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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2005-2185
Diane C. Koplewski		Revision No.: 13
Director		Date Of Revision: 06/19/2013
Division of		
Wage Determinations		

State: Indiana

Area: Indiana Counties of Elkhart, Kosciusko

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.68
01012 - Accounting Clerk II		14.24
01013 - Accounting Clerk III		15.93
01020 - Administrative Assistant		19.73
01040 - Court Reporter		18.84
01051 - Data Entry Operator I		12.23
01052 - Data Entry Operator II		13.38
01060 - Dispatcher, Motor Vehicle		18.54
01070 - Document Preparation Clerk		12.31
01090 - Duplicating Machine Operator		12.31
01111 - General Clerk I		11.16
01112 - General Clerk II		12.71
01113 - General Clerk III		14.07
01120 - Housing Referral Assistant		18.28
01141 - Messenger Courier		11.73
01191 - Order Clerk I		12.73
01192 - Order Clerk II		14.11
01261 - Personnel Assistant (Employment) I		14.85
01262 - Personnel Assistant (Employment) II		18.27
01263 - Personnel Assistant (Employment) III		20.37
01270 - Production Control Clerk		20.55
01280 - Receptionist		11.17
01290 - Rental Clerk		13.42
01300 - Scheduler, Maintenance		14.27
01311 - Secretary I		14.27
01312 - Secretary II		16.66
01313 - Secretary III		17.78
01320 - Service Order Dispatcher		15.87
01410 - Supply Technician		19.73
01420 - Survey Worker		17.05
01531 - Travel Clerk I		12.86
01532 - Travel Clerk II		13.72
01533 - Travel Clerk III		14.55
01611 - Word Processor I		12.74
01612 - Word Processor II		14.27
01613 - Word Processor III		17.60
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.58
05010 - Automotive Electrician		16.43

05040 - Automotive Glass Installer	16.23
05070 - Automotive Worker	16.43
05110 - Mobile Equipment Servicer	15.27
05130 - Motor Equipment Metal Mechanic	17.53
05160 - Motor Equipment Metal Worker	16.43
05190 - Motor Vehicle Mechanic	17.80
05220 - Motor Vehicle Mechanic Helper	15.99
05250 - Motor Vehicle Upholstery Worker	15.82
05280 - Motor Vehicle Wrecker	17.38
05310 - Painter, Automotive	16.71
05340 - Radiator Repair Specialist	16.43
05370 - Tire Repairer	12.64
05400 - Transmission Repair Specialist	17.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.27
07041 - Cook I	12.36
07042 - Cook II	13.27
07070 - Dishwasher	9.89
07130 - Food Service Worker	9.89
07210 - Meat Cutter	13.27
07260 - Waiter/Waitress	10.64
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.93
09040 - Furniture Handler	12.40
09080 - Furniture Refinisher	15.93
09090 - Furniture Refinisher Helper	13.86
09110 - Furniture Repairer, Minor	14.91
09130 - Upholsterer	15.93
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.73
11060 - Elevator Operator	13.15
11090 - Gardener	15.27
11122 - Housekeeping Aide	13.15
11150 - Janitor	13.73
11210 - Laborer, Grounds Maintenance	13.39
11240 - Maid or Houseman	10.07
11260 - Pruner	12.18
11270 - Tractor Operator	16.45
11330 - Trail Maintenance Worker	13.39
11360 - Window Cleaner	14.77
12000 - Health Occupations	
12010 - Ambulance Driver	14.06
12011 - Breath Alcohol Technician	16.08
12012 - Certified Occupational Therapist Assistant	22.07
12015 - Certified Physical Therapist Assistant	22.07
12020 - Dental Assistant	14.82
12025 - Dental Hygienist	30.06
12030 - EKG Technician	23.82
12035 - Electroneurodiagnostic Technologist	23.82
12040 - Emergency Medical Technician	14.06
12071 - Licensed Practical Nurse I	14.38
12072 - Licensed Practical Nurse II	16.08
12073 - Licensed Practical Nurse III	17.94
12100 - Medical Assistant	12.81
12130 - Medical Laboratory Technician	16.41
12160 - Medical Record Clerk	12.49
12190 - Medical Record Technician	13.97
12195 - Medical Transcriptionist	14.06
12210 - Nuclear Medicine Technologist	34.28
12221 - Nursing Assistant I	10.37
12222 - Nursing Assistant II	11.67
12223 - Nursing Assistant III	12.73

12224 - Nursing Assistant IV	14.28
12235 - Optical Dispenser	13.58
12236 - Optical Technician	14.38
12250 - Pharmacy Technician	12.77
12280 - Phlebotomist	14.28
12305 - Radiologic Technologist	22.94
12311 - Registered Nurse I	20.83
12312 - Registered Nurse II	25.48
12313 - Registered Nurse II, Specialist	25.48
12314 - Registered Nurse III	30.82
12315 - Registered Nurse III, Anesthetist	30.82
12316 - Registered Nurse IV	36.95
12317 - Scheduler (Drug and Alcohol Testing)	19.93
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.23
13012 - Exhibits Specialist II	20.09
13013 - Exhibits Specialist III	24.58
13041 - Illustrator I	16.23
13042 - Illustrator II	20.09
13043 - Illustrator III	24.58
13047 - Librarian	22.30
13050 - Library Aide/Clerk	12.92
13054 - Library Information Technology Systems Administrator	20.11
13058 - Library Technician	15.47
13061 - Media Specialist I	14.52
13062 - Media Specialist II	16.23
13063 - Media Specialist III	18.11
13071 - Photographer I	11.20
13072 - Photographer II	14.00
13073 - Photographer III	17.35
13074 - Photographer IV	21.21
13075 - Photographer V	27.98
13110 - Video Teleconference Technician	14.52
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.91
14042 - Computer Operator II	16.68
14043 - Computer Operator III	20.74
14044 - Computer Operator IV	22.43
14045 - Computer Operator V	24.81
14071 - Computer Programmer I	(see 1) 20.26
14072 - Computer Programmer II	(see 1) 27.35
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	14.91
14160 - Personal Computer Support Technician	22.43
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	30.28
15020 - Aircrew Training Devices Instructor (Rated)	36.64
15030 - Air Crew Training Devices Instructor (Pilot)	40.44
15050 - Computer Based Training Specialist / Instructor	30.28
15060 - Educational Technologist	24.46
15070 - Flight Instructor (Pilot)	40.44
15080 - Graphic Artist	22.10
15090 - Technical Instructor	18.59
15095 - Technical Instructor/Course Developer	22.74
15110 - Test Proctor	15.28
15120 - Tutor	15.28
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	

16010 - Assembler	9.13
16030 - Counter Attendant	9.13
16040 - Dry Cleaner	11.56
16070 - Finisher, Flatwork, Machine	9.13
16090 - Presser, Hand	9.13
16110 - Presser, Machine, Drycleaning	9.13
16130 - Presser, Machine, Shirts	9.13
16160 - Presser, Machine, Wearing Apparel, Laundry	9.13
16190 - Sewing Machine Operator	12.37
16220 - Tailor	13.18
16250 - Washer, Machine	9.91
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.84
19040 - Tool And Die Maker	22.30
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.74
21030 - Material Coordinator	19.40
21040 - Material Expediter	19.40
21050 - Material Handling Laborer	12.60
21071 - Order Filler	13.03
21080 - Production Line Worker (Food Processing)	14.74
21110 - Shipping Packer	12.54
21130 - Shipping/Receiving Clerk	12.54
21140 - Store Worker I	13.05
21150 - Stock Clerk	17.39
21210 - Tools And Parts Attendant	14.74
21410 - Warehouse Specialist	14.74
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.72
23021 - Aircraft Mechanic I	20.04
23022 - Aircraft Mechanic II	20.72
23023 - Aircraft Mechanic III	21.67
23040 - Aircraft Mechanic Helper	16.83
23050 - Aircraft, Painter	18.38
23060 - Aircraft Servicer	18.10
23080 - Aircraft Worker	18.79
23110 - Appliance Mechanic	19.40
23120 - Bicycle Repairer	12.64
23125 - Cable Splicer	20.04
23130 - Carpenter, Maintenance	19.36
23140 - Carpet Layer	18.53
23160 - Electrician, Maintenance	21.11
23181 - Electronics Technician Maintenance I	19.23
23182 - Electronics Technician Maintenance II	20.25
23183 - Electronics Technician Maintenance III	20.90
23260 - Fabric Worker	17.43
23290 - Fire Alarm System Mechanic	20.04
23310 - Fire Extinguisher Repairer	16.29
23311 - Fuel Distribution System Mechanic	21.48
23312 - Fuel Distribution System Operator	18.16
23370 - General Maintenance Worker	17.53
23380 - Ground Support Equipment Mechanic	20.04
23381 - Ground Support Equipment Servicer	18.10
23382 - Ground Support Equipment Worker	18.79
23391 - Gunsmith I	16.29
23392 - Gunsmith II	18.42
23393 - Gunsmith III	20.04
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.25
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.22
23430 - Heavy Equipment Mechanic	19.55

23440 - Heavy Equipment Operator	26.46
23460 - Instrument Mechanic	20.04
23465 - Laboratory/Shelter Mechanic	19.40
23470 - Laborer	12.02
23510 - Locksmith	19.40
23530 - Machinery Maintenance Mechanic	21.08
23550 - Machinist, Maintenance	17.56
23580 - Maintenance Trades Helper	15.02
23591 - Metrology Technician I	20.04
23592 - Metrology Technician II	20.72
23593 - Metrology Technician III	21.48
23640 - Millwright	24.74
23710 - Office Appliance Repairer	19.26
23760 - Painter, Maintenance	17.52
23790 - Pipefitter, Maintenance	25.75
23810 - Plumber, Maintenance	23.87
23820 - Pneudraulic Systems Mechanic	20.04
23850 - Rigger	20.04
23870 - Scale Mechanic	18.94
23890 - Sheet-Metal Worker, Maintenance	20.64
23910 - Small Engine Mechanic	18.42
23931 - Telecommunications Mechanic I	21.63
23932 - Telecommunications Mechanic II	22.35
23950 - Telephone Lineman	21.62
23960 - Welder, Combination, Maintenance	16.55
23965 - Well Driller	19.92
23970 - Woodcraft Worker	20.04
23980 - Woodworker	14.72
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.15
24580 - Child Care Center Clerk	13.89
24610 - Chore Aide	12.41
24620 - Family Readiness And Support Services Coordinator	13.70
24630 - Homemaker	17.00
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.04
25040 - Sewage Plant Operator	18.87
25070 - Stationary Engineer	20.04
25190 - Ventilation Equipment Tender	15.13
25210 - Water Treatment Plant Operator	18.87
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.09
27007 - Baggage Inspector	10.34
27008 - Corrections Officer	17.91
27010 - Court Security Officer	17.91
27030 - Detection Dog Handler	12.23
27040 - Detention Officer	17.91
27070 - Firefighter	17.42
27101 - Guard I	10.34
27102 - Guard II	12.23
27131 - Police Officer I	18.63
27132 - Police Officer II	20.70
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.08
28042 - Carnival Equipment Repairer	13.59
28043 - Carnival Equipment Worker	10.88
28210 - Gate Attendant/Gate Tender	13.95
28310 - Lifeguard	11.10
28350 - Park Attendant (Aide)	15.60
28510 - Recreation Aide/Health Facility Attendant	11.19
28515 - Recreation Specialist	14.59

28630 - Sports Official	12.34
28690 - Swimming Pool Operator	21.09
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.42
29020 - Hatch Tender	18.42
29030 - Line Handler	18.42
29041 - Stevedore I	17.32
29042 - Stevedore II	19.40
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	17.30
30022 - Archeological Technician II	18.53
30023 - Archeological Technician III	21.88
30030 - Cartographic Technician	21.88
30040 - Civil Engineering Technician	21.46
30061 - Drafter/CAD Operator I	16.57
30062 - Drafter/CAD Operator II	18.53
30063 - Drafter/CAD Operator III	20.66
30064 - Drafter/CAD Operator IV	24.07
30081 - Engineering Technician I	15.61
30082 - Engineering Technician II	17.53
30083 - Engineering Technician III	19.61
30084 - Engineering Technician IV	24.28
30085 - Engineering Technician V	29.71
30086 - Engineering Technician VI	35.95
30090 - Environmental Technician	21.46
30210 - Laboratory Technician	22.39
30240 - Mathematical Technician	21.99
30361 - Paralegal/Legal Assistant I	17.38
30362 - Paralegal/Legal Assistant II	19.08
30363 - Paralegal/Legal Assistant III	23.35
30364 - Paralegal/Legal Assistant IV	28.25
30390 - Photo-Optics Technician	21.46
30461 - Technical Writer I	19.57
30462 - Technical Writer II	23.93
30463 - Technical Writer III	26.44
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 3)	20.66
Surface Programs	
30621 - Weather Observer, Senior (see 3)	21.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.16
31030 - Bus Driver	16.69
31043 - Driver Courier	13.72
31260 - Parking and Lot Attendant	11.57
31290 - Shuttle Bus Driver	15.44
31310 - Taxi Driver	13.72
31361 - Truckdriver, Light	15.44
31362 - Truckdriver, Medium	16.69
31363 - Truckdriver, Heavy	21.03
31364 - Truckdriver, Tractor-Trailer	21.03
99000 - Miscellaneous Occupations	
99030 - Cashier	9.98
99050 - Desk Clerk	9.36
99095 - Embalmer	22.74

99251 - Laboratory Animal Caretaker I	13.26
99252 - Laboratory Animal Caretaker II	14.27
99310 - Mortician	22.74
99410 - Pest Controller	21.69
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	16.85
99711 - Recycling Specialist	19.93
99730 - Refuse Collector	15.35
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.74
99830 - Survey Party Chief	19.05
99831 - Surveying Aide	12.48
99832 - Surveying Technician	17.12
99840 - Vending Machine Attendant	20.14
99841 - Vending Machine Repairer	22.90
99842 - Vending Machine Repairer Helper	20.14

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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: 1 week paid vacation after 1 year of service with a contractor or successor; and 2 weeks after 2 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) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) 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 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.