
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.: 2005-3007
 Diane C. Koplewski Division of | Revision No.: 14
 Director Wage Determinations | Date Of Revision: 06/19/2013

State: Florida

Area: Florida County of Bay

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	12.36	
01012 - Accounting Clerk II	13.87	
01013 - Accounting Clerk III	15.51	
01020 - Administrative Assistant	17.10	
01040 - Court Reporter	14.80	
01051 - Data Entry Operator I	11.14	
01052 - Data Entry Operator II	12.16	
01060 - Dispatcher, Motor Vehicle	17.04	
01070 - Document Preparation Clerk	11.36	
01090 - Duplicating Machine Operator	11.36	
01111 - General Clerk I	11.39	
01112 - General Clerk II	12.43	
01113 - General Clerk III	13.95	
01120 - Housing Referral Assistant	15.91	
01141 - Messenger Courier	12.98	
01191 - Order Clerk I	12.52	
01192 - Order Clerk II	13.66	
01261 - Personnel Assistant (Employment) I	13.84	
01262 - Personnel Assistant (Employment) II	15.48	
01263 - Personnel Assistant (Employment) III	17.26	
01270 - Production Control Clerk	17.28	
01280 - Receptionist	10.88	
01290 - Rental Clerk	11.72	
01300 - Scheduler, Maintenance	12.75	
01311 - Secretary I	12.75	
01312 - Secretary II	14.26	
01313 - Secretary III	15.91	
01320 - Service Order Dispatcher	13.70	
01410 - Supply Technician	17.67	
01420 - Survey Worker	14.26	
01531 - Travel Clerk I	10.48	
01532 - Travel Clerk II	11.06	
01533 - Travel Clerk III	11.64	

01611 - Word Processor I	11.39
01612 - Word Processor II	12.75
01613 - Word Processor III	14.23
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.44
05010 - Automotive Electrician	17.51
05040 - Automotive Glass Installer	16.59
05070 - Automotive Worker	16.59
05110 - Mobile Equipment Servicer	14.75
05130 - Motor Equipment Metal Mechanic	18.44
05160 - Motor Equipment Metal Worker	16.59
05190 - Motor Vehicle Mechanic	18.44
05220 - Motor Vehicle Mechanic Helper	13.77
05250 - Motor Vehicle Upholstery Worker	15.70
05280 - Motor Vehicle Wrecker	16.59
05310 - Painter, Automotive	17.51
05340 - Radiator Repair Specialist	16.59
05370 - Tire Repairer	13.79
05400 - Transmission Repair Specialist	18.44
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.52
07041 - Cook I	11.11
07042 - Cook II	12.70
07070 - Dishwasher	7.80
07130 - Food Service Worker	8.68
07210 - Meat Cutter	13.92
07260 - Waiter/Waitress	9.65
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.94
09040 - Furniture Handler	12.50
09080 - Furniture Refinisher	16.94
09090 - Furniture Refinisher Helper	13.32
09110 - Furniture Repairer, Minor	15.19
09130 - Upholsterer	16.94
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.82
11060 - Elevator Operator	9.82
11090 - Gardener	15.08
11122 - Housekeeping Aide	9.87
11150 - Janitor	10.98
11210 - Laborer, Grounds Maintenance	11.78
11240 - Maid or Houseman	8.48
11260 - Pruner	10.73
11270 - Tractor Operator	13.90
11330 - Trail Maintenance Worker	11.78
11360 - Window Cleaner	12.00
12000 - Health Occupations	
12010 - Ambulance Driver	16.77
12011 - Breath Alcohol Technician	15.76
12012 - Certified Occupational Therapist Assistant	23.01
12015 - Certified Physical Therapist Assistant	21.12
12020 - Dental Assistant	14.17
12025 - Dental Hygienist	28.15
12030 - EKG Technician	22.09

12035 - Electroneurodiagnostic Technologist	22.09	
12040 - Emergency Medical Technician	16.77	
12071 - Licensed Practical Nurse I	14.99	
12072 - Licensed Practical Nurse II	16.77	
12073 - Licensed Practical Nurse III	18.70	
12100 - Medical Assistant	11.83	
12130 - Medical Laboratory Technician	14.99	
12160 - Medical Record Clerk	13.71	
12190 - Medical Record Technician	15.34	
12195 - Medical Transcriptionist	13.21	
12210 - Nuclear Medicine Technologist	39.84	
12221 - Nursing Assistant I	9.37	
12222 - Nursing Assistant II	10.53	
12223 - Nursing Assistant III	11.49	
12224 - Nursing Assistant IV	12.90	
12235 - Optical Dispenser	18.13	
12236 - Optical Technician	14.99	
12250 - Pharmacy Technician	12.67	
12280 - Phlebotomist	12.90	
12305 - Radiologic Technologist	22.03	
12311 - Registered Nurse I	20.96	
12312 - Registered Nurse II	25.88	
12313 - Registered Nurse II, Specialist	25.88	
12314 - Registered Nurse III	31.05	
12315 - Registered Nurse III, Anesthetist	31.05	
12316 - Registered Nurse IV	37.52	
12317 - Scheduler (Drug and Alcohol Testing)	20.09	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	16.83	
13012 - Exhibits Specialist II	20.86	
13013 - Exhibits Specialist III	25.51	
13041 - Illustrator I	16.83	
13042 - Illustrator II	20.86	
13043 - Illustrator III	25.51	
13047 - Librarian	23.09	
13050 - Library Aide/Clerk	12.19	
13054 - Library Information Technology Systems Administrator	20.86	
13058 - Library Technician	16.63	
13061 - Media Specialist I	15.05	
13062 - Media Specialist II	16.83	
13063 - Media Specialist III	18.77	
13071 - Photographer I	15.05	
13072 - Photographer II	16.83	
13073 - Photographer III	20.86	
13074 - Photographer IV	25.51	
13075 - Photographer V	30.86	
13110 - Video Teleconference Technician	15.05	
14000 - Information Technology Occupations		
14041 - Computer Operator I	13.27	
14042 - Computer Operator II	15.77	
14043 - Computer Operator III	17.93	
14044 - Computer Operator IV	20.80	
14045 - Computer Operator V	21.87	

14071 - Computer Programmer I	(see 1)	24.10
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		13.27
14160 - Personal Computer Support Technician		20.80
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.21
15020 - Aircrew Training Devices Instructor (Rated)		32.92
15030 - Air Crew Training Devices Instructor (Pilot)		39.26
15050 - Computer Based Training Specialist / Instructor		27.21
15060 - Educational Technologist		22.55
15070 - Flight Instructor (Pilot)		39.26
15080 - Graphic Artist		18.83
15090 - Technical Instructor		17.40
15095 - Technical Instructor/Course Developer		21.29
15110 - Test Proctor		14.05
15120 - Tutor		14.05
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.92
16030 - Counter Attendant		8.92
16040 - Dry Cleaner		10.29
16070 - Finisher, Flatwork, Machine		8.92
16090 - Presser, Hand		8.92
16110 - Presser, Machine, Drycleaning		8.92
16130 - Presser, Machine, Shirts		8.92
16160 - Presser, Machine, Wearing Apparel, Laundry		8.92
16190 - Sewing Machine Operator		10.74
16220 - Tailor		11.20
16250 - Washer, Machine		9.36
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		16.94
19040 - Tool And Die Maker		21.04
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.12
21030 - Material Coordinator		17.91
21040 - Material Expediter		17.91
21050 - Material Handling Laborer		10.63
21071 - Order Filler		10.69
21080 - Production Line Worker (Food Processing)		14.12
21110 - Shipping Packer		13.09
21130 - Shipping/Receiving Clerk		13.09
21140 - Store Worker I		10.87
21150 - Stock Clerk		14.50
21210 - Tools And Parts Attendant		14.12
21410 - Warehouse Specialist		14.12
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		21.60
23021 - Aircraft Mechanic I		20.57
23022 - Aircraft Mechanic II		21.60
23023 - Aircraft Mechanic III		22.68

23040 - Aircraft Mechanic Helper	15.36
23050 - Aircraft, Painter	18.63
23060 - Aircraft Servicer	17.51
23080 - Aircraft Worker	18.50
23110 - Appliance Mechanic	16.94
23120 - Bicycle Repairer	13.79
23125 - Cable Splicer	19.62
23130 - Carpenter, Maintenance	17.79
23140 - Carpet Layer	16.85
23160 - Electrician, Maintenance	17.94
23181 - Electronics Technician Maintenance I	22.94
23182 - Electronics Technician Maintenance II	24.36
23183 - Electronics Technician Maintenance III	25.89
23260 - Fabric Worker	15.95
23290 - Fire Alarm System Mechanic	17.94
23310 - Fire Extinguisher Repairer	14.98
23311 - Fuel Distribution System Mechanic	17.94
23312 - Fuel Distribution System Operator	15.89
23370 - General Maintenance Worker	16.85
23380 - Ground Support Equipment Mechanic	20.57
23381 - Ground Support Equipment Servicer	17.51
23382 - Ground Support Equipment Worker	18.50
23391 - Gunsmith I	15.32
23392 - Gunsmith II	15.89
23393 - Gunsmith III	17.94
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.59
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.61
23430 - Heavy Equipment Mechanic	17.94
23440 - Heavy Equipment Operator	17.94
23460 - Instrument Mechanic	17.94
23465 - Laboratory/Shelter Mechanic	16.88
23470 - Laborer	10.34
23510 - Locksmith	17.79
23530 - Machinery Maintenance Mechanic	22.41
23550 - Machinist, Maintenance	17.94
23580 - Maintenance Trades Helper	13.99
23591 - Metrology Technician I	17.94
23592 - Metrology Technician II	18.95
23593 - Metrology Technician III	19.99
23640 - Millwright	20.60
23710 - Office Appliance Repairer	17.79
23760 - Painter, Maintenance	17.79
23790 - Pipefitter, Maintenance	18.73
23810 - Plumber, Maintenance	17.79
23820 - Pneudraulic Systems Mechanic	17.94
23850 - Rigger	17.94
23870 - Scale Mechanic	16.85
23890 - Sheet-Metal Worker, Maintenance	19.56
23910 - Small Engine Mechanic	16.85
23931 - Telecommunications Mechanic I	23.64
23932 - Telecommunications Mechanic II	24.86
23950 - Telephone Lineman	17.84

23960 - Welder, Combination, Maintenance	17.94
23965 - Well Driller	17.94
23970 - Woodcraft Worker	17.94
23980 - Woodworker	14.98
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.14
24580 - Child Care Center Clerk	13.51
24610 - Chore Aide	10.87
24620 - Family Readiness And Support Services Coordinator	12.88
24630 - Homemaker	13.97
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.58
25040 - Sewage Plant Operator	18.63
25070 - Stationary Engineer	21.58
25190 - Ventilation Equipment Tender	14.65
25210 - Water Treatment Plant Operator	18.63
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.37
27007 - Baggage Inspector	10.79
27008 - Corrections Officer	15.97
27010 - Court Security Officer	15.56
27030 - Detection Dog Handler	12.07
27040 - Detention Officer	15.97
27070 - Firefighter	15.56
27101 - Guard I	10.79
27102 - Guard II	12.07
27131 - Police Officer I	16.63
27132 - Police Officer II	18.45
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.53
28042 - Carnival Equipment Repairer	11.29
28043 - Carnival Equipment Worker	8.79
28210 - Gate Attendant/Gate Tender	13.27
28310 - Lifeguard	11.83
28350 - Park Attendant (Aide)	14.85
28510 - Recreation Aide/Health Facility Attendant	10.84
28515 - Recreation Specialist	12.79
28630 - Sports Official	11.83
28690 - Swimming Pool Operator	17.74
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.72
29020 - Hatch Tender	18.72
29030 - Line Handler	18.72
29041 - Stevedore I	16.84
29042 - Stevedore II	18.77
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	15.03
30022 - Archeological Technician II	15.53
30023 - Archeological Technician III	20.83
30030 - Cartographic Technician	20.83

30040 - Civil Engineering Technician	21.34	
30061 - Drafter/CAD Operator I	15.03	
30062 - Drafter/CAD Operator II	16.81	
30063 - Drafter/CAD Operator III	18.75	
30064 - Drafter/CAD Operator IV	23.06	
30081 - Engineering Technician I	15.73	
30082 - Engineering Technician II	17.67	
30083 - Engineering Technician III	19.78	
30084 - Engineering Technician IV	24.51	
30085 - Engineering Technician V	29.98	
30086 - Engineering Technician VI	36.27	
30090 - Environmental Technician	20.83	
30210 - Laboratory Technician	18.75	
30240 - Mathematical Technician	20.83	
30361 - Paralegal/Legal Assistant I	17.89	
30362 - Paralegal/Legal Assistant II	22.17	
30363 - Paralegal/Legal Assistant III	27.12	
30364 - Paralegal/Legal Assistant IV	32.81	
30390 - Photo-Optics Technician	20.83	
30461 - Technical Writer I	18.99	
30462 - Technical Writer II	23.22	
30463 - Technical Writer III	28.09	
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)	18.75
30621 - Weather Observer, Senior	(see 2)	20.83
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	11.10	
31030 - Bus Driver	15.13	
31043 - Driver Courier	12.87	
31260 - Parking and Lot Attendant		8.69
31290 - Shuttle Bus Driver		13.39
31310 - Taxi Driver	11.05	
31361 - Truckdriver, Light	13.39	
31362 - Truckdriver, Medium	14.45	
31363 - Truckdriver, Heavy	15.38	
31364 - Truckdriver, Tractor-Trailer	15.38	
99000 - Miscellaneous Occupations		
99030 - Cashier	8.67	
99050 - Desk Clerk	10.08	
99095 - Embalmer	22.74	
99251 - Laboratory Animal Caretaker I		11.30
99252 - Laboratory Animal Caretaker II		12.17
99310 - Mortician	22.74	
99410 - Pest Controller	14.15	
99510 - Photofinishing Worker	11.95	
99710 - Recycling Laborer	13.87	
99711 - Recycling Specialist	15.48	
99730 - Refuse Collector	12.29	
99810 - Sales Clerk	13.02	

99820 - School Crossing Guard	10.81
99830 - Survey Party Chief	18.16
99831 - Surveying Aide	10.88
99832 - Surveying Technician	16.52
99840 - Vending Machine Attendant	15.24
99841 - Vending Machine Repairer	18.36
99842 - Vending Machine Repairer Helper	15.24

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 7 years, and 4 weeks after 11 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

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

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer

professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

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

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

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

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

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

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

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to 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.