



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS**  
**WASHINGTON, D.C. 20314-1000**

MAR 28 2011

CECW-CO

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: U.S. Army Corps of Engineers Dive Team Management

1. References:

- a. EM 385-1-86, Government Employee Diving Operations, 20 Sep 2010.
- b. EM 385-1-1, Safety and Health Requirements Manual, 15 Sep 2008.
- c. 5 CFR 550, Subpart I, Pay for Duty Involving Physical Hardship or Hazard
- d. 5 CFR 532.511, Environmental Differentials
- e. Office of Personnel Management Operating Manual, Federal Wage System – Appropriated Fund, Subchapter S11-14 (copy attached).

2. The use and support of District and Division Dive Teams as practiced throughout the U.S. Army Corps of Engineers (USACE) is clearly beneficial to the Nation to help the Corps accomplish its varied missions across the country. In order to promote the most effective operation of these Dive Teams, the following guidance is provided:

a. Pay Differential for Dive Supervisors.

(1) General Schedule (GS) employees whose Position Description (PD) does not include Dive Supervisor duties can be awarded the existing supervisory differential for GS employees when acting as Dive Supervisor.

(2) In addition to divers and tenders, Wage Grade (WG) employees acting as Dive Supervisors shall be considered to be performing diving duties and compensated in accordance with subchapter S11-14 of the Office of Personnel Management Operating Manual, Federal Wage System – Appropriated Fund. This is in alignment with the best practices of the U.S. Navy and National Oceanic and Atmospheric Administration (NOAA) civilian employee diving programs.

(3) WG employees may serve as Dive Supervisor on a rotating basis at the districts' discretion if that produces an equitable distribution of duties among the Dive Team members and more efficient mission accomplishment.

CECW-CO

SUBJECT: U.S. Army Corps of Engineers Dive Team Management

- b. Fitness for Duty. The Dive Supervisor and/or Dive Coordinator must review each dive team member's fitness for duty at time of dive, including status of required training. The Dive Supervisor has the authority to determine fitness for duty of any dive team member regarding dive operations under their direction.
- c. Intra-organizational Management of Dive Teams. Where dive teams consist of personnel assembled from multiple projects, districts, or regions, dive safety command and control must lie with the Dive Supervisor. This authority and responsibility must be clearly understood and communicated for proper and safe dive operations. A Memorandum of Understanding (MOU) signed by the respective District Commanders must be in place between the cooperating districts prior to the commencement of diving operations that details organization, responsibility, and communication regarding all dive coordination issues.

3. Past experience has shown that USACE National Dive Safety Workshops have provided tremendous value to our dive operations. CECW-CO will coordinate with CESO to hold a biannual National Dive Safety Workshop. The workshop will be locally planned and coordinated by a volunteer District Diving Coordinator with the location alternating between east/central and western districts. Local commands and managers should support members of their Dive Program attending these workshops in order to provide them with training, current information, and the opportunity to work on procedures and regulations in a national assembly.

FOR THE COMMANDER:

Enclosure



MICHAEL G. ENSCH  
Chief, Operations  
Directorate of Civil Works

grade in question is reconstructed so as to provide for a third step rate (104 percent of the second step rate) which is equal to the maximum rate of the corresponding regular schedule grade. The first step rate is established at 96 percent of the new second step rate.

- e. **Identification of positions.** Positions covered by the special printing schedules are coded as follows:
- XP for nonsupervisory jobs
  - XL for leader jobs
  - XS for supervisory jobs
  - XD for nonsupervisory production facilitating jobs
  - XN for supervisory production facilitating jobs
- The prefix letters are followed by the numerical code of the job family and the occupation involved; the code is completed by adding the grade of the position.
- f. **Special schedule areas.** An FWS special printing schedule is currently authorized only in the Washington, D.C. area.

## **S11-14 Special Pay Plan for Diver and Tender Positions**

- a. **Coverage.** This pay plan establishes special wage schedules for FWS employees who are performing diving and tending duties.
- b. **Establishment of special wage schedules.** FWS employees who perform diving duties will be paid 175 percent of the WG-10, step 2, locality rate for all payable hours of the shift. Employees who perform tending duties will be paid at the WG-10, step 2, locality rate for all payable hours of the shift. Employees whose regular schedule rate exceeds the diving/tending rate on the day they perform such duties will retain their regular schedule rate on that day. An employee's diving and tending rate, as appropriate, will be used as the basic rate of pay for computing all premium payments for a shift. Employees who both dive and tend on the same shift will receive the higher diving rate as the basic rate of pay for all hours of the shift.

## **S11-15 Special Wage Schedules for Supervisors of Negotiated Rate Bureau of Reclamation Employees**

- a. **Coverage.** These special wage schedules apply to wage supervisors of negotiated rate wage employees in the Bureau of Reclamation.
- b. **Introduction.** These schedules are based on annual special wage surveys conducted by the Bureau of Reclamation in each special wage area. Survey jobs representing Bureau of Reclamation positions at up to four levels are matched to private industry jobs in each special wage area. Special schedule rates for each position are based on prevailing rates for that particular job in private industry. The special survey and wage schedule for a given special wage area include only those occupations and levels having employees in that area. For each position on the special schedule, there are three step rates. Step 2 is the prevailing rate as determined by the survey; step 1 is 96 percent of the prevailing rate; and step 3 is 104 percent of the prevailing rate.
- c. **Job classification.** Each supervisory job is described at one of four levels corresponding to

*Enclosure*