



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MRFAMAR  
PO BOX 452001  
SAN DIEGO CA 92145-2001

ABO 5420.7K  
MCCS

28 SEP 2000

AIR BASES ORDER 5420.7K

From: Commander  
To: Distribution List

Subj: ESTABLISHMENT OF LOCAL WAGE SURVEY COMMITTEE

Ref: (a) Public Law 92-392 (NOTAL)  
(b) Office of Personnel Management FPM Supplement 532-2 and  
DoD Personnel Policy Manual 1330.19-1M (NOTAL)

1. Purpose. To establish a Local Wage Survey Committee (LWSC) to supervise the conduct of the full scale nonappropriated fund (NAF) wage survey and the subsequent annual updating of the survey (NAF Wage Survey) as directed by the Office of Assistant Secretary of Defense and per the provisions of the references.

2. Cancellation. ABO 5420.7J.

3. Information

a. A LWSC is composed of three members: A chairman, management member, and a labor member. All members must be federal employees.

b. Committee Chairman. Following the nomination of a chairman by the local commander, the Department of Defense Nonappropriated Fund, Salary and Wage Fixing Authority (DoD NAF SWFA) will select and appoint the LWSC Chairman, who will be either an appropriated or nonappropriated fund employee of the host activity.

c. Management Member. The DoD NAF SWFA will instruct the host activity to appoint an individual to serve as NAF management member of the committee.

d. Labor Member. The DoD NAF SWFA will determine the local labor organization having the largest number of NAF wage employees under exclusive recognition in the wage area and notify the union of its entitlement to designate a craft and trades NAF employee.

e. Tenure of LWSC Members. Responsibility for providing the LWSC members will remain with the same activity and the same labor organization for the duration of the 2 year survey cycle. Each member continues to receive the regular rate of pay established for the position for the period of time assigned to survey duties.

f. Alternate Members

(1) An alternate committee chairman will be designated by DoD NAF SWFA following nomination of the commander.

(2) An alternate management member will be designated by the commander.

g. Duties of Chairman. Upon the designation as chairman by DoD, the chairman will:

(1) Take action to organize the committee.

(2) Notify committee members and host activity of the date, time, and place the organizational meeting of the local survey committee will be held. (The organizational meeting is normally held approximately 4 months before the expected ordering of the full scale wage survey in the area.)

(3) Brief the committee at the organizational meeting on its functions, responsibilities, and arrangements for conducting the wage survey.

(4) Take action to update the findings of the full scale survey per the references.

4. Action

a. The former chairman of LWSC, upon designation of a new chairman will:

(1) Brief and turn over files and guides relative to prior surveys conducted during previous years.

(2) Provide assistance, if requested.

**28 SEP 2000**

b. The Assistant Chief of Staff, Marine Corps Community Services will coordinate the actions directed herein and will provide technical and clerical assistance as required.



T. A. CAUGHLAN  
Chief of Staff

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