



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

MCIEAST-MCB CAMLEJO 12550.5A  
CHRO-E

OCT 24 2018

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

From: Commanding General  
To: Distribution List

Subj: HAZARDOUS DUTY PAY (HDP) FOR GENERAL SCHEDULE (GS)  
EMPLOYEES AND ENVIRONMENTAL DIFFERENTIAL PAY (EDP) FOR  
FEDERAL WAGE SYSTEM (FWS) EMPLOYEES

Ref: (a) 5 CFR 550 Subpart I and Appendix A  
(b) 5 CFR 532.511  
(c) OPM Operating Manual Federal Wage System -  
Appropriated Fund, subchapter S8 and Appendix J  
(d) DoD Instruction 1400.25, Volume 550, "DoD Civilian  
Personnel Management System: Pay Administration  
(General)," March 20, 2015  
(e) 5 CFR Part 531, Subpart F  
(f) 5 CFR Part 530, Subpart B  
(g) SECNAV M-5210.1 Ch 1  
(h) CMLA btwn USMC/NAF/AFGE of 26 Jan 17, Art 21 Sect 2

Encl: (1) Hazardous Duty Pay (HDP) and Environmental  
Differential Pay (EDP) Procedures and Guidelines  
(2) Hazardous Duty Pay (HDP) Request  
(3) Environment Differential Pay (EDP) Request

Reports Required: I. Report of Changing Physical Hardships and  
Hazardous Conditions (Report Control  
Symbol: MCIEAST-MCB CAMLEJ-12550-02, par.  
4c(3)(c) and (d)

II. Report Employee Exposure Hours (Report  
Control Symbol: MCIEAST-MCB CAMLEJ-  
12550-01, encl (1), par. 5a

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

DISTRIBUTION STATEMENT A: Approved for public release  
distribution is unlimited.

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2. Cancellation. MCIEAST-MCB CAMLEJO 12550.5 and MCIEASTO 12550.1.

3. Mission

a. To establish instructions and guidance for GS and FWS 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 and EDP regulations under which payment for a category of situations for duty involving an unusual physical hardship or hazard may be authorized.

b. Summary of Revision. This Order was revised to incorporate the current orders listed in paragraph 2 above on the HDP and EDP programs into one MCIEAST-MCB CAMLEJO. It also updates outdated forms, policy, and procedures. This Order should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish uniform policy and procedures for management of HDP and EDP.

(2) Concept of Operations. All personnel shall familiarize themselves with this Order and the references to ensure the proper administration of the HDP and EDP Programs

b. Tasks

(1) CHRO-E Director shall:

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

(b) Establish an HDP/EDP Committee and designate a Chairperson from the Staffing and Classification Branch. At a minimum, the HDP/EDP Committee shall consist of the Chairperson, a Co-Chairperson, a Safety and Occupational Health Specialist, and an Industrial Hygienist. Other representatives may be designated as members as deemed appropriate by the Chairperson and/or Commander.

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(c) Receive, review, and make determinations on new and/or HDP/EDP requests requiring reconsideration prior to approving/disapproving requests.

(d) Initiate any actions required to authorize or discontinue HDP/EDP and coordinate with the appropriate MCIEAST Commander or designee.

(e) Maintain a master list of positions, areas, and conditions for which HDP/EDP is authorized and provide copies to the requesting office, Civilian Payroll Office, Safety Office, Industrial Hygienist, and local bargaining unit.

(2) HDP/EDP Committee shall:

(a) Receive, review and perform fact-finding on new and/or reconsideration requests for HDP/EDP. Make determinations for approval/disapproval and authorized amounts in accordance with applicable regulations.

(b) Retain fact-findings and records of decisions on all information collected for a period of four years, and destroy in accordance with reference (g). EDP/HDP arbitration case files will be maintained indefinitely.

(c) Review every six months, the HDP/EDP approved lists and determine if payment is still warranted. Meetings may also take place on an as needed basis when discussions outside of the scheduled meetings are necessary.

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

(a) Eliminate or reduce, to the lowest practicable extent, any hazardous or physical hardship condition(s) in his/her Area of Responsibility.

(b) Restrict hazardous conditions to as few areas as possible so that exposure to employees is limited and ensure that employees receive specialized safety training as well as training in the proper use of Personal Protective Equipment (PPE) that is either recommended or mandatory for use in the performance of their duties.

(c) Identify and report changing physical hardships and hazardous conditions to the HDP/EDP committee and allow a local union representative to accompany the inspector or

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official during the inspection of work areas for any unsafe or unhealthy conditions in accordance with reference (d).

(d) Process HDP/EDP for subordinates according to the instructions contained in this Order and report employee exposure hours, as outlined in enclosure (1).

(e) Submit HDP/EDP Request Forms (enclosures (2) and (3)) to the HDP/EDP Committee via appropriate channels prior to authorizing HDP/EDP or discontinuing any previously approved HDP/EDP.

5. Administration and Logistics. Not applicable.

6. Command and Signal


a. Command

(1) This Order is applicable to MCIEAST-MCB CAMLEJ Departments, MCAS New River, Headquarters and Support Battalion, and Weapons Training Battalion.

(2) Commanding officers may adapt guidance contained in this Order. Such guidance and policy must be consistent with the provisions of this Order, but commands may adopt more detailed rules to meet specific needs.

(3) Tenant Commands. Tenant commands supported by CHRO-E may elect to comply with this Order in its entirety or may describe more detailed rules to meet specific needs as required.

b. Signal. This Order is effective date signed.

  
S. A. BALDWIN  
Deputy Commander

DISTRIBUTION: A (plus MCAS NR, H&S Bn, and WTBn)

HDP and EDP Procedures and Guidelines

1. Background. The Office of Personnel Management (OPM) provides instructions for approving and paying HDP to GS employees and EDP to FWS employees. HDP or EDP is additional pay authorized for a category of situations involving unusual physical hardship or hazards to employees. References (a) through (h) provide instructions and guidelines to be used locally for authorizing the payment of HDP or EDP, a schedule of categories for which each is authorized, and the rate of payment.

2. Definitions

a. Duty Involving Physical Hardship. Duty that may not in itself be hazardous, but causes extreme physical discomfort or distress, and is not practically eliminated 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.

3. 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 HDP or EDP 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 HDP/EDP differentials is not intended to condone work practices that circumvent Federal safety laws, rules, or regulations.

4. Procedures for Authorization for HDP/EDP

a. In accordance with references (a) and (f), HDP/EDP may be authorized for specific work situations and organizations following investigation by the HDP/EDP Committee, and approval by 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 (Comptroller).

b. Procedures for Establishing Additional Situations. Requests for additional hazardous pay differential work situations must be submitted utilizing enclosure (2). Requests for HDP or EDP must be submitted utilizing enclosures (2) or (3). 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/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 shall determine if the situation is covered under current HDP/EDP 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 references (a) or (b). If so, the supervisor will submit a request through appropriate channels for further review.

c. Approval of Differentials. The HDP/EDP Committee investigates, and based on fact-findings, will make recommendations to the Chairperson as to the application of the appropriate OPM HDP/EDP Differential Categories. The Chairperson reviews the data, makes a determination to approve or disapprove the recommendation, and forwards the final decision to the appropriate Commander and Directorate/Department Head via the Assistant Chief of Staff, G-1 for implementation.

5. Guidelines for Using Authorized HDP/EDP

a. Only authorized HDP/EDP categories can be used in approving differential pay for employees. References (a) and (b) provide a list of categories where HDP/EDP is payable. Each local situation falling into one of these categories must be documented and recorded as being approved for HDP/EDP payments. Timesheets shall be coded to reflect hazardous duty, using codes

provided by the Civilian Payroll Office (Comptroller). Regular timesheet signatures are acceptable for authorizing HDP/EDP for employees who are exposed to work situations which have been approved for payment.

b. HDP/EDP 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.

#### 6. 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 payment under reference (e), special rate supplement under reference (f), 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

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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.

#### 7. Payment of 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. Timesheets will be coded to reflect exposure, using codes provided by the Civilian Payroll Office (Comptroller). Regular timesheet 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 employee's timesheets 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 EDP. If he/she is again exposed at 0900, the employee does not receive additional EDP 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 for 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 (b), 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 a Pay Status" will be marked on the employees' timesheets 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 a 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 nonsupervisory 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. EDP 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

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retirement deductions are made, and the amount on which group life insurance is based.

8. Termination of HDP/EDP. Payment of HDP/EDP 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 risks, 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 practically eliminated physical discomfort or distress.

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

**INSTRUCTIONS**

Part I.	To be completed by the person who has firsthand 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 HDP is recommended, forward request to Civilian Human Resources Office-East.
Part III.	To be completed by the servicing Civilian Human Resources Office-East. 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	<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. Positions(s) affected:**

a. Official title, series, grade and position number:

Requested by (Printed/Typed Name and Signature):

Title:

Date:

Phone Number:

Email:

Enclosure (2)

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

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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 firsthand 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 Civilian Human Resources Office-East.	
Part III.	To be completed by the servicing Civilian Human Resources Office-East. 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	<input type="checkbox"/> Initial Request for Review	<input type="checkbox"/> 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. Positions(s) affected:		
a. Official title, series, grade and position number:		
Requested by (Printed/Typed Name and Signature):		Title:
		Date:
Phone Number:		Email:

Enclosure (3)

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