

STATE OF WISCONSIN  
DEPARTMENT OF MILITARY AFFAIRS  
Office of The Adjutant General  
Post Office Box 8111  
Madison, Wisconsin 53708

SUPPORT PERSONNEL REGULATION  
NUMBER 550-1

1 November 1991

HAZARD DIFFERENTIAL PAY

CHAPTER 1 - GENERAL

- 1-1. References: (Available only in the offices of each Comptroller and SPMO.) FPM Supplement 990-2, Part 550, Subchapter S-9.
- 1-2. Wisconsin Army and Air National Guard Technicians occupying General Schedule (GS) positions are authorized pay for irregular and intermittent duty involving physical hardship or hazard as indicated in Chapter 2 of this regulation, commonly called hazard differential pay (HDP). If a differential is authorized for a particular category on July 1, 1969, and the employee in fact is exposed to a situation under that category but the agency does not identify the situation to the category until a later date, the employee is entitled to the differential retroactive to July 1, 1969.
- 1-3. Wisconsin Army and Air National Guard Technicians paid under the Federal Wage System (FWS) are authorized environmental differential pay (EDP) as indicated in Wisconsin Support Personnel Regulation Number 532-1.
- 1-4. Documentation for authorizing and substantiating entitlement to HDP will be in accordance with Chapter 3 of this regulation.
- 1-5. HDP for General Schedule technicians will be computed in accordance with instructions contained in Part 550, Supplement 990-1, Appendix A, and Subchapter S-9, FPM Supplement 990-2.
- 1-6. Hazard differential pay (GS) shall not be considered part of the employee's rate of basic pay in computing additional pay or allowances payable under other statutes.
- 1-7. Technicians occupying positions listed in Chapter 4 are designated as authorizing officials for the purpose of certifying the exposure or determining eligibility for payment of HDP.

1-8. Local procedures should be developed for supervisors to:

- a. Assign technicians to perform duties for which this additional pay is authorized.
- b. Insure that HDP is authorized only when the exposure warranting it is necessary and actually takes place.

1-9. Chapter 2 of this regulation will be used as the only basis for activity heads or supervisors to authorize payment of HDP when a technician is exposed to such conditions in his particular job assignment. This regulation should be explained to all employees and then a copy prominently posted on local bulletin boards. It will be updated periodically as circumstances warrant and are approved.

1-10. It is recognized that identification of hazards, working conditions, or physical hardships of an unusual nature will be on a continuing basis. When local situations or circumstances arise which are identified as potentially warranting entitlement to HDP (even though not categorized in Chapter 2 of this regulation or in Appendix A, FPM Supplement 990-1, Part 550), a request in the format outlined in Chapter 5 must be submitted to this office for approval. Coordination with local safety and medical personnel concerning the merits of the environmental condition should be made prior to forwarding the request.

1-11. Each supervisor and authorizing official shall have as their objective the elimination or reduction to the lowest level possible of all hazards, physical hardships, and working conditions of an unusual nature. Even though a hazard differential is authorized, there is a responsibility of supervisors and authorizing officials to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or working conditions of an unusual nature. The existence of hazard differentials is not intended to condone work practices which circumvent Federal and State safety laws, rules and regulations.

1-12. When an employee is exposed to a hazard, physical hardship, or working condition while in a compensatory time status, he is not entitled to hazard differential pay.

## CHAPTER 2 - HAZARD DIFFERENTIAL PAY FOR (GS) EMPLOYEES

2-1. Schedule of pay differentials authorized for irregular or intermittent hazard duty under Subpart I of Part 550, FPM Supplement 990-2. Applicable to GS employees only.

2-2. Hazard differential pay will be paid only for hazardous duty or duty involving physical hardships listed below at the rate designated.

a. Duty involving physical hardship means a duty which may not in itself be hazardous but which causes extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices, such as a duty requiring exposure to extreme temperatures for a long period of time; a duty involving arduous physical exertion, such as a duty which must be performed in cramped conditions; a duty involving exposure to fumes, dust, or noise which causes nausea, skin, eye, ear, or nose irritation.

b. 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, snow, or high wind velocity exist.

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

2-3. Hazard pay differential may be paid to employees (GS) who are assigned to and perform any irregular or intermittent duty specified in the schedule below when that duty is not usually involved in carrying out the duties of his position. Hazard pay differential may not be paid an employee when the hazardous duty has been taken into account in the classification of his position.

2-4. Hazard pay differential shall not be paid to a volunteer, that is, an employee performs a hazardous duty on his own without proper authorization either expressed or implied.

2-5. Hazard pay differential shall not be paid to an employee when one or more of the conditions required for such payment ceases to exist in his case.

2-6. When adequate safety precautions taken have reduced the degree of risk to a

inegligible level, an employee is not performing a duty described below and, therefore, no differential is authorized.

## 2-7. Schedule of Pay Differentials:

a. 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. Pay differential - 25 percent.

b. Explosive or Incendiary Materials. Explosive or incendiary materials which are unstable and highly sensitive. Where employees have knowledge and experience concerning ordnance and ordnance functioning and working with known ordnance has been taken into account in classifying the employee's position, no hazard differential is payable for work with known ordnance. Pay differential - 25 percent.

c. Toxic Chemical Materials. Toxic chemical materials where there is a possibility of leakage or spillage. Pay differential - 25 percent.

d. Arming and De-arming Propulsion Systems. Arming, de-arming, 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. Pay differential - 25 percent.

e. 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. Pay differential - 25 percent.

f. Firefighting: Equipment, Installation, or Building Fires. Participating as an emergency member of a firefighting crew in fighting fires on equipment, installations, or buildings. Pay differential - 25 percent.

g. High Work. Working on any structure of at least 50 feet above the base level, ground, deck, roof, etc., under open conditions (radio, radar, television, powerline or water towers, steeples, smokestacks, or treetops) 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. Pay differential - 25 percent.

h. Flying.

(1) 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. Includes cross country training in weather which requires instrument flight techniques over rugged, uneven, and heavily wooded terrain. Instruction on emergency procedures in stalls and forced landings including those at night using flashlights or flare pots. Flights under maximum internal and external load conditions in confined areas. Pay differential - 25 percent.

(2) 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. Pay differential - 25 percent.

(3) 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. (These flights involve the need to operate equipment deliberately beyond its known design capabilities or safe operating limits.) Pay differential - 25 percent.

(4) 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. Pay differential - 25 percent.

(5) Ground Work Beneath Hovering Helicopter. Participating in ground operations to attach external load to helicopter hovering just overhead (i.e., at arm-length height, the ground position is hazardous because of the possibility of being crushed or electrocuted by static electricity that can collect in the airframe and discharge through a person into the ground). Pay differential - 25 percent.

i. 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. Pay differential - 25 percent.

CHAPTER 3 - DOCUMENTATION FOR AUTHORIZING AND  
SUBSTANTIATING ENTITLEMENT TO HDP

3-1. All payments of HDP must be supported by a Certificate of Authorization. The certificate must be signed by the person authorized to certify exposure or determine eligibility for payment as listed in Chapter 4 of this regulation. A separate certificate will be prepared for each pay period.

3-2. Certificate of Authorization for Hazard Differential Pay (GS):

"I certify that this employee was exposed to the following hazard, physical hardship, or working condition category (ies) for the duration indicated, incidental to performing his assigned duties and is therefore authorized hazard differential pay in accordance with Chapter 2, WISNG TPR 550-1, and Subchapter S-9, and Appendix A of FPM Supplement 990-2."

Category of Exposure	Rate	Duration of Exposure
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(Signature and title of authorizing official)

The certificate will be placed on the back side of the time and attendance card, the remarks section on the face of the card will be annotated "HDP Accrued".

3-3. The certificate will be completed as follows:

a. Category of Exposure: List the complete title of the category as outlined in Chapter 2. Show the exposure as it occurs each workday, even though the same exposure may occur on consecutive workdays. When exposure occurs under more than one category, intermittently for the same category, or concurrently with more than one category on the same workday, list each individual exposure separately.

b. Rate: List the percentage of rate authorized. For example: 25 percent.

c. Duration of Exposure: List the date, inclusive clock time, and actual elapsed time in hours and minutes of each category of exposure shown in the preceding column. For example, 1 Nov 89, 1300-1525, 2 hours, 25 minutes. 3-4. When the documentation and authorizing certificate is prepared separately from the TA card, a column captioned "Name and SSAN" will be added and the fourth word (this) of the first line of the certificate will be changed to read "the following". Utilization of the separate certificate allows for more than one employee to be shown on the one document.

Examples

<u>Category of Exposure</u>	<u>Rate</u>	<u>Duration of Exposure</u>
Explosive or incendiary materials	25%	7 Jun 90, 0830-1100, 2 1/2 hrs
Explosive or incendiary materials	25%	7 Jun 90, 1230-1245, 15 min
Explosive or incendiary materials	25%	9 Jun 90, 1900-1910, 10 min
Flying: Test flight of new, modified or repaired aircraft	25%	10 Jun 90, 1230-1930, 7 hrs

John Smith, Supvy Acft Pilot

## CHAPTER 4 - AUTHORIZING OFFICIALS

4-1. Incumbents of the following technician positions are designated as authorizing officials for the purpose of certifying the exposure on determining eligibility for payment of HDP.

### 4-2. Air National Guard:

Air Commander (Pilot)

Air Operations Officer

Aircraft Maintenance Officer

Ass't Aircraft Maintenance Officer

Chief of Supply and Services

Supervisory Logistics Management Specialist

Aircraft Ordnance System Mechanic General Foreman

Electronic Mechanic General Foreman

Aircraft Mechanic General Foreman

Aircraft Engine Mechanic Foreman

### 4-3. Army National Guard:

Command Administrative Officer

Facility Commander/Supervisory Aircraft Pilot

USPFO for Wisconsin

Supervisory Logistics Officer

Surface Maintenance Manager

Heavy Mobile Equipment Mechanic General Foreman - CSMS & MATES

Aircraft Mechanic Foreman, AASF

CHAPTER 5 - REQUESTS FOR ADDITIONS, CHANGES, OR DELETIONS TO HDP

5-1. The following format will be used to request additions, changes, or deletions to HDP.

- a. Category of hazard, physical hardship, or working conditions.
- b. Nature of exposure so as to show clearly that the hazard, physical hardship, or working condition which results from that exposure is of an unusual nature.
- c. Degree to which the employee is exposed to the hazard, physical hardship, or working condition which results from that exposure is of an unusual nature.
- d. Period of time during which the exposure will continue to exist.
- e. Degree to which control may be exercised over the hazard, physical hardship, or working condition.
- f. Rate of HDP recommended to be established.
- g. Whether to be paid for actual exposure or all hours of shift.
- h. Job title and job number of personnel involved.

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Users of this regulation are invited to send comments and suggested improvements on DA Form 2496 to The Adjutant General, DMA  
Wisconsin, ATTN: WING-SP, Madison, WI 53708-8111

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