

## Subchapter 3. Organizational and Functional Responsibilities

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### S3-2. AGENCY LEVEL

#### c. Office of the Secretary.

The Secretary's authority for wage setting will be exercised through the Assistant Secretary for Administration by the Departmental Office of Personnel. This includes the following:

- (1) issuing policy for the administration of FWS in the Department;
- (2) serving as the Department's central point of contact with OPM;
- (3) authorizing and coordinating special surveys for those under the jurisdiction of the Department; and
- (4) issuing Department-wide wage schedules applicable to trades, crafts, and laboring positions covered by the system.

#### d. Operating Administrations.

Operating administrations, including the Office of the Secretary and Office of Inspector General, will administer the wage program in their respective organizations. This includes the following:

- (1) participating in the development of Department-wide policies and procedures through joint meetings or input to proposals for new features or changes in the system;
- (2) reviewing OPM proposals to assist in developing Departmental positions or replies;
- (3) implementing wage schedules received from OST;
- (4) conducting or participating in the conduct of wage surveys authorized by OST; and
- (5) coordinating wage surveys with field installations.