	\$171.00	\$148.50	\$135.00
28	\$224.00	\$200.66	\$177.33	\$154.00	\$140.00
29	\$232.00	\$207.83	\$183.66	\$159.50	\$145.00
30	<b>\$240.00</b>	<b>\$215.00</b>	<b>\$190.00</b>	<b>\$165.00</b>	<b>\$150.00</b>

Table Of Enlisted Crewmember/Non-Crewmember Daily  
Hazardous Duty Incentive Pay (HDIP)

NON-CREWMEMBER (BY A 30-DAY MONTH)	
NON-CREWMEMBERS BOTH OFFICER AND ENLISTED RECEIVE <b>\$150.00/MONTH</b>	
BY DAY	
1	\$5.00
2	\$10.00
3	\$15.00
4	\$20.00
5	\$25.00
6	\$30.00
7	\$35.00
8	\$40.00
9	\$45.00
10	\$50.00
11	\$55.00
12	\$60.00
13	\$65.00
14	\$70.00
15	\$75.00
16	\$80.00
17	\$85.00
18	\$90.00
19	\$95.00
20	\$100.00
21	\$105.00
22	\$110.00
23	\$115.00
24	\$120.00
25	\$125.00
26	\$130.00
27	\$135.00
28	\$140.00
29	\$145.00
30	<b>\$150.00</b>

E X A M P L E

CERTIFICATION OF VOLUNTARY STATUS

From: Corporal I. M. Flying EDIPI/MOS USMC  
To: Commanding Officer, Unit

Ref: (a) CNAF M-3710.7 (NOTAL)

I hereby volunteer and request orders for duty involving flying. I certify that this request is made of my own volition. This request is not based in any part on promises of special treatment or favors and is made free from duress of any kind. I understand that I must maintain those qualifications specified by the Chief of Naval Operations and the Commandant of the Marine Corps during the periods I am actively assigned to such duties. This agreement shall remain valid until such time as I rescind this agreement or that I am no longer qualified for such duties.

I. M. FLYING  
E X A M P L E

When complete; appropriately mark "For Official Use Only (FOUO)".

Enlisted Crewmember/Non-Crewmember Flight Order  
Allocations By Aircraft Type

CREWMEMBER				
TYPE AIRCRAFT	CREW FACTORS	NATOPS/INSTR	TOTAL AUTHORIZED	REMARKS
KC-130	(1.8 x 4 CREW) x No. A/C	3	89	Note 1,6
UC-12	2 x No. A/C	1		Note 2
UC-35	2 x No. A/C	2		Note 2
C-20	2.5 x No. A/C	2	7	
UH-1	1.6 x No. A/C	2	21	Note 1,4,5,6
CH-53	1.6 x No. A/C	2	27	Note 1,4,5,6
VH-3	1.6 x No. A/C	2	15	Note 3
VH-60	1.6 x No. A/C	2	15	Note 3
MV-22	1.6 x No. A/C	2	21	Note 1,4,5,6

1/ Total NATOPS instructors for training squadrons equal instructors assigned on T/O in addition to those assigned above.

2/ Total varies depending on aircraft assigned.

3/ HMX-1 shall utilize the above table as a guide; however, due to the unique mission, higher crew and relief factors will be considered on each annual request with proper justification.

4/ Composite squadrons shall receive crewmember allocations for additional aircraft based on crew factors listed above.

5/ Training squadrons will be authorized an additional 25 CMT flight order allocations per month IOT accommodate transitioning crewmembers as defined in Para 4a(2)(d)2b.

6/ The total authorized crewmembers for MAWTS-1 shall equal the total number of enlisted crewmember instructors listed on the MAWTS-1 Table of Organization.

Enlisted Crewmember/Non-Crewmember Flight Order  
Allocations By Aircraft Type

NON-CREWMEMBER					
TYPE AIRCRAFT	GUNNER/OBSERVERS	CMT	AIRBORNE TEST	TOTAL AUTHORIZED	REMARKS
KC-130	0	3	3	7	Note 1
UC-12	0	2	0	2	
UC-35	0	2	0	2	
C-20	0	3	0	3	
UH-1	19 (1.6 x No. A/C)	3	3	25	Note 1,2
CH-53	25 (1.6 x No. A/C)	3	3	31	Note 1,2
VH-3	0	2	1	3	
VH-60	0	2	1	3	
MV-22	19 (1.6 x No. A/C)	3	3	25	Note 1,2

1/ Training squadrons will be authorized an additional 25 CMT flight order allocations per month.

2/ Composite squadrons will be allocated additional gunner/observer flight order allocations based on the number of additional aircraft received utilizing the applicable formula in parentheses above.

Orders To Duty Involving Flying  
(Crewmember Temporary-Indefinite)

(Sample)

From: Commanding Officer  
To: Sergeant John J. Smith EDIPI/MOS USMC

Subj: ASSIGNMENT OF CREWMEMBER TEMPORARY-INDEFINITE FLIGHT ORDERS

Ref: (a) MCO 1326.2H  
(b) CMC (ASM) or CG 4th MAW (RC) Authorization letter of (date)

1. Per references (a) and (b), you are hereby ordered to duty in a flying status involving flights as a crewmember. These orders are effective from (the effective date) and will terminate on (the termination date).
2. If, during this period, you are discharged and reenlist at this station without a break in active service, these orders will remain in effect for the period specified herein.
3. You are hereby notified that these flight orders and your flight status as per paragraph 1, above, will be terminated as of (the termination date) unless subsequently renewed.
4. These orders will be automatically revoked upon transfer from this unit.

I. M. CREWCHIEF

Note: Ref (b) on this letter is required if flight orders exceed allocations authorized by enclosure (3).

When complete; appropriately mark "For Official Use Only (FOUO)".



Orders To Duty Involving Flying  
(Crewmember Temporary-Definite)

(Sample)

From: Commanding Officer  
To: Sergeant John J. Smith EDIPI/MOS USMC

Subj: ASSIGNMENT OF CREWMEMBER TEMPORARY-DEFINITE FLIGHT ORDERS

Ref: (a) MCO 1326.2H  
(b) CMC (ASM) or CG 4th MAW (RC) Authorization letter of (date)

1. Per references (a) and (b), you are hereby ordered to duty in a flying status involving flights as a crewmember. These orders are effective while assigned as a crewmember in transition training from (the effective date) and will terminate on (the termination date).
2. If, during this period, you are discharged and reenlist at this station without a break in active service, these orders will remain in effect for the period specified herein.
3. You are hereby notified that these flight orders and your flight status as per paragraph 1, above, will be terminated as of (the termination date) unless subsequently renewed.
4. These orders will be automatically revoked upon transfer from this unit.

I. M. TRAINEE

Note: Ref (b) on this letter is required if flight orders exceed allocations authorized by enclosure (3).

When complete; appropriately mark "For Official Use Only (FOUO)".

Orders To Duty Involving Flying  
(Non-Crewmember Temporary-Indefinite)

(Sample)

From: Commanding Officer  
To: Sergeant John J. Smith EDIPI/MOS USMC

Subj: ASSIGNMENT OF NON-CREWMEMBER TEMPORARY-INDEFINITE FLIGHT ORDERS

Ref: (a) MCO 1326.2H  
(b) CMC (ASM) or CG 4th MAW (RC) Authorization letter of (date)

1. Per references (a) and (b), you are hereby ordered to duty in a flying status involving flights as a non-crewmember. These orders are effective from (the effective date) and will terminate on (the termination date).
2. If, during this period, you are discharged and reenlist at this station without a break in active service, these orders will remain in effect for the period specified herein.
3. You are hereby notified that these flight orders and your flight status as per paragraph 1, above, will be terminated as of (the termination date) unless subsequently renewed.
4. These orders will be automatically revoked upon transfer from this unit.

I. M. OBSERVER

Note: Ref (b) on this letter is required if flight orders exceed allocations authorized by enclosure (3).

When complete; appropriately mark "For Official Use Only (FOUO)".

Orders To Duty Involving Flying  
(Non-Crewmember Temporary-Definite)

(Sample)

From: Commanding Officer  
To: Sergeant John J. Smith EDIPI/MOS USMC  
  
Subj: ASSIGNMENT TO NON-CREWMEMBER TEMPORARY-DEFINITE FLIGHT  
ORDERS

Ref: (a) MCO 1326.2H  
(b) CMC (ASM) or CG 4th MAW (RC) Authorization letter of (date)

1. Per references (a) and (b), you are hereby ordered to duty in a flying status involving flights as a non-crewmember from (effective date) to (termination date).
2. If, during this period, you are discharged and reenlist at this station without a break in active service, these orders will remain in effect for the period specified herein, unless sooner revoked in writing.
3. These orders will be automatically revoked upon transfer from this unit.

I. M. TESTER

Note: Ref (b) on this letter is required if flight orders exceed allocations authorized by enclosure (3).

When complete; appropriately mark "For Official Use Only (FOUO)".

Allocation of Authority for Issuance of Temporary Flight Orders

(Sample)

From: Commanding Officer  
To: Commanding Officer, Higher Headquarters

Subj: ALLOCATION OF AUTHORITY FOR ISSUANCE OF TEMPORARY FLIGHT ORDERS

Ref: (a) MCO 1000.6  
(b) MCO 1326.2H

1. Per references (a) and (b), the following expenditures for the second quarter of FY-19 are submitted.

CREWMEMBER							
YOS	OVER 12	OVER 8	OVER 4	OVER 2	2 OR LESS	TOTAL EXPENDED	TOTAL ALLOCATED
A.	2	2	6	5	3	18	21
B.	\$1440.00	\$687.99	\$3420.00	\$2145.00	\$1650.00	\$9342.99	\$15120.00

NON-CREWMEMBER									
PAY GRADE	E9	E8	E7	E6	E5	E4	E3 AND BELOW	TOTAL EXPENDED	TOTAL ALLOCATED
A.	0	0	3	2	4	7	6	22	25
B.	0	0	\$1350.00	900.00	\$1800.00	\$2825.00	\$2700.00	\$9575.00	\$11250.00

2. The following remarks are provided concerning the crewmembers who did not receive flight pay for the entire quarter.

a. SSgt Jones has over 8 YOS and was placed on orders 25 Mar 19 (6 days).

b. Cpl Smith reached OVER 2 YOS as of 1 Mar 19. (Cpl Smith is included on the Line A for OVER 2 YOS only. Pay is appropriately divided between 2 or Less and OVER 2 YOS on Line B.)

3. The following remarks are provided concerning the non-crewmember who did not receive flight pay for the entire quarter: Cpl Miller removed from flight orders on 25 Jan 18 (25 days).

I. M. COMMANDING OFFICER

Note: Flight pay for partial months will be explained (i.e. promotions, transfers, new joins, etc.) If a Marine is promoted during the period; that Marine will only be counted once, in the rank they were promoted to.

APPENDIX A

Glossary of Terms and Abbreviations

A/C	AIRCRAFT
AC	ACTIVE COMPONENT
AD	ACTIVE DUTY
AIMD	AIRCRAFT INTERMEDIATE MAINTENANCE DEPARTMENT
ASM	AVIATION MANPOWER AND SUPPORT BRANCH
CASEVAC	CASUALTY EVACUATION
CG	COMMANDING GENERAL
CMC	COMMANDANT OF THE MARINE CORPS
CMT	CREWMEMBERS IN TRAINING
DON	DEPARTMENT OF THE NAVY
ESR	ELECTRONIC SERVICE RECORD
FOUO	FOR OFFICIAL USE ONLY
HDIP	HAZARDOUS DUTY INCENTIVE PAY
HM	HOSPITAL CORPSMEN
INSTR	INSTRUCTOR
MALS	MARINE AVIATION LOGISTICS SQUADRON
MAW	MARINE AIRCRAFT WING
MIFAR	MONTHLY INDIVIDUAL FLIGHT ACTIVITY REPORT
NARA	NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NATOPS	NAVAL AIR TRAINING AND OPERATING PROCEDURES
PII	PERSONALLY IDENTIFIABLE INFORMATION
RC	RESERVE COMPONENT
RA	RESERVE AFFAIRS DIVISION
TACEVAC	TACTICAL EVACUATION
YOS	YEARS OF SERVICE