



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12531.1
C 017/p
14 Jan 91

MARINE CORPS BASE ORDER 12531.1

From: Commanding General
To: Distribution List

Subj: PAYMENT OF ENVIRONMENTAL DIFFERENTIALS TO GENERAL SCHEDULE EMPLOYEES

Ref: (a) FPM Supplement 990-2, Book 532, Subchapter S8 (NOTAL)
(b) MCCDCO P7000.1

Encl: (1) Schedule of Pay Differentials Authorized for Irregular or Intermittent Hazardous Duty

1. Purpose. To provide the authority for approving payment of environmental differentials to General Schedule (graded) employees subject to irregular or intermittent duty involving unusual physical hardship or hazard.

2. Policy. It is the policy of this Command to eliminate or reduce to the lowest possible level all hazards, physical hardships, and working conditions of an unusual nature. Payment of an environmental differential is warranted and authorized only when all efforts to eliminate or reduce the hazard, physical hardship, or working condition have failed. The authority to grant payment of environmental differentials is not intended in any way to relieve supervisors and managers of their responsibility to seek new methods and practices which can reduce or eliminate hazards or severe working conditions.

3. Information

a. Reference (a) authorizes the Commanding General to pay General Schedule employees an environmental differential for irregular or intermittent exposure to hazards, physical hardships, and working conditions of an unusually severe nature.

b. Physical hardships include those working conditions which may not in themselves be hazardous but which cause extreme physical discomfort or distress and which are not adequately alleviated by protective or mechanical devices. Examples might include exposure to extreme temperatures for a long period of time; duties involving arduous physical exertion, such as those which must be performed in cramped conditions; or duties involving exposure to fumes, dust, or noise, which cause nausea, skin, eye, ear, or nose irritation.

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c. Hazardous duty means a duty performed under circumstances in which an accident could result in serious injury or death, such as a 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.

d. The enclosure prescribes the schedule of hazard pay differentials and the hazardous duties or duties involving physical hardship for which they are payable. Payment of differentials may be made to an employee who is assigned to and performs any irregular or intermittent duty specified in the enclosure when that duty is not usually involved in carrying out the duties of this position. Differentials may not be paid to an employee when the hazardous duty has been taken into account in the classification of the position. Differentials are also not authorized to be paid to a volunteer, that is, an employee who undertakes to perform a hazardous duty without proper authorization either expressed or implied.

e. When a local situation is not described by one of the authorized categories in the enclosure, but is considered to be so unusual in nature that it appears to warrant payment of an environmental differential, the cognizant supervisor or manager will promptly submit a written request for authorization of such payment to the Commanding General, Marine Corps Combat Development Command (C017) via the appropriate organizational head. Such requests must identify the affected employee by name and position title, the hardship or hazardous working condition to which exposed, efforts taken to minimize or eliminate the condition, and the new category and definition proposed for inclusion. A proposed amount of differential and method of payment may also be included. The Director, Civilian Personnel Branch will assess all requests for additions to the list in the enclosure after consultation with the Director, Public Safety Division.

4. Computing Hazard Pay. When an employee performs duty for which hazard pay differential is authorized, the differential will be paid for the hours the employee is in a pay status on the day in which the duty is performed. If the hours in a pay status cover a continuous period extending over two days, the duty will be considered to have been performed on the day on which the work began and the allowable differential will be charged to that day. Hazard pay differential will not be considered part of the employee's rate of basic pay in computing additional pay or allowances under other regulations. The hazard pay differential will be computed as a percent of base pay.

5. Terminating Hazard Differentials. Authority for the payment of hazard differentials for a given working condition will terminate when the conditions which gave rise to the payment have been eliminated. Payment of differentials presupposes that adequate safeguards do not exist. When adequate safety precautions have reduced the degree of risk to a negligible level, payment of hazard differentials will be terminated.

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6. Action

a. Immediate Supervisors

(1) Take appropriate action to eliminate or reduce to the lowest practicable level all hazards, physical hardships, or unusual working conditions.

(2) Initiate action via the chain of command and the Director, Civilian Personnel Branch, to request approval of environmental differential pay when:

(a) A situation described in the enclosure exists, and elimination or reduction of the hazard is not practicable.

(b) The employee is assigned to and performs any irregular or intermittent duty meeting the criteria in the enclosure and that duty is not taken into account in the classification of the position.

(3) Annotate the employee's time card properly to reflect the environmental differential per payroll codes set in reference (b), when the payment is authorized by higher authority.

(4) Advise the Payroll Office immediately when the conditions for environmental differential no longer exist or have been reduced.

b. Director, Civilian Personnel Branch, Manpower Division

(1) Assess all requests for additions to the list in the enclosure against guidance provided by the Department of the Navy and the Office of Health and Safety Administration.

(2) Review all requests for environmental differential payments to ensure that the hazardous duty or condition was not considered as part of the position's classification. If the request meets the criteria, return the package for final processing.

c. Director, Comptroller Division

(1) Make payments timely and according to the proper environmental differential schedule.

(2) Stop or reduce payments upon written notice from the immediate supervisor that the condition no longer exists or has been reduced.

d. Activity Heads

(1) Disseminate this Order to supervisors and personnel exposed to conditions described in the enclosure.

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(2) Ensure that subordinate supervisors comply with the requirements of this Order.

(3) Approve/disapprove requests for environmental differential pay based on the information provided by the immediate supervisor and after review by the Director, Civilian Personnel Branch.

C. N. PASTINO

By direction

DISTRIBUTION: E plus 4 (100)

Copy to: 27, 36

**Schedule of Pay Differentials Authorized for Irregular
or Intermittent Hazardous Duty**

RATE
(PERCENT OF
BASE PAY)

IRREGULAR OR INTERMITTENT DUTY

- 25% Exposure to hazardous weather or terrain. When working on 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 a danger of rock falls or avalanches.
- 25% Traveling under hazardous conditions.
- When travel over secondary roads to isolated mountain top installations is required at night, or under adverse weather conditions (such as snow, rain, or fog) which limits visibility to less than 100 feet, when there is danger of rock, mud, or snow slides.
- 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 in isolated installations is required when there is a danger of avalanches, or during "white-out" phenomenon which limits visibility to less than 10 feet.
- When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be a considerable danger, or very great danger, on the windchill chart, and shelter (other than temporary shelter) or assistance is not readily available.
- 25% Snow or ice removal operations. When participating in snow plowing or snow or ice removal operations, regardless of whether on primary, secondary, or other class of roads, when there is (a) danger of avalanche, or (b) 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% Water search and rescue operations. Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 35 m.p.h. (classified as gale winds) or in water search and rescue operations conducted at night.
- 25% Exposure to physiological hazards. Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles when the employee is exposed to high pressure gas

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pipng systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures.

8% Working in pressurized sonar domes. Performing checkouts of sonar systems after sonar dome has been pressurized.

4% Working in non-pressurized sonar domes that are a part of an underwater system.

RATE
(PERCENT OF
BASE PAY)

IRREGULAR OR INTERMITTENT DUTY

- 25% Simulated altitude chamber subjects or observers exposed to the same conditions as the subject.
- 25% Centrifuge subjects. Participating as a subject in centrifuge studies involving elevated G forces above the level of 5 G's whether or not at reduced atmospheric pressure.
- 25% Relational flight simulator subject. Participating as a subject in a rotational flight simulator in studies involving continuous rotation in one axis through 360-degrees or in a combination of any axes through 360-degrees at rotation rates greater than 15 r.p.m. for periods exceeding three minutes.
- 25% Exposure to hazardous agents; working with or in close proximity to:
- Explosive or incendiary materials which are unstable and highly sensitive
- Toxic chemical materials (when there is a possibility of leakage or spillage)
- Fire retardant materials tests (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.
- Virulent biologicals (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% Participating in liquid missile propulsion tests and certain solid propulsion operations.
- 25% Work in fuel storage tanks. When inspecting cleaning, or repairing fuel storage tanks where there is not 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% Firefighting
- Forest and range fires. Participating as a member of a firefighting crew in fighting forest and range fires on the fireline.

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Equipment, installation, or building fires.
Participating as an emergency member of a
firefighting crew in fighting fires of equipment,
installations, or buildings.

RATE
(PERCENT OF
BASE PAY)

IRREGULAR OR INTERMITTENT DUTY

	In-water under-pier firefighting operations. Participating in in-water firefighting operations (involving hazards beyond those normally encountered in firefighting on land, e.g., strong currents, cold water temperatures, etc.)
4%	Hot work. Working in confined spaces wherein the employee is subject to temperatures in excess of 110 degrees Fahrenheit.
25%	Work in open trenches. Work in an open trench 15 feet or more deep until proper shoring has been installed.
25%	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%	Underwater duty. Submerged submarine or deep research vehicle. Duty aboard a submarine or deep research vehicle when it submerges. Diving. Diving, including SCUBA (Self-Contained Underwater Breathing Apparatus) diving, required in scientific and engineering pursuits, or search and rescue operations when: -At a depth of 20 feet or more below the surface; or, -Visibility is restricted; or, -In rapidly flowing or cold water; or, -Vertical access to the surface is restricted by ice, rock, or other structure; or, -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).
25%	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 (12-knot winds and 3-foot waves) and the work is done on deck in relatively unprotected areas.
25%	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.

ENCLOSURE (1)

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- 25% High work. Working on any structure of at least 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% Flying, participating in:
Pilot proficiency training. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests.
- Delivery of new aircraft for flight testing. Flights to deliver aircraft which has been prepared for one time flight without being test flown prior to delivery flight.
- Test flights of new, modified, or repaired aircraft. Test flights of a new or repaired aircraft or modified aircraft when the modification may affect the flight characteristics of the aircraft.
- Reduced gravity -- parabolic arc flights -- subjects/observers. Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +2 gravity conditions.
- Launch and recovery. Test flights involving launch and recovery aboard an aircraft carrier.
- Limited control flights. 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% Experimental parachute jumps. Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques.
- 25% Ground work beneath hovering helicopter. Participating in ground operations to attach external load to helicopter hovering just overhead.
- 25% Working 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.