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**S5-16. QUARTERLY REPORT ON WAGE  
SCHEDULES ADOPTED**

Operating Administrations are required to report to the Office of Personnel and Training, Office of the Secretary, special wage schedules established during the quarter. Special wage schedules include those described in FPM Supplement 532-1, subchapter 11 and Appendix V. In addition, non-Federal Wage System wage schedules must also be reported. Non-Federal Wage System wage schedules include negotiated wage schedules and wage schedules based on special statutory authority.

## Appendix U

### Instructions for Preparation of the Quarterly Report of Wage Schedules Adopted

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#### 3. DOT Reporting Requirements and Responsibilities

- a. *Reporting Administrations.* Each Operating Administration which establishes a special wage schedule described in FPM Supplement 532-1, subchapter 11 or Appendix V, or a negotiated wage schedule or special wage schedule under a non-Federal Wage System authority will report these schedules.
- b. *Reporting Administrations* will forward required information on a quarterly basis to the Office of Personnel and Training, Office of the Secretary. Wage schedule information will be due within ten days following the end of a quarter. The Office of Personnel and Training will review and consolidate this information for forwarding to the Office of Personnel Management.