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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.: 2005-2547
Diane C. Koplewski		Revision No.: 14
Director		Date Of Revision: 06/19/2013
Division of		
Wage Determinations		

State: Virginia

Area: Virginia Counties of Alleghany, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Campbell, Carroll, Craig, Floyd, Franklin, Giles, Halifax, Henry, Highland, Montgomery, Nelson, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Wythe

The following Independent Cities are included for the Southwest Virginia Area:

Buena Vista, Clifton Forge, Covington, Danville, Lexington, Lynchburg, Martinsville, Radford, Salem, South Boston, Staunton, Waynesboro.

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.94
01012 - Accounting Clerk II		13.41
01013 - Accounting Clerk III		15.00
01020 - Administrative Assistant		17.66
01040 - Court Reporter		15.69
01051 - Data Entry Operator I		10.81
01052 - Data Entry Operator II		12.07
01060 - Dispatcher, Motor Vehicle		15.90
01070 - Document Preparation Clerk		13.62
01090 - Duplicating Machine Operator		13.62
01111 - General Clerk I		10.51
01112 - General Clerk II		11.54
01113 - General Clerk III		12.91
01120 - Housing Referral Assistant		17.50
01141 - Messenger Courier		10.88
01191 - Order Clerk I		11.10
01192 - Order Clerk II		12.11
01261 - Personnel Assistant (Employment) I		13.71
01262 - Personnel Assistant (Employment) II		15.33
01263 - Personnel Assistant (Employment) III		17.10
01270 - Production Control Clerk		19.20
01280 - Receptionist		10.28
01290 - Rental Clerk		11.61
01300 - Scheduler, Maintenance		12.94
01311 - Secretary I		12.94
01312 - Secretary II		15.69
01313 - Secretary III		17.50
01320 - Service Order Dispatcher		14.91
01410 - Supply Technician		17.66
01420 - Survey Worker		13.67
01531 - Travel Clerk I		12.84
01532 - Travel Clerk II		13.64

01533 - Travel Clerk III	14.52
01611 - Word Processor I	12.07
01612 - Word Processor II	13.54
01613 - Word Processor III	15.69
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.67
05010 - Automotive Electrician	16.25
05040 - Automotive Glass Installer	15.64
05070 - Automotive Worker	15.64
05110 - Mobile Equipment Servicer	14.32
05130 - Motor Equipment Metal Mechanic	16.87
05160 - Motor Equipment Metal Worker	15.64
05190 - Motor Vehicle Mechanic	16.31
05220 - Motor Vehicle Mechanic Helper	13.42
05250 - Motor Vehicle Upholstery Worker	14.98
05280 - Motor Vehicle Wrecker	15.64
05310 - Painter, Automotive	16.25
05340 - Radiator Repair Specialist	15.64
05370 - Tire Repairer	12.58
05400 - Transmission Repair Specialist	16.87
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.82
07041 - Cook I	10.45
07042 - Cook II	11.41
07070 - Dishwasher	7.59
07130 - Food Service Worker	8.69
07210 - Meat Cutter	13.56
07260 - Waiter/Waitress	8.18
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.25
09040 - Furniture Handler	10.49
09080 - Furniture Refinisher	16.50
09090 - Furniture Refinisher Helper	12.20
09110 - Furniture Repairer, Minor	14.55
09130 - Upholsterer	16.50
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.13
11060 - Elevator Operator	9.18
11090 - Gardener	11.51
11122 - Housekeeping Aide	9.18
11150 - Janitor	9.18
11210 - Laborer, Grounds Maintenance	9.71
11240 - Maid or Houseman	8.22
11260 - Pruner	9.18
11270 - Tractor Operator	12.44
11330 - Trail Maintenance Worker	9.71
11360 - Window Cleaner	10.25
12000 - Health Occupations	
12010 - Ambulance Driver	14.48
12011 - Breath Alcohol Technician	16.11
12012 - Certified Occupational Therapist Assistant	26.66
12015 - Certified Physical Therapist Assistant	25.52
12020 - Dental Assistant	13.92
12025 - Dental Hygienist	32.95
12030 - EKG Technician	25.45
12035 - Electroneurodiagnostic Technologist	25.45
12040 - Emergency Medical Technician	14.48
12071 - Licensed Practical Nurse I	14.40
12072 - Licensed Practical Nurse II	16.11
12073 - Licensed Practical Nurse III	17.97
12100 - Medical Assistant	11.82
12130 - Medical Laboratory Technician	17.27

12160 - Medical Record Clerk	12.78
12190 - Medical Record Technician	14.66
12195 - Medical Transcriptionist	13.38
12210 - Nuclear Medicine Technologist	35.41
12221 - Nursing Assistant I	9.67
12222 - Nursing Assistant II	10.87
12223 - Nursing Assistant III	11.86
12224 - Nursing Assistant IV	13.31
12235 - Optical Dispenser	16.75
12236 - Optical Technician	14.40
12250 - Pharmacy Technician	12.20
12280 - Phlebotomist	14.84
12305 - Radiologic Technologist	24.79
12311 - Registered Nurse I	20.23
12312 - Registered Nurse II	24.74
12313 - Registered Nurse II, Specialist	24.74
12314 - Registered Nurse III	29.93
12315 - Registered Nurse III, Anesthetist	29.93
12316 - Registered Nurse IV	35.87
12317 - Scheduler (Drug and Alcohol Testing)	19.97
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.94
13012 - Exhibits Specialist II	21.87
13013 - Exhibits Specialist III	25.95
13041 - Illustrator I	17.57
13042 - Illustrator II	21.87
13043 - Illustrator III	26.63
13047 - Librarian	24.10
13050 - Library Aide/Clerk	10.99
13054 - Library Information Technology Systems Administrator	21.77
13058 - Library Technician	12.35
13061 - Media Specialist I	15.70
13062 - Media Specialist II	17.57
13063 - Media Specialist III	19.59
13071 - Photographer I	14.83
13072 - Photographer II	16.59
13073 - Photographer III	21.77
13074 - Photographer IV	26.63
13075 - Photographer V	32.22
13110 - Video Teleconference Technician	15.79
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.72
14042 - Computer Operator II	16.45
14043 - Computer Operator III	18.60
14044 - Computer Operator IV	20.69
14045 - Computer Operator V	22.89
14071 - Computer Programmer I	20.42
14072 - Computer Programmer II	22.36
14073 - Computer Programmer III	25.68
14074 - Computer Programmer IV	22.36
14101 - Computer Systems Analyst I	25.80
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.72
14160 - Personal Computer Support Technician	20.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	25.80
15020 - Aircrew Training Devices Instructor (Rated)	31.22
15030 - Air Crew Training Devices Instructor (Pilot)	34.34
15050 - Computer Based Training Specialist / Instructor	25.80
15060 - Educational Technologist	22.94

15070 - Flight Instructor (Pilot)	34.34
15080 - Graphic Artist	19.83
15090 - Technical Instructor	19.60
15095 - Technical Instructor/Course Developer	23.98
15110 - Test Proctor	15.83
15120 - Tutor	15.83
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.11
16030 - Counter Attendant	9.11
16040 - Dry Cleaner	11.58
16070 - Finisher, Flatwork, Machine	9.11
16090 - Presser, Hand	9.11
16110 - Presser, Machine, Drycleaning	9.11
16130 - Presser, Machine, Shirts	9.11
16160 - Presser, Machine, Wearing Apparel, Laundry	9.11
16190 - Sewing Machine Operator	12.42
16220 - Tailor	13.17
16250 - Washer, Machine	9.82
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.33
19040 - Tool And Die Maker	23.30
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.04
21030 - Material Coordinator	19.71
21040 - Material Expediter	19.71
21050 - Material Handling Laborer	11.01
21071 - Order Filler	10.04
21080 - Production Line Worker (Food Processing)	14.04
21110 - Shipping Packer	12.00
21130 - Shipping/Receiving Clerk	12.00
21140 - Store Worker I	11.73
21150 - Stock Clerk	16.37
21210 - Tools And Parts Attendant	14.04
21410 - Warehouse Specialist	14.04
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	18.18
23021 - Aircraft Mechanic I	17.38
23022 - Aircraft Mechanic II	18.18
23023 - Aircraft Mechanic III	19.02
23040 - Aircraft Mechanic Helper	12.94
23050 - Aircraft, Painter	16.56
23060 - Aircraft Servicer	14.84
23080 - Aircraft Worker	15.74
23110 - Appliance Mechanic	18.41
23120 - Bicycle Repairer	12.58
23125 - Cable Splicer	23.47
23130 - Carpenter, Maintenance	17.88
23140 - Carpet Layer	15.21
23160 - Electrician, Maintenance	17.75
23181 - Electronics Technician Maintenance I	19.73
23182 - Electronics Technician Maintenance II	20.96
23183 - Electronics Technician Maintenance III	21.99
23260 - Fabric Worker	14.61
23290 - Fire Alarm System Mechanic	17.56
23310 - Fire Extinguisher Repairer	15.08
23311 - Fuel Distribution System Mechanic	17.56
23312 - Fuel Distribution System Operator	14.08
23370 - General Maintenance Worker	16.36
23380 - Ground Support Equipment Mechanic	17.38
23381 - Ground Support Equipment Servicer	14.84
23382 - Ground Support Equipment Worker	15.74
23391 - Gunsmith I	15.08

23392 - Gunsmith II	15.59
23393 - Gunsmith III	17.38
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.41
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.84
23430 - Heavy Equipment Mechanic	17.91
23440 - Heavy Equipment Operator	14.71
23460 - Instrument Mechanic	17.38
23465 - Laboratory/Shelter Mechanic	16.56
23470 - Laborer	11.01
23510 - Locksmith	16.56
23530 - Machinery Maintenance Mechanic	22.63
23550 - Machinist, Maintenance	19.03
23580 - Maintenance Trades Helper	12.54
23591 - Metrology Technician I	17.38
23592 - Metrology Technician II	18.18
23593 - Metrology Technician III	19.02
23640 - Millwright	20.20
23710 - Office Appliance Repairer	16.56
23760 - Painter, Maintenance	16.25
23790 - Pipefitter, Maintenance	16.65
23810 - Plumber, Maintenance	15.91
23820 - Pneudraulic Systems Mechanic	17.38
23850 - Rigger	17.38
23870 - Scale Mechanic	15.59
23890 - Sheet-Metal Worker, Maintenance	16.87
23910 - Small Engine Mechanic	15.59
23931 - Telecommunications Mechanic I	24.65
23932 - Telecommunications Mechanic II	25.80
23950 - Telephone Lineman	23.76
23960 - Welder, Combination, Maintenance	16.80
23965 - Well Driller	17.38
23970 - Woodcraft Worker	17.38
23980 - Woodworker	13.66
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.10
24580 - Child Care Center Clerk	10.89
24610 - Chore Aide	8.49
24620 - Family Readiness And Support Services Coordinator	13.20
24630 - Homemaker	13.99
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.66
25040 - Sewage Plant Operator	19.67
25070 - Stationary Engineer	25.66
25190 - Ventilation Equipment Tender	18.63
25210 - Water Treatment Plant Operator	19.34
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.68
27007 - Baggage Inspector	10.54
27008 - Corrections Officer	15.60
27010 - Court Security Officer	17.00
27030 - Detection Dog Handler	11.78
27040 - Detention Officer	15.60
27070 - Firefighter	17.00
27101 - Guard I	10.54
27102 - Guard II	11.78
27131 - Police Officer I	18.52
27132 - Police Officer II	20.57
28000 - Recreation Occupations	

28041 - Carnival Equipment Operator	9.91
28042 - Carnival Equipment Repairer	10.57
28043 - Carnival Equipment Worker	7.88
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.72
28515 - Recreation Specialist	16.35
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	17.40
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.99
29020 - Hatch Tender	18.99
29030 - Line Handler	18.99
29041 - Stevedore I	18.11
29042 - Stevedore II	19.56
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	15.63
30022 - Archeological Technician II	17.59
30023 - Archeological Technician III	21.73
30030 - Cartographic Technician	21.73
30040 - Civil Engineering Technician	22.07
30061 - Drafter/CAD Operator I	14.65
30062 - Drafter/CAD Operator II	16.39
30063 - Drafter/CAD Operator III	18.15
30064 - Drafter/CAD Operator IV	22.93
30081 - Engineering Technician I	12.86
30082 - Engineering Technician II	14.44
30083 - Engineering Technician III	16.56
30084 - Engineering Technician IV	20.00
30085 - Engineering Technician V	24.48
30086 - Engineering Technician VI	29.61
30090 - Environmental Technician	20.10
30210 - Laboratory Technician	21.13
30240 - Mathematical Technician	20.70
30361 - Paralegal/Legal Assistant I	16.06
30362 - Paralegal/Legal Assistant II	19.50
30363 - Paralegal/Legal Assistant III	23.83
30364 - Paralegal/Legal Assistant IV	28.84
30390 - Photo-Optics Technician	20.65
30461 - Technical Writer I	19.58
30462 - Technical Writer II	23.95
30463 - Technical Writer III	28.97
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)	18.15
Surface Programs	
30621 - Weather Observer, Senior (see 2)	20.08
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.41
31030 - Bus Driver	13.05
31043 - Driver Courier	12.62
31260 - Parking and Lot Attendant	9.27
31290 - Shuttle Bus Driver	13.12
31310 - Taxi Driver	12.50
31361 - Truckdriver, Light	13.12

31362 - Truckdriver, Medium	13.73
31363 - Truckdriver, Heavy	15.11
31364 - Truckdriver, Tractor-Trailer	15.11
99000 - Miscellaneous Occupations	
99030 - Cashier	7.78
99050 - Desk Clerk	10.14
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	10.04
99252 - Laboratory Animal Caretaker II	10.81
99310 - Mortician	26.70
99410 - Pest Controller	15.47
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.73
99711 - Recycling Specialist	15.46
99730 - Refuse Collector	12.24
99810 - Sales Clerk	11.03
99820 - School Crossing Guard	12.72
99830 - Survey Party Chief	20.14
99831 - Surveying Aide	12.19
99832 - Surveying Technician	16.70
99840 - Vending Machine Attendant	14.52
99841 - Vending Machine Repairer	16.93
99842 - Vending Machine Repairer Helper	14.52

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 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

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

occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

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

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

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

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

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

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

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving 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.