

**ENVIRONMENTAL DIFFERENTIAL PAY  
(EDP) AND HAZARD PAY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available in electronic format on the local server. If you lack access, contact your Base Publishing Office.

---

OPR: 6 MSS/DPCC ( )  
Supersedes MACDR 40-3, 20 August 1992

Certified by: 6 ABW/CC ( )  
Pages: 2  
Distribution: F; X - HQ ACC/IG

---

This instruction establishes procedures and responsibilities for requesting, validating, and approving payment of Environmental Differential Pay (EDP) and Hazard Pay to qualified employees.

**SUMMARY OF REVISIONS**

This revision incorporates the requirements, information, and procedures formerly in MACDR 40-3, and updates Office of Primary Responsibility and approval authorities.

**1. GENERAL:** This instruction applies to all employees who are exposed to a hazard, physical hardship, or working condition of an unusual nature that has not been practically eliminated by use of protective devices. The basis for approving and paying differential pay to Wage Grade employees is contained in the Office of Personnel Management Operating Manual for the Federal Wage System. Payment of Hazard Pay Differential to General Schedule employees is covered in Section 203 of the Federal Employees Pay Comparability Act Public Law 101-509, which amends Part 550, Section 5545(d) of Title 5, USC.

**2. RESPONSIBILITIES:**

2.1. All supervisors (military and civilian) have a continuing responsibility to initiate positive action to eliminate dangers and risks that contribute to or cause any hazard, physical hardship, or working condition of an unusual nature.

2.2. All supervisors, personnel of the 6th Air Base Wing, Safety (6 ABW/SE), personnel of the 6th Aerospace Medical Squadron, Bioenvironmental Engineering (6 AMDS/SGPB), and applicable Civilian Personnel Specialists are responsible for knowledge of governing directives that cover identification of EDP situations. Supervisors will encourage subordinate personnel to identify hazardous work situations; solicit recommendations on elimination of hazards; and actively pursue feasible proposals.

2.3. New Work Situations: All new work situations identified will be submitted to the Plans and Requirements Section, 6th Mission Support Squadron (6 MSS/DPCC), using AF Form 683, Request for Approval of Environmental Differential Pay.

2.3.1. One copy of the AF Form 683 with attachments will be forwarded by 6 MSS/DPCC to the Bioenvironmental Engineer and Wing Safety Officer, in turn.

2.3.2. The Bioenvironmental Engineer and the Wing Safety Officer are required to investigate and review the identified work situation within 60 days of receipt and return the results to 6 MSS/DPCC. Notification on status of request will be returned to the originator by 6 MSS/DPCC.

2.3.3. Original copy of each request and any related documentation will be maintained in 6 MSS/DPCC.

2.4. Biennial Review: 6 MSS/DPCC will initiate a biennial review of all approved EDP and Hazard Pay situations.

2.4.1. 6 MSS/DPCC will send management a copy of each approved work situation.

2.4.2. Management will review and determine if the working condition still exists. Management will annotate justification, actions taken since the recertification to eliminate/reduce the situation, and sign and date the AF Form 683. Negative replies are required. AF Forms 683 will be returned to 6 MSS/DPCC by suspense date.

2.4.3. 6 MSS/DPCC will coordinate the AF Forms 683 with Bioenvironmental Engineering, Safety, and appropriate union, and notify originators on status of the request.

2.4.4. Original copy of each request and any related documentation will be maintained in 6 MSS/DPCC.

**3. RECORDS MAINTENANCE:** Supervisors are required to maintain, in writing, daily documentation for each employee exposed to any approved situation. Written documentation will serve as a source for daily entries on the time and attendance cards and must be retained for audit purposes.

CHARLES T. OHLINGER III. Colonel, USAF  
Commander