

OFFICE MEMORANDUM

11064-578

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FROM : Director's Office

SUBJECT: SALARY, WAGE, TRAVEL AND SUBSISTENCE POLICIES
FOR PACIFIC PROVING GROUNDS

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Effective during operational periods the following policies will apply for PPG test operations:

A. SALARY AND WAGE POLICY

1. Workweek

An extended workweek of 54 hours has been established for LASL employees assigned to PPG - Integrated Work subject to the conditions set forth below. PPG - Integrated Work covers operations at all Pacific locations including the State of Hawaii.

- (a) Employees will be placed on the extended workweek pay rate only if the Travel Request authorizing travel to the test site contains a statement by the Division Leader or Department Head that the extended workweek is applicable. Observers and casual visitors will not be eligible for the extended workweek pay rate.
- (b) The extended workweek pay rate when authorized will be effective upon the day of arrival at the employee's duty post in the State of Hawaii or upon the day of departure from the State of Hawaii to his duty post outside the State. It will remain in effect through the day of departure from the PPG duty post.
- (c) When an employee is directed to use military surface or air transportation, the extended workweek will be in effect for the period the employee is on board.
- (d) The employee will not be eligible for the extended workweek pay rate for periods of vacation or leave without pay.
- (e) The extended workweek pay rate is computed on the employee's basic salary or basic hourly rate, not basic salary or basic hourly rate plus differential allowance.

2. Differential Allowance

- (a) A differential allowance of 25% of the employee's basic salary or basic hourly rate for a 40 hour week, but not less than \$150.00 per month will be paid to employees assigned to the following duty posts in the Pacific Area: (1) all locations outside the State of Hawaii, and (2) airborne operational aircraft.

Mr. Charles C. Campbell

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May 11, 1964

2. In addition to applying the differential allowance to all ground locations in the Pacific Proving Grounds outside the State of Hawaii, we propose to pay the differential to employees on days when they fly in operational aircraft, such as the C-135A's modified for diagnostic use and the B-57T's used for cloud sampling. Duty in these aircraft is so onerous and uncomfortable for civilian personnel not accustomed to such an environment that we strongly believe they are entitled to the additional compensation.

We shall be happy to discuss our proposed policy with you in further detail.

Very truly yours,

Henry R. Hoyt
Assistant Director
for Administration

Enc.

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