



COMDTINST M12531.11A
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COMMANDANT INSTRUCTION M12531.11A

Subj: Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature Under the Federal Wage System

1. PURPOSE. This Manual Instruction provides information and instructions on administration of the environmental differential pay plan for Federal Wage System (FWS) employees.
2. DIRECTIVES AFFECTED. This Manual Instruction replaces Commandant Instruction 12531.11 which has been cancelled.
3. BACKGROUND. One objective of the Coast Guard's Occupational Health and Safety Program is to provide for the safety and health of its civilian and military personnel by elimination or reduction to the lowest level possible of all hazards, physical hardships, and working conditions of an unusually severe nature. Guidelines for carrying out this responsibility are contained in the Coast Guard Safety and Occupational Health Manual, COMDTINST M5100.29 series (Old CG-405), Occupational Health Monitoring RCS-G-KPS-13013, COMDTINST 6260.5 series, Occupational Safety and Health Standards for Abrasive Blasting and Painting Operations COMDTINST 6260.7 series, and many other Coast Guard publications, such as the Civil Engineering Manual (CG-251), Naval Engineering Manual (CG-413), and the Coating and Color Manual (CG-263), to name a few. When these efforts to comply with published guidelines do not overcome the unusually severe nature of the hazard, physical hardship, or working condition, an environmental differential is warranted. Even though an environmental differential

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is authorized, the Coast Guard has a responsibility to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or working condition of an unusually severe nature. The existence of environmental differentials is not intended to condone work practices which circumvent Federal safety laws, rules, and regulations.

4. DISCUSSION. Regulations on payment of environmental differentials for exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature under the FWS have been issued as Section S8-7g, Subchapter 8 of FPM Supplement 532-1. The regulations apply only to employees converted to the FWS. Environmental differentials as defined herein shall be paid in the circumstances set forth in Chapter 1 and the schedules in Chapter 2 and reported in accordance with the reporting requirements in Chapter 4 and DOT Order 2730.8. Chapter 3 contains some general questions and answers for interpretations of pay fixing rules on environmental differentials.
5. ACTION. District commanders and commanding officers of Headquarters units shall compensate FWS employees when the circumstances of individual cases meet the requirements of this Manual Instruction for environmental differential.

/s/
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Chief, Office of Personnel

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CHAPTER 1. ENVIRONMENTAL DIFFERENTIAL INSTRUCTIONS

- A. Basis for Environmental Differential. These instructions provide the basis for (1) approving and paying environmental differential to FWS employees (full-time, part-time, or intermittent); (2) listing categories of situations in Chapter 2 of this Manual Instruction and specifying the differentials payable for each category listed; and (3) providing guidelines under each category to identify the various degrees of hazard, physical hardships, and working conditions of an unusual nature, by the use of examples for the categories listed in Chapter 2. For the purpose of this Manual Instruction, environmental differential means additional pay authorized as specified in Chapter 2 for a category of situations involving exposure to a hazard, a physical hardship, or working conditions of an unusually severe nature.
- B. Payment for Environmental Differential. An environmental differential is paid to a FWS employee who is exposed to a hazard, physical hardship, or working condition of an unusually severe nature listed under the categories in Chapter 2. Exposure to a hazard, physical hardship, or working condition listed in Chapter 2 is not taken into consideration in the job-grading process, and additional pay for exposure to these conditions is provided only through the environmental differentials authorized by this Manual Instruction. An employee subjected at the same time to more than one hazard, physical hardship, or working condition of an unusually severe nature listed in Chapter 2 shall be paid for that exposure which results in the highest differential but shall not be paid more than one differential for the same hours of work.
- C. Authorization for Pay for Environmental Differential
1. Pay is authorized for exposure to a hazard of an unusual nature which could result in significant injury, illness or death, such as working on a high structure when the hazard is not practically eliminated by protective facilities or on an open structure when adverse conditions such as darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity exist.
 2. Pay is authorized for exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress.
 3. Pay is authorized for exposure to an unusually severe working condition under circumstances involving exposure to fumes, dust, or noise which cause significant distress or discomfort in the form of nausea, or skin, eye, ear, or nose irritation or conditions which cause abnormal soil of body and clothing, etc.
 4. Some environmental differentials listed in Chapter 2 are payable whenever the criteria in the category definition are met. Others are payable only if protective facilities, devices, or clothing have not practically eliminated the hazard, physical hardship, or working condition of an unusually severe nature. Categories for which payment is made when the conditions given in the definition are met are

those in which there is no reference to practical elimination of the condition through protective measures.

D. Establishment of Environmental Differentials

1. Chapter 2 is a schedule of environmental pay differentials setting forth the method of payment and various degrees of hazards, physical hardships, and working conditions, each of an unusual nature, for which the differentials are payable. The amount of the differentials are set out in Chapter 2. Environmental differentials are authorized only when the exposure is under the circumstances described in the category listed in Chapter 2. When examples are listed under the categories in Chapter 2, these examples are illustrative only and are not intended to be exclusive of other exposures which may be encountered under the circumstances which describe the listed category.
2. Environmental differentials are stated as percentage amounts and are authorized for the categories of exposures as described in Chapter 2. The amount of the environmental differential which is payable is determined by multiplying the percentage rate authorized for the described exposure by the second rate for Grade WG-10 on the current regular non-supervisory wage schedule for the area, counting one-half cent and over as a full cent. The resulting cents per hour amount is paid uniformly to each FWS employee in the area who qualifies for the authorized environmental differential, regardless of the grade level of the FWS employee or the Federal Wage System wage schedule on which the employee is paid.

Amendments to categories in Chapter 2, in the form of additions, changes, or deletions may be recommended to Commandant (G-PC). Each request for an addition to, or change in, a category in Chapter 2 should include information about the hazard, physical hardship, or working condition, showing (1) the nature of the exposure so as to show clearly that the hazard, physical hardship, or working condition which results from that exposure is of an unusually severe nature; (2) the degree to which the employee is exposed to the hazard, physical hardship, or working condition of an unusually severe nature; (3) the period of time during which the exposure will continue to exist; and (4) the degree to which control may be exercised over the physical hardship, hazard, or working condition of an unusually severe nature. The request shall also include the rate of environmental differential recommended to be established. The safety and health manager, labor organization official, as appropriate, and the civilian personnel officer should be involved in this process.

E. When Environmental Differential is Paid

1. The environmental differentials set out in Chapter 2 shall be paid to FWS employees paid under the FWS wage schedule when the employees are performing assigned duties which expose them to a hazard, physical hardship, or working condition listed in Chapter 2.

2. When a FWS employee is entitled to an environmental differential which is paid on an actual exposure basis, the employee shall be paid a minimum of one hour's differential pay for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one-quarter hour for each 15 minutes and portion thereof worked.
3. When a FWS employee is exposed at intermittent times during a day to an unusually severe hazard, physical hardship, or working condition for which the environmental differential is paid on an actual exposure basis, each exposure is considered separately and the amount of time exposed is not added together before payment is made for exposure beyond one hour's duration, except that pay for the environmental differential may not exceed the number of hours of duty by the employee on the day of exposure.
4. When a FWS employee is exposed to a hazard, physical hardship, or working condition during an overtime period for which he/she is entitled to overtime pay, the employee shall be paid not less than the minimum amount of environmental differential to which he/she would otherwise be entitled.
5. When a FWS employee is exposed to an unusually severe hazard, physical hardship, or working condition for which an environmental differential is payable on a shift basis and on the same day is exposed to an unusually severe hazard, physical hardship, or working condition for which an environmental differential payable on an actual exposure basis at a higher rate is authorized, he/she shall be paid the environmental differential on the basis of actual exposure for that exposure, and the environmental differential on the basis of the shift for the remaining hours in the pay status that day.
6. When a FWS employee is exposed to more than one category listed in Chapter 2 for which the environmental differential is payable on an actual exposure basis, each category is considered separately in computing the amount of environmental differential payable.

F. Determining Local Situations When Environmental Differentials Are Payable

1. Chapter 2 defines the categories of exposure for which the hazard, physical hardships, or working conditions are of such an unusual nature as to warrant environmental differentials, and gives examples of situations which are illustrative of the nature and degree of the particular hazard, physical hardship, or working condition involved in performing the category. The examples of the situations are not all-inclusive but are intended to be illustrative only.
2. Each district office and Headquarters unit must evaluate its situation against the guidelines in Chapter 2 to determine whether the local situation is covered by one or more of the defined categories. Safety and occupational health officials, labor organization officials, and the Civilian Personnel Officer should be included in the decision making process. Compliance with the provisions of the Coast Guard's Occupational Health and Safety Program is a prerequisite

to a decision to approve environmental differential. In all cases where the situation concerns occupational health exposures, and where the activity does not have the occupational health expertise, Headquarters' Industrial Hygiene Staff (G-CSP-4) will be requested to evaluate existing conditions and provide guidance.

- a. Any local environmental differential pay situations which have been approved through the collective bargaining process may continue to be paid for the life of the specific contract, taking into account any positive action by management to reduce or eliminate the hazard, physical hardship, or working condition of an unusually severe nature.
- b. Subsequent to the effective date of this Manual Instruction, when a determination is made that a local situation warrants approval of environmental differential, to insure consistency in application within the Coast Guard the Civilian Personnel Officer will initiate action as provided by paragraph 1-D-3 of this Chapter.

G. Relationship to Other Pay. Environmental differential is included as part of the employee's basic rate of pay and shall be used to compute premium pay (overtime, holiday, or Sunday work), the amount from which retirement deductions are made or on which group life insurance is based.

H. Computing Environmental Differential Payments. An environmental differential is paid under Chapter 2 either on the basis of actual exposure (Section 2-A) or on the basis of hours in a pay status (Section 2-B). A wage employee who is exposed to a situation for which an environmental differential is authorized under Chapter 2 is entitled to the appropriate differential regardless of whether the employee has a full-time, part-time or intermittent tour of duty; on regular assignment or on detail; or serving under a temporary appointment or under an appointment without time limitation. However, to receive a differential, either under Sections 2-A or 2-B, there must be actual exposure to the environmental condition. For situations involving multiple exposure see Section 1-B. The following is set forth as an aid in computing environmental differentials:

1. Payment on Basis of Hours in Pay Status. When a FWS employee is exposed to a situation for which an environmental differential is authorized on the basis of hours in a pay status, he/she shall be paid the differential for all hours in a pay status on the day (calendar day or, to avoid problems involving uncommon tours of duty, and when designated by the agency, a 24-hour period) on which he/she is exposed to the situation. When exposure to the situation occurs during a continuous period extending over two days, it shall be considered to have occurred on the day on which the exposure began and the allowable differential shall be charged to that day. Thus, for example, an employee with a tour of duty of 8:00 a.m. to 4:00 p.m., Monday through Friday, who on Monday works from 8:00 a.m. to 7:00 p.m., and who is exposed to a situation for which a differential is authorized from 5:00 p.m. to 7:00 p.m. is entitled to an environmental differential for 11 hours. On Tuesday the same employee works

from 8:00 a.m. Tuesday to 3:00 a.m. Wednesday, and is exposed to a situation for which an environmental differential is authorized from 1:00 a.m. to 3:00 a.m. Wednesday. He/she is entitled to an environmental differential for 19 hours. If for the rest of the week the employee performs no further overtime work or is not exposed to a situation for which an environmental differential is authorized, he/she is entitled to 40 hours straight pay, 14 hours overtime pay, and 30 hours environmental differential.

When a FWS employee is entitled to a differential which is paid on an actual exposure basis under Part A, Chapter 2, he/she shall be paid a minimum of one hour's differential for each exposure. However, when more than one exposure occurs within the same hour the employee shall be paid only for the exposure which results in the highest differential. When entitlement continues beyond one hour, the employee will be paid in quarter hour increments for each 15 minutes and portion thereof. Again, however, when more than one exposure occurs during the continuous period of time, the employee will be paid for that period only for the exposure which results in the highest differential. For example, an employee whose regular tour of duty is 8:00 a.m. to 4:00 p.m., Monday through Friday, is exposed to situations for which a differential is authorized under Section 2-A, as follows:

<u>Day</u>	<u>Hours Worked</u>	<u>Rate</u>	<u>Differential Earned</u>
Mon:	8:30 a.m. - 9:00 a.m.	4%	1 hour @ 4%
	9:20 a.m. - 9:30 a.m.	4%	0 (second exposure in same hour)
	10:00 a.m. - 11:30 a.m.	25%	1-1/2 hours @ 25%
	12:00 a.m. - 12:05 p.m.	4%	1 hour @ 4%
Tue:	8:00 a.m. - 8:05 a.m.	4%	1 hour @ 4%
	8:55 a.m. - 9:20 a.m.	4%	30 minutes @ 4% (continuation of preceding hour)
	10:00 a.m. - 10:05 a.m.	4%	1 hour @ 25% (see following)
	10:55 a.m. - 11:10 a.m.	25%	15 minutes @ 25% (continuation of preceding hour)
Tue:	11:14 a.m. - 11:20 a.m.	4%	15 minutes @ 25%
Wed:	8:45 a.m. - 9:00 a.m.	4%	1 hour @ 25% (one hour's pay at higher rate)
	9:40 a.m. - 9:45 a.m.	25%	
	3:55 p.m. - 4:00 p.m.	4%	1 hour @ 4% (one hour of environmental pay; no overtime pay)
Thu:	5:00 p.m. - 5:30 p.m.	4%	1 hour @ 4% (although entitled to two hours call-back overtime, only one hour environmental pay)
Fri:	8:45 a.m. - 8:50 p.m.	4%	1 hour @ 4%
	annual leave 9:00 a.m. - 4:00 p.m.		

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Sat: 9:05 a.m. - 9:30 a.m. 4% 1 hour @ 4% (even though entitled to
two hours call-back overtime, only
one hour environmental pay)

As demonstrated by the above example, in computing environmental pay, entitlement begins with the first instance of exposure and ends one hour later (except when exposure continues beyond one hour entitlement and ends at the end of the last full quarter-hour in which exposure occurs). All exposures occurring during the period of entitlement must be considered, but payment is computed for the period only on the basis of the highest differential rate authorized during the period of entitlement

I. Environmental Differential Pay During Absence on Leave

1. An environmental differential is included as part of an employee's basic rate of pay for periods of paid leave (annual leave, sick leave, administrative excusals, etc.) under the following circumstances:
 - a. When a FWS employee is exposed to a situation for which an environmental differential is authorized on the basis of hours in a pay status, that differential will be paid during a period of absence on paid leave on the day on which the exposure occurs.
 - b. When a FWS employee is exposed to a situation for which an environmental differential is authorized on an actual exposure basis, that differential will be paid during a period of absence on paid leave only to the extent that such leave is within the minimum payment periods specified in paragraph 1-E-2.
2. A FWS employee will not be paid an environmental differential during a period of absence on paid leave for any day on which the employee is not exposed to situations for which an environmental differential is authorized.

- J. Effect of Environmental Differential Pay on Lump-Sum Leave Payment and Severance Pay.
Because an environmental differential is paid only for a day on which an FWS employee is exposed to a situation for which the differential is authorized, it is not included in a lump-sum payment for annual leave or in computing severance pay.

Chapter 2 - SCHEDULE OF ENVIRONMENTAL DIFFERENTIALS PAID FOR EXPOSURE TO VARIOUS DEGREES OF HAZARDS, PHYSICAL HARDSHIPS, AND WORKING CONDITIONS OF AN UNUSUAL NATURE.

A. Payment for Actual Exposure

1. Flying. Participation in flights under one or more types of the following conditions:
 - a. Test flights of a new or repaired plane or modified plane when the repair or modification may affect the flight characteristics of the plane;
 - b. Flights for test performance of plane under adverse conditions such as in low altitude or severe weather conditions, maximum load limits, or overload;
 - c. Flights deliberately undertaken in extreme weather conditions such as flying into a hurricane to secure weather data;
 - d. Flights to deliver aircraft which have been prepared for an one- time flight without being test flown prior to the delivery flight;
 - e. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests;
 - f. Low level flights in small aircraft including helicopters at altitude of 500 feet and under in daylight and 1,000 feet and under at night when the flights are over mountainous terrain, or in fixed-wing aircraft involving maneuvering at the heights and times specified above, or in helicopters maneuvering and hovering over water at altitudes of less than 500 feet;
 - g. Low level flights in an aircraft flying at altitudes of 200 feet and under, while conducting wildlife surveys and law enforcement activities, animal depredation abatement and making agricultural applications, and conducting or facilitating search and rescue operations; flights in helicopters at low levels involving line inspection, maintenance, erection, or salvage operations.

Differential Rate: 100%

2. High Work

- a. Working on any structure at least 100 feet above the ground, deck, floor or roof, or from the bottom of a tank or pit;
- b. Working at a lesser height:
 - (1) if the footing is ensure or the structure is unstable; or

- (2) (2) if safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, or similar support); or
- (3) if adverse conditions such as darkness, steady rain, high wind, icing, lightening or similar environmental factors render working at such height hazardous.

Differential Rate: 25%

- 3. Floating Targets. Servicing equipment on board a target ship or barge in which the employee is required to board or leave the target vessel by small boat or helicopter.

Differential Rate: 15%

- 4. Dirty Work. Performing work which subjects the employee to soil of body or clothing:
 - a. Beyond that normally to be expected in performing the duties of the classification; and
 - b. Where the condition is not adequately alleviated by mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use to due health considerations (excessive temperature, asthmatic conditions, etc.); or
 - c. When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.

Differential Rate: 4%

- 5. Cold Work. Working in cold storage or other climate controlled areas where the employee is subjected to temperatures at or below freezing (32 Fahrenheit) where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.

Differential Rate: 4%

- 6. Hot Work. Working in confined spaces wherein the employee is subjected to temperatures in excess of 110 Fahrenheit.

Differential Rate: 4%

- 7. Welding Preheated Metals. Welding various metals or performing an integral part of the welding process when the employee must work in confined spaces in which large sections of metal have been preheated to 150 Fahrenheit or more, and the discomfort is not alleviated by

protective devices or other means, or discomforting protective equipment must be worn.

Differential Rate: 4%

8. Micro-Soldering or Wire Welding and Assembly. Working with binocular-type microscopes under conditions which severely restrict the movement of the employee and impose a strain on the eyes, in the soldering or wire welding and assembly of miniaturized electronic components.

Differential Rate: 4%

9. Exposure to Hazardous Weather of Terrain. Exposure to dangerous conditions of terrain, temperature and/or wind velocity, while working or traveling when such exposure introduces risk of significant injury or death to employees, such as the following:

Differential Rate: 25%

Examples:

- a. Working on cliffs, narrow ledges, or steep mountainous slopes with or without mechanical work equipment, where a loss of footing would result in serious injury or death.
- b. Working in areas where there is a danger of rock falls or avalanches.
- c. Traveling over secondary or unimproved roads to isolated mountaintop installations at night, or under adverse weather conditions (snow, rain or fog) which limits visibility to less than 100 feet when there is danger of rock, mud, or snowslide.
- d. Traveling in the wintertime either on foot or by vehicle, over secondary or unimproved roads or snowtrails, in sparsely settled or isolated areas to isolated installations when there is danger of avalanches, or during "whiteout" phenomenon which limits visibility to less than 10 feet.
- e. Working or traveling in sparsely settled or isolated areas with exposure to temperatures and/or wind velocity shown to be of considerable or very great danger on the windchill chart (see FMP Supplement 532-1, page J-10) and shelter (other than temporary shelter) or assistance is not readily available.
- f. Snowplowing or snow and ice removal on primary, secondary or other class of roads, when (a) there is danger of avalanche, or (b) there is danger of missing the road and falling down steep mountainous slopes, because of lack of snowstakes, "whiteout" conditions, or sloping icepack covering the snow.

10. Unshored Work. Working in excavation areas before the installation of proper shoring or other securing barriers, or in catastrophe areas, where there is a possibility of cave ins, building collapses or falling debris when such exposures introduce risk of significant injury or death to employees such as the following:
- a. Working adjacent to the walls of an unshored excavation at depths greater than six feet (except when the full depth of the excavation is in stable solid rock, hard slag, or hard shale, or the walls have been graded to the angle of repose, that is, where the danger of slides is practically eliminated), where work is performed at a distance from the wall a.(cont'd) which is less than the height of the wall.
 - b. Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado or similar cause.
 - c. Working underground in the construction and/or inspection of tunnels and shafts before the necessary lining of the passageway has been installed.
 - d. Duty underground in abandoned mines where lining of tunnels or shafts is in a deteriorated condition.

Differential Rate: 25%

11. Ground Work Beneath Hovering Helicopter. Participating in operations to attach or detach external load to helicopter hovering just overhead.

Differential Rate: 15%

12. Hazardous Boarding or Leaving of Surface Craft. Boarding or leaving vessels or transferring equipment to or from a surface craft under adverse conditions of foul weather, ice or night when sea state is high (three feet and above) and deck conditions and/or wind velocity in relation to the size of the craft introduce unusual risks to the employees.

Differential Rate: 15%

Examples:

- a. Boarding or leaving vessels at sea.
- b. Boarding or leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral surrounded shorelines.
- c. Transferring equipment between a small boat and a rudimentary dock by improvised or temporary means such as a unfastened plank leading from boat to dock.

- d. Boarding or leaving, or transferring equipment from or to ice covered floats, rafts or similar structures when there is danger of capsizing due to the added weight of the ice.
13. Duty Aboard Surface Craft. Duty aboard a surface craft when the deck conditions or sea state and wind velocity in relation to the size of the craft introduces the risk of significant injury or death to employees, such as the following:
- a. 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 at night.
 - b. Participating as a member of a weather projects team when work is performed under adverse weather conditions, when winds are blowing at 35 m.p.h., and/or when seas are in excess of 14 feet, or when working on outside decks when decks are slick and icy when swells are in excess of 3 feet.
 - c. When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is from the northeast or northwest, and wind velocity is over 15 knots; or when travel on Lake Pontchartrain is necessary in small craft, without radar equipment due to emergency or unavoidable conditions and the trip is made in dense fog run procedures.
 - d. Participating in deep research vessel sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea state is high (12 knot winds and 3 foot waves) and the work is done on relatively unprotected deck areas.
 - e. Transferring from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are under way.
 - f. Duty performed on floating platforms, camels, or rafts, using tools, equipment or materials associated with ship repair or construction activities, where swells or wave action are sufficiently severe to cause sudden listing or pitching of the deck surface or dislodgement of equipment which could subject the employee to falls, crushing, or ejection into the water.

Differential Rate: 15%

14. Work at Extreme Heights. Working at heights of 100 feet or more above the ground, deck, floor or roof, or from the bottom of a tank or pit on such open structures as towers, girders, smokestacks and similar structures:
- a. If the footing is unsure or the structure is unstable; or
 - b. If safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a

swinging stage, boatswain chair, or similar support); or

- c. If adverse conditions such as darkness, steady rain, high wind, icing, lightning, or similar environmental factors render working at such heights hazardous.

Differential Rate: 50%

15. Fibrous Glass Work. Working with or in close proximity to fibrous glass material which results in exposure of the skin, eyes or respiratory system to irritating, fibrous glass particles or slivers where exposure is not practically eliminated by the mechanical equipment or protective devices being used.

Differential Rate: 6%

16. High Voltage Electrical Energy. Working on energized electrical lines rated at 4,160 volts or more which are suspended from utility poles or towers, when adverse weather conditions such as steady rain, high winds, icing, lightning, or similar environmental factors make the work unusually hazardous.

Differential Rate: 50%

17. Welding, Cutting, or Burning in Confined Spaces. Welding, cutting or burning within a confined space which necessitates working in a horizontal or nearly horizontal position, under conditions requiring egress of at least 14 feet over and through obstructions including: (1) access openings and baffles having dimensions which greatly restrict movements, and (2) irregular inner surfaces of the structure or structural components.

Differential Rate: 6%

B. Payment on Basis of Hours in Pay Status

1. Explosives and Incendiary Material - High Degree Hazard. Working with or in close proximity to explosives and incendiary material which involves potential personal injury such as permanent or temporary, partial or complete loss of sight or hearing, partial or complete loss of any or all extremities; other partial or total disabilities of equal severity; and/or loss of life resulting from work situations wherein protective devices and/or safety measures either do not exist or have been developed but have not practically eliminated the potential for such personal injury. Normally, such work situations would result in extensive property damage requiring complete replacement of equipment and rebuild of the damaged area; and could result in personal injury to adjacent employees.

Differential Rate: 8%

Examples: Working with, or in close proximity to, operations involved in research, testing, manufacturing, inspection, renovation, maintenance and disposal, such as:

- a. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials.
 - b. All operations involving fire fighting on an artillery range or at an ammunition manufacturing plant or storage area, including heavy duty equipment operators, truck drivers, etc.
 - c. All operations involving regrading and cleaning of artillery ranges.
 - d. 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.
 - e. Handling or engaging in destruction operations on an armed (or potentially armed) warhead.
2. Explosives and Incendiary Material - Low Degree Hazard. Working with, or in close proximity to, explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and possibly of adjacent employees; minor irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used and wherein protective device and/or safety measures have not practically eliminated the potential for such injury.

Differential Rate: 4%

Examples:

- a. All operations involving loading, unloading, storage and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under High Degree Hazard - See paragraph 2-B-1 above).
 - b. Loading, assembly, and packing of handheld signals, smoke signals, and colored marker signals.
 - c. Proof testing weapons with a known overload of powder or charges.
 - d. Arming/disarming or the installation/removal of any squib, explosive device, or component thereof, connected to or part of a solid propulsion system, including work situations involving removal, inspection, test and installation of aerospace vehicle egress and jettison systems and other cartridge actuated devices and rocket assisted systems or components thereof when accidental or inadvertent operation of the system or a component might occur.
3. Poisons (Toxic Chemicals) - High Degree Hazard. Working with or in close proximity to poisons (toxic chemicals), other than tear gas

or similar irritants, which involves potential serious personal injury such as permanent or temporary, partial or complete loss of faculties and/or loss of life including exposure of an unusual degree to toxic chemicals, dust, or fumes of equal toxicity generated in work situations by processes required to perform work assignments wherein protective devices and/or safety measures have been developed but have not practically eliminated the potential for such personal injury.

Differential Rate: 8%

Examples:

- a. Handling and storing toxic chemical agents including monitoring of areas to detect presence of vapor or liquid chemical agents; examining of material for signs of leakage or deteriorated material; decontaminating equipment and work sites; work relating to disposal of deteriorated material; (exposure to conjunctivitis, pulmonary edema, blood infection, impairment of the nervous system, possible death).
 - b. Renovation, maintenance, and modification of toxic chemicals, guided missiles, and selected munitions.
 - c. Operating various types of chemical engineering equipment in a restricted area such as reactors, filters, stripping units, fractioning columns, blenders, mixers, pumps, and the like utilized in the development, manufacturing, and processing of toxic or experimental chemical warfare agents.
 - d. Demilitarizing and neutralizing toxic chemical munitions and chemical agents.
 - e. Handling or working with toxic chemicals in restricted areas during production operations.
 - f. Preparing analytical reagents, carrying out colorimetric and photometric techniques, injecting laboratory animals with compounds having toxic, incapacitating or other effects.
 - g. Recording analytical and biological tests results where subject to above types of exposure.
 - h. Visually examining chemical agents to determine conditions or detect leaks in storage containers.
 - i. Transferring chemical agents between containers.
 - j. Salvaging and disposing of chemical agents.
4. Poisons (Toxic Chemicals) - Low Degree Hazard. Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in as direct contact with, or exposure to, the more toxic agents as in the case with the

work described under high hazard for this class of hazardous agents and wherein protective devices and/or safety measures have not practically eliminated the potential for personal injury.

Differential Rate: 4%

Example: Handling for shipping, marking, labeling, hauling and storing loaded containers of toxic chemical agents that have been monitored.

5. Micro-Organisms - High Degree Hazard. Working with or in close proximity to micro-organisms which involves potential personal injury such as death, or temporary, partial, or complete loss of faculties or ability to work due to acute, prolonged, or chronic disease. These are work situations wherein the use of safety devices and equipment, medical prophylactic procedures such as vaccines and anti-sera and other safety measures do not exist or have been developed but have not practically eliminated the potential for such personal injury.

Differential Rate: 8%

Examples:

- a. Direct contact with primary containers or organisms pathogenic for man such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material. Operating or maintaining equipment in biological experimentation or production.
 - b. Cultivating virulent organisms on artificial media, including embryonated hen's eggs and tissue cultures where inoculation or harvesting of living organisms is involved for production of vaccines, toxides, etc., or for sources of material for research investigations such as antigenic analysis and chemical analysis.
6. Micro-Organisms - Low Degree Hazard. Working with or in close proximity to micro-organisms in situations for which the nature of the work does not require the individual to be in direct contact with primary containers of organisms pathogenic for man, such as culture flasks, culture test tubes, hypodermic syringes and similar instruments, and biopsy and autopsy material and wherein the use of safety devices and equipment and other safety measures have not practically eliminated the potential for personal injury.

Differential Rate: 4%

7. Work in Fuel Storage Tanks. 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.

Differential Rate: 8%

8. Firefighting. Participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing fires:

High Degree - Fighting forest and range fires on the fireline.

Differential Rate: 25%

Low Degree - All other firefighting.

Differential Rate: 8%

9. Mass Explosives and/or Incendiary Material. Working within a controlled danger area in, on, or around wharves, transfer areas, or temporary holding areas in a transshipment facility when explosives are in the process of being shifted to or from a conveyance.

Such an area shall include land and sea areas within which it has been determined that personnel are subject to an unusual degree of exposure or liability to serious injury or death from potential explosive effect.

A transshipment facility for this purpose is a port or sea terminal established for the marshalling or temporary assembly of explosives prior to shipment where amounts in excess of 250,000 pounds net explosive weight (NEW) are present on a regular or recurring basis.

Differential Rate: 4%

10. Asbestos. Working in an area where airborne concentrations of asbestos fibers may expose employees to potential illness or injury and protective devices or safety measures have not practically eliminated the potential for such personal illness or injury.

Chapter 3 - QUESTIONS AND ANSWERS.

The following guidance is provided for interpretations of pay fixing rules of the FWS as they apply to job grading actions required to implement the provisions of environmental differentials.

- A. Question. Will a FWS employee regularly assigned to duties which involve exposure to situations for which an environmental differential is paid continue to receive the environmental differential during leave with pay, holidays, administrative excusals, temporary assignments to duties not involving exposure for which an environmental differential is paid?

Answer.

1. Whether or not such situations regularly occur is immaterial. A FWS employee will receive a differential during such periods only if he/she is exposed to a situation on the day concerned under conditions entitling him to a differential.
 2. If there is no exposure to a situation for which a differential is authorized, there is no differential payment.
 3. If on that day the FWS employee is exposed to a situation for which Section 2-A differential is authorized, he/she will receive the differential for the prescribed minimum period, and the differential is included in computing any premium pay due for that period.
 4. If the FWS employee is exposed to a situation on that day for which a Section 2-B differential is authorized, he/she will receive the differential for all hours in a pay status during the day, including any hours in a paid leave status (annual, sick, administrative excusals, etc.), as well as for any hours on a temporary assignment for which an environmental differential is not otherwise authorized, and the differential is included in computing any premium pay due on that day.
- B. Question. How will overtime be computed when the environmental differential is paid for a portion of a day or a portion of a week? Will an intermittent assignment and a regular assignment be computed in the same manner?

Answer.

1. When the differential is paid under Section 2-B (i.e., all hours in a pay status), the FWS employee will also be paid an environmental differential during a period of overtime which occurs on the same day. The overtime pay will be one and one-half times the employee's basis hourly pay, including environmental differential. If the overtime work is performed on a day on which the employee is not exposed to a situation for which an environmental differential is authorized, the overtime pay will be one and one-half times the employee's basis rate of pay without including any environmental differential.

2. When the differential is paid under Section 2-A, overtime pay will be computed on the basis of the environmental differential only if the exposure for which the differential is paid occurs during the overtime period. Thus, for example, if the FWS employee's regular rate is \$4.00 per hour, and his/her regular rate plus the environmental differential is \$4.18 per hour, his/her overtime rate would be \$6.00 per hour when no exposure to a situation for which a differential is authorized occurs during the overtime period. However, if he/she performs one hour of overtime work, for which he/she will receive two hours of call-back overtime pay, and is exposed to a situation for which the differential is authorized, one hour of overtime pay will be \$6.00 and one hour will be \$6.27.

C. Question. Under Section 2-B, Payment on Basis of Hours in Pay Status, when an FWS employee's normal shift is extended by overtime, is it intended that the employee receive the differential for both the regular shift and the overtime shift, even though the exposure for which the differential is paid occurs only during the regular shift?

Answer. Yes. The FWS employee will receive the differential for all hours in a pay status for that day (See Section 1-G). In order to illustrate this principle, consider the following situations. All of the following involve an employee whose regular tour of duty is 8:00 a.m. to 4:30 p.m. (one-half hour lunch break included), Monday through Friday, and who receives a differential under Section 2-B:

1. Condition A. Mr. Jones is exposed to a situation for which a differential is authorized during his regular Friday shift. He is paid the differential for the entire shift. Is this correct? Yes.
2. Condition B. Mr. Jones is required to work overtime, 4:30 p.m. to 6:30 p.m., on the same Friday described above. During the overtime hours he is not exposed to a situation for which a differential is authorized. Is Mr. Jones paid the differential for the overtime hours? Yes.
3. Condition C. Mr. Jones is required to work eight hours on Saturday; this would be overtime work. On Saturday he is not exposed to a situation for which a differential is authorized. Is he paid the differential for Saturday? No.
4. Condition D. Mr. Jones is again required to work eight hours on a Saturday, all eight hours of which would be overtime work. During one hour he is exposed to a situation for which a differential is authorized under Section 2-B. Is he entitled to the differential for all eight hours on Saturday? Yes.
5. Condition E. Mr. Jones is exposed to a situation for which a differential is authorized during his regular Monday shift, so he is entitled to a differential for the eight hours. However, an emergency workload occurs at another station where exposure to a category never occurs but it is necessary to augment the crew at the other station and Mr. Jones works at that station for two hours on

Monday after his regular shift. Does he receive the differential for overtime hours? Yes.

6. Condition F. Mr. Jones is exposed to a situation on Friday for which he is paid a differential. He does not work overtime Friday but he does work on Saturday, which is overtime. There is no exposure on Saturday for which a differential is authorized. Does he receive a differential for Saturday? No.
 7. Condition G. Mr. Jones works four hours Thursday morning for which he is paid a differential. He takes annual leave the rest of the day. Does he get paid a differential for those four hours of annual leave? Yes.
 8. Condition H. As an extension of the Condition G example, Mr. Jones continues on annual leave the following day, Friday. Does he get a differential for those eight hours? No. (See also the answer to Question 3-B.)
 9. Condition I. There is no exposure for which a differential is authorized during Mr. Jones' regular shift, but there is during overtime that same day, 4:30 p.m. to 6:30 p.m. Does he receive the differential for the 10 hours? Yes.
 10. Condition J. As an extension of Condition I during which Mr. Jones worked overtime Friday, 4:30 p.m. to 6:30 p.m., he also works eight hours on Saturday. He is exposed to a situation for which a differential is authorized during the Friday overtime hours but not on Saturday. Does he receive a differential for Saturday? No.
- D. Question. Is it the intent of subchapter S8-7, FPM Supplement 532-1, that a differential is payable to all FWS employees, irrespective of job assignment, whenever the employee is exposed to one of the categories for which a differential is authorized, including a category which is an inherent part of the employee's job? Would this also apply to an employee who is on detail when he/she is exposed to a category for which a differential is authorized?

Answer. Whenever a FWS employee is exposed to a category for which an environmental differential is authorized under Chapter 2 whether paid under Sections 2-A or 2-B, he/she is entitled to the appropriate differential. The fact that the employee is on detail when he/she is exposed to the category is immaterial. The fact that the environmental category is inherent in his job is immaterial, except to the extent provided for in Paragraph 2-A-4.

- E. Question. If an environmental differential is payable to all FWS employees, irrespective of job assignment, whenever such exposure occurs (including an employee on detail between FWS positions) would a General Schedule employee on detail to a FWS position receive a differential authorized under Chapter 2?

Answer. No. A General Schedule employee is entitled to a hazard differential only if a differential is authorized under subpart I of Part

550 of the OPM regulations, and the employee is otherwise entitled to the differential under that regulation.

- F. Question. What, if any, paper processing is required to reflect that employees will receive environmental differentials at the appropriate rate whenever exposed to a situation for which the differential is authorized? If none, what record will be used to compute the employee's high three average salary for retirement purposes?

Answer. No specific paper processing is required to reflect that employees will receive the differentials. With respect to computing an employee's hi-three salary, the information will be obtained from pay-roll records as recorded on his SF-2806, or other available payroll records.

Chapter 4 - TIMEKEEPING REPORTING REQUIREMENTS

The following guidance, extracted from FAA Order 2730.8, Subject: Time and Attendance - Uniform Payroll System, is provided as a guide for properly reporting exposures described in Chapter 2 of this Manual Instruction. The first line supervisor shall report and certify exposures:

- A. Environmental Pay - FWS Employees. The Type (TY) code and percentage rate MUST be entered for FWS employees under the Hazard/Environmental Column of the Time and Attendance Report, FAA Form 2730-68 (See Figure 4-1). There are two types of payment of environmental pay to FWS employees. [See Section 2-A, Payment for Actual Exposure (Category 1); and Section 2-B, Payment on Basis of Hours in a Pay Status (Category 2)]. The category codes are recorded in the TY column. Enter "1" and the percentage rate if the category is "1". Enter "2" and the percentage rate if the category is "2". Enter the Start/Stop times that the employee is actually involved in an environmental working condition.
1. If there is more than one exposure for category 1 in a day, enter the day number and required information (type, percentage rate, and Start/Stop time) following day 14. For category 2, only one entry is required since payment is based on all hours in a pay status.
 2. If an employee has a category 1 exposure and later on the same day, has a category 2 exposure, enter category 1 percentage rate and Start/Stop time of actual exposure under the Hazard/Environmental column. Then enter the second exposure on the supplemental line following day 14. This recording is the same as the first except "2" is recorded in the Type (TY) column. If the employee is exposed during a continuing period of duty that extends into the second calendar day, enter the Start/Stop time in the calendar day on which the exposure begins.
- B. Supervisor's Statement for Environmental Pay. An employee claiming environmental pay shall provide information about the nature of the environmental differential and time of its performance to his/her supervisor. The supervisor must indicate in the remarks section that the payment is in accordance with Sections 2-A and 2-B, and the type of duty. The reverse side of the Time and Attendance (T&A) Report may be used, if needed. The supervisor may submit a separate memorandum for environmental pay if the approval is not on the T&A report.
1. Environmental Pay - Actual Exposure (Category 1). Section 2-A lists the duties that are payable on an actual exposure basis.
 - a. General Rule. For exposure while on duty, an employee received a minimum differential pay of one hour. For exposure beyond one hour, the differential is paid in multiple of 15 minutes for each 15-minute period and for any portion of time that exceeds 15 minutes.
 - b. More Than One Exposure Within Same Hour. When an employee is exposed more than once within the same hour, he/she receives differential pay for one hour only. If he/she is exposed within

the same hour to two or more duties that are paid at different percentage rates, he/she is paid only the minimum one hour differential at the highest percentage rate.

- c. Exposure Continues Beyond One Hour. When performance of a duty continues beyond one hour, an employee receives differential pay in multiples of 15 minutes for each 15-minute period and for any portion of time that exceeds 15 minutes. When exposed during a continuous period of time to two or more duties that are paid at different percentage rates, the highest differential rate is paid for the entire continuous period of time.
- d. Intermittent Exposure During the Day. When an employee is exposed at intermittent times during a day, each exposure is considered separately. He/she is paid at least the one hour minimum differential pay for each exposure. (See Paragraph 4-A-3.b. when there is more than one exposure within the same hour and see Paragraph 4-A-3.c. when the exposure is beyond one hour). The total hours of differential pay shall not exceed the number of hours of active duty performed by the employee on the day of exposure.

NOTE: An exposure which begins within a period of time for which an employee has been paid a differential is not an "intermittent exposure". For example, if an employee is exposed from 11:00 a.m. to 12:18 p.m. (1 hour and 18 minutes) and receives differential pay for 1 hour and 30 minutes (from 11:00 a.m. to 12:30 p.m.) and is exposed again between 12:18 p.m. and 12:31 p.m., such exposure is continuous, i.e., not an intermittent exposure.

- e. Differential Pay During Absence on Leave. When an employee performs a duty which is paid on an actual exposure basis, differential is paid during a period of absence on paid leave (annual, sick, excused absence, etc.) only to the extent that the leave is WITHIN the minimum payment period specified in Paragraph 4-A-3a above. For example, an employee is exposed from 11:30 a.m. to 11:45 a.m. and is an approved leave from 12 noon to 4:30 p.m. Only the minimum one hour differential from 11:30 p.m. to 12:30 p.m. is paid. The period of leave from 12 noon to 4:30 p.m. is within the minimum payment period.
2. Environmental Pay - Entitlement on Basis of Hours in Pay Status (Category 2). An employee who performs a duty listed in Section 2-B, receives differential for the total hours in a pay status on the calendar day (midnight to midnight) of exposure (See Paragraphs 4-A-1 and 4-A-2 for reporting).
- a. General. Hours of work performed during a continuous period extending into the second day will be reported on the T&A report on the day on which the work began, in which case the employee is entitled to environmental differential for all hours in a pay status on the calendar day in which the work began plus the hours of the continuous period extending beyond midnight.

- b. Differential Pay During Absence on Leave. When an employee performs a duty for which environmental differential is based on all hours in a pay status, he/she receives the differential for all hours worked in the day of exposure. For example, an employee who performs a duty listed in Section 2-B for one hour and is on a paid leave status for seven hours receives differential pay for eight hours.

TIME AND ATTENDANCE REPORT

SOCIAL SECURITY NO		C/B		NAME			OT	LE	FPS	COST CENTER		LEAVE BALANCES			AS	REG	BLK	PAY PERIOD		T&A	
							CD	CD				PAY	PP	ANNUAL	SICK	COMP			NO.	END DATE	DIST
MEAL TIME: START STOP ◀ ▶ ◀ ▶ ◀ ▶ ◀ ▶ Leave blank if no meal time is included in the assigned shift.																					
DAY	ASSIGNED SHIFT		TIME WORKED OUTSIDE SHIFT				TIME NOT WORKED				TRAVEL		HAZARD/ENVIRONMENTAL			DAY					
	START	STOP	COND	OPTNS	START	STOP	TYPE	START	STOP	UNIT	TYPE	START	STOP	TYRATE%	START		STOP				
01	0700	1630	1	2	3	4	5	6	7											01	
02			1	2	3	4	5	6	7					12500	800	0830				02	
03			1	2	3	4	5	6	7											03	
04			1	2	3	4	5	6	7											04	
05			1	2	3	4	5	6	7											05	
06			1	2	3	4	5	6	7											06	
07			1	2	3	4	5	6	7											07	
08			1	2	3	4	5	6	7											08	
09			1	2	3	4	5	6	7											09	
10			1	2	3	4	5	6	7											10	
11			1	2	3	4	5	6	7											11	
12			1	2	3	4	5	6	7											12	
13			1	2	3	4	5	6	7											13	
14			1	2	3	4	5	6	7											14	

COND - Work Area, by (empty) of when no assigned shift

OPTNS - Work Area, by (empty) of when no assigned shift

01 - Regular Day Off

02 - By Assigned Shift

03 - In lieu of Holiday

04 - In lieu of Holiday

05 - In lieu of Holiday

06 - In lieu of Holiday

07 - In lieu of Holiday

08 - In lieu of Holiday

09 - In lieu of Holiday

10 - In lieu of Holiday

11 - In lieu of Holiday

12 - In lieu of Holiday

13 - In lieu of Holiday

14 - In lieu of Holiday

COND - Cross appropriate condition code for each day/night shift as shown

1 Time is authorized and performed

2 Intending to take 5 OT

3 Intending to take 10 OT

4 Intending to take 15 OT

5 Intending to take 20 OT

6 Intending to take 25 OT

7 Intending to take 30 OT

8 Intending to take 35 OT

9 Intending to take 40 OT

10 Intending to take 45 OT

11 Intending to take 50 OT

12 Intending to take 55 OT

13 Intending to take 60 OT

14 Intending to take 65 OT

15 Intending to take 70 OT

16 Intending to take 75 OT

17 Intending to take 80 OT

18 Intending to take 85 OT

19 Intending to take 90 OT

20 Intending to take 95 OT

21 Intending to take 100 OT

UNIT - 01 General Duty
02 Special Duty
03 Special Duty
04 Special Duty
05 Special Duty
06 Special Duty
07 Special Duty
08 Special Duty
09 Special Duty
10 Special Duty
11 Special Duty
12 Special Duty
13 Special Duty
14 Special Duty
15 Special Duty
16 Special Duty
17 Special Duty
18 Special Duty
19 Special Duty
20 Special Duty

TYPE - 01 General Duty
02 Special Duty
03 Special Duty
04 Special Duty
05 Special Duty
06 Special Duty
07 Special Duty
08 Special Duty
09 Special Duty
10 Special Duty
11 Special Duty
12 Special Duty
13 Special Duty
14 Special Duty
15 Special Duty
16 Special Duty
17 Special Duty
18 Special Duty
19 Special Duty
20 Special Duty

REMARKS
ENVIRONMENTAL - HIGH VOLTAGE DAY 02 PER COMDTINST 12531.11A, CHAP 2 A 17

Figure 1