

01263	- Personnel Assistant (Employment) III	22.13
01270	- Production Control Clerk	25.10
01290	- Rental Clerk	16.80
01300	- Scheduler Maintenance	18.49
01311	- Secretary I	18.49
01312	- Secretary II	20.69
01313	- Secretary III	23.06
01320	- Service Order Dispatcher	20.00
01410	- Supply Technician	29.07
01420	- Survey Worker	20.62
01460	- Switchboard Operator/Receptionist	15.24
01531	- Travel Clerk I	18.65
01532	- Travel Clerk II	20.12
01533	- Travel Clerk III	21.58
01611	- Word Processor I	16.74
01612	- Word Processor II	18.80
01613	- Word Processor III	21.03
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer Fiberglass	24.68
05010	- Automotive Electrician	20.92
05040	- Automotive Glass Installer	20.04
05070	- Automotive Worker	20.04
05110	- Mobile Equipment Servicer	18.06
05130	- Motor Equipment Metal Mechanic	21.79
05160	- Motor Equipment Metal Worker	20.04
05190	- Motor Vehicle Mechanic	21.79
05220	- Motor Vehicle Mechanic Helper	16.85
05250	- Motor Vehicle Upholstery Worker	19.22
05280	- Motor Vehicle Wrecker	20.04
05310	- Painter Automotive	20.92
05340	- Radiator Repair Specialist	20.04
05370	- Tire Repairer	16.12
05400	- Transmission Repair Specialist	21.79
07000	- Food Preparation And Service Occupations	
07010	- Baker	16.31
07041	- Cook I	17.19
07042	- Cook II	19.08
07070	- Dishwasher	12.61
07130	- Food Service Worker	13.83
07210	- Meat Cutter	20.01
07260	- Waiter/Waitress	11.71
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	19.90
09040	- Furniture Handler	16.13
09080	- Furniture Refinisher	19.90
09090	- Furniture Refinisher Helper	18.07
09110	- Furniture Repairer Minor	19.60
09130	- Upholsterer	19.90
11000	- General Services And Support Occupations	
11030	- Cleaner Vehicles	13.62
11060	- Elevator Operator	15.31
11090	- Gardener	21.62
11122	- Housekeeping Aide	15.31
11150	- Janitor	15.31
11210	- Laborer Grounds Maintenance	17.36
11240	- Maid or Houseman	13.86
11260	- Pruner	16.00
11270	- Tractor Operator	20.17
11330	- Trail Maintenance Worker	17.36
11360	- Window Cleaner	16.67
12000	- Health Occupations	
12010	- Ambulance Driver	21.82
12011	- Breath Alcohol Technician	21.82
12012	- Certified Occupational Therapist Assistant	25.62

12015	- Certified Physical Therapist Assistant	27.68
12020	- Dental Assistant	25.93
12025	- Dental Hygienist	39.60
12030	- EKG Technician	33.00
12035	- Electroneurodiagnostic Technologist	33.00
12040	- Emergency Medical Technician	21.82
12071	- Licensed Practical Nurse I	19.50
12072	- Licensed Practical Nurse II	21.82
12073	- Licensed Practical Nurse III	24.32
12100	- Medical Assistant	20.17
12130	- Medical Laboratory Technician	26.15
12160	- Medical Record Clerk	21.13
12190	- Medical Record Technician	23.64
12195	- Medical Transcriptionist	21.33
12210	- Nuclear Medicine Technologist	43.28
12221	- Nursing Assistant I	12.26
12222	- Nursing Assistant II	13.78
12223	- Nursing Assistant III	15.04
12224	- Nursing Assistant IV	16.89
12235	- Optical Dispenser	20.15
12236	- Optical Technician	16.24
12250	- Pharmacy Technician	18.52
12280	- Phlebotomist	18.59
12305	- Radiologic Technologist	32.99
12311	- Registered Nurse I	29.71
12312	- Registered Nurse II	36.35
12313	- Registered Nurse II Specialist	36.35
12314	- Registered Nurse III	43.98
12315	- Registered Nurse III Anesthetist	43.98
12316	- Registered Nurse IV	52.71
12317	- Scheduler (Drug and Alcohol Testing)	27.02
12320	- Substance Abuse Treatment Counselor	24.22
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	20.47
13012	- Exhibits Specialist II	26.14
13013	- Exhibits Specialist III	30.90
13041	- Illustrator I	21.81
13042	- Illustrator II	27.01
13043	- Illustrator III	33.05
13047	- Librarian	33.12
13050	- Library Aide/Clerk	17.38
13054	- Library Information Technology Systems Administrator	25.74
13058	- Library Technician	21.45
13061	- Media Specialist I	20.43
13062	- Media Specialist II	22.86
13063	- Media Specialist III	25.48
13071	- Photographer I	19.32
13072	- Photographer II	21.62
13073	- Photographer III	26.77
13074	- Photographer IV	32.74
13075	- Photographer V	39.61
13090	- Technical Order Library Clerk	21.84
13110	- Video Teleconference Technician	23.30
14000	- Information Technology Occupations	
14041	- Computer Operator I	18.63
14042	- Computer Operator II	20.85
14043	- Computer Operator III	23.23
14044	- Computer Operator IV	25.81
14045	- Computer Operator V	28.59
14071	- Computer Programmer I	(see 1) 26.47
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		18.63
14160	- Personal Computer Support Technician		25.81
14170	- System Support Specialist		30.53
15000	- Instructional Occupations		
15010	- Aircrew Training Devices Instructor (Non-Rated)		34.82
15020	- Aircrew Training Devices Instructor (Rated)		39.04
15030	- Air Crew Training Devices Instructor (Pilot)		44.17
15050	- Computer Based Training Specialist / Instructor		34.82
15060	- Educational Technologist		37.21
15070	- Flight Instructor (Pilot)		44.17
15080	- Graphic Artist		25.59
15085	- Maintenance Test Pilot Fixed Jet/Prop		44.17
15086	- Maintenance Test Pilot Rotary Wing		44.17
15088	- Non-Maintenance Test/Co-Pilot		44.17
15090	- Technical Instructor		27.47
15095	- Technical Instructor/Course Developer		33.60
15110	- Test Proctor		22.18
15120	- Tutor		22.18
16000	- Laundry Dry-Cleaning Pressing And Related Occupations		
16010	- Assembler		12.56
16030	- Counter Attendant		12.56
16040	- Dry Cleaner		15.81
16070	- Finisher Flatwork Machine		12.56
16090	- Presser Hand		12.56
16110	- Presser Machine Drycleaning		12.56
16130	- Presser Machine Shirts		12.56
16160	- Presser Machine Wearing Apparel Laundry		12.56
16190	- Sewing Machine Operator		16.73
16220	- Tailor		17.70
16250	- Washer Machine		13.91
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)		24.33
19040	- Tool And Die Maker		29.32
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator		20.97
21030	- Material Coordinator		25.10
21040	- Material Expediter		25.10
21050	- Material Handling Laborer		16.95
21071	- Order Filler		17.51
21080	- Production Line Worker (Food Processing)		20.97
21110	- Shipping Packer		18.17
21130	- Shipping/Receiving Clerk		18.17
21140	- Store Worker I		16.81
21150	- Stock Clerk		21.69
21210	- Tools And Parts Attendant		20.97
21410	- Warehouse Specialist		20.97
23000	- Mechanics And Maintenance And Repair Occupations		
23010	- Aerospace Structural Welder		33.61
23019	- Aircraft Logs and Records Technician		28.48
23021	- Aircraft Mechanic I		32.25
23022	- Aircraft Mechanic II		33.61
23023	- Aircraft Mechanic III		34.89
23040	- Aircraft Mechanic Helper		24.96
23050	- Aircraft Painter		31.00
23060	- Aircraft Servicer		28.48
23070	- Aircraft Survival Flight Equipment Technician		31.00
23080	- Aircraft Worker		29.70
23091	- Aircrew Life Support Equipment (ALSE) Mechanic I		29.70
23092	- Aircrew Life Support Equipment (ALSE) Mechanic II		32.25

23110	- Appliance Mechanic	24.70
23120	- Bicycle Repairer	22.78
23125	- Cable Splicer	42.22
23130	- Carpenter Maintenance	28.58
23140	- Carpet Layer	29.66
23160	- Electrician Maintenance	39.45
23181	- Electronics Technician Maintenance I	28.81
23182	- Electronics Technician Maintenance II	30.07
23183	- Electronics Technician Maintenance III	31.32
23260	- Fabric Worker	27.02
23290	- Fire Alarm System Mechanic	26.87
23310	- Fire Extinguisher Repairer	25.38
23311	- Fuel Distribution System Mechanic	36.52
23312	- Fuel Distribution System Operator	30.27
23370	- General Maintenance Worker	22.41
23380	- Ground Support Equipment Mechanic	32.25
23381	- Ground Support Equipment Servicer	28.48
23382	- Ground Support Equipment Worker	29.70
23391	- Gunsmith I	25.38
23392	- Gunsmith II	28.16
23393	- Gunsmith III	30.62
23410	- Heating Ventilation And Air-Conditioning Mechanic	27.59
23411	- Heating Ventilation And Air Contidioning Mechanic (Research Facility)	28.75
23430	- Heavy Equipment Mechanic	30.03
23440	- Heavy Equipment Operator	35.03
23460	- Instrument Mechanic	28.88
23465	- Laboratory/Shelter Mechanic	29.40
23470	- Laborer	16.95
23510	- Locksmith	22.19
23530	- Machinery Maintenance Mechanic	28.38
23550	- Machinist Maintenance	25.30
23580	- Maintenance Trades Helper	16.19
23591	- Metrology Technician I	28.88
23592	- Metrology Technician II	30.11
23593	- Metrology Technician III	31.26
23640	- Millwright	27.50
23710	- Office Appliance Repairer	21.42
23760	- Painter Maintenance	26.53
23790	- Pipefitter Maintenance	40.95
23810	- Plumber Maintenance	39.37
23820	- Pneudraulic Systems Mechanic	30.62
23850	- Rigger	34.33
23870	- Scale Mechanic	28.16
23890	- Sheet-Metal Worker Maintenance	38.64
23910	- Small Engine Mechanic	23.36
23931	- Telecommunications Mechanic I	30.61
23932	- Telecommunications Mechanic II	31.89
23950	- Telephone Lineman	24.43
23960	- Welder Combination Maintenance	23.69
23965	- Well Driller	29.63
23970	- Woodcraft Worker	30.62
23980	- Woodworker	25.38
24000	- Personal Needs Occupations	
24550	- Case Manager	17.28
24570	- Child Care Attendant	13.15
24580	- Child Care Center Clerk	18.03
24610	- Chore Aide	12.48
24620	- Family Readiness And Support Services Coordinator	17.28
24630	- Homemaker	20.05
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	31.11

25040	- Sewage Plant Operator	29.97
25070	- Stationary Engineer	31.11
25190	- Ventilation Equipment Tender	24.06
25210	- Water Treatment Plant Operator	29.97
27000	- Protective Service Occupations	
27004	- Alarm Monitor	29.68
27007	- Baggage Inspector	16.67
27008	- Corrections Officer	26.40
27010	- Court Security Officer	21.99
27030	- Detection Dog Handler	18.65
27040	- Detention Officer	26.40
27070	- Firefighter	20.84
27101	- Guard I	16.67
27102	- Guard II	18.65
27131	- Police Officer I	34.47
27132	- Police Officer II	38.30
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	14.72
28042	- Carnival Equipment Repairer	15.77
28043	- Carnival Worker	11.65
28210	- Gate Attendant/Gate Tender	16.53
28310	- Lifeguard	11.89
28350	- Park Attendant (Aide)	18.50
28510	- Recreation Aide/Health Facility Attendant	13.50
28515	- Recreation Specialist	22.91
28630	- Sports Official	14.72
28690	- Swimming Pool Operator	19.47
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	31.08
29020	- Hatch Tender	31.08
29030	- Line Handler	31.08
29041	- Stevedore I	29.95
29042	- Stevedore II	32.45
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist Center (HFO) (see 2)	42.88
30011	- Air Traffic Control Specialist Station (HFO) (see 2)	29.57
30012	- Air Traffic Control Specialist Terminal (HFO) (see 2)	32.56
30021	- Archeological Technician I	20.60
30022	- Archeological Technician II	23.05
30023	- Archeological Technician III	28.54
30030	- Cartographic Technician	29.12
30040	- Civil Engineering Technician	32.07
30051	- Cryogenic Technician I	26.61
30052	- Cryogenic Technician II	29.38
30061	- Drafter/CAD Operator I	20.60
30062	- Drafter/CAD Operator II	23.05
30063	- Drafter/CAD Operator III	25.69
30064	- Drafter/CAD Operator IV	31.62
30081	- Engineering Technician I	18.51
30082	- Engineering Technician II	21.39
30083	- Engineering Technician III	23.93
30084	- Engineering Technician IV	29.64
30085	- Engineering Technician V	31.93
30086	- Engineering Technician VI	39.73
30090	- Environmental Technician	25.13
30095	- Evidence Control Specialist	24.02
30210	- Laboratory Technician	23.92
30221	- Latent Fingerprint Technician I	26.33
30222	- Latent Fingerprint Technician II	29.07
30240	- Mathematical Technician	28.27
30361	- Paralegal/Legal Assistant I	20.05
30362	- Paralegal/Legal Assistant II	24.83
30363	- Paralegal/Legal Assistant III	30.38
30364	- Paralegal/Legal Assistant IV	36.76

30375	- Petroleum Supply Specialist	29.38
30390	- Photo-Optics Technician	29.64
30395	- Radiation Control Technician	29.38
30461	- Technical Writer I	26.93
30462	- Technical Writer II	32.94
30463	- Technical Writer III	39.85
30491	- Unexploded Ordnance (UXO) Technician I	27.25
30492	- Unexploded Ordnance (UXO) Technician II	32.97
30493	- Unexploded Ordnance (UXO) Technician III	39.52
30494	- Unexploded (UXO) Safety Escort	27.25
30495	- Unexploded (UXO) Sweep Personnel	27.25
30501	- Weather Forecaster I	31.62
30502	- Weather Forecaster II	38.47
30620	- Weather Observer Combined Upper Air Or	(see 2) 25.69
Surface Programs		
30621	- Weather Observer Senior	(see 2) 28.54
31000	- Transportation/Mobile Equipment Operation Occupations	
31010	- Airplane Pilot	32.97
31020	- Bus Aide	16.07
31030	- Bus Driver	21.30
31043	- Driver Courier	18.11
31260	- Parking and Lot Attendant	12.76
31290	- Shuttle Bus Driver	19.41
31310	- Taxi Driver	15.22
31361	- Truckdriver Light	19.41
31362	- Truckdriver Medium	22.10
31363	- Truckdriver Heavy	24.51
31364	- Truckdriver Tractor-Trailer	24.51
99000	- Miscellaneous Occupations	
99020	- Cabin Safety Specialist	16.08
99030	- Cashier	12.14
99050	- Desk Clerk	12.89
99095	- Embalmer	37.72
99130	- Flight Follower	27.25
99251	- Laboratory Animal Caretaker I	13.81
99252	- Laboratory Animal Caretaker II	14.78
99260	- Marketing Analyst	35.16
99310	- Mortician	37.72
99410	- Pest Controller	21.70
99510	- Photofinishing Worker	17.97
99710	- Recycling Laborer	23.94
99711	- Recycling Specialist	27.82
99730	- Refuse Collector	22.02
99810	- Sales Clerk	12.56
99820	- School Crossing Guard	14.61
99830	- Survey Party Chief	36.48
99831	- Surveying Aide	24.23
99832	- Surveying Technician	27.86
99840	- Vending Machine Attendant	16.99
99841	- Vending Machine Repairer	19.47
99842	- Vending Machine Repairer Helper	16.99

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1

2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life accident and health insurance plans sick leave pension plans civic and personal leave severance pay and savings and thrift plans. Minimum employer contributions costing an average of \$4.54 per hour computed on the basis of all hours worked by service employees employed on the contract.

HEALTH & WELFARE EO 13706: Minimum employer contributions costing an average of \$4.22 per hour computed on the basis of all hours worked by service employees employed on the covered contracts. *

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

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 4.174)

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 ordnance 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 re-grading 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.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the ""Service Contract Act Directory of Occupations"" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

** 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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 the 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 U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

- 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 Division's decision to the contractor.

- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See

29 CFR 4.6(b)(2)(iii).

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"" should be used to compare job definitions to ensure 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 (See 29 CFR 4.152(c)(1))."