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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2361
Revision No.: 14
Date Of Revision: 06/19/2013

State: New Mexico

Area: New Mexico Counties of Bernalillo, Catron, Cibola, Colfax, De Baca,
Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San
Miguel, Sandoval, Santa Fe, Socorro, Taos, Torrance, Valencia

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE

FOOTNOTE

RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I

13.01

01012 - Accounting Clerk II

14.60

01013 - Accounting Clerk III

16.33

01020 - Administrative Assistant

18.17

01040 - Court Reporter

18.61

01051 - Data Entry Operator I

11.03

01052 - Data Entry Operator II

13.44

01060 - Dispatcher, Motor Vehicle

15.56

01070 - Document Preparation Clerk

13.86

01090 - Duplicating Machine Operator

13.86

01111 - General Clerk I

11.35

01112 - General Clerk II

12.39

01113 - General Clerk III

13.90

01120 - Housing Referral Assistant

16.74

01141 - Messenger Courier

9.98

01191 - Order Clerk I

11.33

01192 - Order Clerk II

12.91

01261 - Personnel Assistant (Employment) I
13.80
01262 - Personnel Assistant (Employment) II
15.44
01263 - Personnel Assistant (Employment) III
17.22
01270 - Production Control Clerk
21.06
01280 - Receptionist
11.02
01290 - Rental Clerk
12.25
01300 - Scheduler, Maintenance
13.42
01311 - Secretary I
13.42
01312 - Secretary II
15.01
01313 - Secretary III
16.74
01320 - Service Order Dispatcher
14.08
01410 - Supply Technician
18.60
01420 - Survey Worker
14.01
01531 - Travel Clerk I
11.82
01532 - Travel Clerk II
12.76
01533 - Travel Clerk III
13.57
01611 - Word Processor I
11.91
01612 - Word Processor II
13.37
01613 - Word Processor III
14.95
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
18.06
05010 - Automotive Electrician
18.12
05040 - Automotive Glass Installer
15.82
05070 - Automotive Worker
15.82
05110 - Mobile Equipment Servicer
13.50
05130 - Motor Equipment Metal Mechanic
17.99
05160 - Motor Equipment Metal Worker
15.82
05190 - Motor Vehicle Mechanic
18.12
05220 - Motor Vehicle Mechanic Helper
13.62

05250 - Motor Vehicle Upholstery Worker
15.82
05280 - Motor Vehicle Wrecker
15.82
05310 - Painter, Automotive
17.19
05340 - Radiator Repair Specialist
15.82
05370 - Tire Repairer
11.49
05400 - Transmission Repair Specialist
17.99
07000 - Food Preparation And Service Occupations
07010 - Baker
11.60
07041 - Cook I
9.75
07042 - Cook II
11.64
07070 - Dishwasher
7.89
07130 - Food Service Worker
9.36
07210 - Meat Cutter
16.07
07260 - Waiter/Waitress
7.80
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
14.65
09040 - Furniture Handler
11.44
09080 - Furniture Refinisher
14.65
09090 - Furniture Refinisher Helper
12.45
09110 - Furniture Repairer, Minor
13.85
09130 - Upholsterer
14.65
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
9.11
11060 - Elevator Operator
9.11
11090 - Gardener
14.29
11122 - Housekeeping Aide
9.73
11150 - Janitor
9.73
11210 - Laborer, Grounds Maintenance
10.39
11240 - Maid or Houseman
8.48
11260 - Pruner
8.88

11270 - Tractor Operator
13.22
11330 - Trail Maintenance Worker
10.39
11360 - Window Cleaner
11.39
12000 - Health Occupations
12010 - Ambulance Driver
15.94
12011 - Breath Alcohol Technician
18.04
12012 - Certified Occupational Therapist Assistant
25.32
12015 - Certified Physical Therapist Assistant
21.02
12020 - Dental Assistant
14.93
12025 - Dental Hygienist
36.30
12030 - EKG Technician
26.19
12035 - Electroneurodiagnostic Technologist
26.19
12040 - Emergency Medical Technician
15.94
12071 - Licensed Practical Nurse I
18.73
12072 - Licensed Practical Nurse II
20.92
12073 - Licensed Practical Nurse III
23.32
12100 - Medical Assistant
13.10
12130 - Medical Laboratory Technician
18.44
12160 - Medical Record Clerk
13.62
12190 - Medical Record Technician
15.65
12195 - Medical Transcriptionist
14.42
12210 - Nuclear Medicine Technologist
36.03
12221 - Nursing Assistant I
10.38
12222 - Nursing Assistant II
11.67
12223 - Nursing Assistant III
12.74
12224 - Nursing Assistant IV
14.29
12235 - Optical Dispenser
14.29
12236 - Optical Technician
14.53
12250 - Pharmacy Technician
14.09

12280 - Phlebotomist
 14.29
 12305 - Radiologic Technologist
 26.71
 12311 - Registered Nurse I
 25.39
 12312 - Registered Nurse II
 31.06
 12313 - Registered Nurse II, Specialist
 31.06
 12314 - Registered Nurse III
 37.58
 12315 - Registered Nurse III, Anesthetist
 37.58
 12316 - Registered Nurse IV
 45.04
 12317 - Scheduler (Drug and Alcohol Testing)
 20.31
 13000 - Information And Arts Occupations
 13011 - Exhibits Specialist I
 17.35
 13012 - Exhibits Specialist II
 21.18
 13013 - Exhibits Specialist III
 25.33
 13041 - Illustrator I
 16.10
 13042 - Illustrator II
 19.95
 13043 - Illustrator III
 23.03
 13047 - Librarian
 22.91
 13050 - Library Aide/Clerk
 9.11
 13054 - Library Information Technology Systems
 20.67
 Administrator
 13058 - Library Technician
 13.73
 13061 - Media Specialist I
 15.31
 13062 - Media Specialist II
 17.18
 13063 - Media Specialist III
 19.07
 13071 - Photographer I
 15.88
 13072 - Photographer II
 17.63
 13073 - Photographer III
 21.70
 13074 - Photographer IV
 24.30
 13075 - Photographer V
 29.39

13110 - Video Teleconference Technician
 18.57
 14000 - Information Technology Occupations
 14041 - Computer Operator I
 14.98
 14042 - Computer Operator II
 16.76
 14043 - Computer Operator III
 19.12
 14044 - Computer Operator IV
 21.26
 14045 - Computer Operator V
 24.34
 14071 - Computer Programmer I (see 1)
 22.41
 14072 - Computer Programmer II (see 1)
 26.14
 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
 14.98
 14160 - Personal Computer Support Technician
 21.52
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 27.62
 15020 - Aircrew Training Devices Instructor (Rated)
 33.39
 15030 - Air Crew Training Devices Instructor (Pilot)
 40.05
 15050 - Computer Based Training Specialist / Instructor
 27.62
 15060 - Educational Technologist
 25.93
 15070 - Flight Instructor (Pilot)
 40.05
 15080 - Graphic Artist
 22.41
 15090 - Technical Instructor
 18.61
 15095 - Technical Instructor/Course Developer
 25.06
 15110 - Test Proctor
 15.01
 15120 - Tutor
 15.01
 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
 16010 - Assembler
 8.80
 16030 - Counter Attendant
 8.80
 16040 - Dry Cleaner
 10.58

16070 - Finisher, Flatwork, Machine
8.80
16090 - Presser, Hand
8.80
16110 - Presser, Machine, Drycleaning
8.80
16130 - Presser, Machine, Shirts
8.80
16160 - Presser, Machine, Wearing Apparel, Laundry
8.80
16190 - Sewing Machine Operator
11.15
16220 - Tailor
11.73
16250 - Washer, Machine
9.39
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room)
19.95
19040 - Tool And Die Maker
24.09
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator
14.21
21030 - Material Coordinator
21.06
21040 - Material Expediter
21.06
21050 - Material Handling Laborer
10.90
21071 - Order Filler
11.53
21080 - Production Line Worker (Food Processing)
14.21
21110 - Shipping Packer
13.14
21130 - Shipping/Receiving Clerk
13.14
21140 - Store Worker I
8.78
21150 - Stock Clerk
13.78
21210 - Tools And Parts Attendant
14.21
21410 - Warehouse Specialist
14.21
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder
24.01
23021 - Aircraft Mechanic I
22.48
23022 - Aircraft Mechanic II
24.01
23023 - Aircraft Mechanic III
25.31
23040 - Aircraft Mechanic Helper
16.62

23050 - Aircraft, Painter
20.56
23060 - Aircraft Servicer
18.79
23080 - Aircraft Worker
20.11
23110 - Appliance Mechanic
14.70
23120 - Bicycle Repairer
10.94
23125 - Cable Splicer
21.67
23130 - Carpenter, Maintenance
16.70
23140 - Carpet Layer
17.16
23160 - Electrician, Maintenance
21.52
23181 - Electronics Technician Maintenance I
25.16
23182 - Electronics Technician Maintenance II
27.32
23183 - Electronics Technician Maintenance III
29.47
23260 - Fabric Worker
15.70
23290 - Fire Alarm System Mechanic
18.76
23310 - Fire Extinguisher Repairer
14.23
23311 - Fuel Distribution System Mechanic
21.10
23312 - Fuel Distribution System Operator
16.38
23370 - General Maintenance Worker
15.10
23380 - Ground Support Equipment Mechanic
22.48
23381 - Ground Support Equipment Servicer
18.79
23382 - Ground Support Equipment Worker
20.11
23391 - Gunsmith I
14.23
23392 - Gunsmith II
17.16
23393 - Gunsmith III
20.11
23410 - Heating, Ventilation And Air-Conditioning
19.25
Mechanic
23411 - Heating, Ventilation And Air Conditioning
21.26
Mechanic (Research Facility)
23430 - Heavy Equipment Mechanic
19.48

23440 - Heavy Equipment Operator
17.25
23460 - Instrument Mechanic
27.47
23465 - Laboratory/Shelter Mechanic
18.64
23470 - Laborer
10.90
23510 - Locksmith
18.64
23530 - Machinery Maintenance Mechanic
22.60
23550 - Machinist, Maintenance
21.25
23580 - Maintenance Trades Helper
12.56
23591 - Metrology Technician I
27.47
23592 - Metrology Technician II
29.34
23593 - Metrology Technician III
30.82
23640 - Millwright
20.11
23710 - Office Appliance Repairer
19.21
23760 - Painter, Maintenance
15.94
23790 - Pipefitter, Maintenance
22.03
23810 - Plumber, Maintenance
20.60
23820 - Pneudraulic Systems Mechanic
20.11
23850 - Rigger
20.11
23870 - Scale Mechanic
17.16
23890 - Sheet-Metal Worker, Maintenance
19.22
23910 - Small Engine Mechanic
15.07
23931 - Telecommunications Mechanic I
24.06
23932 - Telecommunications Mechanic II
25.71
23950 - Telephone Lineman
21.26
23960 - Welder, Combination, Maintenance
18.39
23965 - Well Driller
19.77
23970 - Woodcraft Worker
20.11
23980 - Woodworker
16.61
24000 - Personal Needs Occupations

24570 - Child Care Attendant
10.31
24580 - Child Care Center Clerk
14.77
24610 - Chore Aide
9.40
24620 - Family Readiness And Support Services
13.49
Coordinator
24630 - Homemaker
17.49
25000 - Plant And System Operations Occupations
25010 - Boiler Tender
19.77
25040 - Sewage Plant Operator
18.32
25070 - Stationary Engineer
19.77
25190 - Ventilation Equipment Tender
12.56
25210 - Water Treatment Plant Operator
17.38
27000 - Protective Service Occupations
27004 - Alarm Monitor
13.86
27007 - Baggage Inspector
11.23
27008 - Corrections Officer
15.36
27010 - Court Security Officer
16.86
27030 - Detection Dog Handler
13.16
27040 - Detention Officer
15.36
27070 - Firefighter
16.86
27101 - Guard I
11.23
27102 - Guard II
12.56
27131 - Police Officer I
18.47
27132 - Police Officer II
20.52
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
13.55
28042 - Carnival Equipment Repairer
14.77
28043 - Carnival Equipment Worker
9.34
28210 - Gate Attendant/Gate Tender
13.59
28310 - Lifeguard
11.34

28350 - Park Attendant (Aide)
15.21
28510 - Recreation Aide/Health Facility Attendant
11.10
28515 - Recreation Specialist
18.06
28630 - Sports Official
12.11
28690 - Swimming Pool Operator
18.36
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer
20.42
29020 - Hatch Tender
20.42
29030 - Line Handler
20.42
29041 - Stevedore I
19.04
29042 - Stevedore II
22.17
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)
35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)
24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
27.16
30021 - Archeological Technician I
17.39
30022 - Archeological Technician II
19.50
30023 - Archeological Technician III
23.87
30030 - Cartographic Technician
24.17
30040 - Civil Engineering Technician
24.00
30061 - Drafter/CAD Operator I
17.39
30062 - Drafter/CAD Operator II
19.50
30063 - Drafter/CAD Operator III
21.75
30064 - Drafter/CAD Operator IV
25.91
30081 - Engineering Technician I
15.18
30082 - Engineering Technician II
17.03
30083 - Engineering Technician III
19.05
30084 - Engineering Technician IV
23.61
30085 - Engineering Technician V
28.88

30086 - Engineering Technician VI
 34.94
 30090 - Environmental Technician
 20.36
 30210 - Laboratory Technician
 22.61
 30240 - Mathematical Technician
 24.17
 30361 - Paralegal/Legal Assistant I
 15.40
 30362 - Paralegal/Legal Assistant II
 19.08
 30363 - Paralegal/Legal Assistant III
 23.34
 30364 - Paralegal/Legal Assistant IV
 28.24
 30390 - Photo-Optics Technician
 24.17
 30461 - Technical Writer I
 21.22
 30462 - Technical Writer II
 25.96
 30463 - Technical Writer III
 31.40
 30491 - Unexploded Ordnance (UXO) Technician I
 22.74
 30492 - Unexploded Ordnance (UXO) Technician II
 27.51
 30493 - Unexploded Ordnance (UXO) Technician III
 32.97
 30494 - Unexploded (UXO) Safety Escort
 22.74
 30495 - Unexploded (UXO) Sweep Personnel
 22.74
 30620 - Weather Observer, Combined Upper Air Or (see 2)
 21.75
 Surface Programs
 30621 - Weather Observer, Senior (see 2)
 24.17
 31000 - Transportation/Mobile Equipment Operation Occupations
 31020 - Bus Aide
 10.73
 31030 - Bus Driver
 17.17
 31043 - Driver Courier
 13.34
 31260 - Parking and Lot Attendant
 9.72
 31290 - Shuttle Bus Driver
 13.56
 31310 - Taxi Driver
 10.53
 31361 - Truck driver, Light
 13.56
 31362 - Truck driver, Medium
 16.66

31363 - Truck driver, Heavy
18.93
31364 - Truck driver, Tractor-Trailer
18.93
99000 - Miscellaneous Occupations
99030 - Cashier
9.11
99050 - Desk Clerk
9.14
99095 - Embalmer
23.74
99251 - Laboratory Animal Caretaker I
11.13
99252 - Laboratory Animal Caretaker II
12.42
99310 - Mortician
23.75
99410 - Pest Controller
17.07
99510 - Photofinishing Worker
12.14
99710 - Recycling Laborer
12.03
99711 - Recycling Specialist
15.57
99730 - Refuse Collector
10.99
99810 - Sales Clerk
11.98
99820 - School Crossing Guard
10.28
99830 - Survey Party Chief
19.48
99831 - Surveying Aide
17.72
99832 - Surveying Technician
17.87
99840 - Vending Machine Attendant
11.72
99841 - Vending Machine Repairer
14.59
99842 - Vending Machine Repairer Helper
10.51

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 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.

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.