



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

MCIEASTO 12550.1  
CHRO  
9 Feb 11

MARINE CORPS INSTALLATIONS EAST ORDER 12550.1

From: Commanding General  
To: Distribution List

Subj: ENVIRONMENTAL DIFFERENTIAL PAY (EDP) PLAN FOR FEDERAL  
WAGE SYSTEM (FWS) EMPLOYEES

Ref: (a) Title 5, CFR 532.511  
(b) OPM Operating Manual Federal Wage System -  
Appropriated Fund, subchapter S8 and Appendix J  
(c) SECNAV M-5210.1

Encl: (1) Environmental Differential Pay (EDP) Procedures and  
Guidelines  
(2) Environmental Differential Pay (EDP) Request

1. Situation. Currently within Marine Corps Installations East (MCIEAST) Area of Responsibility (AOR) there are no standardized policies and procedures for requesting Environmental Differential Pay (EDP) for Federal Wage System (FWS) employees.

2. Mission. To establish instructions and guidelines per references (a) and (b) for FWS employees who are serviced by MCIEAST Civilian Human Resources Office East (CHROE) regarding the EDP regulations under which payment for a category of situations involving exposure to a hazard, physical hardship, or working condition of an unusually severe nature may be authorized. Enclosure (1) outlines the procedures and guidelines for EDP.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCIEAST Installation Commanders, in coordination with servicing HRO's, will provide policies and procedures for requesting EDP for FWS employees serviced by MCIEAST CHROs.

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distribution is unlimited.

(2) Concept of Operations. This Order will ensure policies and procedures are established within the MCIEAST CHRO AOR.

b. Subordinate Element Missions

(1) CHRO Directors, East and Southeast

(a) Act as point of contact for all actions required to implement, administer, and maintain this Order.

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

(c) Establish an EDP Committee and designate the CHRO Classification Head as Chair. Coordinate with the Installation Commander to appoint an Industrial Hygienist and Safety/Occupational Health Specialist as members of the EDP Committee.

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

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

(f) Coordinate all actions with the appropriate MCIEAST Installation Commander or designee.

(2) EDP Committee

(a) Receive and investigate requests for EDP.

(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 per paragraph 12550.1 of reference (c).

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

(e) Collect information and provide input as necessary.

(3) MCIEAST Installation Commanders/Tenant Commanders/Department Heads/Supervisors

(a) Eliminate, or reduce to the lowest practicable extent, 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.

(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 environmental hazards (conditions) in your AOR to the EDP committee.

(d) Report employee exposure hours as outlined in the procedures detailed in enclosure (1).

(e) Submit EDP Requests (enclosure (2)) to the EDP Committee via the servicing CHRO prior to authorizing EDP for a new situation or discontinuing any previously approved EDP.

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

(g) Installation Commanders will appoint EDP Committee members as required.

(h) Installation Commanders may publish additional policy if necessary.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the MCIEAST G-1 CHRO.

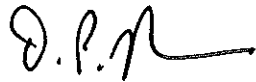
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5. Command and Signal

a. Command. This Order is applicable to the MCIEAST HRO AOR. Headquarters MCIEAST personnel will abide by Marine Corps Base Camp Lejeune policy.

b. Signal. This Order is effective the date signed.



D. P. THOMAS  
Chief of Staff

DISTRIBUTION: A

ENVIRONMENTAL DIFFERENTIAL PAY (EDP) PROCEDURES AND GUIDELINES

1. Coverage. This applies to Federal Wage System (FWS) employees within the Marine Corps Installations East (MCIEAST) Civilian Human Resources Office (CHRO) Area of Responsibility (AOR).
2. Background. The Office of Personnel Management (OPM) provides instructions for approving and paying EDP to FWS employees. Reference (a) provides instructions and guidelines to be used locally for payment of EDP. Reference (b) provides a schedule of categories for which EDP is authorized and the rate of payment. EDP is additional pay authorized for a category of situations involving exposure to a hazard, physical hardship, or working condition of an unusually severe nature.
3. Policy. It is the policy of the Commanding General, MCIEAST 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 an environmental 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 nature. The existence of environmental differentials is not intended to condone work practices that circumvent Federal safety laws, rules, and regulations.
4. Authorization for EDP
  - a. In accordance with reference (a), EDP may be authorized for specific work situations and organizations following investigation by the EDP Committee, and approval by the servicing CHRO and appropriate Commander. A master list of authorized situations, and the work sites at which they are found will be maintained and available in the servicing Classification Office and in the servicing Payroll Office of the Comptroller.
  - b. Procedures for Establishing Additional Situations. Requests for additional environmental differential work situations should 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/Department Head level, and then to the servicing CHRO for review and investigation by the EDP 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 will determine if the situation is covered under current EDP authorizations.

If the situation is not already covered, the supervisor will 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 Environmental Pay Categories. The Chairman reviews the data, makes a determination, and provides the recommendation to the servicing CHRO. The servicing CHRO, in coordination with the appropriate Commander, will approve or disapprove the recommendation, and forward the final decision to the appropriate Commander/Department Head for implementation.

#### 5. Guidelines for Using Authorized EDP

a. Only authorized environmental pay categories can be used in approving differential pay for employees. Reference (b) provides a list of categories where EDP is payable for actual exposure and for hours in a pay status. Each local situation falling into one of these categories must be documented and recorded as being approved for EDP payments. Time cards will be coded to reflect exposure, using codes provided by the Payroll Office. Regular time card signatures are acceptable for authorizing EDP for employees who are exposed to work situations which have been approved for payment.

b. Categories marked "Actual Exposure" will be marked on employees' time cards for a minimum of one hour for each exposure. When the exposure period lasts for more than one hour, the employee shall be paid in increments of 15 minutes. Each exposure is considered separately in one-hour periods and shift.

EXAMPLE: An employee is exposed to an authorized (actual exposure) environmental pay situation at 0830. He/she is credited with one hour of environmental pay. If he/she is again exposed at 0900, the employee does not receive additional environmental pay because the second exposure occurred within the same hour credited for the first exposure. If he/she is again exposed at 1030, he/she is credited for an additional hour of environmental pay. When an employee is exposed on an "Actual Exposure" basis, that differential will be paid during the period of absence on paid leave only to the extent that the leave is within the minimum payment periods specified in reference (a), i.e., employees shall be paid a minimum of one hour's differential for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one-quarter hour for each 15 minutes. An employee will not be paid an environmental differential during a period of absence on paid leave on any day on which he/she is not exposed to situations for which an environmental differential is authorized.

c. Categories marked "Hours in Pay Status" will be marked on the employees' time cards for the total hours in pay status during which the exposure occurred, including overtime.

EXAMPLE: Exposed employees working an eight-hour shift would be paid eight hours. Working a 10-hour shift, he/she would be paid for 10 hours. If an employee is called back to work after regular shift hours, and is then exposed to an authorized environmental pay situation, environmental pay shall be authorized for the after-hours shift, or portion thereof, depending on the type of exposure. EDP, for "Hours in Pay Status", 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.

d. An employee subject at the same time to more than one hazard, physical hardship, or work situation shall be paid only one differential, which provides the highest compensation.

e. The amount of environmental differential which is payable is determined by multiplying the percentage authorized for the described exposure by the second step for WG-10 on the applicable non-supervisory wage schedule counting one-half cent and over as a full cent. The resulting cents-an-hour amount is to be paid uniformly to each wage employee who qualifies for the authorized environmental differential, regardless of the grade level of the wage employee.

f. An employee will be paid an environmental differential, as well as overtime pay, when the environmental exposure occurs during a period of overtime. Environmental differential is included as part of the employee's basic rate of pay and will be used to compute premium pay (overtime, holiday, or Sunday pay), the amount from which retirement deductions are made, and the amount on which group life insurance is based.

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## ENVIRONMENTAL DIFFERENTIAL PAY (EDP) REQUEST

EDP relates to Federal Wage System (FWS) employees and is payable to employees exposed to a physical hardship or working condition of an unusually severe nature.

### INSTRUCTIONS

- Part I. To be completed by the person who has first hand knowledge of the hazard, and/or condition of an unusual nature. This is usually the first level-supervisor.
- Part II. To be completed by the Department Head. If EDP is recommended, forward request to servicing Civilian Human Resources Office.
- Part III. To be completed by the servicing Civilian Human Resources Office. Copies of completed request will be provided to the requesting office; Payroll (if approved); Safety Office; Industrial Hygienist and local bargaining unit.
- Part IV. Remarks

Check One ☐ Initial Request for Review ☐ Request for Reconsideration

### PART I. REQUEST FOR EDP 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/Typed Name and Signature):

Title:

Date

Phone Number:

Email:



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