

WD 05-2125 (Rev.-21) was first posted on www.wdol.gov on 01/05/2016

\*\*\*\*\*

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

Daniel W. Simms	Division of		Wage Determination No.: 2005-2125
Director	Wage Determinations		Revision No.: 21
			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).

---

State: Florida

Area: Florida Counties of Charlotte, De Soto, Hardee, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota

---

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.55
01012 - Accounting Clerk II		16.15
01013 - Accounting Clerk III		18.08
01020 - Administrative Assistant		21.10
01040 - Court Reporter		18.36
01051 - Data Entry Operator I		12.05
01052 - Data Entry Operator II		13.33
01060 - Dispatcher, Motor Vehicle		15.88
01070 - Document Preparation Clerk		12.08
01090 - Duplicating Machine Operator		12.08
01111 - General Clerk I		12.58
01112 - General Clerk II		13.73
01113 - General Clerk III		15.09
01120 - Housing Referral Assistant		19.46
01141 - Messenger Courier		11.26
01191 - Order Clerk I		12.42
01192 - Order Clerk II		13.94
01261 - Personnel Assistant (Employment) I		14.67
01262 - Personnel Assistant (Employment) II		18.22
01263 - Personnel Assistant (Employment) III		18.84
01270 - Production Control Clerk		19.92
01280 - Receptionist		11.91
01290 - Rental Clerk		14.73
01300 - Scheduler, Maintenance		15.31
01311 - Secretary I		15.31
01312 - Secretary II		17.12
01313 - Secretary III		19.41
01320 - Service Order Dispatcher		14.23
01410 - Supply Technician		21.10

01420 - Survey Worker	13.68
01531 - Travel Clerk I	12.46
01532 - Travel Clerk II	13.56
01533 - Travel Clerk III	14.75
01611 - Word Processor I	13.15
01612 - Word Processor II	14.76
01613 - Word Processor III	16.48
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.27
05010 - Automotive Electrician	20.79
05040 - Automotive Glass Installer	19.87
05070 - Automotive Worker	19.87
05110 - Mobile Equipment Servicer	18.02
05130 - Motor Equipment Metal Mechanic	21.75
05160 - Motor Equipment Metal Worker	19.87
05190 - Motor Vehicle Mechanic	20.88
05220 - Motor Vehicle Mechanic Helper	17.00
05250 - Motor Vehicle Upholstery Worker	18.94
05280 - Motor Vehicle Wrecker	19.87
05310 - Painter, Automotive	20.79
05340 - Radiator Repair Specialist	19.87
05370 - Tire Repairer	12.68
05400 - Transmission Repair Specialist	21.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.08
07041 - Cook I	10.83
07042 - Cook II	12.08
07070 - Dishwasher	8.52
07130 - Food Service Worker	10.34
07210 - Meat Cutter	14.06
07260 - Waiter/Waitress	9.51
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.65
09040 - Furniture Handler	12.13
09080 - Furniture Refinisher	15.90
09090 - Furniture Refinisher Helper	12.38
09110 - Furniture Repairer, Minor	13.92
09130 - Upholsterer	16.65
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.05
11060 - Elevator Operator	9.05
11090 - Gardener	14.30
11122 - Housekeeping Aide	11.32
11150 - Janitor	11.32
11210 - Laborer, Grounds Maintenance	10.84
11240 - Maid or Houseman	8.70
11260 - Pruner	9.76
11270 - Tractor Operator	13.14
11330 - Trail Maintenance Worker	10.84
11360 - Window Cleaner	12.46
12000 - Health Occupations	
12010 - Ambulance Driver	17.13
12011 - Breath Alcohol Technician	17.88
12012 - Certified Occupational Therapist Assistant	26.35
12015 - Certified Physical Therapist Assistant	26.35
12020 - Dental Assistant	16.89
12025 - Dental Hygienist	26.04
12030 - EKG Technician	21.37
12035 - Electroneurodiagnostic Technologist	21.37
12040 - Emergency Medical Technician	17.13
12071 - Licensed Practical Nurse I	17.44
12072 - Licensed Practical Nurse II	19.51

12073 - Licensed Practical Nurse III	21.75
12100 - Medical Assistant	13.09
12130 - Medical Laboratory Technician	16.70
12160 - Medical Record Clerk	14.11
12190 - Medical Record Technician	15.52
12195 - Medical Transcriptionist	15.02
12210 - Nuclear Medicine Technologist	30.98
12221 - Nursing Assistant I	9.46
12222 - Nursing Assistant II	10.63
12223 - Nursing Assistant III	11.60
12224 - Nursing Assistant IV	13.02
12235 - Optical Dispenser	19.04
12236 - Optical Technician	13.00
12250 - Pharmacy Technician	14.03
12280 - Phlebotomist	12.65
12305 - Radiologic Technologist	25.53
12311 - Registered Nurse I	23.88
12312 - Registered Nurse II	27.55
12313 - Registered Nurse II, Specialist	27.55
12314 - Registered Nurse III	33.08
12315 - Registered Nurse III, Anesthetist	33.08
12316 - Registered Nurse IV	39.89
12317 - Scheduler (Drug and Alcohol Testing)	22.15
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.45
13012 - Exhibits Specialist II	26.22
13013 - Exhibits Specialist III	30.49
13041 - Illustrator I	18.88
13042 - Illustrator II	23.39
13043 - Illustrator III	28.61
13047 - Librarian	27.59
13050 - Library Aide/Clerk	10.78
13054 - Library Information Technology Systems Administrator	24.65
13058 - Library Technician	13.74
13061 - Media Specialist I	17.98
13062 - Media Specialist II	20.11
13063 - Media Specialist III	22.43
13071 - Photographer I	18.09
13072 - Photographer II	20.23
13073 - Photographer III	25.08
13074 - Photographer IV	29.18
13075 - Photographer V	35.30
13110 - Video Teleconference Technician	18.18
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.66
14042 - Computer Operator II	17.71
14043 - Computer Operator III	19.54
14044 - Computer Operator IV	21.70
14045 - Computer Operator V	23.54
14071 - Computer Programmer I	(see 1) 22.92
14072 - Computer Programmer II	(see 1) 27.56
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	15.66
14160 - Personal Computer Support Technician	21.70
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.58
15020 - Aircrew Training Devices Instructor (Rated)	34.55

15030 - Air Crew Training Devices Instructor (Pilot)	40.18
15050 - Computer Based Training Specialist / Instructor	29.03
15060 - Educational Technologist	26.16
15070 - Flight Instructor (Pilot)	40.18
15080 - Graphic Artist	22.03
15090 - Technical Instructor	19.47
15095 - Technical Instructor/Course Developer	25.39
15110 - Test Proctor	16.75
15120 - Tutor	16.75
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.04
16030 - Counter Attendant	9.04
16040 - Dry Cleaner	11.35
16070 - Finisher, Flatwork, Machine	9.04
16090 - Presser, Hand	9.04
16110 - Presser, Machine, Drycleaning	9.04
16130 - Presser, Machine, Shirts	9.04
16160 - Presser, Machine, Wearing Apparel, Laundry	9.04
16190 - Sewing Machine Operator	12.15
16220 - Tailor	12.91
16250 - Washer, Machine	9.80
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.33
19040 - Tool And Die Maker	19.23
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.62
21030 - Material Coordinator	17.77
21040 - Material Expediter	18.02
21050 - Material Handling Laborer	10.87
21071 - Order Filler	11.42
21080 - Production Line Worker (Food Processing)	16.62
21110 - Shipping Packer	13.06
21130 - Shipping/Receiving Clerk	13.06
21140 - Store Worker I	9.94
21150 - Stock Clerk	13.53
21210 - Tools And Parts Attendant	16.50
21410 - Warehouse Specialist	16.62
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.29
23021 - Aircraft Mechanic I	25.04
23022 - Aircraft Mechanic II	26.29
23023 - Aircraft Mechanic III	27.60
23040 - Aircraft Mechanic Helper	19.58
23050 - Aircraft, Painter	18.32
23060 - Aircraft Servicer	21.80
23080 - Aircraft Worker	22.87
23110 - Appliance Mechanic	17.67
23120 - Bicycle Repairer	12.68
23125 - Cable Splicer	22.88
23130 - Carpenter, Maintenance	17.07
23140 - Carpet Layer	16.68
23160 - Electrician, Maintenance	18.62
23181 - Electronics Technician Maintenance I	18.96
23182 - Electronics Technician Maintenance II	20.76
23183 - Electronics Technician Maintenance III	24.93
23260 - Fabric Worker	15.47
23290 - Fire Alarm System Mechanic	17.61
23310 - Fire Extinguisher Repairer	13.68
23311 - Fuel Distribution System Mechanic	17.66
23312 - Fuel Distribution System Operator	15.87
23370 - General Maintenance Worker	17.25
23380 - Ground Support Equipment Mechanic	25.04

23381 - Ground Support Equipment Servicer	21.80
23382 - Ground Support Equipment Worker	22.87
23391 - Gunsmith I	14.96
23392 - Gunsmith II	17.39
23393 - Gunsmith III	19.30
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.61
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.45
23430 - Heavy Equipment Mechanic	19.76
23440 - Heavy Equipment Operator	17.06
23460 - Instrument Mechanic	19.79
23465 - Laboratory/Shelter Mechanic	18.32
23470 - Laborer	11.48
23510 - Locksmith	16.65
23530 - Machinery Maintenance Mechanic	20.38
23550 - Machinist, Maintenance	17.94
23580 - Maintenance Trades Helper	14.98
23591 - Metrology Technician I	19.79
23592 - Metrology Technician II	20.78
23593 - Metrology Technician III	21.82
23640 - Millwright	19.28
23710 - Office Appliance Repairer	18.68
23760 - Painter, Maintenance	17.67
23790 - Pipefitter, Maintenance	17.70
23810 - Plumber, Maintenance	16.93
23820 - Pneudraulic Systems Mechanic	18.75
23850 - Rigger	17.75
23870 - Scale Mechanic	16.63
23890 - Sheet-Metal Worker, Maintenance	17.67
23910 - Small Engine Mechanic	16.34
23931 - Telecommunications Mechanic I	20.34
23932 - Telecommunications Mechanic II	24.13
23950 - Telephone Lineman	23.50
23960 - Welder, Combination, Maintenance	17.42
23965 - Well Driller	17.75
23970 - Woodcraft Worker	18.75
23980 - Woodworker	14.30
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.21
24580 - Child Care Center Clerk	14.10
24610 - Chore Aide	9.49
24620 - Family Readiness And Support Services Coordinator	13.23
24630 - Homemaker	17.33
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.86
25040 - Sewage Plant Operator	19.33
25070 - Stationary Engineer	20.86
25190 - Ventilation Equipment Tender	14.64
25210 - Water Treatment Plant Operator	19.33
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.49
27007 - Baggage Inspector	10.36
27008 - Corrections Officer	22.81
27010 - Court Security Officer	21.45
27030 - Detection Dog Handler	16.69
27040 - Detention Officer	22.81
27070 - Firefighter	19.59
27101 - Guard I	10.36
27102 - Guard II	16.29
27131 - Police Officer I	24.05

27132 - Police Officer II	26.80
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.35
28042 - Carnival Equipment Repairer	11.02
28043 - Carnival Equipment Worker	8.13
28210 - Gate Attendant/Gate Tender	12.85
28310 - Lifeguard	11.15
28350 - Park Attendant (Aide)	14.37
28510 - Recreation Aide/Health Facility Attendant	7.98
28515 - Recreation Specialist	15.47
28630 - Sports Official	11.45
28690 - Swimming Pool Operator	14.49
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.40
29020 - Hatch Tender	18.40
29030 - Line Handler	18.40
29041 - Stevedore I	16.51
29042 - Stevedore II	20.12
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	15.80
30022 - Archeological Technician II	18.16
30023 - Archeological Technician III	22.52
30030 - Cartographic Technician	24.49
30040 - Civil Engineering Technician	22.98
30061 - Drafter/CAD Operator I	14.36
30062 - Drafter/CAD Operator II	18.16
30063 - Drafter/CAD Operator III	18.41
30064 - Drafter/CAD Operator IV	24.93
30081 - Engineering Technician I	16.69
30082 - Engineering Technician II	18.74
30083 - Engineering Technician III	21.23
30084 - Engineering Technician IV	24.45
30085 - Engineering Technician V	26.10
30086 - Engineering Technician VI	29.43
30090 - Environmental Technician	18.16
30210 - Laboratory Technician	17.50
30240 - Mathematical Technician	21.76
30361 - Paralegal/Legal Assistant I	18.01
30362 - Paralegal/Legal Assistant II	22.31
30363 - Paralegal/Legal Assistant III	27.29
30364 - Paralegal/Legal Assistant IV	33.02
30390 - Photo-Optics Technician	22.93
30461 - Technical Writer I	18.74
30462 - Technical Writer II	22.95
30463 - Technical Writer III	27.73
30491 - Unexploded Ordnance (UXO) Technician I	22.34
30492 - Unexploded Ordnance (UXO) Technician II	27.03
30493 - Unexploded Ordnance (UXO) Technician III	32.40
30494 - Unexploded (UXO) Safety Escort	22.34
30495 - Unexploded (UXO) Sweep Personnel	22.34
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	18.41
30621 - Weather Observer, Senior (see 2)	19.10
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.86
31030 - Bus Driver	15.51
31043 - Driver Courier	11.93
31260 - Parking and Lot Attendant	9.69
31290 - Shuttle Bus Driver	13.12

31310 - Taxi Driver	9.96
31361 - Truckdriver, Light	13.12
31362 - Truckdriver, Medium	14.85
31363 - Truckdriver, Heavy	16.96
31364 - Truckdriver, Tractor-Trailer	16.96
99000 - Miscellaneous Occupations	
99030 - Cashier	7.97
99050 - Desk Clerk	9.76
99095 - Embalmer	20.28
99251 - Laboratory Animal Caretaker I	9.97
99252 - Laboratory Animal Caretaker II	10.85
99310 - Mortician	26.58
99410 - Pest Controller	13.00
99510 - Photofinishing Worker	11.02
99710 - Recycling Laborer	13.22
99711 - Recycling Specialist	15.51
99730 - Refuse Collector	11.78
99810 - Sales Clerk	12.49
99820 - School Crossing Guard	9.20
99830 - Survey Party Chief	17.05
99831 - Surveying Aide	10.49
99832 - Surveying Technician	16.01
99840 - Vending Machine Attendant	13.04
99841 - Vending Machine Repairer	15.43
99842 - Vending Machine Repairer Helper	13.04

---

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; and 3 weeks after 5 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 ordinance, 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.