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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.: 2005-2175
Daniel W. Simms	Division of	Revision No.: 18
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.

States: Illinois, Iowa

Area: Iowa Counties of Des Moines, Henry, Lee, Louisa, Muscatine, Scott
 Illinois Counties of Bureau, Carroll, Henderson, Henry, Jo Daviess, Mercer, Rock Island, Warren, Whiteside

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.43
01012 - Accounting Clerk II		17.85
01013 - Accounting Clerk III		21.24
01020 - Administrative Assistant		19.43
01040 - Court Reporter		19.13
01051 - Data Entry Operator I		11.60
01052 - Data Entry Operator II		16.71
01060 - Dispatcher, Motor Vehicle		14.89
01070 - Document Preparation Clerk		12.85
01090 - Duplicating Machine Operator		12.85
01111 - General Clerk I		11.10
01112 - General Clerk II		12.11
01113 - General Clerk III		14.50
01120 - Housing Referral Assistant		17.43
01141 - Messenger Courier		10.77
01191 - Order Clerk I		12.50
01192 - Order Clerk II		16.10
01261 - Personnel Assistant (Employment) I		13.56
01262 - Personnel Assistant (Employment) II		15.16
01263 - Personnel Assistant (Employment) III		16.91
01270 - Production Control Clerk		20.22
01280 - Receptionist		11.05
01290 - Rental Clerk		10.64
01300 - Scheduler, Maintenance		13.15
01311 - Secretary I		13.15
01312 - Secretary II		14.71
01313 - Secretary III		17.43
01320 - Service Order Dispatcher		14.86
01410 - Supply Technician		19.43
01420 - Survey Worker		13.09
01531 - Travel Clerk I		12.64
01532 - Travel Clerk II		13.66

01533 - Travel Clerk III	14.78
01611 - Word Processor I	11.89
01612 - Word Processor II	13.67
01613 - Word Processor III	15.29
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.83
05010 - Automotive Electrician	18.27
05040 - Automotive Glass Installer	17.62
05070 - Automotive Worker	17.62
05110 - Mobile Equipment Servicer	16.17
05130 - Motor Equipment Metal Mechanic	18.91
05160 - Motor Equipment Metal Worker	17.62
05190 - Motor Vehicle Mechanic	18.83
05220 - Motor Vehicle Mechanic Helper	15.60
05250 - Motor Vehicle Upholstery Worker	16.98
05280 - Motor Vehicle Wrecker	17.62
05310 - Painter, Automotive	17.90
05340 - Radiator Repair Specialist	17.62
05370 - Tire Repairer	14.88
05400 - Transmission Repair Specialist	18.48
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.48
07041 - Cook I	11.67
07042 - Cook II	12.48
07070 - Dishwasher	9.99
07130 - Food Service Worker	9.99
07210 - Meat Cutter	15.36
07260 - Waiter/Waitress	10.43
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.90
09040 - Furniture Handler	14.47
09080 - Furniture Refinisher	18.27
09090 - Furniture Refinisher Helper	15.92
09110 - Furniture Repairer, Minor	17.12
09130 - Upholsterer	18.27
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.77
11060 - Elevator Operator	10.67
11090 - Gardener	12.78
11122 - Housekeeping Aide	10.67
11150 - Janitor	10.67
11210 - Laborer, Grounds Maintenance	11.29
11240 - Maid or Houseman	9.11
11260 - Pruner	11.66
11270 - Tractor Operator	12.29
11330 - Trail Maintenance Worker	11.29
11360 - Window Cleaner	11.14
12000 - Health Occupations	
12010 - Ambulance Driver	15.66
12011 - Breath Alcohol Technician	15.66
12012 - Certified Occupational Therapist Assistant	21.24
12015 - Certified Physical Therapist Assistant	21.24
12020 - Dental Assistant	14.69
12025 - Dental Hygienist	30.53
12030 - EKG Technician	23.32
12035 - Electroneurodiagnostic Technologist	23.32
12040 - Emergency Medical Technician	15.66
12071 - Licensed Practical Nurse I	14.65
12072 - Licensed Practical Nurse II	15.66
12073 - Licensed Practical Nurse III	16.87
12100 - Medical Assistant	13.06
12130 - Medical Laboratory Technician	16.83
12160 - Medical Record Clerk	11.85
12190 - Medical Record Technician	12.93
12195 - Medical Transcriptionist	16.02
12210 - Nuclear Medicine Technologist	33.83

12221 - Nursing Assistant I	9.79
12222 - Nursing Assistant II	11.11
12223 - Nursing Assistant III	12.12
12224 - Nursing Assistant IV	13.49
12235 - Optical Dispenser	14.30
12236 - Optical Technician	13.38
12250 - Pharmacy Technician	11.79
12280 - Phlebotomist	13.52
12305 - Radiologic Technologist	21.91
12311 - Registered Nurse I	22.29
12312 - Registered Nurse II	27.27
12313 - Registered Nurse II, Specialist	26.28
12314 - Registered Nurse III	32.99
12315 - Registered Nurse III, Anesthetist	31.82
12316 - Registered Nurse IV	39.53
12317 - Scheduler (Drug and Alcohol Testing)	19.06
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.48
13012 - Exhibits Specialist II	23.58
13013 - Exhibits Specialist III	27.60
13041 - Illustrator I	18.21
13042 - Illustrator II	22.91
13043 - Illustrator III	27.60
13047 - Librarian	24.98
13050 - Library Aide/Clerk	11.50
13054 - Library Information Technology Systems Administrator	22.56
13058 - Library Technician	13.29
13061 - Media Specialist I	16.28
13062 - Media Specialist II	18.21
13063 - Media Specialist III	20.31
13071 - Photographer I	13.34
13072 - Photographer II	17.10
13073 - Photographer III	21.83
13074 - Photographer IV	26.69
13075 - Photographer V	28.08
13110 - Video Teleconference Technician	12.06
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.48
14042 - Computer Operator II	18.43
14043 - Computer Operator III	21.18
14044 - Computer Operator IV	24.24
14045 - Computer Operator V	26.85
14071 - Computer Programmer I	(see 1) 20.59
14072 - Computer Programmer II	(see 1) 26.66
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	16.48
14160 - Personal Computer Support Technician	24.24
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	25.84
15020 - Aircrew Training Devices Instructor (Rated)	34.10
15030 - Air Crew Training Devices Instructor (Pilot)	37.51
15050 - Computer Based Training Specialist / Instructor	22.55
15060 - Educational Technologist	26.08
15070 - Flight Instructor (Pilot)	37.51
15080 - Graphic Artist	20.42
15090 - Technical Instructor	17.36
15095 - Technical Instructor/Course Developer	21.23
15110 - Test Proctor	14.37
15120 - Tutor	14.37
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.94

16030 - Counter Attendant	8.94
16040 - Dry Cleaner	11.61
16070 - Finisher, Flatwork, Machine	8.94
16090 - Presser, Hand	8.94
16110 - Presser, Machine, Drycleaning	8.94
16130 - Presser, Machine, Shirts	8.94
16160 - Presser, Machine, Wearing Apparel, Laundry	8.94
16190 - Sewing Machine Operator	12.46
16220 - Tailor	13.33
16250 - Washer, Machine	9.87
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.29
19040 - Tool And Die Maker	23.91
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.18
21030 - Material Coordinator	20.22
21040 - Material Expediter	20.22
21050 - Material Handling Laborer	13.08
21071 - Order Filler	11.69
21080 - Production Line Worker (Food Processing)	16.18
21110 - Shipping Packer	14.48
21130 - Shipping/Receiving Clerk	14.48
21140 - Store Worker I	16.96
21150 - Stock Clerk	19.39
21210 - Tools And Parts Attendant	16.18
21410 - Warehouse Specialist	16.18
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.95
23021 - Aircraft Mechanic I	22.01
23022 - Aircraft Mechanic II	22.95
23023 - Aircraft Mechanic III	23.91
23040 - Aircraft Mechanic Helper	18.43
23050 - Aircraft, Painter	22.13
23060 - Aircraft Servicer	19.81
23080 - Aircraft Worker	20.51
23110 - Appliance Mechanic	18.76
23120 - Bicycle Repairer	16.37
23125 - Cable Splicer	28.42
23130 - Carpenter, Maintenance	21.59
23140 - Carpet Layer	18.26
23160 - Electrician, Maintenance	25.82
23181 - Electronics Technician Maintenance I	21.42
23182 - Electronics Technician Maintenance II	22.39
23183 - Electronics Technician Maintenance III	23.42
23260 - Fabric Worker	19.46
23290 - Fire Alarm System Mechanic	19.64
23310 - Fire Extinguisher Repairer	18.73
23311 - Fuel Distribution System Mechanic	23.58
23312 - Fuel Distribution System Operator	19.82
23370 - General Maintenance Worker	17.60
23380 - Ground Support Equipment Mechanic	22.01
23381 - Ground Support Equipment Servicer	19.81
23382 - Ground Support Equipment Worker	20.51
23391 - Gunsmith I	18.98
23392 - Gunsmith II	20.67
23393 - Gunsmith III	22.59
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.67
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.90
23430 - Heavy Equipment Mechanic	20.30
23440 - Heavy Equipment Operator	28.17
23460 - Instrument Mechanic	23.63
23465 - Laboratory/Shelter Mechanic	21.04
23470 - Laborer	11.44
23510 - Locksmith	20.51

23530 - Machinery Maintenance Mechanic	21.53
23550 - Machinist, Maintenance	18.72
23580 - Maintenance Trades Helper	16.35
23591 - Metrology Technician I	23.63
23592 - Metrology Technician II	24.64
23593 - Metrology Technician III	25.65
23640 - Millwright	23.24
23710 - Office Appliance Repairer	19.62
23760 - Painter, Maintenance	18.64
23790 - Pipefitter, Maintenance	24.66
23810 - Plumber, Maintenance	22.82
23820 - Pneudraulic Systems Mechanic	22.30
23850 - Rigger	22.30
23870 - Scale Mechanic	20.40
23890 - Sheet-Metal Worker, Maintenance	23.06
23910 - Small Engine Mechanic	18.15
23931 - Telecommunications Mechanic I	25.05
23932 - Telecommunications Mechanic II	29.00
23950 - Telephone Lineman	27.64
23960 - Welder, Combination, Maintenance	18.91
23965 - Well Driller	21.48
23970 - Woodcraft Worker	22.30
23980 - Woodworker	18.73
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.74
24580 - Child Care Center Clerk	13.55
24610 - Chore Aide	10.02
24620 - Family Readiness And Support Services Coordinator	12.80
24630 - Homemaker	13.51
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.87
25040 - Sewage Plant Operator	20.30
25070 - Stationary Engineer	25.87
25190 - Ventilation Equipment Tender	20.89
25210 - Water Treatment Plant Operator	20.30
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.39
27007 - Baggage Inspector	11.17
27008 - Corrections Officer	23.27
27010 - Court Security Officer	21.16
27030 - Detection Dog Handler	15.08
27040 - Detention Officer	23.27
27070 - Firefighter	17.91
27101 - Guard I	11.17
27102 - Guard II	15.08
27131 - Police Officer I	22.23
27132 - Police Officer II	24.70
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.71
28042 - Carnival Equipment Repairer	11.11
28043 - Carnival Equipment Worker	9.51
28210 - Gate Attendant/Gate Tender	13.69
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	15.32
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	16.35
28630 - Sports Official	12.20
28690 - Swimming Pool Operator	13.31
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.34
29020 - Hatch Tender	23.34
29030 - Line Handler	22.13
29041 - Stevedore I	22.27
29042 - Stevedore II	24.40
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	18.88
30022 - Archeological Technician II	21.11
30023 - Archeological Technician III	26.16
30030 - Cartographic Technician	25.49
30040 - Civil Engineering Technician	23.42
30061 - Drafter/CAD Operator I	17.21
30062 - Drafter/CAD Operator II	20.58
30063 - Drafter/CAD Operator III	22.95
30064 - Drafter/CAD Operator IV	28.25
30081 - Engineering Technician I	18.52
30082 - Engineering Technician II	20.79
30083 - Engineering Technician III	23.25
30084 - Engineering Technician IV	28.85
30085 - Engineering Technician V	35.57
30086 - Engineering Technician VI	42.64
30090 - Environmental Technician	23.77
30210 - Laboratory Technician	21.58
30240 - Mathematical Technician	25.49
30361 - Paralegal/Legal Assistant I	16.09
30362 - Paralegal/Legal Assistant II	18.32
30363 - Paralegal/Legal Assistant III	21.73
30364 - Paralegal/Legal Assistant IV	26.28
30390 - Photo-Optics Technician	25.49
30461 - Technical Writer I	21.11
30462 - Technical Writer II	25.82
30463 - Technical Writer III	31.37
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)	22.95
30621 - Weather Observer, Senior (see 2)	25.49
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.37
31030 - Bus Driver	13.49
31043 - Driver Courier	12.48
31260 - Parking and Lot Attendant	10.44
31290 - Shuttle Bus Driver	13.26
31310 - Taxi Driver	10.70
31361 - Truckdriver, Light	12.98
31362 - Truckdriver, Medium	13.49
31363 - Truckdriver, Heavy	18.94
31364 - Truckdriver, Tractor-Trailer	18.94
99000 - Miscellaneous Occupations	
99030 - Cashier	8.75
99050 - Desk Clerk	9.74
99095 - Embalmer	30.13
99251 - Laboratory Animal Caretaker I	9.18
99252 - Laboratory Animal Caretaker II	9.55
99310 - Mortician	31.54
99410 - Pest Controller	14.27
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	16.15
99711 - Recycling Specialist	17.57
99730 - Refuse Collector	15.43
99810 - Sales Clerk	11.36
99820 - School Crossing Guard	11.44
99830 - Survey Party Chief	28.51
99831 - Surveying Aide	14.77
99832 - Surveying Technician	20.48
99840 - Vending Machine Attendant	12.90

99841 - Vending Machine Repairer	14.61
99842 - Vending Machine Repairer Helper	13.00

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 5 years, 4 weeks after 15 years, and 5 weeks 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 twelve paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, the Day before Christmas, and Christmas Day. (A contractor may substitute for any of the named holidays another day of 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, dyeing, 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.