



01112 - General Clerk II  
16.24  
01113 - General Clerk III  
18.74  
01120 - Housing Referral Assistant  
25.29  
01141 - Messenger Courier  
13.62  
01191 - Order Clerk I  
15.12  
01192 - Order Clerk II  
16.50  
01261 - Personnel Assistant (Employment) I  
18.15  
01262 - Personnel Assistant (Employment) II  
20.32  
01263 - Personnel Assistant (Employment) III  
22.65  
01270 - Production Control Clerk  
22.03  
01280 - Receptionist  
14.43  
01290 - Rental Clerk  
16.55  
01300 - Scheduler, Maintenance  
18.07  
01311 - Secretary I  
18.07  
01312 - Secretary II  
20.18  
01313 - Secretary III  
25.29  
01320 - Service Order Dispatcher  
16.98  
01410 - Supply Technician  
28.55  
01420 - Survey Worker  
20.03  
01531 - Travel Clerk I  
13.29  
01532 - Travel Clerk II  
14.36  
01533 - Travel Clerk III  
15.49  
01611 - Word Processor I  
15.63  
01612 - Word Processor II  
17.67  
01613 - Word Processor III  
19.95  
05000 - Automotive Service Occupations  
05005 - Automobile Body Repairer, Fiberglass  
25.26

05010 - Automotive Electrician  
23.51  
05040 - Automotive Glass Installer  
22.15  
05070 - Automotive Worker  
22.15  
05110 - Mobile Equipment Servicer  
19.04  
05130 - Motor Equipment Metal Mechanic  
24.78  
05160 - Motor Equipment Metal Worker  
22.15  
05190 - Motor Vehicle Mechanic  
24.78  
05220 - Motor Vehicle Mechanic Helper  
18.49  
05250 - Motor Vehicle Upholstery Worker  
21.63  
05280 - Motor Vehicle Wrecker  
22.15  
05310 - Painter, Automotive  
23.51  
05340 - Radiator Repair Specialist  
22.15  
05370 - Tire Repairer  
14.44  
05400 - Transmission Repair Specialist  
24.78  
07000 - Food Preparation And Service Occupations  
07010 - Baker  
13.85  
07041 - Cook I  
12.55  
07042 - Cook II  
14.60  
07070 - Dishwasher  
10.11  
07130 - Food Service Worker  
10.66  
07210 - Meat Cutter  
18.08  
07260 - Waiter/Waitress  
9.70  
09000 - Furniture Maintenance And Repair Occupations  
09010 - Electrostatic Spray Painter  
19.86  
09040 - Furniture Handler  
14.06  
09080 - Furniture Refinisher  
20.23  
09090 - Furniture Refinisher Helper  
15.52  
09110 - Furniture Repairer, Minor  
17.94

09130 - Upholsterer  
19.86  
11000 - General Services And Support Occupations  
11030 - Cleaner, Vehicles  
10.54  
11060 - Elevator Operator  
10.54  
11090 - Gardener  
17.52  
11122 - Housekeeping Aide  
11.83  
11150 - Janitor  
11.83  
11210 - Laborer, Grounds Maintenance  
13.07  
11240 - Maid or Houseman  
11.26  
11260 - Pruner  
11.58  
11270 - Tractor Operator  
16.04  
11330 - Trail Maintenance Worker  
13.07  
11360 - Window Cleaner  
12.85  
12000 - Health Occupations  
12010 - Ambulance Driver  
20.41  
12011 - Breath Alcohol Technician  
20.27  
12012 - Certified Occupational Therapist Assistant  
23.11  
12015 - Certified Physical Therapist Assistant  
21.43  
12020 - Dental Assistant  
17.18  
12025 - Dental Hygienist  
44.75  
12030 - EKG Technician  
27.67  
12035 - Electroneurodiagnostic Technologist  
27.67  
12040 - Emergency Medical Technician  
20.41  
12071 - Licensed Practical Nurse I  
19.07  
12072 - Licensed Practical Nurse II  
21.35  
12073 - Licensed Practical Nurse III  
24.13  
12100 - Medical Assistant  
15.01  
12130 - Medical Laboratory Technician  
18.04

12160 - Medical Record Clerk  
17.42  
12190 - Medical Record Technician  
19.50  
12195 - Medical Transcriptionist  
18.77  
12210 - Nuclear Medicine Technologist  
37.60  
12221 - Nursing Assistant I  
10.80  
12222 - Nursing Assistant II  
12.14  
12223 - Nursing Assistant III  
13.98  
12224 - Nursing Assistant IV  
15.69  
12235 - Optical Dispenser  
20.17  
12236 - Optical Technician  
15.80  
12250 - Pharmacy Technician  
18.12  
12280 - Phlebotomist  
15.69  
12305 - Radiologic Technologist  
31.11  
12311 - Registered Nurse I  
27.64  
12312 - Registered Nurse II  
33.44  
12313 - Registered Nurse II, Specialist  
33.44  
12314 - Registered Nurse III  
40.13  
12315 - Registered Nurse III, Anesthetist  
40.13  
12316 - Registered Nurse IV  
48.10  
12317 - Scheduler (Drug and Alcohol Testing)  
21.73  
13000 - Information And Arts Occupations  
13011 - Exhibits Specialist I  
19.86  
13012 - Exhibits Specialist II  
24.61  
13013 - Exhibits Specialist III  
30.09  
13041 - Illustrator I  
20.48  
13042 - Illustrator II  
25.38  
13043 - Illustrator III  
31.03

13047 - Librarian  
 33.88  
 13050 - Library Aide/Clerk  
 14.21  
 13054 - Library Information Technology Systems  
 30.60  
 Administrator  
 13058 - Library Technician  
 19.89  
 13061 - Media Specialist I  
 18.73  
 13062 - Media Specialist II  
 20.95  
 13063 - Media Specialist III  
 23.36  
 13071 - Photographer I  
 16.65  
 13072 - Photographer II  
 18.90  
 13073 - Photographer III  
 23.67  
 13074 - Photographer IV  
 28.65  
 13075 - Photographer V  
 33.76  
 13110 - Video Teleconference Technician  
 20.39  
 14000 - Information Technology Occupations  
 14041 - Computer Operator I  
 18.92  
 14042 - Computer Operator II  
 21.18  
 14043 - Computer Operator III  
 23.60  
 14044 - Computer Operator IV  
 26.22  
 14045 - Computer Operator V  
 29.05  
 14071 - Computer Programmer I (see 1)  
 26.36  
 14072 - Computer Programmer II (see 1)  
 14073 - Computer Programmer III (see 1)  
 14074 - Computer Programmer IV (see 1)  
 14101 - Computer Systems Analyst I (see 1)  
 14102 - Computer Systems Analyst II (see 1)  
 14103 - Computer Systems Analyst III (see 1)  
 14150 - Peripheral Equipment Operator  
 18.92  
 14160 - Personal Computer Support Technician  
 26.22  
 15000 - Instructional Occupations  
 15010 - Aircrew Training Devices Instructor (Non-Rated)  
 36.47

15020 - Aircrew Training Devices Instructor (Rated)  
44.06  
15030 - Air Crew Training Devices Instructor (Pilot)  
52.81  
15050 - Computer Based Training Specialist / Instructor  
36.47  
15060 - Educational Technologist  
35.31  
15070 - Flight Instructor (Pilot)  
52.81  
15080 - Graphic Artist  
26.80  
15090 - Technical Instructor  
25.08  
15095 - Technical Instructor/Course Developer  
30.67  
15110 - Test Proctor  
20.20  
15120 - Tutor  
20.20  
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations  
16010 - Assembler  
9.88  
16030 - Counter Attendant  
9.88  
16040 - Dry Cleaner  
12.94  
16070 - Finisher, Flatwork, Machine  
9.88  
16090 - Presser, Hand  
9.88  
16110 - Presser, Machine, Drycleaning  
9.88  
16130 - Presser, Machine, Shirts  
9.88  
16160 - Presser, Machine, Wearing Apparel, Laundry  
9.88  
16190 - Sewing Machine Operator  
13.78  
16220 - Tailor  
14.66  
16250 - Washer, Machine  
10.88  
19000 - Machine Tool Operation And Repair Occupations  
19010 - Machine-Tool Operator (Tool Room)  
21.14  
19040 - Tool And Die Maker  
23.38  
21000 - Materials Handling And Packing Occupations  
21020 - Forklift Operator  
18.02  
21030 - Material Coordinator  
22.03

21040 - Material Expediter  
22.03  
21050 - Material Handling Laborer  
13.83  
21071 - Order Filler  
15.09  
21080 - Production Line Worker (Food Processing)  
18.02  
21110 - Shipping Packer  
15.09  
21130 - Shipping/Receiving Clerk  
15.09  
21140 - Store Worker I  
11.72  
21150 - Stock Clerk  
16.86  
21210 - Tools And Parts Attendant  
18.02  
21410 - Warehouse Specialist  
18.02  
23000 - Mechanics And Maintenance And Repair Occupations  
23010 - Aerospace Structural Welder  
27.21  
23021 - Aircraft Mechanic I  
25.83  
23022 - Aircraft Mechanic II  
27.21  
23023 - Aircraft Mechanic III  
28.53  
23040 - Aircraft Mechanic Helper  
17.54  
23050 - Aircraft, Painter  
24.73  
23060 - Aircraft Servicer  
19.76  
23080 - Aircraft Worker  
21.01  
23110 - Appliance Mechanic  
21.75  
23120 - Bicycle Repairer  
14.43  
23125 - Cable Splicer  
26.02  
23130 - Carpenter, Maintenance  
21.40  
23140 - Carpet Layer  
20.49  
23160 - Electrician, Maintenance  
27.98  
23181 - Electronics Technician Maintenance I  
24.94  
23182 - Electronics Technician Maintenance II  
26.47

23183 - Electronics Technician Maintenance III  
27.89  
23260 - Fabric Worker  
19.13  
23290 - Fire Alarm System Mechanic  
22.91  
23310 - Fire Extinguisher Repairer  
17.62  
23311 - Fuel Distribution System Mechanic  
22.81  
23312 - Fuel Distribution System Operator  
19.38  
23370 - General Maintenance Worker  
21.43  
23380 - Ground Support Equipment Mechanic  
25.83  
23381 - Ground Support Equipment Servicer  
19.76  
23382 - Ground Support Equipment Worker  
21.01  
23391 - Gunsmith I  
17.62  
23392 - Gunsmith II  
20.49  
23393 - Gunsmith III  
22.91  
23410 - Heating, Ventilation And Air-Conditioning  
23.89  
Mechanic  
23411 - Heating, Ventilation And Air Contditioning  
25.17  
Mechanic (Research Facility)  
23430 - Heavy Equipment Mechanic  
22.91  
23440 - Heavy Equipment Operator  
22.91  
23460 - Instrument Mechanic  
22.59  
23465 - Laboratory/Shelter Mechanic  
21.75  
23470 - Laborer  
14.98  
23510 - Locksmith  
21.90  
23530 - Machinery Maintenance Mechanic  
23.12  
23550 - Machinist, Maintenance  
22.91  
23580 - Maintenance Trades Helper  
18.27  
23591 - Metrology Technician I  
22.59  
23592 - Metrology Technician II  
23.80

23593 - Metrology Technician III  
24.96  
23640 - Millwright  
28.19  
23710 - Office Appliance Repairer  
22.96  
23760 - Painter, Maintenance  
21.75  
23790 - Pipefitter, Maintenance  
24.63  
23810 - Plumber, Maintenance  
22.29  
23820 - Pneudraulic Systems Mechanic  
22.91  
23850 - Rigger  
22.91  
23870 - Scale Mechanic  
20.49  
23890 - Sheet-Metal Worker, Maintenance  
22.91  
23910 - Small Engine Mechanic  
20.49  
23931 - Telecommunications Mechanic I  
29.95  
23932 - Telecommunications Mechanic II  
31.55  
23950 - Telephone Lineman  
27.41  
23960 - Welder, Combination, Maintenance  
22.91  
23965 - Well Driller  
22.91  
23970 - Woodcraft Worker  
22.91  
23980 - Woodworker  
17.62  
24000 - Personal Needs Occupations  
24570 - Child Care Attendant  
12.79  
24580 - Child Care Center Clerk  
17.77  
24610 - Chore Aide  
10.57  
24620 - Family Readiness And Support Services  
16.90  
Coordinator  
24630 - Homemaker  
18.43  
25000 - Plant And System Operations Occupations  
25010 - Boiler Tender  
27.30  
25040 - Sewage Plant Operator  
20.84

25070 - Stationary Engineer  
27.30  
25190 - Ventilation Equipment Tender  
19.49  
25210 - Water Treatment Plant Operator  
20.84  
27000 - Protective Service Occupations  
27004 - Alarm Monitor  
20.57  
27007 - Baggage Inspector  
12.71  
27008 - Corrections Officer  
22.80  
27010 - Court Security Officer  
24.72  
27030 - Detection Dog Handler  
20.57  
27040 - Detention Officer  
22.80  
27070 - Firefighter  
24.63  
27101 - Guard I  
12.71  
27102 - Guard II  
20.57  
27131 - Police Officer I  
26.52  
27132 - Police Officer II  
29.67  
28000 - Recreation Occupations  
28041 - Carnival Equipment Operator  
13.59  
28042 - Carnival Equipment Repairer  
14.63  
28043 - Carnival Equipment Worker  
9.24  
28210 - Gate Attendant/Gate Tender  
13.01  
28310 - Lifeguard  
11.59  
28350 - Park Attendant (Aide)  
14.56  
28510 - Recreation Aide/Health Facility Attendant  
10.62  
28515 - Recreation Specialist  
18.04  
28630 - Sports Official  
11.59  
28690 - Swimming Pool Operator  
18.21  
29000 - Stevedoring/Longshoremen Occupational Services  
29010 - Blocker And Bracer  
23.13

29020 - Hatch Tender  
23.13  
29030 - Line Handler  
23.13  
29041 - Stevedore I  
21.31  
29042 - Stevedore II  
24.24  
30000 - Technical Occupations  
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)  
39.92  
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)  
26.84  
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)  
29.56  
30021 - Archeological Technician I  
20.19  
30022 - Archeological Technician II  
22.60  
30023 - Archeological Technician III  
27.98  
30030 - Cartographic Technician  
27.98  
30040 - Civil Engineering Technician  
26.41  
30061 - Drafter/CAD Operator I  
20.19  
30062 - Drafter/CAD Operator II  
22.60  
30063 - Drafter/CAD Operator III  
25.19  
30064 - Drafter/CAD Operator IV  
31.00  
30081 - Engineering Technician I  
22.92  
30082 - Engineering Technician II  
25.72  
30083 - Engineering Technician III  
28.79  
30084 - Engineering Technician IV  
35.64  
30085 - Engineering Technician V  
43.61  
30086 - Engineering Technician VI  
52.76  
30090 - Environmental Technician  
27.41  
30210 - Laboratory Technician  
23.38  
30240 - Mathematical Technician  
28.94  
30361 - Paralegal/Legal Assistant I  
21.36

30362 - Paralegal/Legal Assistant II  
 26.47  
 30363 - Paralegal/Legal Assistant III  
 32.36  
 30364 - Paralegal/Legal Assistant IV  
 39.16  
 30390 - Photo-Optics Technician  
 27.98  
 30461 - Technical Writer I  
 21.93  
 30462 - Technical Writer II  
 26.84  
 30463 - Technical Writer III  
 32.47  
 30491 - Unexploded Ordnance (UXO) Technician I  
 24.74  
 30492 - Unexploded Ordnance (UXO) Technician II  
 29.93  
 30493 - Unexploded Ordnance (UXO) Technician III  
 35.88  
 30494 - Unexploded (UXO) Safety Escort  
 24.74  
 30495 - Unexploded (UXO) Sweep Personnel  
 24.74  
 30620 - Weather Observer, Combined Upper Air Or (see 2)  
 25.19  
 Surface Programs  
 30621 - Weather Observer, Senior (see 2)  
 27.98  
 31000 - Transportation/Mobile Equipment Operation Occupations  
 31020 - Bus Aide  
 14.32  
 31030 - Bus Driver  
 20.85  
 31043 - Driver Courier  
 13.98  
 31260 - Parking and Lot Attendant  
 10.07  
 31290 - Shuttle Bus Driver  
 15.66  
 31310 - Taxi Driver  
 13.98  
 31361 - Truckdriver, Light  
 15.66  
 31362 - Truckdriver, Medium  
 17.90  
 31363 - Truckdriver, Heavy  
 19.18  
 31364 - Truckdriver, Tractor-Trailer  
 19.18  
 99000 - Miscellaneous Occupations  
 99030 - Cashier  
 10.03

99050 - Desk Clerk  
11.58  
99095 - Embalmer  
23.05  
99251 - Laboratory Animal Caretaker I  
11.30  
99252 - Laboratory Animal Caretaker II  
12.35  
99310 - Mortician  
31.73  
99410 - Pest Controller  
17.69  
99510 - Photofinishing Worker  
13.20  
99710 - Recycling Laborer  
18.50  
99711 - Recycling Specialist  
22.71  
99730 - Refuse Collector  
16.40  
99810 - Sales Clerk  
12.09  
99820 - School Crossing Guard  
13.43  
99830 - Survey Party Chief  
21.94  
99831 - Surveying Aide  
13.63  
99832 - Surveying Technician  
20.85  
99840 - Vending Machine Attendant  
14.43  
99841 - Vending Machine Repairer  
18.73  
99842 - Vending Machine Repairer Helper  
14.43

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the

performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential

and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees

employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials.

This includes work such as screening, blending, dying, mixing, and pressing of sensitive

ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder

and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary

affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form  
1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall

be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.