

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

**HILL AIR FORCE BASE INSTRUCTION  
36-128**



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Personnel**

**ENVIRONMENTAL  
DIFFERENTIAL AND HAZARD PAY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-128 Pay Setting and Allowances, and establishes the Environmental Differential Pay (EDP)/Hazardous Duty Pay (HDP) Program for Hill Air Force Base (AFB). It provides instructions for administering the program, defines roles and responsibilities, and provides guidance for requesting or terminating EDP/HDP pay. This instruction should be used in conjunction with the Office of Personnel Management (OPM) Federal Wage System (FWS) Appropriated Fund Operating Manual and 5 Code of Federal Regulation (CFR) 550, Pay Administration (5 CFR 550). It is applicable to all appropriated fund employees serviced by the Civilian Personnel Section (CPS), 75 FSS/FSCA. 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**SUMMARY OF CHANGES**

This instruction has been revised and should be reviewed in its entirety, to include updated office symbols and new HILLAFB Form 683.

## 1. Goal:

1.1. The Air Force and Hill Air Force Base goal is to eliminate or reduce all hazards, physical hardships and assignment of duties involving exposures of an unusually severe nature to the lowest possible level (e.g. to a level consistent with acceptable standards, such as those listed in Air Force Instructions or Occupational Safety and Health Administration standards). When a hazard cannot be eliminated or controlled, EDP/HDP may be warranted. The authorization of EDP/HDP is not to be interpreted as condoning the situation which warrants the pay. Positive and proactive actions will be taken to eliminate, or reduce to the lowest practicable level, the danger and/or risks that contribute to or cause the situation that warrants 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.

1.1.1. Environmental differential pay and hazard duty pay are not the same and vary in application.

1.1.2. Hazardous Duty Pay (HDP) is for General Schedule (GS) employees. HDP regulations are provided by 5 U.S.C. 5545(d) and 5 CFR 550.901-907. HDP is authorized for GS employees with working situations involving intermittent unusual hazards, physical hardships, or severe working conditions as described in the position description. Each situation must be reviewed and approved in accordance with the provisions of 5 U.S.C. 5545(d), 5 CFR 550.901-907 and 5 CFR 550 Appendix A to Subpart I of Part 550, as interpreted and overseen by OPM. When a GS employee performs a duty for which an HDP has been authorized, the agency must pay the HDP for all hours in which the employee is in a pay status on the day the duty is performed per 5 CFR 550.905.

1.1.3. Environmental Differential Pay (EDP) is for Federal Wage System (FWS) employees. EDP regulations are provided by 5 U.S.C. 5343(c)(4) and 5 CFR 532.511. EDP is authorized for FWS employees with working situations involving unusual hazards, physical hardships, or severe working conditions. Each situation must be reviewed and approved in accordance with the provisions of 5 CFR 532.511 and the FWS Operating Manual, Appendix J as interpreted and overseen by OPM. FWS employees on approved plans will fall under one of two pay possibilities including entitlement on an actual exposure basis and entitlement based on hours in pay. Those entitled based on an actual exposure basis will receive no less than one hour of pay per exposure and exposure beyond the initial hour will be determined on a quarter hour (15 minutes) basis. Those entitled based on hours in a paid status shall be paid for all hours in a pay status on the day in which they are exposed to the situation. Determination on which entitlement applies is set forth in Appendix J and overseen by OPM.

1.1.4. Hazardous duty is duty performed under circumstances in which an accident could result in serious injury or death.

1.1.5. Duty involving a physical hardship is duty that may not in itself be hazardous but causes extreme physical discomfort or distress and is not adequately alleviated by protective or mechanical devices.

1.1.6. May not be paid to an employee who has been exposed incidentally to a hazard such as a virulent biological like COVID-19 in a manner not directly associated with the performance of assigned duties. **There is no authority to pay for the potential for exposure.**

1.1.7. The installation must find that there is credible evidence that an employee was actually/ is actually exposed to an unusual physical hardship or hazard covered under the regulation.

## 2. Responsibilities:

### 2.1. Installation Level Commander or equivalent will:

2.1.1. Be responsible for establishing an EDP-HDP program in accordance with established federal regulations, DoD and DAF policies. The program will ensure that prior to approval of EDP-HDP funding, coordination occurs between requesting organization, the local Civilian Personnel Section, and local Safety and Occupational Health personnel. Safety and Occupational Health participation shall include providing a professional opinion on workplace conditions and practices and making recommendations for ways to reduce to acceptable levels.

2.1.2. EDP-HDP Programs shall also include the requirement that approved EDP-HDP designations be reviewed on at least annual basis to confirm that the additional pay is still warranted. More frequent reviews may be conducted

### 2.2. Group Level Commanders or equivalent will:

2.2.1. Have primary responsibility to ensure that continuous action is taken to eliminate or reduce to the lowest possible level the danger or risk that contributes to or causes any hazard.

2.2.2. Have signatory responsibility on Form 683, prior to submission of application for a work unit.

### 2.3. Squadron Directors or equivalent will:

2.3.1. Designate and ensure those responsible for preparation of EDP/HDP packages comply with the requirements stated herein.

2.3.2. Have signatory responsibility on Form 683, prior to submission of application for a work unit.

### 2.4. Supervisor:

2.4.1. Eliminate wherever possible work hazards, physical hardships, and poor working conditions.

2.4.2. Supervisors at all levels are responsible for ensuring their employees comply with identified controls (i.e. Work Hazard Analysis, Industrial Hygiene Assessment, etc.). This also includes, but is not limited to, adherence to all applicable technical instructions and safety directives covering the work situation.

2.4.3. Have signatory responsibility on Form 683, prior to submission of application for a work unit.

2.4.4. When work hazards, physical hardships and poor working conditions for which payment of EDP-HDP would be appropriate cannot be alleviated or reduced to an acceptable level, complete Form 683. Request for Approval of Environmental Differential Pay or a similar locally created form to document and support the request.

2.4.5. Supervisors of areas with approved EDP/HDP arrangements must continuously strive to eliminate and/or reduce the hazard and are required to report any changes that may affect the EDP/HDP determination. Each authorized EDP/HDP work situation will be administratively reviewed at least annually. Supervisors will be required to respond to a simple attestation that no changes to the positions in their approved package have occurred. Any package with significant discrepancies or changes to approved positions/work tasks, will be required to resubmit a package. All approved work situations will expire after 2 years.

2.4.6. Ensure hours reported for payment are the hours that were worked in the approved EDP- HDP work situation and are in compliance with OPM regulation for payment.

2.4.7. The supervisor/timekeeper will document and enter the approved percentage and the calculated total hours in the approved EDP/HDP work situation (IAW 1.1.2. above) into the appropriate timekeeping system for processing. The reporting of these hours is automatically subject to continuous monitoring and/or audit. Units will be advised of irregularities.

2.5. The Hill AFB EDP/HP Program Manager will:

2.5.1. Receive packages requesting approval of EDP/HP from the organization's designated management official. Coordinate the Civilian Personnel Officer's approval or disapproval of an EDP/HP request based upon governing instructions and recommendations of the Installation Safety Office and/or the Bioenvironmental Engineering Flight as applicable.

2.5.2. Concur that a specific situation meets the criteria in 5 CFR 550 and Part 532, or not.

2.5.3. Develop and disseminate program guidance. Interpret applicable regulations and ensure program compliance.

2.5.4. Ensure positions are updated in DCPDS. Ensure annual reviews are conducted and update the DCPDS review date.

2.5.5. Track and monitor submitted requests. Maintain and ensure accurate coding of final determinations in employee records and personnel systems.

2.5.6. Track and monitor on-going claims and coding made to the EDP/HDP programs and provide notice of irregularities to the approving Supervisor for any needed actions.

2.6. Installation Safety Office (75 ABW/SE) and/or Bioenvironmental Engineering Flight (75 OMRS/SGXB) will:

2.6.1. Review and coordinate on each request for EDP/HDP by evaluating the task submitted on the request and defined categories in the FWS Operating Manual Fund or 5 CFR 550, Subpart I.

2.6.2. Provide technical evaluations and opinions regarding hazards, physical hardships or working conditions of an unusually severe nature.

2.6.3. Make recommendations for ways to reduce risks to acceptable levels.

2.6.4. Engage additional offices such as Weapons Safety as needed to ensure a full evaluation of the submitted request.

2.6.5. Report new or pertinent data regarding discontinuing payment if additional mitigations become available for implementation.

2.7. The Civilian Personnel Officer (CPO) will:

2.7.1. Review any information submitted with the request, to include review from the Installation Safety Office and Bioenvironmental Engineering Flight and provide final approval/disapproval.

2.7.2. Provide finalized determination notice and signed copy of HILLAFB Form 683 to the requesting office.

**3. Procedures for Initial EDP/HDP Work Situation Approval:**

3.1. Prior to submitting a complete package, the organization will contact their Safety Office and the Bioenvironmental Engineering Flight to determine if controls or protective measures can eliminate or reduce the hazard.

3.1.1. If the hazard cannot be eliminated or reduced, the requesting management official will initiate a HILLAFB Form 683, *Request for Approval of Environmental Differential Pay*, to request approval of EDP/HDP through appropriate organizational levels. HILLAFB Form 683 must be coordinated and digitally signed at all applicable levels. The request package will include a current position description (PD), Industrial Hygiene Assessment, Workplace Hazard Analysis report and a Job Hazard Analysis report. Once completed, it will be submitted to the Hill AFB EDP/HDP Program Manager.

3.2. The Hill AFB EDP/HDP Program Manager will review the submitted package to ensure compliance with this instruction and governing guidance, then forward the package to the Installation Safety Office and Bioenvironmental Flight before coordinating with the CPO for the final decision.

3.3. The Installation Safety Office and Bioenvironmental Flight will review and coordinate on the package. Comments and recommendations for the approving official's consideration will be documented as necessary in each section of the HILLAFB Form 683.

3.4. The CPO will review all recommendations and documentation and make the final determination on if the package is to be approved or disapproved.

3.5. The Hill AFB EDP/HDP Program Manager will return the package to the organization for distribution to the original submitter and maintain the official record of the request.

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

4.1. Any changes to the work situation or position description that may affect a current EDP/HDP determination will be reported by the first level supervisor to the Hill AFB EDP/HDP Program Manager in writing, within 30 calendar days of changes.

4.2. Approved EDP/HDP work situations will be reviewed annually or at the request of the Hill AFB EDP/HDP Program Manager. All approvals will expire no later than 2 years but may expire sooner if significant changes are made in the work situation. All EDP/HDP paperwork, including evaluations, must be re-accomplished every 4 years. The first-level supervisor will follow the procedures for initial EDP/HDP work situation review/approval as listed in Section 3 of this instruction. Failure to receive reauthorization could result in loss of EDP/HDP approval and pay.

4.3. Supervisors/Organizational Areas may re-submit on a disapproved package within 90 days of disapproval for a re-review, if they are able to provide clarification or additional information not originally submitted with the package for consideration. Additional data will be reviewed alongside the original submission and a determination will be issued. Should a confirmation of the disallow result, the Supervisor/Organizational Area may not resubmit the same PDs and Work Situation for EDP/HDP consideration unless the PD has been re-classified with significant changes or a work situation has undergone a significant change since the last evaluation/submission was disapproved.

DANIEL L. CORNELIUS, Colonel, USAF  
Commander, 75th Air Base Wing

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING DOCUMENTS

*References*

OPM Definition of *Hazardous Duty Pay, and Environmental Differential pay*:

<https://www.opm.gov/frequently-asked-questions/pay-and-leave-faq/pay-administration/what-is-hazardous-duty-pay-what-is-environmental-differential-pay-1>

5 U.S.C. 5545(d) *Hazard Duty Pay and Eligibility*:

5 CFR 550.904 *Hazardous Duty Pay and Position Description Classification*:

<https://www.opm.gov/frequently-asked-questions/pay-and-leave-faq/pay-administration/explain-the-changes-opm-made-in-the-regulations-in-1991-concerning-taking-a-hazard-into-account-in-the-classification-of-the-position/>

5 USC 5545 *Night Standby, Irregular, and Hazardous Duty Differential*:

<https://uscode.house.gov/view.xhtml?reg=Night+Standby+Irregular+Hazardous+Duty+Differential&f=treesort&fq=true&num=1&hl=true&edition=prelim&granuleid=USC-prelim-title5-section5545>

5 USC 5343 *Prevailing Rate Determinations; Wage Schedules; Night Differentials*:

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wage-system/appropriated-fund-operating-manual/subchapter5.pdf>

5 USC 534.3(c) (4) *Proper Differentials as Determined by Exposure Limits*.

<https://www.law.cornell.edu/uscode/text/5/5343>

*Occupational Safety and Health Act of 1970*

<https://www.law.cornell.edu/topn/occupationsafetyandhealthactof1970>

5 CFR 550 Appendix A to Subpart I of Part 550 - *Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I*:

<https://www.ecfr.gov/cmrent/title-5/chapter-I/subchapter-B/part-550/subpart-I/appendix-Appendix%20A%20to%20Subpart%20I%20of%20Part%2055>

5 CFR 532.511 *Environmental Differentials*: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-532/subpart-E/section-532.511>.

FWS *Operating Manual*: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wage-system/#url=Appropriated-Fund>

Non-Appropriated *Fund Operating Manual*: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wagesystem/nonappropriated-fund-operating-manual/subchapter8.pdf>

Appendix J: *Schedule of Environmental Differentials Paid For Exposure to Various Degrees of Hazards, Physical Hardships, And Working Conditions Of AN Unusual Nature*:

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wagesystem/#url=Appropriated>

DoDI 6055.01, *DoD Safety and Occupational Health (SOH) Program*, October 14, 2014; Incorporating Change 3 on April 21, 2021

DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 29 Aug 2023  
DoDI 1400.25 Volume 550, *March 20, 2015 Incorporating Change 4* on August 9, 2019 (af.mil):  
<https://static.e-publishing.af.mil/production/1/afal/publication/dodil400.25v550dafi36-808/dodi1400.25v1250dafi36-808.pdf>

AFPC *Pay for Duty Involving Physical Hardship or Hazard Procedures Guide*, November 2021  
5 CFR § 550.904, *Authorization of Hazardous Duty Pay*

DoDI 1400.25V550\_DAFI36-808, *Pay Administration (General)* AFI 36-128, *Pay Setting & Allowances*, 16 May 2019

AFI 48-145, *Occupational and Environmental Health Program*, 21 Sep 2022

DAFMAN 48-146, *Occupational & Environmental Health Program Management*, 30 Nov 2022

### ***Prescribed Forms***

HILLAFB Form 683, *Request for Approval of Environmental Differential Pay published: 2024*

### ***Adopted Forms***

AF Form 847, *Recommendations for Change of Publication*

### ***Acronyms and Abbreviations***

**EDP**—Environmental Differential Pay

**FWS**—Federal Wage System

**GS**—General Schedule

**HOP**—Hazardous Duty Pay

**CFR**—Code of Federal Regulations

**QPR**—Office of Primary Responsibility

**OPM**—Office of Personnel Management

**PPE**—Personal Protective Equipment

**CPO**—Civilian Personnel Officer

**75 FSS/FSCA**—Civilian Personnel Section

**75 ABW**—75th Air Base Wing

**75 ABW/SE**—Installation Safety Office

**75 OMRS/SGXB**—Bioenvironmental Engineering Flight

## Attachment 2

**INSTRUCTIONS FOR COMPLETION OF HILLAFB FORM 683, ENVIRONMENTAL  
DIFFERENTIAL OR HAZARD PAY AUTHORIZING DOCUMENT**

Table A2.1. HILLAFB FORM 683 Instructions.

<u>The requester will complete items 1-12 on HILLAFB Form 683:</u>
Item 1 - 75 FSS/FSCA
Item 2 – Organization/Office symbol of requester
Item 3 - Self explanatory
Item 4 - Enter the title of each PD on a separate line from each other. Add rows as necessary for each PD being submitted.
Item 5 - Enter the PD number on each separate line with its corresponding title.
Item 6 - Enter a clear concise description of the task being accomplished, including the nature of the risk on each line. Include the actions taken to mitigate the risk for each task. Add rows as necessary for each risk associated with the assigned work tasks.
Item 7 - Self-explanatory; Taken from Appendix A or J depending on the type of position (links below)
Item 8 - This information will be taken from the appropriate regulation: For FWS Employees= <a href="#">Operating Manual, Federal Wage System, Appendix J</a> For GS Employees= <a href="#">5 CFR 550, Subpart I, Appendix A</a>
Item 9 - Individual who is authorized to assign work being accomplished (usually supervisor/lead)
Item 10- Digital signature of Individual listed in item 9
Item 11 - Individual who is authorized to sign timecards of employees in item 4
Item 12- Digital signature of individual listed in item 11
Item 13- Signed by the SQUADRON CL/CC level
Item 14- Digital signature of Individual listed in item 13
The requester will send completed form to 75 FSS/FSCA for review, routing and comments: <a href="mailto:75FSS.FSCA.EDP-HDPPProgram@us.af.mil">75FSS.FSCA.EDP-HDPPProgram@us.af.mil</a>