

Department of Military and Veterans Affairs

Pamphlet 690-9



Personnel

Colorado National Guard
ENVIRONMENTAL DIFFERENTIAL PAY (EDP) and
HAZARDOUS DUTY PAY (HDP) PROGRAM

Department of Military & Veterans Affairs
Office of the Adjutant General
Centennial, Colorado 80112

DMVA Pamphlet 690-9

January 2015

UNCLASSIFIED

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

List the following for the Technicians performing the work involving the severe hazard, physical hardship or working condition:

Position Title(s):	Pay Plan-Occ Series-Grade:
_____	_____
_____	_____
_____	_____
_____	_____

Position Description #(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FTMD Position #s (COANG) / FTMD Paragraph and Line #s (COARNG):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the applicable Technical Instructions/Order/Manuals covering the work situation:

What safety precautions are specified in the technical guidance?

List applicable Safety Regulations covering the work situation:

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

Has there been a safety or environmental health report prepared for the situation?

Yes (provide a copy)

No (request one)

Is the severe hazard, physical hardship or working condition temporary?

Yes (if yes provide an explanation)

No

Unknown

What actions have been taken to eliminate or reduce the severe hazard, physical hardship or working condition?

Explain why the use of PPE and/or applicable safety precautions have not practically eliminated the severe hazard, physical hardship or working condition:

Hazard Classification (if explosives, incendiaries or toxic chemicals are involved):

Supervisory Coordination. Signature indicates your review of this request. Please concur or non-concur with remarks.

Supporting/non-supporting remarks from 1st level supervisor:

Supervisor

concur

Non-concur

Date:

Supporting/non-supporting remarks from full-time Commander:

Commander

concur

Non-concur

Date:

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

Environmental and/or Occupational Health Office Review of the severe hazard, physical hardship or working condition (submit reports with this form):

Safety Office Review of the severe hazard, physical hardship or working condition (submit all accident records and/or reports with this form):

Committee Recommendation (Vote Record Attached): _____

Notes on committee discussion:

Classifier	concur	Non-concur	Date:
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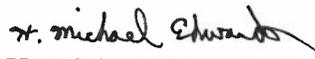
HRO	Approved	Denied	Date:
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	%	Type
Hazardous Pay Differential granted	_____	
Environmental Pay Differential granted	_____	_____

Department of Military and Veterans Affairs
Office of the Adjutant General
Centennial, Colorado 80112-6709

Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP) Program

By Order of the Governor:



H. Michael Edwards, Maj. Gen., COANG, The Adjutant General

History: This regulation establishes the policies, procedures, and administration of Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP). This regulation supersedes all prior dated Department of Military Affairs Pamphlet 690-9 and all other documents regarding the same subject, including all changes and supplements.

Purpose: The purpose of this pamphlet is to establish uniform policy, procedures, and administration for the implementation of the Colorado National Guard EDP/HDP program.

Applicability: This pamphlet applies to all Title 32 technicians in the Colorado Army National Guard and the Colorado Air National Guard, regardless of whether the technician is employed on a full time, temporary, part time or intermittent basis.

Proponent: The proponent of this pamphlet is the Colorado Human Resources Office, State Classifier.

EEO Statement: Environmental Differential Pay and Hazardous Duty Pay will be determined without regard to race, color, creed, sex, age or national origin.

Supplementation: Supplements to this pamphlet are not authorized.

Suggested Improvements: The proponent organization of this pamphlet is the Human Resource Office (HRO), Department of Military and Veterans Affairs, State of Colorado. Users are invited to send comments to:

Department of Military and Veterans Affairs
Attn: HRO/State Classifier
6848 South Revere Parkway, Centennial, Colorado 80112-6709.

Distribution and Restrictions: Approved for public release, distribution unlimited. Local and electronic distribution authorized.

Internal Control System: This regulation is subject to the requirements of AR 11-2.

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CHAPTER 1 - OVERVIEW

References

5 USC 5343, Prevailing Rate Determinations; Wage Schedules; Night Differentials
5 USC 5545, Night Standby, Irregular, and Hazardous Duty Differential
5 CFR, § 532, Subpart E, Appendix A, Schedule of Environmental Differentials
5 CFR, § 550, Subpart I, Appendix A, Pay for Duty Involving Physical Hardship or Hazard
AFI 65-201, Internal Management Control Program.
AR 11-2, Management Control.
AR 690-532-1, Federal Wage System.
AFI 91-301 Safety AFOSH
AR 385-10 Safety & Occupational Health
Operating Manual for Federal Wage System

Abbreviations and Terms

Abbreviations and special terms used in this pamphlet are explained herein or in the Glossary.

Policy

The objectives of the EDP/HDP program are to:

1. Identify unusually severe working conditions, physical hardships and hazardous situations eligible for payment of EDP or HDP.
2. Ensure requests for EDP/HDP are promptly reviewed and determinations made on potential EDP/HDP entitlements.
3. Ensure decisions concerning EDP/ HDP are made in a timely manner and applied equally to all technicians in identical work situations.

CHAPTER 2 - RESPONSIBILITIES

1. The Adjutant General (TAG) has overall responsibility for the EDP/HDP programs and appoints the EDP/HDP committee and chairperson.
2. The HRO will be responsible for the management of the EDP/HDP programs.
3. The EDP/HDP Committee Chairperson will schedule and conduct EDP/HDP committee meetings, maintains the EDP/HDP records and files, and ensure the EDP/HDP committee reviews all EDP/HDP situations as required.
4. CONG Financial Managers will ensure time card certifying officials are trained and ensure payroll guidance is provided for EDP/HDP.
5. CONG Safety Offices, Environmental offices, and Occupational Health offices are responsible for monitoring safety, environmental and occupational health programs and

providing the EDP/HDP committee with current information on reducing the hazards or eliminating the situations approved for EDP/HDP.

6. CONG Supervisors will certify EDP/HDP duty performed, validates/certifies technician requests for EDP/HDP, as appropriate, request and/or forward request for EDP/HDP from the work center, and continually review the work environment for work situations that present a hazard or unusually severe working conditions.

7. CONG Technicians will notify immediate supervisor when hazards or unusually severe working conditions exist.

8. EDP/HDP Committee will evaluate all new EDP/HDP requests using appropriate criteria and review approved situations no less than annually to determine continuing eligibility for EDP/HDP.

CHAPTER 3 EDP/HDP COMMITTEE

1. A joint committee, consisting of designated sectional representatives from each service component, will be appointed for the Colorado National Guard to review EDP/HDP requests and make EDP/HDP recommendations for approval or disapproval to the HRO.

2. The committee will have 8 (eight) voting members and decisions will be reached by majority vote.

3. The CO HRO State Classifier will be appointed as the non-voting Chairperson of the committee. The Chairperson will become a voting member of the committee in the event of a tie vote.

4. At least 5 members of the Committee (not including the Chairperson) must be present in order to hold a meeting. The composition of the committee will consist of a primary or alternate representative from each of the following areas:

COANG:

- a. Safety
- b. Bio-Environmental
- c. Maintenance
- d. Union

COARNG:

- a. Safety and Occupation Health
- b. Environmental
- c. Maintenance
- d. Union

5. The committee will evaluate all new situations using the appropriate guidance in either Appendix A To Subpart I Of Part 550—Schedule Of Pay Differentials Authorized For

Hazardous Duty Under Subpart I (for Hazardous Duty Pay Situations, or 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, for Environmental Differential Pay Situations.

6. The committee will make recommendations for approval or disapproval.
7. The committee will meet as required, but not less than annually to review existing approval EDP/HDP situations and document the review in the situation files.
8. If any condition changes for approved EDP/HDP situations, the committee will make a new determination of eligibility.
9. The HRO State Classifier will serve as an advisor to the committee as required.

CHAPTER 4 - GENERAL

Environmental Differential Pay (EDP)

1. EDP is applicable to, under the specified conditions, situations listed in 5 CFR § 532.513 APPENDIX A TO SUBPART E. Environmental Differential Pay is authorized for Federal Wage System (FWS) technicians. These situations include:
 2. Exposure to an unusually severe hazard which could result in significant injury, illness, or death, such as working on a high structure or on an open structure when adverse conditions exist such as darkness, lightning, steady rain, snow, sleet, ice or high wind velocity.
 3. Exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress.
 4. Exposure to unusually severe working conditions under circumstances involving exposure to fumes, dust, or noise which cause significant distress or discomfort in the form of nausea, or skin, eye, ear or nose irritation or conditions which cause abnormal soil of body and clothing, etc.
 5. A technician exposed at the same time to more than one hazard, physical hardship, or working condition in separate categories shall be paid for each category of exposure.
 6. When more than one category of exposure occurs during the same hour but not at the same time, the highest exposure rate will be paid.

Hazardous Duty Pay (HDP)

HDP is applicable to, under the specified conditions, situations listed in 5 CFR § 550.904 APPENDIX A TO SUBPART I. General Schedule (GS) technicians may not be compensated for performing hazardous duty that is taken into consideration in the classification of the position.

Entitlement

Differentials may be paid only to technicians who are assigned the hazardous duty or duty involving physical hardships and only authorized technicians should perform such duty. A differential is not authorized for volunteers or employees who undertake a duty without proper authorization, either expressed or implied.

Eligibility

Applies to General Schedule (GS) employees.

1. An agency shall pay the hazard pay differential listed in 5 CFR § 550.904, Appendix A, to an employee who is assigned to and performs any duty specified in appendix A. However, hazard pay differential may not be paid to an employee when the hazardous duty or physical hardship has been taken into account in the classification of his or her position, without regard to whether the hazardous duty or physical hardship is grade controlling.
2. Duty Performance under circumstances in which an accident could result in serious injury or death, such as duty performed on a high structure when adverse conditions such as darkness, lighting, steady rain or a high wind velocity exist.
3. HDP- is an additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship. This only applies to those situations where the individual is not fully compensated for the duty in the current technician position description and the resulting GS grade.
4. Technicians who are receiving annual premium pay are not eligible for HDP.

CHAPTER 5 REQUESTS FOR EDP/HDP DETERMINATION

Requests for EDP/HDP - DMVA Form 690

Requests for EDP/HDP will be made on DMVA Form 690. All applicable blocks must be completed in order for potential EDP/HDP situations to be reviewed by the EDP/HDP committee. Incomplete forms will be returned to the originator for required information. Minimum required information for DMVA Form 690 is as follows:

- a. A detailed description of the hazardous work situation;
- b. Official position description;
- c. Appropriate technical guidance;
- d. All applicable safety directives covering the work situation;
- e. Safety, environmental and/or occupational health reports on the work situation;
- f. A narrative detailing why the situation cannot be reduced or eliminated;
- g. Hazard classification information for explosives, incendiary devices or toxic chemicals;
- h. Accident records;
- i. A list of Personal Protective Equipment (PPE) being used;
- j. Supporting or non-supporting written endorsements from the full time supervisory chain.

Routing

EDP/HDP Requests will be routed to the HRO State Classifier, Safety & Occupational Health Office, and the Bio- Environmental Office, which will review and address in the situation.

CHAPTER 6 - EVALUATION, APPROVAL, DISAPPROVAL PROCEDURES

Evaluation

1. The EDP/HDP Committee chairperson will enter each request into the situation log, assign it a tracking number and establish a situation file. The chairperson will convene the committee at the earliest opportunity. The committee will recommend the situation's eligibility and rate of differential pay in accordance with applicable guidelines, directives, and regulations from DOD, NGB and any other applicable information. Committee decisions will be by majority vote.
2. If the request meets eligibility criteria, the committee will prepare an EDP/HDP Category Determination and forward it, along with all pertinent correspondence to the Human Resource Officer. The Human Resource Officer will review the recommendation, and approve or disapprove the request.

Approval/Disapproval

1. If the request does not meet the eligibility criteria, the committee chairperson will forward it to the Human Resource Officer with the recommendation that it be disapproved and returned to the requesting official.
2. Entitlement to EDP/HDP begins when the request is approved by the Human Resource Officer.
3. The Human Resource Officer's approval/disapproval will be forwarded to the committee chairperson. Copies will be furnished to the Financial Manager and in accordance with ANNEX D.
4. Categories and percentages of authorized EDP/HDP will be added, deleted or modified by the HRO as recommended by the EDP/HDP Committee, as changes in local situations occur, and as the Office of Personnel Management modifies schedules.
5. The EDP/HDP Committee, as a minimum, will review the EDP/HDP Plan annually to insure that situations which still exist warrant payment of entitlements.

CHAPTER 7 – CALCULATING EDP/HDP PAY

Authorization

EDP/HDP is authorized only when technicians are in pay status. Compensatory time earned is not considered paid status for this purpose.

EDP

1. A WG technician is entitled to EDP for one of two bases:
 - a. Actual Exposure (Part I): Payment will be for a minimum of one hour differential pay for each exposure. However, when more than one exposure occurs within the same hour, the technician will be paid for the exposure, which results in the highest differential. Entitlement begins with the first instance of exposure. When exposure continues beyond one hour, the technician will be paid in one-quarter hour increments for each 15 minutes and portion thereof in excess of 15 minutes.
 - b. Hours in Pay Status (Part II): Payment will be for all hours in a pay status on the calendar day on which the technician is exposed to the situation.
2. Some of the EDP differential categories are payable whenever the criteria in the category definitions are met. Others are payable only if protective facilities, devices, or clothing have not practically eliminated the hazards, physical hardships, or working conditions. Determinations in this regard may be made through negotiations at the local level.
3. Categories for which payment are made when the conditions given in the definitions are met are those in which there is no reference to practical elimination of the condition through protective measures. Categories which are subject to practical elimination contain language to that effect in the definition.
4. EDP is included as part of the technician's basic rate of pay and will be used to compute premium pay, income tax deductions and retirement deductions.

HDP

1. When an employee performs duty for which a hazard pay differential is authorized, the agency must pay the hazard pay differential for the hours in a pay status on the day.
2. HDP is determined by multiplying the percentage rate authorized for the exposure, by the employee's hourly rate of pay. That amount is then multiplied by the number of hours to be paid.
3. HDP differentials may not exceed an amount equal to 25% of the technician's base pay.
4. If a technician is in "retained pay status", the technician will receive the percentage based on the technician's retained pay rate.
5. HDP differentials are paid in addition to other pay and allowances. It is not a part of the base pay and may not be computed into the calculations for any other additional pay programs.

ABBREVIATIONS AND TERMS

1. **Actual exposure basis.** Refers to the fact that a technician was actually exposed to a hazardous situation not the period of time of the exposure. Such exposure entitles the technician to a minimum of one hours pay for this exposure.
2. **Hazardous Duty Pay (HDP).** A differential pay for a General Schedule (GS) technician authorized for duty involving unusual physical hardship, or hazard.
3. **Duty involving physical hardship.** Work assignment which may not itself be hazardous, but which may cause extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices. Some situations which may qualify for HDP are:
 - a. Duty requiring exposure to extreme temperatures for extended periods.
 - b. Duty involving arduous physical exertion, such as duty which must be performed in cramped conditions.
 - c. Duty involving exposure to dust, noise or fumes which may cause nausea, skin, eye, ear or nose irritation.
4. **"Duty involving physical hardships"** means a duty which may in itself be hazardous, but which causes extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices.
5. **"In close proximity"** means the technician is subject to the same degree of personal injury as the person who is "working with" the hazardous materials.
6. **"Working with"** means physically handling explosives, incendiary materials or other hazardous items.
7. **"Practically eliminated"** means reduction of the exposure to unusually severe hazards, physical hardships, or undesirable working conditions to a level consistent with accepted standards (e.g., AF Technical Orders, Air and Army Regulations, Labor/Management Agreement.)
8. **Category Determination (CD).** If the request for EDP/HDP situation meets the eligibility criteria in Appendix J, the EDP/HDP Committee will prepare a Category Determination. This category determination will be forwarded to HRO for approval.
9. **Determination Date.** The date the category Determination is approved by HRO.
10. **Hazardous Duty.** Duty performed under circumstances in which an accident could result in serious injury or death, such as a duty performed on a high structure when adverse conditions such as darkness, lighting, steady rain, or high wind velocity exist.
11. **Hazardous Pay Differential.** Means additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardships.

12. **Hours in Pay Status.** When a technician exposure to a hazardous situation on the basis of hours in pay status, the technician is entitled to be pay for the actual hours exposed, which may be the calendar day, or 24 hours a day.
13. **Local Situation.** Refers to the local location of a Colorado National Guard unit or activity.
14. **Retroactive Determination Date.** The EDP/HDP can recommend a retroactive determination date. This recommendation must be accompanied by appropriate documentation.
15. **Title 32 Technicians.** CONG excepted dual status and competitive non-dual status technicians.
16. **Wage Area.** A wage area is a geographical area defined by OPM within a single set of wage schedules is applied uniformly by Federal installations to covered occupations.
17. **Work Situations.** Refers to the work or job activity of a Colorado National Guard technician.
18. **Environmental Duty Pay (EDP).** A differential pay for a Wage technician authorized for exposure to working conditions involving physical hardships, hazardous duty, or duty in close proximity.

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

Request Tracking Number: _____ (Classification Use Only)

Date Received: _____ (HRO Use Only)

Submitted by: _____

Unit: _____

Duty Phone: _____

Supervisor: _____ Duty Phone: _____

This request is submitted for determination of entitlement to differential pay under the provisions of:

5 CFR 532; EDP (FWS Positions): _____ 5 CFR550; HDP (GS Positions): _____

Environmental Pay Differential % requested (WG/WL/WS): _____

Basis of Differential under Appendix A of Subpart E of Part 532:

Actual Exposure (Part I)

Hours in a Pay Status (Part II)

Hazardous Pay Differential % requested (GS): _____

Describe, in detail, the work situation involving the severe hazard, physical hardship or working condition (use a continuation sheet if necessary) and the length of time this situation is likely to exist:

Are there any comparable work situations in the State that you are aware of?

Yes (provide a description)

No

Unknown

What is the typical duration of exposure to the severe hazard, physical hardship or working condition:

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

List the following for the Technicians performing the work involving the severe hazard, physical hardship or working condition:

Position Title(s):	Pay Plan-Occ Series-Grade:
_____	_____
_____	_____
_____	_____
_____	_____

Position Description #(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FTMD Position #s (COANG) / FTMD Paragraph and Line #s (COARNG):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the applicable Technical Instructions/Order/Manuals covering the work situation:

What safety precautions are specified in the technical guidance?

List applicable Safety Regulations covering the work situation:

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

Has there been a safety or environmental health report prepared for the situation?

Yes (provide a copy)

No (request one)

Is the severe hazard, physical hardship or working condition temporary?

Yes (if yes provide an explanation)

No

Unknown

What actions have been taken to eliminate or reduce the severe hazard, physical hardship or working condition?

Explain why the use of PPE and/or applicable safety precautions have not practically eliminated the severe hazard, physical hardship or working condition:

Hazard Classification (if explosives, incendiaries or toxic chemicals are involved):

Supervisory Coordination. Signature indicates your review of this request. Please concur or non-concur with remarks.

Supporting/non-supporting remarks from 1st level supervisor:

Supervisor

concur

Non-concur

Date:

Supporting/non-supporting remarks from full-time Commander:

Commander

concur

Non-concur

Date:

**REQUEST FOR ENVIRONMENTAL DIFFERENTIAL PAY (EDP)
OR HAZARDOUS DUTY PAY (HDP)**

Environmental and/or Occupational Health Office Review of the severe hazard, physical hardship or working condition (submit reports with this form):

Safety Office Review of the severe hazard, physical hardship or working condition (submit all accident records and/or reports with this form):

Committee Recommendation (Vote Record Attached): _____

Notes on committee discussion:

Classifier	concur	Non-concur	Date:
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HRO	Approved	Denied	Date:
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	%	Type
Hazardous Pay Differential granted	_____	
Environmental Pay Differential granted	_____	_____

