

**N**

OGC

From: [REDACTED] J LTC MIL USA FORSCOM  
Sent: Monday, August 18, 2008 3:00 PM  
o: [REDACTED] OGC  
Cc: [REDACTED] CIV USA FORSCOM SJA; [REDACTED] COL USA FORSCOM SJA  
Subject: RE: OSC APG Chemical Batallion telecon (UNCLASSIFIED)

Follow Up Flag: Follow up  
Flag Status: Red

Attachments: Index1.pdf



Index1.pdf (30 KB)

Classification: UNCLASSIFIED  
Caveats: NONE

[REDACTED], I have sent FORSCOM all the documents we talked about in our earlier teleconference. With the information [REDACTED] is forwarding you synopsized in the attached file above, and our teleconference, I believe you have everything you requested over the phone. The materials being sent you include explanations of HDP, the history behind the creation of CARA, statements by [REDACTED] and [REDACTED], and other information explaining the HDP process.

[REDACTED]  
LTC, JA  
Command Judge Advocate  
.0th Support Command (CBRNE)  
COML: [REDACTED]  
DSN: [REDACTED]

Attorney-Client Privilege  
Do Not Copy or Forward Without Permission

-----Original Message-----

From: [REDACTED] CIV USA FORSCOM  
Sent: Friday, August 01, 2008 1:15 PM  
To: [REDACTED] OGC; [REDACTED] COL MIL USA FORSCOM  
Cc: [REDACTED] LTC MIL USA FORSCOM  
Subject: RE: OSC APG Chemical Batallion telecon (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

[REDACTED]  
Thank you for providing the focus below. LTC [REDACTED] has arranged for Aberdeen CPAC to participate. We are still working out the logistics of the phone call to hook everyone together. v/r [REDACTED]

[REDACTED]  
Attorney-Advisor, Military Law Section  
Office of the Staff Judge Advocate  
Headquarters, US Army Forces Command  
[REDACTED] DSN: [REDACTED]  
[REDACTED] forscom.army.mil  
IPRNet: [REDACTED]

-----Original Message-----

[REDACTED] OGC

From: [REDACTED] LTC MIL USA FORSCOM  
Sent: Monday, August 18, 2008 3:00 PM  
To: [REDACTED] OGC  
Cc: [REDACTED] CIV USA FORSCOM SJA; [REDACTED] COL USA FORSCOM SJA  
Subject: RE: OSC APG Chemical Battalion telecon (UNCLASSIFIED)  
Attachments: Index1.pdf

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[REDACTED]  
LTC, JA  
Command Judge Advocate  
20th Support Command (CBRNE)  
COML: [REDACTED]  
DSN: [REDACTED]

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-----Original Message-----

From: [REDACTED] CIV USA FORSCOM  
Sent: Friday, August 01, 2008 1:15 PM  
To: [REDACTED] OGC; [REDACTED] COL MIL USA FORSCOM  
Cc: [REDACTED] LTC MIL USA FORSCOM  
Subject: RE: OSC APG Chemical Battalion telecon (UNCLASSIFIED)

Classification: UNCLASSIFIED  
Caveats: NONE

[REDACTED]  
Thank you for providing the focus below. LTC [REDACTED] has arranged for Aberdeen CPAC to participate. We are still working out the logistics of the phone call to hook everyone together. v/r [REDACTED]

[REDACTED]  
Attorney-Advisor, Military Law Section  
Office of the Staff Judge Advocate  
Headquarters, US Army Forces Command

DSN: [REDACTED]  
[REDACTED]@m.army.mil

SIPRNet: [REDACTED]

-----Original Message-----

From: [REDACTED] Ms OGC  
Sent: Friday, August 01, 2008 1:05 PM  
To: [REDACTED] OL MIL USA FORSCOM; [REDACTED] CIV USA FORSCOM  
Subject: OSC APG Chemical Battalion telecon

Good afternoon,

In preparation for Monday's telecon at 0930, below are some of my outstanding questions that I have after reading the SROI docs--

1. I hope you can get a SME for Monday's telecon to explain in detail the determination for how HDP gets "written"/addressed into PDs and then the explanation of when HDP is recognized. I'm still not sure what is the rhyme or reason to when employees are entitled to HDP...

2. SROI-Exhibit U--regarding the final ATC Internal review report/study,  
\*what implementation has taken place of the recommendations. When I read [REDACTED]'s email, they aren't addressed. Need to know followup actions to the ATC study, including the revisions of APG-R and PBA-R, and what is going on with the [REDACTED] referenced actions.

\*Re: observation 3-what is the Joint Hazards Analysis?

\*Re: Observation 3-what is the risk assessment codes-have they been done this?

\*Re: Observation 4-appropriate analysis being done?

\*Re; Observation 4-appropriate feedback being given?

\*Re: Observation 4-hazard analysis working group established?

\*Re: Observation 5- is CPOC or CPAC final authority for HDP classification?

\*Why is chronology (2 pages) included under Exhibit U on sensing sessions held during October-Dec 06?

\*\*note reprisal note handwritten on left side-who's is that comment?

3. Explain Tab W--CARA request for HDP form?

4. Explain Tab X-para C, [REDACTED] comment-ensure hazards were "not taken into account"  
-para d-[REDACTED] comment regarding Enclosure 1 memo for exception to policy-  
-where is copy of this doc?

5. Explain Tab Y--reprisal claim by [REDACTED] and [REDACTED] @2/21/08 period  
--Coutant will check on IG investigation into reprisal--done?  
--Inconsistent at end with reprisal filing with OSC  
--Why HDP request form included?

6. Tab FF-what is status of personnel actions on [REDACTED] and [REDACTED]  
--where's [REDACTED] email that is referenced?

7. Tab JJ-I thought PBA never gave HDP while Tab JJ says they started to in November 05 when they went under ATAAPS

8. Tab H-need better copy of [REDACTED] memo dated 10/18/07.

Thanks for helping me work through some outstanding issues.

I will wait for your call on Monday.

Regards,



Classification: UNCLASSIFIED  
Caveats: NONE

Classification: UNCLASSIFIED  
Caveats: NONE

CBRNE Analytical & Remediation Activity (CARA) Hazardous Duty Pay (HDP)  
and Environmental Differential Pay (EDP) INDEX

SECTION I ..... Statement from [REDACTED]

SECTION II ..... CARA Transformation  
Technical Escort Unit

↓  
22<sup>nd</sup> Chemical Battalion (Technical Escort)

↓  
CBRNE Analytical and Remediation Activity

SECTION III ..... Oversight Committee (OC) Charter

SECTION IV ..... HDP/EDP Brief to CARA Workforce

SECTION V ..... Requests for HDP and OC Decisions on HDP Requests

- A. HDP-08-001
- B. HDP-08-002-004
- C. HDP-08-005-007

Each package contains the request, decision memo, and position description.

SECTION VI ..... OC Individual Voting Records

- A. COL [REDACTED]
- B. [REDACTED]
- C. CPT [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

SECTION VII ..... OC References

- A. CFR Part 550 – Excerpt
- B. CFR Part 550 – Complete
- C. APGR 690-28

Section VIII - Statement - [REDACTED], HR Specialist



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

14 JAN 1994



AMCPE-CS (690-500)

MEMORANDUM FOR Commander, U.S. Army Aberdeen Proving Ground  
Support Activity, ATTN: STEAP-CP-P,  
Aberdeen Proving Ground, MD 21005-5001

SUBJECT: Request for Hazard Differential Category for Exposure  
to Hazardous Electrical Energy

1. Reference memorandum, U.S. Army Aberdeen Proving Ground Support Activity, STEAP-CP-P, 4 October 1993, subject: Clarification of Hazardous Duty Pay Differential Correspondence.
2. The Office of Personnel Management letter of 13 June 1990 (enclosed with referenced correspondence) provides for hazard pay for performance of duties entailing hazards beyond the control of the employee when those duties are not evaluated through the position classification system.
3. Hazards from unknown ingredients of foreign explosives are inherently beyond the control of the employee. Therefore, it is the opinion of this headquarters that hazard pay is appropriate for the situation described in referenced correspondence.
4. HQ AMC point of contact is [REDACTED] ATTN: AMCPE-CS, DSN [REDACTED]
5. DCSPER -- PROVIDING SERVICE TO OUR CUSTOMERS:

[REDACTED]  
Colonel, GS  
Assistant Deputy Chief of Staff  
for Personnel

CF:  
Commander  
U.S. Army Test and Evaluation Command  
ATTN: AMSTE-PE-C  
Aberdeen Proving Ground, MD 21005-5055

**CIV USA FORSCOM**

From: [REDACTED] LTC MIL USA FORSCOM  
Sent: Wednesday, August 13, 2008 5:13 PM  
To: [REDACTED] CIV USA FORSCOM  
Subject: RE: Witness Statements (UNCLASSIFIED) - E-Mail 1 (UNCLASSIFIED)

Attachments: Sec I [REDACTED] MFR HDP EDP Process.doc; SEC II Transition from UXO.docm; Sec II CARA Transformation.pdf; SEC III Oversight Committee Charter (signed) -16Jan08.pdf; SEC IV CARA HDP EDP Brief.ppt; Index.pdf



Sec I Talley HDP EDP Proion from UXOsformation.pght  
SEC II SEC II CARA EDP Brief.pp (28 KB)  
SEC III Oversight Committee  
SEC IV CARA

Classification:

UNCLASSIFIED  
Caveats: FOUO

[REDACTED] please find attached what I believe [REDACTED] requested from CARA and a little more for good measure. I want to be sure all the files get through so I have broken files up between 3 e-mails.

[REDACTED] JR.

LTC, JA  
Command Judge Advocate  
20th Support Command (CBRNE)  
COML: [REDACTED]  
DSN: [REDACTED]

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Do Not Copy or Forward Without Permission

-----Original Message-----

From: [REDACTED] CIV USA FORSCOM  
Sent: Tuesday, August 12, 2008 2:57 PM  
To: [REDACTED] Ms OGC  
Cc: [REDACTED] J LTC MIL USA FORSCOM; [REDACTED] M COL MIL USA FORSCOM  
Subject: Witness Statements (UNCLASSIFIED)  
Importance: High

Classification: UNCLASSIFIED  
Caveats: NONE

[REDACTED] advised me earlier today that 20th SUPCOM will be unable to meet your Friday 15 August suspense to provide additional statements from [REDACTED] and [REDACTED]. Various operational requirements prevent these individuals from completing the statements by that deadline, but LTC [REDACTED] expects to have the statements by Monday 18 August. I will pass them to you as soon as I receive them. I apologize for the

unforeseen delay. Please contact me if I can assist further. v/r [REDACTED]

[REDACTED]  
Attorney-Advisor, Military Law Section  
Office of the Staff Judge Advocate  
Headquarters, US Army Forces Command

DSN: [REDACTED]

[REDACTED]@army.mil

SIPRNet: [REDACTED]

Classification: UNCLASSIFIED

Caveats: NONE

Attachment Classification: UNCLASSIFIED

Attachment Caveats: NONE

Classification: UNCLASSIFIED

Caveats: FOUO

## MEMORANDUM FOR RECORD

### References:

1. APGR 690-28 – Hazardous Duty Pay For Class Act Employees 30 Oct 2006
2. APGR 690-29 – Environmental Differential Pay Federal Wage 29 Aug 2000
3. Code of Federal Regulations 26 Dec 2007
4. Personnel Position Descriptions

Early Jan 08, I was asked to take a look at HDP (Hazardous Duty Pay) for General Schedule (GS) employees and EDP (Environmental Differential Pay) for Wage Grade employees. To the best of my knowledge the reason for the review was due to a 15-6 being conducted by the 20th Support Command.

I also looked at past practices within other Commands i.e. SBCCOM and ECBC.

In reviewing all the references my recommendation or understanding was as follows:

GS – If it is understood that the hazard was considered during the classification of a position descriptions then it did not warrant HDP.

WG – As far as WG it was determine the depending your role in the hazard it could warrant 4% or 8% hazard duty pay.

CARA developed a process/procedure for personnel to submit for HDP and EDP requests.

1. The supervisor submits to CARA Operations a signed document (attached) which contains the pertinent information required by the CFR.
2. Operations reviews the document and concurs or non concurs.
3. The document is forwarded to the Director for coordination with the HDP/EDP Oversight Committee to review to approve or disapprove.

//Original Signed by//

  
Emergency Operations Manager  
CBRNE Analytical and Remediation Activity

*Section I*

*N-1*

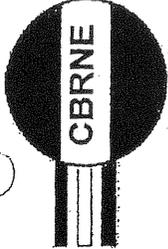
Transition from UXO (Wage System (WG))  
to  
Equipment Specialists (EOD) (General Schedule (GS))

- Pre-Nov 03
  - Technical Escort, SBCCOM, AMC
  - UXOs were under the Wage System and entitled to receive Environmental Differential Pay (EDP)
- Nov 03
  - UXO WGs 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
- Oct 04
  - Technical Escort became 22d Chemical Battalion (Technical Escort), Guardian Brigade, FORSCOM
  - Equipment Specialists (EOD) continued to receive HDP based on the same certificates
- May 07
  - 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 08
  - CARA implemented policy and procedures to evaluate HDP requests on a case-by-case basis in accordance with the Code of Federal Regulations (ref Section IV)

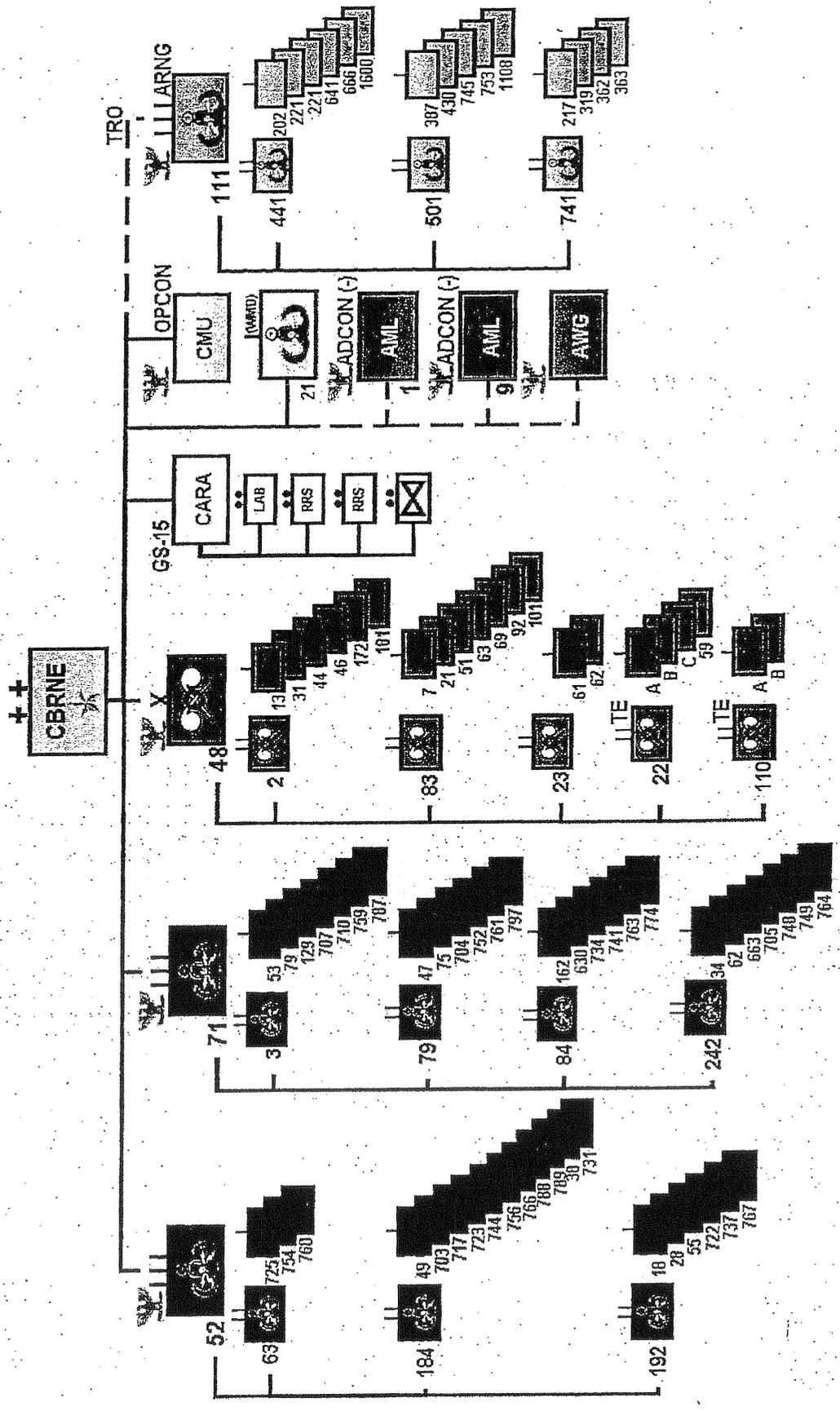
See #6

N-2





# 20th Support Command (CBRNE)



FORSCOM

UNCLASSIFIED//FOUO 07AUG08

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.

*Section III*

*N-3*

**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)

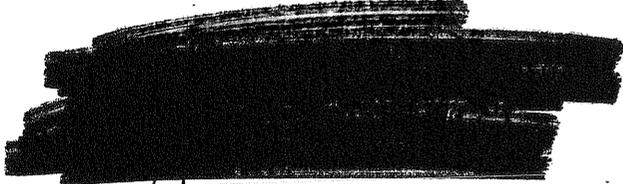
CARA Supervisors (Non-Voting Members) as required:

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

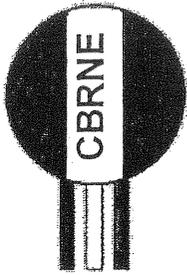
4. Meetings. The OC will meet as required and at a minimum once per quarter. Meeting agendas and minutes will be prepared and distributed to OC Members. Notification of meetings will be done via Outlook Calendar invites/notifications. OC will reach decisions by consensus; when consensus cannot be achieved, 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)

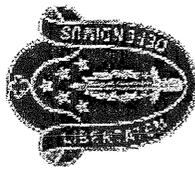
5. Period. This committee will remain in effect until officially disbanded by the Chairman.



CCLJCM  
Deputy Commander Officer

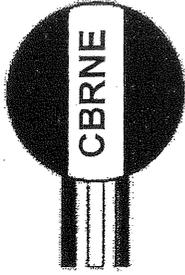


# Hazardous Duty Pay (HDP) & Environmental Differential Pay (EDP)



- 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

*Secretary IV*



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

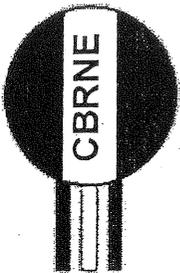


- Compliance with Title 5 CFR, Administrative Personnel
- Hazardous Duty Pay (HDP)
  - PART 550—PAY ADMINISTRATION (GENERAL)
  - Subpart I—Pay for Duty Involving Physical Hardship or Hazard
  - Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart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



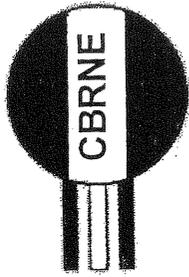
- Compliance with Title 5 CFR, Administrative Personnel
- Environmental Differential Pay (EDP)
  - PART 532—PREVAILING RATE SYSTEMS
  - Subpart E – Premium Pay and Differentials
  - Appendix A to Subpart E of Part 532—Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, 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

CBRNE Analytical & Remediation Activity (CARA) Hazardous Duty Pay (HDP)  
and Environmental Differential Pay (EDP) INDEX

SECTION I ..... Statement from [REDACTED]

SECTION II ..... CARA Transformation

Technical Escort Unit



22<sup>nd</sup> Chemical Battalion (Technical Escort)



CBRNE Analytical and Remediation Activity

SECTION III ..... Oversight Committee (OC) Charter

SECTION IV ..... HDP/EDP Brief to CARA Workforce

SECTION V ..... Requests for HDP and OC Decisions on HDP Requests

- A. HDP-08-001
- B. HDP-08-002-004
- C. HDP-08-005-007

Each package contains the request, decision memo, and position description.

SECTION VI ..... OC Individual Voting Records

- A. COL [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]

SECTION VII ..... OC References

- A. CFR Part 550 – Excerpt
- B. CFR Part 550 – Complete
- C. APGR 690-28

*Section V*

# Position Description

PD#: AG147503  
Sequence#: 1131045

Replaces PD#: AG10891

## PHYSICAL SCIENCE TECH

YE-1311-03

**Servicing CPAC:** ABERDEEN PROVING GROUND, MD  
**Installation:** AGFCWNE099AR  
20TH SUPPORT COMMAND CBRNE  
MOBILE LABORATORY

**Agency:** ARMY  
**MACOM:** FORSCOM  
**Command Code:** FC  
US ARMY FORCES COMMAND

**Region:** NORTHEAST

ABERDEEN PROVING GROUND, MD 21005

**Citation 1:** OPM PCS PHYSICAL SCI TECH SERIES, GS-1311, JUN 80

**Citation 2:** OPM JFS TECHNICAL WORK IN THE PHYSICAL SCIENCE GRP, AUG 2002

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** COL. EDWARD W. NEWING

**Classified Date:** 06/11/2003

**FLSA:** NON-EXEMPT  
**Career Program:** 00  
**Functional Code:** 00  
**Competitive Area:**  
**Competitive Level:**  
**Bus Code:** 7777  
**PD Status:** VERIFIED

**Drug Test Required:** NO  
**Financial Disclosure Required:** NO  
**Requires Access to Firearms:**  
**Position Sensitivity:** 2  
**Emergency Essential:** N

**DCIPS PD:** NO  
**Acquisition Position:** NO  
**Interdisciplinary:** NO  
**Target Grade/FPL:** 03  
**Career Ladder PD:** NO

### Duties:

#### MAJOR DUTIES:

Performs ~~real time monitoring~~ equipment and solid sorbent tube operations in support of the units Agent Monitoring Program ~~for the presence of toxic chemical agents~~. Conducts munitions assessment operations involving the use of Industrial XRAY systems, Portable Isotopic Neutron Spectroscopy (PINS), and RAMAN in order to determine the contents of Recovered Chemical Warfare Materiel (RCWM), containers and vials. Travels to Formerly Used Defense Sites (FUDS) and various remote locations CONUS and OCONUS to conduct chemical and biological monitoring, analysis, and assessment operations.

1. Conducts monitoring operations for the presence of toxic chemical agents with real time monitoring equipment in unique situations. Must use ingenuity and creative thinking to devise new or unorthodox ways to utilize equipment to accomplish the proposed real time monitoring objectives. ~~Interprets gas chromatograms which are computer and instrument generated, and applies algebraic, geometric and~~

statistical models when employing monitoring equipment and X-ray equipment to ensure personnel safety and proper sighting. Travels to remote locations during planned remediation events and also during emergency responses to conduct monitoring for toxic chemicals. During these operations is frequently required to integrate established monitoring procedures with related techniques such as gas chromatography and specialized sampling instrumentation, chooses appropriate methods and exercises responsibility for application of the most suitable method for a wide variety of monitoring situations. Makes modifications as required. Maintains, assembles, and calibrates real time monitoring equipment and solid sorbent tubes, vacuum pumps, compressed gas cylinders, heated sample lines, vacuum lines, etc. Services and repairs all equipment breakdowns by replacing defective parts and making corrective adjustments to functioning parts. Frequently encounters non-routine monitoring situations where the employee must apply initiative, resourcefulness, and sound judgment in planning and coordinating the set up of monitoring stations and choosing the most likely location for sample collection that will ensure a representative sample is acquired. Keeps in touch with status and progress of work and makes day-to-day adjustments in accordance with established priorities. Amends or rejects work not meeting quality standards, and is frequently required to coordinate monitoring decisions with other government personnel in the monitoring arena. ~~Conducts OAC on Biological Sampling and analyzes samples on the BW laboratory. Assures that safety and housekeeping rules are followed.~~ 45%

2. ~~Conducts assessment operations of RCWM~~, containers, cylinders, and glass vials to determine the contents using Industrial XRAY systems, DRCT scanners, PINS, and RAMAN. Travels to FUDS and to various remote locations CONUS and OCONUS to conduct assessment operations. Frequently encounters non-routine situations where the employee must apply operations. Responsible for establishing and implementing radiation safety practices in the field, ensuring that radiation safety guidelines are followed. Based on a complete knowledge of the capabilities and limitations of assessment instrumentation, chooses appropriate methods and exercises responsibility for application of the most suitable method. Interprets XRAYs and spectra ensuring quality standards are met and rejects or amends work not meeting standards. Maintains a current knowledge and answers questions of other employees on procedures, policies, directives and makes frequent decisions, based on sound scientific principles on unexpected problems that come up during assessment operations. Maintains, assembles, and calibrates assessment equipment, conducts troubleshooting, and makes corrective adjustments to functioning parts. 45%

3. Maintains accurate and complete records of real time monitoring equipment (gas chromatography), sorbent tube sampling and desorption operations, biological laboratory analyses, industrial XRAYs, PINS spectra, and RAMAN spectra. Maintains performance charts for each piece of real time monitoring equipment, downloads data and consolidates records. Records personal dosimetry data during XRAY operations. Prepares After Action Reports upon completion of mission and reviews and writes SOPs and Work Plans. 10%

Performs other duties as assigned.

#### FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION FACTOR LEVEL 1-6 950 POINTS

Incumbent uses knowledge of, and skill in applying, the principles, procedures, requirements, and work techniques of the full range of advanced operations, instrumentation, and practices sufficient to:

- Compile data from multiple sources and analyze results of field data, laboratory data, and/or literature research;
- Recognize and resolve deviations in data;
- Generate, assemble, and edit data through various test platforms by:
- Interpreting a variety of computer or instrument generated data;
- Using complex chemical analysis; or
- Refining and applying algebraic, geometric, or statistical algorithms or models;
- Organize information and interpret results; and
- Prepare data and results for inclusion in scientific briefings, study papers, research manuscripts, or project reports;
- Perform extraction and isolation to analyze pure components by various chromatographic techniques and spectral methods as infrared and mass spectroscopy;
- Prepare derivatives of compounds;
- Operate gamma cell irradiators that are licensed by the Nuclear Regulatory Commission.

## FACTOR 2 - SUPERVISORY CONTROLS FACTOR LEVEL 2-4 450 POINTS

The supervisor or team leader makes assignments by outlining the overall objectives and the resources available. The incumbent and supervisor, in consultation, discuss time frames, possible approaches, and scope of assignments including possible stages. By applying physical science concepts and methods, together with knowledge of program characteristics and requirements, the incumbent:

- Independently plans and carries out the assignments;
- Guides less experienced coworkers;
- Resolves most of the problems and conflicts that arise;
- Coordinates the work with others;
- Interprets policy and regulatory requirements;
- Develops changes to plans and/or procedures;
- Provides recommendations for more significant improvements in order to meet project objectives; and keeps supervisor informed of progress and potential controversies such as major barriers to completing projects due to equipment problems, the need for additional resources, etc.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, and feasibility of recommendations.

## FACTOR 3 - GUIDELINES FACTOR LEVEL 3-4 450 POINTS

The incumbent uses operating procedures and policies that are generalized. Precedents and guidelines are scarce or of limited use in dealing with the more complex or unusual assignments. Guidelines include such references as:

- Regulations;
- Scientific publications;
- Articles and information from professional journals;
- Established test parameters, and required measurements;
- Laboratory notes pertaining to new processes.

The incumbent uses initiative and judgment to:

- Deviate from traditional methods in carrying out assignments and solving problems; and
- Develops new methods or criteria; such as those required to accommodate variables or to complete unique projects.

## FACTOR 4 - COMPLEXITY FACTOR LEVEL 4-4 225 POINTS

Work consists of a variety of complex assignments that require ingenuity and technical skill to adapt established procedures, methods, or techniques for use in new applications or situations. The incumbent selects appropriate instrumentation to obtain valid results based on field conditions and instrument responses during their operation. The incumbent decides what needs to be done by assessing:

- Unusual circumstances;
- Variations in approach; and
- Incomplete or conflicting data.

The incumbent determines the appropriate methods concerning such things as:

- Developing work plans;
- Interpreting considerable data; and/or
- Refining methods and techniques.

## FACTOR 5 - SCOPE AND EFFECT FACTOR LEVEL 5-3 150 POINTS

Work involves using established criteria, including newly developed procedures, to collect, analyze,

compile, and interpret data to resolve problems, questions, or situations. Work directly affects:

- The consistent quality and accuracy of data;
- The reliability of the analyses and interpretation of field or laboratory data for evaluations and theoretical projections; and/or the work of scientists, engineers, or other high-graded employees who rely on data for studies, research, or risk management.

FACTOR 6 - PERSONAL CONTACTS FACTOR LEVEL 3C 180 POINTS

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are with individuals or groups from outside the employing office where contacts are neither routine, or recurring. Examples:

- Governors of states
- Combatant Commanders
- Scientists from national laboratories
- Installation Commanders
- Project engineers and managers
- General populace
- Media

Contacts are made to influence, persuade, or control persons or groups. Incumbent must be skilled in dealing with fearful, skeptical, persistent, or uncooperative people to obtain desired results. The technician must often persuade, influence, or gain compliance from others in performing such tasks as:

- Implementing safety requirements;
- Issuing stop work orders which affect production schedules;
- Calming and directing fearful personnel during incidents;
- Persuading trades and crafts workers that a safer procedure is preferable, and
- Gaining voluntary cooperation in a situation where the change may require resolution of schedule conflicts.

FACTOR 8 - PHYSICAL DEMANDS FACTOR LEVEL 8-3 50 POINTS

The work regularly requires considerable dexterity, agility, and strenuous physical exertion such as that needed to:

- Lift heavy objects weighing in excess of 50 pounds or more;
- Crouch or crawl in constricted areas; and
- Defend oneself or others against physical attack.

Must be able to lift a weight of 50 lb. 4 feet high and carry the load 10 feet while in protective clothing; normal finger dexterity in both hands and normal color vision are required.

FACTOR 9 - WORK ENVIRONMENT FACTOR LEVEL 9-3 50 POINTS

The work environment involves high risks with exposure to potentially dangerous or unusual conditions that cannot be controlled such as:

~~Exposure to radioactive, carcinogenic or toxic chemical material;  
Exposure to gunfire during hostilities while in a combat theater.~~

Work is performed in both indoor and outdoor environments exposing the worker to adverse weather conditions. ~~Frequent work with and around potentially lethal chemical and biological agents and materials~~ requires stringent precautions and safeguards to prevent injury due to spill or release. Workers must be able to perform duties while wearing full OSHA Level "A" personnel protective ensemble.

TOTAL POINTS: 2505  
2355-2750 = GS-11

[http://cpsfc.belvoir.army.mil/fasclass/search\\_fs/search\\_fs\\_output\\_portal.asp?ccpo=AG&jobNum=14750...](http://cpsfc.belvoir.army.mil/fasclass/search_fs/search_fs_output_portal.asp?ccpo=AG&jobNum=14750...) 11/29/2007

## Position Description

## Special Requirements/Conditions of Employment

The individual selected must possess or be able to obtain and maintain a security clearance.

The individual selected for the position must execute a SF-312, Classified Information Nondisclosure Agreement (NDA), unless a complete SF-312 or SF-189 is on file in OPF.

Must be able to pass a medical examination and to wear full OSHA and Army Level A toxicological agent protective clothing, self-contained breathing apparatus and other types of protective clothing gear including rubber suits and gas mask for protection against toxic gases when required.

This position is subject to provisions of AR 50-6, Chemical Personnel Reliability Program. The individual selected for the position must undergo urinalysis testing under the Civilian Drug Abuse Testing Program prior to appointment to the position.

Mobility for temporary duty (TDY) CONUS and OCONUS is a condition of employment. Job requires travel on temporary assignments within and outside the United States to fulfill technical assistance and other mission requirements.

This position may require the incumbent to obtain and maintain a Commercial Drivers License with Hazardous Material qualification.

**Evaluation:**

REVISED CLASSIFICATION EVALUATION June 10, 2003

Proposed: Physical Science Technician, GS-1311-11

**CITATIONS:**

- a. OPM Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300, Aug 02
- b. OPM GS Leader Grade Evaluation Guide, Apr 98 (Part I)

**PAY PLAN/SERIES/TITLE DETERMINATION:** The pay system and occupation of a position are assigned based on the paramount knowledge requirements and duties being performed. The work of this position involves on-site assessment and monitoring of toxic chemical agents/content of items, using specialized equipment such as x-ray systems, PINS, and RAMAN (e.g., microscopes and analyzers), all non-destructive/non-invasive ways to determine the presence and type (identity and characteristics) of chemical agents/biological substances. This is performed during planned remediation efforts as well as during emergency response situations and in the lab. Also uses Gas Chromatography and other techniques in the field and in the lab to do sampling analysis. The work requires the full range of knowledge related to sampling processes, to include determining and selecting the location best representative of the source, as well as a complete working knowledge of equipment and instrumentation, interpretation of readings and analyses of samples chemical properties to include ensuring the quality, as well as physical science (defined as investigating the nature and properties of nonliving matter).

The Physical Science Technician Series, GS-1311 includes positions which apply a practical knowledge of the methods and techniques of one or more areas of physical science such as chemistry, physics, etc. The paramount work of this position appears to be covered by Series, GS-1311. The work is not specifically excluded from series GS-1311, although similar work is excluded if it is covered by the Federal Wage System Series:

## 3705 Nondestructive Testing

This occupation includes jobs involved in the nondestructive examination of metals, composites, ceramics, plastics, and other materials for internal and external structural defects, delaminations, corrosion, and moisture penetration using magnetic particle, liquid penetrant, eddy current, radiographic, ultrasonic, or

other types of nondestructive test processes and equipment. The work includes equipment setup, operation, adjustment, and evaluation or interpretation of test readings or results within established parameters for acceptance or rejection. This occupation does not include jobs that primarily require: (1) journey level knowledge and skill of the work processes involved in producing or repairing the items or materials tested; or (2) technical knowledge of engineering, physical, or other sciences in the direct support of laboratory or research operations.

Although the testing described in series WG-3705 uses the same/similar equipment, the work does not require the technical knowledge of the physical sciences as required by the subject position.

The title, pay plan, and series for the subject position is determined to be "Physical Science Technician, GS-1311".

GRADE DETERMINATION: Work covered by Series, GS-1311 is graded using the relatively new Job Family Position Classification Standard for Technical Work in the Physical Sciences Group, GS-1300. The standard is in the nine-factor FES format; therefore, the nine FES factors are used to determine the grade.

#### FACTOR DESCRIPTIONS/LEVELS/POINTS:

##### 1. Knowledge Required: 1-6, 950 Points

The factor description is taken from the standard at level 1-6. In addition to the factor description, the duties description has been revised to further substantiate that Level 1-6 is met.

##### 2. Supervisory Controls: 2-4, 450 Points

The level of control and review appears to meet the intent of Level 2-4 as described and assigned in the proposed PD.

##### 3. Guidelines: 3-4, 450 Points

According to the duties description, the position integrates established monitoring procedures with related techniques, chooses appropriate method, ensures that safety and housekeeping rules are followed, ensures that radiation safety guidelines are followed, and ensures quality standards are met. The information contained in the duty portion of the PD does not strongly substantiate nor does it contradict this factor description and level of 3-4 as provided in the proposed PD. Level 3-4 is credited based on the factor description.

##### 4. Complexity: 4-4, 225 Points

Duty 1 states that the position is required to make modifications to methods as required and that it frequently encounters non-routine monitoring situations. Position is required to frequently coordinate monitoring decisions with other government personnel in the monitoring arena. Interprets readings from equipment and ensures quality standards are met or rejects or amends work not meeting standards. The information contained in the duty portion of the PD does not strongly substantiate nor contradict this factor description and level of 4-4 as provided in the proposed PD. Level 4-4 is credited based on the factor description.

##### 5. Scope and Effect: 5-3, 150 Points

The scope and impact of the work appears comparable to the second illustration under Level 5-3 in App F5.

##### 6. Personal Contacts and

##### 7. Purpose of Contacts: 6/7-3c, 180 Points

Although there is some evidence in the duties description that the type/level of contacts meet Level 6-3, the information is too vague to determine whether the purpose of contacts meets Level 7c. Levels 6/7-3c are credited based on the factors descriptions.

Position Description

8. Physical Demands: 8-3, 50 Points

The work appears to fully meet the intent of Level 3.

9. Work Environment: 9-3, 50 Points

The work appears to fully meet the intent of Level 3.

Total: 2505 Points

GS-11 Range: 2355 - 2750 Points

Based on the duties and descriptions of factors, this position is graded GS-11.

COMPLETE CLASSIFICATION DETERMINATION: Physical Science Technician, GS-1311-11

Because no information was provided that this position serves as a leader over other technicians, no grade determination was done against the GS Leader Guide.

Colleen King  
HR Specialist (Classification)  
NECPOC

FLSA EVALUATION OUTLINE

NOT MET Foreign Exemption

NOT MET Executive Exemption

- Exercises appropriate supervisory responsibility (primary duty)
- Customarily and regularly exercises independent judgment
- 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

NOT MET Professional Exemption

- Professional work (primary duty)
- Intellectual and varied work (more than dealing with procedures/precedents)
- Discretion & independent judgment
- 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

NOT MET Administrative Exemption

- Primary duty
- Policy or
- Management or general business or supporting services or
- Participation in the executive/administrative functions of a management official
- Nonmanual work test
- intellectual and significant (more than dealing with procedures/precedents), or
- specialized & technical in nature requiring considerable training/experience
- Discretion & independent judgment
- n/a 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: Non Exempt

Classification Comments: Employee performs technical support work which does not meet the spirit and

intent of the exemption criteria.

### Position Description

PD#: AG147515

Replaces PD#: AG10891

Sequence#: 1131101

### PHYSICAL SCIENCE TECH

YE-1311-02

**Servicing CPAC:** ABERDEEN PROVING GROUND, MD

**Agency:** ARMY

**Installation:** AGFCWNE099AR  
20TH SUPPORT COMMAND CBRNE  
MOBILE LABORATORY

**MACOM:** FORSCOM

**Command Code:** FC  
US ARMY FORCES COMMAND

ABERDEEN PROVING GROUND, MD 21005

**Region:** NORTHEAST

**Citation 1:** OPM PCS PHYSICAL SCI TECH SERIES, GS-1311, JUN 80

**Citation 2:** OPM JFS TECHNICAL WORK IN THE PHYSICAL SCIENCE GRP, AUG 2002

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** COL. [REDACTED]

**Classified Date:** 06/11/2003

**FLSA:** NON-EXEMPT

**Drug Test Required:** NO

**DCIPS PD:** NO

**Career Program:** 00

**Financial Disclosure Required:** NO

**Acquisition Position:** NO

**Functional Code:** 00

**Requires Access to Firearms:**

**Interdisciplinary:** NO

**Competitive Area:**

**Position Sensitivity:** 2

**Target Grade/FPL:** 03

**Competitive Level:**

**Emergency Essential:** N

**Career Ladder PD:** YES

**Career Pos 1:** AG147503 GS-1311-11

**Bus Code:** 7777

**PD Status:** VERIFIED

**Duties:**

This job is identical to Physical Science Technician, GS-1311-11 (Job No. AG147503) except that in this lead-in job, the supervisory control and review under which the incumbent functions is closer than outlined in the GS-11 job. Specifically, the supervisor or team leader outlines requirements, provides information on any related precedent and furnishes general instructions as to objectives, priorities, time limitations, and the like. Supervisor or team leader is available for advice and consultation where significant deviations from standard detailed instructions or when new techniques are involved. Work is reviewed upon completion for adequacy and conforms to sound engineering concepts and practices. As proficiency and further experience is gained, supervisory controls are relaxed to the level (2-4) outlined in the target GS-11 job. Until that time, Factor 2 is credited with Level 2-3 which decreases the total to 2330 Points which converts to grade GS-10 (Range: 2105 - 2350 points).

Position Description

**Evaluation:**

FLSA EVALUATION OUTLINE

NOT MET Foreign Exemption

NOT MET Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

NOT MET Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

NOT MET Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative functions of a management official

Nonmanual work test

NOT MET intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

NOT MET Discretion & independent judgment

n/a 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: Non Exempt

Classification Comments: Employee performs technical support work. Does not regularly develop new work methods or procedures. Position is developmental and does not meet the spirit and intent of the exemption criteria.

## Position Description

PD#: AG153575 /  
Sequence#: VARIES

Replaces PD#:

### EQUIPMENT SPECIALIST (EOD)

GS-1670-11

Servicing CPAC: ABERDEEN PROVING GROUND, MD

Agency: VARIES  
MACOM: VARIES  
Command Code: VARIES

Region: NORTHEAST

Citation 1: OPM JFS ADMINSTRATIVE EQUIP, FACILITIES, & SERV. MAY 2003

PD Library PD: NO

COREDOC PD: NO

Classified By: NECPOC

Classified Date: 08/20/2003

FLSA: NON-EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program:

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code:

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 11

Competitive Level: VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

Bus Code: VARIES

PD Status: VERIFIED

#### Duties:

Serves as technical authority on US, Soviet, Warsaw Pact and other foreign chemical, biological and conventional ammunition. Serves on Quick Reaction Teams for acquisition and exploitation of first seen foreign ammunition. AS an Explosive Ordnance Disposal (EOD) Specialist, incumbent participates in the performance of actual downloading of live, often first seen foreign ordnance items. Interfaces with the intelligence community and other agencies to stay abreast of all munitions designs, functions, and current inventories. Directs and performs the set-up and operation of Unexploded Ordnance (UXO)/Recovered Chemical Warfare Material (RCWM) sites/activities. Assists with supervising all aspects of EOD operations during utilization of the Explosive Destruction System (EDS). Technically directs lower grade EOD specialists in the performance of all duties excluding the preparation of Munitions Data Requirement (MDR). Duties do include the preparation of Munitions Data Requirements (MDR), including disassembly, stripping and meriting of all US and foreign ordnance.

1. Serves as senior/journey level technician, assisting with directing/leading of team operations involved with the location, access, render safe, disposal, transportation and processing of all types and conditions of US and Foreign ordnance. This includes identification and technical research of guided missiles, bombs and bomb fuzes, projectile and projectile fuzes, grenades and grenade fuzes, rockets and rocket fuzes,

landmines and associated components, pyrotechnic items and explosives and demolition materials. Directs and performs the preparation of electric and non-electric demolition firing systems for the purposes of ammunition/UXO/RGWM disposal operations. Directs the use of non-destructive diagnostic equipment used for identifying the fill and condition of chemical, biological and conventional munitions. Evaluates and participates in emergency EOD/UXO incident response per local SOPs and Installation Directives. Interfaces with installation and local authorities, outside the normal chain of command, with respect to EOD/UXO and incident response operations.

40%

2. Performs recovery and exploitation of US and Foreign conventional, chemical and biological ammunition. Searches, collects, interprets, analyzes and develops complete technical information and data on munitions and weapons systems for the purpose of recovery and Foreign Material Exploitation (FME). Analyzes and reduces exploitation data into an accurate and comprehensive report format. Items exploited include guided missiles, bombs and bomb fuzes, projectile and projectile fuzes, grenades and grenade fuzes, rockets and rocket fuzes, landmines and associated components, pyrotechnic items, chemical and biological munitions.

30%

3. Performs duties as Quality Control Specialist (QC) and Site Safety Officer (SSO). As QC, incumbent will implement the EOD/UXO specific sections of the quality control program by conducting inspections, generating written reports and ensuring compliance with regulations and contractual requirements. As SSO, incumbent implements the approved EOD/UXO and explosives safety programs in compliance with all DOD, Federal, State and local statutes and codes. Analyzes operational risks and hazards to ensure compliance with all site-specific safety requirements for EOD/UXO operations.

20%

4. Performs duties as a Radiation Safety Officer (RSO) when operating radiographic instruments and Portable Isotopic Neutron Spectroscopy (PINS). Controls access to radiation areas. Performs and documents radiological surveys for gamma and neutron radiation using Geiger-Muller tubes, proportional counters, and scintillation detectors. Performs shielding calculations and dose estimates for stay times and whole body exposures to ionizing radiation. Directs and evaluates radiation control measures for radiological evolutions including shielding requirements for radiographic work and monitors personnel dosimetry requirements and placement. Responsible for the security and care of radiological sources and the establishment of operational areas with respect to health and safety.

10%

Performs other duties as assigned.

#### Special requirements

Basic Qualifications: Must be a graduate of a Department of Defense approved military bomb disposal school. These currently include the former US Naval School, Explosive Ordnance Disposal, Naval Ordnance Station, Indian Head, MD, or the current military EOD school located at Eglin Air Force Base, Fla. This position requires the incumbent to have a minimum of ten (10) years combined military and civilian EOD/UXO experience.

The individual selected must possess or be able to obtain and maintain a Secret security clearance. Must be able to pass a medical examination annually. Must be able to perform all duties while wearing full chemical protective ensemble up to and including OSHA level A.

This position is subject to the provisions of AR 50-6. Individuals select for this position must undergo urinalysis screening under the civilian Drug Abuse Testing Program prior to the appointment to the position and periodically thereafter.

Mobility for temporary duty (TDY) or temporary change of station (TCS) both CONUS and OCONUS are conditions of employment. This position may require the employee to perform mission requirements in hostile environments. In such situations, the position and incumbent will be designated as "Emergency Essential", IAW the current DOD Directive governing retention of DOD civilians in overseas locations.

This position may require the incumbent to obtain and maintain a Commercial Drivers License with Hazardous Material certification.

Factor 1, Knowledge Required FL 1-7 1250 points

Incumbent requires an advanced comprehensive knowledge of Army EOD doctrine and Unit operations, as well as a working knowledge of the care, handling, safety, and use of explosives, chemical and biological materials which are used worldwide. Must possess the technical knowledge required to identify and categorize ammunition of all types to include its filler and fuze condition. Must have the technical knowledge of specialized EOD techniques, tools and equipment used by military personnel for render safe of every type of ordnance and explosive related device, including homemade bombs. Must have the knowledge to locate subsurface ordnance using all modern forms of magnetometers, ground penetrating radar and related technologies. Ability to assist with leading/directing the utilization of both electric and non-electric firing systems for the purpose of demolition operations in conjunction with all EOD/UXO operations.

Factor 2, Supervisory controls FL 2-4 450 points

Supervisor makes assignments with general objectives and discusses matters of major change in approach that may affect other assignments and priorities. Incumbent is relied upon to independently solve technical problems. Completed work is reviewed for attainment of objectives and conformance with policy. When working outside the country, incumbent is responsible for independently choosing courses of action and completing work in accordance with agency policy.

Factor 3, Guidelines FL 3-4 450 points

Selects and uses a wide range of technical material such as technical manuals, bulletins, schematics, line drawings and catalogs as well as intelligence summaries and reports. In addition use is made of agency regulations and policy statements. These provide only general guidance as to the most productive approach or methods to solve the most highly complex or unusual problems.

Factor 4, Complexity FL 4-4 225 points

The specialist must be familiar with many types of ordnance used worldwide, their characteristics and effects. As EOD, the individual is responsible for adjusting plans and procedures to changing conditions while applying knowledge of procedures and tools available. Incumbent must make decisions based on unusual circumstances and incomplete or conflicting data.

Factor 5, Scope and Effect FL 5-3 150 points

Incumbent performs independently at EOD/UXO sites containing unknown ordnance, contents and conditions. Incumbent must deal with any and all eventualities as they occur. Items may be fuzed and armed and may or may not contain chemical agents. Failure to exercise the utmost care and diligence could result in death or severe bodily injury to incumbent or other personnel, major violations of regulations resulting in fines and/or criminal penalty and significant impact on the environment and health of surrounding communities.

Factor 6/7, Personal Contacts/Purpose of Contacts; FL 3-B 110 points

Contacts are with military personnel and civilians within the Department of Defense and individuals or groups outside the agency to gain information during onsite visits and to coordinate mutual procedures and practices.

Factor 8, Physical Demands FL 8-3 50 points

The field work requires considerable physical exertion such as long periods of standing; recurring activity such as bending, crouching, stooping, stretching, reaching, and lifting of moderately heavy objects in excess of 50 pounds. Requires normal finger dexterity in both hands and normal color vision.

Factor 9, Work Environment FL 9-3 50 points

~~The fieldwork involves regular and recurring exposure to various weather conditions and unknown explosive devices to include chemical and biological material. Work may require the use of full chemical protective ensemble.~~ The specialist must be continually alert to observe special safety precautions, procedures and ever-changing situations.

Total points: 2735 (GS-11 range: 2355 - 2750 Points)

**Evaluation:**

FLSA EVALUATION OUTLINE

NOT MET Foreign Exemption

NOT MET Executive Exemption

- Exercises appropriate supervisory responsibility (primary duty)
- Customarily and regularly exercises independent judgment
- 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

NOT MET Professional Exemption

- Professional work (primary duty)
- Intellectual and varied work (more than dealing with procedures/precedents)
- Discretion & independent judgment
- 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

NOT MET Administrative Exemption

- Primary duty
- Policy or
- Management or general business or supporting services or
- Participation in the executive/administrative functions of a management official
- Nonmanual work test
- NOT MET intellectual and significant (more than dealing with procedures/precedents), or
- specialized & technical in nature requiring considerable training/experience
- NOT MET Discretion & independent judgment
- n/a 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: Non Exempt

Classification Comments: Employee performs technical support work. Does not regularly develop new work methods or procedures. Work does not meet the spirit and intent of the exemption criteria.



CBRNE Analytical & Remediation Activity (CARA)

Request for ~~Environmental Differential Pay~~

HDP

1. Describe Mission/Project: DRDC-059 Medicine Hat AB Canada Live Agent Training.
2. Estimated Start Date: 28 JAN 08
3. Estimated End Date: 02 FEB 08
4. Position description title, grade and number of employees anticipated to perform the hazardous duty:
  - a. Position description title: Physical Scientist
  - b. Grade: YE-02
  - c. Number of employees: 1
5. Describe the specific hazard(s) which will be performed, i.e. function(s)

PST/Analysts provide near real time (NRT) monitoring of equipment used during training with neat chemical agent. Equipment may be exposed to significant amounts of agent including lethal quantities. It is not uncommon for equipment to test positive for agent, occasionally successful decontamination requires more than two attempts.

This procedure requires the PST/analyst to prepare the equipment and placement of the heat trace line for monitoring.

{ Because neat agent is used in the exercise, and it is a training exercise to demonstrate methods to soldiers with limited experience with neat agent it is not possible to mitigate the danger associated with this procedure.

In addition the PST/analyst could be potentially exposed to solvent and decontamination solutions which can also be toxic chemical hazards.

CBRNE Analytical & Remediation Activity (CARA)

Request for Environmental Differential Pay

6. Cite the category and rate applicable in Title 5, CFR, 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 (see attached):

*Toxic chemical materials* - Toxic chemical materials when there is a possibility of leakage or spillage. Agents: HD GB and sometimes VX.

OPERATIONS:

PRINT NAME

SIGNATURE

TITLE & GRADE:

EDM 402

DATE:

CONCUR/NONCONCUR

Supervisor:

Print Name

Signature

Title & Grade:

SUPERVISORY CHEMIST YF-02

Date:

29 Jan 2008

HDP/EDP Oversight Committee (OC)

Approved/Disapproved:

Disapproved

Chairman:

Print Name

Signature

Title & Grade:

Director CARA VC-03

Date:

5-Feb 2008

AFCB-CAR-DIR

5 FEB 2008

MEMORANDUM THRU [REDACTED], Chief, Operations, CBRNE Analytical and Remediation Activity (AFCB-CAR-OP), 5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010

FOR [REDACTED], Operations, CBRNE Analytical and Remediation Activity (AFCB-CAR-OP), 5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010

Subject: Decision of the Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP) Oversight Committee

1. References:

- a. HDP-08-002, UXO Clearance Services, Trench Warfare I & II (encl 1).
- b. HDP-08-003, UXO Clearance Services, Romney Creek (encl 2).
- c. HDP-08-004, UXO Clearance Services, C Field ATC War Fighter (encl 3).

2. The purpose of this memorandum is to inform you that your requests were reviewed by the Oversight Committee and disapproved on 4 Feb 08. The hazardous duty is covered in the position description cited; and using the knowledge, skills and abilities described in the position description, one could control the hazard; thus reducing the risk to a significant level.

3. Please refer any questions to the Operations Office, extension 5-7193.

Encls  
as

[REDACTED]  
Director

CF:  
Administrative Officer  
Operation Office

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

1. Describe Mission/Project: UXO Clearance Services at Trench Warfare I and II, APG. As required by Installation Safety Division and ATC Range Control a UXO clearance/avoidance is required for the first 2' and every 2' there after to the desired depth for construction. This project is for the directional boring and placement of new conduit for live testing and evaluations. Trench Warfare I and II are active firing ranges and have been for many years, everything from 50 cal to 120mm tank rounds have been tested on this range. At the request of ATC Range Control, ATC Safety Office and the concurrence of the Installation Safety Office UXO support will be on site at all times with the contractor due to the extremely hazardous of these ranges, therefore the hazards cannot be reduced to an acceptable level for the contractor to perform the required work without our presence. This project includes vegetation clearance of the work site, a surface and subsurface clearance.

2. Estimated Start Date: January 2008

3. Estimated End Date: June 2008

4. Position description title, grade and number of employees anticipated to perform the hazardous duty:

a. Position description title: Ordnance Removal Specialist

b. Grade: GS-12

c. Number of employees: 1

5. State specific hazard or physical hardship which you feel has not been taken into account and described in the position description:

a. Aberdeen has been a proving ground for the past 90 years.

b. The deterioration of munitions buried for long periods of time.

c. An untold number of experimental munitions and configurations of munitions, fuzes and fillers with no specific documentation to verify their configuration.

d. All excavation of anomalies is done by hand with standard hand tools, meaning the incumbent is the one locating the item, uncovering the item and performing a positive identification determining if the item is hazardous or not (i.e., HE, chemical filled, inert or empty).

e. PD does not specify the requirements of the incumbent to clear Munition Constituent (MC) hazards and maintain safe work practices while potentially inducing significant stresses on an unknown Unexploded Ordnance (UXO)/Munitions Potentially

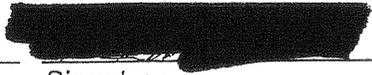
CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Presenting an Explosive Hazard (MPPEH) as they dig, chip, chop, cut or otherwise gain access to the unknown UXO/MPPEH through frozen earth, mud, water, rocks, roots, vegetation, concrete or other natural or industrial barriers that prevent the direct access or visibility to the UXO/MPPEH needed to identify the hazards or lake thereof present.

6. State how using the knowledge, skills, and abilities that are described in the position description, that the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than significant level:

Personnel will be utilizing hand tools to perform surface and subsurface UXO clearance in areas known or suspected to contain explosive, incendiary, chemical and biological munitions or raw materials that may be fused and armed with any type of experimental, current or formerly used US or foreign fuze. These fuzes have a wide range safety hazards (point detonating, time delay, cocked striker, variable time, etc...) that can only be identified and addressed after the item is approached or excavated. APG contains munition and fuze combinations that include standard and non-standard models and combinations. It is likely that personnel will encounter munition combinations that were not approved for use outside of RDT&E and that no references are readily available for. Although some munitions failed to function as intended, the munitions can become more sensitive than originally designed due to it's exposure to the environment and the resulting degradation. Foreign munitions present additional hazards due to the different design methods, quality control or other acceptable practices involved. Foreign munitions are routinely found throughout the installation. With an enormous amount of support equipment (i.e. VCS, blast shield, etc...) or worst case scenario exclusion area, the hazards can and are mitigated for the non-essential personnel. The benefit of maintaining "downrange" operations is that they provide the capability to react and perform immediate actions/countermeasures intended to mitigate the hazards to non-essential personnel, property, and the environment. Hazardous munition constituents break down products or raw material will continue to pose a greater than significant risk until the material is desensitized and containerized within monitored engineering controls or disposed of.

7. Cite the CFR Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I duty: Appendix A (1), (3) and (5).

Supervisor:    
Print Name Signature

Title & Grade: CHIEF OPS GS13

Date: 28 JAN 08

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Operations:

Print Name

Signature

Title & Grade:

EOAN VC02

Date:

28 JAN 08

Concur/Non-Concur

N/C

HDP/EDP Oversight Committee (OC)

Print Name

Signature

Approved/Disapproved

Disapproved

Title & Grade:

Director, CARA

VC-03

Date:

5 FEB 08

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

1. Describe Mission/Project: Unexploded Ordnance (UXO) Clearance Services at Romney Creek, APG. As required by Installation Safety Division and ATC Range Control a UXO clearance/avoidance is required for the first 2' and every 2' there after to the desired depth for construction. This project is for the directional boring and placement of new conduit for live testing and evaluations. Romney Creek is an active firing range and has been for many years, everything from 40mm to shoulder fired rockets have been tested on this range. At ATC Range Control, ATC Safety Office and the concurrence of the Installation Safety Office UXO support will be on-site at all times with the contractor due to hazards associated with this range, therefore the hazard cannot be reduced to an acceptable level for the contractor to perform the required work without our presence.

2. Estimated Start Date: December 2007

3. Estimated End Date: March 2008

4. Position description title, grade and number of employees anticipated to perform the hazardous duty:

a. Position description title: Ordnance Removal Specialist

b. Grade: GS-12

c. Number of employees: 1

5. State specific hazard or physical hardship which you feel has not been taken into account and described in the position description:

a. Aberdeen has been a proving ground for the past 90 years.

b. The deterioration of the rounds buried in the ground due to their age.

c. An untold number of experimental rounds, fuzes and fillers with no specific documentation to verify their configuration.

d. All excavation of anomalies is done by hand with standard hand tools, meaning the Equipment Specialist (EOD) is the one locating the item, uncovering the item and performing a positive identification determining if the item is hazardous or not (i.e., HE, chemical filled, inert or empty).

e. PD does not specify the requirements of the incumbent to clear Munition Constituent (MC) hazards and maintain safe work practices while potentially inducing significant stresses on an unknown UXO/Munitions Potentially Presenting an Explosive Hazard (MPPEH) as they dig, chip, chop, cut or otherwise gain

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Request for Hazardous Duty Pay

access to the unknown UXO/MPPEH through frozen earth, mud, water, rocks, roots, vegetation, concrete or other natural or industrial barriers that prevent the direct access or visibility to the UXO/MPPEH needed to identify the hazards or lake thereof present.

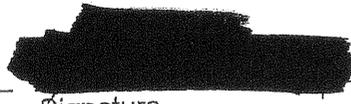
6. State how using the knowledge, skills, and abilities that are described in the position description, that the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than significant level:

Personnel will be utilizing hand tools to perform surface and subsurface UXO clearance in areas known or suspected to contain explosive, incendiary, chemical and biological munitions or raw materials that may be fused and armed with any type of experimental, current or formerly used US or foreign fuze. These fuzes have a wide range safety hazards (point detonating, time delay, cocked striker, variable time, etc.) that can only be identified and addressed after the item is approached or excavated. APG contains munition and fuze combinations that include standard and non-standard models and combinations. It is likely that personnel will encounter munition combinations that were not approved for use outside of RDT&E and that no references are readily available for. Although some munitions failed to function as intended, the munitions can become more sensitive than originally designed due to its exposure to the environment and the resulting degradation. Foreign munitions present additional hazards due to the different design methods, quality control or other acceptable practices involved. Foreign munitions are routinely found throughout the installation. With an enormous amount of support equipment (i.e. VCS, blast shield, etc.) or worst case scenario exclusion area, the hazards can and are mitigated for the non-essential personnel. The benefit of maintaining "downrange" operations is that they provide the capability to react and perform immediate actions/countermeasures intended to mitigate the hazards to non-essential personnel, property, and the environment. Hazardous munition constituents break down products or raw material will continue to pose a greater than significant risk until the material is desensitized and containerized within monitored engineering controls or disposed of.

7. Cite the CFR Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I duty (see attached): Appendix A (1), (3) and (5).

Supervisor:

  
Print Name

  
Signature

Title & Grade:

CARE OPS GS13

Date:

28 JAN 08

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Operations:

Print Name

Signature/

Title & Grade:

EDM / VC 02

Date:

28 JAN 08

Concur/Non-Concur

N/C

HDP/EDP Oversight Committee (OC)

Print Name

Signature

Approved/Disapproved:

Disapproved

Title & Grade:

Director, CARA

VC-03

Date:

5 FEB 2008

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

1. Describe Mission/Project: UXO Clearance Services at C Field for ATC War Fighter. As required by Installation Safety Division a UXO clearance is required for the first 2' and every 2' there after to the desired depth for construction. This is to reduce the hazard(s) to an acceptable level for the contractor to perform the required work.
2. Estimated Start Date: 23 January 2008
3. Estimated End Date: 29 February 2008
4. Position description title, grade and number of employees anticipated to perform the hazardous duty:
  - a. Position description title: Ordnance Removal Specialist
  - b. Grade: GS-12
  - c. Number of employees: 1
5. State specific hazard or physical hardship which you feel has not been taken into account and described in the position description:
  - a. Edgewood has been a chemical proving ground for the past 90 years.
  - b. The condition or stability of the fuze, firing train or filler due to the many years it has been buried and subject to heat, cold, water and pressure.
  - c. All excavation of anomalies is done by hand with standard hand tools, meaning the UXO Technician is uncovering an item that may contain chemical agent and while uncovering the item to perform a positive identification check chemical agent is released from a crack or rust hole in the item.
  - d. PD does not specify the requirements of the incumbent to clear Munition Constituent (MC) hazards and maintain safe work practices while potentially inducing significant stresses on an unknown Unexploded Ordnance (UXO)/Munitions Potentially Presenting an Explosive Hazard (MPPEH) as they dig, chip, chop, cut or otherwise gain access to the unknown UXO/MPPEH through frozen earth, mud, water, rocks, roots, vegetation, concrete or other natural or industrial barriers that prevent the direct access or visibility to the UXO/MPPEH needed to identify the hazards or lake thereof present.
6. State how using the knowledge, skills, and abilities that are described in the position description, that the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than significant level:

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Personnel will be utilizing hand tools to perform surface and subsurface UXO clearance in areas known or suspected to contain explosive, incendiary, chemical and biological munitions or raw materials that may be fused and armed with any type of experimental, current or formerly used US or foreign fuze. These fuzes have a wide range safety hazards (point detonating, time delay, cocked striker, variable time, etc.) that can only be identified and addressed after the item is approached or excavated. APG contains munition and fuze combinations that include standard and non-standard models and combinations. It is likely that personnel will encounter munition combinations that were not approved for use outside of RDT&E and that no references are readily available for. Although some munitions failed to function as intended, the munitions can become more sensitive than originally designed due to it's exposure to the environment and the resulting degradation. Foreign munitions present additional hazards due to the different design methods, quality control or other acceptable practices involved. Foreign munitions are routinely found throughout the installation. With an enormous amount of support equipment (i.e. VCS, blast shield, etc.) or worst case scenario exclusion area, the hazards can and are mitigated for the non-essential personnel. The benefit of maintaining "downrange" operations is that they provide the capability to react and perform immediate actions/countermeasures intended to mitigate the hazards to non-essential personnel, property, and the environment. Hazardous munition constituents break down products or raw material will continue to pose a greater than significant risk until the material is desensitized and containerized within monitored engineering controls or disposed of.

7. Cite the CFR Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I Duty: Appendix A (1), (3) and (5).

Supervisor: [REDACTED] [REDACTED]  
Print Name Signature

Title & Grade: CHIEF OPS

Date: 28 JAN 08

Operations: [REDACTED] [REDACTED]  
Print Name Signature

Title & Grade: EDM YC 02

Date: 28 JAN 08

Concur/Non-Concur [REDACTED]

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

HDP/EDP Oversight Committee (OC)

  
Print Name

  
Signature

Approved/Disapproved: Disapproved

Title & Grade: Director, CARA VC-03

Date: 5 Feb 2005

## Position Description

PD#: AG11759

Replaces PD#:

Sequence#: VARIES

### ORDNANCE REMOVAL SPECIALIST

GS-0301-12

Servicing CPAC: ABERDEEN PROVING GROUND, MD

Agency: VARIES

MACOM: VARIES

Command Code: VARIES

Region: NORTHEAST

Citation 1: OPM PCS MISC ADMIN &amp; PROGRAM SERIES, GS-301, JAN 79

Citation 2: OPM ADMIN ANALYSIS GEG, AUG 90

PD Library PD: X

COREDOC PD: X

Classified By: JOHN FERRITER

Classified Date: 05/07/2001

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program:

Financial Disclosure Required: NO

Acquisition Position: NO

Functional Code: 00

Requires Access to Firearms: VARIES

Interdisciplinary: NO

Competitive Area: VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 12

Competitive Level: VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

Bus Code: VARIES

PD Status: VERIFIED

#### Duties:

##### MAJOR DUTIES

Serves as primary unexploded ordnance (UXO) lead for all remediation projects associated with Formerly Used Defense Sites (FUDS), BRAC, and IR sites in support of our customers, primarily the U.S. Army Corps of Engineers (COE), the Project Manager for Non-Stockpile Chemical Material (PM-NSCM), and/or DoD installation commanders and their higher headquarters. Working at various locations, incumbent conducts field inspections of clean-up operations, reviews techniques and methods used, and ensures safety requirements and procedures are implemented and enforced. Performs technical and quality assurance oversight for all Unexploded Ordnance/Recovered Chemical Weapons Material (UXO/RCWM) operations on the site. Develops standards, guidelines, SOPS, and regulations to investigate and mitigate sites of known or suspected contamination. Evaluates designs, specifications and procedures for the identification of hazards associated with field activities of ordnance and explosive/chemical waste sites. Works closely with the staff elements and leadership of the COE, Huntsville Division, MCX (Center of Technical Expertise), PM-NSCM, and installation commanders, when working on safety issues, operational procedures, ordnance removal techniques, explosives/chemicals and other technical issues.

More specifically performs the following:

1. Reviews USATEU operations and ensures adherence to a wide range of Army and other ordnance related safety provisions and requirements. Reviews COE and non-COE remediation documents concerning the removal of conventional and/or chemical unexploded ordnance. Provides technical recommendations relating to acceptable safety and environmental procedures for remediation of ordnance and chemically contaminated areas to ensure safe operations during all field activities. Provides consultation and advice to the unit commander for all ordnance removal operations and planning. Responsible for planning, coordinating, and providing oversight of UXO/RCWM site activities, and certification of Ammunition, Explosives and Dangerous Articles (AEDA) and/or range scrap as ready for turn-in or disposal IAW current policies. Leads multiple project teams which may be performing UXO/RCWM and, Ordnance and Explosives (OE) related activities; e.g., vegetation clearance, land surveying, reconnaissance and classification of UXO/RCWM, pyrotechnic items and military explosives and demolition materials; locating surface and subsurface UXO/RCWM; destroying UXO/RCWM and OE by burning or detonation; and/or transporting and storing UXO/RCWM and explosives material. Leads the performance of and/or performs the on-site disposal of OE; prepares explosive storage plans IAW all applicable guidance; prepares OE administrative reports; performs risk hazard analyses; and conducts daily site safety briefings.

55%

2. Develops standards, guidelines, and unit policies used to investigate and mitigate sites of known or suspected contamination. Prepares standard operating procedures (SOPs) for UXO/RCWM projects ensuring compliance with DoD directives as well as local, state, and federal statutes and codes. Evaluates designs, specifications and procedures for the identification of hazards associated with field activities of ordnance and explosive/chemical waste sites.

20%

3. Provides support to the Munitions Assessment and Review Board (MARB). Supports the Battalion Operations office in the gathering of historical material, gathering and formatting field data, analysis of information, and general conduct of the MARB. Coordinates closely with PM-NSCM and their contractors to ensure data collected by USATEU is correct and in the proper format for timely and efficient board proceedings. Maintains a historical database of all company level assessments and disposal operations of conventional or chemical/biological munitions/items. Ensures that all unit disposal records are in compliance with Federal, State and Local environmental regulations and permits.

15%

4. Serves as the USATEU point of contact for the MMAS II (Mobile Munitions and Assessment Platform) program. Ensures the proper maintenance and training of personnel utilizing the MMAS II. Serves as the Battalion point of contact for coordination with PM NSCM on overall MMAS fielding and operational issues relating to ordnance assessment. Ensures that the MMAS II is operated IAW all local and state regulations.

10%

Performs other duties as assigned.

#### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION Level 1-8 1550 Points

Incumbent must be able to fully perform all functions enumerated for UXO Sweep Personnel and Toxic Material Control Operator/Ordnance Removal Specialist personnel.

Incumbent must have the knowledge to properly store OE material IAW applicable guidance; to identify fuzes and determine fuze condition; to determine a magnetic azimuth using current navigational/locating equipment; to perform field expedient identification procedures to identify explosives/chemical contaminated soil; to prepare an on-site holding area for OE material; and to operate modes of transportation for transporting OE/RCWM material, when appropriate.

Incumbent must have the knowledge to perform and/or lead a team in the conduct of reconnaissance and classification of UXO/RCWM and other OE materials and identifying all munitions including bombs and bomb fuzes, guided missiles, projectiles and projectile fuzes, rockets and rocket fuzes, and submunitions, land mines and related components, pyrotechnic items, military explosives and demolition materials, and grenades and grenade fuzes. Incumbent will have a working knowledge of state of the art munitions X-ray

equipment and procedures, and the operation of the Portable Isotopic Neutron Spectroscopy (PINS) system in order to accurately assess munitions and their fills.

Incumbent must have the knowledge to locate subsurface UXO using military and civilian magnetometers and related equipment; perform excavation procedures on subsurface UXO; locate surface UXO by visual means; prepare demolition firing systems, both electric and non-electric, for destruction operations; ensure proper set up and operation of Personnel Decontamination Stations (PDS); inspect salvaged OE/RCWM related material to ensure freedom of explosives or chemical agents; erection of protective works; and to don and doff personal protective equipment.

Incumbent must have the training, knowledge, and experience necessary to implement the approved UXO/RCWM and explosives and chemical agent safety program the Site Safety Health Plan (SSHP) and verify compliance with applicable safety and health requirements while ensuring project execution meets all QA/QC parameters as defined in the project plan. Incumbent must have the ability to ensure compliance with DoD, federal, state, and local statutes and codes; analyze UXO/RCWM and explosives operational risks, hazards, and safety requirements; enforce personnel limits and safety exclusion zones for UXO/RCWM clearance operations, UXO/RCWM and explosives/chemical agent transportation, storage, and destruction; conduct oversight inspections to ensure compliance with UXO/RCWM and explosives safety codes; and operate and maintain air monitoring equipment required for the detection of airborne contaminants.

Comprehensive knowledge of regulations, standards, methods, procedures; and techniques related to field destruction operations and ordnance clean-up operations. Technical knowledge and skill will be sufficient to analyze safety and design features and specifications and to develop new, or significantly adapted methods and techniques, to accomplish required munitions clean-up operations safely.

Ability to assess the operating environments, to evaluate the field conditions, and to determine how they will effect the safety practices employed. Able to use this information to develop safety practices which provide adequate levels of protection while still leaving the employees with sufficient mobility and comfort to promote the use of the practices.

Practical knowledge of conventional fact-finding or investigative techniques and skill in developing and evaluating facts relative to unsatisfactory conditions and in preparing reports of findings.

Skilled in oral and written communications used to develop and report operations deficiencies and to provide recommended changes to operational documents as required.

#### FACTOR 2, SUPERVISORY CONTROLS Level 2-4 450 Points

Company Commander and/or Battalion S3 sets overall objectives and makes resources available. The employee and supervisor in consultation, develop the deadlines, projects, and work to be done. The employee is delegated continuing responsibility for the development of new procedures and methods for accomplishing the ordnance clean-up operations. The employee exercises considerable latitude for independent decisions. Controversial matters are discussed with supervisor and others concerned for exchange of views and decisions. Implements USATEU policies IAW applicable regulations and approved plans. Work related to safety procedures, ordnance clean-up procedures and other similar issues are evaluated for soundness of judgment in applying engineering, construction, and safety requirements and in effectiveness in meeting safety objectives and clean-up objectives.

#### FACTOR 3, GUIDELINES Level 3-3 275 points

When dealing with WWI/II vintage and foreign munitions, oftentimes split second decisions must be made to ensure the safety of the personnel on site and the local populace. On many occasions, the incumbent will be required to make life-or-death decisions relative to the circumstances at hand. These decisions will be supported by the vast UXO/RCWM knowledge and experience possessed by the incumbent. Available guidelines are not completely applicable to the work in most instances or have gaps in specificity. Primary guidelines consist of technical literature to include a variety of safety and health standards, regulations, directives, agency policy and technical publications associated with ordnance disposal. The incumbent uses TEU, COE, DA and DoD safety regulations and interprets and implements Site Safety and Health Plans,

installation environmental permits, and applicable federal, state and local laws and regulations in conducting day to day operations. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

**FACTOR 4, COMPLEXITY Level 4-4 225 Points**

The work includes continuing responsibility for reviews of numerous different sites and projects requiring different processes to be used in the ordnance removal effort, e.g., varying site conditions requiring different methods or equipment, environmental considerations, etc. The incumbent must evaluate these different methods to determine whether they are the most effective based on the conditions in order to determine the best method to recommend to the customer. The incumbent must also evaluate these conditions to determine the appropriate safety requirements and procedures.

**FACTOR 5, SCOPE AND EFFECT Level 5-4 225 Points**

The work involves establishing criteria, developing UXO/RCWM remediation projects based on input from the customer and guiding the projects through to completion, assessing the projects during execution and at project end through the development of After Action Reports. Most remediation sites are nothing more than archaeological sites containing munitions; that is, the contents cannot be confirmed until unearthed. As such, the incumbent must be able to deal with all eventualities as they occur. Items may be fused and armed and may or may not contain chemical agents. Additionally, the work requires the development of new guides, approaches and methods often under difficult circumstances such as when confronted by conflicting viewpoints or resource constraints. Work results affect the quality of the oversight efforts conducted at the worksites throughout CONUS and OCONUS in the pursuit of a safe and occupationally healthy environment for military and DA civilian personnel, the environment and the general populace.

**FACTOR 6, PERSONAL CONTACTS Level 6-3**

Contacts are with COE and their contractors, installation personnel and their contractors, Project Managers for Chemical Demilitarization and Non-Stockpile Chemical Munitions, government quality assurance personnel who are assigned to the ordnance removal contracts, as well as a variety of safety and environmental personnel including occupational safety professionals, state hazardous materials teams, and consultants, etc.

**FACTOR 7, PURPOSE OF CONTACTS Level 3c 180 Points**

Purpose of the contacts is to influence, motivate, and/or control groups. The employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established procedures, policies and regulations by persuasion or negotiation. Additionally, contacts are for the purpose of gaining information and to provide advice, recommendations and implementation guidance concerning operating methods and procedures.

**FACTOR 8, PHYSICAL DEMANDS Level 8-2 20 Points**

Work involves long periods of standing, walking, and climbing in order to observe operations in the field and the carrying of awkward equipment for field testing. Equipment may weigh in excess of 40 pounds.

**FACTOR 9, WORK ENVIRONMENT Level 9-2 20 Points**

Work involves using numerous special safety precautions and requires use of hard hats, steel toed boots, eye and/or ear protection, and chemical personal protective equipment. Major duties require work in the exterior elements with adverse weather conditions and/or heat or cold.

Total Points = 2945  
(GS-12 Range = 2755 - 3150)

**SPECIAL REQUIREMENTS:**

[https://cpsfc.belvoir.army.mil/fasclass/search\\_fs/search\\_fs\\_output.asp?ccpo=AG&jobNum=11759&id=612...](https://cpsfc.belvoir.army.mil/fasclass/search_fs/search_fs_output.asp?ccpo=AG&jobNum=11759&id=612...) 3/3/2008

Employee must be a graduate of a Bomb Disposal School/Program acceptable to primary contractor; Corps of Engineers.

Employee must have good sight and hearing in order to use equipment required for quality assurance testing and preliminary site assessments and follow-on visits.

Travel may exceed 50% of the time.

Mobility for temporary duty (TDY) CONUS and OCONUS is a condition of employment.

Position is considered essential to support DA's mobilization and wartime mission during periods of increasing tension or mobilization. The position is considered emergency essential because (1) no qualified and immediate replacement exists; and (2) having it vacant would (a) impair the effective operation of essential military support systems, or (b) adversely impact the combat mission of deployed forces. Failure of incumbent to remain in the position may result in separation for the efficiency of the Federal service. (Ch. 75 Title 5 USC, FPM Ch. 752).

The individual selected must possess or be able to obtain and maintain a security clearance at the Secret level.

The individual selected for the position must execute an SF-312, Classified Information Nondisclosure Agreement (NDA), unless a completed SF-312 or SF-189 is on file in OPF.

Must be able to pass a medical examination and wear full OSHA and Army Level A toxicological agent protective clothing, self-contained breathing apparatus and other types of protective clothing.

The position is subject to provisions of AR 50-6, Chemical Personnel Reliability Program. The individual selected for the position must undergo urinalysis testing under the Civilian Drug Abuse Testing Program prior to appointment to the position, and periodically during employment.

This position requires the incumbent to take and pass an appropriate annual Medical examination.

#### **Evaluation:**

FLSA Evaluation Outline

FASCLASS JOB NUMBER: 11759, Ordnance Removal Specialist, GS-0301-12

CPOC REGION: NE

MACOM:

Not Met Foreign Exemption

Not Met Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgement

80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

Not Met Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

## Position Description

Discretion & independent judgement

80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

Met Administrative Exemption

X Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative functions of a management official

X Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

X Discretion & independent judgement

Not Met 80% Test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt): The employee's primary duty is to serve as a Lead UXO (Unexploded Ordnance) for remediation projects associated with Formerly Used Defense Sites (FUDS), BRAC sites, etc., for various customers, including US Army Corps of Engineers. The incumbent conducts field inspections of clean-up operations, reviews techniques and methods used, and ensures safety requirements and procedures are implemented and enforced. Develops standards, guidelines, SOPS, and regulations to investigate and mitigate sites of known or suspected contamination. Because of the comprehensive knowledge and skill required to perform the duties of the position, and the fact that this job would be considered specialized in nature based on the fact that the position requires a considerable amount of highly specialized training, experience, and knowledge, the employee meets the Non-Manual Work Test. The incumbent performs duties such as providing technical recommendations; providing consultation and advice to unit commanders for all ordnance removal operations and planning; develops standards, guidelines, and unit policies; and leads multiple project teams. By performing these types of duties, the employee also meets the Discretion and Independent Judgement Test.

Conclusion: Exempt

Classification Comments:

AFCB-CAR-DIR

5 FEB 2008

MEMORANDUM FOR [REDACTED], Remediation Response East, CBRNE Analytical and Remediation Activity (AFCB-CAR-RRE), 5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010

Subject: Decision of the Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP) Oversight Committee

1. References:

- a. HDP-08-005, UXO Clearance Services, Trench Warfare I & II (encl 1).
- b. HDP-08-006, UXO Clearance Services, Romney Creek (encl 2).
- c. HDP-08-007, UXO Clearance Services, C Field ATC War Fighter (encl 3).

2. The purpose of this memorandum is to inform you that your requests were reviewed by the Oversight Committee and disapproved on 4 Feb 08. The hazardous duty is covered in the position description cited; and using the knowledge, skills and abilities described in the position description, the employee could control the hazard; thus reducing the risk to a significant level.

3. Please refer any questions to the Operations Office, extension 5-7193.

Encls  
as

[REDACTED]  
Director

CF:  
Administrative Officer  
Operation Office

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

1. Describe Mission/Project: Unexploded Ordnance (UXO) Clearance Services at Trench Warfare I and II, APG. As required by Installation Safety Division and ATC Range Control a UXO clearance/avoidance is required for the first 2' and every 2' thereafter to the desired depth for construction. This project is for the directional boring and placement of new conduit for live testing and evaluations. Trench Warfare I and II are active firing ranges and have been for many years, everything from 50 cal to 120mm tank rounds have been tested on this range. At the request of ATC Range Control, ATC Safety Office and the concurrence of the Installation Safety Office UXO support will be on site at all times with the contractor due to the extremely hazardous of these ranges, therefore the hazards cannot be reduced to an acceptable level for the contractor to perform the required work without our presence. This project includes vegetation clearance of the work site, a surface and subsurface clearance.

2. Estimated Start Date: January 2008

3. Estimated End Date: June 2008

4. Position description title, grade and number of employees anticipated to perform the hazardous duty:

a. Position description title: Equipment Specialist (EOD)

b. Grade: GS-11 and GS-9

c. Number of employees: 2 to 6

5. State specific hazard or physical hardship which you feel has not been taken into account and described in the position description:

a. Aberdeen has been a proving ground for the past 90 years.

b. The deterioration of munitions buried for long periods of time.

c. An untold number of experimental munitions and configurations of munitions, fuzes and fillers with no specific documentation to verify their configuration.

d. All excavation of anomalies is done by hand with standard hand tools, meaning the incumbent is the one locating the item, uncovering the item and performing a positive identification determining if the item is hazardous or not (i.e., HE, chemical filled, inert or empty).

e. PD does not specify the requirements of the incumbent to clear Munition Constituent (MC) hazards and maintain safe work practices while potentially inducing significant stresses on an unknown UXO/Munitions Potentially Presenting an Explosive

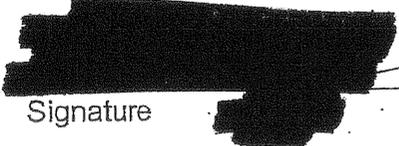
CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Hazard (MPPEH) as they dig, chip, chop, cut or otherwise gain access to the unknown UXO/MPPEH through frozen earth, mud, water, rocks, roots, vegetation, concrete or other natural or industrial barriers that prevent the direct access or visibility to the UXO/MPPEH needed to identify the hazards or lake thereof present.

6. State how using the knowledge, skills, and abilities that are described in the position description, that the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than significant level:

Personnel will be utilizing hand tools to perform surface and subsurface UXO clearance in areas known or suspected to contain explosive, incendiary, chemical and biological munitions or raw materials that may be fuzed and armed with any type of experimental, current or formerly used US or foreign fuze. These fuzes have a wide range safety hazards (point detonating, time delay, cocked striker, variable time, etc.) that can only be identified and addressed after the item is approached or excavated. APG contains munition and fuze combinations that include standard and non-standard models and combinations. It is likely that personnel will encounter munition combinations that were not approved for use outside of RDT&E and that no references are readily available for. Although some munitions failed to function as intended, the munitions can become more sensitive than originally designed due to it's exposure to the environment and the resulting degradation. Foreign munitions present additional hazards due to the different design methods, quality control or other acceptable practices involved. Foreign munitions are routinely found throughout the installation. With an enormous amount of support equipment (i.e. VCS, blast shield, etc.) or worst case scenario exclusion area, the hazards can and are mitigated for the non-essential personnel. The benefit of maintaining "downrange" operations is that they provide the capability to react and perform immediate actions/countermeasures intended to mitigate the hazards to non-essential personnel, property, and the environment. Hazardous munition constituents break down products or raw material will continue to pose a greater than significant risk until the material is desensitized and containerized within monitored engineering controls or disposed of.

7. Cite the CFR Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I duty: Appendix A (1), (3) and (5).

Supervisor:    
Print Name Signature

Title & Grade: Acting Chief WS-14

Date: 28 JAN 08

*Sup Non-Concuss*  
*CH*

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Operations:

Print Name

Signature

Title & Grade:

EDM YC 02

Date:

28 JAN 08

Concur/Non-Concur

N/C

HDP/EDP Oversight Committee (OC)

Print Name

Signature

~~Approved~~ Disapproved

Disapproved

Title & Grade:

Director, CARA

YC-03

Date:

5 Feb. 2008

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

1. Describe Mission/Project: Unexploded (UXO) Clearance Services at C Field for ATC War Fighter. As required by Installation Safety Division a UXO clearance is required for the first 2' and every 2' there after to the desired depth for construction. This is to reduce the hazard(s) to an acceptable level for the contractor to perform the required work.
2. Estimated Start Date: 23 January 2008
3. Estimated End Date: 29 February 2008
4. Position description title, grade and number of employees anticipated to perform the hazardous duty:
  - a. Position description title: Equipment Specialist (EOD)
  - b. Grade: GS-11 and GS-9
  - c. Number of employees: 2 to 6
5. State specific hazard or physical hardship which you feel has not been taken into account and described in the position description:
  - a. Edgewood has been a chemical proving ground for the past 90 years.
  - b. The condition or stability of the fuze, firing train or filler due to the many years it has been buried and subject to heat, cold, water and pressure.
  - c. All excavation of anomalies is done by hand with standard hand tools, meaning the UXO Technician is uncovering an item that may contain chemical agent and while uncovering the item to perform a positive identification check chemical agent is released from a crack or rust hole in the item.
  - d. PD does not specify the requirements of the incumbent to clear Munition Constituent (MC) hazards and maintain safe work practices while potentially inducing significant stresses on an unknown UXO/Munitions Potentially Presenting an Explosive Hazard (MPPEH) as they dig, chip, chop, cut or otherwise gain access to the unknown UXO/MPPEH through frozen earth, mud, water, rocks, roots, vegetation, concrete or other natural or industrial barriers that prevent the direct access or visibility to the UXO/MPPEH needed to identify the hazards or lake thereof present.
6. State how using the knowledge, skills, and abilities that are described in the position description, that the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than significant level:

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Personnel will be utilizing hand tools to perform surface and subsurface UXO clearance in areas known or suspected to contain explosive, incendiary, chemical and biological munitions or raw materials that may be fused and armed with any type of experimental, current or formerly used US or foreign fuze. These fuzes have a wide range safety hazards (point detonating, time delay, cocked striker, variable time, etc.) that can only be identified and addressed after the item is approached or excavated. APG contains munition and fuze combinations that include standard and non-standard models and combinations. It is likely that personnel will encounter munition combinations that were not approved for use outside of RDT&E and that no references are readily available for. Although some munitions failed to function as intended, the munitions can become more sensitive than originally designed due to it's exposure to the environment and the resulting degradation. Foreign munitions present additional hazards due to the different design methods, quality control or other acceptable practices involved. Foreign munitions are routinely found throughout the installation. With an enormous amount of support equipment (i.e. VCS, blast shield, etc.) or worst case scenario exclusion area, the hazards can and are mitigated for the non-essential personnel. The benefit of maintaining "downrange" operations is that they provide the capability to react and perform immediate actions/countermeasures intended to mitigate the hazards to non-essential personnel, property, and the environment. Hazardous munition constituents break down products or raw material will continue to pose a greater than significant risk until the material is desensitized and containerized within monitored engineering controls or disposed of.

7. Cite the CFR Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I duty: Appendix A (1), (3) and (5).

Supervisor: [Redacted] [Redacted]  
Print Name Signature

Title & Grade: ACTING CHIEF WS-14 Sup Non-Concur CM

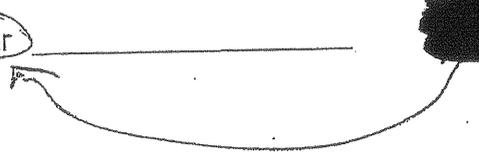
Date: 28 JAN 08

Operations: [Redacted] [Redacted]  
Print Name Signature

Title & Grade: BOM YC 02

Date: 28 JAN 08

Concur/Non-Concur [Redacted]



CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

HDP/EDP Oversight Committee (OC)

  
Print Name

  
Signature

Approved:  Disapproved:

Disapproved

Title & Grade:

Director, CARA

VC-03

Date:

5 Feb 2008

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

1. Describe Mission/Project: Unexploded Ordnance (UXO) Clearance Services at Romney Creek, APG. As required by Installation Safety Division and ATC Range Control a UXO clearance/avoidance is required for the first 2' and every 2' there after to the desired depth for construction. This project is for the directional boring and placement of new conduit for live testing and evaluations. Romney Creek is an active firing range and has been for many years, everything from 40mm to shoulder fired rockets have been tested on this range. At ATC Range Control, ATC Safety Office and the concurrence of the Installation Safety Office UXO support will be on site at all times with the contractor due to hazards associated with this range, therefore the hazard cannot be reduced to an acceptable level for the contractor to perform the required work without our presence.

2. Estimated Start Date: December 2007

3. Estimated End Date: March 2008

4. Position description title, grade and number of employees anticipated to perform the hazardous duty:

a. Position description title: Equipment Specialist (EOD)

b. Grade: GS-11 and GS-9

c. Number of employees: 2 to 6

5. State specific hazard or physical hardship which you feel has not been taken into account and described in the position description:

a. Aberdeen has been a proving ground for the past 90 years.

b. The deterioration of the rounds buried in the ground due to their age.

c. An untold number of experimental rounds, fuzes and fillers with no specific documentation to verify their configuration.

d. All excavation of anomalies is done by hand with standard hand tools, meaning the Equipment Specialist (EOD) is the one locating the item, uncovering the item and performing a positive identification determining if the item is hazardous or not (i.e., HE, chemical filled, inert or empty).

e. PD does not specify the requirements of the incumbent to clear Munition Constituent (MC) hazards and maintain safe work practices while potentially inducing significant stresses on an unknown UXO/Munitions Potentially Presenting an Explosive Hazard (MPPEH) as they dig, chip, chop, cut or otherwise gain access to the unknown

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

UXO/MPPEH through frozen earth, mud, water, rocks, roots, vegetation, concrete or other natural or industrial barriers that prevent the direct access or visibility to the UXO/MPPEH needed to identify the hazards or lake thereof present.

6. State how using the knowledge, skills, and abilities that are described in the position description, that the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than significant level:

Personnel will be utilizing hand tools to perform surface and subsurface UXO clearance in areas known or suspected to contain explosive, incendiary, chemical and biological munitions or raw materials that may be fused and armed with any type of experimental, current or formerly used US or foreign fuze. These fuzes have a wide range safety hazards (point detonating, time delay, cocked striker, variable time, etc...) that can only be identified and addressed after the item is approached or excavated. APG contains munition and fuze combinations that include standard and non-standard models and combinations. It is likely that personnel will encounter munition combinations that were not approved for use outside of RDT&E and that no references are readily available for. Although some munitions failed to function as intended, the munitions can become more sensitive than originally designed due to it's exposure to the environment and the resulting degradation. Foreign munitions present additional hazards due to the different design methods, quality control or other acceptable practices involved. Foreign munitions are routinely found throughout the installation. With an enormous amount of support equipment (i.e. VCS, blast shield, etc...) or worst case scenario exclusion area, the hazards can and are mitigated for the non-essential personnel. The benefit of maintaining "downrange" operations is that they provide the capability to react and perform immediate actions/countermeasures intended to mitigate the hazards to non-essential personnel, property, and the environment. Hazardous munition constituents break down products or raw material will continue to pose a greater than significant risk until the material is desensitized and containerized within monitored engineering controls or disposed of.

7. Cite the CFR Appendix A to Subpart I of Part 550—Schedule of Pay Differentials Authorized for Hazardous Duty Under Subpart I duty: Appendix A (1), (3) and (5).

Supervisor: \_\_\_\_\_

Print Name

Signature

Title & Grade: ACTING CHIEF WS-14

Date: 28 JAN 08

*Sup Non-Concursd*  
*CH*

CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay

Operations: [Redacted] [Redacted]  
Print Name Signature

Title & Grade: JDM YC 02

Date: 28 JAN 08

Concur/Non-Concur: N/C

HDP/EDP Oversight Committee (OC)  
[Redacted] [Redacted]  
Print Name Signature

Approved/Disapproved: Disapproved

Title & Grade: Director, CARA YC-03

Date: 5 Feb 2008

CBRNE Analytical and Remediation Activity (CARA)  
 Hazardous Duty Pay (HDP) Requests

Tracking #	Date Received	Oversight Committee Review	Date Decision	Approved / Disapproved	Requesting Office	Grade	Subject
1	HDP-08-0001	1-Feb-08	4 Feb 08	Disapproved	Lab	YE02	DRDC Monitoring
2	HDP-08-0002	1-Feb-08			Operations	GS12	UXO Clearance Svcs, Trench Warfare 1 & II
3	HDP-08-0003	1-Feb-08			Operations	GS12	UXO Clearance Svcs, Romney Creek
4	HDP-08-0004	1-Feb-08			Operations	GS12	UXO Clearance Svcs, C Field ATC War Fighter
5	HDP-08-0005	1-Feb-08			RR-East	GS09/11	UXO Clearance Svcs, Trench Warfare 1 & II
6	HDP-08-0006	1-Feb-08			RR-East	GS09/11	UXO Clearance Svcs, C Field ATC War Fighter
7	HDP-08-0007	1-Feb-08	4 Feb 08		RR-East	GS09/11	UXO Clearance Svcs, Romney Creek
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COL, CM



*Doctung VI*

A

**CBRNE Analytical and Remediation Activity (CARA)  
Hazardous Duty Pay (HDP) Requests**

Committee Member Name:		Date		Oversight Committee Review	Recommendation	Requesting Office	Grade	Subject
1	HDP-08-0001	27-Jan-08	1-Feb-08	Non-Concurs	Lab	YE02	DRDC Monitoring	
2	HDP-08-0002	27-Jan-08	1-Feb-08	Non-Concurs	Operations	GS12	UXO Clearance Svcs, Trench Warfare 1 & II	
3	HDP-08-0003	27-Jan-08	1-Feb-08	Non-Concurs	Operations	GS12	UXO Clearance Svcs, Romney Creek	
4	HDP-08-0004	27-Jan-08	1-Feb-08	Non-Concurs	Operations	GS12	UXO Clearance Svcs, C Field ATC War Fighter	
5	HDP-08-0005	27-Jan-08	1-Feb-08	Non-Concurs	RR-East	GS09/11	UXO Clearance Svcs, Trench Warfare 1 & II	
6	HDP-08-0006	27-Jan-08	1-Feb-08	Non-Concurs	RR-East	GS09/11	UXO Clearance Svcs, C Field ATC War Fighter	
7	HDP-08-0007	27-Jan-08	1-Feb-08	Non-Concurs	RR-East	GS09/11	UXO Clearance Svcs, Romney Creek	
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15								

Signature & Date

*[Redacted Signature]*  
1 Feb 2008

*\*Mortuary states being handled, but PST is not subjected to it.*

*Duties covered in job descriptions*



81 Feb 08

CPT

[Redacted Signature]

CBRNE Analytical and Remediation Activity (CARA)  
Hazardous Duty Pay (HDP) Requests

Committee Member Name:						
Tracking #	Date Received	Oversight Committee Review	Recommendation	Requesting Office	Grade	Subject
1	HDP-08-0001	27-Jan-08	1-Feb-08	Lab	YE02	DRDC Monitoring
2	HDP-08-0002	27-Jan-08	1-Feb-08	Operations	GS12	UXO Clearance Svcs, Trench Warfare 1 & II
3	HDP-08-0003	27-Jan-08	1-Feb-08	Operations	GS12	UXO Clearance Svcs, Romney Creek
4	HDP-08-0004	27-Jan-08	1-Feb-08	Operations	GS12	UXO Clearance Svcs, C Field ATC War Fighter
5	HDP-08-0005	27-Jan-08	1-Feb-08	RR-East	GS09/11	UXO Clearance Svcs, Trench Warfare 1 & II
6	HDP-08-0006	27-Jan-08	1-Feb-08	RR-East	GS09/11	UXO Clearance Svcs, C Field ATC War Fighter
7	HDP-08-0007	27-Jan-08	1-Feb-08	RR-East	GS09/11	UXO Clearance Svcs, Romney Creek
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Signature & Date						

Notes: All site work is Standard UXO Clearance OPS,  
scope is w/in position Descriptions

CBRNE Analytical and Remediation Activity (CARA)  
Hazardous Duty Pay (HDP) Requests

Committee Member Name:		Date Received		Oversight Committee Review	Recommendation	Requesting Office	Grade	Subject
1	HDP-08-0001	27-Jan-08	1-Feb-08	<i>Non Concur</i>	Lab	YE02	DRDC Monitoring	
2	HDP-08-0002	27-Jan-08	1-Feb-08	<i>Non Concur</i>	Operations	GS12	UXO Clearance Svcs, Trench Warfare 1 & II	
3	HDP-08-0003	27-Jan-08	1-Feb-08	<i>Non Concur</i>	Operations	GS12	UXO Clearance Svcs, Romney Creek	
4	HDP-08-0004	27-Jan-08	1-Feb-08	<i>Non Concur</i>	Operations	GS12	UXO Clearance Svcs, C Field ATC War Fighter	
5	HDP-08-0005	27-Jan-08	1-Feb-08	<i>Non Concur</i>	RR-East	GS09/11	UXO Clearance Svcs, Trench Warfare 1 & II	
6	HDP-08-0006	27-Jan-08	1-Feb-08	<i>Non Concur</i>	RR-East	GS09/11	UXO Clearance Svcs, C Field ATC War Fighter	
7	HDP-08-0007	27-Jan-08	1-Feb-08	<i>Non Concur</i>	RR-East	GS09/11	UXO Clearance Svcs, Romney Creek	
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Signature & Date

*1 Feb 08*

CBRNE Analytical and Remediation Activity (CARA)  
 Hazardous Duty Pay (HDP) Requests

Committee Member Name:		Date		Requesting Office		Grade		Subject		
Tracking #	Date Received	Oversight Committee Review	Recommendation	Lab	Grade	Subject				
1	HDP-08-0001	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	Lab	YE02	DRDC Monitoring			
2	HDP-08-0002	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	Operations	GS12	UXO Clearance Svcs, Trench Warfare 1 & II			
3	HDP-08-0003	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	Operations	GS12	UXO Clearance Svcs, Romney Creek			
4	HDP-08-0004	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	Operations	GS12	UXO Clearance Svcs, C Field ATC War Fighter			
5	HDP-08-0005	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	RR-East	GS09/11	UXO Clearance Svcs, Trench Warfare 1 & II			
6	HDP-08-0006	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	RR-East	GS09/11	UXO Clearance Svcs, C Field ATC War Fighter			
7	HDP-08-0007	27-Jan-08	1-Feb-08	NOV 9 08:24 AM	RR-East	GS09/11	UXO Clearance Svcs, Romney Creek			
8			#1				Request itself made by [redacted]			
9										
10			#2, 3				Request itself made by [redacted]			
11			#4				Request itself made by [redacted]			
12			#5, 6				Request itself made by [redacted]			
13			#7				Request itself made by [redacted]			
14			#8				Request itself made by [redacted]			
15			#9				Request itself made by [redacted]			

Signature & Date

[Redacted Signature]

2-1-08

M

## 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.**

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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**

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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) "Go" condition test stand work. 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) Arming and dearming propulsion systems. 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) Demolition and destruct tests. 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) Forest and range fires. Participating as a member of a firefighting crew in fighting forest and range fires on the fireline	25	Do.
(2) Equipment, installation, or building fires. Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings	25	Do.
(3) In-water under-pier firefighting operations. 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>		<p>25 June 14, 1989.</p>

DEPARTMENT OF THE ARMY  
US ARMY ABERDEEN PROVING GROUND  
Aberdeen Proving Ground, Maryland 21005-5001

APG Regulation  
No. 690-28

30 October 2006

Civilian Personnel  
HAZARDOUS DUTY PAY FOR CLASS ACT EMPLOYEES

The word "he" (and its derivatives) when used in the regulation is intended to include both the masculine and the feminine genders; exceptions will be noted

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1. PURPOSE. The purpose of this regulation is to outline the provisions, requirements and procedures to be followed in order to pay hazard differentials to general schedule (GS) and general merit (GM) employees. This regulation supplements basic Hazard Pay (HP) program requirements outlined in references cited below.

2. SCOPE. This regulation applies to all activities at this installation that employ GS/GM employees (including full-time, part-time and intermittent personnel). This regulation does not cover any employee in the Federal Wage System or those covered by the Non-Appropriated Fund Personnel System.

\*This regulation supersedes APG Regulation 690-28, 23 August 2000.

3. POLICY. It is the policy of the Commanders/Directors of activities and organizations on this installation that:

- a. Work environments will, to the maximum extent possible, be safe and healthful.
- b. Personnel will not be unnecessarily exposed to hazards.
- c. Nothing in this regulation will be interpreted as permitting violation of any Federal or State law relevant to worker safety.
- d. Hazard pay will only be authorized when all the requirements of this regulation and other applicable regulations and guidelines are fully met.

4. DEFINITIONS.

a. Taken into account in the classification of the position. The duty constitutes an element used in establishing the grade of the job. It does not mean that a higher grade has to occur as a result of the performance/recognition of hazardous duties. In order to constitute an element used in establishing the grade of the position, a particular duty must be performed with sufficient regularity and must be reflected in the knowledge, skills and abilities needed to perform the duties of the position.

b. In close proximity to. Being exposed to a potentially hazardous event against which the employee cannot be provided adequate protection from serious injury by use of distance, engineered controls or personal protective equipment.

5. GENERAL.

a. Appendix A lists the approved categories of hazardous duties or duties involving physical hardship for which a hazard pay differential may be warranted. This list, which is approved by the Office of Personnel Management (OPM), is from subpart I, part 550, Title 5, Code of Federal Regulations Appendix A. Any change to the OPM approved list will supersede Appendix A of this regulation.

b. Hazardous Duty Pay (HDP) will not be paid if the hazardous duty has been taken into account in the classification of the employee's job; or the hazard has been practically eliminated by the use of protective clothing, device or procedures; or the employee undertakes a duty without proper authorization.

c. Only those situations, events and/or environments outlined in Appendix A will warrant payment of HDP. These situations are supplemented by locally developed certificates which

outline conditions, environments and/or situations peculiar to APG and/or its tenants which have been determined to meet the requirements for payment of HDP. Local certificates are at Appendix B.

d. Certificates in Appendix B will be reviewed by management officials and their supporting safety, industrial hygiene and/or medical office (s) at least annually to ensure conditions continue to support payment of HDP. These offices are to notify the Civilian Personnel Advisory Center (CPAC), US Army Garrison, Aberdeen Proving Ground (USAGAPG), immediately upon determination that a condition outlined in an existing certificate no longer supports and justifies payment of HDP.

## 6. RESPONSIBILITIES.

a. Supervisors and line management will:

(1) To the maximum extent possible, create and foster a work environment which is as free from hazards and unpleasant working conditions as is possible.

(2) Eliminate or reduce to the lowest level possible the kinds of duties, hazards, physical hardships, severe working conditions and environments which warrant HDP. To this end, use and deploy employees so as to limit assignments that warrant HDP to the least number of employees required for the assignment.

(3) Before assigning work which may be hazardous, ensure to the maximum extent possible that procedures, processes and/or devices are in place which will reduce and/or eliminate hazardous work environments.

(4) Before assigning work which is not covered by an existing certificate, confer with and/or request assistance from industrial hygiene, safety and/or medical activities in order to properly assess hazards and to gain assistance on practical elimination thereof.

(5) Periodically review and reevaluate work practices (at least annually), existing engineering/protective devices and controls, and existing standing operating procedures (SOPS) to ensure constant attention to hazardous work operation practices. Coordinate and interact with safety, industrial hygiene and/or medical staff advisors as required.

(6) Carry out all tasks necessary to ensure proper payment of HDP differentials to subordinates. This includes evaluating work situations under their supervision and determining when payment of HDP differentials are warranted, authorizing payment of HDP when appropriate, and explaining to the work force the basis for approval and/or disapproval of the differential as appropriate.

(7) In keeping with the authority under the Delegated Classification Authority (DCA) program, make final determination on whether a particular duty has been "taken into account" in the classification process. Such determinations will be made after appropriate recommendations and advisories are provided by the Civilian Personnel Operations Center.

b. All safety officers on the installation and industrial hygiene and medical advisory staff will:

(1) Serve as primary staff advisor(s) to line management and supervisors on matters related to hazardous work environments, and hazardous tasks and risk analysis and assessment.

(2) Provide professional advice and assistance on matters related to the activity's HDP program, including serving on standing and ad hoc committees which oversee such programs.

(3) Evaluate specific work environments and work situations in order to determine whether they meet the requirements of the HDP program as defined in governing regulations.

(4) Provide advice and guidance to the Personnel Office on the safety/industrial hygiene/medical aspects of the activity's HDP program. This includes making final determinations as to whether a hazard actually exists and/or whether it has been practically eliminated through the use of engineered controls, personal protective equipment and/or other procedures and processes.

c. Director, CPAC, USAGAPG will:

(1) Provide for the administrative oversight and staff supervision of the HDP Program on the installation, including development of pertinent implementing regulations and providing as requested training to installation supervisors.

(2) Participate with the Civilian Personnel Operations Center (CPOC) classification specialists when responding to questions concerning the rules and regulations governing the HDP program. The CPOC, not CPAC, is the final authority on HDP aspects dealing with classification issues.

(3) Ensure that proper and timely coordination is effected with safety, payroll and other staff offices which contribute to efficient program administration.

(4) Participate on standing and ad hoc HDP oversight committees.

7. PROCEDURES.

a. Hazard Pay Authorization Certificates. At Appendix 3 to this regulation are organization-specific work situations, job environments and/or job operation, which have been determined to meet the requirements for payment of HDP. Supervisors will compare the work situations and job environments under their supervision to these conditions to determine whether HDP is authorized.

(1) When a match is determined to exist, the supervisor will authorize the appropriate HDP differential either on the employee's timecard or via the electronic timekeeping system.

(2) In order for a match to occur, the work performed must be identical to that outlined on the certificate AND the certificate must be authorized for the major organizational element to which the supervisor is assigned (i.e., Aberdeen Test Center, Amy Research Laboratory, etc). If there are questions as to the coverage of an existing certificate, the supervisor will seek guidance and assistance from the appropriate staff office (i.e., Safety, Industrial Hygiene, Civilian Personnel, etc.).

(3) When the work/environment does not match a certificate or if the work is certified for another organization on post, a request for approval of HDP must be initiated by the supervisor. Until approval is obtained, HDP will not be paid.

(4) Supervisors are responsible for reviewing the certificate(s) which pertain to their organization /work operations to ensure they are kept current.

(a) At least annually, these certificates will be reviewed to ensure they continue to support HDP differentials and/or to authenticate that the work described continues to be performed.

(b) When new operations are begun which appear to be of a regular and/or recurring nature, supervisors will initiate requests to have a new certificate established. Procedures for establishing new certificates are outlined below.

b. Requests for Approval of HDP. If an existing certificate does not cover the work being performed and/or if the certificate does not cover that work in the organizational location of the supervisor involved, a request for approval of HDP must be initiated by the supervisor. It is envisioned that this will occur for "one-of-a-kind" work operations and/or for the first time a work operation is performed.

(1) The supervisor will initiate a request for approval following the format outlined in Appendix C.

(2) The memorandum will be sent to the Director, CPAC who will then route it to the appropriate safety/industrial hygiene/medical offices for review unless previously accomplished by the activity.

(3) If the situation is approved for payment, the supervisor will be notified and a corrected time card for the employee(s) will be submitted via normal timekeeping channels. If it is disapproved, the reason for the disapproval will be provided to the supervisor in writing.

(4) Requests will be submitted in a timely fashion, normally within one work week of the event/task performance.

8. REFERENCE. Pay for Duty Subpart I, part 550, title 5, Code of Federal Regulations, Involving Physical Hardship or Hazard.

APPENDIX B

APPROVED HDP CERTIFICATES

CERTIFICATE NUMBER: 1

APPLIES ONLY TO: US ARMY ABERDEEN TEST CENTER

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to explosives and incendiary materials.

HAZARD WHICH IS PRESENT:

Employees are exposed to unknown ordnance.

DESCRIPTION OF DUTY PERFORMED:

- a. Conducting vibration/rough handling/solar radiation of explosive materials. In order to be payable, the employee must be responsible for handling items during and after testing in order to inspect, package, or arrange for the transportation of the item tested.
- b. Digging or carrying out surface/subsurface checks in areas where unexploded ordnance is known to exist from previous range testing.
- c. Installing instrumentation in areas which has been declared unsafe Explosives Ordnance Detachment (EOD) personnel due to probability of encountering unexploded ordnance.
- d. Installing instrumentation at static testing sites where high-energy (HE) ammunition has been pre-positioned to install the instrumentation. In order to be payable, employee must be in close proximity when detonation circuit or secondary explosive charges are emplaced.
- e. Conducting industrial x-ray of ammunition/explosives of unknown nature, of a highly sensitive nature and/or which may have been altered by experimentation, rough handling or other ordnance tests.

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CERTIFICATE NUMBER: 2

APPLIES ONLY TO: US ARMY RESEARCH LABORATORY

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to explosives and incendiary materials.

HAZARD WHICH IS PRESENT:

Employees are exposed to unknown ordnance.

DESCRIPTION OF DUTY PERFORMED:

- a. Performing operations with Hazard Class/Division 1.1 molten explosives.
- b. Performing tests on unknown ordnance. To qualify as unknown, the item must not be type classified, and there must be a lack of safety test data on the item and on its energetic fill. Most items will be of foreign manufacture.
- c. Handling ammunition which has been subjected to and damaged by testing and/or experimentation. To qualify, the rounds must be intact after the test. In general, hazard pay will not be paid when the test items have been broken up and the explosive is unconfined.
- d. Cleaning up after explosive tests when explosive debris may be trapped under or between metal plates or may in some other fashion be mixed up with abrasive debris.
- e. Performing operations where a hot wire (low energy) detonator must be attached to an explosive charge.
- f. Being the first person to approach a test site after a test if both the following circumstances apply.
  - (1) There is a significant probability that damaged, unreacted explosive or propellant is present and
  - (2) The unreacted explosive/propellant is likely to be partially confined in its original container or by metal plates or by other abrasive debris.

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CERTIFICATE NUMBER: 3

APPLIES ONLY TO: NATIONAL GROUND INTELLIGENCE CENTER

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to explosives and incendiary materials.

HAZARD WHICH IS PRESENT:

Employees are exposed to unknown ordnance.

DESCRIPTION OF DUTIES PERFORMED:

- a. Performing intelligence and exploitation support logistics operations with foreign manufactured Hazard Class/Division 1.1 through 1.4 explosives, constituting all types of ground systems munitions, to include small arms, artillery, mortar, tank main gun, rocket artillery, rocket propelled grenades, antitank and anti-air guided weapons, mines, grenades, demolition materials and pyrotechnics.
- b. Performing intelligence exploitation work on unknown foreign ordnance. Work includes physical examination, weighing, measuring, photographing, transcription of markings, while handling the munitions. Until intelligence examination and identification takes place, exact model nomenclatures and specific characteristics are unknown, no hazard classification exists, and no technical safety data is available.
- c. Due to sources of acquisition of subject munitions, such as captured materiel from war zones, munitions often are received in damaged or degraded condition. Intelligence requirements often require retention and handling.
- d. Performing intelligence exploitation support operations on foreign manufactured Hazard Class 1.1 through 1.4 explosives, constituting all types of ground systems munitions, to include small arms, artillery, mortar, tank main gun, rocket artillery, rocket propelled grenades, antitank and anti-air guided weapons, mines, grenades, demolition materials and pyrotechnics. This includes receipt in original packaging which usually does not meet US Department of Transportation and Department of Defense standards, and which is often damaged. Condition of munition in the packaging is unknown until the intelligence examination process. Transportation of unknown and/or damaged munition between storage facilities and approved workshops. Handling of subject munitions during the process of repackaging in accordance with appropriate specifications.

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CERTIFICATE NUMBER: 4  
APPLIES ONLY TO: US ARMY RESEARCH, DEVELOPMENT AND  
ENGINEERING COMMAND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to toxic chemical materials.

HAZARD WHICH IS PRESENT:

Employees are working with chemical agents exceeding the RDTE dilute solution quantities and concentrations listed in Table 1. \*Experimental chemicals having known or suspected acute toxicities that are equivalent or greater than those in the table are also included.

TABLE 1

Agents	Minimum Total Quantity	Minimum Concentration
GA, GB, BD, GF	20 mg	2.0 mg/ml
VX	10 mg	1.0 mg/ml
H, HD, HQ, HT, Q, T	100 mg	10.0 mg
L, HL	50 mg	5.0 mg/ml

DESCRIPTION OF DUTIES PERFORMED:

- a. Handling an open primary container of chemical agent within engineering controls (e.g., laboratory hoods). An individual performing this work and the required second person are authorized.
- b. Performing operations using chemical agents when within engineering controls and using protective clothing as the primary source of protection (e.g., chemical agent chamber entry).

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CERTIFICATE NUMBER : 5

APPLIES ONLY TO: US ARMY CENTER FOR HEALTH PROMOTION AND  
PREVENTIVE MEDICINE

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to toxic chemical materials.

HAZARD WHICH IS PRESENT:

Working with or in close proximity to toxic chemical materials.

DESCRIPTION OF DUTIES PERFORMED:

Performing operations using chemical materials engineering controls and using protective clothing source of protection (e. g., chemical agent chamber when within as the primary entry).

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CERTIFICATE NUMBER: 6

APPLIES ONLY TO: US ARMY CENTER FOR HEALTH PROMOTION AND  
PREVENTIVE MEDICINE

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to explosives and incendiary materials.

HAZARD WHICH IS PRESENT:

Employees are exposed to unknown ordnance, explosives, or chemicals.

DESCRIPTION OF DUTIES PERFORMED:

Drilling and sampling soil and ground water, particularly in areas burning grounds and demolition.

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CERTIFICATE NUMBER: 7

APPLIES ONLY TO: US ARMY SOLDIER AND BIOLOGICAL CHEMICAL  
COMMAND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Exposure to work with or in close proximity to explosive or incendiary materials of an experimental, uncharacterized, unstable, or highly sensitive nature.

HAZARD WHICH IS PRESENT:

This duty involves employees handling, or in close proximity to, experimental, modified, or unknown pyrotechnic compositions and/or explosives; or experimental, modified, or unknown pyrotechnic and/or explosive items.

DESCRIPTION OF DUTIES PERFORMED:

The duty performed involves nine general (distinct) operations which involve exposure to experimental I modified, or unknown pyrotechnic or explosive compositions or items. These duties involve the manufacturing process which begins with the blending of the starting materials and ends with the composition or item, properly packaged for storage or shipment over public highways. It also includes the downloading, modification, and/or reassembly (using experimental components) of experimental I military standard, commercial I or unknown ammunition items. The manufacture and/or modification of these materials and/or items involves several specific hazardous operations. They include:

- a. Wet or dry blending of the chemicals into a final composition.
- b. Preparation of the composition for drying.
- c. Screening or granulating the composition into specific particle sizes.
- d. Weighing/filling loose composition into containers.
- e. Pressing the compositions into pellets or into containers.
- f. Capping containers containing pyrotechnic composition or explosives.
- g. Fuzing containers loaded with pyrotechnic composition.

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- h. Assembly of ammunition using experimental or modified components.
- i. Downloading or modification of any type or experimental, military standard, commercial, or foreign ammunition.

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CERTIFICATE NUMBER: 8  
APPLIES ONLY TO: US ARMY SOLDIER AND BIOLOGICAL AND  
CHEMICAL COMMAND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to toxic chemical materials.

HAZARD WHICH IS PRESENT:

Employees are performing first entry monitoring for the purposes of establishing a baseline for determining adequate protection measures for subsequent work in an area that may contain toxic chemical materials.

DESCRIPTION OF DUTIES PERFORMED:

Entry into an area, where a potential toxic material is present, for the express purpose of establishing a baseline. This action necessitates an increased level of protection over that which is normally necessary for subsequent entry.

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CERTIFICATE NUMBER: 9

APPLIES ONLY TO: US ARMY SOLDIER AND BIOLOGICAL AND CHEMICAL  
COMMAND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Exposure to work with or in close proximity to explosive or incendiary materials of an experimental, uncharacterized, unstable, or highly sensitive nature.

HAZARD WHICH IS PRESENT:

Employees are exposed to experimental modified or unknown ammunition.

DESCRIPTION OF DUTIES PERFORMED:

- a. Conducting vibration/rough handling/solar radiation of explosive materials. In order to be payable, the employee must be responsible for handling items during and after testing in order to inspect, package, or arrange for the transportation of the items tested.
- b. Conducting industrial x-ray of ammunition/explosives of unknown nature, of a highly sensitive nature and/or which may have been altered by experimentation, rough handling or other ordnance tests.
- c. Testing operations which involve exposure to experimental I modified, or Unknown pyrotechnic or explosive compositions or items. These duties include the removal of the item(s) from its shipping container and ends with the item(s) completely consumed in tests, or when custody of the item has been transferred. It also includes the pretesting, positioning, assembly, downloading, modification and/or re-assembly (using experimental components) of experimental I modified or unknown ammunition items, duds or misfired weapons. Support operations in close proximity to these operations are also included.

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CERTIFICATE NUMBER: 10

APPLIES ONLY TO: US ARMY SOLDIER AND BIOLOGICAL AND  
CHEMICAL COMMAND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to toxic chemical materials.

HAZARD WHICH IS PRESENT:

Employees are handling ordnance items containing either known chemical warfare material or unknown liquids that are possibly chemical warfare material as listed in Certificate 4 of this regulation.

DESCRIPTION OF DUTIES PERFORMED:

Handling a Non-stockpile ordnance item for the purpose of identifying and stopping any leaks, and packaging the item into an overpack container as part of an emergency response or remediation effort. The person actually handling the item and the required assistant to the individual handling the item are authorized.

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CERTIFICATE NUMBER: 11  
APPLIES ONLY TO: US ARMY SOLDIER AND BIOLOGICAL AND  
CHEMICAL COMMAND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to toxic chemical materials.

HAZARD WHICH IS PRESENT:

Employees are handling Chemical Agent Identification Sets containing either known chemical warfare material or suspected toxic chemicals.

DESCRIPTION OF DUTIES PERFORMED:

Handling a Chemical Agent Identification Set or their components for the purpose of identifying and stopping any leaks, and packaging the item into an overpack container as part of an emergency response or remediation effort. The person actually handling the item and the required assistant to the individual handling the item are authorized.

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CERTIFICATE NUMBER: 12

APPLIES ONLY TO: US ARMY GARRISON, ABERDEEN PROVING GROUND

DUTY AND/OR EVENT WHICH GIVES RISE TO HP DIFFERENTIAL:

Working with or in close proximity to unknown, sensitive explosive items.

HAZARD WHICH IS PRESENT:

This duty involves physical inventories and handling of unknown ordnance.

DESCRIPTION OF DUTIES PERFORMED:

- a. Perform physical inventories and handling of unknown ordnance. The items are foreign ammunition and explosives which have not been safety certified, inspected or type classified by US Personnel.
- b. Individual rounds are removed from outer packs to verify count then repackaged for return to storage.

APPENDIX C

SAMPLE MEMORANDUM FOR  
REQUESTING APPROVAL FOR HAZARDOUS DUTY PAY.

PECP-NER-G

30 October 2006

MEMORANDUM FOR Commander, US Army Garrison, Aberdeen Proving Ground,  
ATTN: AMSSB-GCP, 2201 Aberdeen Boulevard, Aberdeen Proving Ground, Maryland  
21005-5001

SUBJECT: Request for Approval of New Hazardous Duty Pay (HDP) Work Situation

1. The employee (s) listed below (or on the enclosed) performed a duty which I believe warrants hazardous duty pay.
2. This duty/event matches a category outlined in Appendix A, subpart I, part 550, title 5, Code of Federal Regulations but is not on a listed/approved certificate for this activity. The category is Explosives.
3. The duty performed was physical inventories and handling of unknown ordnance. The items are foreign ammunition and explosives which have not been safety certified, inspected or type classified by US Personnel.
4. This involved exposing the employee to the following hazard: in close proximity to highly unstable materials – physical inventories and handling of unknown ordnance.
5. Protective measures which were employed included full range of protective clothing and devices.
6. In my view, these (did/did not) practically eliminate the hazard.
7. This is a one-of-a-kind duty which is not likely to recur; OR This is a duty which is likely to recur and, if approved, should be placed on our list of approved hazardous work situations.

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8. The following is employee-related information:

Name	SSN	Title, Series,	Grade/Step
SMITH, John D.	123-45-6789	Engineer Technician	GS-802-11/05

9. The point of contact on this matter is Mr. William Jones, extension 2345.

I. M. Duggs  
Chief, Explosives Division

30 October 2006

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(PECP-NER-G)

FOR THE COMMANDER:

*Nancy M. Tayson*  
for JANET L. DETTWILER  
Adjutant General

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CBRNE Analytical & Remediation Activity (CARA)  
Request for Hazardous Duty Pay ~ CFR References

**Reference:**

US Code of Federal Regulations (CFR), Title 5: Administrative Personnel,  
PART 550—PAY ADMINISTRATION (GENERAL),

Subpart I—Pay for Duty Involving Physical Hardship or Hazard

**550.901 Purpose**

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.

**550.902 Definitions**

*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.

**550.904 Authorization of hazard pay differential.**

(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*

## CBRNE Analytical & Remediation Activity (CARA)

### Request for Hazardous Duty Pay ~ CFR References

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.

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

Duty	Rate of hazard pay differential (percent)	Effective date
------	---	----------------

A. 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.
3) <i>Toxic chemical materials.</i> Toxic chemical materials when there is a possibility of leakage or spillage	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.

B. Flying, participating in:

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.
(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.



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
ASSISTANT G-1 FOR CIVILIAN PERSONNEL  
EAST REGION, NORTHEAST AREA, ABERDEEN CPAC  
305 LONGS CORNER ROAD  
ABERDEEN PROVING GROUND, MD, 21005-5000

## PECP-NER-G

Subject: Hazard Pay Differential Statement

### General Background:

Understanding and administering the compensation process for HDP (hazard pay differential also known as hazardous duty pay, the payment of differentials for duty involving unusual physical hardship or hazard) is not a transparent process. It requires extensive knowledge, training and experience with the federal classification system and process, and experience with the personnel regulations that allow payment for the hazardous duty. Interpretation of the regulations involve difficult to understand 'grey' areas. The following is not an extensive discussion or analysis of the regulations, classification, or considerations one would perform in making an HDP payment determination. It is meant to provide a little information concerning the regulatory complexities involved, and to show the dynamics of how the external and internal organizational change caused knowledge gaps.

There are two different hazard duty regulations for the work force HDP and EDP (environmental differential pay). HDP governs the hazard pay for GS (general schedule- a position is subject to the General Schedule, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work) employees. EDP governs the hazard pay for FWS (federal wage system - employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual-labor occupations, and other employees including foremen and supervisors in positions having trade, craft, or laboring experience and knowledge as the paramount requirement) employees.

Position descriptions classified in the FWS system consider four factors: skill and knowledge, responsibility, physical effort, and working conditions involved in the work. The valuation of a grade uses a concept which considers work duties that are "regular and recurring" and a yardstick approach comparing jobs of similar difficulties. The standard used in the classification of positions, the Introduction to the Federal Wage System Job Grading System, TS--44 Sep 1981, TS-13 Sep 1970, TS -1 Sep 1968, recognizes "for exposure to conditions of an unusual nature, employees are compensated by means of environmental pay differentials rather than job grading. However, if exposure to conditions of an unusual nature is regular and recurring, any related skill and knowledge, and responsibility should be taken into account in grading the jobs. This may or may not result in changes in the basic grades of the jobs as shown by the applicable standards."

*Section VII*

## **PECP-NER-G**

Subject: Hazard Pay Differential Statement

On the contrary GS employee grades are determined through several valuation methods the most common being the FES (factor evaluation system) which includes 9 factors (The Classifier's Handbook TS-107 August 1991): Factor 1 – "Knowledge Required by the Position" considers the kind or nature of knowledge and skills needed, and how the knowledge and skills are used in doing the work. Factor 2 – "Supervisory Controls" considers how the work is assigned, the employee's responsibility for carrying out the work, and how the work is reviewed. Factor 3 – "Guidelines" considers the nature of guidelines for performing the work and the judgment needed to apply the guidelines or develop new guides. Factor 4 – "Complexity" considers the nature of the assignment, the difficulty in identifying what needs to be done, and the difficulty and originality involved in performing the work. Factor 5 – "Scope and Effect" considers the purpose of the work, and the impact of the work product or service. Factor 6 – "Personal Contacts" considers the people and conditions/setting under which contacts are made. Factor 7 – "Purpose of Contacts" considers the reasons for contacts in Factor 6. Factor 8 – "Physical Demands" considers the nature, frequency, and intensity of physical activity. Factor 9 – "Work Environment" considers the risks and discomforts caused by physical surroundings and the safety precautions necessary to avoid accidents or discomfort. Points are associated with each of these factors, added up, and the total points result in the grade of the position. Usually the knowledge, skills and abilities involving a duty hazard are discussed when describing work in a position description.

### **HDP/EDP Background:**

Both the HDP and EDP regulations use approved certificates which describe the work hazard attached as an appendix to the regulation to authorize payment. However their use is different. EDP is based on several concepts, one of which is "close proximity" which speaks to the immediacy, distance and inherent present danger of an exposure. If a hazard has been "practically eliminated" through the use of protective clothing, device or procedure EDP is not paid. There are two different appended payment schedules. One is for exposure resulting in compensation per hour payable in 15 minute increments, and the other bases compensation on exposure resulting in payment for the duration in a pay status. The schedules allow additional pay expressed as a percentage. The rates vary from 4 percent to 8 percent and are considered part of the basic rate of pay, but there are exceptions. The EDP regulation does not preclude compensation if the working conditions are taken into consideration in grading the position. EDP payment is almost automatic if the work is listed in the appendix, performed in close proximity, and the hazard has not been practically eliminated.

HDP is paid for all hours in a duty status at a rate of 25 percent once the recipient has been determined to be in an exposing environment. However, there are several caveats to the HDP regulation. One rule is similar to EDP. HDP is not to be paid if the hazard has been "practically eliminated" through the use of protective clothing, device or procedure. Another rule is that HDP is not to be paid if the hazardous duty is "taken into account in the classification of the position" regardless if it affects the grade. This last concept is difficult for managers to understand. Listed in the appendix are authorizations for HDP which are to be applied on an excepted basis. Payment

## **PECP-NER-G**

### **Subject: Hazard Pay Differential Statement**

may be made, if and only if, the preceding rules are met. Often management believes that if the same duties are described in the appendix then HDP is authorized, this may or may not be the case, even after analyzing the position description to determine if the hazardous duty was taken into consideration.

So, EDP may be paid if the knowledge, skills and abilities required to perform the hazardous duty are described in the position description and HDP may not. There are exceptions.

### **Additional Guidance:**

These are two important definitions when determining HDP payment, from 5 CFR 550.902, "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. "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.

5 CFR 550.904, allows an agency to approve payment of hazardous duty pay when the hazardous duty or physical hardship has not been taken into account in the classification of the position (i.e., the knowledge, skills, and abilities required to perform the duty are not considered in the classification of the position). If the hazardous duty has been taken into account in the classification of the position, an agency may authorize payment of hazardous duty pay only when the actual circumstances of the specific hazard or physical hardship have changed from that taken into account and described in the position description; and, when using the knowledge, skills, and abilities required for the position and described in the position description, the employee cannot control the hazard or physical hardship; thus, the risk is not reduced to a less than a significant level.

In 1994 OPM provided guidance to assist in the interpretation of the HDP regulation. The guidance said that HDP is payable if the employee, even though, he/she using the knowledge, skills and abilities outlined in the job description cannot adequately "control" the risk associated with exposure.

Therefore there are instances when the position description's duties may involve the hazard being taken into account in the classification, yet HDP still be payable.

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Subject: Hazard Pay Differential Statement

### **Personnel System History:**

Initially 'personnelists' held management in check concerning regulatory compliance DA PAM 37-2, 6 Jan 1988, 4-19, "Hazardous duty pay (HDP) for GS employees, (a) Entitlement, The CPO (Civilian Personnel Office) determines the entitlement to HDP. The CPO must furnish a list to the payroll office of all employees who are authorized HDP and the appropriate percentage." In 1994, the Federal Personnel Manual (FPM) was abolished, and the Office of Personnel Management (OPM) began a general policy of deregulating the Human Resource Management (HRM) systems by delegating the authorities to the greatest extent possible within the parameters of the Merit System Principles to management. This abolishment left a void in the available guidance. In 1996, the CPO (Civilian Personnel Office) dissolved splitting into the CPAC (Civilian Personnel Advisory Center) and the CPOC (Civilian Personnel Operations Center). 17 November, 1997, the DCA ("Delegation of Position Classification Authority") regulation delegated the classification of work and consequently the assignment of either HDP or EDP compensation specifically to management. Presently the CPOC is dissolving with the work going to the CPAC.

### **Organization History and Background:**

Recent history begins with SBCCOM (Soldier and Biological Chemical Command) spinning off RDECOM (U.S. Army Research, Development and Engineering Command) with the TEU (Technical Escort Unit). In July 2003, employees were hired for the Guardian Brigade but under TEU. In December 2003, some WG TMCOs [(wage grade, Toxic Material Control Operator) FWS employees, some having the parenthetical (Ordnance Removal)] employees were reclassified to GS-1311's, Physical Science Techs and realigned from TEU into the Guardian Brigade. At the same time others in TEU were converted to GS-1670's Equipment Specialists (EOD), (explosive ordnance disposal), the remaining of the employees stayed in the TEU as TMCOs. (In March 2004 Ms Charlene Jensen became the Chief of Staff then Operations Officer of the Guardian Brigade, and in April 2004 was reassigned to the Deputy TEU Director which was renamed Deputy to the Commander in September of 2005). In December 2004, employees were realigned from the Guardian Brigade to the 20<sup>th</sup> Support Command CBRNE (Chemical, Biological, Radiological, Nuclear & High Yield Explosives), and in 2005 the remainder of TEU was aligned under the 22<sup>nd</sup> Chemical Battalion under the 20<sup>th</sup>. (This was done as part of Army's effort to unify all of the Chemical expertise into one organization). Late 2006, 2007, and the beginning of 2008 another major restructuring of the 22<sup>nd</sup> and parts of the 20<sup>th</sup> into the CARA (CBRNE Analytical & Remediation Activity) was to ensue on a provisional basis having the final "Concept Plan" reaching the approved state in June of this year. The "Plan" includes the reclassification of the remainder of the FWS workforce into the GS system.

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Subject: Hazard Pay Differential Statement

### **Statement:**

This organization has gone through many recent restructurings which not only disrupt operations, but require time to develop internal controls and policies. The workforce is made up of three different pay systems with different rules for compensation. The workforce is continuously being geographically deployed in military-company sized units to perform their mission. The work of this organization deals with unexploded ordnance, biological and chemical munitions, radiation and industrial toxic materials. Often the material may be unknown, in receptacles which may have deteriorated, or require extrication. The risk for accident, exposure, physical hardship or hazard is valid. Technologies have changed causing the work force to be reclassified. The FWS employees are used to receiving EDP. Both parent and subordinate organizations are new, and many policies and procedures have not been documented or addressed. The Personnel system has relinquished regulatory oversight and control to management, done away with its' historical guidance, and has had its own internal restructurings which affect its' role to the organization.

The intent of the HDP regulation is to eliminate or reduce risks which may produce physical hardship or hazard, provide a safe working environment, compensate those who face a present physical hardship or hazard while precluding those positions, which perform regular and reoccurring work having inherent hazard, from receiving extra pay, examples of such are firefighters and police officers. Certainly the position descriptions in question contain the knowledge, skills and abilities to perform munitions work. However the position descriptions also describe duties which involve first seen, foreign and unknown devices. Extrication of ordnance may involve unknowns, as well as, the condition of munitions may be unknown. Until the ordnance is identified it is unknown. From a classification point of view, one cannot assess or consider something that is "unknown" or determine if the incumbent has the knowledge, skills, and abilities to perform the work, because no classification standard provides guidance, points, or method for quantification or evaluation of the "unknown"; thus, an unknown hazard could not be an element in the grading a position. The situation of dealing with the "unknown" would characterize a present situation where the danger of the hazard would be beyond the incumbent's control (see attachment of an earlier correspondence discussing foreign ordnance). Procedures, policies, and practices may reduce risk, but is it to a significant level?

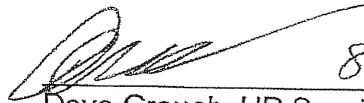
Concerning the payment of HDP, it is at the discretion of management. Members of management are not Classifiers, nor are they Personnelists. Management has the authority, knowledge of specific technical sciences involved in operations, knowledge of field environments, knowledge of preventative measures and devices which reduce risk, knowledge of what would be considered a

**PECP-NER-G**

Subject: Hazard Pay Differential Statement

routine contained hazard versus a situation which may be a present risk for accident, but they are not experts in federal regulation. It is management's responsibility and judgment to distinguish which cases go beyond what is taken into consideration in the classification of their employee's positions. Regardless of any position description, management knows when their employees cannot control a particular hazard or physical hardship, and are at significant risk for accident or exposure.

I am familiar with other organizations which have struggled or are struggling with the HDP regulation's interpretation. Often difficulty has been associated with the reclassification of FWS work to GS, or trying to get a grip on the caveat "taken into account in the classification of a position." In the instant case, I am sure there are individuals who meet and met the criteria to receive HDP. I cannot say any previous payments of HDP were made erroneously. I believe that HDP considerations should be made on a case by case basis, and that it is best practice to form a committee to review the circumstances and situations which may warrant HDP payment.



8/18/08

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