

ORGANIZATION LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR Director of Human Resources (NGOH-HRO-Z), Attn: Resources
Branch Manager, 2825 West Dublin Granville Road, Columbus, Ohio 43235-2789

SUBJECT: Request for [Environmental Differential Pay (EDP)] or [Hazard Differential Pay
(HDP)] Situation Approval (CHOOSE ONE)

1. The UNIT requests approval of a [EDP] OR [HDP] situation for the position(s) identified herein.
2. Category and Differential Rate. ENTER CATEGORY AND RATE HERE.
3. Unusually Severe Duty Description. DESCRIBE THE DUTY HERE.
4. Comparable Situations. PROVIDE COMPARABLE SITUATIONS HERE.
5. Historical Data on this Situation. DESCRIBE THE HISTORY OF THE SITUATION HERE.
6. Past Efforts to Practically Eliminate the Situation. DESCRIBE PAST EFFORTS HERE.
7. Justify the Work Requirements. PROVIDE THE WORK REQUIREMENT HERE.
8. Questions may be directed to the undersigned at COMM, DSN, or EMAIL.

SIGNATURE BLOCK