

**BY ORDER OF THE COMMANDER
366TH FIGHTER WING**

**MOUNTAIN HOME AFB INSTRUCTION
36-102**



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Personnel

**ENVIRONMENTAL DIFFERENTIAL PAY
(EDP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 366 MSS/DPC

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This publication establishes policies and procedures for submittal and review of requests for EDP and civilian employees subject to exposure to various degrees of hazards, physical hardships, and working conditions of an unusually severe nature in organizations serviced by the 366th Mission Support Squadron, Civilian Personnel Flight (366 MSS/DPC). Ensure all records created as a result of processes prescribed in AFMAN 37-123 (to be replaced by AFMAN 33-363) are maintained in accordance with this manual, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

Updated references and office symbols. Eliminated the need for an EDP committee. Eliminated the need to notify the 366th Comptroller Squadron, Civilian Pay (366 CPTS/FMFC) when situations for EDP is authorized (these notifications are now automated through the payroll system).

1. Reference. 5 CFR, 532.511, *Environmental Differentials* and Federal Wage System (FWS) Operating Manual, S8-7 and Appendix J.

2. Overview. Supervisors and managers are responsible for taking positive action to eliminate dangers and risks which contribute to or cause hazards, physical hardships, or working conditions of an unusually severe nature. Supervisors and managers are also responsible for reducing such dangers and risks to levels consistent with Air Force instructions, Occupational Safety and Health Administration (OSHA) guidance, or other recognized national standards. Where management action does not eliminate severe working conditions, hazards, or physical hardships, payment of the appropriate differential cited in 5 CFR, 532.511 and FWS Operating Manual, is warranted. Annual or special reviews will also be made by the 366th Mission Support Squadron, Civilian Personnel Office (366 MSS/DPC), the 366th Fighter Wing Ground Safety (366 FW/SEG), and the 366th Aerospace-Dental Squadron, Bioenvironmental Engineering Flight (366 ADS/SGGB), of all previously identified EDP situations with the purpose of reducing or eliminating hazards, physical hardships, or unusually severe working conditions, in order to determine whether continuing entitlement to EDP is warranted.

3. Responsibilities. 366 MSS/DPC is the office of primary responsibility for administration of the EDP program.

3.1. 366 MSS/DPC will:

3.1.1. Initiate annual or special EDP reviews.

3.1.2. Inform supervisors and employees of the EDP program and its requirements.

3.1.3. Make final determinations on whether or not a specific situation meets the criteria for EDP.

3.1.4. Ensure adequate documentation is maintained to support decisions made to approve or disapprove EDP and forward changes to the Air Force Personnel Center (AFPC) for position update.

3.1.5. Request 366 FW/SEG and 366 ADS/SGGB review work situations and provide technical evaluation/opinion regarding hazards, physical hardships, and working conditions of an unusually severe nature.

3.2. 366 FW/SEG and 366 ADS/SGGB will:

3.2.1. Review work situations and provide written technical evaluations/opinions as requested by 366 MSS/DPC. Will also offer, suggestions on how the hazard can be eliminated.

3.2.2. Notify 366 MSS/DPC when conditions affecting EDP have changed or been eliminated.

3.2.3. Participate in annual and special reviews of EDP situations.

3.3. Supervisors and managers will:

3.3.1. Identify work situations that may be subject to EDP.

3.3.2. Submit an AF Form 683, *Request for Approval of Environmental Differential Pay*, to 366 MSS/DPC for review.

3.3.3. Ensure employee's exposure to work situations, covered by EDP, is kept to a minimum.

3.3.4. Ensure proper timekeeping practices are followed IAW DODR 7000-14, *Civilian Pay Policy and Procedures*.

4. Procedures:

4.1. **Initial Request for Payment.** When a supervisor believes the criteria for EDP has been met, the supervisor will submit an AF Form 683 to 366 MSS/DPC. Requests for EDP will include a brief description of the work performed, the possible hazards, physical hardships, or working conditions to which employees are exposed, and what measures have been taken to reduce or eliminate the situation(s). Only *one* category of exposure will be contained on the AF Form 683. Request for coverage of different categories; e.g., high work, hot work, etc., will be submitted and reviewed separately. Requests containing insufficient information will be returned to the originator for completion and resubmittal. **Attachment 1** provides specific guidance required on the AF Form 683. **Attachment 2** is a sample of a completed AF Form 683.

4.1.1. **Approval/disapproval of EDP.** Upon 366 MSS/DPC receipt, the AF Form 683 is reviewed for adequacy of information. If the information provided is sufficient, the AF Form 683 will be sent to 366 FW/SEG and 366 ADS/SGGB for technical evaluation. Upon completion of evaluation, 366 FW/SEG and 366 ADS/SGGB representatives will submit a typed technical evaluation/opinion as to the nature and recommendation for approval or disapproval of EDP, in light of the applicable category contained in FWS Operating Manual, Appendix J. Evaluation should include suggestions or a plan of action for review. 366 MSS/DPC will approve/disapprove requests for EDP based on the information available. Final decision regarding approval/disapproval of work situations will be provided to the submitting organization, 366 FW/SEG and 366 ADS/SGGB. Supervisors will notify the affected employees of changes.

4.1.2. **Periodic Review.** 366 MSS/DPC will initiate an annual review of currently approved EDP situations to ensure conditions still exist to authorize payment. If conditions have changed, supervisors will initiate a new AF Form 683, re-describing the situation and identifying conditions that have changed since previous approval. Forms will be submitted to 366 MSS/DPC for final determination IAW paragraph 4.1.

5. Prescribed and Adopted Forms.

5.1 Prescribed Forms.

5.2 Adopted Forms.

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

AF Form 1003, *Air Force Core Personnel Document*

AF Form 1378, *Civilian Personnel Position Description*

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Deputy Commander, 366th Mission Support Group

Attachment 1

INSTRUCTIONS FOR COMPLETION OF AF FORM 683

SECTION 1: Request for Approval:

Item 1: 366 MSS/DPC.

Item 2: Exact location of position within the organization.

Item 3: Date request is completed and signed by immediate supervisor.

Item 4: Position Title, Series, and Grade. (Obtained from Items 4 and 5 on the AF Form 1378, **Civilian Personnel Position Description** or the AF Form 1003, **Air Force Core Document**.)

Item 5: Position Number- (Item 2 of AF Form 1378 or CPD number from AF Form 1003.)

Item 6: Include specific information about the hazard, physical hardship, or working condition stating if exposure is of a severe nature, how much the employee is exposed, how long the exposures have existed and will continue to exist, and how much control may be exercised over the work situation. **NOTE:** Only *one* work situation per form.

Item 7: Identify protective clothing, facilities, devices or equipment provided to the employee, how they are used, and how effective they are.

Item 8: Provide the part, category, and title from the appropriate directive cited in FWS Operating Manual, Appendix J.

Item 9: Provide from the same source as Item 8.

Item 10: Immediate supervisor of the position.

Item 11: Normally, the supervisor of the immediate supervisor or official authorized to approve payroll documentation.

Item 12: This management official must be at the next higher organizational level than the officials in Items 10 or 11.

Item 13: Date recommending official signs request.

SECTION II: Coordination and Concurrence. 366 MSS/DPC forwards copies to 366 FW/SEG and 366 ADS/SGGB for technical review/ opinion. 366 MSS/DPC will make final approval/disapproval.

SECTION III: Final Disposition. 366 MSS/DPC forwards one copy of the approved/disapproved situation to 366 ADS/SGGB, 366 FW/SEG, and the immediate supervisor.

**Attachment 2
SAMPLE AF FORM 683**

REQUEST FOR APPROVAL OF ENVIRONMENTAL DIFFERENTIAL PAY			
I. REQUEST FOR APPROVAL			
1. TO: 366 MSS/DPC	2. FROM: (Supervisor's Organization) 366 CES/CEOIE	3. DATE OF REQUEST	
4. POSITION TITLE, SERIES AND GRADE OF ALL POSITIONS AFFECTED ELECTRICIAN (HIGH VOLTAGE) WG-2810-10		5. POSITION NUMBER/S/	
6. DESCRIPTION OF WORK SITUATION (Continue on reverse if additional space is required.) OCCASIONALLY PERFORMS EMERGENCY REPAIRS TO OVERHEAD ENERGIZED DISTRIBUTION LINES RATED AT 12,470 VOLTS IN ADVERSE WEATHER CONDITIONS (RAIN, HIGH WINDS, ICING, LIGHTENING, ETC.). DANGER FROM FATAL ELECTRICAL SHOCK. EMPLOYEES ARE EXPOSED DURING PERIODS WHILE REPAIRS ARE IN PROGRESS UNTIL REPAIR IS COMPLETED OR WEATHER IMPROVES. SITUATION HAS AND WILL EXIST INDEFINITELY. NO CONTROL POSSIBLE OVER THE WEATHER OR THE TIMES OF LINE PROBLEMS.			
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 reverse if additional space is required.) SAFETY BELTS ARE USED BOTH ON POLES AND TOWERS AND WHEN 'CHERRY PICKER' (MOBILE BOOM MOUNTED BUCKET) IS USED. ALSO, RUBBER GLOVES AND CLOTHING, INCLUDING HARD HATS AND RUBBER-SOLED BOOTS ARE USED. ROPE IS USED FOR SAFETY LINES AND SUPPORT AS REQUIRED. EQUIPMENT EFFECTIVENESS IS DEPENDENT ON THE SEVERITY OF THE WEATHER-CONDITIONS AND THE SERIOUSNESS OF THE EMERGENCY.			
8. TITLE OF APPLICABLE CATEGORY REQUESTED PART 1, CATEGORY 17, HIGH VOLTAGE ELECTRICAL ENERGY		9. DIFFERENTIAL RATE 50%	
10. OFFICIAL AUTHORIZED TO ASSIGN WORK (Name, title and signature) CLYDE L. OHM, ELECTRICIAN FOREMAN (HIGH VOLTAGE)			
11. OFFICIAL AUTHORIZED TO APPROVE PAYROLL DOCUMENTATION (Name, title and signature) CLIFF F. WATTS, ELECTRICAL WORK GENERAL FOREMAN			
12. RECOMMENDED OFFICIAL (Type name, title and signature) JEAN L. TATE, COMMANDER, 366TH CIVIL ENGINEERING SQUADRON		13. DATE	
II. COORDINATION AND CONCURRENCE			
TO: (Check one) <input type="checkbox"/> SE <input type="checkbox"/> SG		FROM: 366 MSS /DPC	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
SE			<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
SG			<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
DPC			<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE
III. FINAL DISPOSITION			
TO: (Check one) <input type="checkbox"/> SE <input type="checkbox"/> SG <input type="checkbox"/> ACCOUNTING AND FINANCE <input type="checkbox"/> UNION <input type="checkbox"/> SUPERVISOR - ACKNOWLEDGE RECEIPT AND RETURN TO DPC AS OFFICE OF RECORD		FROM: /DPC	DATE OF FINAL DISPOSITION