

OFFICE MEMORANDUM

TO : Distribution

DATE:

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FROM : Director's Office

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

SYMBOL : AAD

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 isolation allowance.

2. Isolation Allowance

- (a) An isolation allowance of 25% of the employee's monthly salary or monthly equivalent for non-exempt employees but not less than \$150.00 per month will be paid to employees assigned to duty posts in the Pacific Area located outside the State of Hawaii.

- (1) The isolation allowance is computed on full days and will be effective the day of departure from the State of Hawaii for duty at the posts described above and will remain in effect through the day of return to the State of Hawaii.
- (2) This allowance is not added to the employee's base pay for the purpose of computing their compensation for overtime, extended workweek or flight allowance.
- (3) The isolation allowance will be paid at the next interim payroll (approximately the tenth day of each month).
- (4) On assignments of partial months duration, the isolation allowance will be prorated on a calendar day basis computed on a 30 day month.
- (5) The employee will not be eligible for the isolation allowance for periods of vacation or leave without pay.
- (6) Employees or consultants who are assigned in the capacity of casual visitor or observer are not eligible for the isolation allowance.

3. Flight Allowance

- (a) Employees required to perform scientific duties in flights aboard diagnostic military operational aircraft (C-135 or B-57) will receive a flight allowance of 25% of their basic daily pay for each calendar day flown without regard to the number of hours in flight.
- (b) This allowance is not added to the employee's base pay for the purpose of computing their compensation for overtime, extended workweek or isolation allowance.

4. Vacation or Leave Without Pay

- (a) Vacation or leave without pay anticipated in the course of an assignment to PPG should be indicated on the TR. Vacation leave will be reimbursed on the basis of the workweek currently in effect at Los Alamos.
- (b) Vacation or leave without pay requested subsequent to the approval of the TR should be requested and approved by TWX or other correspondence. Such approval must indicate the concurrence of the Division Leader or Department Head. Copies of this correspondence must accompany the travel claim upon the completion of the assignment.
- (c) When vacation or circuitous routing as a personal choice involves a greater absence from the normal working time of the Laboratory, the difference between the most expeditious travel time and the travel time actually taken may be charged to the traveler as vacation. The decision of the Business Office will be final regarding the amount of vacation time to be charged as the difference.

5. Sick Leave

Sick leave will be allowed in accordance with the LASL official policies.

6. Job-Incurred Injury

Employees suffering job-incurred injuries will be compensated in accordance with the LASL official policies.

B. TRAVEL AND PER DIEM POLICY1. Travel Requests

The Travel Request should be prepared as soon as an employee's proposed departure date is known. It must be signed by his Division Leader or Department Head and sent to Group J-1 for recording and forwarding to the Travel Office. Group J-1 will arrange for clearance and handle other administrative matters. The Travel Request should show each destination at PPG with the dates expected to be in residence or the approximate number of days at each location, the applicable workweek, anticipated vacation or leave without pay, any Laboratory materials or equipment which will accompany the employee, or other exceptions to normal travel.

2. Authorized Travel

Laboratory employees assigned to PPG will normally use commercial air travel between the Mainland and Hawaii. Reimbursement will normally be limited to tourist or economy accommodations. It is permissible to use commercial surface transportation between the Mainland and the State of Hawaii either or both en route to or return from PPG. However, reimbursement for such travel will be limited to the actual cost but not to exceed tourist or economy class air fare. Travel time aboard commercial surface transportation will be based on commercial air time (no subsistence en route). Time in excess will be charged to vacation. (See also Paragraph A 4 (a)).

3. Subsistence Rates

- (a) When commercial transportation is used, the actual expense travel rules of the LASL will apply upon departure from Los Alamos and continue until one of the subsistence plans outlined in B 3 (b) or B 3 (c) becomes applicable. On return travel from the PPG, the actual expense travel rules will also apply until arrival at Los Alamos. See Paragraph B 2.
- (b) A per diem of \$5.40, computed on a quarter day basis, will be reimbursed to employees at locations (excluding State of Hawaii) where eating and lodging facilities are furnished by a civilian support contractor. No receipts required. When other government eating and lodging facilities are utilized, such as aboard military ship, reimbursement will be \$2.40 per day plus actual cost of food, lodging, and laundry. Receipts for actual expenses are required.

- (c) When an employee's duty station is in the State of Hawaii, reimbursement will be based on actual expense or a \$16.00 per diem. If, upon arrival in Hawaii, actual expense is selected, the employee may convert to the \$16.00 per diem, which will then apply for the balance of his tour of duty in Hawaii. Actual expense reimbursement will be made in accordance with the Laboratory's normal Travel Policy, which requires that receipts accompany claims for certain subsistence expenses.
- (1) When the \$16.00 per diem is claimed, it will be computed on a quarter day basis and will cover all expenses for meals, lodging, fees and tips, laundry and valet, and telegrams or telephone calls requesting hotel or transportation accommodations. No receipts for the included charges are required. (See Paragraph B 3 (c) (3))
 - (2) If an employee is required to perform travel for short periods between various PPG duty stations, which requires a change in his subsistence reimbursement, and it is not practical to terminate his "permanent" quarters, the per diem or reimbursement applicable at the location where the temporary duty is performed will apply plus the actual lodging costs incurred at the employee's "permanent" duty station. Lodging receipts for his permanent quarters are required.
 - (3) Lodging reservations in the State of Hawaii should be requested through the J-1 Office at Los Alamos, which will forward requests to Honolulu. Reservations for lodging will be made by the Honolulu LASL Office in accordance with the LASL travel policy, which states that travelers are expected to stay in standard accommodations in first-class (but non-luxury) hotels. J-1 maintains a list of first-class hotels which have agreed to furnish LASL rooms at reasonable rates. Employees may select one or more choices of hotels from this list with the understanding that other hotels on the list will be used if accommodations are not available at the hotels selected. Should an employee select a hotel accommodation which results in a higher rate than those listed and available through the J-1 Office, reimbursement on an actual expense basis is not to exceed the cost that would have been incurred by accepting the accommodations that were available through the J-1 Office.
- (d) When an employee takes vacation or leave without pay, the subsistence payments will be discontinued for such periods.

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for Administration