

Wage Determination: 2005-2123, REGISTER OF WAGE DETERMINATIONS
UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

Diane C. Koplewski Director Division of Wage Determinations

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

Wage Determination No.:2005-2123

Revision No.:13

Date of Last Revision:06/13/2012

State: Florida

Area: Florida Counties of Orange, Osceola, Seminole

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE FOOTNOTE RATE

01000 - Administrative Support And Clerical Occupations
01011 - Accounting Clerk I 12.83
01012 - Accounting Clerk II 14.39
01013 - Accounting Clerk III 16.10
01020 - Administrative Assistant 20.26
01040 - Court Reporter 19.01
01051 - Data Entry Operator I 11.67
01052 - Data Entry Operator II 13.25
01060 - Dispatcher, Motor Vehicle 17.17
01070 - Document Preparation Clerk 12.27
01090 - Duplicating Machine Operator 12.00
01111 - General Clerk I 11.78
01112 - General Clerk II 12.86
01113 - General Clerk III 14.43
01120 - Housing Referral Assistant 18.23
01141 - Messenger Courier 11.28
01191 - Order Clerk I 11.88
01192 - Order Clerk II 12.96
01261 - Personnel Assistant (Employment) I 13.74
01262 - Personnel Assistant (Employment) II 15.77
01263 - Personnel Assistant (Employment) III 17.14
01270 - Production Control Clerk 18.85
01280 - Receptionist 12.05
01290 - Rental Clerk 13.74
01300 - Scheduler, Maintenance 14.16
01311 - Secretary I 14.16
01312 - Secretary II 16.35
01313 - Secretary III 18.23
01320 - Service Order Dispatcher 14.87
01410 - Supply Technician 21.79
01420 - Survey Worker 15.33
01531 - Travel Clerk I 12.32

01532 - Travel Clerk II 12.86
01533 - Travel Clerk III 13.44
01611 - Word Processor I 14.54
01612 - Word Processor II 16.32
01613 - Word Processor III 18.25

05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass 19.45
05010 - Automotive Electrician 17.28
05040 - Automotive Glass Installer 16.36
05070 - Automotive Worker 16.36
05110 - Mobile Equipment Servicer 13.56
05130 - Motor Equipment Metal Mechanic 18.18
05160 - Motor Equipment Metal Worker 16.36
05190 - Motor Vehicle Mechanic 18.18
05220 - Motor Vehicle Mechanic Helper 13.10
05250 - Motor Vehicle Upholstery Worker 15.80
05280 - Motor Vehicle Wrecker 16.37
05310 - Painter, Automotive 17.92
05340 - Radiator Repair Specialist 16.36
05370 - Tire Repairer 10.83
05400 - Transmission Repair Specialist 18.18

07000 - Food Preparation And Service Occupations
07010 - Baker 11.42
07041 - Cook I 10.88
07042 - Cook II 12.39
07070 - Dishwasher 8.71
07130 - Food Service Worker 9.24
07210 - Meat Cutter 12.62
07260 - Waiter/Waitress 9.61

09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter 14.18
09040 - Furniture Handler 9.40
09080 - Furniture Refinisher 14.18
09090 - Furniture Refinisher Helper 11.04
09110 - Furniture Repairer, Minor 12.53
09130 - Upholsterer 14.72

11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles 10.22
11060 - Elevator Operator 10.13
11090 - Gardener 13.71
11122 - Housekeeping Aide 10.49
11150 - Janitor 10.71
11210 - Laborer, Grounds Maintenance 11.17
11240 - Maid or Houseman 9.70
11260 - Pruner 9.83
11270 - Tractor Operator 12.62
11330 - Trail Maintenance Worker 10.53
11360 - Window Cleaner 13.14

12000 - Health Occupations
12010 - Ambulance Driver 15.90
12011 - Breath Alcohol Technician 16.12
12012 - Certified Occupational Therapist Assistant 26.19

12015 - Certified Physical Therapist Assistant 25.00
12020 - Dental Assistant 16.71
12025 - Dental Hygienist 30.66
12030 - EKG Technician 20.11
12035 - Electroneurodiagnostic Technologist 20.11
12040 - Emergency Medical Technician 15.90
12071 - Licensed Practical Nurse I 14.95
12072 - Licensed Practical Nurse II 16.72
12073 - Licensed Practical Nurse III 18.65
12100 - Medical Assistant 13.32
12130 - Medical Laboratory Technician 17.14
12160 - Medical Record Clerk 14.88
12190 - Medical Record Technician 14.89
12195 - Medical Transcriptionist 15.03
12210 - Nuclear Medicine Technologist 30.76
12221 - Nursing Assistant I 9.39
12222 - Nursing Assistant II 10.56
12223 - Nursing Assistant III 11.12
12224 - Nursing Assistant IV 12.46
12235 - Optical Dispenser 19.70
12236 - Optical Technician 16.81
12250 - Pharmacy Technician 15.85
12280 - Phlebotomist 12.46
12305 - Radiologic Technologist 22.22
12311 - Registered Nurse I 22.12
12312 - Registered Nurse II 27.06
12313 - Registered Nurse II, Specialist 27.06
12314 - Registered Nurse III 32.74
12315 - Registered Nurse III, Anesthetist 32.74
12316 - Registered Nurse IV 39.23
12317 - Scheduler (Drug and Alcohol Testing) 22 .12

13000 - Information And Arts Occupations
13011 - Exhibits Specialist I 18.37
13012 - Exhibits Specialist II 22.76
13013 - Exhibits Specialist III 27.81
13041 - Illustrator I 21.64
13042 - Illustrator II 25.12
13043 - Illustrator III 31.42
13047 - Librarian 27.87
13050 - Library Aide/Clerk 12.77
13054 - Library Information Technology Systems Administrator 25 .12
13058 - Library Technician 13.93
13061 - Media Specialist I 16.23
13062 - Media Specialist II 17.11
13063 - Media Specialist III 19.07
13071 - Photographer I 13.91
13072 - Photographer II 15.91
13073 - Photographer III 19.29
13074 - Photographer IV 23.54
13075 - Photographer V 28.55
13110 - Video Teleconference Technician 17.85

14000 - Information Technology Occupations
14041 - Computer Operator I 17.38
14042 - Computer Operator II 19.58
14043 - Computer Operator III 22.42

- 14044 - Computer Operator IV 24.72
- 14045 - Computer Operator V 27.37
- 14071 - Computer Programmer I (see 1) 22.24
- 14072 - Computer Programmer II (see 1) 27.56
- 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 17.38
- 14160 - Personal Computer Support Technician 24.72

- 15000 - Instructional Occupations
- 15010 - Aircrew Training Devices Instructor (Non-Rated) 28.67
- 15020 - Aircrew Training Devices Instructor (Rated) 39.50
- 15030 - Air Crew Training Devices Instructor (Pilot) 41.13
- 15050 - Computer Based Training Specialist / Instructor 30.03
- 15060 - Educational Technologist 28.24
- 15070 - Flight Instructor (Pilot) 41.13
- 15080 - Graphic Artist 22.58
- 15090 - Technical Instructor 20.56
- 15095 - Technical Instructor/Course Developer 25.15
- 15110 - Test Proctor 16.59
- 15120 - Tutor 16.59

- 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
- 16010 - Assembler 9.54
- 16030 - Counter Attendant 9.54
- 16040 - Dry Cleaner 11.46
- 16070 - Finisher, Flatwork, Machine 9.54
- 16090 - Presser, Hand 9 .54
- 16110 - Presser, Machine, Drycleaning 9.54
- 16130 - Presser, Machine, Shirts 9.54
- 16160 - Presser, Machine, Wearing Apparel, Laundry 9.54
- 16190 - Sewing Machine Operator 12.20
- 16220 - Tailor 12.84
- 16250 - Washer, Machine 10.13

- 19000 - Machine Tool Operation And Repair Occupations
- 19010 - Machine-Tool Operator (Tool Room) 15.60
- 19040 - Tool And Die Maker 19.67

- 21000 - Materials Handling And Packing Occupations
- 21020 - Forklift Operator 13.44
- 21030 - Material Coordinator 18.74
- 21040 - Material Expediter 18.74
- 21050 - Material Handling Laborer 10.95
- 21071 - Order Filler 11 .41
- 21080 - Production Line Worker (Food Processing) 13.44
- 21110 - Shipping Packer 12.46
- 21130 - Shipping/Receiving Clerk 12.46
- 21140 - Store Worker I 9.67
- 21150 - Stock Clerk 13.77
- 21210 - Tools And Parts Attendant 13.48
- 21410 - Warehouse Specialist 13.75

- 23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder 25.23
23021 - Aircraft Mechanic I 23.79
23022 - Aircraft Mechanic II 25.23
23023 - Aircraft Mechanic III 32.17
23040 - Aircraft Mechanic Helper 17.62
23050 - Aircraft, Painter 22.20
23060 - Aircraft Servicer 19.97
23080 - Aircraft Worker 21.39
23110 - Appliance Mechanic 18.09
23120 - Bicycle Repairer 12.47
23125 - Cable Splicer 24.89
23130 - Carpenter, Maintenance 17.26
23140 - Carpet Layer 17.76
23160 - Electrician, Maintenance 18.03
23181 - Electronics Technician Maintenance I 18.27
23182 - Electronics Technician Maintenance II 19.57
23183 - Electronics Technician Maintenance III 20.85
23260 - Fabric Worker 15.74
23290 - Fire Alarm System Mechanic 18.68
23310 - Fire Extinguisher Repairer 14.55
23311 - Fuel Distribution System Mechanic 19.15
23312 - Fuel Distribution System Operator 16.65
23370 - General Maintenance Worker 15.66
23380 - Ground Support Equipment Mechanic 23.76
23381 - Ground Support Equipment Servicer 19.95
23382 - Ground Support Equipment Worker 21.37
23391 - Gunsmith I 14.55
23392 - Gunsmith II 16.89
23393 - Gunsmith III 19.27
23410 - Heating, Ventilation And Air-Conditioning Mechanic 16.94
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) 18.33
23430 - Heavy Equipment Mechanic 18.96
23440 - Heavy Equipment Operator 16.93
23460 - Instrument Mechanic 18.69
23465 - Laboratory/Shelter Mechanic 18.09
23470 - Laborer 12.73
23510 - Locksmith 17.34
23530 - Machinery Maintenance Mechanic 19.66
23550 - Machinist, Maintenance 17.28
23580 - Maintenance Trades Helper 12.84
23591 - Metrology Technician I 18.69
23592 - Metrology Technician II 19.82
23593 - Metrology Technician III 20.97
23640 - Millwright 20.77
23710 - Office Appliance Repairer 18.26
23760 - Painter, Maintenance 14.70
23790 - Pipefitter, Maintenance 16.69
23810 - Plumber, Maintenance 15.86
23820 - Pneudraulic Systems Mechanic 19.27
23850 - Rigger 20.99
23870 - Scale Mechanic 16.89
23890 - Sheet-Metal Worker, Maintenance 17.37
23910 - Small Engine Mechanic 15.35
23931 - Telecommunications Mechanic I 20.77
23932 - Telecommunications Mechanic II 22.02
23950 - Telephone Lineman 20.19

23960 - Welder, Combination, Maintenance 17.45
23965 - Well Driller 19.27
23970 - Woodcraft Worker 19.27
23980 - Woodworker 13.94

24000 - Personal Needs Occupations
24570 - Child Care Attendant 11.67
24580 - Child Care Center Clerk 14.56
24610 - Chore Aide 9.22
24620 - Family Readiness And Support Services Coordinator 14 .56
24630 - Homemaker 17.53

25000 - Plant And System Operations Occupations
25010 - Boiler Tender 23.83
25040 - Sewage Plant Operator 19.63
25070 - Stationary Engineer 23.83
25190 - Ventilation Equipment Tender 13.45
25210 - Water Treatment Plant Operator 19.63

27000 - Protective Service Occupations
27004 - Alarm Monitor 16.54
27007 - Baggage Inspector 11.12
27008 - Corrections Officer 20.09
27010 - Court Security Officer 20.47
27030 - Detection Dog Handler 16.11
27040 - Detention Officer 20.09
27070 - Firefighter 17.72
27101 - Guard I 11.12
27102 - Guard II 16.05
27131 - Police Officer I 23.56
27132 - Police Officer II 26.18

28000 - Recreation Occupations
28041 - Carnival Equipment Operator 12.86
28042 - Carnival Equipment Repairer 13.66
28043 - Carnival Equipment Worker 10.52
28210 - Gate Attendant/Gate Tender 12.08
28310 - Lifeguard 11.34
28350 - Park Attendant (Aide) 14.24
28510 - Recreation Aide/Health Facility Attendant 9.56
28515 - Recreation Specialist 13.01
28630 - Sports Official 11.34
28690 - Swimming Pool Operator 17.85

29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 20.61
29020 - Hatch Tender 20.61
29030 - Line Handler 20.61
29041 - Stevedore I 18.19
29042 - Stevedore II 22.07

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 17.87
30022 - Archeological Technician II 19.99

30023 - Archeological Technician III 25.89
 30030 - Cartographic Technician 25.56
 30040 - Civil Engineering Technician 21.23
 30061 - Drafter/CAD Operator I 17.87
 30062 - Drafter/CAD Operator II 19.99
 30063 - Drafter/CAD Operator III 22.30
 30064 - Drafter/CAD Operator IV 27.43
 30081 - Engineering Technician I 15.95
 30082 - Engineering Technician II 17.87
 30083 - Engineering Technician III 20.85
 30084 - Engineering Technician IV 24.77
 30085 - Engineering Technician V 30.30
 30086 - Engineering Technician VI 36.66
 30090 - Environmental Technician 17.42
 30210 - Laboratory Technician 18.95
 30240 - Mathematical Technician 24.18
 30361 - Paralegal/Legal Assistant I 19.15
 30362 - Paralegal/Legal Assistant II 22.65
 30363 - Paralegal/Legal Assistant III 27.70
 30364 - Paralegal/Legal Assistant IV 33.61
 30390 - Photo-Optics Technician 24.77
 30461 - Technical Writer I 19.45
 30462 - Technical Writer II 23.79
 30463 - Technical Writer III 27.41
 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 Surface Programs (see

2)

22.30
 30621 - Weather Observer, Senior (see 2) 24.77

 31000 - Transportation/Mobile Equipment Operation Occupations
 31020 - Bus Aide 9.19
 31030 - Bus Driver 15.24
 31043 - Driver Courier 13.30
 31260 - Parking and Lot Attendant 9.04
 31290 - Shuttle Bus Driver 15.10
 31310 - Taxi Driver 10.99
 31361 - Truckdriver, Light 15.10
 31362 - Truckdriver, Medium 16.10
 31363 - Truckdriver, Heavy 18.56
 31364 - Truckdriver, Tractor-Trailer 18.56

 99000 - Miscellaneous Occupations
 99030 - Cashier 9.94
 99050 - Desk Clerk 12.38
 99095 - Embalmer 22.06
 99251 - Laboratory Animal Caretaker I 9.98
 99252 - Laboratory Animal Caretaker II 10.48
 99310 - Mortician 24.41
 99410 - Pest Controller 15 .51
 99510 - Photofinishing Worker 12.51
 99710 - Recycling Laborer 16.26
 99711 - Recycling Specialist 19.07

99730 - Refuse Collector 14.43
99810 - Sales Clerk 13.66
99820 - School Crossing Guard 9.24
99830 - Survey Party Chief 18.23
99831 - Surveying Aide 12.51
99832 - Surveying Technician 17.15
99840 - Vending Machine Attendant 12.90
99841 - Vending Machine Repairer 16.51
99842 - Vending Machine Repairer Helper 13.05

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 5 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 employee (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 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.