

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

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



28 AUGUST 2025

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 36-128, *Pay Setting and Allowances*. This instruction establishes the Environmental Differential Pay (EDP)/Hazard Duty Pay Differential (HDP) Program for Robins Air Force Base. It provides instructions for administering the program, define 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, 5 Code of Federal Regulation (CFR) 550, *Pay Administration*, and governing Labor-Management agreements. It is applicable to all appropriated fund employees serviced by the Civilian Personnel Programs Section (78 FSS/FSCA). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 874, *Recommendation for Changes of Publication*; route AF Form 874s from the field through appropriate functional chain of command. This publication may be not be supplemented at any level. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3).

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management Program*, and

disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

1. Robins Air Force Base Policy: The Air Force and Robins 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 United States Code (USC) §5545(d), *Night, Standby, Irregular, and Hazardous Duty Differential*, and apply only to general schedule employees. 5 CFR 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 USC §5343(c)(4), *Prevailing Rate Determinations; Wage Schedules; Night Differentials*, 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/HDP. See Attachment 1 for a glossary of references and supporting documentation. (AFI 33-360, para 6.5.12).*

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/HDP arrangements are required to report any changes that may affect the EDP/HDP 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/HDP work situation into the appropriate timekeeping system for processing. The supervisor is responsible for providing the Robins EDP/HDP 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/HDP work situation. The reporting of these hours is subject to audit.

2.2. EDP/HDP Oversight Panel:

2.2.1. The EDP/HDP Oversight Panel will consist of representatives from the requesting organization's Safety Office, Installation Safety Office (78 ABW/SE), Bioenvironmental Engineering Flight (78 OMRS/SGXB), Civilian Personnel Programs Section (78 FSS/FSCA), and the requesting organization's EDP/HDP point of contact (POC). The Robins EDP/HDP Program Manager will serve as the Chair of the Oversight Panel.

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

2.3. Requesting Organization EDP/HDP POC:

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

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

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

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

2.4. Civilian Personnel Section:

2.4.1. Acting for the 78th Air Base Wing Commander (78 ABW/CC), the Civilian Personnel Programs Section (78 FSS/FSCA) will manage the EDP/HDP Program and designate a Robins EDP/HDP Program Manager (78 FSS/FSCA).

2.4.2. The Robins EDP/HDP Program Manager will:

2.4.2.1. Coordinate with and/or solicit technical evaluation/opinion from other members of the EDP/HDP Oversight Panel, servicing Civilian Pay Offices (78 CPTS/FMFC), and other technical advisors as may be required for the effective administration of the EDP/HDP Program.

2.4.2.2. Initiate final approval or disapproval of an EDP/HDP 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/HDP work situations with the EDP/HDP Oversight Panel as often as deemed necessary to properly administer the program.

2.5. The applicable Safety Office (Complex Safety Office (WR-ALC/SE) for all ALC organizations or Installation Safety Office (78 ABW/SE) for all other base organizations) and Bioenvironmental Engineering Flight (78 OMRS/SGXB) will approve or disapprove work situations for EDP/HDP based upon evaluation against defined categories in the OPM FWS Appropriated Fund Operating Manual or 5 CFR 550, Subpart I.

3. Procedures for Initial EDP/HDP 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 Robins EDP/HDP Program Manager.

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

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

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/HDP condition.

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

3.1.3. The Robins EDP/HDP 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 Robins EDP/HDP Program record system.

3.1.4. The supervisor of the area for which EDP/HDP 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/HDP

4. Procedures for Review/Reauthorization of an Approved EDP/HDP 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/HDP determination will be reported in writing to their organization's program manager, Attn: EDP/HDP POC, as soon as practical. The supervisor will use a Robins Form 683 to produce the report. The organization's EDP/HDP 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/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 for work situations.

5. Procedures for Termination of an Approved EDP/HDP Work Situation:

5.1. When management and/or the EDP/HDP 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/HDP POC will:

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

5.1.2. The Robins EDP/HDP Program Manager will render a final decision to continue/discontinue the EDP/HDP 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/HDP 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/HDP to 78 FSS/FSCA, Attn: EDP/HDP Program Manager.

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

BRIAN R. MOORE, Colonel, USAF
Commander

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

AFI 36-128, *Pay Setting and Allowances*, 17 May 2019

AFI 33-322, *Records Management Program*, 16 Apr 2020

5 CFR 550, *Pay Administration*, 1 January 2011

AFI 33-360, *Publications and Forms Management*, 1 December 2015

5 USC §5545(d), *Night, Standby, Irregular, and Hazardous Duty Differential*, 7 January 2011

5 USC §5343(c)(4), *Prevailing Rate Determinations; Wage Schedules; Night Differentials*, 3 January 2012

Prescribed Forms

ROBINS FORM 683, *Request for Approval of Environmental Differential Pay*

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CFR—Code of Federal Regulation

CPCN—Civilian Position Control Number

EDP/HDP—Environmental Differential Pay/Hazard Duty Pay Differential

FWS—Federal Wage System

IAW—In Accordance With

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

PPE—Personal Protective Equipment

RDS—Records Disposition Schedule

USC—United States Code

Attachment 2

WORK SITUATION REVIEW-ACTION MEMORANDUM

Figure A2.1. Work Situation Review-Action Memorandum (USE APPROPRIATE LETTERHEAD).

MEMORANDUM FOR _____

FROM: 78 FSS/FSCA

SUBJECT: Environmental Differential Pay/Hazard Duty Pay Differential Work Situation Review-ACTION MEMORANDUM

1. The Environmental Differential Pay/Hazard Duty Pay Differential (EDP/HDP) work situation in [insert RCC] has been approved/disapproved for EDP/HDP and has/has not been identified as EDP/HDP work situation, requires review for the following reason:
 - a. Scheduled Periodic review.
 - b. Reports indicate the work situation has possibly changed.
 - c. Other (Specify).
2. Please review the EDP/HDP work situation in your organization (reference RAFBI 36-128) and complete the statement below. Attached is a copy of the current Robins Form 683, *Request for Approval of Environmental Differential Pay*. If you believe this work situation has changed and is no longer valid, please return this letter with your written explanation.
3. If you have questions about the EDP/HDP Program, please contact me at [insert contact info].

[SIGNATURE BLOCK]
Civilian Personnel Section

Attachment:
Robins Form 683

1st Ind, [Office Symbol], Environmental Differential Pay/Hazard Duty Pay Differential Work Situation Review

TO: 78FSS/FSCA, ATTN: EDP/HDP Program Manager

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

(Signature and Title of Reviewer) (Date)

78 ABW/SE (Sign and Title of Reviewer) (Date)

78 OMRS/SGXB (Sign and Title of Reviewer) (Date)