



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 8**

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Ref: 8SEM-EMR

**MEMORANDUM**

**SUBJECT:** Request for Personnel Action: Standby Duty Officer  
Assignments in the Emergency Response Section

**FROM:** Laura Williams, Chief Response Section      LORENZA WILLIAMS  
Digitally signed by LORENZA WILLIAMS  
Date: 2021.09.20 15:21:30 -06'00'

**THRU:** Deirdre Rothery, Chief Emergency Management Branch      Deirdre Rothery  
Digitally signed by Deirdre Rothery  
Date: 2021.09.20 15:27:45 -06'00'

Betsy Smidinger, Director  
Superfund and Emergency Management Division

**TO:** Elaine M. Robles, Human Resources Advisor  
Mission Support Division / Human Resources

**Purpose**

The purpose of this memorandum is to update the list of On-Scene Coordinators (OSCs) who perform emergency response duty in support of the National Response System during non-business hours that are authorized for Standby Duty Pay. The number of OSCs on standby duty rotation remains 14 and the percentage of compensation remains the same (20 percent). The Standby Duty rotation pre-designates OSCs in the Response Section of the Emergency Management Branch so they can quickly and effectively respond to emergency incidents 24-hours a day, 365 days per year. The Response Section has developed a two-tiered Standby Duty system consistent with the national model established by the Core Emergency Response Program (Core ER).

On September 22, 1997, the Region 8 Regional Administrator approved making the two-tiered standby duty system permanent and authorized the annual premium pay necessary to carry it out.

The two-tiered standby duty system has been employed by the ER Section since it was made permanent and it is proposed to be continued for the remainder of the calendar year. Standby duty is computed on a rotating, cyclical basis and averages the number of hours required for an OSC to be available after normal business hours. Each week, one OSC is assigned to be the Duty Officer that performs telephone duty and one is designated for field response duty. Newly-hired OSCs undergo a training period and are mentored by a senior level OSC before being added to the standby schedule. The number of personnel in the response duty rotation is currently 14, as shown below.

The personnel who are pre-designated OSCs in Region 8, per 40 C.F.R. § 300.120(a), and subject to standby duty pay for the remainder of 2021, are:

<u>Position</u>	<u>Series</u>	<u>Grade</u>	<u>Incumbent</u>	<u>Updated Status</u>
OSC	GS 0819	13	Joyce Ackerman	
OSC	GS 1301	11	Valeriy Bizyayev	
OSC	GS 0819	13	Kerry Guy	
OSC	GS 1301	13	Martin McComb	
OSC	GS 0819	14	Craig Myers	
OSC	GS 1301	13	Duane Newell	Transferred to CMAD on 5/9/21
OSC	GS 0819	13	Duc Nguyen	
OSC	GS 1301	14	Paul Peronard	
OSC	GS 1301	13	David Romero	
OSC	GS 0819	14	Joyel Dhieux	
OSC	GS 1301	13	Joni Sandoval	
OSC	GS 1301	11	Eric Sandusky	
OSC	GS 0819	13	Todd DeGarmo	
OSC	GS 1301	13	Megan Schuette	On standby effective 9/26/21

OSC Shun Ping Chau is also a pre-designated OSC and is included on the standby duty roster but, as a Public Health Officer, is not eligible for premium pay. Please note that Megan Schuette will be on standby duty effective 9/26/21. In addition, we have two OSCs-in-training who are being mentored on the standby process and to substantially participate in emergency and time-critical responses. These OSCs-in-training are Messrs. (John) Taylor Bowker and Joe Payne. An update to this memorandum will be provided when they are added to the standby duty roster in FY'22 or 23.

### Description of Rotation Process

The proposed Standby Duty Rotation calls for two modes of standby duty, designated as Telephone Duty Officer (Duty Officer) and Response Duty OSC. Each standby duty tour is staffed by an OSC and scheduled weekly starting at 4 p.m. Friday and ending at 4 p.m. the following Friday. This results in sixteen hours (16) standby hours per weekday and twenty-four (24) hours for weekends and Federal holidays.

The Duty Officer ensures that the Region has 24-hour coverage of the Region's emergency telephone spill line and is responsible for evaluating all notifications, determining necessary response actions, notifying State and local response authorities, and, if necessary, dispatching EPA On-Scene Coordinators to an incident and coordinating response activities. The Duty Officer also answers after-hours information requests that are called in to the Region's 24-hour emergency response telephone number.

The Response Duty OSC is available to immediately respond to emergency incidents during business and non-business hours; this availability includes ensuring that emergency response equipment and transportation is immediately accessible at all times.

## Description of Standby Duty Hours

Standby duty is computed on a seven- or eight-week cyclical basis, and averages the number of hours required to be available after normal business hours for each week. On-Scene Coordinators are assigned to one of the two standby duty rotations. Each week, there will be a Duty Officer that performs telephone duty and one for field response duty. For OSCs to receive standby duty pay, each standby week requires a Duty Officer to perform 14 hours or more per week of standby duty. Each OSC will conduct approximately five and three-quarter weeks of standby duty per year. The computation for this is as follows:

52 weekends plus 10 Federal holidays @ 24 hours	2736
251 weekdays @ 16 hours	<u>4016</u>
Total	6752
Telephone Duty & Response Duty	<u>X 2</u>
Total Standby hours per year	13,504
Average Standby hours per week per OSC	19 (18.55 rounded)

According to Chapter 10 of the EPA Pay Administration Manual at 5(c)(1)(a)(1): “A position which requires a basic workweek of full time Performance of actual work (40 hours) and standby duty of ... nineteen to twenty-seven hours a week on regular workdays or extending into a non-workday in continuation of duty within the basic workweek [receives] - 20% [compensation].”

While in a standby duty mode, the OSCs receive no other form of premium pay, including scheduled or unscheduled overtime, night differential, or holiday/Sunday pay. When not in standby status, OSCs may receive unscheduled or irregular overtime pay for work such as would be performed on removal actions or waste site investigations. When dispatched to an incident by the telephone Duty Officer, the Response OSC will leave his/her after-hours duty station (home) and will remain in a standby duty status through his/her scheduled standby duty tour.

cc: OSCs, SEM-EMR  
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