

## Attachment 1 to VA256-16-R-0013 DOL WD 2015-2235 Rev 2

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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.: 2015-2235
Daniel W. Simms	Division of	Revision No.: 2
Director	Wage Determinations	Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was 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 \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. 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](http://www.dol.gov/whd/govcontracts).

States: Arkansas, Louisiana, Texas

Area: Arkansas Counties of Columbia, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Sevier  
Louisiana Parishes of Bienville, Bossier, Caddo, Claiborne, De Soto, East Carroll, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Union, Webster, West Carroll  
Texas Counties of Bowie, Gregg, Rusk, Upshur

**Fringe Benefits Required Follow the Occupational Listing**		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.65
01012 - Accounting Clerk II		14.20
01013 - Accounting Clerk III		15.88
01020 - Administrative Assistant		17.12
01035 - Court Reporter		19.24
01051 - Data Entry Operator I		11.42
01052 - Data Entry Operator II		12.46
01060 - Dispatcher, Motor Vehicle		15.65
01070 - Document Preparation Clerk		11.74
01090 - Duplicating Machine Operator		11.74
01111 - General Clerk I		9.82
01112 - General Clerk II		11.14
01113 - General Clerk III		12.38
01120 - Housing Referral Assistant		15.49
01141 - Messenger Courier		9.26
01191 - Order Clerk I		12.75
01192 - Order Clerk II		13.92
01261 - Personnel Assistant (Employment) I		13.66
01262 - Personnel Assistant (Employment) II		15.28
01263 - Personnel Assistant (Employment) III		17.04
01270 - Production Control Clerk		16.42
01290 - Rental Clerk		11.36
01300 - Scheduler, Maintenance		12.42
01311 - Secretary I		12.42

01312 - Secretary II	14.18
01313 - Secretary III	15.49
01320 - Service Order Dispatcher	13.13
01410 - Supply Technician	17.22
01420 - Survey Worker	13.89
01460 - Switchboard Operator/Receptionist	9.85
01531 - Travel Clerk I	11.80
01532 - Travel Clerk II	12.66
01533 - Travel Clerk III	13.29
01611 - Word Processor I	13.43
01612 - Word Processor II	15.15
01613 - Word Processor III	16.86
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.91
05010 - Automotive Electrician	19.87
05040 - Automotive Glass Installer	17.89
05070 - Automotive Worker	17.89
05110 - Mobile Equipment Servicer	16.31
05130 - Motor Equipment Metal Mechanic	20.91
05160 - Motor Equipment Metal Worker	17.89
05190 - Motor Vehicle Mechanic	20.91
05220 - Motor Vehicle Mechanic Helper	15.27
05250 - Motor Vehicle Upholstery Worker	17.57
05280 - Motor Vehicle Wrecker	17.89
05310 - Painter, Automotive	19.87
05340 - Radiator Repair Specialist	17.89
05370 - Tire Repairer	14.33
05400 - Transmission Repair Specialist	20.91
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.85
07041 - Cook I	8.18
07042 - Cook II	9.41
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.50
07210 - Meat Cutter	13.63
07260 - Waiter/Waitress	7.36
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.06
09040 - Furniture Handler	11.41
09080 - Furniture Refinisher	18.06
09090 - Furniture Refinisher Helper	13.88
09110 - Furniture Repairer, Minor	15.97
09130 - Upholsterer	18.06
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.60
11060 - Elevator Operator	8.60
11090 - Gardener	13.09
11122 - Housekeeping Aide	8.66
11150 - Janitor	8.66
11210 - Laborer, Grounds Maintenance	9.97
11240 - Maid or Houseman	7.63
11260 - Pruner	8.83
11270 - Tractor Operator	12.18
11330 - Trail Maintenance Worker	9.97
11360 - Window Cleaner	9.34
12000 - Health Occupations	
12010 - Ambulance Driver	14.54
12011 - Breath Alcohol Technician	14.75
12012 - Certified Occupational Therapist Assistant	22.72
12015 - Certified Physical Therapist Assistant	22.23
12020 - Dental Assistant	13.82

12025 - Dental Hygienist	31.06
12030 - EKG Technician	18.22
12035 - Electroneurodiagnostic Technologist	18.22
12040 - Emergency Medical Technician	14.54
12071 - Licensed Practical Nurse I	14.20
12072 - Licensed Practical Nurse II	15.89
12073 - Licensed Practical Nurse III	17.72
12100 - Medical Assistant	12.61
12130 - Medical Laboratory Technician	14.08
12160 - Medical Record Clerk	10.17
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	14.77
12210 - Nuclear Medicine Technologist	30.79
12221 - Nursing Assistant I	8.96
12222 - Nursing Assistant II	10.07
12223 - Nursing Assistant III	10.99
12224 - Nursing Assistant IV	12.34
12235 - Optical Dispenser	20.89
12236 - Optical Technician	15.07
12250 - Pharmacy Technician	12.67
12280 - Phlebotomist	12.34
12305 - Radiologic Technologist	20.88
12311 - Registered Nurse I	22.23
12312 - Registered Nurse II	27.62
12313 - Registered Nurse II, Specialist	27.62
12314 - Registered Nurse III	32.92
12315 - Registered Nurse III, Anesthetist	32.92
12316 - Registered Nurse IV	39.44
12317 - Scheduler (Drug and Alcohol Testing)	18.27
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.10
13012 - Exhibits Specialist II	21.88
13013 - Exhibits Specialist III	25.92
13041 - Illustrator I	17.10
13042 - Illustrator II	21.88
13043 - Illustrator III	25.92
13047 - Librarian	23.46
13050 - Library Aide/Clerk	11.33
13054 - Library Information Technology Systems Administrator	21.19
13058 - Library Technician	13.32
13061 - Media Specialist I	15.29
13062 - Media Specialist II	17.10
13063 - Media Specialist III	19.07
13071 - Photographer I	14.79
13072 - Photographer II	16.54
13073 - Photographer III	20.92
13074 - Photographer IV	25.08
13075 - Photographer V	30.34
13110 - Video Teleconference Technician	15.49
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.95
14042 - Computer Operator II	15.11
14043 - Computer Operator III	19.08
14044 - Computer Operator IV	20.40
14045 - Computer Operator V	22.26
14071 - Computer Programmer I	(see 1) 18.85
14072 - Computer Programmer II	(see 1) 23.36
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 27.52

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		13.95
14160 - Personal Computer Support Technician		23.14
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		26.22
15020 - Aircrew Training Devices Instructor (Rated)		32.13
15030 - Air Crew Training Devices Instructor (Pilot)		38.52
15050 - Computer Based Training Specialist / Instructor		27.30
15060 - Educational Technologist		23.84
15070 - Flight Instructor (Pilot)		38.52
15080 - Graphic Artist		18.90
15090 - Technical Instructor		18.38
15095 - Technical Instructor/Course Developer		22.48
15110 - Test Proctor		14.83
15120 - Tutor		14.83
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.64
16030 - Counter Attendant		8.64
16040 - Dry Cleaner		10.16
16070 - Finisher, Flatwork, Machine		8.64
16090 - Presser, Hand		8.64
16110 - Presser, Machine, Drycleaning		8.64
16130 - Presser, Machine, Shirts		8.64
16160 - Presser, Machine, Wearing Apparel, Laundry		8.64
16190 - Sewing Machine Operator		10.77
16220 - Tailor		11.34
16250 - Washer, Machine		9.07
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.96
19040 - Tool And Die Maker		23.82
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		13.22
21030 - Material Coordinator		16.72
21040 - Material Expediter		16.72
21050 - Material Handling Laborer		11.80
21071 - Order Filler		11.15
21080 - Production Line Worker (Food Processing)		13.22
21110 - Shipping Packer		12.13
21130 - Shipping/Receiving Clerk		12.13
21140 - Store Worker I		10.82
21150 - Stock Clerk		15.32
21210 - Tools And Parts Attendant		13.22
21410 - Warehouse Specialist		13.22
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		24.13
23021 - Aircraft Mechanic I		22.95
23022 - Aircraft Mechanic II		24.13
23023 - Aircraft Mechanic III		25.35
23040 - Aircraft Mechanic Helper		16.56
23050 - Aircraft, Painter		20.57
23060 - Aircraft Servicer		19.06
23080 - Aircraft Worker		20.18
23110 - Appliance Mechanic		19.04
23120 - Bicycle Repairer		14.33
23125 - Cable Splicer		22.25
23130 - Carpenter, Maintenance		18.11
23140 - Carpet Layer		18.61
23160 - Electrician, Maintenance		22.08
23181 - Electronics Technician Maintenance I		21.43
23182 - Electronics Technician Maintenance II		22.72

23183 - Electronics Technician Maintenance III	24.65
23260 - Fabric Worker	15.97
23290 - Fire Alarm System Mechanic	19.17
23310 - Fire Extinguisher Repairer	14.84
23311 - Fuel Distribution System Mechanic	19.17
23312 - Fuel Distribution System Operator	17.06
23370 - General Maintenance Worker	17.08
23380 - Ground Support Equipment Mechanic	22.95
23381 - Ground Support Equipment Servicer	19.06
23382 - Ground Support Equipment Worker	20.18
23391 - Gunsmith I	14.84
23392 - Gunsmith II	17.08
23393 - Gunsmith III	19.17
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.17
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.16
23430 - Heavy Equipment Mechanic	19.57
23440 - Heavy Equipment Operator	19.17
23460 - Instrument Mechanic	19.17
23465 - Laboratory/Shelter Mechanic	18.11
23470 - Laborer	10.11
23510 - Locksmith	18.11
23530 - Machinery Maintenance Mechanic	21.69
23550 - Machinist, Maintenance	19.17
23580 - Maintenance Trades Helper	15.27
23591 - Metrology Technician I	19.17
23592 - Metrology Technician II	20.16
23593 - Metrology Technician III	21.18
23640 - Millwright	19.17
23710 - Office Appliance Repairer	18.11
23760 - Painter, Maintenance	18.11
23790 - Pipefitter, Maintenance	22.64
23810 - Plumber, Maintenance	21.52
23820 - Pneudraulic Systems Mechanic	19.17
23850 - Rigger	19.17
23870 - Scale Mechanic	17.08
23890 - Sheet-Metal Worker, Maintenance	19.17
23910 - Small Engine Mechanic	17.08
23931 - Telecommunications Mechanic I	20.91
23932 - Telecommunications Mechanic II	21.97
23950 - Telephone Lineman	21.59
23960 - Welder, Combination, Maintenance	19.17
23965 - Well Driller	19.17
23970 - Woodcraft Worker	19.17
23980 - Woodworker	14.84
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.49
24580 - Child Care Center Clerk	13.02
24610 - Chore Aide	8.19
24620 - Family Readiness And Support Services Coordinator	14.53
24630 - Homemaker	14.53
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.00
25040 - Sewage Plant Operator	19.87
25070 - Stationary Engineer	23.71
25190 - Ventilation Equipment Tender	15.69
25210 - Water Treatment Plant Operator	18.06
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.88

27007 - Baggage Inspector	10.52
27008 - Corrections Officer	17.31
27010 - Court Security Officer	17.74
27030 - Detection Dog Handler	12.94
27040 - Detention Officer	17.31
27070 - Firefighter	18.39
27101 - Guard I	10.52
27102 - Guard II	12.94
27131 - Police Officer I	18.32
27132 - Police Officer II	20.36
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.96
28042 - Carnival Equipment Repairer	10.79
28043 - Carnival Worker	8.03
28210 - Gate Attendant/Gate Tender	13.13
28310 - Lifeguard	11.70
28350 - Park Attendant (Aide)	14.68
28510 - Recreation Aide/Health Facility Attendant	10.72
28515 - Recreation Specialist	17.55
28630 - Sports Official	11.70
28690 - Swimming Pool Operator	14.00
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.82
29020 - Hatch Tender	17.89
29030 - Line Handler	19.68
29041 - Stevedore I	18.59
29042 - Stevedore II	21.00
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.64
30022 - Archeological Technician II	19.73
30023 - Archeological Technician III	24.44
30030 - Cartographic Technician	24.44
30040 - Civil Engineering Technician	23.23
30061 - Drafter/CAD Operator I	17.64
30062 - Drafter/CAD Operator II	19.73
30063 - Drafter/CAD Operator III	22.00
30064 - Drafter/CAD Operator IV	27.08
30081 - Engineering Technician I	14.86
30082 - Engineering Technician II	19.06
30083 - Engineering Technician III	21.32
30084 - Engineering Technician IV	26.42
30085 - Engineering Technician V	32.32
30086 - Engineering Technician VI	38.24
30090 - Environmental Technician	23.24
30210 - Laboratory Technician	22.86
30240 - Mathematical Technician	24.44
30361 - Paralegal/Legal Assistant I	16.24
30362 - Paralegal/Legal Assistant II	20.12
30363 - Paralegal/Legal Assistant III	24.62
30364 - Paralegal/Legal Assistant IV	29.78
30390 - Photo-Optics Technician	24.44
30461 - Technical Writer I	24.44
30462 - Technical Writer II	31.19
30463 - Technical Writer III	37.52
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) 22.00
30621 - Weather Observer, Senior	(see 2) 24.44
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.23
31030 - Bus Driver	15.86
31043 - Driver Courier	12.78
31260 - Parking and Lot Attendant	8.01
31290 - Shuttle Bus Driver	13.16
31310 - Taxi Driver	9.90
31361 - Truckdriver, Light	13.16
31362 - Truckdriver, Medium	15.99
31363 - Truckdriver, Heavy	18.17
31364 - Truckdriver, Tractor-Trailer	18.17
99000 - Miscellaneous Occupations	
99030 - Cashier	7.89
99050 - Desk Clerk	9.85
99095 - Embalmer	21.56
99251 - Laboratory Animal Caretaker I	9.26
99252 - Laboratory Animal Caretaker II	9.40
99310 - Mortician	21.56
99410 - Pest Controller	12.73
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	12.46
99711 - Recycling Specialist	15.03
99730 - Refuse Collector	10.96
99810 - Sales Clerk	12.21
99820 - School Crossing Guard	10.86
99830 - Survey Party Chief	18.48
99831 - Surveying Aide	11.32
99832 - Surveying Technician	15.52
99840 - Vending Machine Attendant	12.31
99841 - Vending Machine Repairer	15.21
99842 - Vending Machine Repairer Helper	12.31

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 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. (See 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 re-grading 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.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 the 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, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).

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 ensure 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.