Personnel INSTRUCTION 4--Hazardous Duty Incentive Pay for Duty Involving Dangerous Viruses and Bacteria

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 laboratory work that utilizes live dangerous viruses or bacteria.
Section B. Authority

Commissioned officers are authorized to receive HDIP for performing duties that utilize live dangerous viruses or bacteria by 37 U.S.C 301(a)(1) 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-Bacteria**. Short title for Hazardous Duty Incentive Pay for duty involving dangerous viruses or bacteria.

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-Bacteria under this INSTRUCTION, the officer must be assigned by competent orders for a period of 30 consecutive calendar days or more to primary duties involving laboratory work that utilizes live dangerous viruses or bacteria that requires the officer to:

   a. Participate in or conduct applied or basic research that is characterized by a changing variety of techniques, procedures, equipment, and experiments; and

   b. To work with micro-organisms:

      (1) That cause diseases of humans:

         (a) With a high potential for mortality; and
(b) For which effective therapeutic procedures are not available; and

(c) For which no effective prophylactic immunization exists; and

(2) Without bio-safety practices, equipment, and facilities appropriate to contain infectious microbiologic agents.

2. Officers who are receiving HDIP-Bacteria will continue to receive HDIP while in a TDY status, however HDIP will not be authorized if the officer is assigned TAD for a period in excess of 29 consecutive calendar days.

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 dangerous viruses and bacteria.

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:

   1. Developing policies and procedures for the payment of HDIP-Bacteria; and
   2. Preparing and issuing personnel orders authorizing, adjusting, or terminating HDIP-Bacteria.

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., below.

PHS agency heads cannot reassign the responsibilities listed above.
Section G. Procedures

1. **Personnel Action.** A Form PHS-1662, Request for Personnel Action - Commissioned Officers, must be initiated for each officer assigned to or reassigned from a position that meets the eligibility criteria stated in Section D., above. Exhibits I and II respectively identify the format and data required to be submitted.

2. **Certifications.** PHS agency heads will issue a certification whenever (1) an officer who is not receiving HDIP-Bacteria is assigned TAD to a position that meets the eligibility criteria of Section D., above, or (2) when an officer is receiving HDIP-Bacteria and is assigned TAD for a period in excess of 29 consecutive calendar days to a position that does not satisfy the criteria of Section D., above. Exhibits III and IV respectively of this INSTRUCTION identify the format and data required to be submitted.

3. **Billet Description Review.** In September of each year, CPOD will identify to PHS agency heads, billets which authorize officers to receive HDIP-Bacteria. PHS agency heads will review the billet descriptions and certify to CPOD that the billets are still current or update the billet descriptions as applicable.

Section H. Effective Dates of Payment

1. The effective date to begin payment of HDIP-Bacteria to an officer whose primary duty meets the eligibility requirements of Section D., above, will be:
   a. The day the officer arrives at his/her station; or
   b. The day the officer is assigned to a billet satisfying the eligibility criteria, whichever is later.

2. Payment of HDIP-Bacteria to an officer who is on TAD will begin on the day the officer reports to a laboratory to perform duties that satisfy the eligibility requirements of Section D., above, provided that the TAD will be for a period of 30 consecutive calendar days or more.

3. Eligibility to receive payment for HDIP-Bacteria will terminate effective 2400 hours on either:
   a. The day prior to the effective date of an officer's departure on PCS or TAD. If HDIP-Bacteria is being paid due to TAD, payment will terminate on the day prior to departing the laboratory which qualified the officer for the payment; or
   b. The day prior to being assigned primary duties that no longer meet the eligibility criteria of Section D., above, whichever is earlier.
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**5. NATURE OF ACTION REQUESTED**

- [ ] TRANSFER
- [ ] PERM
- [ ] TEMP

**6. CHANGE OF ASSIGNMENT**

- [ ] Temp.
- [ ] Perm.
- [ ] P. O. No.
- [ ] Temp. and
- [ ] State Reason

**7. EFFECTIVE DATE**

CALL TO ACTIVE DUTY: Date officer's travel is to begin.

TRANSFER LAST DAY AT RELEASING STATION: Date officer reports to new assignment.

CHANGE OF ASSIGNMENT: Date he reports to new assignment.

**8. SECURITY INFORMATION**

- [ ] Non-Sensitive Position
- [ ] Sensitive Position
- [ ] Individual Cleared

**9. TEMPORARY DUTY ENROUTE:**

- [ ] Yes
- [ ] No

**10. TRANSFER OR CHANGE OF ASSIGNMENT:**

- [ ] Yes
- [ ] No

**11. ADDITIONAL INFORMATION**

- [ ] Yes
- [ ] No

**12. REMARKS**

- [ ] Yes
- [ ] No

**13. APPROPRIATION SYMBOL AND ALLOCATION NO FOR PAY**

**14. TRAVEL AND TRANSPORTATION EXPENSE**

- [ ] Yes
- [ ] No

**15. DEPENDENTS HOUSEHOLD GOODS AND EFFECTS**

- [ ] Accompanied
- [ ] Excess baggage

**16. DIVISION AND BUREAU CLEARANCE AND APPROVAL**

- [ ] Requesting official action
- [ ] Bureau official action

**17. DIVISION OF COMMISSIONED OFFICER PERSONNEL CLEARANCE**

- [ ] Requesting official action
- [ ] Bureau official action

**18. SIGNATURE**

- [ ] Date

DEPARTMENT OF HEALTH AND HUMAN SERVICES T.S. PHS-CC 426 04/09/84
Date

From (Applicable Agency Address)

Subject Authorization for HDIP-Bacteria for Period of Temporary Additional Duty (TAD) in Excess of 29 Consecutive Calendar Days

To Chief, Compensation Branch
Room 4-50, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

(Officer's Name) ___________________________ (Officer's SSAN) ___________________________
was on temporary additional duty (TAD) for the period through
pursuant to (Order Number, Date and Issuing Headquarters) __________. During the period of the officer's TAD, he/she was assigned primary duties which met the eligibility criteria of CPM 22.3, INSTRUCTION ___, Section D.

(Signature of Agency Head)

Attachment
TAD Order
Memorandum

Date:

From: (Applicable Agency Address)

Subject: Termination of HDIP-Bacteria for Period of Temporary Additional Duty (TAD) in Excess of 29 Consecutive Calendar Days

To: Chief, Compensation Branch
Room 4-50, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

(Officer's Name) (Officer's SSAN) was on temporary additional duty (TAD) for the period through (Order Number, Date and Issuing Headquarters). During the period of the officer's TAD, he/she was assigned primary duties that did not meet the eligibility criteria of LCPM 22.3, INSTRUCTION 4, Section D. Appropriate adjustments are required in the officer's pay.

(Signature of Agency Head)

Attachment
TAD Order

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

EXHIBIT IV

DEPARTMENT OF HEALTH AND HUMAN SERVICES T.S. PHS-CC 426 04/09/84