

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 36-801

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Personnel

ENVIRONMENTAL DIFFERENTIAL PAY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements 5 CFR Part 532, *Prevailing Rate Systems*, Subpart E *Premium Pay and Differentials*. It prescribes the methods and procedures for submitting and processing Environmental Differential Pay (EDP) requests. It applies to all units serviced by the Civilian Personnel Section at Andersen Air Force Base. This directive does not apply to the Air National Guard and Air Force Reserve Command civilians. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This publication revision implements 5 CFR 532.511 and changes applicability to units serviced by the Civilian Personnel Section at Andersen AFB.

1. General.

1.1. Environmental Differential Pay. When management identifies potential physical hardships or working conditions of an unusually severe nature, 36th Wing Safety Specialist, a representative of Bioenvironmental Engineering (if necessary) and Civilian Personnel Section will conduct a review. This review will determine if the hardship exists, and if management has taken all precautionary measures practical to eliminate the potential hazard.

2. Responsibilities and Procedures.

2.1. Supervisors will:

2.1.1. Submit AF Form 683, **Request for Approval of Environmental Differential Pay**, to Civilian Personnel Section (36 FSS/FSMC) with the following information:

2.1.1.1. A description of the specific work conditions and any special considerations.

2.1.1.2. Objective justification for recommending approval of the EDP.

2.1.1.3. List the measures taken to alleviate hazards, physical hardship, or working conditions for the unusually severe environment.

2.1.1.4. A statement on compliance with established Air Force safety and health standards.

2.1.1.5. A list of employee(s) affected by name, position title, and position number.

2.1.2. Notify the affected employee(s) of the approval or disapproval decision and the rationale.

2.1.3. Certify EDP for the Civilian Payroll Office on employees authorized to receive EDP and the periods of exposure authorized.

2.1.4. Review and certify biennially all work situations currently authorized EDP.

2.2. The Civilian Personnel Section will:

2.2.1. Coordinate with supervisors and local union representatives in identifying work situations which may be covered by EDP.

2.2.2. Validate whether or not an EDP request with unusually severe health hazards has been “practically eliminated” by obtaining technical evaluations and opinions from Safety and/or the Base Bioenvironmental Engineer.

2.2.3. Assure the Civilian Payroll Office is properly informed of approved work situations and that supervisors are properly informing the Civilian Payroll Office of employees involved.

2.2.4. Approve or disapprove work situations for EDP.

2.2.5. Establish and maintain appropriate records in support of approvals for EDP.

2.3. Safety and Bioenvironmental Officials will:

2.3.1. Furnish the Civilian Personnel Section with technical evaluations and opinions regarding hazards, physical hardships or working conditions of an unusually severe nature. Additionally, report whenever new or pertinent data regarding discontinuing payment of EDP is discovered.

STEVEN D. GARLAND, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 CFR Part 532, Prevailing Rate Systems, subpart E Premium Pay and Differentials

Adopted Forms

AF Form 683, *Request for Approval of Environmental Differential Pay*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

EDP—Environmental Differential Pay

AFMAN—Air Force Manual

RDS—Records Disposition Schedule

CMP—IMT -Content Management Program-Information Management Tool

OPR—Office of Primary Responsibility