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WD 05-2095 (Rev.-13) was first posted on www.wdol.gov on 06/25/2013

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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

Diane C. Koplewski	Division of	Wage Determination No.: 2005-2095
Director	Wage Determinations	Revision No.: 13
		Date Of Revision: 06/19/2013

States: Delaware, Maryland, Virginia

Area: Delaware County of Sussex  
 Maryland Counties of Somerset, Wicomico, Worcester  
 Virginia Counties of Accomack, Northampton

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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		14.23
01013 - Accounting Clerk III		15.92
01020 - Administrative Assistant		19.76
01040 - Court Reporter		17.82
01051 - Data Entry Operator I		11.57
01052 - Data Entry Operator II		12.63
01060 - Dispatcher, Motor Vehicle		17.73
01070 - Document Preparation Clerk		11.40
01090 - Duplicating Machine Operator		11.40
01111 - General Clerk I		11.92
01112 - General Clerk II		13.01
01113 - General Clerk III		14.60
01120 - Housing Referral Assistant		19.16
01141 - Messenger Courier		12.13
01191 - Order Clerk I		12.91
01192 - Order Clerk II		14.09
01261 - Personnel Assistant (Employment) I		14.62
01262 - Personnel Assistant (Employment) II		16.35
01263 - Personnel Assistant (Employment) III		18.24
01270 - Production Control Clerk		19.75
01280 - Receptionist		11.91
01290 - Rental Clerk		10.56
01300 - Scheduler, Maintenance		15.36
01311 - Secretary I		15.36
01312 - Secretary II		17.18
01313 - Secretary III		19.16
01320 - Service Order Dispatcher		17.66
01410 - Supply Technician		19.76
01420 - Survey Worker		13.80
01531 - Travel Clerk I		12.38
01532 - Travel Clerk II		13.31
01533 - Travel Clerk III		14.18
01611 - Word Processor I		13.55
01612 - Word Processor II		15.21
01613 - Word Processor III		17.01
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	19.51
05010 - Automotive Electrician	17.74
05040 - Automotive Glass Installer	15.50
05070 - Automotive Worker	17.04
05110 - Mobile Equipment Servicer	14.14
05130 - Motor Equipment Metal Mechanic	18.52
05160 - Motor Equipment Metal Worker	17.04
05190 - Motor Vehicle Mechanic	18.52
05220 - Motor Vehicle Mechanic Helper	13.46
05250 - Motor Vehicle Upholstery Worker	16.26
05280 - Motor Vehicle Wrecker	17.04
05310 - Painter, Automotive	17.85
05340 - Radiator Repair Specialist	17.04
05370 - Tire Repairer	9.82
05400 - Transmission Repair Specialist	18.52
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.90
07041 - Cook I	10.66
07042 - Cook II	12.03
07070 - Dishwasher	8.03
07130 - Food Service Worker	9.28
07210 - Meat Cutter	16.74
07260 - Waiter/Waitress	8.88
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.35
09040 - Furniture Handler	11.10
09080 - Furniture Refinisher	14.39
09090 - Furniture Refinisher Helper	11.94
09110 - Furniture Repairer, Minor	13.18
09130 - Upholsterer	14.74
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.34
11060 - Elevator Operator	10.34
11090 - Gardener	13.20
11122 - Housekeeping Aide	10.92
11150 - Janitor	10.92
11210 - Laborer, Grounds Maintenance	11.42
11240 - Maid or Houseman	9.14
11260 - Pruner	10.45
11270 - Tractor Operator	12.76
11330 - Trail Maintenance Worker	11.42
11360 - Window Cleaner	11.11
12000 - Health Occupations	
12010 - Ambulance Driver	15.03
12011 - Breath Alcohol Technician	19.22
12012 - Certified Occupational Therapist Assistant	23.74
12015 - Certified Physical Therapist Assistant	22.30
12020 - Dental Assistant	14.96
12025 - Dental Hygienist	31.70
12030 - EKG Technician	23.24
12035 - Electroneurodiagnostic Technologist	23.24
12040 - Emergency Medical Technician	15.35
12071 - Licensed Practical Nurse I	17.19
12072 - Licensed Practical Nurse II	19.22
12073 - Licensed Practical Nurse III	21.44
12100 - Medical Assistant	13.88
12130 - Medical Laboratory Technician	19.82
12160 - Medical Record Clerk	14.45
12190 - Medical Record Technician	16.16
12195 - Medical Transcriptionist	14.29
12210 - Nuclear Medicine Technologist	35.52
12221 - Nursing Assistant I	10.12

12222 - Nursing Assistant II	11.37
12223 - Nursing Assistant III	12.41
12224 - Nursing Assistant IV	13.93
12235 - Optical Dispenser	15.28
12236 - Optical Technician	16.89
12250 - Pharmacy Technician	13.95
12280 - Phlebotomist	13.93
12305 - Radiologic Technologist	28.03
12311 - Registered Nurse I	21.31
12312 - Registered Nurse II	26.10
12313 - Registered Nurse II, Specialist	26.10
12314 - Registered Nurse III	31.57
12315 - Registered Nurse III, Anesthetist	31.57
12316 - Registered Nurse IV	37.80
12317 - Scheduler (Drug and Alcohol Testing)	23.82
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.18
13012 - Exhibits Specialist II	23.77
13013 - Exhibits Specialist III	29.08
13041 - Illustrator I	19.18
13042 - Illustrator II	23.67
13043 - Illustrator III	26.46
13047 - Librarian	23.40
13050 - Library Aide/Clerk	10.76
13054 - Library Information Technology Systems Administrator	21.13
13058 - Library Technician	13.78
13061 - Media Specialist I	14.66
13062 - Media Specialist II	16.65
13063 - Media Specialist III	18.58
13071 - Photographer I	13.31
13072 - Photographer II	15.40
13073 - Photographer III	17.55
13074 - Photographer IV	21.57
13075 - Photographer V	25.31
13110 - Video Teleconference Technician	16.16
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.68
14042 - Computer Operator II	16.13
14043 - Computer Operator III	17.99
14044 - Computer Operator IV	19.99
14045 - Computer Operator V	22.13
14071 - Computer Programmer I	(see 1) 20.45
14072 - Computer Programmer II	(see 1) 22.91
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	13.68
14160 - Personal Computer Support Technician	19.99
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.46
15020 - Aircrew Training Devices Instructor (Rated)	29.60
15030 - Air Crew Training Devices Instructor (Pilot)	32.57
15050 - Computer Based Training Specialist / Instructor	24.46
15060 - Educational Technologist	26.44
15070 - Flight Instructor (Pilot)	32.57
15080 - Graphic Artist	21.18
15090 - Technical Instructor	20.31
15095 - Technical Instructor/Course Developer	24.85
15110 - Test Proctor	16.39

15120 - Tutor	16.39
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.67
16030 - Counter Attendant	8.67
16040 - Dry Cleaner	10.87
16070 - Finisher, Flatwork, Machine	8.67
16090 - Presser, Hand	8.67
16110 - Presser, Machine, Drycleaning	8.67
16130 - Presser, Machine, Shirts	8.67
16160 - Presser, Machine, Wearing Apparel, Laundry	8.67
16190 - Sewing Machine Operator	11.65
16220 - Tailor	12.46
16250 - Washer, Machine	9.42
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.09
19040 - Tool And Die Maker	23.94
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.95
21030 - Material Coordinator	19.75
21040 - Material Expediter	19.75
21050 - Material Handling Laborer	11.46
21071 - Order Filler	10.49
21080 - Production Line Worker (Food Processing)	13.95
21110 - Shipping Packer	13.30
21130 - Shipping/Receiving Clerk	13.30
21140 - Store Worker I	12.69
21150 - Stock Clerk	16.46
21210 - Tools And Parts Attendant	13.95
21410 - Warehouse Specialist	13.95
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.41
23021 - Aircraft Mechanic I	21.37
23022 - Aircraft Mechanic II	22.41
23023 - Aircraft Mechanic III	23.34
23040 - Aircraft Mechanic Helper	17.00
23050 - Aircraft, Painter	20.38
23060 - Aircraft Servicer	18.77
23080 - Aircraft Worker	19.20
23110 - Appliance Mechanic	16.90
23120 - Bicycle Repairer	11.05
23125 - Cable Splicer	26.30
23130 - Carpenter, Maintenance	18.39
23140 - Carpet Layer	17.30
23160 - Electrician, Maintenance	21.03
23181 - Electronics Technician Maintenance I	20.27
23182 - Electronics Technician Maintenance II	23.75
23183 - Electronics Technician Maintenance III	25.61
23260 - Fabric Worker	16.73
23290 - Fire Alarm System Mechanic	19.56
23310 - Fire Extinguisher Repairer	15.77
23311 - Fuel Distribution System Mechanic	19.55
23312 - Fuel Distribution System Operator	15.90
23370 - General Maintenance Worker	15.25
23380 - Ground Support Equipment Mechanic	21.37
23381 - Ground Support Equipment Servicer	18.77
23382 - Ground Support Equipment Worker	19.20
23391 - Gunsmith I	15.77
23392 - Gunsmith II	17.57
23393 - Gunsmith III	19.56
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.64
23411 - Heating, Ventilation And Air Contditioning	18.50

Mechanic (Research Facility)		
23430 - Heavy Equipment Mechanic		19.33
23440 - Heavy Equipment Operator		17.56
23460 - Instrument Mechanic		19.56
23465 - Laboratory/Shelter Mechanic		18.52
23470 - Laborer		11.46
23510 - Locksmith		18.52
23530 - Machinery Maintenance Mechanic		18.81
23550 - Machinist, Maintenance		20.61
23580 - Maintenance Trades Helper		11.97
23591 - Metrology Technician I		19.56
23592 - Metrology Technician II		20.51
23593 - Metrology Technician III		21.37
23640 - Millwright		19.56
23710 - Office Appliance Repairer		18.26
23760 - Painter, Maintenance		15.76
23790 - Pipefitter, Maintenance		20.17
23810 - Plumber, Maintenance		19.68
23820 - Pneudraulic Systems Mechanic		19.56
23850 - Rigger		19.70
23870 - Scale Mechanic		17.57
23890 - Sheet-Metal Worker, Maintenance		17.60
23910 - Small Engine Mechanic		15.39
23931 - Telecommunications Mechanic I		22.78
23932 - Telecommunications Mechanic II		23.71
23950 - Telephone Lineman		25.09
23960 - Welder, Combination, Maintenance		16.28
23965 - Well Driller		19.56
23970 - Woodcraft Worker		19.56
23980 - Woodworker		15.77
24000 - Personal Needs Occupations		
24570 - Child Care Attendant		10.18
24580 - Child Care Center Clerk		12.70
24610 - Chore Aide		9.94
24620 - Family Readiness And Support Services Coordinator		13.84
24630 - Homemaker		14.17
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender		25.31
25040 - Sewage Plant Operator		16.72
25070 - Stationary Engineer		25.31
25190 - Ventilation Equipment Tender		14.76
25210 - Water Treatment Plant Operator		16.72
27000 - Protective Service Occupations		
27004 - Alarm Monitor		14.73
27007 - Baggage Inspector		13.43
27008 - Corrections Officer		17.14
27010 - Court Security Officer		16.99
27030 - Detection Dog Handler		15.02
27040 - Detention Officer		17.14
27070 - Firefighter		17.37
27101 - Guard I		13.43
27102 - Guard II		15.02
27131 - Police Officer I		18.75
27132 - Police Officer II		20.84
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		8.29
28042 - Carnival Equipment Repairer		8.86
28043 - Carnival Equipment Worker		9.64
28210 - Gate Attendant/Gate Tender		14.00
28310 - Lifeguard		12.47
28350 - Park Attendant (Aide)		15.66

28510 - Recreation Aide/Health Facility Attendant	12.21
28515 - Recreation Specialist	15.59
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	13.89
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.78
29020 - Hatch Tender	16.78
29030 - Line Handler	16.78
29041 - Stevedore I	14.70
29042 - Stevedore II	17.65
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	15.93
30022 - Archeological Technician II	17.82
30023 - Archeological Technician III	22.09
30030 - Cartographic Technician	22.09
30040 - Civil Engineering Technician	20.90
30061 - Drafter/CAD Operator I	15.93
30062 - Drafter/CAD Operator II	17.82
30063 - Drafter/CAD Operator III	19.88
30064 - Drafter/CAD Operator IV	24.45
30081 - Engineering Technician I	12.86
30082 - Engineering Technician II	14.81
30083 - Engineering Technician III	16.56
30084 - Engineering Technician IV	20.52
30085 - Engineering Technician V	25.10
30086 - Engineering Technician VI	29.59
30090 - Environmental Technician	22.09
30210 - Laboratory Technician	18.13
30240 - Mathematical Technician	22.09
30361 - Paralegal/Legal Assistant I	16.01
30362 - Paralegal/Legal Assistant II	19.83
30363 - Paralegal/Legal Assistant III	24.27
30364 - Paralegal/Legal Assistant IV	29.36
30390 - Photo-Optics Technician	22.09
30461 - Technical Writer I	18.84
30462 - Technical Writer II	23.02
30463 - Technical Writer III	27.86
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)	19.88
Surface Programs	
30621 - Weather Observer, Senior (see 2)	21.99
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.00
31030 - Bus Driver	15.03
31043 - Driver Courier	13.04
31260 - Parking and Lot Attendant	10.00
31290 - Shuttle Bus Driver	14.07
31310 - Taxi Driver	10.42
31361 - Truckdriver, Light	14.07
31362 - Truckdriver, Medium	14.60
31363 - Truckdriver, Heavy	16.54
31364 - Truckdriver, Tractor-Trailer	16.54
99000 - Miscellaneous Occupations	
99030 - Cashier	8.77
99050 - Desk Clerk	9.68

99095 - Embalmer	25.07
99251 - Laboratory Animal Caretaker I	11.24
99252 - Laboratory Animal Caretaker II	12.13
99310 - Mortician	27.58
99410 - Pest Controller	13.40
99510 - Photofinishing Worker	11.58
99710 - Recycling Laborer	13.62
99711 - Recycling Specialist	15.78
99730 - Refuse Collector	12.46
99810 - Sales Clerk	11.40
99820 - School Crossing Guard	10.63
99830 - Survey Party Chief	19.00
99831 - Surveying Aide	12.45
99832 - Surveying Technician	17.05
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	13.52
99842 - Vending Machine Repairer Helper	11.70

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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: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 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.