

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC22--Pay and Allowance Administration
Subchapter CC22.3--Incentive Pay
Personnel INSTRUCTION 5--Hazardous Duty Incentive Pay for Duty Involving
Toxic Pesticides

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope.....	1
B.	Authority.....	2
C.	Definitions.....	2
D.	Eligibility.....	2
E.	Rate of Pay.....	3
F.	Responsibilities.....	3
G.	Procedures.....	4
H.	Effective Dates of Payment.....	4
Exhibit I	Sample Form PHS-1662 (Authorization).....	5
Exhibit II	Sample Form PHS-1662 (Termination).....	6
Exhibit III	Sample Certification (Authorization).....	7
Exhibit IV	Sample Certification (Termination).....	8

Section A. Purpose and Scope

This INSTRUCTION provides information concerning the conditions upon which hazardous duty incentive pay (HDIP) will be authorized for officers of the Commissioned Corps of the Public Health Service (PHS) who are assigned to duties involving toxic pesticides.

Section B. Authority

Commissioned officers are authorized to receive HDIP for performing duties that involve frequent and regular exposure to highly toxic pesticides by 37 U.S.C 301(a)(11) and Section 109 of Executive Order 11157, as amended by Executive Order 12420 dated May 11, 1983.

Section C. Definitions

For purposes of this INSTRUCTION, the following definitions shall apply:

1. HDIP-Pesticides. Short title for Hazardous Duty Incentive Pay for duty involving toxic pesticides.
2. Primary Duty. Performance of tasks reflected on the officer's billet description.
3. Temporary Duty (TDY). Duty performed under orders at one or more locations, other than the permanent duty station of the officer, and the duty being performed is identical to the officer's primary duty.
4. Temporary Additional Duty (TAD). Duty performed under orders at one or more locations and the duty being performed is not identical to the officer's primary duty.
5. Permanent Change of Station (PCS). The assignment or transfer of an officer to a different duty station under competent orders. It includes (1) the change from home or from the place from which ordered to active duty to the first duty station upon call to active duty (CAD) and (2) the change from the last permanent duty station to home upon separation.

Section D. Eligibility

1. To be eligible to receive HDIP-Pesticides under this INSTRUCTION, the officer must be assigned by competent orders for a period of 30 consecutive calendar days or more to entomology, pest control, pest management, or preventive medicine functions where the primary duties involve:
 - a. Frequent and regular application of fumigants without the use of practices and equipment that are designed to eliminate hazardous exposures; and

b. Use of the following fumigants:

- (1) Phosphine, sulfuryl fluoride, hydrogen cyanide, methyl bromide or
- (2) A fumigant of comparable high acute toxicity and hazard potential.

2. Officers who are receiving HDIP-Pesticides will continue to receive HDIP while in a TDY status; however, HDIP will not be authorized if the officer is TAD for a period in excess of 29 consecutive calendar days and such TAD does not involve duties as defined in D.1., above.

Section E. Rate of Pay

1. Monthly Rate. Pursuant to 37 U.S.C. 301(c), an officer is entitled to \$110 a month incentive pay for the performance of hazardous duty involving toxic pesticides.
2. Adjustments to the Monthly Rate. When an officer is entitled to HDIP for a fractional portion of a month because of entry into or removal from HDIP on an intermediate day of a month, a payment of one-thirtieth of the monthly rate will be made for each day of entitlement. All calculations are based on a 30-day month.

Section F. Responsibilities

1. Director, Commissioned Personnel Operations Division (CPOD). The Director, CPOD shall be responsible for the overall administration of the HDIP program, including, but not limited to, the following:
 - a. Developing policies and procedures for the payment of HDIP-Pesticides; and
 - b. Preparing and issuing personnel orders authorizing, adjusting, or terminating HDIP-Pesticides.
2. PHS Agency Heads. PHS agency heads shall be responsible for the following:
 - a. Insuring the officer's billet description accurately identifies the duties the officer is expected to perform; and
 - b. Preparing HDIP requests/certifications for officers in accordance with Section G., next page.

PHS agency heads cannot reassign the responsibilities listed above.

EXHIBIT I

FPS 1842
Rev. 12-81

REQUEST FOR PERSONNEL ACTION COMMISSIONED OFFICERS
INSTRUCTIONS REQUESTING OFFICE FILL IN ITEMS 1 THROUGH 18 AND HAVE PROPER OFFICIALS SIGN ITEM 18
FOR WARD ORIGINAL AND FIRST COPY TO REACH DIVISION OF COMMISSIONED OFFICER PERSONNEL AT
LEAST 45 DAYS BEFORE PROPOSED EFFECTIVE DATE

1 NAME (LAST) (FIRST) (MIDDLE) DOE, JOHN A. 111-22-3333		2 CORPS <input type="checkbox"/> REG <input checked="" type="checkbox"/> RES	3 CATEGORY	4 CURRENT GRADE PERM 04 TEMP (IN OWN RIGHT) 04 TEMP GRADED POSITION
5 NATURE OF ACTION REQUESTED <input type="checkbox"/> CALL TO ACTIVE DUTY <input checked="" type="checkbox"/> CHANGE OF ASSIGNMENT (WITHIN DIVISION OR FIELD STATION)		<input type="checkbox"/> TRANSFER <input type="checkbox"/> PERM <input type="checkbox"/> TEMP AND AWAIT ORDERS	AMEND P.O. NO. STATE REASON IN ITEM 16	6 PHS SERIAL NO. (IF KNOWN) 11111

7 EFFECTIVE DATE

CALL TO ACTIVE DUTY (DATE OFFICER'S TRAVEL IS TO BEGIN IF NO TRAVEL NECESSARY. DATE HE REPORTS TO FIRST ASSIGNMENT)

TRANSFER LAST DAY AT RELEASING STATION

CHANGE OF ASSIGNMENT (DATE HE REPORTS TO NEW ASSIGNMENT) 10-01-82

8 VICE ACTION (IF FULL IN WHEN ONE OFFICER REPLACES ANOTHER IN THE SAME POSITION)
NAME OF REPLACED OFFICER

10 SUPERVISORY DIVISION (SIVE DIVISION HAVING ADMINISTRATIVE SUPERVISION OVER OFFICER IF OTHER THAN THAT OF DIVISION REQUESTING PERSONNEL ACTION IN ITEM 16)

9 SECURITY INFORMATION

NON-SENSITIVE POSITION
 SENSITIVE POSITION

DATE INDIVIDUAL CLEARED

11 TEMPORARY DUTY ENROUTE (FILL IN WHEN OFFICER IS TO PERFORM TEMPORARY DUTY ENROUTE TO PERMANENT STATION)

DATE	PLACE	PURPOSE
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12 TRANSFER OR CHANGE OF ASSIGNMENT - SUPPLY ALL INFORMATION REQUESTED IN ITEMS (1) THROUGH (6) UNDER BOTH A AND B
CALL TO ACTIVE DUTY - SUPPLY HOME ADDRESS IN FULL (ITEM 15) UNDER A, AND ALL INFORMATION REQUESTED IN ITEMS (1) THROUGH (6) UNDER B
ALL ACTIONS - IN ITEM 11, ALSO INDICATE BY CHECK (1), WHETHER OFFICER IS GOING INTO THE POSITION IN "ACTING" OR "FULL" CAPACITY

A. FROM:		B TO:	
(1)	ORGANIZATIONAL OR POSITION TITLE (DO NOT USE OFFICER'S CORPS RANK)	(1)	
(2)	IS POSITION GRADED IF "YES", STATE GRADE	(2)	
(3)	BUREAU	(3)	
(4)	DIVISION	(4)	
(5)	BRANCH OR FIELD ACTIVITY	(5)	
(6)	ADDRESS (STREET, CITY, STATE, ZIP CODE)	(6)	

YES NO GRADE _____

YES NO GRADE _____

13 APPROPRIATION SYMBOL AND ALLOTMENT NO. FOR PAY

FROM _____ TO _____

14 REMARKS (STATE SPECIALTY REQUIRED BY POSITION BEING FILLED. ALSO USE FOR SPECIAL INSTRUCTIONS IF DESIRED OR NECESSARY)
Officer is assigned Billet Number _____ which meets the criteria of CCPM 22.3, INSTRUCTION 5, Section D for payment of HDIP-Pesticides. Effective date of payment _____ . Officer arrived station or was assigned this billet on _____

11a TRAVEL INFORMATION A. TRANSPORTATION REQUESTED FOR:		B. TRAVEL AND TRANSPORTATION EXPENSE	
OFFICER	YES NO	APPROPRIATION SYMBOL	
DEPENDENTS	YES NO	ALLOTMENT NO.	
HOUSEHOLD GOODS AND EFFECTS	YES NO	ALLOTMENT NO. FOR EFFECTS IF DIFFERENT	
ACCOMPANIED EXCESS BAGGAGE _____ LBS		ESTIMATED EXPENSE	OFFICER DEPENDENTS EFFECTS

16 DIVISION AND BUREAU CLEARANCE AND APPROVAL

BUDGET OFFICIAL - PAY AND TRAVEL EXPENSE	DATE
REQUESTING OFFICIAL - ACTION	DATE
REQUESTING OFFICIAL - ACTION	DATE
BUREAU OFFICIAL - ACTION	DATE

17 DIVISION OF COMMISSIONED OFFICER PERSONNEL CLEARANCE

SIGNATURE _____

DATE _____

EXHIBIT II

PHS 1002
Rev. 12 83

REQUEST FOR PERSONNEL ACTION - COMMISSIONED OFFICERS
INSTRUCTIONS: REQUESTING OFFICE, FILL IN ITEMS 1 THROUGH 18, AND HAVE PROPER OFFICIALS SIGN ITEM 18.
FORWARD ORIGINAL AND FIRST COPY TO REACH DIVISION OF COMMISSIONED OFFICER PERSONNEL AT
LEAST 40 DAYS BEFORE PROPOSED EFFECTIVE DATE.

1 NAME (LAST, FIRST, MIDDLE) DOE, JOHN A. 111-22-3333		2 CORPS <input type="checkbox"/> REG <input checked="" type="checkbox"/> RES	3 CATEGORY HSO	4 CURRENT GRADE PERM 04 TEMP (IN OWN RIGHT) 04 TEMP GRADED POSITION 6 PHS - SERIAL NO (IF KNOWN) 11111
5 NATURE OF ACTION REQUESTED <input type="checkbox"/> CALL TO ACTIVE DUTY <input checked="" type="checkbox"/> CHANGE OF ASSIGNMENT (WITHIN DIVISION OR FIELD STATION)		<input type="checkbox"/> TRANSFER <input type="checkbox"/> PERM <input type="checkbox"/> TEMP AND AWAIT ORDERS		<input type="checkbox"/> AMEND P O NO (STATE REASON IN ITEM 14)
7 EFFECTIVE DATE		8 VICE ACTION (FILL IN WHEN ONE OFFICER REPLACES ANOTHER IN THE SAME POSITION) NAME OF REPLACED OFFICER		10 SUPERVISORY DIVISION (HAVE DIVISION HAVING ADMINISTRATIVE SUPERVISION OVER OFFICER IF OTHER THAN THAT OF DIVISION REQUESTING PERSONNEL ACTION IN ITEM 10)
9 SECURITY INFORMATION <input type="checkbox"/> NON-SENSITIVE POSITION <input type="checkbox"/> SENSITIVE POSITION DATE INDIVIDUAL CLEARED		11 TEMPORARY DUTY ENROUTE (FILL IN WHEN OFFICER IS TO PERFORM TEMPORARY DUTY ENROUTE TO PERMANENT STATION) DATE PLACE PURPOSE		
12 TRANSFER OR CHANGE OF ASSIGNMENT - SUPPLY ALL INFORMATION REQUESTED IN ITEMS (1) THROUGH (6) UNDER BOTH A AND B CALL TO ACTIVE DUTY - SUPPLY HOME ADDRESS IN FULL, ITEM (8) UNDER A, AND ALL INFORMATION REQUESTED IN ITEMS (1) THROUGH (6) UNDER B ALL ACTIONS - IN ITEM (1), ALSO INDICATE BY CHECK (2), WHETHER OFFICER IS GOING INTO THE POSITION IN "ACTING" OR "FULL" CAPACITY.				
A. FROM:		B. TO:		
(1) ORGANIZATIONAL OR POSITION TITLE		(1) ORGANIZATIONAL OR POSITION TITLE		
(2) IS POSITION GRADED IF "YES", STATE GRADE		(2) IS POSITION GRADED IF "YES", STATE GRADE		
<input type="checkbox"/> YES <input type="checkbox"/> NO GRADE		<input type="checkbox"/> YES <input type="checkbox"/> NO GRADE		
(3) BUREAU		(3) BUREAU		
(4) DIVISION		(4) DIVISION		
(5) BRANCH OR FIELD ACTIVITY		(5) BRANCH OR FIELD ACTIVITY		
(6) ADDRESS (STREET, CITY, STATE, ZIP CODE)		(6) ADDRESS (STREET, CITY, STATE, ZIP CODE)		
13 APPROPRIATION SYMBOL AND ALLOTMENT NO. FOR PAY				
FROM _____ TO _____				
14 REMARKS (STATE SPECIALTY REQUIRED BY POSITION BEING FILLED, ALSO USE FOR SPECIAL INSTRUCTIONS IF DESIRED OR NECESSARY) HDIP-Pesticides is terminated effective _____. Officer departed station on PCS or was assigned to a billet which does not meet the criteria of CCPM 22.3, INSTRUCTION 5, Section D, on _____.				
15 TRAVEL INFORMATION A. TRANSPORTATION REQUESTED FOR OFFICER		B. TRAVEL AND TRANSPORTATION EXPENSE		
DEPENDENTS		APPROPRIATION SYMBOL		
HOUSEHOLD GOODS AND EFFECTS ACCOMPANIED EXCESS BAGGAGE _____ LBS		ALLOTMENT NO.		
YES NO		ALLOTMENT NO. FOR EFFECTS IF DIFFERENT		
		ESTIMATED EXPENSE OFFICER DEPENDENTS EFFECTS		
C. SPECIAL TRAVEL ALLOWANCES OR INSTRUCTIONS				
16 DIVISION AND BUREAU CLEARANCE AND APPROVAL BUDGET OFFICIAL - PAY AND TRAVEL EXPENSE		17 DIVISION OF COMMISSIONED OFFICER PERSONNEL CLEARANCE		
REQUESTING OFFICIAL - ACTION		SIGNATURE		
REQUESTING OFFICIAL - ACTION		DATE		
BUREAU OFFICIAL - ACTION		DATE		

