

CTNG Pamphlet 690-550

Civilian Personnel

Environmental Differential Pay and Hazardous Duty Pay

**Joint Force Headquarters
Connecticut National Guard
Hartford, CT 06105-3795
12 January 2017**

JOINT FORCE HEADQUARTERS
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Effective 12 January 2017

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Summary. This Connecticut National Guard (CTNG) Pamphlet implements and supplements the directives of the Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB) and the law (5 CFR 532 & 550) which govern the payment of Hazardous Duty Pay and Environmental Differential Pay.

Applicability. This pamphlet applies to the Military Technicians of the Connecticut Army and Air National Guard.

Suggested Improvements. The proponent of this pamphlet is the Human Resources Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGCT-HRO, 375 Smith Street, Suite 111, AFRC Middletown, CT 06457-1500.

Currency. This pamphlet supersedes CTNG Pamphlet 690-550, dated 31 July 2015.

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Chapter 1

General Information

1-1. References

- a. 5 CFR, Part 532.511 and Appendix A to Subpart E.
- b. 5 CFR, Part 550.901-907, Subpart I.
- c. TPR 990-2, Hours of Duty, Pay and Leave, 9 Jul 84.

1-2. Purpose

The purpose of this policy is to define the situations under which Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP) are paid to Technicians employed by the CTNG. Specific procedures and guidelines are established to develop EDP and HDP situations. The procedures for processing of EDP or HDP are outlined herein.

1-3. Coverage

- a. This policy applies to all CTNG Technicians whether they are employed on a full-time, temporary, part-time, or intermittent basis.
- b. HDP applies only to General Schedule (GS) Technicians.
- c. EDP applies only to Federal Wage System (WG, WL, WS) Technicians.
- d. HDP and EDP may not be paid to a Technician when the duty has been taken into account in the classification of the Technician position.

1-4. Policy

- a. HDP and EDP are additional compensation programs available to Technicians for actual exposure to various degrees of hazard, physical hardship, and/or working conditions of an unusually severe nature. Authorization for these differentials does not remove the continuing responsibility of all concerned to initiate positive action to eliminate or reduce danger and risk which contribute to or cause the hazard, physical hardship or working condition.
- b. The existence of EDP and HDP differentials is not intended to condone work practices which circumvent Federal Safety Laws, rules and regulations.
- c. When the potential hazard or actual discomfort is identified in a work assignment, first consideration must be given to the protection of the Technician. Protective measures to reduce the hazard and/or to relieve the Technician's discomfort must be made available if at all practicable. The payment of differentials is an admission that no available means can reasonably be employed to practically eliminate the hazard or reduce discomfort to reasonably tolerable levels.
- d. The term "practically eliminated" does not require a complete or absolute elimination of potential injury; it means "almost eliminated", not "virtually eliminated," in accordance with the arbitration decision in FMCS Case No. 95-07381. The standard only requires that potential injury be practically eliminated, and as such, total elimination of the hazard is not required, nor expected.

1-5. Dissemination

Supervisors will ensure that the provisions of this policy are made known to all their subordinate Technicians. A copy of this policy and all subsequent changes will be provided each supervisor and manager.

1-6. Responsibilities

- a. Technicians - Each individual is required to perform work within the dictates of sound safety practices and procedures. In those instances where the application of these practices and procedures cannot eliminate a hazardous situation, the Technician must take positive steps to report the situation, and if appropriate, initiate a request to establish an EDP/HDP situation. Recommendations will be forwarded through designated supervisory channels.
- b. Supervisors - Must ensure that safety practices and acceptable work procedures are followed. Inform employees that there is an EDP/HDP policy. Encourage employees to document work situations

for submission to the EDP/HDP committee in accordance with this policy. Continually review the work environment for situations that present a hazard or unusually severe work condition, then document such situations and submit to the committee. Assure that pay entitlements of EDP and HDP are recorded on Time and Attendance forms or systems when authorized and performed.

c. Human Resources Office (HRO) - As the proponent of this policy and TAG's delegated responsible office for the management of the EDP/HDP programs, HRO will review and disseminate all appropriate guidance from the Federal Government, OPM, and NGB. Upon receipt of requests to establish situations, the HRO will take action to convene the EDP/HDP committee to consider the situation. All approved situations will be updated in Appendix C of this policy. Review the annual summary of differential payments for compliance, as provided by servicing payroll offices.

d. EDP/HDP Committee - Conduct reviews and examinations of state EDP/HDP situations. Review and examine documentation used to establish situations, physical hardships, or working conditions of an unusually severe nature. Certify or decertify work situations. Review expenditures for EDP/HDP. Recommend to TAG/HRO whether a situation warrants or does not warrant EDP/HDP differential payments. The committee will meet at the discretion of TAG/HRO as requested by the chairperson.

1-7. Organization of the EDP/HDP Committee

A single committee will be appointed to make EDP/HDP determinations for the CTNG. The committee will conduct periodic reviews of EDP/HDP situations as necessary or when directed, to document, establish, or discontinue situations of hazard, physical hardship, and/or working conditions of an unusually severe nature for the Technicians of the state of Connecticut. The committee will be headed by a chairperson who will select an alternate chairperson to act in his/her absence.

a. The committee shall be comprised of the following; all voting members will be appointed with at least one alternate:

(1) Voting Members:

One management official to represent the HRO (Chairperson).

Two management officials to represent the CTARNG.

Two management officials to represent the CTANG.

One union-appointed bargaining unit member to represent the CTARNG.

One union-appointed bargaining unit member to represent the CTANG.

(2) Non-Voting Members (one representative each):

ARNG Safety

ANG Safety

ARNG Environmental

ANG Environmental

ARNG Occupational Health

ANG Occupational Health

Human Resources Specialist (Classification)

b. Five voting members, one of which being the chairperson or alternate, shall constitute a quorum, and decisions will be made by majority vote.

Chapter 2

Hazardous Duty Pay (HDP)

2-1. Introduction

This chapter provides the details necessary to implement an HDP situation in the CTNG Technician Program, as authorized by Title 5, USC, OPM and NGB regulations governing HDP.

2-2. Coverage

Applies only to General Schedule (GS) Technicians serving in a full-time, part-time or intermittent basis, through laws and regulations that establish a schedule of pay differentials for irregular or intermittent duty involving an unusual physical hardship or hazard.

2-3. Restrictions

Hazardous Duty Pay will be paid in accordance with referenced regulations. In order for an individual to be eligible for HDP he/she must be performing hazardous duties or duties involving physical hardship.

2-4. Definitions

a. Duty involving physical hardship means a duty which may not in itself be hazardous but which causes extreme physical discomfort or distress that is not adequately alleviated by protective or mechanical devices. Situations which could qualify for HDP are:

- (1) Duty requiring exposure to extreme temperatures for a long period of time.
- (2) Duty involving arduous physical exertion, such as a duty which must be performed in cramped conditions.
- (3) Duty involving exposure to fumes, dust, or noise which may cause nausea, skin, eye, ear, or nose irritation.

b. Hazardous duty is work performed under circumstances in which an accident could result in serious injury or death, such as a duty performed on a high structure when adverse conditions such as darkness, lightning, steady rain, or high wind velocity exist.

c. Hazard pay differential means additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship. This only applies to GS Technicians and only when the situation has been approved by the EDP/HDP Committee and TAG. HDP applies only to those situations where the individual is not fully compensated for the duty in his/her current Technician position description and the resulting GS grade.

2-5. Establishing HDP Situations

a. Individual Technicians or supervisors of Technicians may submit a request to establish an HDP situation. These recommendations must be forwarded through the reviewers indicated on HRO Form 550. Each submission will indicate concurrence, non-concurrence, or acknowledge the submission and forward to the next reviewer. The final approval of the situation will be made by TAG or his designated representative. Under no circumstances may an intermediate reviewer deny the request. All requests must be ultimately be forwarded to the HRO for review and approval/disapproval as stated in paragraph 1-6.

b. Requests to establish new situations or to change existing situations must address the conditions indicated above and be submitted on HRO Form 550 (See Appendix A).

2-6. Authorization to Pay HDP

a. The supporting pay branch is authorized to pay HDP when:

- (1) An approved HDP situation exists and documented in Appendix C.
- (2) The supervisor has processed the required documentation in accordance with servicing comptroller instructions.

b. HDP may only be paid to Technicians who are assigned hazardous duty or duty involving physical hardship. HDP is not authorized for volunteers, that is, Technicians who undertake a duty without proper authorization, either expressed or implied.

2-7. Payment of HDP

a. Hazardous Duty Pay may not exceed an amount equal to 25% of the rate of basic pay applicable to the Technician. HDP is in addition to any additional pay or allowance to which the Technician becomes entitled. It shall not, however, be used to compute any additional pay or allowance payable under another statute. If a Technician is being paid a retained rate, that rate is the rate of basic pay for purposes of computing hazard pay. HDP is not subject to the limitation placed on premium pay by section 5547 of Title 5 USC (this section limits other premium pay to an amount which will not cause total pay in any pay period to exceed the maximum rate for grade GS-15).

b. Payment of HDP is authorized for Technicians only while they are in a pay status. When a Technician performs duty for which hazard pay differential is authorized, he/she will be entitled to hazard differential for the hours in a pay status on the day in which the duty was performed. Hours in a pay status for work performed during a continuous period extending over two days shall be considered to have been performed on the day on which the work began and allowable differential shall be charged to that day.

2-8. Limitations on Use of HDP

HDP will be terminated when adequate safety precautions have reduced the hazard to a negligible level.

Chapter 3

Environmental Differential Pay (EDP)

3-1. Introduction

This chapter provides the details necessary to implement an Environmental Differential Pay situation in the CTNG Technician program as authorized by Title 5, USC, OPM and NGB regulations governing EDP.

3-2. Coverage

- a. Environmental Differential Pay is applicable only to Federal Wage System (WG, WL, WS) Technicians as authorized by Law and as stated in referenced regulations.
- b. EDP will be paid in accordance with this policy and only for those approved situations indicated in Appendix C.

3-3. Basis for EDP

a. Environmental Differentials are paid for those work situations in which the Technician is exposed to a potentially severe hazard which has a real probability of occurrence and for which no adequate precautions or protective facilities are possible to minimize or practically eliminate physical injury, illness or death to the worker should the potential of the situation actualize. Examples of unusually severe hazards for which EDP would be authorized are:

- (1) A high open structure when the hazard is not eliminated by protective facilities such as scaffolding and/or enclosed ladders.
- (2) A high open structure when adverse conditions exist, such as darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity.
- (3) Exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress not eliminated by protective devices.
- (4) Exposure to an unusually severe working condition under circumstances involving exposure to fume, dust, or noise which causes significant distress or discomfort in the form of nausea, skin, eye, ear, or nose irritation; or conditions which cause abnormal soil of body and clothing.

b. Environmental situations do not qualify for differential compensation simply on the basis that an element or hazard or discomfort has been identified in a work situation. The hazard must involve a real threat with no effective measures available to protect the Technician from attendant discomforts or threat of injury. Significant actual discomfort arising from the work situation must be experienced by the Technician with no effective means available to relieve the discomfort. The hazard or discomfort in a job situation must be such that the Technician is exposed to unrelieved discomfort or to potential injury or harm significantly beyond that experienced by other Technicians or the general population from the same source.

c. If no effective measures are available to protect the Technician from the effects of the work environment, and real injury or serious discomfort is experienced by the worker, then appropriate compensation through EDP must be provided. However, the essential requirement for the work assignment which involves the potential hazard or serious discomfort must be determined first. Second, such protection as is available must be applied to reduce the effect of the adverse environmental conditions to whatever minimum is possible. Third, the number of Technicians exposed to the potential hazard or severe discomfort should be limited to the absolute minimum necessary to accomplish the work assignment.

3-4. Payment for EDP Situations

a. An environmental differential is paid to a Federal Wage System Technician who is exposed to a hazard, physical hardship, or working condition of an unusually severe nature. These payments are made only in those instances where the exposure, physical hardship or working conditions of an unusually severe nature are not taken into consideration in the job-grading process. Approved EDP situations for the CTNG are listed in Appendix C.

b. A Technician simultaneously subjected to more than one hazard, physical hardship, or working condition of an unusually severe nature shall be paid for the exposure which results in the highest differential but shall not be paid more than one differential for the same hours worked.

c. EDP is authorized only when Technicians are in a pay status. Overtime which is worked for compensatory time off is not a paid status for this purpose. The Comptroller General has ruled that compensatory time worked as applies to Technicians, is not a paid status, therefore, EDP is not authorized to be paid to personnel who are in a compensatory pay status.

3-5. Establishment of Environmental Differentials

a. Environmental differentials are stated as percentage amounts and are authorized for categories of exposures. The amount of the environmental differential which is payable is determined by multiplying the percentage rate authorized for the described exposure by the second rate for grade WG-10 on the current regular non-supervisory wage schedule for the area, counting one-half cent and over as a full cent. The resulting cents-an-hour amount is paid uniformly to each wage Technician in the area who qualified for the authorized environmental differential, regardless of the grade level of the wage Technician or the Federal Wage System wage schedule on which the Technician is paid.

b. Changes to categories indicated in the approved situations will be effected as necessary. Recommendations for changes to the approved situations or requests to establish new situations will be processed through supervisory channels to the HRO by the EDP/HDP Committee. Requests should include information about the hazard, physical hardship, or working condition, showing:

(1) The nature of the exposure so as to clearly show that the hazard, physical hardship, or working condition which results from that exposure is of an unusually severe nature.

(2) The degree to which the Technician is exposed to the hazard, physical hardship or working condition of an unusually severe nature.

(3) The period of time during which the exposure will continue to exist.

(4) The degree to which control may be exercised over the physical hardship, hazard, or working condition of an unusually severe nature. The request shall also include the rate of environmental differential recommended to be established.

c. Requests to establish new situations or to change existing situations must address the conditions indicated above and must be submitted on HRO form 550 as described in Appendix A.

3-6. When EDP is paid

a. When a Technician is entitled to an environmental differential which is paid on an **actual exposure basis**, he/she shall be paid a minimum of one hour differential pay for the exposure. For exposure beyond one hour the Technician shall be paid in increments of one-quarter hour for each 15 minutes and portion thereof in excess of fifteen minutes (e.g. if a Technician is exposed for 1 hour and 6 minutes, he/she will be paid EDP for 1 hour and 15 minutes).

b. When a Technician is exposed to an unusually severe hazard, physical hardship, or working condition for which the environmental differential is paid on an actual exposure basis at intermittent times during a day, each exposure is considered separately and the amount of time exposed is not added together before payment is made for exposure beyond one hour duration, except that pay for the environmental differential may not exceed the number of hours of active duty performed by the Technician on the day of exposure.

c. When a Technician is exposed to an unusually severe hazard, physical hardship, or working condition for which an environmental differential is payable on a **shift basis**, and on the same day he/she is exposed to an unusually severe hazard, physical hardship, or working condition for which an environmental differential payable on an **actual exposure basis** at a higher rate is authorized, he/she shall be paid the environmental differential on the basis of the actual exposure, and the environmental differential on the basis of the shift for the remaining hours in the pay status that day.

3-7. Computing Environmental Differential Payments

a. An environmental differential is paid in accordance with regulation, either on the basis of actual exposure, or on the basis of hours in a pay status. A wage grade Technician who is exposed to a

situation for which an environmental differential is authorized under Appendix C is entitled to the appropriate differential regardless of whether the Technician has a full-time, part-time, temporary or intermittent tour of duty, on regular assignment or on detail. However, to receive a differential, there must be actual exposure to the environmental condition. The following is given as an aid in computing environmental differentials:

(1) When an employee is exposed to a situation for which an environmental differential is authorized on the ***basis of hours in a pay status***, the agency shall pay him/her the differential for all hours in a pay status on the day (calendar day or, to avoid problems involving uncommon tours of duty, and when designated by the agency, a 24-hour period) on which he/she is exposed to the situation. When exposure to the situation occurs during a continuous period extending over two days, it shall be considered to have occurred on the day on which the exposure began and the allowable differential shall be charged to that day.

(2) When a Technician is entitled to a differential which is paid on an ***actual exposure basis***, he/she shall be paid a minimum of one hour's differential for each exposure. However, when more than one exposure occurs within the same hour the employee shall be paid only the exposure which results in the highest differential. When entitlement continues beyond one hour, the Technician will be paid in one-quarter hour increments for each 15 minutes and portion thereof in excess of 15 minutes. Again, however, when more than one exposure occurs during the continuous period of time, the employee will be paid for that period only for the exposure which results in the highest differential. For example, a Technician whose regular tour of duty is 0800-1630, Monday through Friday, is exposed to situations for which a differential is authorized under Appendix C, as follows:

DAY	HOURS WORKED	RATE %	DIFFERENTIAL EARNED
Mon:	0830 to 0900	4	1 hour @ 4%
	0920 to 0930	4	none (second exposure in same hour)
	1000 to 1130	25	1.5 hours @ 25%
	1200 to 1205	4	1 hour @ 4%
Tue:	0800 to 0805	4	1 hour @ 4%
	0855 to 0925	4	30 minutes @ 4% (continuation of preceding hour)
	1000 to 1005	4	1 hour @ 25% (see following)
	1055 to 1110	25	15 minutes @ 25% (continuation of preceding hour)
	1114 to 1120	4	15 minutes @ 25%
Wed:	0845 to 0900	4	1 hour @ 25% (pay for an hour at higher rate)
	0940 to 0945	25	(see above)
	1555 to 1600	4	1 hour @ 4% (1 hour of environmental pay)
Thu:	1630 to 1730	4	none (EDP not paid during compensatory time)
Fri:	0845 to 0850	4	1 hour @ 4%
	0900 to 1600	4	7 hours @ 4%

b. In computing EDP, entitlement begins with the first instance of exposure and ends one hour later (except when exposure continuing beyond one-hour entitlement ends at one end of the last full quarter-hour in which exposure occurs). All exposures occurring during the period of entitlement must be considered; however, payment is computed for the period on the basis of the highest differential rate authorized during the period of entitlement.

c. Environmental differential pay during absences on leave.

(1) Environmental differential is included as part of a Technician's basic rate of pay for periods of paid leave (annual leave, sick leave, administrative excusals, etc.) under the following circumstances:

(a) When a Technician is exposed to a situation for which an environmental differential is authorized on the basis of hours in a pay status, that differential will be paid during a period of absence on paid leave on the day on which the exposure occurs.

(b) When a Technician is exposed to a situation for which an environmental differential is authorized on an actual exposure basis, that differential will be paid during a period of absence on paid leave only to the extent that the leave is within the minimum payment periods of one hour's differential pay for the exposure or beyond that in increments of one-quarter hour.

(2) A Technician will not be paid an environmental differential during a period of absence on paid leave, on any day in which he/she would not have been exposed to situations for which an environmental differential is authorized.

d. Because an environmental differential is paid only on a day on which a Technician is exposed to a situation for which the differential is authorized, it is not included in a lump-sum payment for annual leave or in computing severance pay.

Chapter 4

Documentation of EDP/HDP

4-1. ARNG

The supporting payroll office receives documentation of EDP/HDP via NGB Form 104 attached to T&A cards, as prescribed by NGR 37-105. This process is required in order to calculate payments of EDP/HDP. The certificate (NGB Form 104 in Appendix B) will be completed as follows:

- a. Enter name, social security number, unit and location of the Technician concerned.
- b. List the category number of exposure. Show all exposures as they occur each workday. When exposure occurs under more than one category, intermittently for the same category or concurrently with more than one category on the same workday, list each individual exposure separately to include actual clock times.
- c. List the duration of exposure. Include the date, inclusive clock time in the "From" and "To" columns, and actual elapsed time in hours and minutes of each category of exposure shown in the preceding column. For example, 3 November 2014, 1300-1525 hours; 2 hours, 25 minutes.
- d. The signature and title of authorizing official to certify the exposure for pay purposes must be the Base/Facility Commander (or his/her designated representative) for the applicable approved situation in Appendix A.
- e. Summary of Environmental Differential Pay Hours. Will be completed by the supporting payroll office. These categories are established in accordance with Appendix A to Subpart E of 5 CFR 532, and are as follows (used for ANG as well):

CAT CODE I - Pay for Actual Exposure		CAT CODE II - Pay on Basis of Hours in Pay Status	
Rate	Code	Rate	Code
100%	A	50%	M
25%	B	8%	N
15%	C	4%	O
4%	D		

4-2. ANG

The supporting payroll office receives documentation of EDP by use of the ATAAPS website, or via traditional T&A cards, as prescribed in AFM 177-372A, Vol. II, when required. On T&A cards, the following information is required:

- a. Enter name, social security account number, unit and location of the Technician concerned.
- b. List the category number of exposure. Show all exposures as they occur each workday. When exposure occurs under more than one category, intermittently for the same category or concurrently with more than one category on the same workday, list each individual exposure separately to include actual clock times.
- c. List the duration of exposure. Include the date, clock times and actual elapsed time in hours and minutes of each category of exposure shown in the preceding column. For example, 3 November 2014, 1300-1525 hours; 2 hours, 25 minutes.
- d. The signature and title of authorizing official to certify the exposure for pay purposes must be the Base/Facility Commander (or his/her designated representative) for the applicable approved situation in Appendix C.

4-3. Management Controls

The HRO will annually review a summary of EDP/HDP pay hours as provided by each supporting payroll office for compliance with this pamphlet. The summary will report by category in accordance with Appendix A to Subpart E of 5 CFR 532, and as listed in paragraph 4-1.e.

FOR THE ADJUTANT GENERAL:

GILBERT.STEVEN.J
OHN.1013068433

Digitally signed by
GILBERT.STEVEN.JOHN.1013068433
DN: c=US, o=U.S. Government, ou=DoD,
ou=PKI, ou=USA,
cn=GILBERT.STEVEN.JOHN.1013068433
Date: 2017.02.03 14:25:43 -05'00'

STEVEN J. GILBERT
COL, IN, CTARNG
Director of Human Resources

DISTRIBUTION: A

Appendix A

HRO Form 550, Request for EDP/HDP Determination

HRO FORM 550, REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY/HAZARDOUS DUTY PAY DETERMINATION			
I. REQUEST FOR APPROVAL			
1. TO:	2. FROM:	3.a. DATE OF REQUEST:	
HRO		3.b. TYPE OF REQUEST:	
		EDP <input type="checkbox"/> HDP <input type="checkbox"/>	
4. POSITION TITLE, SERIES AND GRADE FOR ALL POSITIONS AFFECTED:			5. PD NUMBER(s):
6. DESCRIPTION OF WORK SITUATION <i>(Continue on separate page if additional space is required):</i>			
7. DESCRIPTION OF CORRECTIVE ACTION TAKEN TO ELIMINATE OR REDUCE SITUATION <i>(e.g., if protective clothing, devices or equipment are provided, specify type, etc.) (Continue on separate page if additional space is required):</i>			
8. TITLE OF APPLICABLE CATEGORY REQUESTED <i>(See 5 CFR Part 532.511 & Appendix A to Subpart E for EDP; 5 CFR Part 550.901-907, Subpart I for HDP):</i>			
9. DIFFERENTIAL RATE <i>(See 5 CFR Part 532.511 & Appendix A to Subpart E for EDP; 5 CFR Part 550.901-907, Subpart I for HDP) (For EDP only, please indicate whether the differential rate is from Part I (Actual Exposure) or Part II (Payment for Basis of Hours in Pay Status)):</i>			
10. OFFICIAL(s) AUTHORIZED TO ASSIGN WORK <i>(Name and title; obtain signature from each when more than one):</i>			
11. RECOMMENDING OFFICIAL <i>(Name & title/signature):</i>			12. DATE:
13. LOCAL LABOR ORGANIZATION REPRESENTATIVE <i>(Name & title/signature):</i>			14. DATE:
II. COORDINATION AND CONCURRENCE			
TO: EDP/HDP Committee		FROM: HRO	DATE:
OFFICE:	NAME AND TITLE OF REVIEWER:	SIGNATURE/DATE:	RECOMMENDATION:
COMMITTEE			CONCUR <input type="checkbox"/>
CHAIRPERSON			NON-CONCUR <input type="checkbox"/>
ARNG SAFETY			CONCUR <input type="checkbox"/>
			NON-CONCUR <input type="checkbox"/>
ANG SAFETY			CONCUR <input type="checkbox"/>
			NON-CONCUR <input type="checkbox"/>
OCCUP HEALTH			CONCUR <input type="checkbox"/>
NURSE			NON-CONCUR <input type="checkbox"/>
HR SPECIALIST			CONCUR <input type="checkbox"/>
(LABOR)			NON-CONCUR <input type="checkbox"/>
ACCOUNTING /			CONCUR <input type="checkbox"/>
FINANCE			NON-CONCUR <input type="checkbox"/>
III. FINAL DISPOSITION			
FROM: HRO		DATE:	COPIES OF APROVED/DISAPPROVED SITUATIONS TO:
APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>			EDP/HDP COMMITTEE / UNION / HRO
HRO FORM 550, REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY/HAZARDOUS DUTY PAY DETERMINATION, 30 JUNE 2015			

INSTRUCTIONS FOR USE OF HRO FORM 550

HRO Form 550, Request for Environmental Differential Pay/Hazardous Duty Pay Determinations, will be completed by Supervisors and adjudicated by HRO and the EDP/HDP Committee as outlined in paragraph 1-6 of this pamphlet. The form will be completed as follows:

SECTION I

Block 1. TO. Self-explanatory.

Block 2. FROM. Name of requesting supervisory or manager.

Block 3. DATE. Self-explanatory. TYPE OF REQUEST: Indicate whether EDP or HDP.

Block 4. POSITION TITLE, SERIES AND GRADE FOR ALL POSITIONS AFFECTED. List position information for each type of position affected.

Block 5. PD NUMBER(s). List each PD number for each type position in block 4.

Block 6. DESCRIPTION OF WORK SITUATION. Concise statements to clearly identify situations for which a determination is requested.

Block 7. DESCRIPTION OF CORRECTIVE ACTION TAKEN TO ELIMINATE OR REDUCE SITUATION. Concise statements of corrective actions taken.

Block 8. TITLE OF APPLICATE CATEGORY REQUESTED. List the title of the category in the cited references.

Block 9. DIFFERENTIAL RATE. List the rate contained in the category as shown in the cited references.

Block 10. OFFICIAL(s) AUTHORIZED TO ASSIGN WORK. Normally the first line supervisor.

Block 11/12. RECOMMENDING OFFICIAL. Local HRO Committee Chairperson, name, title, signature and date.

Block 13/14. LOCAL LABOR ORGANIZATION REPRESENTATIVE. Signature and date.

SECTIONS II AND III

Sections II and III are to be completed by members of the EDP/HDP Committee.

NOTE: Where there is insufficient space for any particular item, a blank sheet may be attached as a continuation form indicating item numbers to which statements apply.

Appendix B

NGB Form 104, Certificate of Authorization for EDP

[illegible]

APPENDIX C
Approved EDP/HDP Situations

Situation Number: 1a (EDP)

CATEGORY EXPOSURE: *High Work*

DIFFERENTIAL: 25%

BASED ON: *Actual Exposure*

SITUATION: Fuel Distribution Systems Workers and the Fuel Distribution System Supervisor are exposed to the hazards of high work during two separate instances:

a. Personnel are required to climb atop commercial fuel delivery vehicles to verify product quality prior to receipt. The surface of the fuel tankers is pitched, and void of safety rails, restraints, non-skid walkways or hand holds. Further, the inspection of fuel occurs outside, exposed to the elements that may increase the risk of falls.

b. Additionally, these personnel are required to inspect the above ground fuel storage tanks semi-annually, climbing to the top of the tanks which are smooth, pitched, and exceed 20 feet in height.

DETERMINATION: Fuel Distribution System Workers and the Fuel Distribution System Supervisor are entitled to compensation accordingly when required to perform the duties described above.

OFFICIALS AUTHORIZED TO CERTIFY FOR PAY PURPOSES:

1. Mission Support Officer
2. Logistics Management Officer
3. Supervisory Logistics Management Specialist

Situation Number: 1b (EDP)

CATEGORY EXPOSURE: *High Work*

DIFFERENTIAL: 25%

BASED ON: *Actual Exposure*

SITUATION: Aircraft maintenance work on the wings, fuselage and tail of fixed wing aircraft represents a substantial falling hazard. It is not practical to attach safety rails or lines to these areas. The surfaces are very slick when wet or covered with frost, ice, or snow. Footing is unsure during these conditions and when the wind gusts meet or exceed 30 MPH or when working in darkness. These surface areas also produce a hazard when lightning is present.

DETERMINATION: Technicians may be compensated accordingly when directed to perform duties under the adverse environmental conditions set forth above.

OFFICIALS AUTHORIZED TO CERTIFY TO EXPOSURE FOR PAY PURPOSES:

1. Aircraft Maintenance Officer
2. Deputy Aircraft Maintenance Officer
3. Aircraft Mechanic Supervisor

Situation Number: 2 (EDP)

CATEGORY EXPOSURE: *Welding, Cutting or Burning in Confined Spaces*

DIFFERENTIAL: 6%

BASED ON: *Actual Exposure*

SITUATION: Welding, cutting or burning jobs at the CSMS sometimes requires performing the work in confined spaces or unusually uncomfortable body positions. Normal welding tasks are not covered by this situation, as personal protective equipment mitigates normal risk.

DETERMINATION: Qualified and experienced Technicians (e.g., Welders or Surface Maintenance Mechanics) may be compensated accordingly when directed to perform duties under the adverse conditions described above.

OFFICIALS AUTHORIZED TO CERTIFY TO EXPOSURE FOR PAY PURPOSES:

1. Surface Maintenance Manager
2. Surface Maintenance Mechanic Supervisor
3. Allied Trades Supervisor

Situation Number: 3 (EDP)

CATEGORY EXPOSURE: *Poisons (toxic chemicals) – high degree hazard*

DIFFERENTIAL: 8%

BASED ON: *Hours in Pay Status*

SITUATION: Working in the aviation fuel cell area involves exposure to jet fuel and vapors. Maintenance work involving the defueling, purging, depuddling, and repair of aircraft fuel cells and components necessitate the use of respirators and other personal protective equipment in the confined space of the fuel cell.

DETERMINATION: Aviation maintenance Technicians may be compensated accordingly when directed to perform duties within the scope of the conditions set forth above, when the risk is not mitigated by safety measures.

OFFICIALS AUTHORIZED TO CERTIFY TO EXPOSURE FOR PAY PURPOSES:

1. Aircraft Maintenance Officer
2. Aircraft Mechanic Supervisor
3. Aircraft Mechanic Supervisor

Situation Number: 4 (EDP)

CATEGORY EXPOSURE: *Explosives and incendiary material – low degree hazard*

DIFFERENTIAL: 4%

BASED ON: *Hours in Pay Status*

SITUATION: Working with explosives and incendiary material associated with munitions activities on C-130 aircraft could result in injury or death. Covered activities include the loading, unloading, unpackaging, and inspection of electro-explosive impulse cartridges and countermeasures other than small arms ammunition.

DETERMINATION: Aircraft maintenance or avionics Technicians may be compensated accordingly when directed to perform duties within the scope of the conditions set forth above.

OFFICIALS AUTHORIZED TO CERTIFY TO EXPOSURE FOR PAY PURPOSES:

1. Aircraft Maintenance Officer
2. Logistics Management Officer
3. Aircraft Maintenance Supervisor
4. Aircraft Mechanic Supervisor