



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO
OPNAVINST 12532.1
Op-141C33

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OPNAV INSTRUCTION 12532.1

From: Chief of Naval Operations

Subj: Activity Support of Wage Surveys of the Federal Wage System

Ref: (a) FPM Supplement 532-1, S5-3 (NOTAL)

Encl: (1) Guidelines for Field Activity Support of FWS Wage Surveys

1. Purpose. Reference (a) sets forth responsibilities of field activities for supporting wage surveys under the Federal Wage System (FWS). This instruction directs activities to provide such support, re-emphasizes its importance, and outlines the nature of the support required.

2. Marine Corps. This instruction has been coordinated with the Commandant of the Marine Corps. The Commandant has authorized its transmission to Marine Corps activities.

3. Background. A Navy or Marine Corps installation serves as host activity in some 23 of the 110 wage survey areas for which the Department of Defense is designated as the lead agency. These 23 areas contain all of the naval shipyards and naval air rework facilities as well as a very high proportion of other activities of the Naval Establishment employing civilian wage employees, and the host activity provides the chairman of the Local Wage Survey Committee (LWSC). Many Navy and Marine Corps activities furnish data collectors for surveys in these and other areas; some of these activities also furnish the management member for the LWSC. Because of the millions of dollars involved in wage changes resulting from surveys, activities have an obvious stake in the outcome and they have an opportunity to contribute to the accuracy of the data collected. Each participating activity shares responsibility for the degree of trust placed in the system by employees, private sector managers and the public.

4. Guidelines. Enclosure (1) provides detailed information on the nature of support and participation by field activities in the wage survey process under the Federal Wage System.

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5. Action. Activities employing wage employees are to fully support their locality wage surveys in accordance with the guidelines provided in enclosure (1).

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GUIDELINES FOR FIELD ACTIVITY
SUPPORT OF FWS WAGE SURVEYS

1. General. A Federal Wage System wage survey essentially involves obtaining data from a sample of private firms in an area concerning wages and other forms of compensation paid to blue collar workers in carefully selected and defined jobs. The survey is the responsibility of a designated host activity, such as a naval shipyard, and is carried out by a three-person Local Wage Survey Committee (LWSC) which is supported by the host activity. (Alternate LWSC members are also appointed and actively participate as determined locally). Other activities in the area with wage employees are also expected to support the wage survey principally by supplying data collectors as requested. All activities are affected to some degree by the outcome of the survey and quality of data collected because of the millions of dollars involved in wage changes and because of the pay relationships among the various wage and salary schedules within each area.

2. Wage Survey Tasks

a. Local Wage Survey (LWSC) Responsibilities. The LWSC has the following responsibilities in the general order in which they are carried out:

(1) Solicit from local activities a count of trades employees by union affiliation, review the count and submit the data to the DOD Wage Fixing Authority (DODWFA):

(2) Determine the survey timetable or schedule of events;

(3) Hold hearings and make recommendations on optional features of the survey such as additional jobs or firms to be included in the survey;

(4) Screen and locate firms to be contacted based on lists furnished by the Department of Labor;

(5) Advise firms in writing of proposed visits by data collectors;

(6) Determine the number of data collectors needed;

(7) Assign data collection teams to the firms to be contacted;

(8) Notify DODWFA of completion of survey arrangements;

Enclosure (1)