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REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2033
Revision No.: 15
Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Arkansas

Area: Arkansas Counties of Baxter, Boone, Clay, Cleburne, Conway, Faulkner, Fulton, Garland, Greene, Hot Spring, Independence, Izard, Jackson, Lawrence, Lonoke, Marion, Monroe, Montgomery, Perry, Pope, Prairie, Pulaski, Randolph, Saline, Searcy, Sharp, Stone, Van Buren, White, Woodruff, Yell

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.09
01012 - Accounting Clerk II		14.70
01013 - Accounting Clerk III		19.95
01020 - Administrative Assistant		16.42
01040 - Court Reporter		14.26
01051 - Data Entry Operator I		11.80
01052 - Data Entry Operator II		14.38
01060 - Dispatcher, Motor Vehicle		16.42
01070 - Document Preparation Clerk		11.24
01090 - Duplicating Machine Operator		11.24
01111 - General Clerk I		10.82
01112 - General Clerk II		11.81
01113 - General Clerk III		13.25
01120 - Housing Referral Assistant		15.81
01141 - Messenger Courier		11.92
01191 - Order Clerk I		11.08
01192 - Order Clerk II		12.09
01261 - Personnel Assistant (Employment) I		13.51
01262 - Personnel Assistant (Employment) II		14.81
01263 - Personnel Assistant (Employment) III		16.51
01270 - Production Control Clerk		18.80
01280 - Receptionist		10.72
01290 - Rental Clerk		10.23
01300 - Scheduler, Maintenance		12.67
01311 - Secretary I		12.67
01312 - Secretary II		14.17
01313 - Secretary III		15.81
01320 - Service Order Dispatcher		16.25
01410 - Supply Technician		17.56
01420 - Survey Worker		13.29

01531 - Travel Clerk I	11.82
01532 - Travel Clerk II	12.86
01533 - Travel Clerk III	13.60
01611 - Word Processor I	11.64
01612 - Word Processor II	13.00
01613 - Word Processor III	14.54
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.08
05010 - Automotive Electrician	17.59
05040 - Automotive Glass Installer	14.86
05070 - Automotive Worker	15.04
05110 - Mobile Equipment Servicer	13.27
05130 - Motor Equipment Metal Mechanic	16.78
05160 - Motor Equipment Metal Worker	15.04
05190 - Motor Vehicle Mechanic	17.43
05220 - Motor Vehicle Mechanic Helper	12.42
05250 - Motor Vehicle Upholstery Worker	14.86
05280 - Motor Vehicle Wrecker	15.04
05310 - Painter, Automotive	15.90
05340 - Radiator Repair Specialist	15.04
05370 - Tire Repairer	10.83
05400 - Transmission Repair Specialist	17.43
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.17
07041 - Cook I	8.49
07042 - Cook II	9.66
07070 - Dishwasher	8.19
07130 - Food Service Worker	8.61
07210 - Meat Cutter	13.79
07260 - Waiter/Waitress	8.06
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.42
09040 - Furniture Handler	10.37
09080 - Furniture Refinisher	13.42
09090 - Furniture Refinisher Helper	10.48
09110 - Furniture Repairer, Minor	11.95
09130 - Upholsterer	14.76
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.69
11060 - Elevator Operator	9.69
11090 - Gardener	12.25
11122 - Housekeeping Aide	9.30
11150 - Janitor	9.78
11210 - Laborer, Grounds Maintenance	10.82
11240 - Maid or Houseman	8.11
11260 - Pruner	9.86
11270 - Tractor Operator	12.61
11330 - Trail Maintenance Worker	10.82
11360 - Window Cleaner	10.26
12000 - Health Occupations	
12010 - Ambulance Driver	14.53
12011 - Breath Alcohol Technician	15.41
12012 - Certified Occupational Therapist Assistant	21.88
12015 - Certified Physical Therapist Assistant	20.47
12020 - Dental Assistant	13.94
12025 - Dental Hygienist	27.84
12030 - EKG Technician	23.88
12035 - Electroneurodiagnostic Technologist	23.88
12040 - Emergency Medical Technician	14.53
12071 - Licensed Practical Nurse I	14.26
12072 - Licensed Practical Nurse II	15.95
12073 - Licensed Practical Nurse III	17.79
12100 - Medical Assistant	12.74

12130 - Medical Laboratory Technician	17.27
12160 - Medical Record Clerk	13.78
12190 - Medical Record Technician	15.31
12195 - Medical Transcriptionist	14.42
12210 - Nuclear Medicine Technologist	31.50
12221 - Nursing Assistant I	10.29
12222 - Nursing Assistant II	11.57
12223 - Nursing Assistant III	12.62
12224 - Nursing Assistant IV	14.17
12235 - Optical Dispenser	14.24
12236 - Optical Technician	14.18
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	14.17
12305 - Radiologic Technologist	22.88
12311 - Registered Nurse I	24.41
12312 - Registered Nurse II	29.86
12313 - Registered Nurse II, Specialist	29.86
12314 - Registered Nurse III	36.12
12315 - Registered Nurse III, Anesthetist	36.12
12316 - Registered Nurse IV	43.29
12317 - Scheduler (Drug and Alcohol Testing)	19.09
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.29
13012 - Exhibits Specialist II	22.66
13013 - Exhibits Specialist III	27.72
13041 - Illustrator I	18.29
13042 - Illustrator II	22.66
13043 - Illustrator III	27.72
13047 - Librarian	25.09
13050 - Library Aide/Clerk	8.24
13054 - Library Information Technology Systems Administrator	22.66
13058 - Library Technician	12.15
13061 - Media Specialist I	16.35
13062 - Media Specialist II	17.41
13063 - Media Specialist III	20.40
13071 - Photographer I	13.74
13072 - Photographer II	15.37
13073 - Photographer III	19.04
13074 - Photographer IV	23.29
13075 - Photographer V	28.18
13110 - Video Teleconference Technician	17.16
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.69
14042 - Computer Operator II	17.55
14043 - Computer Operator III	19.57
14044 - Computer Operator IV	21.84
14045 - Computer Operator V	24.08
14071 - Computer Programmer I	(see 1) 21.44
14072 - Computer Programmer II	(see 1) 25.80
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	15.69
14160 - Personal Computer Support Technician	24.02
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.78
15020 - Aircrew Training Devices Instructor (Rated)	35.88
15030 - Air Crew Training Devices Instructor (Pilot)	40.44
15050 - Computer Based Training Specialist / Instructor	29.78
15060 - Educational Technologist	29.22

15070 - Flight Instructor (Pilot)	40.44
15080 - Graphic Artist	19.50
15090 - Technical Instructor	20.60
15095 - Technical Instructor/Course Developer	25.20
15110 - Test Proctor	16.63
15120 - Tutor	16.63
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.72
16030 - Counter Attendant	8.72
16040 - Dry Cleaner	10.92
16070 - Finisher, Flatwork, Machine	8.72
16090 - Presser, Hand	8.72
16110 - Presser, Machine, Drycleaning	8.72
16130 - Presser, Machine, Shirts	8.72
16160 - Presser, Machine, Wearing Apparel, Laundry	8.72
16190 - Sewing Machine Operator	11.73
16220 - Tailor	12.57
16250 - Washer, Machine	9.47
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.14
19040 - Tool And Die Maker	20.87
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.29
21030 - Material Coordinator	18.80
21040 - Material Expediter	18.80
21050 - Material Handling Laborer	10.54
21071 - Order Filler	10.85
21080 - Production Line Worker (Food Processing)	13.29
21110 - Shipping Packer	13.07
21130 - Shipping/Receiving Clerk	13.07
21140 - Store Worker I	10.50
21150 - Stock Clerk	13.92
21210 - Tools And Parts Attendant	13.29
21410 - Warehouse Specialist	13.29
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.67
23021 - Aircraft Mechanic I	21.46
23022 - Aircraft Mechanic II	22.67
23023 - Aircraft Mechanic III	23.91
23040 - Aircraft Mechanic Helper	15.22
23050 - Aircraft, Painter	20.20
23060 - Aircraft Servicer	17.38
23080 - Aircraft Worker	18.46
23110 - Appliance Mechanic	17.03
23120 - Bicycle Repairer	10.83
23125 - Cable Splicer	22.87
23130 - Carpenter, Maintenance	16.16
23140 - Carpet Layer	15.94
23160 - Electrician, Maintenance	18.01
23181 - Electronics Technician Maintenance I	19.84
23182 - Electronics Technician Maintenance II	21.50
23183 - Electronics Technician Maintenance III	21.78
23260 - Fabric Worker	14.99
23290 - Fire Alarm System Mechanic	16.04
23310 - Fire Extinguisher Repairer	14.01
23311 - Fuel Distribution System Mechanic	18.63
23312 - Fuel Distribution System Operator	16.61
23370 - General Maintenance Worker	14.98
23380 - Ground Support Equipment Mechanic	21.46
23381 - Ground Support Equipment Servicer	17.38
23382 - Ground Support Equipment Worker	18.46
23391 - Gunsmith I	14.01
23392 - Gunsmith II	15.94

23393 - Gunsmith III	18.05
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.47
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.58
23430 - Heavy Equipment Mechanic	18.39
23440 - Heavy Equipment Operator	15.49
23460 - Instrument Mechanic	18.05
23465 - Laboratory/Shelter Mechanic	17.00
23470 - Laborer	10.54
23510 - Locksmith	16.89
23530 - Machinery Maintenance Mechanic	19.03
23550 - Machinist, Maintenance	17.23
23580 - Maintenance Trades Helper	10.93
23591 - Metrology Technician I	18.05
23592 - Metrology Technician II	19.07
23593 - Metrology Technician III	20.12
23640 - Millwright	17.23
23710 - Office Appliance Repairer	18.65
23760 - Painter, Maintenance	15.61
23790 - Pipefitter, Maintenance	19.32
23810 - Plumber, Maintenance	18.69
23820 - Pneudraulic Systems Mechanic	18.05
23850 - Rigger	18.05
23870 - Scale Mechanic	15.94
23890 - Sheet-Metal Worker, Maintenance	15.90
23910 - Small Engine Mechanic	14.49
23931 - Telecommunications Mechanic I	21.68
23932 - Telecommunications Mechanic II	22.77
23950 - Telephone Lineman	21.12
23960 - Welder, Combination, Maintenance	15.83
23965 - Well Driller	18.05
23970 - Woodcraft Worker	18.05
23980 - Woodworker	15.19
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.46
24580 - Child Care Center Clerk	10.34
24610 - Chore Aide	8.57
24620 - Family Readiness And Support Services Coordinator	11.49
24630 - Homemaker	15.14
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.61
25040 - Sewage Plant Operator	16.24
25070 - Stationary Engineer	18.61
25190 - Ventilation Equipment Tender	13.55
25210 - Water Treatment Plant Operator	15.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.29
27007 - Baggage Inspector	11.41
27008 - Corrections Officer	16.48
27010 - Court Security Officer	17.64
27030 - Detection Dog Handler	13.80
27040 - Detention Officer	16.48
27070 - Firefighter	18.44
27101 - Guard I	11.41
27102 - Guard II	13.80
27131 - Police Officer I	17.77
27132 - Police Officer II	19.74
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.02
28042 - Carnival Equipment Repairer	10.71
28043 - Carnival Equipment Worker	8.35

28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.49
28515 - Recreation Specialist	15.08
28630 - Sports Official	11.45
28690 - Swimming Pool Operator	16.09
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.43
29020 - Hatch Tender	15.43
29030 - Line Handler	15.43
29041 - Stevedore I	14.51
29042 - Stevedore II	16.46
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	16.39
30022 - Archeological Technician II	18.33
30023 - Archeological Technician III	22.65
30030 - Cartographic Technician	24.09
30040 - Civil Engineering Technician	21.18
30061 - Drafter/CAD Operator I	17.38
30062 - Drafter/CAD Operator II	19.44
30063 - Drafter/CAD Operator III	21.68
30064 - Drafter/CAD Operator IV	26.67
30081 - Engineering Technician I	15.21
30082 - Engineering Technician II	17.07
30083 - Engineering Technician III	19.09
30084 - Engineering Technician IV	23.66
30085 - Engineering Technician V	28.94
30086 - Engineering Technician VI	35.01
30090 - Environmental Technician	16.97
30210 - Laboratory Technician	17.33
30240 - Mathematical Technician	24.09
30361 - Paralegal/Legal Assistant I	16.32
30362 - Paralegal/Legal Assistant II	18.22
30363 - Paralegal/Legal Assistant III	21.19
30364 - Paralegal/Legal Assistant IV	24.59
30390 - Photo-Optics Technician	24.09
30461 - Technical Writer I	19.80
30462 - Technical Writer II	24.23
30463 - Technical Writer III	29.32
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	33.48
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) 21.68
30621 - Weather Observer, Senior	(see 2) 24.09
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.41
31030 - Bus Driver	15.50
31043 - Driver Courier	13.14
31260 - Parking and Lot Attendant	9.27
31290 - Shuttle Bus Driver	13.33
31310 - Taxi Driver	9.44
31361 - Truckdriver, Light	13.33
31362 - Truckdriver, Medium	14.28
31363 - Truckdriver, Heavy	16.77
31364 - Truckdriver, Tractor-Trailer	16.77
99000 - Miscellaneous Occupations	

99030 - Cashier	8.37
99050 - Desk Clerk	8.60
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	9.59
99252 - Laboratory Animal Caretaker II	10.30
99310 - Mortician	22.74
99410 - Pest Controller	13.02
99510 - Photofinishing Worker	10.53
99710 - Recycling Laborer	12.58
99711 - Recycling Specialist	14.85
99730 - Refuse Collector	13.08
99810 - Sales Clerk	10.57
99820 - School Crossing Guard	9.26
99830 - Survey Party Chief	16.97
99831 - Surveying Aide	11.23
99832 - Surveying Technician	15.43
99840 - Vending Machine Attendant	9.99
99841 - Vending Machine Repairer	12.09
99842 - Vending Machine Repairer Helper	9.99

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

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