

**AA**

SWORN STATEMENT

For use of this form, see AR 190-45; the proponent agency is PMG.

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, USC Section 301; Title 5, USC Section 2951; E.O. 9397 Social Security Number (SSN).
PRINCIPAL PURPOSE: To document potential criminal activity involving the U.S. Army, and to allow Army officials to maintain discipline, law and order through investigation of complaints and incidents.
ROUTINE USES: Information provided may be further disclosed to federal, state, local, and foreign government law enforcement agencies, prosecutors, courts, child protective services, victims, witnesses, the Department of Veterans Affairs, and the Office of Personnel Management. Information provided may be used for determinations regarding judicial or non-judicial punishment, other administrative disciplinary actions, security clearances, recruitment, retention, placement, and other personnel actions.
DISCLOSURE: Disclosure of your SSN and other information is voluntary.

1. LOCATION: 20th SUPCOM (CBRNE), APG, MD
2. DATE (YYYYMMDD): 2009/01/30
3. TIME
4. FILE NUMBER
5. LAST NAME, FIRST NAME, MIDDLE NAME
6. SSN: 345-44-0232
7. GRADE/STATUS: YC-0301-03
8. ORGANIZATION OR ADDRESS

9. I, [REDACTED], WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH:
See attached statement (Page 1-5) and 9 attachments:
Attachment 1, PowerPoint presentation, Hazardous Duty Pay (HDP) & Environmental Differential Pay (EDP), dated 18JAN2008 (4 pages)
Attachment 2, Apr 2008, Director, Civilian Personnel Advisory Center (CPAC) memorandum, subject: Hazard Differential Pay (2 pages)
Attachment 3A & 3B, training information from Code of Federal Regulations, attachment 3A (GS) (13 pages) and 3B (WG)) (21 pages)
Attachment 4, HDP/EDP Oversight Committee for the 20th SUPCOM (3 pages)
Attachment 5, Transition from UXO (Wage System (WG)) to Equipment Specialists (EOD) (General Schedule (GS)) (1 page)
Attachment 6, CARA Transformation and 20th Support Command (CBRNE) Organization Chart (2 pages)
Attachment 7, DoD Explosives Safety Board's, Technical Paper 18, "MINIMUM QUALIFICATIONS FOR UNEXPLODED ORDNANCE (UXO) TECHNICIANS AND PERSONNEL," dated 20 December 2004 (27 pages)
Attachment 8, Army Regulation (AR) 50-6, Chemical Surety, dated 26 June 2001, for the definition of Temporary Disqualification. (4 pages)
Attachment 9, Listing of CARA EDP/HDP position descriptions (PD) that conduct hazard type work for consideration of EDP/HDP, series, grade and personnel assigned to the PDs

add further entries

10. EXHIBIT
11. INITIALS OF PERSON MAKING STATEMENT
PAGE 1 OF 3 PAGES

ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF [REDACTED] TAKEN AT [REDACTED] DATED [REDACTED]
THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT, AND PAGE NUMBER MUST BE INDICATED.

STATEMENT OF [REDACTED] TAKEN AT 20th SUPCOM DATED 2008/12/15

9. STATEMENT (Continued)

*No further entries*

INITIALS OF PERSON MAKING STATEMENT

[REDACTED]

PAGE 2 OF 3 PAGES

9. STATEMENT (Continued)

*No further entries*

AFFIDAVIT

I, CHARLENE STROOBAND JENSEN, HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1, AND ENDS ON PAGE 3. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

[REDACTED]  
(Signature of Person Making Statement)

WITNESSES:

Subscribed and sworn to before me, a person authorized by law to administer oaths, this 30<sup>th</sup> day of January, 2009 at Aberdeen Proving Ground, MD

\_\_\_\_\_  
\_\_\_\_\_

[REDACTED]  
(Signature of Person Administering Oath)

ORGANIZATION OR ADDRESS

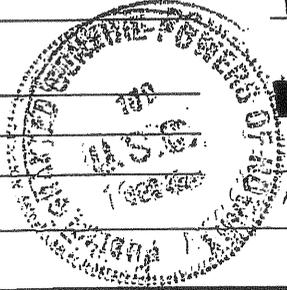
[REDACTED]  
(Typed Name of Person Administering Oath)

\_\_\_\_\_  
\_\_\_\_\_

ORGANIZATION OR ADDRESS

Title 10 USC  
(Authority To Administer Oaths)

INITIALS OF PERSON MAKING STATEMENT



I have been asked to provide a sworn statement for [REDACTED]. The purpose of the statement is to provide information discussed during a conference call on 21 Oct 08. This information is requested as part of a Whistleblower Case regarding an allegation of reprisal or retaliation.

Below is a chronology which outlines the chain of events to the best of my knowledge.

1. The positions in question were Equipment Specialist (EOD) at Aberdeen Proving Ground (APG) and Pine Bluff Arsenal (PBA). Background: Personnel on position descriptions (PDs) as Toxic Material Control Operator (Ordnance Removal), WG-6501-11, were converted to Equipment Specialist (EOD), GS-1670-11. I was not part of the command when this action was decided; however, the TMCO (Ordnance Removal) personnel were performing GS work and this action corrected any possible discrepancy in their classification. As Wage Grade (WG) they received Environmental Differential Pay (EDP). After being upgraded to General Schedule (GS) they receive Hazardous Duty Pay (HDP). Although the PDs were different, the personnel were performing the same duties.
  - a. 1993-1998: Technical Escort Unit (TEU), US Army (USA) Chemical and Biological Defense Command (CBDCOM), Army Materiel Command (AMC).
  - b. 1998-14 Oct 2003: TEU, USA Soldier and Biological and Chemical Command (SBCCOM), AMC.
  - c. 29 Aug 2000: APG published APGR 690-28, Hazardous Duty Pay for Class Act Employees. This release superseded APGR 690-28, 3 November 1993.
  - d. 15 Oct 2003-14 Oct 2004: TEU, Guardian Brigade, AMC.
  - e. Nov 2003: APG personnel converted from WG to GS. They received HDP based on certificates in APGR 690-28, 23 Aug 2000, Hazardous Duty Pay for Class Act Employees, based on certificates for SBCCOM, AMC. HDP should not have been approved using these certificates because the unit was no longer under SBCCOM and did not have an approved certificate(s) under the APGR 690-28; nor did the positions qualify for HDP under the Code of Federal Regulations (CFR). **Note: It was not an "automatic" bi-weekly payment; the work was covered under an approved SBCCOM HDP certificate.**
  - f. 1 Mar 2004: SBCCOM disestablished.
  - g. May 2004: PBA personnel converted from WG to GS and did not receive HDP.

**Statement of [REDACTED], taken at 20th SUPCOM (CBRNE), 30 January 2009**

- h. 15 Oct 2004: TEU became 22d Chemical Battalion (Technical Escort), 20th Support Command (SUPCOM) (CBRNE), USA Forces Command (FORSCOM). The unit transferred from AMC to FORSCOM.
  - i. Jun 2005: This is the first pay period under the new Automated Time, Attendance and Production System (ATAAPS) for APG and PBA. This is the approximate timeframe PBA began claiming HDP under HDP certificates in APGR 690-28, 23 Aug 2000, Hazardous Duty Pay for Class Act Employees, for USA SBCCOM. **Note: It was not an "automatic" bi-weekly payment; the work was covered under an approved SBCCOM HDP certificate.** They too should not have received HDP because the unit was no longer part of SBCCOM; did not have approved certificates in APGR 690-28; and the positions qualify for HDP under the CFR.
  - j. 30 Oct 2006: New APGR 690-28, 30 Oct 2006, Hazardous Duty Pay for Class Act Employees, superseded APGR 690-28, 23 Aug 2000. Equipment Specialist (EOD) at APG and PBA continued to receive HDP under USA SBCCOM certificate(s), though the unit was not part of SBCCOM and the positions did not qualify for HDP under the CFR. **Note: SBCCOM had been disestablished 1 Mar 2004 and still had certificates in the new APGR 690-28 dated 20 Oct 2006.**
  - k. May 2007: Equipment Specialist (EOD) transferred from 22d Chemical Battalion (Technical Escort) to the Analytical and Remediation Directorate, now the CBRNE Analytical and Remediation Activity (CARA).
2. Dec 2007: COL [REDACTED] Deputy Commanding Officer (DCO), 20th SUPCOM (CBRNE), informed me he was the Investigating Officer (IO) charged to look into the matter of alleged erroneous payments of HDP for CARA Equipment Specialists (EOD). He interviewed me and took a sworn statement.
3. Jan 2008: Since CARA was a new organization and did not have certificates in APGR 690-28, I conducted a thorough analysis and research of the APGR 690-28; the CFR Title 5: Administrative Personnel, PART 550—PAY ADMINISTRATION (GENERAL), Subpart I—Pay for Duty Involving Physical Hardship or Hazard, Authority: 5 U.S.C. 5545(d), 5548(b); CFR Title 5: Administrative Personnel, PART 532—PREVAILING RATE SYSTEMS Subpart E—Premium Pay and Differentials; and all CARA position descriptions. Based on this analysis and research I made a determination that HDP was taken into consideration in the classification of the position description in question and others. I conferred with COL Van Pelt and CPT Coutant, 20th SUPCOM (CBRNE) Legal, and they concurred with my findings.
- a. CARA implemented a new policy and procedures to evaluate HDP/EDP requests on a case-by-case basis IAW the CFR. Reference attachment 1, PowerPoint presentation, Hazardous Duty Pay (HDP) & Environmental Differential Pay (EDP), dated 18JAN2008, addressed how to request HDP/EDP

consideration and the procedures management uses to approve/disapprove requests. I provided a briefing (attachment 1) and training information (attachment 3A (GS) and 3B (WG)) to all CARA Supervisors. This information is available to all CARA employees on the CARA shared drive.

B. [REDACTED] inquired in an email how I discovered, realized, or was told there was an Oversight Committee. In response to the identified lack of procedures to approve HDP/EDP I created the Oversight Committee for the 20th SUPCOM (attachment 4).

C. [REDACTED] inquired who our legal counsel was who helped me with this decision to stop payments of HDP. CPT Stephen R. Coutant, Command Judge Advocate, 20th Support Command (CBRNE) was my legal advisor during the time in issue.

d. [REDACTED] asked if anyone at the APG CPAC/CPOC provided any type of tutorial, briefing or training on how the reclassification of WG to GS would affect HDP/EDP. APG CPAC/CPOC did not provide any tutorial, briefing or training to management or employees regarding the conversion from WG to GS and dealing with HDP.

4. To date no HDP requests have been approved. [REDACTED] asked for an example of an occasion when HDP would be considered. An example cited of when HDP might be appropriate is if an employee had to handle an improvised explosive device (IED). This is not covered in their PD, nor have they been trained in handling IEDs.
5. Apr 2008: Director, Civilian Personnel Advisory Center (CPAC) issued memorandum, subject: Hazard Differential Pay (attachment 2):

***“Hazard Differential Pay (HDP), also known as Hazardous Duty Pay, the payment of differentials for duty involving unusual physical hardship or hazard is implemented and authorized by 5 CFR 550.901 et seq. for GS employees and DOD 1400.25-M, SC 1930.25.2 et seq. for NSPS employees. The Aberdeen Proving Ground (APG) Regulation 690-28, Civilian Personnel – Hazardous Duty Pay for Class Act Employees, dated 30 Oct 2006, is the local governing regulation for HDP.***

***Recently, reviews of the HDP Program have been initiated by external agencies to determine if procedures and controls were in compliance with regulations and policies. Hazard Pay should only be authorized when all the requirements of applicable regulations and guidelines are fully met.***

***It is suggested that activities who pay HDP review their procedures to assure those HDP procedures and controls comply with regulations and current guidelines. Outdated operating procedures/responsibilities in governing regulations can lead to ineffective controls and mismanagement of the HDP***

**Program. One recommended process is to convene a committee to review and approve requests for payment of HDP. The Civilian Personnel Advisory Center (CPAC) is willing to assist you in this effort. You may contact your servicing CPAC Specialist for further guidance."**

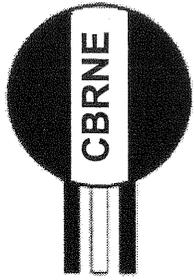
6. Oct/Nov 2008: Equipment Specialist (EOD), GS-1670-11, positions were reclassified as Unexploded Ordnance (UXO) Technicians III, GS-0301-12. The grades and work performed are in alignment with other DOD organizations; and met or exceed the DOD Explosives Safety Board (DDESB) criteria for like positions. The work is the same as the work they performed as Equipment Specialists (EOD). The position description includes working with hazardous materials.
7. Nov 2008: Toxic Material Control Operators, WG-6501-11, were converted to Chemical Engineering Technicians, GS-0802-11. TMCO duties and requirements have evolved over time and they no longer perform blue collar work. These positions require more education and training, and use more complex analytical equipment. The position description includes working with hazardous materials.
8. [REDACTED] was temporarily promoted to an Equipment Specialist, GS-1670-12, effective 20 Jul 2008 NTE 16 Nov 2008. [REDACTED] competed for a Supervisory Chemical Engineering Technician, GS-0802-12, and was selected and promoted to that position on 26 Oct 2008.
9. [REDACTED] was temporarily promoted to an Operations Specialist (Planner), GS-0301-12, effective 20 Jul 2008 NTE 16 Nov 2008. [REDACTED] competed for two CARA positions (1) Supervisory Chemical Engineering Technician, GS-0802-12, and (2) Operations Specialist (Planner), GS-0301-12, and was not selected for either position.

The WS-14 positions no longer exist in the new CARA organization. CARA has two Supervisory UXO Technicians (SUXO) and two Supervisory Chemical Engineering Technicians at APG and PBA. As a result of the reorganization and non-selection for a Supervisory Chemical Engineering Technician, [REDACTED] will be assigned to the CARA Logistics Office. He has no EOD or UXO training or experience and therefore does not qualify for a SUXO position either. [REDACTED] possesses the knowledge, skills and ability for a position in Logistics. A Position Audit has been requested to properly classify the position and determine the right title, pay plan, series and grade. The audit will be conducted by the APG CPAC/CPOC.

10. In response to [REDACTED] questions on 12 December I have attached the following documents:
  - a. Attachment 5: Transition from UXO (Wage System (WG)) to Equipment Specialists (EOD) (General Schedule (GS)) – this Word document contains the evolution of WG to GS from pre-Nov 03 to Jan 08.

- b. Attachment 6: CARA Transformation and 20th Support Command (CBRNE) – these PowerPoint slides depict 1) how the CARA organization was formed from existing 20th SUPCOM (CBRNE) authorizations; 2) the 20th SUPCOM (CBRNE) organization structure, i.e. wire diagram.
  - c. Attachment 7: DoD Explosives Safety Board's, Technical Paper 18, "MINIMUM QUALIFICATIONS FOR UNEXPLODED ORDNANCE (UXO) TECHNICIANS AND PERSONNEL," dated 20 December 2004, provides minimum qualification standards for personnel performing unexploded ordnance (UXO) related operations in support of the Department of Defense with the exception of DoD Explosives Ordnance Disposal (EOD) personnel. Such operations include, but may not be limited to: military munitions responses, range clearance activities, range maintenance, and inspection or certification of munitions debris and range-related debris being considered for transfer or release from DoD control.
11. [REDACTED] also asked me to clarify the various job titles for the EOD/UXO Civilians:
- Began as: Toxic Material Control Operator (Ordnance Removal), WG-6501-11
- Equipment Specialist (EOD), GS-1670-11
- Today: UXO Technician III, GS-0301-11
12. [REDACTED] asked about [REDACTED] Chemical Personnel Reliability Program (CPRP) status:
- a. 17 Jan 07: MAJ [REDACTED] Acting Commander, 22d Chemical Battalion (Technical Escort), temporarily disqualified (TD) [REDACTED] from the CPRP. During the time [REDACTED] was TD'd he continued to keep his CPRP certifications current. See Attachment 8, Army Regulation (AR) 50-6, Chemical Surety, dated 26 June 2001, for the definition of Temporary Disqualification.
  - b. 17 Dec 07: I reinstated [REDACTED] back into the CPRP Program, and on the same day I administratively terminated [REDACTED] from CPRP because he was not in a position which required him to maintain CPRP certification. See attachment 8, AR 50-6, Chemical Surety, for the definition of Administrative Termination.
13. [REDACTED] also requested a copy of the spreadsheet, attachment 9, which is a listing of all position descriptions (PD) that conduct hazardous type work for consideration of EDP/HDP; and the series, grade and personnel assigned to each of the PDs. A follow-up action would have to be conducted to determine which of these may have erroneously received HDP.

14. [REDACTED] requested information about Safety involvement. CARA has a Safety Officer. The CARA Safety Officer was part of TEU, then 22d CM BN (TE) and was realigned to CARA. The 20th SUPCOM (CBRNE) has a Risk Management Office which has safety and industrial hygiene oversight of CARA. The Risk Management Office has representation as a voting member on the HDP/EDP Oversight Committee. The APG Garrison also has a Safety Office. CARA works closely with the safety personnel in both 20th SUPCOM (CBRNE) and APG.
  
15. I joined the Technical Escort Unit in March 2004 as the Civilian Deputy. I am currently the Director of the CBRNE Analytical and Remediation Activity (Provisional).



# **Hazardous Duty Pay (HDP) & Environmental Differential Pay (EDP)**



- What: Administration of HDP and EDP
- Why:
  - Investigation into administration of HDP and EDP
  - Well intentioned interpretation
  - No willful disregard of the law, regulations, policies
  - Must meet CFR criteria
  - Outcome of the investigation
  - Review HDP/EDP prior to granting
  - Establish Oversight Committee/Working Group
  - Review of HDP/EDP policy and procedures
  - Review GS Position Descriptions
- Who: All CARA personnel performing hazardous duty/exposure to various degrees of hazards
- Where: CARA organizational entities assigned to APG-EA and PBA



# ***Hazardous Duty Pay (HDP)***

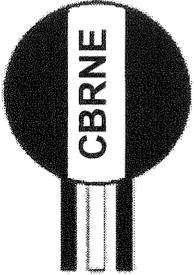


- Compliance with Title 5 CFR, Administrative Personnel
- Hazardous Duty Pay (HDP)
  - PART 550—PAY ADMINISTRATION (GENERAL)
  - Subpart I—Pay for Duty Involving Physical Hardship or Hazard
  - Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I

(b) The head of an agency may approve payment of a hazard pay differential when—

- (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.





# Environmental Differential Pay (EDP)

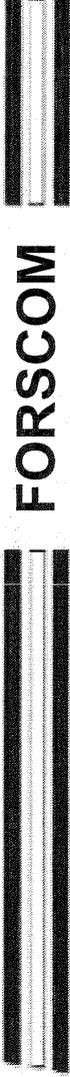


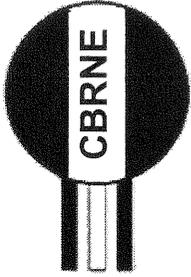
- Compliance with Title 5 CFR, Administrative Personnel
- Environmental Differential Pay (EDP)
  - PART 532—PREVAILING RATE SYSTEMS
  - Subpart E – Premium Pay and Differentials
  - Appendix A to Subpart E of Part 532—Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature
  - Appendix A lists the environmental differentials authorized for exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature.

532.511 Environmental differentials. This subpart prescribes the regulations required by sections 5545(d) and 5548(b) of title 5, United States Code, for the payment of differentials for duty involving unusual physical hardship or hazard to employees.

*Entitlements to environmental differential pay.*

- (1) In accordance with section 5343(c)(4) of title 5, United States Code, an employee shall be paid an environmental differential when exposed to a working condition or hazard that falls within one of the categories approved by the Office of Personnel Management.
- (2) Each installation or activity must evaluate its situations against the guidelines issued by the Office of Personnel Management to determine whether the local situation is covered by one or more of the defined categories.

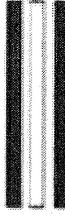




# ***Hazardous Duty Pay (HDP) & Environmental Differential Pay (EDP)***



- How:
  - Missions/projects assigned out of CARA Operations
  - Operations in coordination with Supervisors will recommend HDP/EDP
  - Oversight Committee/Working Group\* will approve/disapprove requests
  - ATAAPS code will be provided for timekeeping
  - Requests will be tracked
  
- When: Effective immediately
  
- \* Oversight Committee/Working Group
  - Deputy Commanding Officer 20<sup>th</sup> SUPCOM
  - Director, CARA
  - Safety/Industrial Hygiene
  - Resource Management
  - Legal
  - CPAC/CPOC
  - Supervisors as required



PECP-NER-G

MEMORANDUM FOR Commanders and Directors, Aberdeen Proving Ground

SUBJECT: Hazard Differential Pay

Hazard Differential Pay (HDP), also known as Hazardous Duty Pay, the payment of differentials for duty involving unusual physical hardship or hazard is implemented and authorized by 5 CFR 550.901 et seq. for GS employees and DOD 1400.25-M, SC 1930.25.2 et seq. for NSPS employees. The Aberdeen Proving Ground (APG) Regulation 690-28, Civilian Personnel – Hazardous Duty Pay for Class Act Employees, dated 30 Oct 2006, is the local governing regulation for HDP.

Recently, reviews of the HDP Program have been initiated by external agencies to determine if procedures and controls were in compliance with regulations and policies. Hazard Pay should only be authorized when all the requirements of applicable regulations and guidelines are fully met.

It is suggested that activities who pay HDP review their procedures to assure those HDP procedures and controls comply with regulations and current guidelines. Outdated operating procedures/responsibilities in governing regulations can lead to ineffective controls and mismanagement of the HDP Program. One recommended process is to convene a committee to review and approve requests for payment of HDP. The Civilian Personnel Advisory Center (CPAC) is willing to assist you in this effort. You may contact your servicing CPAC Specialist for further guidance.

//s//

DIANE SMITH  
Director, Civilian Personnel  
Advisory Center

## Title 5: Administrative Personnel

### PART 550—PAY ADMINISTRATION (GENERAL)

#### Subpart I—Pay for Duty Involving Physical Hardship or Hazard

[↑ top](#)

**Authority:** 5 U.S.C. 5545(d), 5548(b).

#### § 550.901 Purpose.

[↑ top](#)

This subpart prescribes the regulations required by sections 5545(d) and 5548(b) of title 5, United States Code, for the payment of differentials for duty involving unusual physical hardship or hazard to employees.

[56 FR 20344, May 3, 1991]

#### § 550.902 Definitions.

[↑ top](#)

In this subpart: *Agency* has the meaning given that term in 5 U.S.C. 5102(a)(1).

*Duty involving physical hardship* means 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.

*Employee* means an employee covered by the General Schedule ( *i.e.*, covered by chapter 51 and subchapter III of chapter 53 of title 5, United States Code).

*Hazardous duty* means 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.

*Hazard pay differential* means additional pay for the performance of hazardous duty or duty involving physical hardship.

*Head of an agency* means the head of an agency or an official who has been delegated the authority to act for the head of the agency in the matter concerned.

[56 FR 20344, May 3, 1991, as amended at 59 FR 33416, June 29, 1994; 64 FR 69179, Dec. 10, 1999]

### **§ 550.903 Establishment of hazard pay differentials.**

[↑ top](#)

(a) A schedule of hazard pay differentials, the hazardous duties or duties involving physical hardship for which they are payable, and the period during which they are payable is set out as appendix A to this subpart and incorporated in and made a part of this section.

(b) Amendments to appendix A of this subpart may be made by OPM on its own motion or at the request of the head of an agency (or authorized designee). The head of an agency (or authorized designee) may recommend the rate of hazard pay differential to be established and must submit, with its request for an amendment, information about the hazardous duty or duty involving physical hardship showing—

(1) The nature of the duty;

(2) The degree to which the employee is exposed to hazard or physical hardship;

(3) The length of time during which the duty will continue to exist;

(4) The degree to which control may be exercised over the physical hardship or hazard; and

(5) The estimated annual cost to the agency if the request is approved.

[56 FR 20344, May 3, 1991, as amended at 64 FR 69179, Dec. 10, 1999]

### **§ 550.904 Authorization of hazard pay differential.**

[↑ top](#)

(a) An agency shall pay the hazard pay differential listed in appendix A of this subpart to an employee who is assigned to and performs any duty specified in appendix A of this subpart. However, hazard pay differential may not be paid to an employee when the hazardous duty or physical hardship has been taken into account in the classification of his or her position, without regard to whether the hazardous duty or physical hardship is grade controlling, unless payment of a differential has been approved under paragraph (b) of this section.

(b) The head of an agency may approve payment of a hazard pay differential when—

(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.

(c) For the purpose of this section, the phrase “has been taken into account in the classification of his or her 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.

(d) The head of the agency shall maintain records on the use of the authority described in paragraph (b) of this section, including the specific hazardous duty or duty involving physical hardship; the authorized position description(s); the number of employees paid the differential; documentation of the conditions described in paragraph (b) of this section; and the annual cost to the agency.

(e) So that OPM can evaluate agencies' use of this authority and provide the Congress and others with information regarding its use, each agency shall maintain such other records and submit to OPM such other reports and data as OPM shall require.

[59 FR 33416, June 29, 1994]

#### **§ 550.905 Payment of hazard pay differential.**

[↑ top](#)

(a) When an employee performs duty for which a hazard pay differential is authorized, the agency must pay the hazard pay differential for the hours in a pay status on the day (a calendar day or a 24-hour period, when designated by the agency) on which the duty is performed, except as provided in paragraph (b) of this section. Hours in a pay status for work performed during a continuous period extending over 2 days must be considered to have been performed on the day on which the work began, and the allowable differential must be charged to that day.

(b) Employees may not be paid a hazardous duty differential for hours for which they receive annual premium pay for regularly scheduled standby duty under §550.141, annual premium pay for administratively uncontrollable overtime work under §550.151, or availability pay for criminal investigators under §550.181.

[64 FR 69180, Dec. 10, 1999]

#### **§ 550.906 Termination of hazard pay differential.**

[↑ top](#)

An agency shall discontinue payment of hazard pay differential to an employee 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.

[56 FR 20345, May 3, 1991, as amended at 59 FR 33417, June 29, 1994]

**§ 550.907 Relationship to additional pay payable under other statutes.**

[↑ top](#)

Hazard pay differential 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.

[56 FR 20345, May 3, 1991]

**Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I**

[↑ top](#)

hazard pay differential, of part 550 pay administration (general)

Duty	Rate of hazard pay differential (percent)	Effective date
Exposure to Hazardous Weather or Terrain:		
(1) <i>Work in rough and remote terrain.</i> When working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches	25	First pay period beginning after July 1, 1969.
(2) <i>Traveling under hazardous conditions.</i> (a) When travel over secondary or unimproved roads to isolated mountain top installations is required at night, or under	25	Do.

adverse weather conditions (such as snow, rain, or fog) which limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snow slides		
(b) When travel in the wintertime, either on foot or by means of vehicle, over secondary or unimproved roads or snow trails, in sparsely settled or isolated areas to isolated installations is required when there is danger of avalanches, or during “whiteout” phenomenon which limits visibility to less than 3 meters (10 feet)	25	Do.
(c) When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be of considerable danger, or very great danger, on the windchill chart (appendix A–1), and shelter (other than temporary shelter) or assistance is not readily available	25	Do.
(3) <i>Snow or ice removal operations.</i> When participating in snowplowing or snow or ice removal operations, regardless of whether on primary, secondary or other class of roads, when (a) there is danger of avalanche, or (b) there is danger of missing the road and falling down steep mountainous slopes because of lack of snow stakes, “white-out” conditions, or sloping ice-pack covering the snow	25	Do.
(4) <i>Water search and rescue operations.</i> Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h.) (classified as gale winds) or in water search and rescue operations conducted at night	25	Do.
(5) <i>Travel on Lake Pontchartrain.</i> (a) When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is from north, northeast, or northwest, and wind velocity is over 7.7 meters per second (15 knots); or	25	Do.
(b) When travelling in small crafts, where craft is not radar equipped, on Lake Pontchartrain is necessary due to emergency or unavoidable conditions and the trip is made in a dense fog under fog run procedures	25	Do.
(6) <i>Hazardous boarding or leaving of vessels.</i> When duties (a), (b), or (c) are performed under adverse conditions of foul weather, ice, or night and when the sea state is high (0.9 meter (3 feet) and above):		
(a) Boarding or leaving vessels at sea or standing	25	First pay

offshore during lightering or personnel transfer operations		period beginning after May 7, 1970.
(b) Boarding, leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral surrounded shorelines.		
(c) Transferring equipment between a small boat and rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock.		
(7) <i>Small craft tests under unsafe sea conditions.</i> Conducting craft tests to determine the seakeeping characteristics of small craft in a seaway when U.S. storm warnings normally indicate unsafe seas for a particular size craft	25	First pay period beginning on or after Sept. 28, 1972.
(8) <i>Working on a drifting sea ice floe.</i> When the job requires that the work be performed out on sea ice, e.g., installing scientific instruments and making observations for research purposes	25	First pay period beginning after March 16, 1973.
Exposure to Physiological Hazards:		
(1) <i>Pressurechamber subject.</i> (a) Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures	25	Do.
(b) <i>Working in pressurized sonar domes.</i> Performing checkout of sonar system after sonar dome has been pressurized. This may include such duties as changing transducer elements, setting of transducer turntables, checking of cables, piping, valves, circuits, underwater telephone, and pressurization plugs	8	First pay period beginning after Feb. 16, 1975.
(c) Working in nonpressurized sonar domes that are a part of an underwater system. Performing certification pretrial inspections, involving such duties as calibrating, adjusting, and photographing equipment, in limited space and with limited egress	4	First pay period beginning after Feb. 16, 1975.
(2) <i>Simulated altitude chamber subjects. Observers.</i>	25	Do.

Participating in simulated altitude studies ranging from 5500 to 45,700 meters (18,000 to 150,000 feet) either as subject or as observer exposed to the same conditions as the subject		
(3) <i>Centrifuge subjects.</i> Participating as subject in centrifuge studies involving elevated G forces above the level of 49 meters per second <sup>2</sup> (5 G's) whether or not at reduced atmospheric pressure	25	Do.
(4) <i>Rotational flight simulator subject.</i> Participating as a subject in a Rotational Flight Simulator in studies involving continuous rotation in one axis through 360° or in a combination of any axes through 360° at rotation rates greater than 15 r.p.m. for periods exceeding three minutes	25	First pay period beginning after July 1, 1969.
Hot Work—Working in confined spaces wherein the employee is subject to temperatures in excess of 43° C (110° F)	4	First pay period beginning after Feb. 16, 1975.
(5) <i>Environmental thermal-chamber tests:</i> Subjects and observers exposed to the hazards and physical hardships of an environmental chamber-thermal test which simulates adverse weather or sea conditions such as the exposure to subzero temperatures; high heat and humidity; and cold water, spray, wind, and wave action	25	May 4, 1988.
(6) <i>Working at high altitudes.</i> Performing work at a land-based worksite more than 3900 meters (12,795 feet) in altitude, provided the employee is required to commute to the worksite on the same day from a substantially lower altitude under circumstances in which the rapid change in altitude may result in acclimation problems.	8	January 11, 1999.
Exposure to Hazardous Agents, work with or in close proximity to:		
(1) <i>Explosive or incendiary materials.</i> Explosive or incendiary materials which are unstable and highly sensitive	25	First pay period beginning after July 1, 1969.
(2) <i>At-sea shock and vibration tests.</i> Arming explosive charges and/or working with, or in close proximity to, explosive armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies	25	Do.

(3) <i>Toxic chemical materials.</i> Toxic chemical materials when there is a possibility of leakage or spillage	25	Do.
(4) <i>Fire retardant materials tests.</i> Conducting tests on fire retardant materials when the tests are performed in ventilation restricted rooms where the atmosphere is continuously contaminated by obnoxious odors and smoke which causes irritation to the eyes and respiratory tract	25	Do.
(5) <i>Virulent biologicals.</i> Materials of micro-organic nature which when introduced into the body are likely to cause serious disease or fatality and for which protective devices do not afford complete protection	25	Do.
(6) <i>Asbestos.</i> Significant risk of exposure to airborne concentrations of asbestos fibers in excess of the permissible exposure limits (PELS) in the standard for asbestos provided in title 29, Code of Federal Regulations, §§1910.1001 or 1926.58, when the risk of exposure is directly connected with the performance of assigned duties. Regulatory changes in §1910.1001 or 1926.58 are hereby incorporated in and made a part of this category, effective on the first day of the first pay period beginning on or after the effective date of the changes	8	June 8, 1993
Participating in Liquid Missile Propulsion Tests and Certain Solid Propulsion Operations:		
(1) <i>Tanking and detanking.</i> Tanking or detanking operations of a missile or the test stand "run" bottles with liquid propellants	25	First pay period beginning after July 1, 1969.
(2) <i>Hoisting a tanked missile.</i> Hoisting a tanked missile or a solid propellant propulsion system into and/or over the test stand	25	Do.
(3) <i>Pressure tests.</i> Pressure tests on loaded missiles, missile tanks, or run bottles during prefire preparations	25	Do.
(4) <i>Test stand tests.</i> Test stand operations on loaded missiles under environmental conditions where the high or low temperatures could cause a failure of a critical component	25	Do.
(5) <i>Disassembly and breakdown.</i> Disassembly and breakdown of a contaminated missile system or test stand plumbing after test	25	Do.

(6) <i>“Go” condition test stand work.</i> Working on any test stand above the 15-meter (50-foot) level or any stand work while the system is in a “go” condition	25	Do.
(7) <i>Arming and dearming propulsion systems.</i> Arming, dearming or the installation and/or removal of any squib, explosive device, or a component thereof connected to, or part of, any live or potentially expended liquid or solid propulsion system	25	Do.
(8) <i>Demolition and destruct tests.</i> Demolition, hazards classification, or destruct type tests where the specimen is nonstandard and/or unproven and the test techniques do not conform to standard or proven procedures	25	Do.
Work in Fuel Storage Tanks:		
When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank	25	Do.
Firefighting:		
(1) <i>Forest and range fires.</i> Participating as a member of a firefighting crew in fighting forest and range fires on the fireline	25	Do.
(2) <i>Equipment, installation, or building fires.</i> Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings	25	Do.
(3) <i>In-water under-pier firefighting operations.</i> Participating in in-water under-pier firefighting operations (involving hazards beyond those normally encountered in firefighting on land, e.g., strong currents, cold water temperature, etc.)	25	Do.
Work in Open Trenches:		
Work in an open trench 4.6 meters (15 feet) or more deep until proper shoring has been installed	25	Do.
Underground Work:		
Work underground performed in the construction of tunnels and shafts, and the inspection of such underground construction, until the necessary lining of the shaft or tunnel has eliminated the hazard	25	Do.

Underwater Duty:		
(1) <i>Submerged submarine or deep research vehicle.</i> Duty aboard a submarine or deep research vehicle when it submerges	25	Do.
(2) <i>Diving.</i> Diving, including SCUBA (self-contained underwater breathing apparatus) diving, required in scientific and engineering pursuits, or search and rescue operations, when:	25	Do.
(a) at a depth of 6 meters (20 feet) or more below the surface; or,		
(b) visibility is restricted; or,		
(c) in rapidly flowing or cold water; or,		
(d) vertical access to the surface is restricted by ice, rock, or other structure; or,		
(e) testing or working with hardware which presents special hazards (such as work with high voltage equipment or work with underwater mockup components in an underwater space simulation study).		
Sea Duty Aboard Deep Research Vessels:		
Participating in sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea-state is high (6.2 meter-per-second winds (12-knot winds) and 0.9-meter waves (3-foot waves) and the work is done on deck in relatively unprotected areas	25	Do.
Collection of Aircraft Approach and Landing Environmental Data:		
When operating or monitoring camera equipment adjacent to flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations	25	First pay period beginning after July 1, 1969.
Experimental Landing/Recovery Equipment Tests:		
Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks	25	Do.
Land Impact or Pad Abort of Space Vehicle:		

Actual participating in dearming and safing explosive ordinance, toxic propellant and high pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition	25	Do.
Height Work:		
Working on any structure of at least 15 meters (50 feet) above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity	25	Do.
Flying, participating in:		
(1) <i>Pilot proficiency training.</i> Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests	25	Do.
(2) <i>Delivery of new aircraft for flight testing.</i> Flights to deliver aircraft which has been prepared for one-time flight without being test flown prior to delivery flight	25	Do.
(3) <i>Test flights of new modified, or repaired aircraft.</i> Test flights of a new or repaired aircraft or modified aircraft when the modification may affect the flight characteristics of the aircraft	25	Do.
(4) <i>Reduced gravity—parabolic arc flights—subjects/observers.</i> Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +20 meters per second <sup>2</sup> (+2 gravity conditions)	25	Do.
(5) <i>Launch and recovery.</i> Test flights involving launch and recovery aboard an aircraft carrier	25	Do.
(6) <i>Limited control flights.</i> Flights undertaken under unusual and adverse conditions (such as extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns) which threaten or severely limit control of the aircraft	25	Do.
(7) <i>Flight tests of expandable aircraft tires.</i> Landing to test aircraft tires designed to deflate upon retraction,	25	Do.

undertaken to appraise the normal deflate-reinflate cycle and also to evaluate the capability to make a satisfactory landing with the tires deflated		
(8) <i>Landing and taking-off in polar areas.</i> Landing in polar areas on unprepared snow or ice surfaces and/or taking-off under the same conditions	25	Do.
Experimental Parachute Jumps:		
Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques	25	Do.
Ground Work Beneath Hovering Helicopter:		
Participating in ground operations to attach external load to helicopter hovering just overhead	25	Do.
<i>Sling-suspended transfers.</i> When performance of duties requires transfer from a helicopter to a ship via a sling on the end of a steel cable or from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are underway	25	First pay period beginning after Oct. 11, 1969.
<i>Carrier suitability trials aboard aircraft carriers.</i> Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery, and refueling operations	25	Do.
<i>Cargo handling during lightering operations.</i> Off-loading of cargo and supplies from surface ships to Landing Craft—Medium (LCM) boats involving exposure not only to falling cargo but such other hazards as shifting cargo within the LCM, swinging cargo hooks, and possibility of falling between the LCM and cargo vessel	25	Do.
Work in unsafe structures: Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado, flood, or similar cause, when the structure has been declared unsafe by competent technical authority, and when such work is considered necessary for the safety of personnel or recovery of valuable materials or equipment, and the work is authorized by competent authority	25	First pay period beginning on or after Apr. 11, 1976.
Tropical Jungle Duty: Work outdoors in undeveloped jungle regions outside the continental United States. Work must involve both of the following:		

<p>(1) An unusual degree of physical hardship caused by high heat, humidity, or other inclement conditions; and</p>		
<p>(2) An unusual danger of serious injury or illness due to:</p>		
<p>(a) Travel on unimproved roads or rudimentary trails in rugged terrain (e.g., walking on narrow trails in steep mountainous areas, fording deep, fast-moving rivers, and crossing deep crevasses via log or other unsafe means);</p>		
<p>(b) Immediate presence of dangerous wildlife (e.g., venomous snakes, poisonous insects, and large carnivores); or</p>		
<p>(c) Known exposure to serious disease for which adequate protection cannot be provided.</p>	25	June 14, 1989.

Title 5: Administrative Personnel

**PART 532—PREVAILING RATE SYSTEMS**

**Subpart E—Premium Pay and Differentials**

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**§ 532.501 Definitions.**

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In this subpart:

*Administrative workweek* means a period of seven consecutive calendar days.

*Basic workweek* for full time employees means the days and hours within an administrative workweek which make up the employee's regularly scheduled 40-hour workweek.

*Environmental differential* means a differential paid for a duty involving unusually severe hazards or working conditions.

*Irregular or occasional overtime work* means overtime work which is not part of the regularly scheduled administrative workweek.

*Night shift differential* means the differential paid the employee when the majority of regularly scheduled nonovertime hours worked fall between 3 p.m. and 8 a.m.

*Overtime work* means authorized and approved hours of work performed by an employee in excess of eight hours in a day or in excess of 40 hours in an administrative workweek, and includes irregular or occasional overtime work and regular overtime work.

*Premium pay* means additional compensation for overtime, or Sunday work, and standby duty.

*Sunday work* means work performed during a regularly scheduled tour of duty within a basic workweek when any part of that work which is not overtime work is performed on Sunday.

*Regular overtime work* means overtime work which is a part of the regularly scheduled administrative workweek.

*Regularly scheduled administrative workweek* means:

(1) For full-time employees, the period within an administrative workweek within which employees are scheduled to be on duty regularly.

(2) For part-time employees, it means the days and hours within an administrative workweek during which these employees are scheduled to be on duty regularly.

*Tour of duty* means the hours of a day, *i.e.*, a daily tour of duty, and the days of an administrative workweek, *i.e.*, a weekly tour of duty, that are scheduled in advance and during which an employee is required to perform on a regularly recurring basis.

### § 532.503 Overtime pay.

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(a)(1) Employees who are exempt from the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended, shall be paid overtime pay in accordance with 5 U.S.C. 5544 and this section. Employees who are nonexempt shall be paid overtime pay in accordance with part 551 of this chapter.

(2) Hours of work in excess of eight in a day are not included in computing hours of work in excess of 40 hours in an administrative workweek.

(b) *Effect of leave on overtime pay.* (1) Hours during which an employee is absent from duty on paid leave during time when the employee otherwise would have been required to be on duty shall be considered hours of work in determining whether the employee is entitled to overtime pay for work performed in excess of eight hours a day or 40 hours a week.

(2) For the purposes of paragraph (b)(1) of this section paid leave includes but is not limited to:

(i) Annual or sick leave;

(ii) Authorized absence on a day off from duty granted by Executive or administrative order; or

(iii) Authorized absence on a legal holiday;

(3) Hours during which an employee is absent from duty on leave without pay during a time when he/she otherwise would have been required to be on duty shall not be considered hours of work in determining whether he/she is entitled to overtime pay for work performed in excess of eight hours in a day or 40 hours in a week.

(c) *Callback overtime work.* Irregular or occasional overtime work performed by an employee on a day when work was not regularly scheduled for the employee or for which the employee has been required to return to the place of employment shall be

considered to be at least two hours in duration for the purpose of overtime pay, regardless of whether the employee performs work for two hours.

(d)(1) An employee regularly assigned to a night shift, who performs overtime work which extends into or falls entirely within a day shift, shall be entitled to overtime pay computed on the night rate.

(2) When the overtime is performed on a nonworkday the employee shall be entitled to overtime pay computed on the rate of the employee's last previous regularly scheduled shift.

(e)(1) An employee regularly assigned to a rotating schedule involving work on both day and night shifts who performs overtime work which extends or falls entirely within the succeeding shift shall be entitled to overtime pay computed on the rate of the employee's regularly scheduled shift in effect for that calendar day.

(2) When the overtime is performed on a nonworkday, the employee shall be entitled to overtime pay computed on the average rate of basic pay for all regularly scheduled shifts worked by the employee during the basic workweek.

(f) For an employee covered by 5 U.S.C. 5544, hours in a standby or on-call status or while sleeping or eating shall not be credited for the purpose of determining hours of work in excess of 8 hours in a day.

[46 FR 21344, Apr. 10, 1981, as amended at 56 FR 20341, May 3, 1991; 57 FR 59279, Dec. 15, 1992]

#### **§ 532.504 Compensatory time off.**

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(a) At the request of an employee, the head of an agency may grant compensatory time off from an employee's tour of duty instead of payment under §532.503 or the Fair Labor Standards Act of 1938, as amended, for an equal amount of irregular or occasional overtime work.

(b) At the request of an employee, the head of an agency may grant compensatory time off from an employee's basic work requirement under a flexible work schedule under 5 U.S.C. 6122 instead of payment under §532.503 or the Fair Labor Standards Act of 1938, as amended, for an equal amount of overtime work, whether or not irregular or occasional in nature.

(c) An agency may not require that an employee be compensated for overtime work with an equal amount of compensatory time off from the employee's tour of duty. An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with

such employee's rights to request or not to request compensatory time off in lieu of payment for overtime hours.

(d) The head of a department may fix a time limit for an employee to request or take compensatory time off and may provide that an employee who fails to take compensatory time earned under paragraph (a) or (b) of this section before the time limit fixed shall lose the right to compensatory time off and to overtime pay unless the failure is due to an exigency of the service beyond the employee's control.

[62 FR 28307, May 23, 1997]

### **§ 532.505 Night shift differentials.**

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(a) Employees shall be entitled to receive night shift differentials in accordance with section 5343 of title 5, United States Code.

(b) *Absence on holidays.* An employee regularly assigned to a shift for which a night shift differential is payable shall be paid the night shift differential for a period of excused absence on a legal holiday or other day off from duty granted by Executive or administrative order.

(c) *Travel status.* An employee regularly assigned to a shift for which a night shift differential is payable shall be paid the night shift differential for hours of the employee's tour of duty while in official travel status, regardless of whether the employee is performing work.

(d) *Temporary tour of duty.* (1) An employee regularly assigned to a night shift who is temporarily assigned to a day shift or to a night shift having a lower night shift differential shall continue to receive the regular night shift differential, a temporary detail for training purposes is also included—see 5 CFR 410.602.

(2) An employee regularly assigned to a night shift, who is temporarily assigned to another night shift having a higher differential, shall be paid the higher differential if a majority of the employee's regularly scheduled nonovertime hours of work on the temporary shift fall within hours having the higher differential.

(3) An employee regularly assigned to a day shift who is temporarily assigned to a night shift shall be paid a night shift differential.

(e) *Leave with pay.* (1) An employee regularly assigned to a night shift shall be paid a night shift differential during a period of leave with pay.

(2) An employee regularly assigned to a day shift who is temporarily assigned to a night shift shall be paid a night shift differential for any leave with pay taken when scheduled to work night shifts.

(3) An employee assigned to a regular rotating schedule involving work on both day and night shifts shall be paid a night shift differential only for any leave with pay taken when scheduled to work night shifts.

(4) An employee who is not regularly assigned to a day shift or a night shift but whose shift is changed at irregular intervals shall be paid a night shift differential during leave with pay if the employee received a night shift differential for the last shift worked preceding leave with pay.

#### **§ 532.507 Pay for holiday work.**

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(a) An employee who is entitled to holiday premium pay and who performs work on a holiday which is not overtime work shall be paid the employee's rate of basic pay plus premium pay at a rate equal to the rate of basic pay.

(b) An employee shall be paid for overtime work performed on a holiday at the same rate as for overtime on other workdays.

(c) An employee who is entitled to holiday premium pay and who is required to report for work on a holiday shall be paid at least two hours of holiday pay whether or not work is actually performed.

#### **§ 532.509 Pay for Sunday work.**

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A wage employee whose regular work schedule includes an 8-hour period of service which is not overtime work, a part of which is on Sunday, is entitled to additional pay under the provisions of section 5544 of title 5, United States Code.

[46 FR 21344, Apr. 10, 1981, as amended by 58 FR 3201, Jan. 8, 1993]

#### **§ 532.511 Environmental differentials.**

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(a) *Entitlements to environmental differential pay.* (1) In accordance with section 5343(c)(4) of title 5, United States Code, an employee shall be paid an environmental differential when exposed to a working condition or hazard that falls within one of the categories approved by the Office of Personnel Management.

(2) Each installation or activity must evaluate its situations against the guidelines issued by the Office of Personnel Management to determine whether the local situation is covered by one or more of the defined categories.

(b) *Amount of environmental differential payable.* (1) An employee entitled to an environmental differential shall be paid an amount equal to the percentage rate authorized by the Office of Personnel Management for the category in which the working condition or hazard falls, multiplied by the rate for the second step of WG-10 for the appropriated fund employees and NA-10 for the nonappropriated fund employees on the current regular non-supervisory wage schedule for the wage area for which the differential is payable, counting one-half cent and over as a whole cent.

(2) An employee entitled to an environmental differential on an actual exposure basis shall be paid a minimum of one hour's differential pay for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one quarter hour for each 15 minutes or portion thereof in excess of 15 minutes. Entitlement begins with the first instance of exposure and ends one hour later, except that when exposure continues beyond the hour, it shall be considered ended at the end of the quarter hour in which exposure actually terminated.

(3) An employee entitled to an environmental differential on the basis of hours in a pay status shall be paid for all hours in a pay status on the day on which he/she is exposed to the situation.

(4) An employee may not be paid more than one environmental differential for a particular period of work.

(5) The payment of environmental differential pay is computed on the basis of the highest environmental differential rate authorized during the period of entitlement.

(6) The number of hours an employee is paid environmental differential shall not exceed the number of hours of duty performed by the employee on the day of exposure except as required by paragraph (b)(3) of this section.

(c) *Basic pay.* Environmental differential pay is part of basic pay and shall be used to compute premium pay (pay for overtime, holiday, or Sunday work), the amount from which retirement deductions are made, and the amount on which group life insurance is based. It is not part of basic pay for purposes of lump-sum annual leave payments and severance pay nor is its loss an adverse action.

(d) The schedule of environmental differentials is set out as appendix A to this subpart and is incorporated in and made a part of this section.

[46 FR 21344, Apr. 10, 1981, as amended at 49 FR 49841, Dec. 24, 1984; 55 FR 46180, Nov. 1, 1990]

**§ 532.513 Flexible and compressed work schedules.**

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Federal Wage System employees who are authorized to work flexible and compressed work schedules under sections 6122 and 6127 of title 5, United States Code, shall be paid premium pay in accordance with subchapter II of chapter 61 of title 5, United States Code. Subpart D of part 610 of this chapter supplements subchapter II and must be read together with it.

[62 FR 28307, May 23, 1997]

**Appendix A to Subpart E of Part 532—Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature**

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This appendix lists the environmental differentials authorized for exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature.

**Part I—Payment for Actual Exposure**

<b>Differential rate (percent)</b>	<b>Category for which payable</b>	<b>Effective date</b>
100	1. <i>Flying.</i> Participating in flights under one or more types of the following conditions	Nov. 1, 1970.
	a. Test flights of a new or repaired plane or modified plane when the repair or modification may affect the flight characteristics of the plane;	
	b. Flights for test performance of plane under adverse conditions such as in low altitude or severe weather conditions, maximum load limits, or overload;	
	c. Test missions for the collection of measurement data where two or more aircraft are involved and flight procedures require formation flying and/or rendezvous at various altitudes and aspect angles;	
	d. Flights deliberately undertaken in extreme weather conditions such as flying into a hurricane to secure weather data;	
	e. Flights to deliver aircraft which have been prepared for one-time flight without being test flown prior to delivery flight;	

	f. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests;	
	g. Low-level flights in small aircraft including helicopters at altitude of 150 meters (500 feet) and under in daylight and 300 meters (1,000 feet) and under at night when the flights are over mountainous terrain, or in fixed-wing aircraft involving maneuvering at the heights and times specified above, or in helicopters maneuvering and hovering over water at altitudes of less than 150 meters (500 feet);	
	h. Low-level flights in an aircraft flying at altitudes of 60 meters (200 feet) and under while conducting wildlife surveys and law enforcement activities, animal depredation abatement and making agricultural applications, and conducting or facilitating search and rescue operations; flights in helicopters at low levels involving line inspection, maintenance, erection, or salvage operations;	
	i. Flights involving launch or recovery aboard an aircraft carrier;	
	j. Reduced gravity light testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through 20 meters per second <sup>2</sup> (2 gravity) conditions;	
25	2. <i>High work</i>	Nov. 1, 1970.
	a. Working on any structure of at least 30 meters (100 feet) above the ground, deck, floor or roof, or from the bottom of a tank or pit;	
	b. Working at a lesser height:	
	(1) If the footing is unsure or the structure is unstable; or	
	(2) If safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, a similar support); or	
	(3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning or similar environmental factors render working at such height(s) hazardous.	
15	3. <i>Floating targets</i> . Servicing equipment on board a target ship or barge in which the employee is required to board or leave the target vessel by small boat or helicopter	Nov. 1, 1970.
4	4. <i>Dirty work</i> . Performing work which subjects the employee to	Nov. 1,

	soil of body or clothing:	1970.
	a. Beyond that normally to be expected in performing the duties of the classification; and	
	b. Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health considerations (excessive temperature, asthmatic conditions, etc); or	
	c. When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.	
4	5. <i>Cold work.</i> a. Working in cold storage or other climate-controlled areas where the employee is subjected to temperatures at or below freezing (0 degrees Celsius (32 degrees Fahrenheit))	Nov. 1, 1970.
	b. Working in cold storage or other climate-controlled areas where the employee is subjected to temperatures at or below freezing (0 degrees Celsius (32 degrees Fahrenheit)) where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.	Mar. 13, 1977.
4	6. <i>Hot work.</i> a. Working in confined spaces wherein the employee is subjected to temperatures in excess of 43 degrees Selsius (110 degrees Fahrenheit)	Nov. 1, 1970.
	b. Working in confined spaces wherein the employee is subjected to temperatures in excess of 43 degrees Selsius (110 degrees Fahrenheit) where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.	Mar. 13, 1977.
4	7. <i>Welding preheated metals.</i> Welding various metals or performing an integral part of the welding process when the employee must work in confined spaces in which large sections of metal have been preheated to 66 degrees Celsius (150 degrees Fahrenheit) or more, and the discomfort is not alleviated by protective devices or other means, or discomforting protective equipment must be worn	Nov. 1, 1970.
4	8. <i>Micro-soldering or wire welding and assembly.</i> Working with binocular-type microscopes under conditions which severely restrict the movement of the employee and impose a strain on the eyes, in the soldering or wire welding and assembly of miniature electronic components.	Nov. 1, 1970.
25	9. <i>Exposure to hazardous weather or terrain.</i> Exposure to	July 1,

	dangerous conditions of terrain, temperature and/or wind velocity, while working or traveling when such exposure introduces risk of significant injury or death to employees; such as the following:	1972.
	<i>Examples:</i>	
	—Working on cliffs, narrow ledges, or steep mountainous slopes, with or without mechanical work equipment, where a loss of footing would result in serious injury or death.	
	—Working in areas where there is a danger of rockfalls or avalanches.	
	—Traveling in the secondary or unimproved roads to isolated mountaintop installations at night, or under adverse weather conditions (snow, rain, or fog) which limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snowslides	
	—Traveling in the wintertime, either on foot or by vehicle, over secondary or unimproved roads or snowtrails, in sparsely settled or isolated areas to isolated installations when there is danger of avalanches, or during “whiteout” phenomenon which limits visibility to less than 3 meters (10 feet)	
	—Working or traveling in sparsely settled or isolated areas with exposure to temperatures and/or wind velocity shown to be of considerable or very great danger on the windchill chart (Exhibit 1 of this appendix), and shelter (other than temporary shelter) or assistance is not readily available	
	—Snowplowing or snow and ice removal on primary, secondary or other class of roads, when (a) there is danger of avalanche or (b) there is danger of missing the road and falling down steep mountainous slopes, because of lack of snow-stakes, “whiteout” conditions, or sloping icepack covering the snow	
25	10. <i>Unshored work.</i> Working in excavation areas before the installation of proper shoring or other securing barriers, or in catastrophe areas, where there is a possibility of cave-in, building collapse or falling debris when such exposures introduce risk of significant injury or death to employees, such as the following:	July 1, 1972.
	<i>Examples:</i>	
	—Working adjacent to the walls of an unshored excavation at depths greater than 1.8 meters (6 feet) (except when the full depth of the excavation is in stable solid rock, hard slag, or	

	hard shale, or the walls have been graded to the angle of repose; that is, where the danger of slides is practically eliminated), when work is performed at a distance from the wall which is less than the height of the wall	
	—Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado or similar cause	
	—Working underground in the construction and/or inspection of tunnels and shafts before the necessary lining of the passageway have been installed	
	—Duty underground in abandoned mines where lining of tunnels or shafts is in a deteriorated condition	
15	11. <i>Ground work beneath hovering helicopter.</i> Participating in operation to attach or detach external load to helicopter hovering just overhead	July 1, 1972.
15	12. <i>Hazardous boarding or leaving of surface craft.</i> Boarding or leaving vessels or transferring equipment to or from a surface craft under adverse conditions of foul weather, ice, or night when sea state is high (0.9 meter (3 feet) and above), and deck conditions and/or wind velocity in relation to the size of the craft introduce unusual risks to employees	July 1, 1972.
	<i>Examples:</i>	
	—Boarding or leaving vessels at sea.	
	—Boarding or leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral-surrounded shorelines	
	—Transferring equipment between a small boat and a rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock	
	—Boarding or leaving, or transferring equipment from or to ice covered floats, rafts, or similar structures when there is danger of capsizing due to the added weight of the ice	
8	13. <i>Cargo handling during lightering operations.</i> Off-lading of cargo and supplies from surface ships to Landing Craft-Medium (LCM) boats when swells or wave action are sufficiently severe as to cause sudden listing or pitching of the deck surface or shifting or falling of equipment, cargo, or supplies which could subject the employee to falls, crushing, ejection into the water or injury by swinging cargo hooks	July 1, 1972.
15	14. <i>Duty aboard surface craft.</i> Duty aboard a surface craft	July 30,

	when the deck conditions or sea state and wind velocity in relation to the size of the craft introduces the risk of significant injury or death to employees, such as the following:	1972.
	Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h.) (classified as gale winds) or in water search and rescue operations at night	
	—Participating as a member of a weather projects team when work is performed under adverse weather conditions, when winds are blowing at 56 km/h (35 m.p.h.), and/ or when seas are in excess of 4.3 meters (14 feet), or when working on outside decks when decks are slick and icy when swells are in excess of 0.9 meter (3 feet)	
	—When embarking, disembarking or traveling in small craft (boat) on Lake Ponchartrain when wind direction is from north northeast or northwest, and wind velocity is over 7.7 meters per second (15 knots); or when travel on Lake Ponchartrain is necessary in small craft, without radar equipment, due to emergency or unavoidable conditions and the trip is made in dense fog run procedures	
	—Participating in deep research vessel sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea state is high (6.2-meter-per-second (12-knot) winds and 0.9 meter (3-foot) waves) and the work is done on relatively unprotected deck areas	
	—Transferring from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are under way	
	—Duty performed on floating platforms, camels, or rafts, using tools equipment or materials associated with ship repair or construction activities, where swells or wave action are sufficiently severe to cause sudden listing or pitching of the deck surface or dislodgement of equipment which could subject the employee to falls, crushing, or ejection into the water	
50	15. <i>Work at extreme heights.</i> Working at heights 30 meters (100 feet) or more above the ground, deck, floor or roof, or from the bottom of a tank or pit on such open structures as towers, girders, smokestacks and similar structures:	Oct. 22, 1972.
	(1) If the footing is unsure or the structure is unstable; or	
	(2) If safe scaffolding, enclosed ladders or other similar	

	protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, or a similar support); or	
	(3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning, or similar environmental factors render working at such height(s) hazardous	
6	16. <i>Fibrous Glass Work</i> . Working with or in close proximity to fibrous glass material which results in exposure of the skin, eyes or respiratory system to irritating fibrous glass particles or slivers where exposure is not practically eliminated by the mechanical equipment or protective devices being used.	Feb. 28, 1975.
50	17. <i>High Voltage Electrical Energy</i> . Working on energized electrical lines rated at 4,160 volts or more which are suspended from utility poles or towers, when adverse weather conditions such as steady rain, high winds, icing, lightning, or similar environmental factors make the work unusually hazardous.	Apr. 11, 1977.
6	18. <i>Welding, Cutting or Burning in Confined Spaces</i> . Welding, cutting, or burning within a confined space which necessitates working in a horizontal or nearly horizontal position, under conditions requiring egress of at least 4.3 meters (14 feet) over and through obstructions including: (1) access openings and baffles having dimensions which greatly restrict movements, and (2) irregular inner surfaces of the structure or structure components	Jan. 18, 1978.

### Part II—Payment on Basis of Hours in Pay Status

Differential rate (percent)	Category for which payable	Effective date
50	1. <i>Duty aboard submerged vessel</i> . Duty aboard a submarine or other vessel such as a deep-research vehicle while submerged.	Nov. 1, 1970.
8	2. <i>Explosives and incendiary material—high degree hazard</i> . Working with or in close proximity to explosives and incendiary material which involves potential personal injury such as permanent or temporary, partial or complete loss of sight or hearing, partial or complete loss of any or all extremities; other partial or total disabilities of equal severity; and/or loss of life resulting from work situations wherein protective devices and/or safety measures either do not exist	Nov. 1, 1970.

	or have been developed but have not practically eliminated the potential for such personal injury. Normally, such work situations would result in extensive property damage requiring complete replacement of equipment and rebuilding of the damaged area; and could result in personal injury to adjacent employees	
	<i>Examples</i>	
	—Working with, or in close proximity to operations involved in research, in testing, manufacturing, inspection, renovation, maintenance and disposal, such as:	
	—Screening, blending, drying, mixing, and pressing of sensitive explosives and pyrotechnic compositions such as lead azide, black powder and photoflash powder	
	—Manufacture and distribution of raw nitroglycerine	
	—Nitration, neutralization, crystallization, purification, screening and drying of high explosives	
	—Manufacture of propellants, high explosives and incendiary materials	
	—Melting, cast loading, pellet loading, drilling, and thread cleaning of high explosives	
	—Manufacture of primary or initiating explosives such as lead azide	
	—Manufacture of primer or detonator mix	
	—Loading and assembling high-energy output flare pellets	
	—All dry-house activities involving propellants or explosives	
	—Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials	
	—All operations involving fire fighting on an artillery range or at an ammunition manufacturing plant or storage area, including heavy duty equipment operators, truck drivers, etc.	
	—All operations involving regrading and cleaning of artillery ranges	
	—At-sea shock and vibration tests. Arming explosive charges and/or working with, or in close proximity to, explosive-armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies	

	—Handling or engaging in destruction operations on an armed (or potentially armed) warhead	
4	3. <i>Explosives and incendiary material—low degree hazard.</i> a. Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and possible adjacent employees; minor irritation of the skin; minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used	Nov. 1, 1970.
	b. Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and possible adjacent employees; minor irritation of the skin; minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used and wherein protective device and/or safety measures have not practically eliminated the potential for such injury	Mar. 13, 1977.
	<i>Examples</i>	
	—All operations involving loading, unloading, storage and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard—see category 2 above.)	
	—Duties such as weighing, scooping, consolidating and crimping operations incident to the manufacture of stab, percussion, and low energy electric detonators (initiators) utilizing sensitive primary explosives compositions where initiation would be kept to a low order of propagation due to the limited amounts permitted to be present or handled during the operations	
	—Load, assembly and packing of primers, fuses, propellant charges, lead cups, boosters, and time-train rings	
	—Weighing, scooping, loading in bags and sewing of ignitor charges and propellant zone charges	
	—Loading, assembly, and packing of hand-held signals, smoke signals, and colored marker signals	
	—Proof-testing weapons with a known overload of powder or charges	
	—Arming/disarming or the installation/removal of any squib, explosive device, or component thereof, connected to or part of a solid propulsion system, including work situations	

	involving removal, inspection, test and installation of aerospace vehicle egress and jettison systems and other cartridge actuated devices and rocket assisted systems or components thereof, when accidental or inadvertent operation of the system or a component might occur	
8	4. <i>Poisons (toxic chemicals)</i> — <i>high degree hazard</i> . Working with or in close proximity to poisons (toxic chemicals), other than tear gas or similar irritants, which involves potential serious personal injury such as permanent or temporary, partial or complete loss of faculties and/or loss of life including exposure of an unusual degree to toxic chemicals, dust, or fumes of equal toxicity generated in work situations by processes required to perform work assignments wherein protective devices and/or safety measures have been developed but have not practically eliminated the potential for such personal injury	Nov. 1, 1970.
	<i>Examples</i>	
	—Handling and storing toxic chemical agents including monitoring of areas to detect presence of vapor or liquid chemical agents; examining of material for signs of leakage or deteriorated material; decontaminating equipment and work sites; work relating to disposal of deteriorated material (exposure to conjunctivitis, pulmonary edema, blood infection, impairment of the nervous system, possible death)	
	—Renovation, maintenance, and modification of toxic chemicals, guided missiles, and selected munitions	
	—Operating various types of chemical engineering equipment in a restricted area such as reactors, filters, stripping units, fractioning columns, blenders, mixers, pumps, and the like utilized in the development, manufacturing, and processing of toxic or experimental chemical warfare agents	
	—Demilitarizing and neutralizing toxic chemical munitions and chemical agents	
	—Handling or working with toxic chemicals in restricted areas during production operations	
	—Preparing analytical reagents, carrying out colorimetric and photometric techniques, injecting laboratory animals with compounds having toxic, incapacitating or other effects	
	—Recording analytical and biological tests results where subject to above types of exposure	

	—Visually examining chemical agents to determine conditions or detect leaks in storage containers	
	—Transferring chemical agents between containers	
	—Salvaging and disposing of chemical agents	
4	5. <i>Poisons (toxic chemicals)</i> — <i>low egress hazard</i> . a. Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in as direct contact with, or exposure to, the more toxic agents as in the case with the work described under high hazard for this class of hazardous agents	Nov. 1, 1970.
	b. Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in as direct contact with, or exposure to, the more toxic agents as in the case with the work described under high hazard for this class of hazardous agents and wherein protective devices and/or safety measures have not practically eliminated the potential for personal injury	Mar. 13, 1977.
	<i>Example</i>	
	—Handling for shipping, marking, labeling, hauling and storing loaded containers of toxic chemical agents that have been monitored	
8	6. <i>Micro-organisms</i> — <i>high degree hazard</i> . Working with or in close proximity to micro-organisms which involves potential personal injury such as death, or temporary, partial, or complete loss of faculties or ability to work due to acute, prolonged, or chronic disease. These are work situations wherein the use of safety devices and equipment, medical prophylactic procedures such as vaccines and antiserims and other safety measures do not exist or have been developed but have not practically eliminated the potential for such personal injury	Nov. 1, 1970.
	<i>Examples</i>	
	—Direct contact with primary containers of organisms pathogenic for man such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material. Operating or maintaining equipment in biological experimentation or production	
	—Cultivating virulent organisms on artificial media, including	

	embryonated hen's eggs and tissue cultures where inoculation or harvesting of living organisms is involved for production of vaccines, toxides, etc., or for sources of material for research investigations such as antigenic analysis and chemical analysis	
4	7. <i>Micro-organisms—low degree hazard.</i> a. Working with or in close proximity to micro-organisms in situations for which the nature of the work does not require the individual to be in direct contact with primary containers of organisms pathogenic for man, such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material	Nov. 1, 1970.
	b. Working with or in close proximity to micro-organisms in situations for which the nature of the work does not require the individual to be in direct contact with primary containers of organisms pathogenic for man, such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material and wherein the use of safety devices and equipment and other safety measures have not practically eliminated the potential for personal injury	Mar. 13, 1977.
8	8. <i>Pressure chamber and centrifugal stress.</i> Exposure in pressure chamber which subjects employee to physical stresses or where there is potential danger to participants by reason of equipment failure or reaction to the test conditions; or exposure which subjects an employee to a high degree of centrifugal force which causes an unusual degree of discomfort	July 1, 1972.
	<i>Examples</i>	
	—Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures	
	—Participating in altitude chamber studies ranging from 5500 to 45,700 meters (18,000 to 150,000 feet) either as subject or as observer exposed to the same conditions as the subject	
	—Participating as subject in centrifuge studies involving elevated G forces above the level of 49 meters per second <sup>2</sup> (5	

	G's) whether or not at reduced atmospheric pressure	
	—Participating as a subject in a rotational flight simulator in studies involving continuous rotation in one axis through 360° at rotation rates greater than 15 r.p.m. for periods exceeding three minutes	
8	9. <i>Work in fuel storage tanks.</i> When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank	July 1, 1972.
	10. <i>Firefighting.</i> Participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing fires	July 1, 1972.
25	<i>High degree</i>	
	—Fighting forest and range fires on the fireline	
8	<i>Low degree</i>	
	—All other firefighting	
8	11. <i>Experimental landing/recovery equipment tests</i>	July 1, 1972.
	—Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks	
8	12. <i>Land impact or pad abort of space vehicle.</i> Actual participation in dearming and safing explosive ordnance, toxic propellant, and high-pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition	July 1, 1972.
4	13. <i>Mass explosives and/or incendiary material.</i> Working within a controlled danger area in, on, or around wharves, transfer areas, or temporary holding areas in a transshipment facility when explosives are in the process of being shifted to or from a conveyance	July 1, 1972.
	Such an area shall include land and sea areas within which it has been determined that personnel are subject to an unusual	

	degree of exposure or liability to serious injury or death from potential explosive effect	
	A transshipment facility for this purpose is a port or sea terminal established for the marshalling or temporary assembly of explosives prior to shipment where amounts in excess of 113,400 kilograms (250,000 pounds) net explosive weight (NEW) are present on a regular or recurring basis	
4	14. <i>Duty aboard aircraft carrier.</i> Duty aboard an aircraft carrier when exposed to hazards connected with aircraft launch and recovery:	July 1, 1972.
	<i>Examples</i>	
	—Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery and refueling operations	
	—Operating or monitoring camera equipment adjacent to flight deck in the area of maximum hazard during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations	Mar. 4, 1974.
8	15. <i>Participating in missile liquid propulsion or solid propulsion situations.</i> Participating in research and development, or preoperational test and evaluation situation involving missile liquid or solid propulsion systems where mechanical, or other equipment malfunction, or accidental combination of certain fuels and/or chemicals, or transient voltage and current buildup on or within the system when the system is in a “go” condition on the test stand, or sled, can result in explosion, fire, premature ignition or firing	
	<i>Examples</i>	
	—Test stand or track tests, when adequate protective devices and/or safety measures either do not exist or have been developed but have not practically eliminated the potential for personal injury, under any of the following conditions:	
	a. Tanks are being pressurized above normal servicing pressure	
	b. Assembly, disassembly, or repair of contaminated plumbing containing inhibited red fuming nitric acid and unsymmetrical dimethylhydrazine or other hypergolic fuels is required	
	c. Fueling and defueling	

	—Hoisting hypergolic liquid fueled systems into, or out of, a test stand, where the working area is confined, and external plumbing is present resulting in a situation where the plumbing may be damaged causing a leak	
	—Tests on foreign missiles where technical data is questionable or not available	
	—Manned test firings of small, close support missiles for which safety performance data are not yet available	
	—Removal of a missile, propulsion system or component thereof from a test stand, fixture, or environmental chamber where there is reason to believe that the item may be unusually hazardous due to damage resulting from the test	
8	16. <i>Asbestos</i> . Working in an area where airborne concentrations of asbestos fibers may expose employees to potential illness or injury. This differential will be determined by applying occupational safety and health standards consistent with the permissible exposure limit promulgated by the Secretary of Labor under the Occupational Safety and Health Act of 1970 as published in title 29, Code of Federal Regulations, §§1910.1001 or 1926.1101. Regulatory changes in §§1910.1001 or 1926.1101 are hereby incorporated in and made a part of this category, effective on the first day of the first pay period beginning on or after the effective date of the changes	Nov. 24, 2003.
8	17. <i>Working at high altitudes</i> . Performing work at a land-based work site more than 3900 meters (12,795 feet) in altitude, provided the employee is required to commute to the work site on the same day from a substantially lower altitude under circumstances in which the rapid change in altitude may result in acclimation problems	April 2, 1999.

20th Support Command (CBRNE)  
Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP)  
Oversight Committee (OC)

16 JAN 2008

1. References:

a. Title 5 Administrative Personnel, Code of Federal Regulations (CFR), Part 550, Pay Administration (General), Subpart I, Pay for Duty Involving Physical Hardship or Hazard, 550.904 Authorization of hazard pay differential; and Appendix A, Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I

b. Aberdeen Proving Ground Regulation 690-28, Civilian Personnel, Hazardous Duty Pay for Class Act Employees, 30 October 2006

c. Title 5 Administrative Personnel, CFR, Part 532, Prevailing Rate System, Subpart E, Premium Pay and Differentials, 532.511 Environmental differentials; and Appendix A, Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature

d. Aberdeen Proving Ground Regulation 690-29, Civilian Personnel, Environmental Differential Pay (EDP) Federal Wage Employees, 29 August 2000

e. DoD 1400.25-M, Civilian Personnel Manual (CPM), SC1930. Subchapter 1930, Compensation Architecture, Pay Policy, SC 1930.25. Pay For Duty Involving Physical Hardship Or Hazard; and SC.1930.Ap5. Appendix 5 To Subchapter 1930, Schedule Of Pay Differentials Authorized For Hazardous Duty

2. Purpose. The purpose of the HDP and EDP OC is to:

a. Oversee HDP and EDP.

b. To the maximum extent possible, create and foster a work environment which is free from hazards and hazardous working conditions as much as is possible.

c. Ensure procedures and controls are in place and in compliance with HDP and EDP regulations and policies.

d. Review and approve requests for HDP and EDP.

e. Annually review HDP and EDP certificates.

**20th Support Command (CBRNE)  
Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP)  
Oversight Committee (OC)**

3. Composition. OC Members serve in their individual capacity as experts in a particular field and not as representatives of any organization. OC members are appointed by the OC Chairman, Deputy Commanding Officer, 20th SUPCOM. The OC consists of eight members, five voting and three advisors:

- a. Deputy Commanding Officer, 20th SUPCOM, Chairman (Voting Member)
- b. Director, CBRNE Analytical and Remediation Activity (CARA), Co-Chair (Voting Member)
- c. Judge Advocate General (JAG), 20th SUPCOM (Advisor)
- d. Chief, Risk Management, 20th SUPCOM (Voting Member)
- e. Inspector General (IG), 20th SUPCOM (Advisor)
- f. G1 Human Resources, 20th SUPCOM (Voting Member)
- f. G8 Resource Management, 20th SUPCOM (Voting Member)
- h. Civilian Personnel Advisory Center (CPAC) Classification Specialist (Advisor)

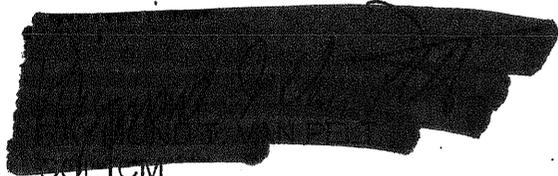
CARA Supervisors (Non-Voting Members) as required:

- (1) Chief Laboratory, CARA
- (2) Chief, Remediation Response (East), CARA
- (3) Chief, Remediation Response (West), CARA
- (4) Chief, Aviation, CARA

4. Meetings. The OC will meet as required and at a minimum once per quarter. Meeting agendas and minutes will be prepared and distributed to OC Members. Notification of meetings will be done via Outlook Calendar invites/notifications. OC will reach decisions by consensus; when consensus cannot be achieved, a quorum of the OC will vote and the majority vote will carry the motion. OC Members are expected to participate in meetings to maintain continuity and institutional knowledge. If a member cannot participate, he or she should notify the Chairman or Co-Chair prior to the meeting date.

20th Support Command (CBRNE)  
Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP)  
Oversight Committee (OC)

5. Period. This committee will remain in effect until officially disbanded by the Chairman.



Deputy Commander Officer

Transition from UXO (Wage System (WG))  
to  
Equipment Specialists (EOD) (General Schedule (GS))

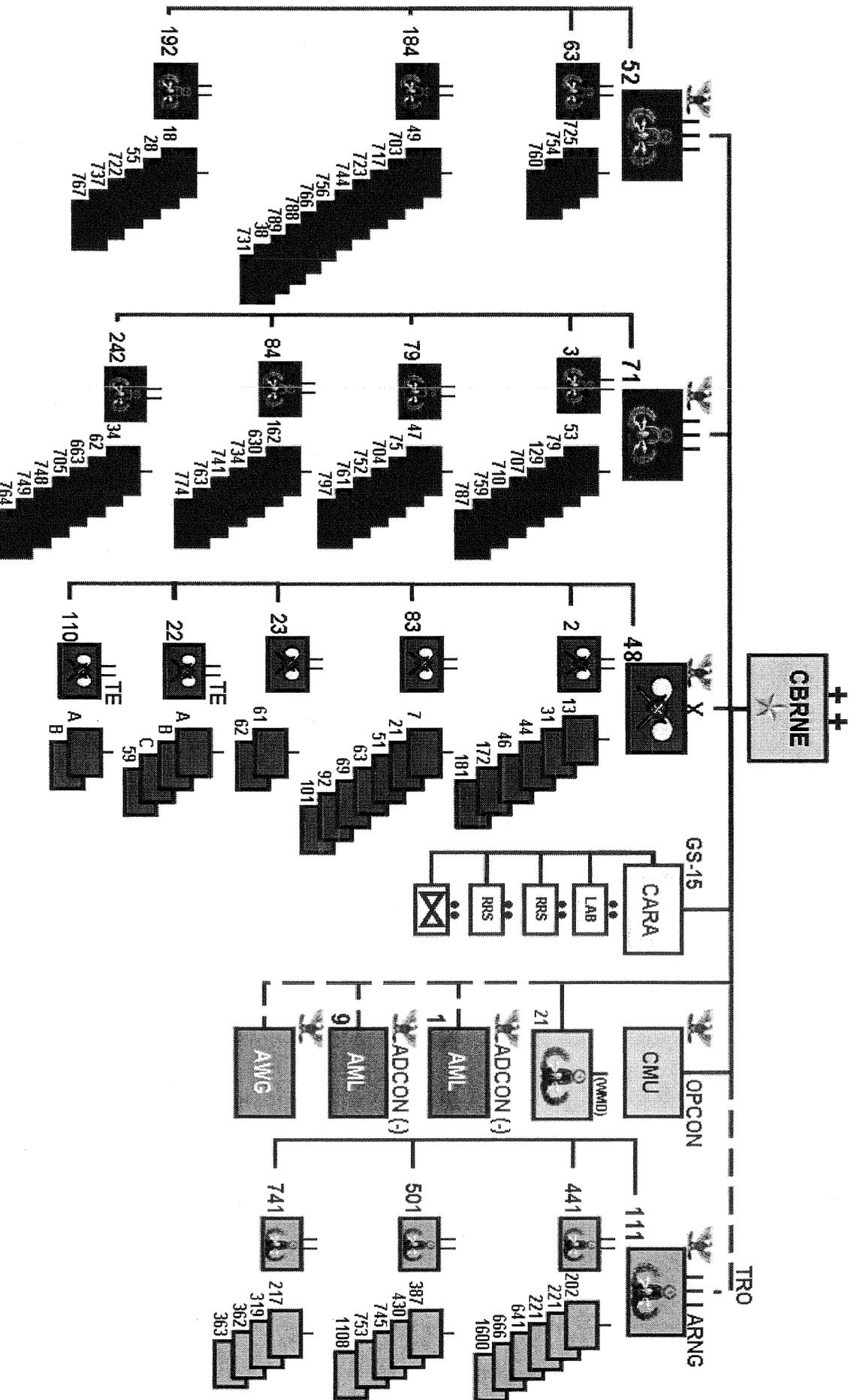
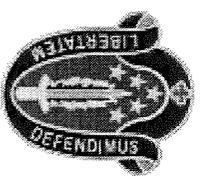
- 20 Jan 1943
  - The Army's Technical Escort Unit (TEU) was initially established as the Guard and Security Division of the Chemical Warfare Service at Camp Sibert, Alabama, on January 20, 1943 under Executive Order 10 for the safe transport of unconventional munitions and material -- nuclear, biological, and chemical. A year later, the organization moved its operations to the Chemical Warfare Center in Maryland, formerly known as Edgewood Arsenal.
  
- 1993-1998
  - 1993-1998: Technical Escort Unit (TEU) became part of US Army (USA) Chemical and Biological Defense Command (CBDCOM), Army Materiel Command (AMC).
  - UXOs were under the Wage System and entitled to receive Environmental Differential Pay (EDP).
  
- 29 Aug 2000
  - APG published APGR 690-28, Hazardous Duty Pay for Class Act Employees. This release superseded APGR 690-28, 3 November 1993.
  
- 1998-14 Oct 2003
  - TEU realigned under USA Soldier and Biological and Chemical Command (SBCCOM), AMC.
  - UXOs were under the Wage System and entitled to receive Environmental Differential Pay (EDP).
  
- 15 Oct 2003 – 14 Oct 2004
  - TEU realigned under Guardian Brigade, AMC.
  
- Nov 2003
  - UXO WGs at APG were converted to Equipment Specialists (EOD) GS and continued to receive hazardous duty in the form of Hazardous Duty Pay (HDP) vice EDP based on APGR 690-28, 23 Aug 00, SBCCOM HDP Certificates.
  
- 1 Mar 2004
  - SBCCOM disestablished.
  
- May 2004
  - PBA personnel converted from WG to GS and did not receive HDP.

Transition from UXO (Wage System (WG))  
to  
Equipment Specialists (EOD) (General Schedule (GS))

- 15 Oct 2004
  - Technical Escort became 22d Chemical Battalion (Technical Escort), Guardian Brigade, FORSCOM. Unit realigned from AMC to FORSCOM.
  - Equipment Specialists (EOD) at APG continued to receive HDP based on the same certificates.
  
- Jun 2005
  - This is the first pay period under the new Automated Time, Attendance and Production System (ATAAPS) for APG and PBA. This is the approximate timeframe PBA began claiming HDP under HDP certificates in APGR 690-28, 23 Aug 2000, Hazardous Duty Pay for Class Act Employees, for USA SBCCOM. **Note: It was not an “automatic” bi-weekly payment; the work was covered under an approved SBCCOM HDP certificate.** They too should not have received HDP because the unit was no longer part of SBCCOM; did not have approved certificates in APGR 690-28; and the positions did not qualify for HDP under the CFR.
  
- 30 Oct 2006
  - New APGR 690-28, 30 Oct 2006, Hazardous Duty Pay for Class Act Employees, superseded APGR 690-28, 23 Aug 2000. Equipment Specialist (EOD) at APG and PBA continued to receive HDP under USA SBCCOM certificate(s), though the unit was not part of SBCCOM and the positions did not qualify for HDP under the CFR. **Note: SBCCOM had been disestablished 1 Mar 2004 and still had certificates in the new APRG 690-28 dated 20 Oct 2006.**
  
- May 2007
  - Civilian Equipment Specialists (EOD) transferred from 22d to CBRNE Analytical and Remediation Activity (Provisional)
  - Equipment Specialists (EOD) continued to receive HDP based on the same certificates
  
- Jan 2008
  - CARA implemented a new policy and procedures to evaluate HDP/EDP requests on a case-by-case basis IAW the CFR. Reference attachment 1, PowerPoint presentation, Hazardous Duty Pay (HDP) & Environmental Differential Pay (EDP), dated 18JAN2008, addressed how to request HDP/EDP consideration and the procedures management uses to approve/disapprove requests. I provided a briefing (attachment 1) and training information (attachment 3A (GS) and 3B (WG)) to all CARA Supervisors. This information is available to all CARA employees on the CARA shared drive.



# 20th Support Command (CBRNE)

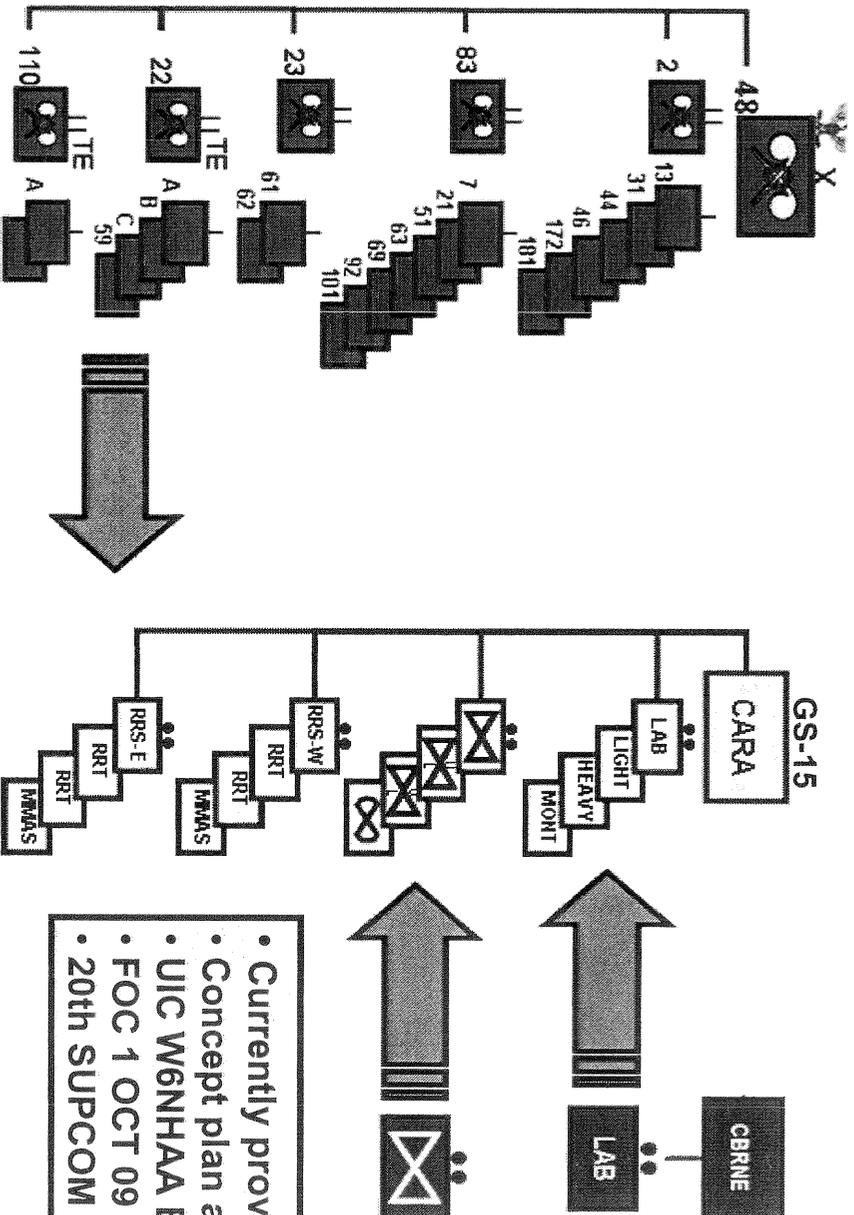
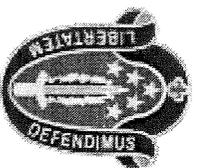


UNCLASSIFIED//FOUO

FORSCOM



# CARA Transformation



**Bill payers:**

- (1) 22d Chemical Battalion (TE) (WA8Q99) – 83;
- (2) 110th Chemical Battalion (TE) (WJKW99) – 7; and
- (3) 20th SUPCOM (WNE099) - 32

- Currently provisional organization
- Concept plan approved JUN 08
- JIC W6NHAA EDATE 1 OCT 08
- FOC 1 OCT 09
- 20th SUPCOM has direct C2



Minimum Qualifications for Unexploded Ordnance (UXO) Technicians and Personnel



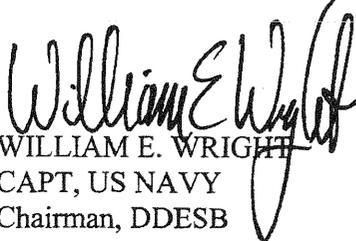
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Department of Defense Explosives Safety Board  
Alexandria, VA  
20 December 2004

## FOREWORD

Department of Defense Explosives Safety Board (DDESB) Technical Paper (TP) 18 provides the minimum qualification standards for personnel conducting unexploded ordnance (UXO)-related operations in support of the Department of Defense.

This document will be updated as necessary.

  
WILLIAM E. WRIGHT  
CAPT, US NAVY  
Chairman, DDESB

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**TABLE**

Table 4-1. Minimum Qualifications Standards.....22

**REFERENCE**

Report of the Integrated Product Team (IPT) for Unexploded Ordnance (UXO) Remediation – Personnel Qualification Standards, October 2000

ACRONYMS

C	Capacitance
CA	Chemical Agent
CWM	Chemical Warfare Material
DC	Direct Current
DDESB	Department of Defense Explosives Safety Board
DoD	Department of Defense
DMM	Discarded Military Munitions
EMF	Electro-Motive Force
EOD	Explosive Ordnance Disposal
HAZWOPER	Hazardous Waste Operations and Emergency Response
HERO	Hazards of Electromagnetic Radiation to Ordnance
IPT	Integrated Product Team
MC	Munitions Constituents
MEC	Munitions and Explosives of Concern
MPPEH	Material Potentially Presenting an Explosive Hazard
MRA	Munitions Response Area
MRS	Munitions Response Site
NAVSCOLEOD	Naval School, Explosive Ordnance Disposal
PPE	Personal Protective Equipment
QCPP	Quality Control Program Plan
RSP	Render Safe Procedures
SUXOS	Senior UXO Supervisor
TEU	Technical Escort Unit
TP	Technical Paper
U.S.	United States
UXO	Unexploded Ordnance
UXOQCS	UXO Quality Control Specialist
UXOSO	UXO Safety Officer
UXOSP	UXO Sweep Personnel

UXOTI  
UXOTII  
UXOTIII

UXO Technician I  
UXO Technician II  
UXO Technician III

**C1. CHAPTER 1****INTRODUCTION****C1.1. GENERAL**

C1.1.1. This document provides minimum qualification standards for personnel performing unexploded ordnance (UXO)-related operations in support of the Department of Defense with the exception of DoD Explosives Ordnance Disposal (EOD) personnel. Such operations include, but may not be limited to: military munitions responses, range clearance activities, range maintenance, and inspection or certification of munitions debris and range-related debris being considered for transfer or release from DoD control.

C1.1.2. Personnel performing or supervising UXO-related activities shall meet the minimum qualification standards commensurate with their duties.

**C1.2. APPLICABILITY**

The requirements herein apply to all workers performing Department of Defense operations requiring UXO Technicians or UXO-qualified personnel.

**C1.3 KEEPING TECHNICAL PAPER(TP) 18 CURRENT**

This technical paper will be updated as needed based on input from the DoD Components.

## C2. CHAPTER 2

### UXO-RELATED POSITION TITLES AND TASKS

#### C2.1. DUTIES AND RESPONSIBILITIES

This chapter identifies the various UXO-related positions by title and outlines their duties and responsibilities. Training levels should be documented and retained for personnel involved in UXO related operations. Divers conducting underwater detection and identification of munitions must have completed both the basic and the underwater portions of NAVSCOLEOD (or foreign equivalent) training.

C2.1.1. UXO-Sweep Personnel (UXOSP). UXOSP assist UXO technicians and UXO-qualified personnel in the performance of UXO-related operations. UXOSP do not have to be a UXO technician, however, they shall be provided job and site specific training. Such training shall, at a minimum include training in: explosives safety; recognition of munitions and explosives of concern (MEC), particularly UXO; and the proper use of personal protective equipment (PPE). UXOSP are not involved in the execution of explosives operations and shall not have intentional physical contact with MEC. With direction and supervision of UXO-qualified personnel, UXOSP may:

C2.1.1.1. Conduct visual and/or detector-aided UXO and discarded military munitions (DMM) field search activities.

C2.1.1.2. Locate subsurface UXO and DMM by operating geophysical detection instruments and related equipment.

C2.1.1.3. Perform field maintenance and calibration checks on geophysical detection instruments and related equipment.

C2.1.1.4. Remove non-hazardous munitions debris and range-related debris, only after such items have been inspected by a UXO technician or UXO qualified personnel and determined to be safe for handling.

C2.1.1.5. Perform site/area security functions.

C2.1.2. UXO Technician I (UXOT1). In addition to being able to fully perform all of the UXOSP functions above, and with direction and supervision from UXO-qualified personnel, UXOT1 personnel may:

C2.1.2.1. Reconnoiter and classify UXO and DMM.

C2.1.2.2. Identify all types of military munitions, including possible fuzes and their

condition, armed or unarmed. Examples of these military munitions are:

- Bombs
- Guided missiles
- Projectiles
- Rockets
- Land mines and associated components
- Pyrotechnic items
- Military explosives and demolition materials
- Grenades
- Submunitions

C2.1.2.3. Excavate subsurface UXO and DMM.

C2.1.2.4 Move and/or consolidate UXO and DMM that has been determined acceptable for movement within a Munitions Response Site (MRS) or Munitions Response Area (MRA), but not over public traffic routes.

C2.1.2.5. Transport demolition materials and/or UXO and DMM that have been determined safe for transport over public traffic routes, when required.

C2.1.2.6. Prepare firing systems, both electric and non-electric, for demilitarization operations.

C2.1.2.7. Operate personnel decontamination stations.

C2.1.2.8. Assist in the inspection of Material Potentially Presenting an Explosive Hazard (MPPEH) for the presence of explosive hazards.

C2.1.2.9. Construct UXO-related protective works.

C2.1.3. UXO Technician II (UXOTII). In addition to being able to fully perform all of the UXOSP and UXOT1 functions above, UXOTII personnel may:

C2.1.3.1. Properly store explosive materials per applicable guidance.

C2.1.3.2. Determine precise location in field environment using a variety of techniques such as use of global positioning equipment, or basic land navigation techniques using topographical map and compass.

C2.1.3.3. Perform field collection procedures to identify contaminated soil

C2.1.3.4. Prepare an on-site holding area to temporarily stow MEC that has an acceptable risk of movement.

C2.1.3.5. Operate modes of transportation for transporting UXO, for which the risk of movement has been determined acceptable, when appropriate.

C2.1.3.6 Perform limited technical supervision of UXOSP.

C2.1.3.7. Escort personnel who are not directly involved in UXO-related operations (e.g., personnel performing environmental monitoring), but have activities to perform within exclusion areas.

C2.1.3.8. Inspect MPPEH for the presence of explosives safety hazards.

C2.1.4. UXO Technician III (UXOTIII). In addition to being able to fully perform all of the UXOSP and for UXOTI and UXOTII functions above, UXOTIII personnel may:

C2.1.4.1. Supervise and perform the on-site demilitarization of MEC, and handling of demolition materials.

C2.1.4.2. Prepare an explosives storage plan per all applicable guidance.

C2.1.4.3. Prepare required UXO munitions response actions and/or range maintenance administrative reports.

C2.1.4.4. Prepare standard operating procedures for on-site munitions responses and/or for range clearance activities.

C2.1.4.5. Assist in the preparation of risk and hazards analyses.

C2.1.4.6. Conduct daily site safety briefings.

C2.1.4.7. Supervise the conduct of all on-site UXO-related operations.

C2.1.4.8. Inspect and certify and/or verify MPPEH as safe or as to the explosive hazard it may present for transfer within the Department of Defense or release from DoD control per current policies and standards.

C2.1.5. UXO Quality Control Specialist (UXOQCS). In addition to being able to fully perform all of the UXOSP, UXOT1, UXOTII, and UXOTIII functions above, UXOQCS may:

C2.1.5.1. Develop and implement the MEC-specific sections of the Quality Control Program Plan (QCPP) for all explosive related operations.

C2.1.5.2. Conduct and document quality control audits of all explosive operations for compliance with established procedures.

C2.1.5.3. Identify, document, report and ensure completion of all corrective actions to ensure all explosive operations comply with requirements.

C2.1.6. UXO Safety Officer (UXOSO). In addition to being able to fully perform all of the UXOSP, UXOT1, UXOTII, and UXOTIII functions above, UXOSO may:

C2.1.6.1. Develop and implement approved explosives and UXO health and safety program in compliance with applicable DoD policy and federal, state, and local health and safety statutes, regulations and codes.

C2.1.6.2. Analyze operational risks, explosive hazards and safety requirements.

C2.1.6.3. Establish and ensure compliance with all site-specific explosive operations safety requirements.

C2.1.6.4. Enforce personnel limits and safety exclusion zones for explosives related operations.

C2.1.6.5. Conduct, document, and report the results of safety inspections to ensure compliance with all applicable explosives safety policies, standards, regulations and codes.

C2.1.6.6. Operate and maintain air-monitoring equipment required at sites known or suspected for airborne contaminants.

C2.1.6.7. Ensure all protective works and equipment used within the exclusion zone are operated in compliance with applicable DoD policy, Department of Defense Explosives Safety Board (DDESB) approvals, and Federal, state, and local health and safety statutes, regulations and codes.

C2.1.7. Senior UXO Supervisor (SUXOS). In addition to being able to fully perform all of the UXOSP, UXOT1, UXOTII, and UXOTIII functions above, SUXOS shall:

C2.1.7.1. Plan, coordinate, and supervise all explosives operations.

C2.1.7.2. Supervise multiple teams.

C2.1.7.3. Assist in development of munitions response plans.

### C3. Chapter 3

#### UXOT1 TRAINING STANDARDS

##### C3.1. MINIMUM TRAINING STANDARDS FOR UXOTI

This chapter contains the minimum training standards for entry-level personnel to fill UXOTI positions on projects under DoD contracts. The training consists of both knowledge and skills requirements, and candidates must demonstrate the requisite knowledge of explosive operations and the ability to perform required tasks in compliance with existing operational and safety guidelines.

C3.1.1. Each candidate for a UXO Technician I position shall have completed:

- 200 hours of training on MEC and MPPEH
- 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training

C3.1.2. This training shall be provided by an institution of higher education that shall certify successful completion of all requirements through written exams and practical exercises. Such institutes shall be accredited by a nationally recognized college or university educational accrediting agency, or a training institute authorized by either the Federal or a State government to provide certified training in the public service sector and shall have a demonstrated history of providing quality training programs.

C3.1.3. The employer shall certify that the individuals are qualified, as demonstrated by successful completion of the requisite training.

##### C3.2. CURRICULUM AND TRAINING OBJECTIVES

C3.2.1. Range Clearance Activities.

C3.2.1.1. Description. Understand range clearance requirements and procedures including safety and environmental concerns.

C3.2.1.2. Objectives.

- Describe the purpose for clearing and maintaining ranges and impact areas
- Describe planning, safety, and environmental requirements for range clearance activities

C3.2.2. Measurements and Mathematical Computations.

C.3.2.2.1. Description. Understand U.S. and metric conversion methods and basic mathematical computations.

C.3.2.2.2. Objectives.

- Identify metric prefixes
- Describe mathematical conversions within the metric system
- Convert from U.S. to metric and metric to U.S.

C.3.2.3. Electricity.

C.3.2.3.1. Description. Knowledge of basic electricity and circuits.

C.3.2.3.2. Objectives.

- Define terms and identify abbreviations and symbols
- Describe electrical conductivity and its characteristics in different materials
- Describe types of cells and batteries, their construction features, and process used to generate electro-motive force (EMF)
- Describe current flow, factors that affect current flow (including switches) and units of measurement of current flow.
- Describe electrical resistance and the factors that affect resistance
- Describe the operation of a series direct current (DC) circuit with respect to Ohms Law
- Describe the operation of basic parallel DC circuits with respect to the determination of equivalent resistance
- Describe capacitance (C) in terms of charging and discharging a capacitor

C.3.2.4. Physics.

C.3.2.4.1. Description. Understanding of basic physics.

C.3.2.4.2. Objectives.

- Define terms and identify abbreviations and symbols
- Describe forces and how they are graphically represented
- Describe Newton's first and third laws of motion
- Describe the difference between weight and mass
- Describe hydrostatics with respect to fluid pressure
- Describe properties of matter
- Define motion, work, and energy
- Describe measures of and forces affecting motion
- Define work and energy

- Identify the physical laws affecting gases
- Define magnetism

C.3.2.5. Explosives and Explosive Effects.

C.3.2.5.1. Description. Basic understanding of explosives and explosive effects.

C.3.2.5.2. Objectives.

- Define terms and identify abbreviations and symbols
- Summarize the history of explosives
- Define explosives, propellants, and pyrotechnics
- Describe characteristics of military high explosives, propellants, and pyrotechnics
- Identify the types of high explosive groups
- Identify forms and classes of propellants, black powder, pyrotechnic and tracer compositions
- Define explosive train
- Define explosion and identify types of explosions
- Describe forms of energy produced by explosions
- Describe types of explosions (detonations, partial detonations, deflagrations)
- Describe effects of an explosion (air blast, fragments, debris, thermal, ground shock)

C.3.2.6. Military Fuze Functioning.

C.3.2.6.1. Description. Understanding of how military fuzes function.

C.3.2.6.2. Objectives.

- Define terms and identify abbreviations
- Describe fuze forces
- Describe fundamental principles of fuzes, fuze arming and firing principles
- Describe fuze components
- Describe methods of employment and uses of fuzes
- Describe typical arming/functioning of fuzes
- Describe fuze types

C.3.2.7. Munitions and Explosives of Concern (MEC) and Explosives Safety Precautions.

C.3.2.7.1. Description. Understanding of MEC, MPPEH and explosives safety precautions.

C.3.2.7.2. Objectives.

- Define terms and identify abbreviations and symbols
- Describe the purpose of munitions and explosives safety precautions.
- Describe safety considerations that apply by category and group of MEC and MPPEH
- Describe basic safety precautions for the following:
  - explosive-loaded munitions and submunitions
  - toxic chemical-loaded munitions
  - pyrotechnic and incendiary munitions
  - smoke-loaded munitions
  - fuzing systems
  - training and practice munitions
  - underwater munitions

C.3.2.8. Surface Munitions Identification.

C.3.2.8.1. Description. Understanding of surface munitions by category and group to include:

- Projectile and projectile bullets
- Land mines and associated components
- Pyrotechnic items
- Rockets and rocket fuzes
- Grenade and grenade fuzes
- Submunitions

C.3.2.8.2. Objectives.

- Define terms and identify abbreviations and symbols
- Identify "category," "group" and "safety precautions"
- Demonstrate comprehension and detailed knowledge of live and practice munitions by category and group
- Recognize munitions color codes and markings
- Describe the basic safety precautions for explosive initiating components
- Describe the safety precautions for surface munitions

C.3.2.9. Air Ordnance Identification (dropped or launched).

C.3.2.9.1. Description. Understanding of air munitions by category and group to include:

- Bombs and bomb fuzes
- Guided missiles and missile fuzes
- Rockets and rocket fuzes
- Pyrotechnic items
- Submunitions

C.3.2.9.2. Objectives.

- Define terms and identify abbreviations and symbols
- Identify "category," "group" and "safety precautions"
- Demonstrate comprehension and detailed knowledge of live and practice munitions by category and group
- Recognize munitions color codes and markings
- Describe the basic safety precautions for explosive initiating components
- Describe the safety precautions for air ordnance

C.3.2.10. Chemical Munitions Identification (Chemical Munitions and Chemical Warfare Material (CWM)).

C.3.2.10.1. Description. Understanding of chemical munitions and CWM to include air and surface groups.

C.3.2.10.2. Objectives.

- Define terms and identify abbreviations and symbols
- Identify "category," "group" and "safety precautions"
- Demonstrate comprehension and detailed knowledge of live and practice chemical munitions and CWM by category and group
- Recognize munitions color codes and markings
- Describe the basic safety precautions for explosive initiating components
- Describe the safety precautions for chemical munitions and CWM
- Identify the effects of weather conditions on the duration of effectiveness of chemical agents
- Identify specific chemical agents by physical and chemical properties, and physiological effects

C.3.2.11. Pyrotechnic Munitions Identification.

C.3.2.11.1. Description. Understanding of pyrotechnic munitions.

C.3.2.11.2. Objectives.

- Define terms and identify abbreviations and symbols
- Identify "category," "group" and "safety precautions"
- Demonstrate comprehension and detailed knowledge of live and practice pyrotechnic munitions by category and group
- Recognize munitions color codes and markings
- Describe the basic safety precautions for explosive initiating components
- Describe the safety precautions for pyrotechnic munitions

C.3.2.12. Underwater Munitions Identification.

C.3.2.12.1. Description. Understanding of underwater munitions.

C.3.2.12.2. Objectives.

- Define terms and identify abbreviations and symbols
- Identify "category," "group" and "safety precautions"
- Demonstrate comprehension and detailed knowledge of live and practice underwater munitions by category and group
- Recognize munitions color codes and markings
- Describe the basic safety precautions for explosive initiating components
- Describe the safety precautions for underwater munitions

C.3.2.13. Detection Equipment.

C.3.2.13.1. Description. General, physical, functional, operational and maintenance description of munitions detection equipment for:

- Location of subsurface MEC using magnetometers (and related equipment)
- Performing evaluation procedures on subsurface MEC

C.3.2.13.2. Objectives.

- Describe the purpose of munitions detection equipment; operational characteristics and capabilities
- Describe the theory of operation
- Describe all major and associated components including displays, controls and indicators
- Describe operational tasks and preventive maintenance procedures
- Understand how to inventory and maintain equipment

C3.2.14. Munitions Response Planning.

C3.2.14.1. Description. Understanding of the elements of munitions response actions planning.

C3.2.14.2. Objectives.

- Describe the purpose for munitions responses
- Describe planning requirements for munitions responses
- Describe the inspection, verification and certification and chain of custody process
- Describe the proper assembly of protective works

C3.2.15. Personal Protective Equipment.

C3.2.15.1. Description. Understanding of all relevant personal protective equipment.

C3.2.15.2. Objectives.

- Understand the capabilities and limitations of PPE
- Understand the requirements for employing PPE safety
- Describe the requirements and process for performing decontamination

C3.2.16. Demolition Materials.

C3.2.16.1. Description. Understanding of demolition materials to include:

- Military and commercial explosives (U.S. and foreign)
- Initiating components and systems

C3.2.16.2. Objectives.

- Define terms and identify abbreviations and symbols
- Preparation of firing systems (both electric and non-electric) for demilitarization operations
- Describe military explosives, commercial explosives, and demolition materials.
- Describe the purpose of demolition materials and specialized explosive techniques
- Describe tools and equipment used during demolition operations
- Describe demolition accessories
- Describe electric power sources and test sets used with demolition firing circuits
- Describe demolition charge initiators
- Describe demolition charges, charge kits and assemblies

- Describe safety precautions for preparation and firing of demolition materials

C3.2.17. Firing Systems.

C3.2.17.1. Description. Understanding of firing systems.

C3.2.17.2. Objectives.

- Describe detonating cord demolition procedures
- Describe non-electric firing systems
- Describe electric firing systems
- Describe safety precautions for preparation and firing of demolition materials, including Hazards of Electromagnetic Radiation to Ordnance (HERO) precautions for electric initiators

C3.2.18. Demilitarization Procedures.

C3.2.18.1. Description. Understanding of demilitarization requirements and procedures for conventional munitions.

C3.2.18.2. Objectives.

- Describe the requirements for and purpose for demilitarization of conventional munitions
- Describe demilitarization procedures
- Describe the authorized demilitarization methods for different types of munitions
- Describe requirements and safety precautions for demilitarization operations
- Describe demilitarization of conventional explosives and related hazardous materials

C3.2.19. Storage, Handling and Transportation of Explosives (Military and Commercial).

C3.2.19.1. Description. Understanding of storage, handling and transportation of explosives.

C3.2.19.2. Objectives.

- Describe the purpose for proper storage, handling, and transportation of explosives
- Describe the hazard classification system
- Discuss Storage Compatibility Groups
- Discuss safety requirements

- Discuss transportation requirements for munitions and commercial explosives

C3.2.20. Skills Requirements.

C.3.2.20.1. Description. Demonstrate knowledge of policies, requirements and procedures in the safe performance of MEC and MPPEH duties.

C.3.2.20.2. Objectives.

- Practical demonstration of knowledge and comprehension of policies and procedures in safely performing the following:
  - Operation of detection equipment.
  - Location and identification of munitions by category and group.
  - Designing and constructing firing systems (both electric and non-electric)
  - Design, construct, and detonate a demolition explosive.

**C4. CHAPTER 4**

**MINIMUM QUALIFICATION STANDARDS**

**C4.1. MINIMUM QUALIFICATION STANDARDS**

Minimum qualification standards for workers to qualify as UXO technicians or UXO qualified personnel are contained in Table 4-1.

**Table 4-1. Minimum Qualification Standards**

Position Description	Training Required (Notes 1, 2, & 3)	Minimum Years of EOD/UXO Experience (Note 4)	Special Requirements (Note 5)
Senior UXO Supervisor	1, 2, or 3	10 years	Significant experience in all aspects of munitions response actions or range clearance activities, as appropriate for the contracted operation. Five years experience in supervisory positions.
UXO Safety Officer	1, 2, or 3	8 years	Experience in all phases of munitions response actions or range clearance activities, as appropriate for the contracted operation, and applicable safety standards.
UXO Quality Control Specialist	1, 2,3	8 years	Experience in all phases of munitions response actions or range clearance activities, as appropriate for the contracted operation, and the transportation, handling and storage of munitions and commercial explosives.
UXO Technician III	1, 2 or 3	8 years	Prior military EOD and/or commercial UXO experience in munitions response actions or range clearance activities, as appropriate for the contracted operation.
UXO Technician II	1 or 2 -----or----- 3	N/A -----or----- 3 years	Prior military EOD experience -----or----- Experience in response munitions response actions or range clearance activities, as appropriate for the contracted operation, plus specific project/explosives safety training.
UXO Technician I	3	0	Successfully completed formal course of instruction appropriate to this skill level
UXO-Sweep Personnel	Equipment and site specific training	N/A	Safety Equipment and site specific training. (Experience at this position is not required for UXO Technician I certification.)

- Note:
1. Graduate of a military EOD School of the United States.
  2. Graduate of a military EOD school of Canada, Great Britain, Germany, or Australia.
  3. Graduate of a formal training course of instruction (see chapter 3 for detailed requirements) or EOD assistant courses.
  4. Personnel working in the commercial industry may have significant breaks between jobs. Only actual time performing UXO-related tasks should be counted. (2080 hours = 1 man-year)
  5. Divers conducting underwater detection and identification of munitions must have completed both the basic and the underwater portions of NAVSCOLEOD (or foreign equivalent) training.

## **AP1. DEFINITIONS**

### **Discarded Military Munitions.**

Military munitions that have been abandoned without proper disposal or removed from storage in a military magazine or other storage area for the purpose of disposal. The term does not include unexploded ordnance, military munitions that are being held for future use or planned disposal, or military munitions that have been properly disposed of consistent with applicable environmental laws and regulations. (10 U.S.C. 2710(e)(2))

### **Explosive Hazard**

A condition where danger exists because explosives are present that may react (e.g., detonate, deflagrate) in a mishap with potential unacceptable effects (e.g., death, injury, damage) to people, property, operational capability or the environment.

### **Explosive Ordnance Disposal (EOD).**

The detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of unexploded explosive ordnance. It may also include explosive ordnance, which has become hazardous by damage or deterioration.

### **Explosive Ordnance Disposal (EOD) Personnel.**

Military personnel who have graduated from the Naval School, Explosive Ordnance Disposal (NAVSCOLEOD); are assigned to a military unit with a Service-defined EOD mission; and meet Service and assigned unit requirements to perform EOD duties. EOD personnel have received specialized training to address explosive and certain Chemical Agent (CA) hazards during both peacetime and wartime. EOD personnel are trained and equipped to perform Render Safe Procedures (RSP) on nuclear, biological, chemical, and conventional munitions, and on improvised explosive devices.

### **Material Potentially Presenting an Explosive Hazard (MPPEH).**

Material potentially containing explosives or munitions (e.g., munitions containers and packaging material; munitions debris remaining after munitions use, demilitarization, or disposal; and range-related debris); or material potentially containing a high enough concentration of explosives such that the material presents an explosive hazard (e.g., equipment, drainage systems, holding tanks, piping, or ventilation ducts that were associated with munitions production, demilitarization or disposal operations). Excluded from MPPEH are munitions within DoD's established munitions management system and other hazardous items that may present explosion hazards (e.g., gasoline cans, compressed gas cylinders) that are not munitions and are not intended for use as munitions.

### **Military Munitions.**

All ammunition products and components produced for or used by the armed forces for national defense and security, including ammunition products or components under the control of the Department of Defense, the Coast Guard, the Department of Energy, and the National Guard. The term includes confined gaseous, liquid, and solid propellants, explosives, pyrotechnics,

chemical and riot control agents, smokes, and incendiaries, including bulk explosives and chemical warfare agents, chemical munitions, rockets, guided and ballistic missiles, bombs, warheads, mortar rounds, artillery ammunition, small arms ammunition, grenades, mines, torpedoes, depth charges, cluster munitions and dispensers, demolition charges, and devices and components thereof.

The term does not include wholly inert items, improvised explosives devices and nuclear weapons, nuclear devices, and nuclear components, except that the term does include non-nuclear components of nuclear devices that are managed under the nuclear weapons program of the Department of Energy after all required sanitization operations under the Atomic Energy Act of 1954 (42 U.S.C. 2011 et seq.) have been completed. (See 10 U.S.C. § 2710(e) (3)).

**Munitions and Explosives of Concern (MEC)**

This term, which distinguishes specific categories of military munitions that may pose unique explosives safety risks means: (A) Unexploded Ordnance (UXO), as defined in 10 U.S.C. 101(e)(5)(A) through (C); (B) Discarded military munitions (DMM), as defined in 10 U.S.C. 2710(e)(2); or (C) munitions constituents (e.g., TNT, RDX) present in high enough concentrations to pose an explosive hazard.

**Munitions Constituents (MC).**

Any materials originating from unexploded ordnance, discarded military munitions, or other military munitions, including explosive and non-explosive materials, and emission, degradation, or breakdown elements of such ordnance or munitions. (10 U.S.C. 2710)

**Munitions Debris**

Remnants of munitions (e.g., fragments, penetrators, projectiles, shell casings, links, fins) remaining after munitions use, demilitarization or disposal.

**Munitions Response**

Response actions, including investigation, removal actions and remedial actions to address the explosives safety, human health, or environmental risks presented by UXO, DMM or MC.

**Munitions Response Area(MRA)**

Any area on a defense site that is known or suspected to contain UXO, DMM, or MC. Examples include former ranges and munitions burial areas. A munitions response area is comprised of one or more munitions response sites.

**Munitions Response Site(MRS)**

A discrete location within an MRA that is known to require a munitions response.

**Quality Control Program Plan (QCPP).**

The Quality Control Program Plan (QCPP) is developed by the contractor in close coordination with Department of Defense, Environmental Protection Agency, and /or State and Local

regulator/stakeholders to ensure measurable, verifiable demonstration and documentation of the quality ((fidelity, utility, objectivity, integrity) of products and services provided to the Government. The QCPP describes project-specific quality management activities that will be achieved, with the objective of assessing the quality of the work performed; examining, assessing, and reporting the adequacy of Work Plans, Standard Operating Procedures, and programmatic Quality Management Systems; and assessing the status of in-progress quality assessment and quality control activities and results. The plan will address organizational roles and responsibilities; document the approach and procedures to be used to preclude/resolve deficiencies, non-conformances, mischaracterization of project needs; and provide a clear definition of the performance criteria for each particular project objective. This will include (1) definition of project needs and appropriate quality metrics, (2) preventative actions and controls to avoid quality degradation, and (3) a continuous review of processes and services to identify opportunities for quality improvement. The QCPP will also detail the processes to be implemented to capture lessons learned in order to prevent recurrences of design or execution deficiencies, clarify interpretation of requirements, and preserve and communicate information, good work practices, efficient/cost-effective work practices across the program. The QCPP will specify requirements for training, personnel qualifications/certifications, documentation and records management, audit processes, and data validation.

#### **Range Clearance.**

The removal and destruction of used or fired military munitions (e.g., unexploded ordnance), munitions debris and other range-related debris (e.g., target debris, munitions packaging and crating material) on an operational range to maintain or enhance operational safety or to prevent the accumulation of such material from impairing or precluding the continued use of the range for its intended purpose. The term “range clearance” is not intended to include removal, treatment, or remediation of chemical residues or munitions constituents (MC) in environmental media, or actions to address discarded military munitions on operational ranges.

#### **Technical Escort Unit (TEU).**

A DoD organization manned with specially trained personnel that provide verification, sampling, detection, mitigation, render safe, decontamination, packaging, escort and remediation of chemical, biological and industrial devices or hazardous material.

#### **Unexploded Ordnance (UXO).**

Military munitions that (a) have been primed, fuzed, armed, or otherwise prepared for actions; (b) have been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations, installations, personnel or material; and (c) remained unexploded either by malfunction, design or any other cause. (10 U.S.C. 101(e)(5)(A) through (C)).

#### **UXO-Qualified Personnel.**

Personnel who have performed successfully in military EOD positions, or are qualified to perform in the following Department of Labor, Service Contract Act, Directory of Occupations, contractor positions: UXO Technician II, UXO Technician III, UXO Safety Officer, UXO Quality Control Specialist or Senior UXO Supervisor.

**UXO Technician.**

Personnel who are qualified for and filling Department of Labor, Service Contract Act, Directory of Occupations contractor positions of UXO Technician I, UXO Technician II, and UXO Technician III

# Chemical Surety

Headquarters  
Department of the Army  
Washington, DC  
26 June 2001

**UNCLASSIFIED**

## Section VI

### Temporary and Permanent Removal From PRP Duties

#### 2-26. General

Removal from the PRP can be either temporary (medical restriction or temporary disqualification), permanent (permanent disqualification), or administrative (administrative termination) depending on the particular circumstances. Subsequent

sections discuss each of the options for removing an individual from the PRP. General guidelines are listed as follow:

- a. The type of disqualification (temporary or permanent) depends on the circumstances, character, and transitory or continuing nature of the cause of the unsuitability or suspected unsuitability.
- b. When making a reliability determination, the issue is not an individual's guilt or innocence of some particular offense; rather, the issue is whether the individual will be retained in a PRP position. It is not necessary to complete an investigation, to take disciplinary action (either civil or military), or to complete other personnel actions before the certifying official decides whether to disqualify or retain an individual in the PRP. Determination of an individual's reliability rests with the certifying official.
- c. Permanent disqualification from the PRP is neither an adverse personnel action nor the basis for disciplinary action. However, the reason for disqualification may be adverse and warrant action under the Uniform Code of Military Justice or civil law or require other personnel actions (for example separation, suspension, revocation of access to classified information, or reassignment).
- d. If PRP certification is a condition of employment/service, and the individual is permanently disqualified from the PRP, and other positions for which the individual is qualified are not available, separation from employment/service may be appropriate.

#### 2-27. Medical restriction

When performance of PRP duties may be temporarily impaired by the use of prescribed medication, a temporary medical condition, or short-term stress, the certifying official will (after consultation with a CMA) restrict the individual from performing those affected PRP duties for up to 30 days. If the condition persists longer than 30 days, the certifying official may review and extend the restriction at 30-day intervals.

- a. Medical restriction is used when the problem is of short duration. Medical restriction may be imposed while conducting an investigation or medical evaluation to determine if a situation or incident could have an adverse effect on an individual's suitability and the individual's reliability is not suspect.
- b. Medical restriction requires that the certifying official temporarily remove the individual from affected PRP duties, notify the individual and immediate supervisor in writing of the nature and circumstances of the restriction, and resolve the issue promptly. When the temporary condition or situation is resolved, the certifying official will restore the

individual to assigned PRP duties. If the condition becomes prolonged or permanent, the certifying official will initiate

either temporary or permanent disqualification procedures, as appropriate.

c. Examples of when medical restriction is appropriate include the following:

(1) An individual taking a medically prescribed drug that may impair duty performance.

(2) Emotional disorientation due to family problems or the death or illness of a relative, family member, or close friend.

(3) A physical injury or other condition (including pregnancy) that temporarily impairs the individual's ability to perform assigned PRP duties. Medical restriction may be extended to include both a pregnancy's full term and postpartum recovery period.

d. Medical restriction is not appropriate for personnel who are or may be intoxicated or under the influence of alcohol or illicit drugs.

e. No entry on the DA Form 3180 is required for individuals in a medically restricted status.

## **2-28. Temporary disqualification**

When the basis for medical restriction from assigned PRP duties becomes prolonged, or the certifying official determines that an individual's reliability is suspect, the certifying official will temporarily disqualify the individual from the PRP. Temporary disqualification action is appropriate when the certifying official has information about a  
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condition or event that could affect an individual's job performance or reliability, and medical restriction, in the opinion of the certifying official, is not appropriate.

a. The certifying official will immediately remove the individual from assigned chemical duties, restrict access, and advise the individual in writing, within 15 working days, of the reason for temporary disqualification. However, the individual will remain under continuing evaluation. The original DA Form 3180, Part VI, will be annotated (pencil entry) to reflect the temporary disqualification.

b. The certifying official will promptly investigate all circumstances that may impact the reliability of an individual. During suspected alcohol or drug abuse, the investigation will include a medical evaluation by the CMA. The certifying official will promptly obtain information required to determine whether to reinstate or permanently disqualify

the individual. If reinstated, the certifying official will inform the individual and the custodian of the original DA Form

3180 if appropriate. (The pencil entry in DA Form 3180, part VI will be erased on notification.)

c. Temporarily disqualified military personnel will not be permanently reassigned or separated until either reinstated or permanently disqualified, unless temporary disqualification is the result of a medical condition. In that case, the individual will be administratively terminated before separation or reassignment.

d. Temporary disqualification will not normally exceed 180 days. The certifying official may extend the period of temporary disqualification in 30-day increments when there is not sufficient information to either remove the temporary

disqualification and return the individual to PRP duties, or to permanently disqualify the member. Extensions must be documented. After 270 days, HQDA ODCSOPS (DAMO-SSD) approval is required for further extensions.

## **2-29. Permanent disqualification**

When the certifying official determines that an individual does not meet the reliability standards of this chapter, the certifying official will terminate access to chemical agents, remove the individual from chemical duties and permanently

disqualify the individual from the PRP. The certifying official will advise the individual in writing, within 15 working days, of the determination, to include the reasons for initiating permanent disqualification procedures and the

requirement for review by the reviewing official. This written notification will cite specific circumstances that support

the certifying official's decision to disqualify. Except for a physical or mental condition documented in the individual's

health record, statements such as "Alcohol abuse," "Drug abuse," "Contemptuous attitude," or "Courts-martial conviction"

are inadequate by themselves.

a. The notification letter will—

(1) Provide the rationale for disqualification in sufficient detail so that, if required, a future reviewing official will

have adequate information to act on a request for requalification. (DA Form 3180, part VIII will be similarly detailed.)

(2) Advise the individual that the disqualification action is subject to mandatory review by the reviewing official before any permanent entries are made in the individual's records and that he or she will be advised of the outcome of the review.

(3) Inform the individual that a written explanation or rebuttal may be submitted within 5 workdays of receipt of the letter.

(4) Request written acknowledgement of receipt of the letter of notification. If the individual refuses to acknowledge receipt, the certifying official will attach a statement to the notification letter explaining its absence.

b. Pending review of the action, disqualified personnel will not conduct chemical duties.

c. The reviewing official will review each permanent disqualification action to ensure uniform application of the reliability standards specified by this chapter and effective use of personnel, consistent with the purpose of the PRP. The reviewing official may seek additional information or explanations of extenuating circumstances from the certifying

official, CMA, personnel officials, and the individual concerned if needed.

(1) The certifying official will forward a copy of the letter of notification, the signed acknowledgement or an explanation for its absence, a written explanation or rebuttal submitted by the individual, and any other pertinent information to the reviewing official within 10 workdays of the disqualification.

(2) The reviewing official will review the case and, within 15 workdays of receipt of the disqualification documents, furnish a written decision to the individual through the certifying official. If the reviewing official approves the disqualification, the certifying official will complete the remaining administrative procedures below. (If the individual

has departed the certifying official's organization, the certifying official will forward a reproduced copy of the approval

either directly to the individual, or through his or her new chain of command.)

(3) When disqualification is not approved by the reviewing official, no entries will be made in the individual's records. The individual's records will continue to show the individual as PRP certified.

d. Permanent entries concerning the disqualification will not be made on either the DA Form 3180 or in the individual's records before final action by the reviewing official. If the reviewing official approves permanent disqualification of an individual being screened for the PRP, the certifying official will complete Parts V and IX of the

original DA Form 3180. If the reviewing official approves disqualification of an individual already in the PRP, the certifying official will complete part IX of the original DA Form 3180. In Item B, reason for permanent disqualification

the certifying official will check the appropriate block(s) and provide a brief summary of the rationale for permanent disqualification.

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e. Within 10 workdays of receipt of the reviewing official's review of disqualification, the DA Form 3180 will be distributed as follows (for contractor personnel see para 2-33d).

(1) Forward the original, with copies of the letter of notification, the signed acknowledgment or an explanation for its absence, and a copy of the reviewing official's approval, through the supporting personnel administration center to

the permanent section of the OMPF or directly to the civilian personnel office (if civil service) for filing in the OPF.

(2) For military personnel, provide one copy of the reviewing official's approval to the custodian of the MPRJ for necessary action and filing.

(3) Provide one copy or other written notification to the custodian of the individual's health and dental records for necessary action.

f. When a reviewing official approves disqualification of military personnel, the certifying official will notify the supporting personnel administration center to submit the appropriate SIDPERS PRPAS transaction per AR 680-29.

g. DA Form 2-1 (Personnel Qualification Record, Part II) of disqualified enlisted personnel will be annotated with the following statement--Disqualified (date) for assignment to chemical PRP positions per AR 50-6 -- as prescribed in

AR 600-8-104.

h. Remove the DA Form 4515 and DA Form 3180 from the individual's medical records and destroy. Also, remove the DA Label 164 from the personnel records.

*i.* If the individual is disqualified for medical reasons, the physician will annotate SF 600 or equivalent document with the following or a similar statement – Disqualified (date) for assignment to chemical PRP positions per AR 50–6

– and will annotate the medical reason for permanent disqualification.

*j.* The servicing civilian personnel office will provide assistance on placement action for a permanently disqualified civilian employee.

*k.* When the disqualification is based on credible derogatory information that could affect the individual's security clearance, the supporting security manager will be notified for appropriate action per AR 380–67.

## **2–30. Administrative termination**

*a.* Administrative termination—

(1) Occurs when an individual transfers from a duty position requiring PRP certification to one not requiring PRP certification.

(2) Establishes the date an individual was removed from a PRP position for reason so other than permanent disqualification.

(3) Eliminates the requirement for continuing evaluation.

*b.* Certifying officials will administratively terminate personnel in PRP positions when individuals are permanently removed from chemical duties within their organization. That is, unless reassignment instructions indicate the individual

is projected for assignment to a PRP position in the gaining organization.

*c.* The certifying official will notify supporting medical and dental facilities and the personnel officer in writing that the individual is no longer in the PRP and that the individual no longer requires continuing evaluation.

*d.* The following actions will be taken:

(1) Complete DA Form 3180, part VIII. If the original DA Form 3180 is maintained at the local installation, transfer it to the personnel office and file in the MPRJ, OPF, or contractor's personnel files. Remove DA Label 164 from personnel files.

(2) Remove DA Form 4515 from the medical and dental records and destroy copies of the DA Form 3180 filed in these records.

(3) Submit a SIDPERS PRPAS transaction per AR 680–29 for all soldiers administratively terminated from the PRP.