



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 12550.5
CHRO-E

17 JUN 2014¹

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
12550.5

From: Commanding General
To: Distribution List

Subj: HAZARDOUS DUTY PAY (HDP) FOR GENERAL SCHEDULE (GS) EMPLOYEES

Ref: (a) 5 CFR 550 Subpart I and Appendix A
(b) 5 CFR Part 531, Subpart
(c) 5 CFR Part 530, Subpart C
(d) MLA btwn USMC/AFGE of 18 Aug 10, Art 21 Sect 10(b)

Encl: (1) Hazardous Duty Pay Procedures and Guidelines
(2) Hazardous Duty Pay (HDP) Request

Reports Required: I. Report of Changing Physical Hardships and
Hazardous Conditions (Report Control Symbol:
MCIEAST-MCB CAMLEJ-12550-02, par. 3b(3)(d))
II. Report Employee Exposure Hours (Report Control
Symbol: MCIEAST-MCB CAMLEJ-12550-01, par.
3b(3)(c))

1. Situation. This Order sets policy and procedures for requesting
HDP for GS employees which may be authorized in accordance with
references (a) through (c).

2. Mission. To establish instructions and guidance for GS employees
who are serviced by Marine Corps Installations East-Marine Corps Base,
Camp Lejeune (MCIEAST-MCB CAMLEJ) Civilian Human Resources Office-East
(CHRO-E) on HDP regulations under which payment for a category of
situations for duty involving an unusual physical hardship or hazard
may be authorized.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide policies and procedures for
requesting HDP for GS employees serviced by the CHRO-E.

(2) Concept of Operations. This Order shall ensure policies
and procedures are established within the CHRO-E area of
responsibility (AOR).

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b. Subordinate Element Missions

(1) CHRO-E Director shall:

(a) Act as the focal point for all actions required to implement, administer and maintain this plan.

(b) Establish an HDP Committee and designate the Classification Head as the Chairperson. The HDP Committee shall consist of the Chairperson, a Safety and Occupational Specialist, and an Industrial Hygienist.

(c) Receive, review, and make determinations on new HDP requests and reconsiderations prior to approving/disapproving requests.

(d) Initiate/coordinate any actions required to authorize HDP or to discontinue HDP in a category no longer covered.

(e) Coordinate all actions with the appropriate MCIEAST-MCB CAMLEJ Commander or designee.

(f) Maintain a master list and furnish copies of approved lists of jobs, areas, and conditions for which HDP is authorized to the requesting office, Civilian Payroll Office, Safety Office, Industrial Hygienist, and local bargaining unit. Make additions and deletions to the list based on HDP determinations.

(2) HDP Committee shall:

(a) Receive and investigate requests for HDP.

(b) Determine whether such pay is due and, if so, the amount based on applicable regulations and data.

(c) Retain fact-findings and records of decisions on all information collected for a period of four years, then destroy.

(d) Review annually the approved lists of jobs, areas, and conditions for which HDP is authorized and determine if payment is still warranted.

(e) Collect information and provide input as necessary.

(3) All Department Heads/Directorates/Supervisors shall:

(a) Eliminate or reduce to the lowest practicable extent any hazardous or physical hardship conditions in your AOR. At a minimum, this practice may help eliminate or reduce the need for payment of a differential.

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(b) Restrict hazardous conditions to as few areas as possible so that exposure to employees is limited and special safety training can be concentrated to areas and employees actually exposed.

(c) Identify and report changing physical hardships and hazardous conditions in your AOR to the HDP committee.

(d) Report employee exposure hours, as outlined in enclosure (1).

(e) Submit HDP Request Forms (enclosure (2)) to the HDP Committee via appropriate channels prior to authorizing HDP for a new situation or discontinuing any previously approved HDP.

(f) Process HDP for subordinates according to the instructions contained in this Order.

(g) In accordance with reference (d), allow a local union representative to accompany the inspector or official during the inspection of work areas for any unsafe or unhealthy conditions.

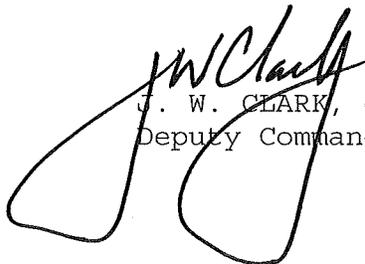
4. Administration and Logistics. Refer to reports required section for the two reports required by this Order.

5. Command and Signal

a. Command. This Order is applicable to all commands and organizations serviced within the MCIEAST-MCB CAMLEJ CHRO-E AOR.

b. Signal. This Order is effective date signed.

DISTRIBUTION: A/B/C


J. W. CLARK, JR.
Deputy Commander

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Hazardous Duty Pay Procedures and Guidelines

1. Coverage. This applies to GS employees within the MCIEAST-MCB CAMLEJ CHRO-E AOR.

2. Background. The Office of Personnel Management (OPM) provides instructions for approving and paying HDP to GS employees. Reference (a) provides instructions and guidelines to be used locally for payment of HDP, a schedule of categories for which HDP is authorized, and the rate of payment for each category. HDP is additional pay authorized for a category of situations involving unusual physical hardship or hazard to employees.

3. Definitions

a. Duty Involving Physical Hardship. 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, such as duty involving exposure to extreme temperatures for a long period of time, arduous physical exertion, or exposure to fumes, dust, or noise that causes nausea, skin, eye, ear, or nose irritation.

b. Hazardous Duty. Duty performed under circumstances in which an accident could result in serious injury or death, such as duty performed on a high structure where protective facilities are not used or on an open structure where adverse conditions such as darkness, lightning, steady rain, or high wind velocity exist.

4. Policy. It is the policy of the Commanding General, MCIEAST-MCB CAMLEJ to eliminate or reduce, to the lowest level practicable, all hazards, physical hardships, and working conditions of an unusually severe nature. When these conditions cannot be eliminated, differential pay will be made only as the need arises. Even though a hazardous pay differential is authorized, there is a responsibility to initiate continuing positive action by supervisors and all concerned to eliminate danger and risk which contribute to, or cause, the hazard, physical hardship, or working condition of an unusually severe

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nature. The existence of HDP differentials is not intended to condone work practices that circumvent Federal safety laws, rules, or regulations.

5. Procedures for Authorization for HDP

a. In accordance with reference (a), HDP may be authorized for specific work situations and organizations following investigation by the HDP Committee, and approval by the CHRO-E and appropriate Commander. A master list of authorized situations and the work sites at which they are found shall be maintained and available in the Classification Office and in the Civilian Payroll Office of the Assistant Chief of Staff, G-8.

b. Procedures for Establishing Additional Situations

Requests for additional hazardous pay differential work situations must be submitted utilizing enclosure (2). Normally, the immediate supervisor over the work situation will submit the request and route it through management channels to the Commander or Department Head level, and then to the CHRO-E for review and investigation by the HDP Committee. Employees who believe that their work involves an unusually severe hazard, physical hardship, or working condition should discuss the matter with their immediate supervisor. Upon review, the supervisor shall determine if the situation is covered under current HDP authorizations. If the situation is not already covered, the supervisor shall promptly determine if there is an unusually severe hazard, physical hardship, or working condition, in accordance with reference (a). If so, the supervisor will submit a request through appropriate channels for further review.

c. Approval of Differentials. The Committee investigates, and based on fact-findings, will make recommendations to the Chairman as to the application of the appropriate OPM HPD Differential Categories. The Chairman reviews the data, makes a determination to approve or disapprove the recommendation, and forward the final decision to the appropriate Commander and Department Head for implementation.

6. Guidelines for Using Authorized HDP

a. Only authorized HDP categories can be used in approving differential pay for employees. Reference (a) provides a list of categories where HDP is payable. Each local situation

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falling into one of these categories must be documented and recorded as being approved for HDP payments. Time cards shall be coded to reflect hazardous duty, using codes provided by the Civilian Payroll Office. Regular time card signatures are acceptable for authorizing HDP for employees who are exposed to work situations which have been approved for payment.

b. HDP may not be paid to an employee when the hazardous duty or physical hardship has been taken into account in the classification of the position, without regard to whether the hazardous duty or physical hardship is grade controlling, unless: (1) the actual circumstances of the specific hazard or physical hardship have changed from that taken into account and described in the position description, and; (2) using the knowledge, skills, and abilities that are described in the position description, the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less-than-significant level. The phrase "has been taken into account in the classification of their position" means that the duty constitutes an element considered in establishing the grade of the position, i.e., the knowledge, skills, and abilities required to perform that duty are considered in the classification of the position.

7. Payment of HDP

a. HDP is paid for all hours in a pay status the day on which the exposure occurs. EXAMPLE: Exposed employees working an eight-hour shift will be paid eight hours and exposed employees working a 10-hour shift will be paid 10-hours. If an employee is called back to work after regular shift hours, and is then exposed to an authorized hazardous pay situation, then HDP shall be authorized for the after-hours shift, or portion thereof, depending on the type of exposure. HDP shall be paid for all the hours of the employee's regular shift when the employee is on paid leave for any part of the shift on the day of exposure.

b. The amount of HDP is determined by multiplying the percentage rate authorized for the exposure by the employee's hourly rate of pay. That amount is then multiplied by the number of HDP hours to be paid. *Rate of basic pay* means the rate of pay fixed by law or administrative action for the position held by an employee, including any applicable locality

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payment under reference (b), special rate supplement under reference (c), or similar payment or supplement under other legal authority, before any deductions, and exclusive of additional pay of any other kind. When an employee is entitled to receive HDP during a period of overtime, the HDP will be computed on the employee's rate of basic pay, and not the hourly overtime rate.

c. Payment of HDP is not subject to the limit placed on other Premium Pay. It is included in the aggregate limitation on pay which limits an employee's aggregate compensation to the rate payable for Level I of the Executive Schedule at the end of a calendar year.

d. HDP may not be more than 25 percent of the employee's rate of basic pay.

e. HDP is not included as part of the employee's basic rate of pay for the computation of overtime, holiday pay, Sunday premium, or the amount of retirement, Thrift Savings Plan, or life insurance deductions.

f. Employees may not be paid HDP for hours for which they receive annual premium pay for regularly scheduled standby duty, annual premium pay for administratively uncontrollable overtime work, or availability pay for criminal investigators.

8. Termination of HDP. Payment of HDP shall be discontinued when:

a. One or more of the conditions requisite for such payment ceases to exist;

b. Safety precautions have reduced the element of hazard to a less-than-significant level of risk, consistent with generally accepted standards that may be applicable, such as those published by the Occupational Safety and Health Administration, Department of Labor, or;

c. Protective or mechanical devices have adequately alleviated physical discomfort or distress.

9. Relationship to Additional Pay Payable under Other Statutes. HDP is in addition to any additional pay or allowances payable under other statutes. It shall not be considered part of the

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employee's rate of basic pay in computing additional pay or allowances payable under other statutes.

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Hazardous Duty Pay (HDP) Request

HDP relates to General Schedule (GS) employees and is payable to employees who performed work involving unusual physical hardship or hazard.			
Part I.	To be completed by the person who has firsthand knowledge of the hazard and/or physical hardship of an unusual nature. This is usually the first level supervisor.		
Part II.	To be completed by the Department Head. If HDP is recommended, forward the request to the Civilian Human Resources Office-East.		
Part III.	To be completed by the servicing Civilian Human Resources Office-East. Copies of the completed request will be provided to the requesting office; Payroll (if approved), Safety Office, Industrial Hygienist, and local bargaining unit.		
Part III.	Remarks		
Check One	<input type="checkbox"/> Initial Request for Review	<input type="checkbox"/> Request for Reconsideration	
Part I.	REQUEST FOR HDP EVALUATION		
1. Request for review:			
a. Description of work situation: (Include shop and building number)			
b. Actions taken to reduce or eliminate condition:			
c. Recommended category:		Differential Rate:	
2. Position(s) affected:			
a. Official title, series, grade and position number:			
Requested by:			
Printed Name:	Signature:	Title:	Date:
Telephone Number:	E-Mail Address:		

PART II. DEPARTMENT HEAD RECOMMENDATION			
Situation outlined in Part I has been thoroughly reviewed and HDP is:		<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
If recommended, state reason in accordance with reference (a):			
If not recommended, please explain:			
DEPARTMENT HEAD TYPED/PRINTED NAME:	SIGNATURE:		Date:
PART III. CIVILIAN HUMAN RESOURCES OFFICE-EAST (Determination will be based on the HDP Committee's recommendation)			
<input type="checkbox"/> Approved	Category:	Differential:	
<input type="checkbox"/> Disapproved (outline reasons in Part IV)			
TYPED/PRINTED NAME:	SIGNATURE:	Title:	Date:
PART IV. REMARKS:			