

MISSOURI NATIONAL GUARD  
TECHNICIAN PERSONNEL  
REGULATION NUMBER 532-8

HEADQUARTERS MISSOURI NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
Jefferson City, 5 February 2011

HAZARDOUS DUTY PAY/ENVIRONMENTAL DIFFERENTIAL PAY

CHAPTER 1

GENERAL

1-1. PURPOSE: The purpose of this regulation is to define the situations under which Hazardous Duty Pay (HDP) and Environmental Differential Pay (EDP) are paid to technicians employed by the Missouri National Guard (MONG). Specific procedures and guidelines are established in 5 CFR (Code of Federal Regulations) Part 532 (Prevailing Rate) and 550 (General Schedule). The objective of the MONG is to eliminate, or reduce to the lowest level possible, all hazards, physical hardships, or severe working conditions of an unusually severe nature.

1-2. COVERAGE:

a. This regulation applies to all Missouri Army and Air National Guard technicians whether they are employed on a full-time, temporary, part-time, or intermittent basis.

b. HDP applies only to General Schedule (GS) technicians. It may not be paid to a technician when the exposure situation is a normal expectation or requirement as described, or classified, by the technician's position description (PD).

c. EDP applies only to Federal Wage System (WG, WL, WS) technicians. It shall be paid to a technician when the exposure is of an unusually severe nature and directed by supervision. The position description does not take into account exposure of an unusually severe nature and pay for exposure to these conditions is provided only through the environmental differentials authorized.

1-3. POLICY:

a. HDP and EDP are compensation programs available to technicians during times where they are actually exposed to various degrees of hazard, physical hardship, and working conditions of an unusually severe nature. Authorization for these pay differentials does not eliminate the continuing responsibility of all concerned to initiate positive action to eliminate or reduce danger and risk which contribute to or cause the hazard, physical hardship, or working condition.

b. The existence of HDP and EDP differentials is not intended to condone work practices that circumvent federal safety laws, rules, and regulations.

\*This regulation supersedes MONG TPR 532-8, dated 22 December 1989

c. When a potential hazard or actual discomfort is identified in a work assignment, first consideration must be given to the protection of the technician. Protective measures that reduce the hazard to the technician and/or tend to relieve discomfort must be made available, if at all practicable, and the application of these measures enforced. The payment of pay differentials is a measure that admits that no available means can reasonably be employed to adequately, or where appropriate, practically eliminate the hazard or discomfort to reasonably tolerable levels.

d. EDP/HDP exposure categories and authorized pay differentials are outlined in 5 CFR, Part 532 and Part 550.

e. EDP/HDP situations will be reviewed on an annual basis to validate the necessity for continuing or discontinuing their use by the Adjutant General or designated representative.

#### 1-4. DEFINITIONS:

a. Unusually Severe: Working conditions that are unusually severe include those conditions which are a real threat with no effective safety measures available to adequately alleviate the possibility of injury.

However, where the situation includes unusually severe working conditions or elements of unavoidable hazard or risk that are not covered in the PD, and the type of duty is covered in Hazardous Duty Differentials (Appendix A, 5 CFR 550) HDP may be payable.

Where working conditions that are unusually severe or includes elements of unavoidable hazard or risk and the type of duty is covered in Environmental Differentials (Part I and Part II, 5 CFR 532), EDP may be payable. Payment of EDP shall not be based upon the absence of a condition or hazard within the PD.

b. Physical Hardship: 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 clothing, mechanical devices, or adequate breaks.

c. Practically Eliminated: The term "practically eliminated" does not require a complete or absolute elimination of potential injury. The term is more correctly defined as "almost" and is more consistent with the intent of the language of the CFR. The CFR requires that potential injury be "practically eliminated" and as such, total elimination of the hazard is not required or expected.

1-5. DISSEMINATION: Supervisors are responsible to insure that the provisions of this regulation and the Labor/Management Agreement are made known to all subordinate technicians under their jurisdiction.

## 1-6. PROCEDURES:

a. Technicians – Each individual is required to work within the dictates of sound safety and occupational health practices and procedures. In those instances where the application of these practices and procedures cannot practically eliminate a hazardous situation, the technician must report this situation to the supervisor.

b. Supervisors – All supervisors/managers must insure that safety practices and acceptable work procedures are followed. In those instances where the application of these practices and procedures cannot practically eliminate a hazardous situation, the supervisor/manager must report the situation, and initiate a request to establish an EDP/HDP situation within 15 working days. Upon receipt of a request to establish an EDP/HDP situation, the supervisor must examine the situation and provide recommendations through approved channels as indicated on MONG Form 104-R (Request for Approval of EDP/HDP). Supervisors and managers do not have the authority to approve or disapprove a request to establish any EDP/HDP situation. After a situation has been initiated, the form must be completed and flow through the entire process. Once a situation is approved, only the summary of hours exposed need to be submitted through the appropriate pay processes.

(1) The employee and first line supervisors will sign the form and forward it, within 5 working days, through the supervisory chain to the commander. The commander will forward the request, within 10 working days, to the local Safety Office for evaluation of the situation and submission of a safety report. Safety Office forwards within 15 working days to the Environmental Office and/or Industrial Hygienist;

(2) The local Environmental and/or Industrial Hygienist Office will evaluate the situation and submit an environmental survey. The Environmental Office forwards to the Union Representative within 15 working days;

(3) The Labor Union Representative will concur or nonconcur and forward to the Human Resources Office (HRO), State Occupational Health Nurse within 5 working days.

c. Occupational Health - The Occupational Health Nurse will review the situation and provide any supporting documentation for concurrence or nonconcurrence and then forward to the State Safety Office or State Aviation Safety Office within 15 working days.

d. State Safety Office - The State Safety Office or State Aviation Safety Office will contact the HRO Classification Specialist, upon receipt, to schedule a committee meeting and review the situation and provide any supporting documentation for concurrence or nonconcurrence and then forward to the HRO, Classification within 20 working days.

e. Human Resources Office - The HRO Classification Specialist will schedule a committee meeting to occur no later than 40 working days after notification by the State Safety Office of receipt of a submission. The Classification Specialist, after receiving the completed submission

from the State Safety Office, will compile EDP/HDP situations for submission to the EDP/HDP Committee Chair within 10 working days.

f. EDP/HDP Committee Chair - The Chair will present the situation(s) to the EDP/HDP Committee for consideration. The Committee will concur or nonconcur with the recommendations.

g. EDP/HDP Committee - The Committee will forward the situation(s) to the HRO for the Adjutant's General or designated representative's final approval or disapproval of the situation(s) within 20 working days.

h. All offices should process their respective portion as quickly as possible. However, any office that cannot complete their portion of the process within the allotted time will notify the HRO Classification Specialist with justification. The HRO Classification Specialist will then notify the affected Association Chapter Secretary with the reason for the delay. The goal is for the committee to meet no later than six months after the request is submitted.

i. Human Resources Office – The HRO is responsible for the overall monitoring and annual review of the EDP/HDP programs/plans. The HRO may request that the MONG Form 104A-R is completed by supervisors to validate that the EDP/HDP situation still exists.

CHAPTER 2

STATE EDP/HDP COMMITTEE

2-1. STATE EDP/HDP COMMITTEE:

a. The State EDP/HDP Committee is formed to assist the Adjutant General in monitoring the program to ensure compliance and to provide the framework for the processing of determination requests. The State Committee will be comprised of the following members:

- (1) Local Safety Officer
- (2) Local Environmental Specialist/Industrial Hygienist/Health Specialist
- (3) State Safety Officer
- (4) State Occupational Health Nurse
- (5) State Aviation Safety Officer
- (6) Association Representative
- (7) HRO Representative
- (8) Recorder (non-voting, will normally be the Committee Secretary)-Other Committee positions serving a dual role as Recorder will retain voting status.

b. The State EDP/HDP Committee will annually review the overall program and all previously approved EDP/HDP situations to validate their continuance. The State EDP/HDP Committee will meet at least once annually, more if necessary, for the purpose of reviewing newly identified EDP/HDP situations and will make a recommendation.

c. The State EDP/HDP Committee may perform or request an audit of the current payable situations on an annual basis, as a minimum. This audit will validate the participation and the expenditures in the program.

CHAPTER 3

HAZARDOUS DUTY PAY (HDP)

3-1. INTRODUCTION: This section provides details necessary to implement HDP in the MONG technician program as authorized by 5 CFR 550.

3-2. COVERAGE: This article establishes the procedure for determining a schedule of pay differentials for irregular or intermittent duty involving unusual physical hardship or hazard. The law applies to GS (General Schedule) employees serving in full-time, part-time, or intermittent positions.

3-3. DEFINITIONS:

a. Duty Involving Physical Hardship: Defined as 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. Situations which could qualify for HDP are:

(1) Duty requiring exposure to extreme temperatures for a long period of time.

(2) Duty involving arduous physical exertion, such as duty which must be performed in cramped conditions.

b. Hazardous Duty: Defined as duty performed under circumstances in which an accident could result in a serious injury or death, such as duty performed on a high structure where protective measures are not available or cannot be reasonably used or on an open structure where adverse conditions such as darkness, lightning, steady rain, or high wind velocity exist.

c. Hazard Pay Differential: Defined as additional pay for performance of hazardous duty or duty involving physical hardship.

3-4. AUTHORIZATION TO PAY HDP:

a. The technician's supporting financial management office is authorized to pay HDP when:

(1) There is an approved HDP situation.

(2) The supervisor has processed the required documentation to supporting pay branch.

b. HDP may only be paid during the specified times the technician is assigned hazardous duty or duty involving physical hardship.

3-5. PAYMENT OF HDP:

a. Hazardous pay differentials may not exceed an amount equal to 25 percent of the rate of base pay applicable to the technician. Hazard duty pay is in addition to any additional pay or allowances to which the technician becomes entitled. It shall not, however, be used to compute any additional pay or allowances payable under another statute or law.

b. When a technician performs duty for which hazard duty pay is authorized, he will be entitled to hazard differential pay for the hours in a pay status on the day in which the hazardous duty was performed. Hours in a pay status for work performed during a continuous period extending over two days shall be considered to have been performed on the day on which the work began and allowable hazardous duty pay shall be charged to that day. Payment of hazardous duty pay is authorized for technicians only while they are in a pay status.

c. Payment of the HDP shall be made to the technician no later than the second pay period after the actual exposure takes place for an established hazard as determined by the EDP/HDP committee.

3-6. TERMINATION OF HDP:

a. The Employer shall discontinue payment of HDP to an employee when:

(1) Safety precautions have reduced the element of hazard to less than significant level or risk, consistent with generally accepted standards that may be applicable, such as those published by the OSHA or Department of Labor (DoL), or:

(2) Protective or mechanical devices have adequately alleviated physical discomfort or distress.

b. The Adjutant General, or designated representative, is the final authority for termination of HDP.

CHAPTER 4

ENVIRONMENTAL DIFFERENTIAL PAY (EDP)

4-1. INTRODUCTION: This section provides the details necessary to implement an EDP program in the MONG technician program as authorized by 5 CFR 532.

4-2. COVERAGE: EDP is applicable only to Federal Wage System technicians as authorized by 5 CFR 532 and this article. EDP will be paid IAW 5 CFR 532.

4-3. BASIS FOR EDP:

a. Environmental differentials are paid for those work situations in which the technician is exposed to a potentially severe hazard and for which no adequate precautions or protective measures are possible to minimize or practically eliminate physical injury, illness, or death to the worker should the potential of the situation actualize. Examples of unusually severe hazards for which EDP would be authorized are:

(1) A high structure when the hazard is not practically eliminated by protective measures such as scaffolding and/or enclosed ladders.

(2) A high open structure when adverse conditions such as darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity exists.

(3) Exposure to an unusually severe physical hardship under circumstances which cause significant physical discomfort or distress not eliminated by protective devices.

b. Environmental situations do not qualify for differential compensation simply on the basis that an element of hazard or discomfort has been identified in a work situation. The hazard must involve a real threat with no effective measures available to adequately alleviate the technician from discomfort or threat of injury. Significant actual discomfort arising from the work situation must be experienced by the technician with no effective means available to practically eliminate the discomfort.

c. If no effective measures are available to protect the technician from the effects of the work environment, and real injury or serious discomfort is experienced by the worker, appropriate compensation through EDP must be provided. The essential requirement for the work assignment which involves potential hazard or serious discomfort must always be determined first. Second, available protection must always be applied to reduce the effect of the adverse environmental conditions to whatever minimum is possible. Third, the number of technicians exposed to a potential hazard or severe discomfort must be limited to the absolute minimum necessary to accomplish the work assignment.

4-4. PAYMENT OF EDP SITUATIONS:

- a. An environmental differential is paid to a Federal Wage System technician who is exposed to a hazard, physical hardship, or working condition of an unusually severe nature.
- b. A technician subjected at the same time to more than one hazard, physical hardship, or working condition of an unusually severe nature 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 worked.
- c. Environmental differential pay is authorized only when technicians are in a pay status. Overtime which is worked for compensatory time off is not considered a paid status for this purpose.
- d. Payment of EDP shall be made to the technician no later than the second pay period after the actual exposure takes place for an established hazard as determined by the EDP/HDP Committee.

4-5. ESTABLISHMENT OF ENVIRONMENTAL DIFFERENTIALS:

- a. Environmental differentials are stated as percentage amounts and are authorized for categories of exposure. 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 (1/2) of a cent and over as a full cent. The resulting cents-an-hour amount is paid uniformly to each wage technician in the area who qualified for the authorized environmental differential, regardless of the grade level of the wage technician or the Federal Wage System (FWS) wage schedule on which the technician is paid.
- b. Changes to categories indicated in the approved situations will be effected as they change in the CFR.

4-6. WHEN EDP IS PAID:

- a. When a technician is entitled to an environmental differential which is paid on an actual exposure basis, he/she shall be paid a minimum of one hour differential pay for the exposure. For exposure beyond one hour, the technician shall be paid in increments of one-quarter (1/4) hour for each 15 minutes or portion thereof in excess of 15 minutes; e.g., if a technician is exposed for 1 hour and 6 minutes, he will be paid EDP for 1 hour and 15 minutes. However, when more than one exposure occurs within the same hour, then the employee shall be paid only the exposure which results in the highest differential.
- b. When a technician is exposed at intermittent times during the day to an unusually severe hazard, physical hardship, or working condition for which 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 the one hour duration, except that pay for the environmental differential may not exceed the number of hours normally performed by the technician on the day of exposure.

c. When a technician 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 he/she 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, then the technician shall be paid the environmental differential on the basis of the actual exposure, and the environmental differential on the basis of the shift for the remaining hours in the pay status that day.

d. When an employee is exposed to a situation for which an environmental differential is authorized on the basis of hours in a pay status, the agency shall pay him/her 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.

#### 4-7. COMPUTING ENVIRONMENTAL DIFFERENTIAL PAYMENTS:

An environmental differential is paid in accordance with 5 CFR 532, either on the basis of actual exposure, or on the basis of hours in a pay status. A Federal Wage System technician who is exposed to a situation for which an environmental differential is authorized under 5 CFR 532, is entitled to the appropriate differential regardless of whether the technician 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, there must be actual exposure to the environmental condition.

#### 4-8. TERMINATION OF EDP:

a. The Employer shall discontinue payment of EDP to an employee when:

(1) Safety precautions have reduced the element of hazard to a less than significant level or risk, consistent with generally accepted standards that may be applicable, such as those published by the Occupational Safety and Health Administration (OSHA), Department of Labor; or

(2) Protective or mechanical devices have adequately alleviated (practically eliminated) physical discomfort or distress.

b. The Adjutant General, or designated representative, is the final authority for termination of EDP.

CHAPTER 5

ESTABLISHING A NEW EDP/HDP SITUATION

5-1. GENERAL: Employees should be encouraged to identify situations where EDP/HDP may be warranted. Supervisors, when notified or as they become aware of situations that might warrant EDP/HDP, will initiate requests to establish EDP/HDP situations.

5-2. MONG FORM 104-R, REQUEST FOR APPROVAL OF EDP/HDP: All requests for review will be submitted on an MONG Form 104-R. Sections 1 and 2 are completed by the supervisor. Section 3 is completed by designated local individuals. Section 4 is completed by State reviewing officials and committee. Section 5 is coordinated by the Human Resources Office.

a. Section 1. Administrative Data. Consult 5 CFR 532, parts I or II, or Appendix A, 5 CFR 550 and select the appropriate category and differential rate. (Completed by supervisor.)

b. Section 2. Descriptive Information. (Completed by supervisor.)

(1) Unusually Severe Work Situation. Provide a detailed description of the duty and what specifically is unusually severe in the conditions being reported. For example, if "dirty work" is the category applicable to the work condition being reported, then the description must justify the unusually severe nature of dirty work over and above what would normally be expected in this occupational series. In addition, include why safety measures are not in place and when will safety measures be implemented.

(2) Comparable Situations. Provide any personal knowledge or researched information gathered on similar situations in the State of Missouri that can be investigated and compared to the situation being reported.

(3) Historical Data on this Situation. Describe situations and give statistics on incidents or injuries that have occurred because of exposure to the hazard or physical hardship. For example, "3 of 5 employees have submitted CA1's documenting respiratory problems since the introduction of and exposure to new processes." This is for statistical purposes only.

(4) Past Efforts to Practically Eliminate the Situation. Supervisors should document all their efforts to eliminate the situation being reported. For example, if multiple solvents have been researched and tried already, in an effort to eliminate the physical discomfort and irritation experienced by the employees, write down what they were and why they did not either satisfactorily accomplish the work or practically eliminate the condition. This will assist the committee members in their effort to research and assess the situation.

(5) Justify the Work Requirements. The essential requirement for the work assignment must be explained; describe the available protection that is used to reduce the effect of the adverse environmental conditions as much as possible; and confirm the absolute minimum number of technicians who must be exposed to the potential hazard or severe discomfort and still ensure the mission is accomplished.

(6) Provide all documentation relating to and including the Risk Assessment of the situation.

(7) Provide a list, by name, of the technicians affected, their position description title, position control number, pay plan, occupational series, and grade level. For statistical purposes only.

(8) List all applicable technical instructions, orders, manuals, and explosive hazard classification information.

(9) List all other applicable safety, industrial hygiene, and/or environment directives covering the situation.

(10) Signatures of the employee and first line supervisors.

c. Section 3. Local Coordination. Supervisor forwards request through the supervisory chain to the commander. The commander will forward to the local Safety Office. Local Safety and Environment Officials/Industrial Hygienist will provide a detailed evaluation of the situation to determine why the safety measures have not practically eliminated the hazardous situation. Indicate what plans will be implemented to protect the employee. The Environmental Office/Industrial Hygienist forwards to the Union Representative. The Labor Union Representative will concur or non-concur and forward to the HRO, State Occupational Health Nurse.

d. Section 4. State Reviewing Officials and Committee.

(1) The Occupational Health Nurse will provide input to, and if necessary, visit the area to evaluate the unusually severe work situation. Forward to the State Safety Office.

(2) The State Safety Office or State Aviation Safety Office will provide input to and if necessary visit the area to evaluate the unusually severe work situation. Forward to HRO Classification (Committee Secretary).

(3) The EDP/HDP Committee Secretary (HRO Classification) will log in the request and forward it to the Committee Chair for review, assessment, coordination, and suspense. Before the State EDP/HDP committee meets to review and make determinations on the proposed situation, the committee members will forward the requests for review.

(4) State EDP/HDP committee will meet and follow these procedures:

(a) Establish concurrence or nonconcurrence of committee members based on the submitted reports.

(b) Discussion and questions.

(c) Final Vote.

(d) Committee Secretary will write up the meeting minutes and recommendations for the Committee Chair to sign. Once the memorandum is signed, the Secretary will forward to the HRO for review and signature.

e. Section 5. TAG or Designated Representative Determination.

(1) The Adjutant General or his Designated Representative is the final approval authority for EDP/HDP situations.

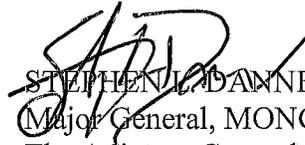
(2) Upon approval, the HRO will determine the effective date of a situation, usually six months after submission to the local Safety Office by the supervisor. A memorandum will be forwarded through the supervisory chain to the submitting supervisor for action. If the situation is disapproved, the submitting supervisor will receive a memorandum through their supervisory chain. A copy of the final memorandum will be furnished to the Labor Organization.

5-3. All MONG Forms 104-R submitted will be kept in historical files by the Committee Secretary.

5-4. Prior to a vote, the State EDP/HDP committee may, if deemed necessary, return a request to the originator for more information.

5-5. Resubmission of Requests for Review. When a previously reviewed situation is deemed changed and the supervisor believes it warrants another review, he/she may resubmit the original request with a new MONG Form 104-R requesting review. The request will go through the coordination process to HRO. It will describe the specific change in circumstances that warrants another review.

5-6. The supporting payroll office receives documentation of EDP/HDP by use of appropriate pay processes. Additionally, supervisors can request information from the supporting payroll office on all paid EDP/HDP situations of their employees.

  
STEPHEN DANNER  
Major General, MONG  
The Adjutant General

DISTRIBUTION:  
Army and Air Supervisors

**REQUEST FOR APPROVAL OF EDP/HDP**

The following local work situation is submitted in accordance with 5CFR 532/550 (as appropriate), and HQ MONG Technician Personnel Regulation (TPR) 532-8, Hazardous Duty Pay/ Environmental Differential Pay, Dated: 5 February 2011. Sections 1 and 2 are completed by the supervisor. Section 3 is completed by designated local individuals. Section 4 is completed by State reviewing officials and committee. Section 5 is coordinated by the Human Resources Office.

This request is submitted for determination of entitlement to differential pay under provisions of:

Hazardous Pay       Environmental Pay

**For HRO Use:**

Log Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 30 Day Report Suspense: \_\_\_\_\_  
 Committee Review Date: \_\_\_\_\_  
 Annually Review in (month): \_\_\_\_\_

**Section 1. Administrative Data**

To:	From:	Date of Request:
Title of Applicable Category Requested:		Differential Rate:

**Section 2. Descriptive Information**

**A. Unusually Severe Work Situation.** Provide a detailed description of the severe hazard, physical hardship, or working condition that is the subject of this request. Explain why safety measures are not in place. When will safety measures be in place. Use a continuation sheet if necessary.

**B. Comparable Situations.** Describe local situations of which you are aware that could be investigated and compared to the situation being reported.

**C. Historical Data.** Provide data on the number of accidents and describe the measurable impact of the current work situation.

<b>D. Past Efforts.</b> Describe past efforts to practically eliminate the situation.		
<b>E. Justify the Work Requirements.</b> Address the essentiality of the work; describe existing protective measures; give the minimum number of employees who must be exposed in order to accomplish the mission.		
<b>F. Attachment.</b> Provide all documentation relating to and including the Risk Assessment of the situation.		
<b>G. Attachment.</b> Provide list, by name, the technicians affected, their position description title, control number, Pay plan, Classification series and grade level.		
<b>H. List.</b> Applicable technical instructions, order, manuals, and Explosive Hazard classification information.		
<b>I. List.</b> All other applicable safety, industrial hygiene, and/or environment directives covering the situation.		
<b>Submitted by Employee and First Line Supervisor:</b> Your signature indicates your review of this request. Please concur or nonconcur with remarks and forward to Commander.		
Type/Print name, rank and position and signature:	Date	<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur
Remarks:		
Type/Print name, rank and position and signature:	Date	<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur
Remarks:		

MONG FORM 104-R (5 February 2011) (2 of 4) PREVIOUS VERSIONS OF THIS FORM ARE OBSOLETE

**Section 3. Local Coordination.** (Union Representative forwards to State Occupational Health Nurse). Each Office must forward within the required timeframe as outlined in the MONG Reg.

Office	Report Attached	Report written by :	Recommendation	Remarks
Commander			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
Local Safety Office	Y N		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
Local Environmental Officer/Industrial Hygienist	Y N		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
Local Labor Union Representative	Y N		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	

**Section 4. State Reviewing Officials and Committee**

Office	Report Attached	Report written by:	Recommendation	Remarks
State Occupational Health Nurse	Y N		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
State Safety Office or State AVN Safety Office	Y N		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
HRO Classification	NA		<input type="checkbox"/> Received for Committee	
Committee Chair	Y N		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	

Notes on Committee Discussion:

<b>Section 5. TAG or Designated Representative Determination</b>	
<input type="checkbox"/> Decision is made to approve differential at a rate of:	
Type/Print name of TAG or DR and Signature:	Date
<input type="checkbox"/> Decision is made to disapprove differential based upon the following findings:	
Type/Print name of TAG or DR and Signature:	Date

MONG FORM 104-R (5 February 2011) (4 of 4) PREVIOUS VERSIONS OF THIS FORM ARE OBSOLETE

**ANNUAL REVIEW OF APPROVED SITUATION**

Submission of current approved situation for annual review/renewal.

Title of Situation: \_\_\_\_\_

Attach a copy of approved situation.

Situation still exists and is unchanged

Concur  Nonconcur

Comments:

Supervisor Signature:

Date:

Comments:

Commander Signature:

Date:

Comments:

Local Safety Officer Signature:

Date:

Comments:

State Occupational Health Nurse Signature:

Date:

Comments:

Human Resources Office Signature:

Date:

Comments:

EDP/HDP Committee Chair:

Date:

Concur  Nonconcur

The Adjutant General or Designated Representative

Date:

MONG FORM 104A-R (5 February 2011) PREVIOUS VERSIONS OF THIS FORM ARE OBSOLETE