

January 24, 2002

ADMINISTRATION OF ENVIRONMENTAL DIFFERENTIAL AND HAZARDOUS DUTY PAY

A. REFERENCES.

1. *DLAD* 1416.8, Determining Rates of Pay.
2. *DLAD* 6055.1, *Safety and Occupational Health Directive*.
3. *DRMS Instruction 1416.2*, Administration of *Environmental Differential and Hazardous Duty Pay*, *October 31, 1996*, (hereby superseded).

B. PURPOSE. Supersedes reference A3. This instruction assigns responsibilities and prescribes procedures for the implementation of Environmental Differential Pay (EDP) AND Hazardous Duty Pay (HDP).

C. APPLICABILITY AND SCOPE. This instruction is applicable to employees of the Defense Reutilization and Marketing Service (DRMS) and *Defense Logistics Information Service (DLIS)*.

D. DEFINITIONS. (Reserved for future use.)

E. PROCEDURES.

1. At DRMS CONUS field locations:

a. The DRMO chief and/or supervisor will document each possible EDP/HDP situation on DRMS Form 1822 and forward the form to their next level of management. *National* Commander will establish procedures for the completion of Part II.

b. The assigned safety and health manager will review the request and initiate action as required in Part III of DRMS Form 1822. This request will then be forwarded to DRMS *HRO*.

c. DRMS *HRO* will review the DRMS Form 1822 for completeness and coordinate with the safety and health office for technical evaluation regarding the hazards if required. The affected employee(s) will be notified (in writing) via appropriate channels of the final decision. A copy of the decision will be provided to the field office and the safety and health office. Copies of the approved request will be forwarded to the Defense Finance and Accounting Service for payment.

d. Management initiated requests for amendments of EDP categories in Appendix A, in the form of additions, changes, or deletions, will be prepared as outlined in enclosure 2. The request will be forwarded through the *National* Commander to DRMS *HRO*. Paragraphs 6, 7, and 8 will be completed by DRMS *HRO* and the DRMS Safety and Health Manager.

2. At DRMS overseas locations:

a. The DRMO chief is responsible for completing Part I of DRMS Form 1822. Part II will be completed by the host activity.

b. The host activity/DRMO chief will forward the DRMS Form 1822 to the assigned safety and health manager who completes Part III. The safety and health

manager, at this time, may also have to complete Part II of the form if the host activity refuses to do so.

c. Once Part III is completed, the DRMS Form 1822 is forwarded to DRMS **HRO** for final review and approval or disapproval.

d. Management initiated requests for amendments of EDP categories in Appendix A, in the form of additions, changes, or deletions, will be prepared as outlined in enclosure 2. The request will be forwarded through the **International** Commander to DRMS-KM. Paragraphs 6, 7, and 8 will be completed by DRMS **HRO** and the DRMS Safety and Health Manager.

3. At HQ DRMS/**DLIS**:

a. Supervisors will document each possible HDP/EDP situation on DRMS Form 1822 and forward through office/directorate channels to DRMS **HRO**.

b. DRMS **HRO** will review the DRMS Form 1822 for completeness and coordinate with the DRMS safety and health office for technical evaluation regarding hazards if required. The affected employee(s) will be notified (in writing) via appropriate channels of the final decision. A copy of the decision will be provided to the safety and health manager. Copies of approved requests will be forwarded to the DFAS civilian payroll office for payment.

F. RESPONSIBILITIES.

1. Management Officials/Supervisors will:

a. Identify work situations for possible HDP/EDP coverage.

b. Determine the cause of the hazard, and identify the specific work situations/operations that may qualify for the temporary payment of EDP.

c. Document and report each HDP/EDP situation on DRMS Form 1822, Request for Approval of Environmental Differential/Hazardous Duty Pay.

d. Minimize the number of employees exposed to conditions which require the payment of HDP/EDP.

e. Initiate action to eliminate the condition which requires payment of HDP/EDP.

f. Annually review all work situations currently authorized HDP/EDP to determine whether the physical hardship has been eliminated. In those instances where the condition justifying HDP/EDP has not been eliminated/completed, justification for continuance will be provided to the next higher level of management.

g. Ensure position descriptions accurately reflect assigned duties.

2. The DRMS Safety and Health Manager will:

a. Evaluate hazards, physical hardship and working conditions of an unusually severe nature which may be injurious to the health of a DRMS/**DLIS** employee.

b. Annually review all work situations currently authorized HDP/EDP, to determine whether the hazard or physical hardship has been eliminated. This required annual review will recommend the continued payment or discontinuance of HDP/EDP, and will be forwarded to DRMS **HRO**.

3. The DRMS Classification and **Staffing Division** will:

a. Be responsible for maintaining records in support of approval/disapproval of HDP/EDP.

b. Coordinate with or obtain technical evaluation/opinion from the safety and health office and appropriate staff elements having functional responsibilities where an HDP/EDP situation has been identified.

c. Assure that the DFAS civilian payroll office is properly informed of approved work situations.

d. Approve or disapprove work situations for HDP/EDP based on evaluation against defined categories in Appendix A and guidance from the Office of Personnel Management. Obtain safety and health office evaluation and technical opinion of the appropriate staff office when such an opinion is required.

e. In coordination with the safety and health manager and supervisor, review, at least annually, all work situations currently authorized HDP/EDP to determine whether the hazard or physical hardship has been eliminated to the degree which would preclude further payment of the differential.

f. Maintain this instruction in a current status and review it biennially.

G. EFFECTIVE DATE AND IMPLEMENTATION. (Reserved for future use.)

H. INFORMATION REQUIREMENTS. This instruction prescribes the use of DRMS Form 1822, Request for Approval of Environmental Differential or Hazardous Pay.

BY ORDER OF THE COMMANDER:

/s/

JANINE DES VOIGNES
Executive Assistant