

Survey Planning

Prior to each full-scale survey, the local wage survey committee holds a public hearing to receive input from interested parties on the survey criteria, which are as follows: area definition, industries, private industrial establishments, minimum size, and jobs to be surveyed. The DOD develops survey specifications after taking into consideration the reports and recommendations received from the local wage survey committee and, if applicable, the DOD Wage Committee. The survey specifications include:

1. The area to be surveyed;
2. The industries to be surveyed;
3. The standard minimum size of establishments to be surveyed;
4. The establishments to be surveyed with certainty; and
5. The survey jobs.

A list of establishments to be surveyed is prepared by using statistical sampling techniques according to DOD specifications. The number of data collectors needed for a wage survey is based on the number and location of establishments to be surveyed. Wage data are collected by teams consisting of one local FWS employee and one Federal employee representing agency management. The data collectors are selected and appointed by their employing agency. In selecting and appointing data collectors, agencies must balance the requirements of active employee involvement in the wage survey process with the prudent management of available financial and human resources.

Full-scale wage survey data collection is accomplished by personal visits to establishments that are willing to participate. Data collectors submit collected data to the local wage survey committee with their recommendations about the use of the data. The local wage survey committee reviews all establishment information and survey job data collected for completeness and accuracy and forwards the data to the lead agency with a report of its recommendations. The lead agency reviews all wage survey data forwarded by the local wage survey committee to ensure the survey was conducted within the prescribed procedures and specifications.

After consulting with the national DOD Wage Committee, the DOD selects a payline and constructs a wage schedule after considering all of the information, analysis, and recommendations. FWS wage schedules have a single effective date for all employees in a covered wage area.