

**BY ORDER OF THE COMMANDER  
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE  
INSTRUCTION 36-301**



**23 OCTOBER 2015**

**Personnel**

**ENVIRONMENTAL DIFFERENTIAL  
PAY/HAZARD DUTY PAY  
DIFFERENTIAL PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 72 FSS/FSMC

Certified by: 72 FSS/CL,  
(Mr. John Thurmon)

Supersedes: TINKERAFBI 36-301,  
14 July 2010

Pages: 8

---

This instruction implements Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements and Work/Life Programs*. This instruction establishes the Environmental Differential Pay (EDP)/Hazard Duty Pay Differential (HPD) Program for Tinker Air Force Base. It provides instructions for administering the program, define roles and responsibilities, and provides guidance for requesting or terminating EDP/HPD pay. This instruction should be used in conjunction with the Office of Personnel Management (OPM) Federal Wage System (FWS) Appropriated Fund Operating Manual, 5 CFR 550 and governing Labor-Management agreements. It is applicable to all appropriated fund employees serviced by the Civilian Personnel Section (72 FSS/FSMC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Information Management Tool (IMT) 874, *Recommendation for Changes of Publication*; route AF IMT 874s from the field through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**SUMMARY OF CHANGES**

This instruction has been significantly revised and should be reviewed in its entirety. The revision updates functional address symbols, creates an Installation level EDP-HPD committee and clarifies functional roles and responsibilities.

**1. Tinker Air Force Base Policy:** The Air Force and Tinker Air Force Base policy is to eliminate or reduce to the lowest possible level all hazards, physical hardships and working conditions of an unusually severe nature, commonly referred to as hazardous conditions. When a hazard cannot be eliminated or controlled, environmental/hazardous duty pay differential may be warranted. Environmental differential pay and hazard duty pay differential are distinct. Hazard duty pay differentials are governed by 5 U.S.C. 5545(d) and apply only to general schedule employees. 5 C.F.R. 550 authorizes hazard duty pay differential to employees who are assigned to and perform irregular or intermittent duties that are specified in its Appendix A. OPM is authorized under 5 U.S.C. 5343(c)(4) to allow local determinations of environmental differential pay to wage grade employees. The authorization of an environmental/hazardous duty pay differential is not to be interpreted as condoning the situation which warrants the pay. Positive action will be taken to eliminate the danger and/or risks that contribute to or cause the situation to be classified for differential pay. Assignment of duties involving exposure to such situations will be limited to the minimum amount of time and number of employees practical for successful task accomplishment. **NOTE:** *For the purpose of this instruction, a work situation is defined as only the function of work that has been approved for EDP/HPD.*

## **2. Responsibilities:**

### 2.1. Supervisor:

2.1.1. Supervisors of a work area involving a potentially hazardous work situation are responsible for reporting the work situation as described within this instruction and must strive to eliminate and/or reduce the hazard.

2.1.2. Supervisors of areas with approved EDP/HPD arrangements are required to report any changes that may affect the EDP/HPD determination. Each authorized work function will be reviewed at least annually by the supervisor as described within this instruction.

2.1.3. The supervisor will document and enter information on the total hours worked in the approved EDP/HPD work situation into the appropriate timekeeping system for processing. The supervisor is responsible for providing the Tinker EDP/HPD Program Manager a list of personnel detailed or temporarily loaned to duties requiring exposure to an approved work situation and will ensure only hours worked on approved work situations are entered into the appropriate timekeeping system. Supervisor is legally responsible for ensuring the hours reported for payment are the hours that were worked in the approved EDP/HPD work situation. The reporting of these hours is subject to audit.

### 2.2. EDP/HPD Oversight Panel:

2.2.1. The EDP/HPD Oversight Panel will consist of representatives from the requesting organization's Safety Office, Installation Safety Office (72 ABW/SE), Bioenvironmental Engineering Flight (72 AMDS/SGPB), Civilian Personnel Section (72 FSS/FSMC), the requesting organization's EDP/HPD POC, and AFGE Local 916. The Tinker EDP/HPD Program Manager will serve as the Chair of the Oversight Panel.

2.2.2. The EDP/HPD Oversight Panel will provide technical evaluation/opinions in the administration of the Tinker AFB EDP/HPD program as necessary. The panel will meet whenever there is a request/reauthorization or review of an EDP/HPD work situation, as directed by the Tinker ADP/HPD Program Manager.

### 2.3. Requesting Organization EDP/HPD POC:

#### 2.3.1. The requesting organization's EDP/HPD POC will:

2.3.1.1. Designate an EDP/HPD manager to provide oversight and guidance for the EDP/HPD program.

2.3.1.2. Ensure internal coordination and compliance with this instruction and administer their organization's EDP/HPD program.

2.3.1.3. Coordinate on all request/reviews of EDP/HPD originating within their respective organization prior to submission to the EDP/HPD Program Manager.

### 2.4. Civilian Personnel Section:

2.4.1. Acting for the 72d Air Base Wing Commander (72 ABW/CC), the Civilian Personnel Section (72 FSS/FSMC) will manage the EDP/HPD Program and designate a Tinker EDP/HPD Program Manager (72 FSS/FSMCL).

#### 2.4.2. The Tinker EDP/HPD Program Manager will:

2.4.2.1. Coordinate with and/or solicit technical evaluation/opinion from other members of the EDP/HPD Oversight Panel, servicing Civilian Pay Offices (72 CPTS/FMFC), and other technical advisors as may be required for the effective administration of the EDP/HPD Program.

2.4.2.2. Initiate final approval or disapproval of an EDP/HPD request based upon governing instructions and recommendations of the Safety Offices and the Bioenvironmental Engineering Flight.

2.4.2.3. Schedule site-audits of approved EDP/HPD work situations with the EDP/HPD Oversight Panel as often as deemed necessary to properly administer the program.

2.5. The applicable Safety Office (Complex Safety Office (OC-ALC/SE) for all ALC organizations or Installation Safety Office (72 ABW/SE) for all other base organizations) and Bioenvironmental Engineering Flight (72 AMDS/SGPB) will approve or disapprove work situations for EDP/HPD based upon evaluation against defined categories in the OPM FWS Appropriated Fund Operating Manual or 5 CFR 550, Subpart I.

2.6. AFGE Local 916 will designate a representative to serve on the EDP/HPD Oversight Panel. The representative will receive sufficient training to allow the union representative to function effectively. This representative will be included on any EDP/HPD work situation reviews/authorizations and will be allowed to provide input throughout the process.

## 3. Procedures for Initial EDP/HPD Work Situation Approval:

### 3.1. Management official responsible for a work function involving a hazard will:

3.1.1. Contact the appropriate Safety Offices, Bioenvironmental Engineering Flight, and Production Engineering Office to determine if the use of engineering controls, replacing toxic materials with non- or less-toxic products, personal protective equipment (PPE), administrative controls, or other protective measures can eliminate the condition. If the hazard cannot be eliminated or reduced to a level that is no longer significant, the supervisor will report the condition through appropriate organizational levels (as a

minimum must be one level above initiator). Upon organizational approval, the request will be coordinated through the organizational program manager and then submitted to the Tinker EDP/HPD Program Manager.

3.1.2. AF Form 683, *Request for Approval of Environmental Differential Pay*, will be used to request approval of EDP/HPD. In addition to the information required in Part 1 of AF Form 683, the initiating management official will include:

3.1.2.1. Adequate justification for recommending approval of EDP/HPD.

3.1.2.2. What protective clothing or environmental control measures have been implemented to reduce the hazards, physical hardship or working conditions of an unusually severe nature.

3.1.2.3. A statement of compliance or noncompliance with the appropriate safety and health standards, e.g., Occupational Safety and Health Administration (OSHA) standards, Air Force standards, etc..

3.1.2.4. A list showing names, pay plan, series, grade, title, and civilian position control number (CPCN) of employees affected.

3.1.2.5. Estimated number of hours per week, per person, the work situation will occur.

3.1.2.6. Date employee was first exposed to the EDP/HPD condition.

3.1.2.7. A copy of the position descriptions of the affected employees. **NOTE:** The EDP/HPD will only be approved for the work situation approved for EDP/HPD and not by pay plan, series or grade.

3.1.3. The Tinker EDP/HPD Program Manager will:

3.1.3.1. Review the submitted package to ensure compliance with this instruction and governing guidance, convene the Oversight Panel, and make the final determination to approve/disapprove. If the request is approved, the servicing Civilian Pay Office will be contacted to determine the appropriate regulatory coverage and approved differential pay rate.

3.1.3.2. The approved/disapproved package will be returned to the organization's Program Manager for distribution to the original submitter.

3.1.3.3. A copy of the request will be maintained in the Tinker EDP/HPD Program record system.

3.1.4. The supervisor of the area for which EDP/HPD was recommended will notify the employees affected as to approval/disapproval of the request. The supervisor will forward the necessary paperwork to the servicing Civilian Pay Office to ensure timely payment of EDP/HPD.

#### **4. Procedures for Review/Reauthorization of an Approved EDP/HPD Work Situation:**

4.1. The first-level supervisor has the primary responsibility for ensuring that continuing action is effected to eliminate or reduce to the lowest possible level the danger or risk that contributes to or causes the hazard. Any changes to the work situation that may affect the EDP/HPD determination will be reported in writing to their organization's program manager,

Attn: EDP/HPD POC, as soon as practical. The supervisor will use an AF Form 683 to produce the report. The organization's EDP/HPD POC will review the report and determine if additional action is warranted.

4.2. Approved EDP/HDP work situations will be reauthorized annually. In order to complete the annual review, the first-level supervisor will follow the procedure for initial EDP/HPD work situation review/approval as listed in Section 3 of this instruction. Failure to receive reauthorization could result in loss of EDP/HPD approval for work situations.

## **5. Procedures for Termination of an Approved EDP/HPD Work Situation:**

5.1. When management and/or the EDP/HPD Oversight Panel reports a work situation hazard that has been practically eliminated by the use of engineering controls, administrative controls, personal protective equipment, methods, procedures, etc., the organization's EDP/HPD POC will:

5.1.1. Propose termination of the EDP/HPD work situation to the Tinker EDP/HPD Program Manager. The Tinker EDP/HPD Program Manager will convene the EDP/HPD Oversight Panel to review the termination package.

5.1.2. The Tinker EDP/HPD Program Manager will render a final decision to continue/discontinue the EDP/HPD work situation. Notification of a decision to discontinue will be made in the same manner as outlined for initial approval. The supervisor of the area will also be responsible for ensuring that the disapproved work situation is updated in the appropriate timekeeping system.

## **6. Reports Required:**

6.1. The first-level supervisor of a work area that has an approved EDP/HPD work situation will maintain a record of each employee's hours worked in the approved work situation for submission in the appropriate timekeeping system. These records may include but are not limited to documentation collected in accordance with 2.1.3 of this instruction.

6.2. The servicing Civilian Pay Office will be required to report dollar amounts paid to organizations for EDP/HPD to 72 FSS/FSMCL, Attn: EDP/HPD Program Manager.

6.3. The Tinker EDP/HPD Manager will brief the number of persons, EDP/HPD category and differential rate to the Environmental Safety and Occupational Health Council on an annual basis.

STEPHANIE P. WILSON, Col, USAF  
Commander

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

AFI 33-360, *Publication and Forms Management*, 18 May 2006

AFPD 36-8, *Employee Benefits and Entitlements and Work/Life Programs*

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**CPCN** —Civilian Position Control Number

**EDP/HPD** — Environment Differential Pay/Hazard Duty Pay Differential

**FWS** —Federal Wage System

**GS** —General Schedule

**OPM** —Office of Personnel Management

**OSHA** —Occupational Safety and Health Administration

**PPE** —Personal Protective Equipment

**RDS** —Records Disposition Schedule

## Attachment 2

## WORK SITUATION REVIEW-ACTION MEMORANDUM

Table A2.1. Work Situation Review-Action Memorandum

<p>(USE APPROPRIATE LETTERHEAD)</p> <p>MEMORANDUM FOR _____</p> <p>FROM: <u>72 FSS/FSMC</u></p> <p>SUBJECT: Environmental Differential Pay/Hazard Duty Pay Differential Work Situation Review-ACTION MEMORANDUM</p> <p>1. The EDP/HPD work situation in (Insert RCC) has been approved/disapproved for Environmental Differential Pay/Hazard Duty Pay Differential (EDP/HPD) and has/has not been identified as EDP/HPD work situation, requires review for the following reason:</p> <ul style="list-style-type: none"> <li>a. <u>Scheduled periodic review.</u></li> <li>b. <u>Reports indicate the work situation has possibly changed.</u></li> <li>c. <u>Other (Specify).</u></li> </ul> <p>2. Please review the EDP/HPD work situation in your organization (reference TAFBI 36-301) and complete the statement below. Attached is a copy of the current AF Form <u>683, Request for Approval of Environmental Differential Pay.</u> If you believe this work situation has changed and is no longer valid, please return this letter with your written explanation.</p> <p>3. If you have questions about the EDP/HPD Program, please contact me at _____.</p> <p style="text-align: right;"><u>XXXXX</u> Civilian Personnel Section</p> <p>Attachment: AF Form 683</p>
--

1st Ind. (Office Symbol), Environmental Differential Pay/Hazard Duty Pay Differential Work Situation Review

TO: 72 FSS/FSMC, ATTN: EDP/HPD Program Manager

I have reviewed the subject EDP/HPD work situation and certify the hazard has/has not been reduced and/or eliminated to a level that warrants a change in EDP/HPD determination.

(Signature and Title of Reviewer)

(Date)

72 ABW/SE (Sign and Title of Reviewer)

(Date)

72 AMDS/SGPB (Sign and Title of Reviewer)

(Date)