KANSAS NATIONAL GUARD

Technician Personnel Pamphlet 500

Hazardous and Environmental Differential Pay Plan

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KANSAS NATIONAL GUARD
HAZARDOUS AND ENVIRONMENTAL DIFFERENTIAL PAY PLAN

The information within this plan is applicable to all personnel of the Kansas Army and Air National Guard. Users are invited to send comments and suggested improvements to: JFHQKS-J1/HRO, 2722 SW Topeka Blvd, RM 141, Topeka, KS 66611-1287.

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CHAPTER 1
GENERAL

1-1 Purpose:

a. To provide policies and procedures for establishment and payment of Hazard Differential and Environmental Differential Pay.

b. Chapter 2 contains detailed procedures concerning Hazard Differential Pay (HDP) for General Schedule technicians as authorized by Section 5545D of Title 5 USC.

c. Chapter 3 contains detailed procedures concerning Environmental Differential Pay (EDP) for Wage Grade technicians as authorized by Chapter 8 of FPM Supplement 532-1.

Hazardous Duty Pay	5 US CODE 5343(c)(4) 5 CFR 550.901-907, Subpart I 32 USC 709 DOD 7000.14R, VOL 8 CHAP 3 5 CFR Part 550, Subpart I (Sec. 550.901-550.907)	5 U.S.C. 5545(d) 5 U.S.C. 5548(b) AFI 36-802 NGB TPR 990-2 AR 690-990-2
Environmental Differential Pay	5 U.S.C. 5343 I(4) 5 CFR Part 550, Subpart I (Sec. 550.901-550.907) OPM FWS Appropriated Fund Operating Manual DOD 7000.14R, VOL 8 CHAP 3	5 CFR 532.511 AFI 36-802 32 USC 709

1-2 Applicability:

This plan applies to all Kansas Army and Air National Guard technicians (full-time, part-time, intermittent and temporary, on regular assignment or on detail).

1-3 Policy:

a. Although HDP and EDP are additional compensation payable to employee for actual exposure to various degrees of hazard, physical hardship, and working conditions of an unusually severe nature, authorization of differentials does not eliminate the continuing responsibility of all concerned to initiate positive action to eliminate or reduce danger or risk which contribute to or cause the hazard, physical hardship, or working condition.

b. The existence of environmental or hazard pay differentials is not intended to condone work practices which circumvent Federal safety laws, rules, and regulations.

c. When potential hazards or actual discomforts are identified in a work assignment, first consideration must be given to the protection of the technician. Protective measures which reduce the hazard to the technician and or tend to relieve the discomfort must be made available if at all practicable and the application of these measures enforced. The payment of pay differentials is a measure which admits that no available means can practically eliminate the hazard or reduce discomfort to reasonably tolerable levels.

1-4 Responsibility:

a. **The Adjutant General (TAG)** supplements and publishes military technician management policies relating to EDP/HDP programs and processes. Monitor the State's compliance with EDP/HDP guidelines, policies, directives; and reports to NGB J-1 and Chief, NGB on program effectiveness. See Appendix H Inspecteable items.

b. **Joint Force Headquarters-State (JFHQ-ST)** provides oversight and has primary responsibility to TAG on the State's human resource program development, staffing, and execution of policy, plans, and programs concerning EDP/HDP.

c. **The Human Resources Officer (HRO)** is responsible to implement and manage local plans and procedures, reviews authorizations to determine if position changes are appropriate. The HRO monitors EDP/HDP positions through the Defense Civilian Personnel Data System (DCPDS). Reviews and provides recommendations on exception to policy requests. Prepares and maintains EDP/HDP records and provides reports as required by TAG or NGB-J1-TNS. Monitor the State's compliance with EDP/HDP guidelines, policies, directives; and reports to NGB J-1 and Chief, NGB on program effectiveness. See Appendix H Inspection Checklist.

d. **Supervisors** must ensure that safety practices and acceptable work procedures are followed. In those instances where a hazardous situation cannot be avoided, a request to establish HDP/EDP situation must be prepared and forwarded through supervisory channels to this office. Upon receipt of a request to establish an HDP/EDP situation, the supervisor must examine the situation and provide his/her recommendations and forward the situation thru supervisory channels to this office. Supervisors and managers do not have the authority to approve or disapprove a request to establish an HDP/EDP situation. Each supervisory/managerial level must forward the request to the next higher level within 10 working days of receipt. Additionally supervisors are responsible for ensuring the provisions of this plan are made known to all technicians within their jurisdiction. A copy of this plan and all subsequent changes to include approved determinations will be provided to each supervisor, labor organization, and each local HDP and EDP Committee member. A copy of all disapproved determinations will be provided to each Local HDP and EDP Committee member. Supervisors and Managers will ensure all proper documentation is maintained IAW corresponding references.

e. **Military technicians (dual status)** are required to work within the dictates of sound safety practices and procedures. In those instances where the application of these practices and procedures cannot practically eliminate a hazardous situation, technicians must take positive steps to report the situation, and if appropriate, initiate request to establish an HDP/EDP situation. Recommendations will be forwarded through designated supervisory channels. Additionally, technicians are responsible to ensure that appropriate exposure is identified with supporting documentation to the supervisor.

1-5 Establishment and function of HDP and EDP Committee:

a. A State Differential Pay Committee (SDPC) will be established to evaluate and publish approved determinations of work situations submitted by local committees in accordance with criteria contained in Appendixes A and B. The SDPC will be appointed by Adjutant General of Kansas and will consist of:

i. Human Resources Officer – Chairperson
ii. Director of Staff/Air - Alternate Chairperson
iii. Safety and Occupational Health Manager Army/Air
iv. Occupational Health Nurse
v. Labor Relations Specialist- HRO
vi. Financial Manager- USPFO
vii. Classification Specialist - HRO

(1) The Classification Specialist will serve as the SDPC Executive Secretary and shall ensure the accomplishment of those administrative functions necessary to support the SDPC to include the following:

a) Receipt and administrative review of incoming communications from the local HDP and EDP committees.

b) Coordinate the administrative efforts of the committee as directed by the chairperson.

c) Arrange for meetings, notifying SDPC members as necessary and notifying subject matter specialist or local HDP and EDP committee members who may be required by the chairman to testify or make a presentation before the SDPC.

d) Serve as resource person in research and investigation of work situations to establish proper basis for consideration and development of determinations by the SDPC.

e) Act as recorder at SDPC committee meetings, prepare and, distribute minutes or meeting records as directed.

f) Furnish HRO determinations for publication and distribution as appropriate.

h) Assist in the preparation and documentation of those situations not covered in the established categories for submission to establish a new category.

(2) The Chairperson will convene the SDPC with no less than two other members present. After receipt and review of work situations submitted, it will be the prerogative of the Chairperson to determine members to be called.

(3) The SDPC will meet at the call of the Chairperson to make final evaluations of new or changing local work situations, based on the findings and recommendations submitted by the local committees as outlined in paragraph B below. In cases in which favorable evaluations cannot be immediately determined or where other technicians deemed to have information necessary for consultation prior to final decision the committee will reconvene at a later date.

b. Local HDP and EDP committee will be established, as listed below, at the following locations to ensure that local work situations are recognized in a timely manner and are presented as outlined below to the SDPC for evaluation.

i. Management Official with Alternate– Chairperson
ii. Safety Manager/Officer
iii. Labor Organization Representative with Alternate
iv. Industrial Hygienist – (Air Only)

(1) The labor organization representative and alternate will be nominated in writing to The Adjutant General of Kansas by that Union Chapter or Local in whose area of representation the activity is located. The management representative and the safety officer will be as designated below:

Activity	Management Member	Safety Member
ANG Base-Wichita	Designated by Air Cmdr	Flt Inst (FW) (by PD)
ANG Base-Topeka	Designated by Air Cmdr	Flt Inst (FW) (by PD)
DOL	Shop General Foreman	Safety Off (by REG)
SAO	Support Facility Cdr	FLT Inst Sft (by PD)

(2) Local committee members or their alternates will meet within a reasonable time after receipt of a new authorized category to determine local applicability or will meet after a call by any member for evaluation when it is determined that a new local work situation exists that is currently defined in Appendixes A or B. Findings and recommendations of the committee whether in the form of unanimous opinion or in the form of majority/minority opinions will be forwarded by the use of NGKS Form 500 as outlined in paragraph 2-4 and 3-4 to the Chairperson of the SDPC for final evaluation.

(3) It is the responsibility of the local committee to review existing approved situations within their areas annually to determine whether or not situations still exist, which originally warranted payment of HDP or EDP. Situations must be recommended for continuation of the original authorizations or recommend changes or deletions in the various categories. These statements must be furnished in the form of a unanimous opinion or in the form of a majority/minority opinion during the period 1-30 September of each year.

c. All requests submitted to the SDPC will contain the following information: a description of the work situation; the location(s) of identical work situations in the state if known; classification and grade levels of technicians performing the work; appropriate technician instructions performing the directives governing the work situation; a description of the unusually severe hazard, physical hardship, or working condition, and why it cannot be overcome or eliminated. If the work situation involves an explosive or incendiary device the hazard classification information must also be included. Accident records must be submitted if the HDP/EDP category is only payable when the hazard, physical hardship, or working

condition of an unusually severe nature has not been practically eliminated by protective devices and/or safety procedures.

d. The local committees must meet with all members or designated alternates present. Local Committee members or their alternates will not serve as members on the SDPC.

1-6 Appellate Review:

a. In instances in which the SDPC renders a negative decision concerning a requested authorization of HDP or EDP for a work situation, the decision may be appealed by any member of the Local Committee concerned. Such appeals will identify the basis of the appeal and any additional information not previously furnished in the decision process.

b. Appeals must be submitted to the SDPC no later than 30 days from the date of the SDPC decision. This time limit may be extended at the discretion of Human Resources Officer where reasonable grounds for such extension exist.

CHAPTER 2
HAZARD PAY DIFFERENTIALS

2-1 Introduction:

This chapter provides instructions concerning approval and payment of Hazard Pay Differential (HPD) to General Schedule Technicians as authorized in Appendix A of Federal Personnel Management Subpart I, Part 550, which is reproduced as Appendix A of this plan. Appendix C contains a compilation of determinations regarding local work situations qualifying for HPD.

2-2 General:

a. Hazardous Pay Differentials are authorized for any period of irregular or intermittent duty or duty involving physical hardships not usually involved in carrying out the duties of the position. Hazardous duty is defined as a duty performed under the circumstances in which an accident could result in serious injury or death, such as duty is defined as a duty performed on a high structure when adverse conditions such as darkness, lighting, steady rain, or high wind velocity exist. Duty involving physical hardship is defined as a duty which may not, in itself, be hazardous but causes extreme physical discomfort or distress that is not adequately alleviated by protective or mechanical devices. These duties include those requiring exposure to extreme mechanical devices; those that must be performed under physical exertion such as a duty which must be performed in cramped conditions; and those involving exposure to fumes, dust, or noise, which causes nausea, skin, eye, ear, or nose irritation.

b. Hazardous Pay Differentials may not be paid to a technician when the hazardous duty has been taken into account in the classification of the position. To be taken into account in the classification of the position the hazardous duty constitutes an element used in establishing the grade of the position. When hazardous duty is part of the technician's position but is not performed with sufficient regularity to constitute an element in fixing the grade of the position, it is not taken into account in the classification of a position.

c. Hazard Pay will be paid at the designated rate only to those technicians who are assigned hazardous duty or duty involving physical hardship for which a differential is authorized as specified in Appendix C of this plan. The differential shall not be paid to a volunteer, that is, a technician who undertakes to perform a hazardous duty on his own without proper authorization either expressed or implied.

d. HPD will be discontinued when one or more of the conditions essential for the payment cease to exist in an approved case.

e. The authority to pay a hazard differential for duties included in Appendix C presupposes that adequate safeguards do not exist. When adequate safety precautions taken have reduced the degree of risk to a negligible level, a technician is not performing a duty described in Appendix C and therefore is not authorized differential pay.

2-3 Establishment of Hazard Pay Differentials by the Office of Personnel Management (OPM):

a. Appendix A, Schedule of pay differential authorized for Hazardous Duty, Appendix A, as published in CFR Subpart I of Part 550, defines the hazardous duties or duties involving physical hardship for which differentials are payable. This schedule is not designed to list hazards or hardships on the basis of occupations or for individual cases; it is a list of situations or duties which the OPM has found, on the basis of agency supplied information to meet criteria established in the definition of "duty involving physical hardship or hazardous duty" of OPM regulations under U.S. Code and CFR.

b. The schedule of irregular or intermittent duty contained in Appendix B may be amended by OPM on its own motion or at the request of an agency. The agency request must contain the following information:

1. The nature of the duty to include particular identification of the hazard or hardship,
2. The degree to which the employee is exposed to hazard or physical hardship,
3. The length of time during which the duty will continue to exist and;
4. The degree to which control may be exercised over the physical hardship or hazard
5. Recommend the rate of hazard pay differential to be established.

2-4 Determination of Local HPD Situation:

a. Local committees will meet as required in paragraph 1-5b of this plan to evaluate its local work situations against the guidelines listed in appendixes A and B to determine if local work situations are covered by one of the listed categories on the schedule.

b. When the local committee unanimously determines that a local work situation is covered by one of the listed categories, they will set forth in writing on NGKS Form 500 (See Appendix F of this plan) their findings and recommendations to include a brief description of the specific local situation, degree of control over hazard, protective or mechanical devices available and the recommended officials authorized to approve assignments to the hazardous duty to include certification for pay. Each member of the local committee will sign as requesting officials.

c. When a unanimous opinion cannot be furnished to the state committee, individual member majority/minority opinions outlining individual findings and recommendations will be presented in the same format contained in paragraph b above. Two or more NGKS Forms 500 may be presented to the state committee. If a majority of the local committee agrees on a request for HPD, one form may be signed in the appropriate space for Recommending Official (block 11). Minority opinions will be presented on separate forms, each signed in the appropriate Recommending Official space.

d. State committee decisions of approved local work situations will be published in Appendix C and become the official authorization for HPD when warranted.

2-5 Payment of HPD:

a. Hazardous Pay Differentials may not exceed an amount equal to 25% of the rate of basic pay applicable to the technician. Hazard pay 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 by section 5547 of Title 5 USC (this section limits other premium pay to amount which will not cause total pay in any pay period to exceed the maximum rate for grade GS-15).

b. 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. If the technician is on a paid leave status on the same day that he/she performs hazardous duty, he/she is entitled to hazard differential for the full day. If the technician is on a nonpaid leave status for part of the same day that he/she performs hazardous duty, he/she is entitled to hazard differential for the paid hours only. 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.

c. Payment of hazard differential is authorized to technicians only while they are in a pay status. Compensatory time worked is not paid status for this purpose.

2-6 Documentation and Certification of Exposure:

Entitlement to HPD will be documented and certified to Technician Payroll Offices as prescribed in NGR 37-105, Standard Army Technician Payroll System (STARTEPS), for Army technicians (http://www.ngbpdc.ngb.army.mil/pubs/37/ngrar37_105.pdf) and for Air technicians, DOD Financial Management Regulation, Volume 8, Chapter 2, TIME AND ATTENDANCE, (http://comptroller.defense.gov/fmr/current/08/Volume_08.pdf).

CHAPTER 3
ENVIRONMENTAL DIFFERENTIAL PAY

3-1 Introduction:

a. This chapter provides instructions concerning approval and payment of EDP to Wage Grade technicians, authorized in Appendix J to Subpart E of 5 CFR Part 532.511 – Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature. It is also contained in Appendix J, OPM Operating Manual for the Federal Wage System (http://www.opm.gov/oca/wage/appfund/pdf/AppendixJ.pdf).

b. Appendix C contains a compilation of determinations regarding local work situations within this state and is published to ensure decisions concerning EDP apply equally to all technicians involved in identical work situations.

3-2 General:

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 usually severe hazard for which EDP would be authorized are on high structures when the hazard is not practically eliminated by protective facilities such as scaffolding when darkness, lighting, steady rain, snow, sleet, ice, or high wind velocity exist). Pay would be authorized for exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress not practically eliminated by protective devices or for 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 beyond that expected in the classification, etc., and where the distress or discomfort is not practically eliminated.

b. Environmental situations do not qualify for differential compensation simply on the basis that an element of hazard or discomfort has been identified in a work situation. The hazard must involve a real, probable threat with no effective measures available to protect the technician from injury. Significant actual 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 or from similar environmental conditions.

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, appropriate compensation through environmental differential pay must be provided. However, the essential requirement for the work assignment; which involves potential hazard or serious discomfort must be applied to reduce the effect of the adverse environmental conditions to whatever minimum is possible. Additionally, discomfort should be limited to the absolute minimum necessary to accomplish the work assignment.

d. 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 and additional pay for exposure to these conditions is provided only through the environmental differentials.

3-3 Establishment of Environmental Differential by the Office of Personnel Management (OPM):

a. Appendix A contains the schedule of categories of situations as published by OPM and defines methods of payment and various degrees of hazards, physical hardships, and working conditions, each of an unusually severe nature, for which the differentials are payable. Environmental differentials are

authorized only when exposure is under circumstances described in the category listed. When examples are listed they are not intended to be exclusive of other exposures which may be encountered under the circumstances which describe the listed category.

b. Environmental differentials are stated as percentage amounts and are authorized for the categories of exposures as described in Appendix A.

c. Amendments to categories contained in Appendix A in the form of additions, changes, or deletions may be made by OPM on its own motion, at the request of an agency, at the request of the national office of a labor organization, or after receiving the advice of the Prevailing Rate Advisory Committee. Each request for an addition to, or change in a category in Appendix A should include information about the hazard, physical hardship, or working condition showing:

1. The nature of the exposure so as to indicate clearly 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; and

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

3-4 Determination of Local Environmental Differential Pay Situations:

a. Local committees will meet as required in paragraphs 1-5b of this plan to evaluate local work situations in accordance with the guidelines in Appendix A to determine whether the local situation is covered by one or more of the defined categories.

1. When the local committee unanimously determines that a local work situation is covered by one or more of the defined categories (even though not covered by a specific illustrative example), they will set forth in writing on NGKS Form 500 (see Appendix F) their findings and recommendations to include a brief description of the specific local situation determined to be covered by the defined category, recommended differential rate, degree of control over hazard, the date of determination, and the recommended officials authorized to approve differential assignments to include Certificate of Exposure, NGB Form 104 (Appendix E). Each member of the local committee will sign as requesting officials.

2. When a unanimous opinion cannot be furnished to the state committee, individual member majority/minority opinions outlining individual findings and recommendations will be presented in the same format contained in paragraph a1 above. Two or more NGKS Forms 500 may be presented to the State Committee. If a majority of the local committee agrees on a request for EDP determination, one form may be signed in the appropriate space for Recommending Official (block 11). Minority opinions will be presented on separate forms, each signed in the appropriate Recommending Official space.

3. When the local situation is not covered by one of the categories defined in Appendix C but is considered too unusual in nature so as to warrant EDP, a differential may not be paid, but action is to be initiated by the local committee or individual member to define the situation as outlined in paragraphs a (1) and (2) above and submitted to the state committee. If warranted, the state committee will fully document the situation as outlined in paragraph 3-3 of this plan. The request will be forwarded to the National Guard Bureau who in turn will refer the request if applicable, to the Department of Defense and OPM.

b. State committee decisions of approved local work situations will be published in Appendix C and become the official authorization for EDP when warranted and will continue to be effective until changed or deleted in accordance with paragraph 1-5 of this plan.

c. When a new local work situation has been indentified and request covering the situation has been presented for approval of the state committee, Recommended Officials Authorized to Certify for Pay should maintain records of exposures in the same manner as if the situation has been approved so that in

the event approval is given, the involved technicians may receive EDP for actual exposure retroactive to the date the hazard was determined.

3-5 Payment of Environmental Differential Pay:

a. An environmental differential is payable to Wage Grade technicians performing assigned duties which actually expose them to an unusually severe hazard, physical hardship, or working condition listed in Appendix A, either on the basis of actual exposure (Part I) or on the basis of hours in a pay status (Part II).

1. When a technician is exposed to a situation for which an environmental differential is authorized on the basis of hours in a pay status, he/she shall receive the differential for all hours in pay status on the day on which he/she is actually exposed to the situation.

2. When a technician is entitled to EDP which is paid on actual exposure basis under Part I, he/she will be paid a minimum of one hour's differential pay for each exposure. However, when more than one exposure occurs within the same hour, the technician shall be paid for the exposure which results in the highest differential for the same hours of work. When entitlement extends beyond one hour, the technician shall be paid in one-quarter hour increments for each 15 minutes and portion thereof in excess of 15 minutes. In computing environmental differential payments, entitlements begin with the first instance of exposure and end one hour later except when an exposure continuing beyond one hour entitlement end at the end of the last full quarter-hour in which exposure occurs.

3. When a technician is exposed at intermittent times during a day to a working condition for which the environmental differential is paid on an actual exposure basis, each exposure is considered separately and 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 environmental differential may not exceed the number of hours of actual work performed by the technician on the day of exposure.

4. When a technician is exposed to more than one category listed in Appendix A for which the environmental differential is payable on an actual exposure basis, each category is considered separately in computing the amount of environmental differential payable.

5. When an employee 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 or 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 actual exposure for that exposure, and the environmental differential on the basis of the shift for the remaining hours in the pay status that day.

b. The amount of the payable environmental differential 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 grade technician in the area who qualifies for the authorized environmental differential, regardless of the grade level of the wage grade technician or the Federal wage system wage schedule on which the technician is paid.

c. EDP is included as part of the technicians basic rate of pay and shall be used to compute premium pay (pay for holiday or Sunday work), the amount from which retirement deductions are made, and the amount on which the technician is paid.

d. National Guard technicians are not entitled to EDP while working in an overtime (compensatory) status.

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

1. 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.

2. 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 specified in paragraph a2 above.

f. A technician will not be paid an environmental differential during a period of absence on paid leave on any day on which he/she is not exposed to situations for which an environmental differential is authorized.

g. 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 computing severance pay.

h. It is the responsibility of the Payroll Branch, at the USPFO for Army technicians to compute appropriate entitlements to EDP in accordance with existing regulations.

i. It is the responsibility of the Wing Comptroller Office for Air technicians to compute appropriate entitlements to EDP in accordance with existing regulations.

j. An Exception to Policy (ETP) for situations not listed on the Local Environmental Differential Pay Determinations Approved (Appendix C) may be requested through the same process as the approved situation through the local committee.

3-6 Documentation and Certification of Exposure:

The Civilian Payroll Office receives documentation of EDP by use of Time and Attendance Procedures in NGR 37-105, Standard Army Technician Payroll System (STARTEPS), for Army technicians (http://www.ngbpdc.ngb.army.mil/pubs/37/ngrar37_105.pdf) and for Air, DOD Financial Management Regulation, Volume 8, Chapter 2, TIME AND ATTENDANCE, (http://comptroller.defense.gov/fmr/current/08/Volume_08.pdf).

LEE E. TAFANELLI
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The Adjutant General

APPENDIX A

Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I

hazard pay differential, of part 550 pay administration (general)

Duty	Rate of hazard pay differential (percent)	Effective date
Exposure to Hazardous Weather or Terrain:		
(1) *Work in rough and remote terrain.* When working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches	25	First pay period beginning after July 1, 1969.
(2) *Traveling under hazardous conditions.* (a) When travel over secondary or unimproved roads to isolated mountain top installations is required at night, or under adverse weather conditions (such as snow, rain, or fog) which limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snow slides	25	Do.
(b) When travel in the wintertime, either on foot or by means of vehicle, over secondary or unimproved roads or snow trails, in sparsely settled or isolated areas to isolated installations is required when there is danger of avalanches, or during "whiteout" phenomenon which limits visibility to less than 3 meters (10 feet)	25	Do.
(c) When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be of considerable danger, or very great danger, on the wind-chill chart (Appendix A–1), and shelter (other than temporary shelter) or assistance is not readily available	25	Do.
(3) *Snow or ice removal operations.* When participating in snowplowing or snow or ice removal operations, regardless of whether on primary, secondary or other class of roads, when (a) there is danger of avalanche, or (b) there is danger of missing the road and falling down steep mountainous slopes because of lack of snow stakes, "white-out" conditions, or sloping ice-pack covering the snow	25	Do.
(4) *Water search and rescue operations.* Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h.) (classified as gale winds) or in water search and rescue operations conducted at night	25	Do.
(5) *Travel on Lake Pontchartrain.* (a) When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is from north, northeast, or northwest, and wind velocity is	25	Do.

over 7.7 meters per second (15 knots); or		
Con't (b) When travelling in small crafts, where craft is not radar equipped, on Lake Pontchartrain is necessary due to emergency or unavoidable conditions and the trip is made in a dense fog under fog run procedures	25	Do.
(6) *Hazardous boarding or leaving of vessels.* When duties (a), (b), or (c) are performed under adverse conditions of foul weather, ice, or night and when the sea state is high (0.9 meter (3 feet) and above):		
(a) Boarding or leaving vessels at sea or standing offshore during lightering or personnel transfer operations	25	First pay period beginning after May 7, 1970.
(b) Boarding, leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral surrounded shorelines.		
(c) Transferring equipment between a small boat and rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock.		
(7) *Small craft tests under unsafe sea conditions.* Conducting craft tests to determine the sea keeping characteristics of small craft in a seaway when U.S. storm warnings normally indicate unsafe seas for a particular size craft	25	First pay period beginning on or after Sept. 28, 1972.
(8) *Working on a drifting sea ice floe.* When the job requires that the work be performed out on sea ice, e.g., installing scientific instruments and making observations for research purposes	25	First pay period beginning after March 16, 1973.
Exposure to Physiological Hazards:		
(1) *Pressure chamber subject.* (a) Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when Con't the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures	25	Do.
(b) *Working in pressurized sonar domes.* Performing checkout of sonar system after sonar dome has been pressurized. This may include such duties as changing transducer elements, setting of transducer turntables, checking of cables, piping, valves, circuits, underwater telephone, and pressurization plugs	8	First pay period beginning after Feb. 16, 1975.
(c) Working in non pressurized sonar domes that are a part of an underwater system. Performing certification pretrial inspections,	4	First pay period beginning after

involving such duties as calibrating, adjusting, and photographing Con't equipment, in limited space and with limited egress		Feb. 16, 1975.
(2) *Simulated altitude chamber subjects. Observers.* Participating in simulated altitude studies ranging from 5500 to 45,700 meters (18,000 to 150,000 feet) either as subject or as observer exposed to the same conditions as the subject	25	Do.
(3) *Centrifuge subjects.* Participating as subject in centrifuge studies involving elevated G forces above the level of 49 meters per second^2(5 G's) whether or not at reduced atmospheric pressure	25	Do.
(4) *Rotational flight simulator subject.* Participating as a subject in a Rotational Flight Simulator in studies involving continuous rotation in one axis through 360° or in a combination of any axes through 360° at rotation rates greater than 15 r.p.m. for periods exceeding three minutes	25	First pay period beginning after July 1, 1969.
Hot Work—Working in confined spaces wherein the employee is subject to temperatures in excess of 43 °C (110 °F)	4	First pay period beginning after Feb. 16, 1975.
(5) *Environmental thermal-chamber tests:* Subjects and observers exposed to the hazards and physical hardships of an environmental chamber-thermal test which simulates adverse weather or sea conditions such as the exposure to subzero temperatures; high heat and humidity; and cold water, spray, wind, and wave action	25	May 4, 1988.
(6) *Working at high altitudes.* Performing work at a land-based worksite more than 3900 meters (12,795 feet) in altitude, provided the employee is required to commute to the worksite on the same day from a substantially lower altitude under circumstances in which the rapid change in altitude may result in acclimation problems.	8	January 11, 1999.
Exposure to Hazardous Agents, work with or in close proximity to:		
(1) *Explosive or incendiary materials.* Explosive or incendiary materials which are unstable and highly sensitive	25	First pay period beginning after July 1, 1969.
(2) *At-sea shock and vibration tests.* Arming explosive charges and/or working with, or in close proximity to, explosive armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies	25	Do.
(3) *Toxic chemical materials.* Toxic chemical materials when there is a possibility of leakage or spillage	25	Do.
(4) *Fire retardant materials tests.* Conducting tests on fire retardant materials when the tests are performed in ventilation restricted rooms where the atmosphere is continuously contaminated by obnoxious odors	25	Do.

and smoke which causes irritation to the eyes and respiratory tract		
(5) *Virulent biologicals.* Materials of micro-organic nature which when introduced into the body are likely to cause serious disease or fatality and for which protective devices do not afford complete protection	25	Do.
(6) Asbestos. Significant risk of exposure to airborne concentrations of asbestos fibers in excess of the permissible exposure limits (PELS) in the standard for asbestos provided in title 29, Code of Federal Regulations, §§1910.1001 or 1926.58, when the risk of exposure is directly connected with the performance of assigned duties. Regulatory changes in §1910.1001 or 1926.58 are hereby incorporated in and made a part of this category, effective on the first day of the first pay period beginning on or after the effective date of the changes	8	June 8, 1993
Participating in Liquid Missile Propulsion Tests and Certain Solid Propulsion Operations:		
(1) *Tanking and de-tanking.* Tanking or de-tanking operations of a missile or the test stand "run" bottles with liquid propellants	25	First pay period beginning after July 1, 1969.
(2) *Hoisting a tanked missile.* Hoisting a tanked missile or a solid propellant propulsion system into and/or over the test stand	25	Do.
(3) *Pressure tests.* Pressure tests on loaded missiles, missile tanks, or run bottles during pre-fire preparations	25	Do.
(4) *Test stand tests.* Test stand operations on loaded missiles under environmental conditions where the high or low temperatures could cause a failure of a critical component	25	Do.
(5) *Disassembly and breakdown.* Disassembly and breakdown of a contaminated missile system or test stand plumbing after test	25	Do.
(6) *"Go" condition test stand work.* Working on any test stand above the 15-meter (50-foot) level or any stand work while the system is in a "go" condition	25	Do.
(7) *Arming and de-arming propulsion systems.* Arming, de-arming or the installation and/or removal of any squib, explosive device, or a component thereof connected to, or part of, any live or potentially expended liquid or solid propulsion system	25	Do.
(8) *Demolition and destruct tests.* Demolition, hazards classification, or destruct type tests where the specimen is nonstandard and/or unproven and the test techniques do not conform to standard or proven procedures	25	Do.
Work in Fuel Storage Tanks:		
When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing	25	Do.

apparatus because all or part of the oxygen in the atmosphere has been Con't displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank		
Firefighting:		
(1) *Forest and range fires.* Participating as a member of a firefighting crew in fighting forest and range fires on the fireline	25	Do.
(2) *Equipment, installation, or building fires.* Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings	25	Do.
(3) *In-water under-pier firefighting operations.* Participating in in-water under-pier firefighting operations (involving hazards beyond those normally encountered in firefighting on land, e.g., strong currents, cold water temperature, etc.)	25	Do.
Work in Open Trenches:		
Work in an open trench 4.6 meters (15 feet) or more deep until proper shoring has been installed	25	Do.
Underground Work:		
Work underground performed in the construction of tunnels and shafts, and the inspection of such underground construction, until the necessary lining of the shaft or tunnel has eliminated the hazard	25	Do.
Underwater Duty:		
(1) *Submerged submarine or deep research vehicle.* Duty aboard a submarine or deep research vehicle when it submerges	25	Do.
(2) *Diving.* Diving, including SCUBA (self-contained underwater breathing apparatus) diving, required in scientific and engineering pursuits, or search and rescue operations, when:	25	Do.
(a) at a depth of 6 meters (20 feet) or more below the surface; or,		
(b) visibility is restricted; or,		
(c) in rapidly flowing or cold water; or,		
(d) vertical access to the surface is restricted by ice, rock, or other structure; or,		

(e) testing or working with hardware which presents special hazards (such as work with high voltage equipment or work with underwater mockup components in an underwater space simulation study).		
Sea Duty Aboard Deep Research Vessels:		
Participating in sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea-state is high (6.2 meter-per-second winds (12-knot winds) and 0.9-meter waves (3-foot waves) and the work is done on deck in relatively unprotected areas	25	Do.
Collection of Aircraft Approach and Landing Environmental Data:		
When operating or monitoring camera equipment adjacent to flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations	25	First pay period beginning after July 1, 1969.
Experimental Landing/Recovery Equipment Tests:		
Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks	25	Do.
Land Impact or Pad Abort of Space Vehicle:		
Actual participating in de-arming and safing explosive ordinance, toxic propellant and high pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition	25	Do.
Height Work:		
Working on any structure of at least 15 meters (50 feet) above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity	25	Do.
Flying, participating in:		
(1) *Pilot proficiency training.* Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests	25	Do.
(2) *Delivery of new aircraft for flight testing.* Flights to deliver aircraft	25	Do.

which has been prepared for one-time flight without being test flown prior to delivery flight		
(3) *Test flights of new modified or repaired aircraft.* Test flights of a new or repaired aircraft or modified aircraft when the modification may affect the flight characteristics of the aircraft	25	Do.
(4) *Reduced gravity—parabolic arc flights—subjects/observers.* Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +20 meters per second^2(+2 gravity conditions)	25	Do.
(5) *Launch and recovery.* Test flights involving launch and recovery aboard an aircraft carrier	25	Do.
(6) *Limited control flights.* Flights undertaken under unusual and adverse conditions (such as extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns) which threaten or severely limit control of the aircraft	25	Do.
(7) *Flight tests of expandable aircraft tires.* Landing to test aircraft tires designed to deflate upon retraction, undertaken to appraise the normal deflate/re-inflate cycle and also to evaluate the capability to make a satisfactory landing with the tires deflated	25	Do.
(8) *Landing and taking-off in polar areas.* Landing in polar areas on unprepared snow or ice surfaces +and/or taking-off under the same conditions	25	Do.
Experimental Parachute Jumps:		
Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques	25	Do.
Ground Work Beneath Hovering Helicopter:		
Participating in ground operations to attach external load to helicopter hovering just overhead	25	Do.
Sling-suspended transfers. When performance of duties requires transfer from a helicopter to a ship via a sling on the end of a steel cable or from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are underway	25	First pay period beginning after Oct. 11, 1969.
Carrier suitability trials aboard aircraft carriers. Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery, and refueling operations	25	Do.
Cargo handling during lightering operations. Off-loading of cargo and supplies from surface ships to Landing Craft—Medium (LCM) boats involving exposure not only to falling cargo but such other hazards as	25	Do.

shifting cargo within the LCM, swinging cargo hooks, and possibility of falling between the LCM and cargo vessel		
Work in unsafe structures: Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado, flood, or similar cause, when the structure has been Con't declared unsafe by competent technical authority, and when such work is considered necessary for the safety of personnel or recovery of valuable materials or equipment, and the work is authorized by competent authority	25	First pay period beginning on or after Apr. 11, 1976.
Tropical Jungle Duty: Work outdoors in undeveloped jungle regions outside the continental United States. Work must involve both of the following:		
(1) An unusual degree of physical hardship caused by high heat, humidity, or other inclement conditions; and		
(2) An unusual danger of serious injury or illness due to:		
(a) Travel on unimproved roads or rudimentary trails in rugged terrain (e.g., walking on narrow trails in steep mountainous areas, fording deep, fast-moving rivers, and crossing deep crevasses via log or other unsafe means);		
(b) Immediate presence of dangerous wildlife (e.g., venomous snakes, poisonous insects, and large carnivores); or		
(c) Known exposure to serious disease for which adequate protection cannot be provided.	25	June 14, 1989.

(5 U.S.C. 5595; E.O. 11257, 3 CFR 1964–1965 Comp., p. 357)
[34 FR 11083, July 1, 1969; 34 FR 12623, Aug. 2, 1969, as amended at 34 FR 15747, Oct. 11, 1969; 35 FR 7172, May 7, 1970; 37 FR 20248, Sept. 28, 1972; 39 FR 7115, Mar. 16, 1973; 40 FR 7437, Feb. 20, 1975; 41 FR 12635, Mar. 26, 1976; 41 FR 14165, Apr. 2, 1976; 53 FR 36557, Sept. 21, 1988; 54 FR 8267, Feb. 28, 1989; 54 FR 25224, June 14, 1989 and 55 FR 1354, Jan. 14, 1990; 56 FR 20345, May 3, 1991; 58 FR 32050, June 8, 1993; 58 FR 32276, June 9, 1993; 64 FR 1502, Jan. 11, 1999]

APPENDIX B

Appendix A to Subpart E of Part 532—Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature

This Appendix lists the environmental differentials authorized for exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature.

Part I—Payment for Actual Exposure

Differential rate (percent)	Category for which payable	Effective date
100	1. *Flying.* Participating in flights under one or more types of the following conditions	Nov. 1, 1970.
	a. Test flights of a new or repaired plane or modified plane when the repair or modification may affect the flight characteristics of the plane;	
	b. Flights for test performance of plane under adverse conditions such as in low altitude or severe weather conditions, maximum load limits, or overload;	
	c. Test missions for the collection of measurement data where two or more aircraft are involved and flight procedures require formation flying and/or rendezvous at various altitudes and aspect angles;	
	d. Flights deliberately undertaken in extreme weather conditions such as flying into a hurricane to secure weather data;	
	e. Flights to deliver aircraft which have been prepared for one-time flight without being test flown prior to delivery flight;	
	f. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests;	
	g. Low-level flights in small aircraft including helicopters at altitude of 150 meters (500 feet) and under in daylight and 300 meters (1,000 feet) and under at night when the flights are over mountainous terrain, or in fixed-wing aircraft involving maneuvering at the heights and times specified above, or in helicopters maneuvering and hovering over water at altitudes of less than 150 meters (500 feet);	
	h. Low-level flights in an aircraft flying at altitudes of 60 meters (200 feet) and under while conducting wildlife surveys and law enforcement activities, animal depredation abatement and making agricultural applications, and conducting or facilitating search and rescue operations; flights in helicopters at low levels involving line inspection, maintenance, erection, or salvage operations;	
	i. Flights involving launch or recovery aboard an aircraft carrier;	
	j. Reduced gravity light testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through 20 meters per second^2(2 gravity) conditions;	

25	2. *High work*	Nov. 1, 1970.
	a. Working on any structure of at least 30 meters (100 feet) above the ground, deck, floor or roof, or from the bottom of a tank or pit;	
	b. Working at a lesser height:	
	(1) If the footing is unsure or the structure is unstable; or	
	(2) If safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, a similar support); or	
	(3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning or similar environmental factors render working at such height(s) hazardous.	
15	3. *Floating targets.* Servicing equipment on board a target ship or barge in which the employee is required to board or leave the target vessel by small boat or helicopter	Nov. 1, 1970.
4	4. *Dirty work.* Performing work which subjects the employee to soil of body or clothing:	Nov. 1, 1970.
	a. Beyond that normally to be expected in performing the duties of the classification; and	
	b. Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health considerations (excessive temperature, asthmatic conditions, etc); or	
	c. When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.	
4	5. *Cold work.* a. Working in cold storage or other climate-controlled areas where the employee is subjected to temperatures at or below freezing (0 degrees Celsius (32 degrees Fahrenheit))	Nov. 1, 1970.
	b. Working in cold storage or other climate-controlled areas where the employee is subjected to temperatures at or below freezing (0 degrees Celsius (32 degrees Fahrenheit)) where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.	Mar. 13, 1977.
4	6. *Hot work.* a. Working in confined spaces wherein the employee is subjected to temperatures in excess of 43 degrees Celsuis (110 degrees Fahrenheit)	Nov. 1, 1970.
4	7. *Welding preheated metals.* Welding various metals or performing an integral part of the welding process when the employee must work in confined spaces in which large sections of metal have been preheated to	Nov. 1, 1970.

	Con't 66 degrees Celsius (150 degrees Fahrenheit) or more, and the discomfort is not alleviated by protective devices or other means, or discomforting protective equipment must be worn	
4	8. *Micro-soldering or wire welding and assembly.* Working with binocular-type microscopes under conditions which severely restrict the movement of the employee and impose a strain on the eyes, in the soldering or wire welding and assembly of miniature electronic components.	Nov. 1, 1970.
25	9. *Exposure to hazardous weather or terrain.* Exposure to dangerous conditions of terrain, temperature and/or wind velocity, while working or traveling when such exposure introduces risk of significant injury or death to employees; such as the following:	July 1, 1972.
	Examples:	
	—Working on cliffs, narrow ledges, or steep mountainous slopes, with or without mechanical work equipment, where a loss of footing would result in serious injury or death.	
	—Working in areas where there is a danger of rockfalls or avalanches.	
	—Traveling in the secondary or unimproved roads to isolated mountaintop installations at night, or under adverse weather conditions (snow, rain, or fog) which limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snowslides	
	—Traveling in the wintertime, either on foot or by vehicle, over secondary or unimproved roads or snowtrails, in sparsely settled or isolated areas to isolated installations when there is danger of avalanches, or during "whiteout" phenomenon which limits visibility to less than 3 meters (10 feet)	
	—Working or traveling in sparsely settled or isolated areas with exposure to temperatures and/or wind velocity shown to be of considerable or very great danger on the windchill chart (Exhibit 1 of this Appendix), and shelter (other than temporary shelter) or assistance is not readily available	
	—Snowplowing or snow and ice removal on primary, secondary or other class of roads, when (a) there is danger of avalanche or (b) there is danger of missing the road and falling down steep mountainous slopes, because of lack of snow-stakes, "whiteout" conditions, or sloping icepack covering the snow	
25	10. *Unshored work.* Working in excavation areas before the installation of proper shoring or other securing barriers, or in catastrophe areas, where there is a possibility of cave-in, building collapse or falling	July 1, 1972.

	Con't debris when such exposures introduce risk of significant injury or death to employees, such as the following:	
	Examples:	
	—Working adjacent to the walls of an unshored excavation at depths greater than 1.8 meters (6 feet) (except when the full depth of the excavation is in stable solid rock, hard slag, or hard shale, or the walls have been graded to the angle of repose; that is, where the danger of slides is practically eliminated), when work is performed at a distance from the wall which is less than the height of the wall	
	—Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado or similar cause	
	—Working underground in the construction and/or inspection of tunnels and shafts before the necessary lining of the passageway have been installed	
	—Duty underground in abandoned mines where lining of tunnels or shafts is in a deteriorated condition	
15	11. *Ground work beneath hovering helicopter.* Participating in operation to attach or detach external load to helicopter hovering just overhead	July 1, 1972.
15	12. *Hazardous boarding or leaving of surface craft.* Boarding or leaving vessels or transferring equipment to or from a surface craft under adverse conditions of foul weather, ice, or night when sea state is high (0.9 meter (3 feet) and above), and deck conditions and/or wind velocity in relation to the size of the craft introduce unusual risks to employees	July 1, 1972.
	Examples:	
	—Boarding or leaving vessels at sea.	
	—Boarding or leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral-surrounded shorelines	
	—Transferring equipment between a small boat and a rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock	
	—Boarding or leaving, or transferring equipment from or to ice covered floats, rafts, or similar structures when there is danger of capsizing due to the added weight of the ice	
8	13. *Cargo handling during lightering operations.* Off-lading of cargo and supplies from surface ships to Landing Craft-Medium (LCM) boats	July 1, 1972.

	Con't when swells or wave action are sufficiently severe as to cause sudden listing or pitching of the deck surface or shifting or falling of equipment, cargo, or supplies which could subject the employee to falls, crushing, ejection into the water or injury by swinging cargo hooks	
15	14. *Duty aboard surface craft.* Duty aboard a surface craft when the deck conditions or sea state and wind velocity in relation to the size of the craft introduces the risk of significant injury or death to employees, such as the following:	July 30, 1972.
	Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h.) (classified as gale winds) or in water search and rescue operations at night	
	—Participating as a member of a weather projects team when work is performed under adverse weather conditions, when winds are blowing at 56 km/h (35 m.p.h.), and/ or when seas are in excess of 4.3 meters (14 feet), or when working on outside decks when decks are slick and icy when swells are in excess of 0.9 meter (3 feet)	
	—When embarking, disembarking or traveling in small craft (boat) on Lake Ponchartrain when wind direction is from north northeast or northwest, and wind velocity is over 7.7 meters per second (15 knots); or when travel on Lake Ponchartrain is necessary in small craft, without radar equipment, due to emergency or unavoidable conditions and the trip is made in dense fog run procedures	
	—Participating in deep research vessel sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea state is high (6.2-meter-per-second (12-knot) winds and 0.9 meter (3-foot) waves) and the work is done on relatively unprotected deck areas	
	—Transferring from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are under way	
	—Duty performed on floating platforms, camels, or rafts, using tools equipment or materials associated with ship repair or construction activities, where swells or wave action are sufficiently severe to cause sudden listing or pitching of the deck surface or dislodgement of equipment which could subject the employee to falls, crushing, or ejection into the water	
50	15. *Work at extreme heights.* Working at heights 30 meters (100 feet) or more above the ground, deck, floor or roof, or from the bottom of a tank or pit on such open structures as towers, girders, smokestacks and similar structures:	Oct. 22, 1972.

	(1) If the footing is unsure or the structure is unstable; or	
	(2) If safe scaffolding, enclosed ladders or other similar protective Con't facilities are not adequate (for example, working from a swinging stage, boatswain chair, or a similar support); or	
	(3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning, or similar environmental factors render working at such height(s) hazardous	
6	16. *Fibrous Glass Work.* Working with or in close proximity to fibrous glass material which results in exposure of the skin, eyes or respiratory system to irritating fibrous glass particles or slivers where exposure is not practically eliminated by the mechanical equipment or protective devices being used.	Feb. 28, 1975.
50	17. *High Voltage Electrical Energy.* Working on energized electrical lines rated at 4,160 volts or more which are suspended from utility poles or towers, when adverse weather conditions such as steady rain, high winds, icing, lightning, or similar environmental factors make the work unusually hazardous.	Apr. 11, 1977.
6	18. *Welding, Cutting or Burning in Confined Spaces.* Welding, cutting, or burning within a confined space which necessitates working in a horizontal or nearly horizontal position, under conditions requiring egress of at least 4.3 meters (14 feet) over and through obstructions including: (1) access openings and baffles having dimensions which greatly restrict movements, and (2) irregular inner surfaces of the structure or structure components	Jan. 18, 1978.

Part II—Payment on Basis of Hours in Pay Status

Differential rate (percent)	Category for which payable	Effective date
50	1. *Duty aboard submerged vessel.* Duty aboard a submarine or other vessel such as a deep-research vehicle while submerged.	Nov. 1, 1970.
8	2. *Explosives and incendiary material—high degree hazard.* Working with or in close proximity to explosives and incendiary material which involves potential personal injury such as permanent or temporary, partial or complete loss of sight or hearing, partial or complete loss of any or all extremities; other partial or total disabilities of equal severity; and/or loss of life resulting from work situations wherein protective devices and/or safety measures either do not exist or have been developed but have not practically eliminated the potential for such personal injury. Normally, such work situations would result in extensive property damage requiring complete replacement of equipment and rebuilding of the damaged area; and could result in personal injury to adjacent employees	Nov. 1, 1970.
	Examples	
	—Working with, or in close proximity to operations involved in research, in testing, manufacturing, inspection, renovation, maintenance and disposal, such as:	
	—Screening, blending, drying, mixing, and pressing of sensitive explosives and pyrotechnic compositions such as lead azide, black powder and photoflash powder	
	—Manufacture and distribution of raw nitroglycerine	
	—Nitration, neutralization, crystallization, purification, screening and drying of high explosives	
	—Manufacture of propellants, high explosives and incendiary materials	
	—Melting, cast loading, pellet loading, drilling, and thread cleaning of high explosives	
	—Manufacture of primary or initiating explosives such as lead azide	
	—Manufacture of primer or detonator mix	
	—Loading and assembling high-energy output flare pellets	
	—All dry-house activities involving propellants or explosives	
	—Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials	

	—All operations involving fire fighting on an artillery range or at an ammunition manufacturing plant or storage area, including heavy duty equipment operators, truck drivers, etc.	
	—All operations involving regrading and cleaning of artillery ranges	
	—At-sea shock and vibration tests. Arming explosive charges and/or working with, or in close proximity to, explosive-armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies	
	—Handling or engaging in destruction operations on an armed (or potentially armed) warhead	
4	3. *Explosives and incendiary material—low degree hazard.* a. Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and possible adjacent employees; minor irritation of the skin; minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used	Nov. 1, 1970.
	b. Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and possible adjacent employees; minor irritation of the skin; minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used and wherein protective device and/or safety measures have not practically eliminated the potential for such injury	Mar. 13, 1977.
	Examples	
	—All operations involving loading, unloading, storage and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard—see category 2 above.)	
	—Duties such as weighing, scooping, consolidating and crimping operations incident to the manufacture of stab, percussion, and low energy electric detonators (initiators) utilizing sensitive primary explosives compositions where initiation would be kept to a low order of propagation due to the limited amounts permitted to be present or handled during the operations	
	—Load, assembly and packing of primers, fuses, propellant charges, lead cups, boosters, and time-train rings	
	—Weighing, scooping, loading in bags and sewing of igniter charges and propellant zone charges	

	—Loading, assembly, and packing of hand-held signals, smoke signals, and colored marker signals	
	—Proof-testing weapons with a known overload of powder or charges	
	—Arming/disarming or the installation/removal of any squib, explosive device, or component thereof, connected to or part of a solid propulsion system, including work situations involving removal, inspection, test and installation of aerospace vehicle egress and jettison systems and other cartridge actuated devices and rocket assisted systems or components thereof, when accidental or inadvertent operation of the system or a component might occur	
8	4. *Poisons (toxic chemicals)—high degree hazard.* Working with or in close proximity to poisons (toxic chemicals), other than tear gas or similar irritants, which involves potential serious personal injury such as permanent or temporary, partial or complete loss of faculties and/or loss of life including exposure of an unusual degree to toxic chemicals, dust, or fumes of equal toxicity generated in work situations by processes required to perform work assignments wherein protective devices and/or safety measures have been developed but have not practically eliminated the potential for such personal injury	Nov. 1, 1970.
	Examples	
	—Handling and storing toxic chemical agents including monitoring of areas to detect presence of vapor or liquid chemical agents; examining of material for signs of leakage or deteriorated material; decontaminating equipment and work sites; work relating to disposal of deteriorated material (exposure to conjunctivitis, pulmonary edema, blood infection, impairment of the nervous system, possible death)	
	—Renovation, maintenance, and modification of toxic chemicals, guided missiles, and selected munitions	
	—Operating various types of chemical engineering equipment in a restricted area such as reactors, filters, stripping units, fractioning columns, blenders, mixers, pumps, and the like utilized in the development, manufacturing, and processing of toxic or experimental chemical warfare agents	
	—Demilitarizing and neutralizing toxic chemical munitions and chemical agents	
	—Handling or working with toxic chemicals in restricted areas during production operations	
	—Preparing analytical reagents, carrying out colorimetric and photometric techniques, injecting laboratory animals with compounds having toxic, incapacitating or other effects	

	—Recording analytical and biological tests results where subject to above types of exposure	
	—Visually examining chemical agents to determine conditions or detect leaks in storage containers	
	—Transferring chemical agents between containers	
	—Salvaging and disposing of chemical agents	
4	5. *Poisons (toxic chemicals)—low egress hazard.* a. Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in as direct contact with, or exposure to, the more toxic agents as in the case with the work described under high hazard for this class of hazardous agents	Nov. 1, 1970.
	b. Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in as direct contact with, or exposure to, the more toxic agents as in the case with the work described under high hazard for this class of hazardous agents and wherein protective devices and/or safety measures have not practically eliminated the potential for personal injury	Mar. 13, 1977.
	Example	
	—Handling for shipping, marking, labeling, hauling and storing loaded containers of toxic chemical agents that have been monitored	
8	6. *Micro-organisms—high degree hazard.* Working with or in close proximity to micro-organisms which involves potential personal injury such as death, or temporary, partial, or complete loss of faculties or ability to work due to acute, prolonged, or chronic disease. These are work situations wherein the use of safety devices and equipment, medical prophylactic procedures such as vaccines and antiserums and other safety measures do not exist or have been developed but have not practically eliminated the potential for such personal injury	Nov. 1, 1970.
	Examples	
	—Direct contact with primary containers of organisms pathogenic for man such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material. Operating or maintaining equipment in biological experimentation or production	
	—Cultivating virulent organisms on artificial media, including embryonated hen's eggs and tissue cultures where inoculation or harvesting of living organisms is involved for production of vaccines, toxides, etc., or for sources of material for research investigations such as antigenic analysis and chemical analysis	

4	7. *Micro-organisms—low degree hazard.* a. Working with or in close proximity to micro-organisms in situations for which the nature of the work does not require the individual to be in direct contact with primary containers of organisms pathogenic for man, such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material	Nov. 1, 1970.
	b. Working with or in close proximity to micro-organisms in situations for which the nature of the work does not require the individual to be in direct contact with primary containers of organisms pathogenic for man, such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material and wherein the use of safety devices and equipment and other safety measures have not practically eliminated the potential for personal injury	Mar. 13, 1977.
8	8. *Pressure chamber and centrifugal stress.* Exposure in pressure chamber which subjects employee to physical stresses or where there is potential danger to participants by reason of equipment failure or reaction to the test conditions; or exposure which subjects an employee to a high degree of centrifugal force which causes an unusual degree of discomfort	July 1, 1972.
	Examples	
	—Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures	
	—Participating in altitude chamber studies ranging from 5500 to 45,700 meters (18,000 to 150,000 feet) either as subject or as observer exposed to the same conditions as the subject	
	—Participating as subject in centrifuge studies involving elevated G forces above the level of 49 meters per second^2(5 G's) whether or not at reduced atmospheric pressure	
	—Participating as a subject in a rotational flight simulator in studies involving continuous rotation in one axis through 360° at rotation rates greater than 15 r.p.m. for periods exceeding three minutes	
8	9. *Work in fuel storage tanks.* When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank	July 1, 1972.
	10. *Firefighting.* Participating or assisting in firefighting operations on the	July 1, 1972.

	Con't immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing fires	
25	*High degree*	
	—Fighting forest and range fires on the fireline	
8	*Low degree*	
	—All other firefighting	
8	11. *Experimental landing/recovery equipment tests*	July 1, 1972.
	—Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks	
8	12. *Land impact or pad abort of space vehicle.* Actual participation in de-arming and safing explosive ordnance, toxic propellant, and high-pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition	July 1, 1972.
4	13. *Mass explosives and/or incendiary material.* Working within a controlled danger area in, on, or around wharves, transfer areas, or temporary holding areas in a transshipment facility when explosives are in the process of being shifted to or from a conveyance	July 1, 1972.
	Such an area shall include land and sea areas within which it has been determined that personnel are subject to an unusual degree of exposure or liability to serious injury or death from potential explosive effect	
	A transshipment facility for this purpose is a port or sea terminal established for the marshalling or temporary assembly of explosives prior to shipment where amounts in excess of 113,400 kilograms (250,000 pounds) net explosive weight (NEW) are present on a regular or recurring basis	
4	14. *Duty aboard aircraft carrier.* Duty aboard an aircraft carrier when exposed to hazards connected with aircraft launch and recovery:	July 1, 1972.
	Examples	
	—Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery and refueling operations	
	—Operating or monitoring camera equipment adjacent to flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations	Mar. 4, 1974.
8	15. *Participating in missile liquid propulsion or solid propulsion situations.*	

	Con't Participating in research and development, or preoperational test and evaluation situation involving missile liquid or solid propulsion systems where mechanical, or other equipment malfunction, or accidental combination of certain fuels and/or chemicals, or transient voltage and current buildup on or within the system when the system is in a "go" condition on the test stand, or sled, can result in explosion, fire, premature ignition or firing	
	Examples	
	—Test stand or track tests, when adequate protective devices and/or safety measures either do not exist or have been developed but have not practically eliminated the potential for personal injury, under any of the following conditions:	
	a. Tanks are being pressurized above normal servicing pressure	
	b. Assembly, disassembly, or repair of contaminated plumbing containing inhibited red fuming nitric acid and unsymmetrical dimethylhydrazine or other hypergolic fuels is required	
	c. Fueling and defueling	
	—Hoisting hypergolic liquid fueled systems into, or out of, a test stand, where the working area is confined, and external plumbing is present resulting in a situation where the plumbing may be damaged causing a leak	
	—Tests on foreign missiles where technical data is questionable or not available	
	—Manned test firings of small, close support missiles for which safety performance data are not yet available	
	—Removal of a missile, propulsion system or component thereof from a test stand, fixture, or environmental chamber where there is reason to believe that the item may be unusually hazardous due to damage resulting from the test	
8	16. *Asbestos.* Working in an area where airborne concentrations of asbestos fibers may expose employees to potential illness or injury. This differential will be determined by applying occupational safety and health standards consistent with the permissible exposure limit promulgated by the Secretary of Labor under the Occupational Safety and Health Act of 1970 as published in title 29, Code of Federal Regulations, §§1910.1001 or 1926.1101. Regulatory changes in §§1910.1001 or 1926.1101 are hereby incorporated in and made a part of this category, effective on the first day of the first pay period beginning on or after the effective date of the changes	Nov. 24, 2003.
8	17. *Working at high altitudes.* Performing work at a land-based work site more than 3900 meters (12,795 feet) in altitude, provided the employee is	April 2, 1999.

	Con't required to commute to the work site on the same day from a substantially lower altitude under circumstances in which the rapid change in altitude may result in acclimation problems	

APPENDIX C

Local Environmental Differential Pay Determinations

AIR	ARMY
The below list are the only authorized codes to be used without an exception to policy from the HRO.	
ANG BASE – Forbes Field, Topeka	ARNG – AASF #1 – Forbes Field, Topeka
Explosives and incendiary material—low degree hazard – Situation 3 Time card code - FC Work in Fuel Storage Tanks – Situation 9 Time card code - FK	Explosives and incendiary material—low degree hazard – Situation 3 Time card code - FC Work in Fuel Storage Tanks – Situation 9 Time card code - FK Flying – Situation 1 Time card code - EA Ground work beneath hovering helicopter – Situation 11 Time card code - EM
ANG BASE – McConnell AFB, Wichita	ARNG – AASF #2 - Salina
Explosives and incendiary material—low degree hazard – Situation 3 Time card code - FC	Explosives and incendiary material—low degree hazard – Situation 3 Time card code - FC Work in Fuel Storage Tanks – Situation 9 Time card code - FK Flying – Situation 1 Time card code - EA Ground work beneath hovering helicopter – Situation 11 Time card code - EM
	SURFACE MAINTENANCE – ALL AREAS
Left blank on purpose	None

APPENDIX D
Local Environmental Differential Pay Determinations

WINDCHILL IN METRIC UNITS

Wind Speed (KPH)	Local Temperature (°C)										
	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
Calm	0 C	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
8	-2	-7	-12	-17	-23	-28	-33	-38	-44	-49	-54
16	-8	-14	-20	-26	-32	-38	-44	-51	-57	-63	-69
24	-11	-18	-25	-32	-38	-45	-51	-58	-65	-72	-78
32	-14	-21	-28	-36	-42	-49	-57	-64	-71	-78	-85
40	-16	-23	-31	-39	-46	-53	-61	-68	-76	-83	-90
48	-17	-24	-33	-41	-48	-56	-63	-72	-78	-86	-94
56	-18	-26	-34	-42	-49	-57	-65	-73	-81	-88	-97
64	-19	-27	-35	-43	-51	-59	-66	-74	-82	-91	-98
72	-19	-28	-36	-43	-52	-59	-67	-76	-83	-91	-99
80	-20	-28	-36	-44	-52	-60	-68	-76	-84	-92	-100
Little danger For properly clothed persons			Considerable danger			Very great danger Danger of freezing of exposed flesh					

WINDCHILL IN NON-METRIC UNITS

Wind Speed (MPH)	Local Temperature (°F)										
	32	23	14	5	-4	-13	-22	-31	-40	-49	-58
Calm	32	23	14	5	-4	-13	-22	-31	-40	-49	-58
5	29	20	10	1	-9	-18	-28	-37	-47	-56	-65
10	18	7	-4	-15	-26	-37	-48	-59	-70	-81	-92
15	13	-1	-13	-25	-37	-49	-61	-73	-85	-97	-109
20	7	-6	-19	-32	-44	-57	-70	-83	-96	-109	-121
25	3	-10	-24	-37	-50	-64	-77	-90	-104	-117	-130
30	1	-13	-27	-41	-54	-68	-82	-97	-109	-123	-137
35	-1	-15	-29	-43	-57	-71	-85	-99	-113	-127	-142
40	-3	-17	-31	-45	-59	-74	-87	-102	-116	-131	-145
45	-3	-18	-32	-46	-61	-75	-89	-104	-118	-132	-147
50	-4	-18	-33	-47	-62	-76	-91	-105	-120	-134	-148
Little danger For properly clothed persons			Considerable danger			Very great danger Danger from freezing of exposed flesh					

APPENDIX E
NGB Form 104 – Certificate of Authorization for EDP

CERTIFICATE OF AUTHORIZATION FOR ENVIRONMENTAL DIFFERENTIAL PAY

(The proponent is NGB-ARO-FT)

NAME:	SSAN:	UNIT AND LOCATION:

I certify below that this employee was exposed to the following hazard, physical hardship, or working condition category(ies) for the duration indicated, incidental to performing his assigned duties and is, therefore, authorized environmental differential pay in accordance with Sub chapter 05-T and Appendix J of FPM Supplement 532-1.

CAT EXPO	DATE	FROM	TO	TOTAL HOURS	SIGNATURE AND TITLE OF AUTHORIZING OFFICER

FOR PAYROLL USE ONLY

SUMMARY OF ENVIRONMENTAL DIFFERENTIAL PAY HOURS

CATEGORY I			CATEGORY II		
RATE	CODE	HOURS	RATE	CODE	HOURS
100%	A		50%	M	
25%	B		6%	N	
15%	C		4%	O	
4%	D				

NGB 104 19990715 (EF) (Adobe v 6.0) (PREVIOUS EDITIONS ARE OBSOLETE)

APPENDIX F
NGKS Form 500 – Request for HDP or EDP Determination

REQUEST FOR HAZARDOUS DUTY OR ENVIRONMENTAL DIFFERENTIAL PAY DETERMINATION		
I.	**REQUEST FOR APPROVAL**	
1. TO: State Differential Pay Committee Attn: NGKS-HRM-C Topeka, KS 66611	2. FROM:	3. DATE OF REQUEST: TYPE OF REQUEST EDP ☐ HDP ☐
4. POSITION TITLE, SERIES AND GRADE FOR ALL POSITIONS AFFECTED		5. PD NUMBER(s)
6. DESCRIPTION OF WORK SITUATION *(Continue on separate page if additional space is required)*		
7. DESCRIPTION OF CORRECTIVE ACTION TAKEN TO ELIMINATE OR REDUCE SITUATION *(e.g., if protective clothing, devices or equipment are provided, specify type, etc.) (Continue on separate page if additional space is required)*		
8. TITLE OF APPLICABLE CATEGORY REQUESTED *(See OPM Operating Manual 532-1, Appendix J (Appendix D of this Plan) for EDP and Appendix A to Subpart I of Part 550 for HDP(Appendix A of this Plan))*		

NGKS Form 500 (Revised 21 July 2011)

NGKS Form 500 – Request for HDP or EDP Determination

9. DIFFERENTIAL RATE *(See OPM Operating Manual 532-1, Appendix J for EDP and Appendix A to Subpart I of Part 550 for HDP (Refer to instructions for use)). 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).*
10. OFFICIAL(s) AUTHORIZED TO ASSIGN WORK *(Type name and title; obtain signature from each when more than one)*

11. RECOMMENDING OFFICIAL *(Type name & title/Signature)*	12. DATE:
13. LOCAL LABOR ORGANIZATION REPRESENTATIVE *(Type name & title/Signature)*	14. DATE:

II. COORDINATION AND CONCURRENCE

TO: *(See Below)*	FROM: HRO	DATE

The above described hazard, physical hardship and/or working condition of an unusual nature has been reviewed.

OFFICE	NAME AND TITLE OF REVIEWER	SIGNATURE/DATE	
SDPC COMMITTEE CHAIRPERSON			CONCUR ☐ NON-CONCUR ☐
ALTERNATE CHAIRPERSON			CONCUR ☐ NON-CONCUR ☐
ARNG SAFETY & OCC HLTH MGR			CONCUR ☐ NON-CONCUR ☐
ANG SAFETY & OCC HLTH MGR			CONCUR ☐ NON-CONCUR ☐
OCCUP HLTH NURSE			CONCUR ☐ NON-CONCUR ☐
HUMAN RES SPEC (LABOR)			CONCUR ☐ NON-CONCUR ☐
(ARNG/ANG FIN MGR (as appropriate)			CONCUR ☐ NON-CONCUR ☐

III. FINAL DISPOSITION

FROM: SDPC APPROVE ☐ DISAPPROVE ☐	DATE:	COPIES OF APROVED/DISAPPROVED SITUATIONS TO: ☐ LOCAL EDP/HDP COMMITTEE ☐ UNION ☐ HRO

NGKS Form 500 (Revised 21 July 2011)

APPENDIX G
INSTRUCTIONS FOR USE OF NGKS FORM 500

NGKS Form 500, Request for Hazardous Duty or Environmental Differential Pay Determinations, will be by local committee as outlined in Technician Personnel Plan 500 – Hazard and Environmental Differential Pay Plan. The form will be completed as follows:

SECTION I

Block 1. NAME AND ADDRESS OF STATE DIFFERENTIAL PAY COMMITTEE.

Block 2. FROM. Local Committee, e.g. 182nd AW.

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 Position Description number for each type position.

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 APPLICABLE CATEGORY REQUESTED. List title shown in OPM Operating Manual 532-1, Appendix J (http://www.opm.gov/oca/wage/appfund/pdf/AppendixJ.pdf) for EDP and Appendix A to Subpart I of Part 550 (http://www.opm.gov/oca/pay/html/hazdutyHDP.pdf) for HDP.

Block 9. DIFFERENTIAL RATE. List the rate as shown in OPM Operating Manual 532-1, Appendix J (http://www.opm.gov/oca/wage/appfund/pdf/AppendixJ.pdf) for EDP and Appendix A to Subpart I of Part 550 for HDP (http://www.opm.gov/oca/pay/html/hazdutyHDP.pdf). For **EDP only**, please indicate whether payment is from Part I or Part II.

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

Block 11/12. RECOMMENDING OFFICIAL. Local Committee Chairperson, sign and date.

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

SECTION II AND III

Sections II and III are to be completed by members of the State Differential Pay 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 H
Inspectable Items

1) Appointed Management members for local committee
2) Nominated letter to TAG for union representative and alternate
3) Current TPP 990-2 with changes
4) Current TPP 500 with changes
5) List of technicians receiving HDP/EDP
6) Timecards for technicians receiving HDP/EDP with documentation (i.e. NGB 104)

Reference Links

Reference 1:	Subpart I of Part Title 5 USC 550—Pay for Duty Involving Physical Hardship or Hazard & Appendix A —Schedule of Pay Differentials Authorized for Hazardous Duty Copy link into web browser: http://www.opm.gov/oca/pay/html/hazdutyHDP.pdf *(Formerly Annex A to TPP 500)*
Reference 2:	Appendix A to Subpart E of Part 532—Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature Copy link into web browser *(Formerly Annex D to TPP 500)*
Reference 3:	OPM FWS Appropriated Fund Operating Manual, Subchapter 8-7 (EDP Pay Administrative information) Copy link into web browser: http://www.opm.gov/oca/wage/appfund/PDF/SUBCHAPTER_S8.pdf