

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE
INSTRUCTION**



36-803

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Personnel

**ENVIRONMENTAL DIFFERENTIAL
PAY (EDP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Maria K. Berardo)

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This instruction implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*. This instruction establishes the procedures for administering the Environmental Differential Pay (EDP) plan for Federal Wage System (FWS) employees whose work involves exposure to situations reflected in the Operating Manual for Federal Wage System, Subchapter 8-7, and Appendix J thereto. This instruction applies to U.S. Air Force Reserve Units and members assigned or attached to Luke Air Force Base. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tired compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

Changes include: **Chapter 3**, Union Participation, paragraphs **3.1** and **3.2** edited to include clear guidance Union and Management actions regarding EDP payments. Updated the publication precedent title AFPD 36-1, *Appropriated Funds Civilian Management and Administration*. Updated records management statement and references used in **Attachment 1**, Glossary of References and Supporting Information.

1. The EDP Committee. The Civilian Personnel Officer (CPO) or designated representative; Chief, Ground Safety (56 FW/SEG); and the Flight Commander, Bioenvironmental Engineering (56 AMDS/SGPB) serve as the EDP Committee members. The CPO, or designated representative, is the committee chairperson.

2. Responsibilities.

2.1. Supervisors:

2.1.1. Military and civilian supervisors have the responsibility to eliminate work hazards, physical hardships, and poor working conditions wherever possible. When local efforts fail to alleviate the undesirable circumstances, supervisors formally identify such work situations by preparing an AF Form 683, *Request for Approval of Environmental Differential Pay*. The justification should be complete and accurate and must be accompanied by a list of covered employees by name, position title, and the name and phone numbers of supervisors authorized to certify their time and attendance forms. Send the package to the Civilian Personnel Office (56 FSS/FSMC) for consideration. Supervisors are encouraged to contact 56 FSS/FSMC before formalizing the request to avoid unnecessary procedural delay.

2.1.2. If the request is approved, supervisors will certify on the time and attendance forms the periods of exposure of the employees authorized to receive EDP, in accordance with DoD 7000.14-R, Vol 8, *Civilian Pay Policy and Procedures*.

2.1.3. Notify employees of approval or disapproval of requests for EDP.

2.1.4. Notify 56 FSS/FSMC, in writing, when conditions justifying EDP have been alleviated and recommend discontinuance of EDP.

2.1.5. Minimize the hours worked in the approved EDP situations, consistent with mission requirements.

2.1.6. Carefully consider Union views and ideas in efforts to alleviate those hazardous working conditions.

2.2. 56 FSS/FSMC will:

2.2.1. Take prompt action on AF Forms 683 received from supervisors and assist them with procedural requirements.

2.2.2. Provide copies of AF Form 683 to committee members and local union.

2.2.3. Exercise final approval or disapproval authority, based on the results of the technical review. The Civilian Personnel Officer or designated representative may exercise signatory approval or disapproval authority. Provide committee members, the recommending supervisor, and Civilian Pay liaison (56 CPTS/FMFC), with a copy of the AF Form 683,

indicating the decision on the recommendation. Inform the local union of such decisions and rationale by letter.

2.2.4. Maintain files of AF Forms 683 and copies of approval or disapproval justifications from the committee members, local union, and supervisors.

2.2.5. Ensure that each approved work situation is reviewed annually to determine propriety of continuing EDP.

2.3. The 56 FW/SEG and the 56 AMDS/SGPB will:

2.3.1. Upon request of 56 FSS/FSMC, perform technical review of work situations described on AF Forms 683. Make recommendations to approve or disapprove payment and provide rationale, in writing, in support of the recommendation; forward same to 56 FSS/FSMC.

2.3.2. Maintain file copy of AF Form 683 received from 56 FSS/FSMC along with the rationale used in making the recommendation.

2.3.3. Assist 56 FSS/FSMC in making reviews, upon request.

2.3.4. Assist supervisors in their efforts to alleviate conditions requiring EDP.

3. Union Participation.

3.1. When the Union believes that a hazardous work situation exists that might warrant Environmental Differential Pay (EDP), the Union will notify Management and provide, when available, information including the title, location, nature of the hazard, the names and locations of the employees affected and the reasons why the Union believes EDP is appropriate. Upon receipt of such notice, Management will investigate the work situation ASAP, preferably within 14 calendar days, and advise the Union of its findings.

3.2. When either party believes that there is a need to make a change to an established entitlement for which environmental differential is being paid, they will notify the other party of any proposed change(s). Upon such notice, the parties will meet ASAP, preferable within 14 calendar days, to discuss the matter.

DAVID J. BERKLAND
Brigadier General, USAF
56th Fighter Wing Commander

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

AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 29 August 2023

DoD 7000.14-R, Vol 8, *Civilian Pay Policy and Procedures*, October 2023

Adopted Form(s)

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

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CPO—Civilian Personnel Officer

DoD—Department of Defense

EDP—Environmental Differential Pay
FSS—Force Support Squadron

FW—Fighter Wing

FWS—Federal Wage System

OPR—Office of Primary Responsibility