

**ORNG TPR 532**

**Human Resources Office**

**Environmental  
Differential Pay (EDP)  
& Hazardous Duty  
Pay (HDP)**

**Joint Forces Headquarters  
Oregon National Guard  
Salem, OR  
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**UNCLASSIFIED**

Human Resources

Environmental Differential Pay (EDP) & Hazardous Duty Pay (HDP)

By Order of the Governor:

  
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The Adjutant General

Official:

  
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**History.** This publication establishes the committee to review positions in the Oregon National Guard (ORNG) that

may be eligible for EDP or HDP.

**Summary.** The Adjutant General of Oregon is the approving authority for duty situations which technician personnel may be entitled to differential pay (EDP or HDP). This authority is delegated to the Human Resources Officer (HRO), in accordance with the requirements of NGB TPR 511, dated 15 Jun 2007. Decisions on EDP and HDP are based on EDP/HDP Committee recommendations to the HRO.

**Applicability.** This regulation applies to all federal technician positions within the ORNG. EDP & HDP are only authorized to Title 5, and 32 Technicians.

**Proponent and exception authority.** The proponent for this regulation is the Human Resources Office for the Oregon National Guard.

**Suggested Improvements.** Users are invited to send comments and suggested improvements to the Human Resources Office, JFHQ, Oregon Military Department, PO Box 14350, 1776 Militia Way, Salem, OR 97309-5047.

**Distribution.** This publication is available in electronic media only, located on the official Oregon National Guard intranet site.

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# **Chapter 1**

## **General**

### **1-1. Purpose**

This regulation establishes criteria to identify situations meeting eligibility for Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP). This regulation includes administrative procedures, evaluative criteria, and guidance to National Guard technicians in the process for EDP/HDP entitlements.

### **1-2. References**

See Appendix A for required, prescribed, referenced, and related publications and forms.

### **1-3. Eligibility**

Federal technicians of the Oregon Army and Air National Guard, employed as full-time, temporary, or part-time (including on an intermittent basis), may be eligible for differential pay entitlements, as follows:

a. Environmental Differential Pay (EDP) may be available to Prevailing Rate (wage) employee's in certain circumstances under statutory provision (5 U.S.C. 5343(c)(4)). Pay administration rules for environmental differentials are found in 5 CFR 532.511. Environmental differential pay categories are listed in Appendix A to subpart E of 5 CFR part 532.

b. Hazard Duty Pay (HDP) is additional pay for the performance of hazardous duty, or duty involving physical hardship, if the hazardous duty has not been taken into account in the classification of the employee position. HDP is payable to General Schedule (GS) employees covered by chapter 51, and subchapter III of chapter 53 of title 5, United States Code. HDP differentials are established under 5 CFR 550, Appendix A to subpart I.

### **1-4. Policy**

a. The Adjutant General (TAG) of Oregon is the approving authority for duty situations that potentially entitle technicians to differential pay (EDP or HDP). This authority is delegated to the Human Resources Officer (HRO), in accordance with the requirements of NGB TPR 511, dated 15 Jun 2007. Decisions on EDP and HDP situations are based on State EDP/HDP Committee recommendations to the HRO.

b. Whenever situations are identified involving hazardous duty, severe physical hardships, or unsafe working conditions, the first consideration of all employees and supervisors concerned must be the mitigation of the hazard, physical hardship, or potentially unsafe working condition. At a minimum, the following actions will be taken:

(1) The existence of a potentially unsafe working condition, hazardous duty requirement, or task involving a severe physical hardship will be reported immediately to the supervisor responsible for the work area. The supervisor must take action to eliminate the hazard, if possible. The supervisor, in coordination with the employees involved, will evaluate the capability to remove the hazard from the work site, or address means available to effectively eliminate the severity of the hazardous duty or physical hardship.

(2) The initial evaluation into the potential for elimination of the hazardous/hardship situation will consider physical safeguards available, and other protective measures developed such as training, certification, and technical order procedures. If an immediate elimination of the hazard or hardship situation is not possible, the supervisor will seek assistance to develop an abatement plan to eliminate or reduce the severity of the situation. Command Safety and Environmental Health will be contacted for an analysis of the situation and development of potential abatement procedures. The local labor organization representative and all affected employees will be notified of the existence of the situation, the abatement plans, and the estimated time for correction (if possible).

(3) If the duty situation involves a severe hazard or physical hardship that cannot be practically eliminated, the application procedures outlined within this plan will be initiated to ensure EDP and/or HDP differentials are considered and properly awarded.

c. The existence of EDP and HDP differentials is not intended to condone work practices circumventing law, regulation, or safety rules. The payment of pay differentials is a measure, directed by statute, which admits that no

available means can reasonably be employed to eliminate the hazard or reduce discomfort to reasonably tolerable levels.

## **1-6. Responsibilities**

a. TAG of Oregon is the approving authority for EDP and HDP in all local situations. This authority is delegated to the Human Resource Officer to:

- (1) Develop a state plan, in accordance with National Guard Bureau and Office of Personnel Management regulations, for the administration and review of differential pay situations.
- (2) Appoint a statewide EDP/HDP committee, representing both Army and Air National Guard to evaluate and recommend approval, or disapproval action on all requests for differential pay.
- (3) Validate and approve all annual reviews of current EDP/HDP situations, as recommended by the committee.
- (4) Coordinate with the Labor organization having exclusive representation rights prior to effecting a change in the determination of a differential pay entitlement.

b. The State EDP/HDP Committee, will review requests for differential pay situations and submit recommendations to the HRO. The committee will meet at the request of the HRO to:

- (1) Evaluate situation requests by reviewing measures taken to eliminate or reduce the identified hazards, and recommend follow-up actions, if required. Or provide a recommendation for the HRO in approving or disapproving situation eligibility for differential pay.
- (2) Annually review all approved situations to determine if the situation remains valid, and recommend action to the HRO.

c. The HRO Classification Representative on the State EDP/HDP Committee will:

- (1) Coordinate the publication and distribution of this plan, to include the publication of current, approved situations for EDP/HDP differentials.
- (2) Ensures a review of this plan is initiated at least annually to verify the guidance reflects current Office of Personnel Management (OPM) regulations; Acts as the committee recorder, and researches General Schedule position standards to determine if duty or hardship situations identified have been considered in the classification of positions potentially eligible for HDP.

d. Supervisors throughout the Army and Air National Guard chain of command will:

- (1) Identify working conditions or duties involving severe hazards or physical hardships, and seek to eliminate the unsafe condition or severe nature of the duty through sound safety practices, use of available protective measures, and/or the identification of mitigating technical procedures, equipment or training. Similar duty or working condition situations in Oregon should be identified, if possible, to determine if protective measures applied at another location could be applied to the local situation. Seek assistance in analysis from the appropriate safety or bio-environmental office at the work site, prior to submission of a request for differential pay entitlements.
- (2) Review this plan and initiate an appropriate request for EDP or HDP to the HRO, if it is determined that working conditions or duty situations involving hazards or hardships cannot be practically eliminated.

e. The Oregon Army National Guard Safety and Occupational Health Office, or the appropriate Air National Guard Safety and/or Environmental Health Office will:

- (1) Provide assistance to work site supervisors developing requests for EDP or HDP by completing an assessment analysis report of the hazard, hardship, or working condition identified, along with the request for differential pay determination.

(2) Identify accident history, if applicable, relating to the hazard or severe situation identified, and provide update assessments to the State EDP/HDP Committee, regarding protective measures discovered or developed with potential to offset the severe effects of an identified EDP or HDP situation.

f. Army and Air National Guard Civil Service Technician Payroll Offices will:

(1) Determine which individuals, by appropriate Position Description Classification Number (PDCN), are authorized EDP or HDP, using approved differential pay determinations received from the HRO.

(2) Provide instructions to supervisors for payroll documentation of EDP and HDP entitlements.

## **Chapter 2**

### **Environmental Differential Pay (EDP) for Federal Wage Grade (WG) Technicians**

#### **2-1. General**

In accordance with section 5343 (c) (4) of title 5, United States Code, a prevailing rate employee shall be paid an environmental differential when exposed to a working condition or hazard that falls within one of the categories approved by the Office of Personnel Management (OPM) in Appendix J of the Appropriated Fund Operating Manual (AFOM). OPM has specified that each agency must evaluate its situations against the guidelines issued (by OPM) to determine whether the local situation is covered by one or more of the defined categories.

#### **2-2. Eligibility**

Environmental Differential Pay (EDP) will only be paid to federal wage grade technicians with actual exposure to situations approved within the criteria of this plan.

#### **2-3. Criteria for EDP Entitlement**

a. An environmental differential is payable to a wage grade employee who is exposed to a hazard, physical hardship, or working condition of an unusually severe nature, when such elements are not taken into consideration in the job-grading process, and additional pay for exposure to these conditions is not provided through any other special pay. Entitlement must satisfy "Appendix J" definition of the "Appropriated Fund Operating Manual".

b. Nothing in this plan will preclude the State EDP/HDP Committee from recommending, or the HRO from determining, that a local situation is not covered by one of the defined categories, but is so unusual in nature that it should warrant payment under EDP criteria. In these instances, differential may not be paid, but a request may be initiated to OPM to consider authorizing the payment and/or adding a new category to "Appendix J" of the OPM publication "Appropriated Fund Operating Manual" where EDP categories are listed.

c. Nothing in this plan will preclude the State EDP/HDP Committee from recommending, or the HRO from determining, that a local situation is covered under an approved category, even though the work situation may not be described under a specific illustrative example. Examples of situations listed in the AFOM, Appendix J, are not all inclusive, but are intended to be illustrative only.

d. Environmental Differential Pay is authorized for:

(1) Exposure to an unusually severe hazard which could result in significant injury, illness, or death (such as working on a high structure or on an open structure when adverse conditions, such as darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity exist); or

(2) Exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress; or

(3) Exposure to an unusually severe working condition under circumstances involving exposure to fumes, dust, or noise which cause significant distress or discomfort in the form of nausea, or skin, eye, ear, or nose irritation or conditions which cause abnormal soil of body and clothing, etc.

(4) Other situations are payable as EDP only if protective facilities, devices, or clothing have not practically eliminated the hazard, physical hardship, or working condition of an unusually severe nature.

e. Identified local situations must be requested and approved by HRO before EDP will be authorized. Current, approved EDP local situations will be updated as additions, changes, or deletions occur. Supervisors seeking to determine if a local situation warrants EDP should review the listing of currently approved local situations.

## **2-4. Determination of Environmental Differential Payments**

a. An employee subjected at the same time to more than one hazard, physical hardship or working condition of an unusually severe nature, listed in the AFOM, Appendix J, will be paid for that exposure which results in the highest differential, but shall not be paid more than one differential for the same hours of work. See Appendix B of this Regulation for local Situations.

b. When an employee is entitled to a differential which is paid on an actual exposure basis, the employee will be paid a minimum of one hour's differential pay for the exposure. For exposures beyond the one hour, the employee shall be paid in increments of one-quarter hour for each 15 minutes, or portion above the 15 minute increment. For more than one exposure within the same hour, the employee will be paid based on the exposure which results in the highest differential for that hour.

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

## **2-5. Computing EDP**

a. Environmental differentials are stated as percentage amounts and are authorized for categories of exposure, as described in the AFOM, Appendix J. The amount of EDP 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 cents and over as a full cent. The resulting cents-an-hour amount will be paid to each wage employee in the area who qualifies for the authorized EDP (regardless of the grade level of the employee).

b. Environmental differential is paid under AFOM, Appendix J, either on the basis of actual exposure (Part I), or on the basis of hours in a pay status (Part II). In either case, there must be actual exposure to the environmental condition to receive the differential entitlement.

c. **PAYMENT ON AN ACTUAL EXPOSURE BASIS.** When differential is to be paid under the AFOM, Part 1 of Appendix J (on an actual exposure basis), the employee will be paid a minimum of one hour's differential for each exposure. When entitlement continues beyond one hour, the employee will be paid in one-quarter hour increments for each 15 minutes, and portion thereof in excess of 15 minutes. For example, if an employee is subjected to periodic exposure for one hour and two minutes, the entitlement will be for one and one-quarter hours of differential pay.

d. **PAYMENT ON THE BASIS OF HOURS IN PAY STATUS.** When an employee is exposed to a situation for which an environmental differential is authorized under AFOM, Part II of Appendix J (on the basis of hours in a pay status), EDP will be paid for all hours in a pay status on that calendar day (or within a 24 period when so designated for uncommon tours of duty). 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.

e. In computing environmental differential pay, entitlement begins with the first instance of exposure, and ends one hour later, (except when exposure continuing beyond one-hour entitlement ends at the end of the last full quarter-hour in which exposure occurs). Payment is computed for the period only on the basis of the highest differential rate authorized during the period of entitlement.

f. The Comptroller General has ruled that compensatory time worked by technicians is not paid status; therefore, EDP is not authorized for periods of work in a compensatory pay status.

g. An environmental differential is included as part of an employee's basic rate of pay for periods of paid leave (e.g., annual leave, sick leave, administrative excusals, etc.) under the following circumstances:

(1) When differential is authorized on the basis of hours in a pay status, differential will be paid during a period of absence on paid leave on the day on which the exposure occurs;

(2) When differential is authorized on an actual exposure basis, the 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 during which actual exposure occurs.

## **Chapter 3**

### **Hazardous Duty Pay (HDP) Differential for General Schedule (GS) Technicians**

#### **3-1. General**

In accordance with section 5545(d) of title 5, United States Code, a general schedule (GS) employee is entitled to be paid a differential for duty involving unusual physical hardships or hazards under a schedule of pay differentials established by the Office of Personnel Management (OPM). The criteria for eligibility and schedule of hazards or hardships have been published by OPM in title 5, Code of Federal Regulations (CFR), Part 550, subpart I, and appendices A and A-1. The schedule of hazard pay differentials, the hazardous duties or duties involving physical hardship for which they are payable, and the period during which they are payable is set out as appendix A to the CFR subpart listed above.

#### **3-2. Eligibility**

Hazardous Duty Pay (HDP) differential will only be paid to GS technicians who are assigned to and perform a duty specified in the OPM regulation (Appendix A) listed above. However, a hazardous pay differential may not be paid to an employee when the hazardous duty or physical hardship has been taken into account in the classification of his or her position, without regard to whether the hazardous duty or physical hardship is grade controlling, unless a waiver has been approved by OPM.

#### **3-3. Criteria for HDP Entitlement**

a. A hazardous duty pay differential is payable to a general schedule employee who performs assigned duties involving unusual physical hardship or hazards when:

(1) The duty is specified in Appendix A, to title 5, CFR Part 550, subpart I, (as provided by 5 CFR 550.903(a)).

(2) The hazardous duty or physical hardship has not been "taken into account in the classification of the position." The phrase "taken into account in the classification of the position" means that the duty constitutes an element used in establishing the grade of the position.

b. Amendments to specified duties in the 5 CFR, Part 550, subpart I, Appendix A, in the form of additions, changes, or deletions, may be made by OPM on its own initiative, or upon request. Nothing in this plan will preclude the State EDP/HDP Committee from recommending or the HRO from determining, that a rate of hazard pay differential be established. In those instances, HDP will not be paid, but a request will be initiated to OPM to consider authorizing the payment and/or adding a new duty to the schedule of pay differentials. Requests for amendments to the OPM regulation will comply with requirements listed in 5 CFR, Part 550, section 903.

c. "Duty involving physical hardships" is duty that may not in itself be hazardous, but causes extreme physical discomfort or distress and is not adequately alleviated by protective or mechanical devices.

d. "Hazardous duty" means duty performed under circumstances in which an accident could result in serious injury or death.

e. Identified local situations must be requested and approved by HRO before HDP will be authorized. Current, approved HDP duties will be updated as additions, changes, or deletions occur. Supervisors seeking to determine if a type of duty warrants HDP should review the listing of currently approved duty situations.

f. Termination of HDP entitlements are discontinued under the following circumstances:

- (1) When one or more of the conditions requisite for such payment ceases to exist; or
- (2) When adequate safety precautions have reduced the element of hazard to a negligible level; or
- (3) When protective or mechanical devices have adequately alleviated physical discomfort or distress.

### **3-4. Determination of Hazardous Duty Differential Payments**

a. When an employee performs duty for which hazardous duty pay differential is authorized, the employee will be paid differential for the hours in a pay status on the calendar day (or a 24-hour period, when designated by the agency) on which the duty is performed. Hours in a pay status for work performed during a continuous period extending over 2 days shall be considered to have been performed on the day on which the work began, and the allowable differential shall be charged to that day.

b. The rate of differential will be taken from the Schedule of Pay Differentials Authorized for Hazardous Duty (Appendix A to 5 CFR, Part 550, subpart I).

c. Hazard pay differential is in addition to any additional pay or allowances payable under other statutes. It shall not be considered part of the employee's rate of basic pay in computing additional pay or allowances payable under other statutes.

## **Chapter 4**

### **Request Procedures for Local Situation EDP/HDP Determination**

#### **4-1. General**

An individual technician or supervisor may initiate a request for review of a duty or work situation presenting a hazard or physical hardship. The review process analyzes the hazardous duty or physical hardship situation, and requires the involvement of supervisors and Support agencies (particularly safety or environmental health).

#### **4-2. Application/Request Procedures**

a. General. The requestor may be any affected technician, or supervisor of affected technicians. Requests will not be disapproved by supervisors at any level without the State EDP/HDP Committee review and recommendation process being followed. Supervisors, safety representatives, environmental health representatives, etc., must indicate concurrence or non-concurrence on the request submission. Explanatory comments will be attached to the request, as required. All attachments should reference the appropriate item number of the request.

b. Request procedures. There is no specific form for requests. However, at a minimum, the request will contain the following information:

- (1) Requestor must complete date, duty title and organization address at top of request.
- (2) Review the appropriate "Schedule" for EDP or HDP, and fill-in proposed qualifying information. EXAMPLE: HDP, Schedule A, Type Duty: Exposure to Hazardous Weather or Terrain; Para No: (2) (c); Rate %: 25.
- (3) Describe qualifying hazard, hardship or working condition.
- (4) Identify known identical situations within the state. If no situations are known, state "unknown."
- (5) Identify position classification number (PDCN) and grade of affected employees and verifying supervisors.

- (6) List all technical instructions and safety directives covering the work situation. Copies of all safety directives must be included with the request.
- (7) Identify why the situation cannot be overcome or eliminated.
- (8) If situation involves explosive or incendiary device, identify hazard classification
- (9) First and second level Supervisors must review, sign and indicate concurrence or non-concurrence. Separate page comments may be attached, if desired.
- (10) Safety and/or Environmental Health must review the local situation and provide their analysis along with the request. At least one of these agencies must complete a separate page analysis for submission with the request.
- (11) A record of accidents, or a statement confirming that no accident records can be found, must accompany the request if entitlement is defined as only payable when the hazard, hardship, or physical condition has not been practically eliminated by protective devices and/or safety procedures.
- (12) The Senior Supervisor must review, sign, and indicate concurrence or non-concurrence. The Senior Level Supervisor is either the Air National Guard Wing Commander, or the Army National Guard Facility Commander.

## **Chapter 5**

### **Administrative Review/Approval Procedures**

#### **5-1. General**

The following procedures will be used for the review and certification / decertification of local situation differential pay requests.

#### **5-2. State EDP/HDP Committee**

A statewide committee for the review of differential pay requests will be appointed by HRO, acting on behalf of the Adjutant General. The committee will ensure that application requests comply with requirements outlined within this regulation, and are accompanied by adequate supporting documentation (as described in chapter 4, para 4-2), and meet the criteria for qualification for EDP and HDP (as appropriate). Before making an assessment on each request, the committee will review all Supporting documentation and conclude that a thorough review of possible options to mitigate the hazardous duty or physical hardship conditions have been completed, or identify options that should be pursued and action agency(s) that need to become involved. Committee composition and operating procedures will be as follows:

a. **Committee Composition.** The state-wide EDP/HDP committee will represent both the Army and Air components of the Oregon National Guard. The committee will be appointed in writing by the Human Resources Officer on behalf of the Adjutant General. Selection of Air National Guard representatives will be coordinated through the Director of Staff, Oregon Air National Guard. Selection of Army National Guard representatives will be coordinated through the Chief of Staff, Oregon Army National Guard. The committee will be composed of seven (7) voting members and three (3) Support/advisory members. The committee will consist of:

- (1) Three Army National Guard representatives, to include: one management representative, one surface maintenance representative, and one aviation maintenance representative.
- (2) Three Air National Guard representatives, to include: one management representative, one aircraft maintenance representative, one Support area representative (POL, Supply, Civil Engineering, Radar or Communication Maintenance, etc.).
- (3) One labor Organization Officer (AFGE Local # 2986 President or appointee).

(4) Advisory/Support Members will include a representative from the HRO Classification Section (who will act as recorder for the committee, and coordinate meeting times and location), a representative from safety (Army or Air), and a representative from Environmental Health (Army or Air).

b. Committee Procedures. At least one member from each of the four groups listed above (para 5-2a (1)-(4)) must be present before a review and recommendation on a differential pay request can be completed. The committee will meet at least once annually, and on an ad hoc basis at the direction of the HRO to review new requests, and to review and validate existing differential pay situations. The HRO will select a chairperson for the committee.

c. Committee Evaluation Process. The committee will evaluate each differential pay request (or review previously approved differential requests) using the criteria outlined in section 2-3, and 3-3 of this plan. The committee is responsible to review the source documents for entitlements for both EDP and HDP, and use the most current information, if changes in schedules of differential pay or qualifying criteria are noted.

d. The committee will evaluate each new differential pay request, or review previously approved requests utilizing the criteria in section 2-3, and 3-3 of this plan when deliberating. The committee will then vote to authorize, or deny new requests for differential pay. The committee will also vote whether to continue, or discontinue previously approved differential pay situations.

e. Recommendations for action will be developed for each request and forwarded to the HRO. As a minimum, all recommendations will include the following.

(1) A course of action: Recommend approval, recommend disapproval, or not qualifying under current criteria, but recommend submission to OPM for addition/change to schedule of differential authorizations.

(2) If the committee has determined that the situation or duty should be monitored or explored further by a particular agency (i.e., safety, environmental health, etc.), the HRO recommendation will include a suggestion of referral for follow-up distribution of the request.

(3) RECOMMENDATIONS OF APPROVAL will include: a statement of the situation/duty; positions (PDCNs) eligible for pay differential; positions (PDCNs) eligible to certify differential pay; a reference to the appropriate differential percentage; the basis of pay (actual exposure or hours in pay status); and any relevant items.

(4) RECOMMENDATIONS OF DISAPPROVAL will clearly identify the criteria not satisfied (i.e., local situation does not meet the severity defined in category \_\_\_ of Schedule J due to the following protective measures, position includes duty as an element in establishing grade of position; etc.).

### **5-3. Labor-Management Coordination**

a. A member of AFGE Local 2986 appointed by the President, will participate in the committee review and recommendation process as outlined in section 5-2.

b. The committee process provides the Labor organization the opportunity to provide input in determining local situations qualifying for differential pay as a full and equal member of the committee.

c. If the Labor representative does not feel the committee recommendation was correct, or the process was not followed, they have the option to raise the issue through the negotiated grievance procedure.

### **5-4. Approval and Notice of Differential Pay Entitlements**

a. The HRO will sign, date, and approve, or disapprove each individual request. The request will be returned to the committee recorder (HRO-ORNG) for disposition.

b. The committee recorder will maintain the original, signed requests, committee recommendation information, and supporting documentation. Following any addition, deletion, or change to approved local situation or duty differential pay requests, a change to the list of approved EDP/HDP situations will be completed and published. Specific distribution of determinations will be as follows:

- (1) A copy of the approved or disapproved request will be returned to the requestor (or first line supervisor). If the request is disapproved, an explanation of the deficiency in qualifying criteria will be identified.
- (2) If an agency is designated for referral follow-up, a copy of the request and any supporting, evaluative information will be sent to that agency.
- (3) If the request is approved, a Notice of Approved Differential Pay Determination (see enclosure) will be prepared from the Committee. Copies of this notice will be:
  - (a) Sent to the requesting organization (from addressee on request submission).
  - (b) Sent to the supporting civilian payroll office (addressee on request submission).
  - (c) Sent to any organizations with identical situations identified on the request submission.
- (4) When a situation is disapproved for continuation of differential pay during the annual review of currently approved situations, a Notice of Removal of that situation will be sent to each party identified in paragraph 5-4b (3) above. A change to the list of Approved Differential Pay will be published for statewide notice.

## **Chapter 6**

### **Determining Individual Eligibility and Payroll Documentation**

#### **6-1. Determining Current Eligibility**

Review of Approved Situations. First line supervisors or technicians, who perceive a duty, physical hardship, or working condition may qualify for differential pay, should review the currently approved situations in Appendix B.

- a. If the situation is currently approved for Environmental Differential Pay (EDP), and there has been actual exposure, the technician is eligible for EDP. The supervisor should follow the instructions for documentation and submission below.
- b. If the duty is included in the currently approved duties for Hazardous Duty Pay (HDP) differential, and the technician's Position Description Classification Number (PDCN) is listed in the determination section of the approved duty, the technician is eligible for HDP. The supervisor should follow the instructions for documentation and submission below.

#### **6-2. Documentation of EDP/HDP Exposure for Army National Guard Personnel**

The Supporting payroll office is notified of entitlement for environmental differential pay through the use of an NGB Form 104, CERTIFICATE OF AUTHORIZATION FOR ENVIRONMENTAL DIFFERENTIAL PAY. Attach the NGB Form 104 to the time and attendance (T&A) payroll cards, as prescribed in NGR 37-105. The certificate will include the following:

- a. The category and percentage code of differential pay for each exposure.
- b. A list of all exposures as they occur each workday, to include the date, inclusive clock times (in "From" and "To" columns), and elapsed time in hours and minutes.
- c. Signature and title of approving official. This official must be designated as a certifying official for differential pay purposes.

#### **6-3. Documentation of EDP/HDP Exposure for Air National Guard Personnel**

a. The supporting payroll office is notified of entitlement of EDP/HDP through the time and attendance cards, as prescribed in DoD Financial Management Regulation 7000.14-R, Volume 8: Civilian Pay Policy. The following information will be included for differential pay:

- (1) Name, social security number, unit, and location of technician.

- (2) The category and differential percentage of each exposure.
  - (3) The date, clock time, and duration of each exposure.
  - (4) The signature and title of a designated authorizing official for differential pay.
- b. Specific, local coordination requirements for pay verification will follow supporting payroll office procedures.

**6-4. EDP Categories**

The following category codes have been established for EDP use by payroll.

<u>CATEGORY CODE I</u> <u>Payment for Actual Exposure</u>		<u>CATEGORY CODE II</u> <u>Payment on Basis of Hours in Pay Status</u>	
<u>Rate</u>	<u>Code</u>	<u>Rate</u>	<u>Code</u>
100 Percent	A	50 Percent	M
25 Percent	B	8 Percent	N
15 Percent	C	4 Percent	O
4 Percent	D		

**Appendix A**

**References**

**Section I**  
**Required Publications**

**NGR 37-105**  
Standard Army Technician Payroll System

**NGR 385-10**  
Army National Guard Safety Program

**Section II**  
**Related Publications**

**DoD 7000.14-R**  
Financial Management Regulation

**OPM Manual**  
Appropriated Fund Operating Manual (AFOM), Appendix J.

**Title 5, CFR**  
Code of Federal Regulations (CFR), Part 550, Subpart I, and Appendices A and A-1

**TPR 511**  
Classification and Position Management

**TPR 990-2**  
Hours of Duty, Pay, and Leave

## Appendix B

### Situation Log

#### Section I

#### General Schedule Hazard Duty Pay (Code of Federal Regulations Part 550, Subpart I, Appendix A)

Situation Number	Situation Title	HP Rate %	Hours in Pay Status	Approved Date	Disapproved Date	Discontinued Date
GS-1	Quality Inspection Specialist (AMMO)				23 Aug 78	
GS-2	NDI Lab Exposure to Radiation, etc.				23 Aug 78	
GS-3	Quality Inspection Specialist (AMMO)				23 Aug 78	
GS-4	Security Guard Duty				23 Aug 78	
GS-5	Mixing Explosives, Preparing/Placing Charge	25		19 Nov 80		23 Feb 83
GS-6	Firefighting	25		18 Feb 81		13 Jan 98
GS-7	Quality Assurance Inspector Personnel Working as Augmenters for Quarterly Recertification of Aircraft Ejection Seats - Explosive and Incendiary Material	25	X	14 Apr 94  Revised 21 Mar 00		
GS-8	Inspection of AIM-7/9 and 120 Missiles, 2mm Ammunition, Ejector Cartridges, Loaded M61A1 Gatling Gun, Chaff & Flares, and ICTS - Explosive and Incendiary Material	25	X	14 Apr 94  Revised 21 Mar 00		
GS-9	Quality Assurance Inspector Personnel - Inspection of Aircraft and Ground Equipment/Near Fuel Vapors/Explosives - Explosive and Toxic Material	25	X	14 Apr 94  Revised 21 Mar 00		
GS-10	Quality Assurance Inspection/HUSH House - Explosive and Incendiary Material (JP8 Aircraft Fuel)	25	X	14 Apr 94  Revised 21 Mar 00		

## Section II

### Wage Scheduled Environmental Differential Pay (Appendix J of the FWS Appropriated Fund Operating Manual)

Situation Number	Situation Title	EDP Rate %	Hours in Pay Status	Actual Exposure	Approved Date	Disapproved Date	Discontinued Date
W-1	Aircrew Life Support					23Aug 78	
W-2	Explosive Ordnance Disposal EOD Team Range Operations and Response - Explosive and Incendiary Material High Degree Hazard - 8% in Pay Status	8	X		19 Oct 78 Revised 21 Mar 00  Reviewed 6 Jun 01, 12 Dec 01		
W-3	Storage & Handling of Electronic Explosives					14 Jan 79	
W-4	Missile Maintenance					14 Jan 79	
W-5	Conventional Munitions Maintenance					14 Jan 79	
W-6	Misfired Starter Cartridges Transient Aircraft				14 Jan 79		23 Nov 92
W-7	Egress Maintenance - ANG					14 Jan 79	
W-8	Egress Maintenance - ARNG					14 Jan 79	
W-9	Camouflage Paint					19 Oct 78	
W-10	Steam Cleaning Rack					19 Oct 78	
W-11	Aircraft Munitions Loading					19 Oct 78	
W-12	Arming External Tanks					19 Jan 79	
W-13	Cold Weather					4 Apr 79	
W-14	Flying - Low Level in Small Aircraft Including Helicopters - 100% Actual Exposure	100		X	4 Apr 79  Revised 21 Mar 00  Reviewed 6 Jun 01, 12 Dec 01		

Situation Number	Situation Title	EDP Rate %	Hours in Pay Status	Actual Exposure	Approved Date	Disapproved Date	Discontinued Date
W-15	Explosive & Incendiary Material Low Degree - F-4C Aircraft				19 Nov 80	23 Nov 92	
W-16	Dirty Work and Hot Work/Confined Space Excess of 110 Degrees (Actual Exposure)				14 Jan 81		13 Jan 98
W-17	Poisons (Toxic Chemicals) High Degree					18 Feb 81	
W-18	Explosives & Incendiary Material Low Degree					14 Jan 81	
W-19	Explosives & Incendiary Material Low Degree					11 Feb 82	
W-20	Explosives & Incendiary Material					14 Jan 81	
W-21	Explosive & Incendiary Material Low Degree F-4C Aircraft				14 Jan 81		23 Nov 93
W-22	Explosives & Incendiary Material High Degree					11 Feb 82	
W-26	Poisons (Toxic Chemicals)					18 Feb 81	
W-27	Firefighting - Other Than Range or Forest Fires				18 Feb 81		13 Jan 98
W-28	Aircraft Fuel (JP-4) and Cramped Quarters					18 Jul 86	
W-29	Explosives & Incendiary Material Low Degree SUU-23 20mm Cannon Safing Devices F-4				18 Jul 86		23 Nov 93

Situation Number	Situation Title	EDP Rate %	Hours in Pay Status	Actual Exposure	Approved Date	Disapproved Date	Discontinued Date
W-30	Integrated Combat Turns (ICT) - Rapid Refueling and Rearming of Fighter Aircraft/Chaff & Flare/AIM 7/9/120 Missiles, and 20mm Ammo - Explosives & Incendiary Material - Low Degree	4	X		28 Sep 88  Revised 21 Mar 00 Reviewed 06 Jun 01, 12 Dec 01		
W-31	Impulse Cartridges for F-15A/B Safing Device					31 May 89	
W-32	Hydrazine Spill/Cleanup Crew - F-16 Aircraft, Fuel Handlers, Aircraft Mechanics - Hours in Pay Status				28 Sep 88		20 Mar 00
W-33	Arming/Disarming/Installing/Removing Explosive Devices on Egress System - Explosive & Incendiary Material - Low Degree - 4% Hours in Pay Status	4	X		31 May 89 Revised 21 Mar 00 Reviewed 6 Jun 01, 12 Dec 01		
W-34	Installation & Removal of Impulse Cartridges, Jettisoning External Stores F-15 Aircraft - Explosive & Incendiary Materials - Low Degree Hazard - 4% Hours in Pay Status	4	X		22 Jan 91 Revised 21 Mar 00 Reviewed 6 Jun 01, 12 Dec 01		
W-35	Arming/Disarming/Assembly/Inspection of Chaff & Flare Dispenser of F15 Aircraft - Explosive & Incendiary Material - Low Degree - 4% in Pay Status	4	X		22 Jan 91 Revised 22 Mar 00  Reviewed 6 Jun 01, 12 Dec 01		
W-36	Fuel Cell & Pneudraulic Maintenance F-16 Aircraft, Poison (Toxic Chemical) JP-8, Fuel Shop Personnel - High Degree 8% Hours in Pay Status				25 Apr 90		6 Apr 99

Situation Number	Situation Title	EDP Rate %	Hours in Pay Status	Actual Exposure	Approved Date	Disapproved Date	Discontinued Date
W-37	Removal of Foam Block from Inside Fuel Cells of F-15 Aircraft - Explosive & Incendiary Material - High Degree Hazard - 8% Hours in Pay Status	8	X		25 Apr 90 Revised, 21Mar 00 Reviewed 6 Jun 01, 12 Dec 01		
W-38	Hydrazine Exposure - Aircraft Pseudraulic System Maintenance F-16 - High Degree 8% Hours in Pay Status				15 Mar 91		6 Apr 99
W-39	HushHouse /Explosive/ Incendiary Material JP8 /+110/Cold Work/Hot Work - Explosive & Incendiary Material - Low Degree - 4% Hours in Pay Status	4	X		3 Sep 93 Revised 21 Mar 00  Reviewed 6 Jun 01, 12 Dec 01		
W-40	AIM-7 Missile/Explosive & Incendiary					23 Nov 92	
W-41	Fuel System Radiator removal F-15 Aircraft/Exposure to JP-8/+100 Aircraft fuel - Poison (Toxic Chemical) - High Degree - 8% Hours in Pay Status  NOTE: As of 12 Dec 01, Awaiting Bio-environmental examination of Radiator Removal	8	X		23 Nov 92 Revised 21 Mar 00  Reviewed 6 Jun 01, 18 Oct 01,  12 Dec 01		
W-42	HAZMAT Spill Team & Initial Responders/Cleanup of Hazardous Materials - Poison (Toxic Chemicals) - Explosive & Incendiary Materials - High Degree - 8% Hours in Pay Status	8	X		14 Apr 94 Revised  21 Mar 00 Reviewed 6 Jun 01, 12 Dec 01, Waiting JP8 AF Study		

Situation Number	Situation Title	EDP Rate %	Hours in Pay Status	Actual Exposure	Approved Date	Disapproved Date	Discontinued Date
W-43	Operational Check-out of the Fire Extinguisher System - F-15 Aircraft, Poisons (Toxic Chemicals) - Low Degree - 4% Hours in Pay Status	4	X		21 Mar 00		20 Jun 00
W-44	Exposure to Hot/Flying Metal Objects – Test Stands					24 Oct 00	
W-45	Alert Barns/Explosive/Incendiary Material (JP8+100)/Cold Work/Hot Work/Explosive & Incendiary Material Low Degree				Never Approved Waiting for AF Study of JP8.		