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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

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2005-2453
Revision No.: 17
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.

State: Pennsylvania

Area: Pennsylvania Counties of Bradford, Carbon, Columbia, Lackawanna, Luzerne, Lycoming, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.80
01012 - Accounting Clerk II		14.37
01013 - Accounting Clerk III		16.08
01020 - Administrative Assistant		17.62
01040 - Court Reporter		16.46
01051 - Data Entry Operator I		11.33
01052 - Data Entry Operator II		12.36
01060 - Dispatcher, Motor Vehicle		15.07
01070 - Document Preparation Clerk		10.94
01090 - Duplicating Machine Operator		10.94
01111 - General Clerk I		11.13
01112 - General Clerk II		12.14
01113 - General Clerk III		14.73
01120 - Housing Referral Assistant		16.55
01141 - Messenger Courier		11.32
01191 - Order Clerk I		12.80
01192 - Order Clerk II		14.89
01261 - Personnel Assistant (Employment) I		13.54
01262 - Personnel Assistant (Employment) II		15.15
01263 - Personnel Assistant (Employment) III		16.89
01270 - Production Control Clerk		18.68
01280 - Receptionist		11.38
01290 - Rental Clerk		11.29
01300 - Scheduler, Maintenance		13.06
01311 - Secretary I		13.06
01312 - Secretary II		14.61
01313 - Secretary III		16.55
01320 - Service Order Dispatcher		13.69
01410 - Supply Technician		17.62
01420 - Survey Worker		14.03
01531 - Travel Clerk I		13.42
01532 - Travel Clerk II		14.10
01533 - Travel Clerk III		15.03
01611 - Word Processor I		12.04
01612 - Word Processor II		13.52
01613 - Word Processor III		15.13
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		15.45
05010 - Automotive Electrician		15.62
05040 - Automotive Glass Installer		15.04
05070 - Automotive Worker		15.04
05110 - Mobile Equipment Servicer		14.04
05130 - Motor Equipment Metal Mechanic		16.10
05160 - Motor Equipment Metal Worker		15.04
05190 - Motor Vehicle Mechanic		16.10
05220 - Motor Vehicle Mechanic Helper		13.52
05250 - Motor Vehicle Upholstery Worker		14.53

05280	- Motor Vehicle Wrecker	15.04
05310	- Painter, Automotive	15.62
05340	- Radiator Repair Specialist	15.05
05370	- Tire Repairer	12.17
05400	- Transmission Repair Specialist	16.10
07000	- Food Preparation And Service Occupations	
07010	- Baker	12.19
07041	- Cook I	11.14
07042	- Cook II	12.01
07070	- Dishwasher	8.22
07130	- Food Service Worker	9.52
07210	- Meat Cutter	15.03
07260	- Waiter/Waitress	8.50
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	15.15
09040	- Furniture Handler	13.84
09080	- Furniture Refinisher	16.71
09090	- Furniture Refinisher Helper	14.47
09110	- Furniture Repairer, Minor	15.50
09130	- Upholsterer	15.19
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.09
11060	- Elevator Operator	10.09
11090	- Gardener	12.98
11122	- Housekeeping Aide	11.08
11150	- Janitor	11.08
11210	- Laborer, Grounds Maintenance	11.75
11240	- Maid or Houseman	9.26
11260	- Pruner	11.15
11270	- Tractor Operator	12.93
11330	- Trail Maintenance Worker	11.75
11360	- Window Cleaner	11.68
12000	- Health Occupations	
12010	- Ambulance Driver	12.54
12011	- Breath Alcohol Technician	16.80
12012	- Certified Occupational Therapist Assistant	17.13
12015	- Certified Physical Therapist Assistant	18.21
12020	- Dental Assistant	14.15
12025	- Dental Hygienist	24.42
12030	- EKG Technician	21.48
12035	- Electroneurodiagnostic Technologist	21.48
12040	- Emergency Medical Technician	12.54
12071	- Licensed Practical Nurse I	15.02
12072	- Licensed Practical Nurse II	16.80
12073	- Licensed Practical Nurse III	18.73
12100	- Medical Assistant	13.43
12130	- Medical Laboratory Technician	16.16
12160	- Medical Record Clerk	12.61
12190	- Medical Record Technician	15.64
12195	- Medical Transcriptionist	14.10
12210	- Nuclear Medicine Technologist	32.26
12221	- Nursing Assistant I	10.51
12222	- Nursing Assistant II	11.82
12223	- Nursing Assistant III	12.89
12224	- Nursing Assistant IV	14.47
12235	- Optical Dispenser	13.12
12236	- Optical Technician	12.80
12250	- Pharmacy Technician	12.97
12280	- Phlebotomist	14.47
12305	- Radiologic Technologist	22.38
12311	- Registered Nurse I	22.82
12312	- Registered Nurse II	27.91
12313	- Registered Nurse II, Specialist	27.91
12314	- Registered Nurse III	33.78
12315	- Registered Nurse III, Anesthetist	33.78
12316	- Registered Nurse IV	40.49
12317	- Scheduler (Drug and Alcohol Testing)	20.82
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	18.28
13012	- Exhibits Specialist II	22.65
13013	- Exhibits Specialist III	27.71
13041	- Illustrator I	18.28
13042	- Illustrator II	22.65
13043	- Illustrator III	27.71
13047	- Librarian	25.08
13050	- Library Aide/Clerk	11.60
13054	- Library Information Technology Systems Administrator	22.65
13058	- Library Technician	14.34
13061	- Media Specialist I	14.39
13062	- Media Specialist II	16.10

13063	- Media Specialist III	17.94
13071	- Photographer I	15.33
13072	- Photographer II	17.16
13073	- Photographer III	21.26
13074	- Photographer IV	25.99
13075	- Photographer V	31.46
13110	- Video Teleconference Technician	15.93
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.86
14042	- Computer Operator II	16.63
14043	- Computer Operator III	18.63
14044	- Computer Operator IV	20.60
14045	- Computer Operator V	22.86
14071	- Computer Programmer I	(see 1) 20.95
14072	- Computer Programmer II	(see 1) 25.95
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	14.86
14160	- Personal Computer Support Technician	20.60
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	29.61
15020	- Aircrew Training Devices Instructor (Rated)	36.05
15030	- Air Crew Training Devices Instructor (Pilot)	39.66
15050	- Computer Based Training Specialist / Instructor	29.61
15060	- Educational Technologist	26.98
15070	- Flight Instructor (Pilot)	39.66
15080	- Graphic Artist	18.05
15090	- Technical Instructor	17.56
15095	- Technical Instructor/Course Developer	23.63
15110	- Test Proctor	13.88
15120	- Tutor	13.88
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.77
16030	- Counter Attendant	9.77
16040	- Dry Cleaner	12.76
16070	- Finisher, Flatwork, Machine	9.77
16090	- Presser, Hand	9.77
16110	- Presser, Machine, Drycleaning	9.77
16130	- Presser, Machine, Shirts	9.77
16160	- Presser, Machine, Wearing Apparel, Laundry	9.77
16190	- Sewing Machine Operator	13.65
16220	- Tailor	14.52
16250	- Washer, Machine	10.80
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	17.33
19040	- Tool And Die Maker	19.48
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	14.79
21030	- Material Coordinator	18.68
21040	- Material Expediter	18.68
21050	- Material Handling Laborer	13.24
21071	- Order Filler	10.70
21080	- Production Line Worker (Food Processing)	14.79
21110	- Shipping Packer	13.38
21130	- Shipping/Receiving Clerk	13.38
21140	- Store Worker I	14.98
21150	- Stock Clerk	17.37
21210	- Tools And Parts Attendant	14.79
21410	- Warehouse Specialist	14.79
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	20.90
23021	- Aircraft Mechanic I	20.31
23022	- Aircraft Mechanic II	20.90
23023	- Aircraft Mechanic III	21.59
23040	- Aircraft Mechanic Helper	16.76
23050	- Aircraft, Painter	19.61
23060	- Aircraft Servicer	18.16
23080	- Aircraft Worker	18.83
23110	- Appliance Mechanic	18.38
23120	- Bicycle Repairer	12.38
23125	- Cable Splicer	29.00
23130	- Carpenter, Maintenance	18.27
23140	- Carpet Layer	17.62
23160	- Electrician, Maintenance	24.78
23181	- Electronics Technician Maintenance I	21.73
23182	- Electronics Technician Maintenance II	22.55
23183	- Electronics Technician Maintenance III	23.72
23260	- Fabric Worker	16.73

23290	- Fire Alarm System Mechanic	19.11
23310	- Fire Extinguisher Repairer	17.46
23311	- Fuel Distribution System Mechanic	20.53
23312	- Fuel Distribution System Operator	17.46
23370	- General Maintenance Worker	16.11
23380	- Ground Support Equipment Mechanic	20.31
23381	- Ground Support Equipment Servicer	18.16
23382	- Ground Support Equipment Worker	18.83
23391	- Gunsmith I	17.46
23392	- Gunsmith II	18.90
23393	- Gunsmith III	20.53
23410	- Heating, Ventilation And Air-Conditioning Mechanic	19.34
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.92
23430	- Heavy Equipment Mechanic	20.59
23440	- Heavy Equipment Operator	22.44
23460	- Instrument Mechanic	21.80
23465	- Laboratory/Shelter Mechanic	19.72
23470	- Laborer	13.24
23510	- Locksmith	19.72
23530	- Machinery Maintenance Mechanic	21.24
23550	- Machinist, Maintenance	17.86
23580	- Maintenance Trades Helper	15.48
23591	- Metrology Technician I	21.80
23592	- Metrology Technician II	22.89
23593	- Metrology Technician III	24.04
23640	- Millwright	21.21
23710	- Office Appliance Repairer	21.08
23760	- Painter, Maintenance	19.75
23790	- Pipefitter, Maintenance	23.55
23810	- Plumber, Maintenance	23.02
23820	- Pneudraulic Systems Mechanic	20.53
23850	- Rigger	20.53
23870	- Scale Mechanic	18.90
23890	- Sheet-Metal Worker, Maintenance	23.02
23910	- Small Engine Mechanic	15.75
23931	- Telecommunications Mechanic I	22.40
23932	- Telecommunications Mechanic II	23.05
23950	- Telephone Lineman	23.48
23960	- Welder, Combination, Maintenance	15.46
23965	- Well Driller	18.94
23970	- Woodcraft Worker	20.53
23980	- Woodworker	14.00
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	8.81
24580	- Child Care Center Clerk	12.08
24610	- Chore Aide	9.93
24620	- Family Readiness And Support Services Coordinator	12.07
24630	- Homemaker	12.89
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	23.10
25040	- Sewage Plant Operator	19.43
25070	- Stationary Engineer	23.10
25190	- Ventilation Equipment Tender	19.31
25210	- Water Treatment Plant Operator	19.43
27000	- Protective Service Occupations	
27004	- Alarm Monitor	15.07
27007	- Baggage Inspector	11.94
27008	- Corrections Officer	21.00
27010	- Court Security Officer	20.72
27030	- Detection Dog Handler	15.71
27040	- Detention Officer	21.00
27070	- Firefighter	21.25
27101	- Guard I	11.94
27102	- Guard II	15.71
27131	- Police Officer I	20.72
27132	- Police Officer II	22.77
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	9.41
28042	- Carnival Equipment Repairer	9.82
28043	- Carnival Equipment Worker	8.39
28210	- Gate Attendant/Gate Tender	14.21
28310	- Lifeguard	12.18
28350	- Park Attendant (Aide)	15.90
28510	- Recreation Aide/Health Facility Attendant	11.52
28515	- Recreation Specialist	15.13
28630	- Sports Official	12.66
28690	- Swimming Pool Operator	16.29
29000	- Stevedoring/Longshoremen Occupational Services	

29010	- Blocker And Bracer	19.81
29020	- Hatch Tender	19.81
29030	- Line Handler	19.81
29041	- Stevedore I	18.79
29042	- Stevedore II	20.21
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	40.33
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	27.81
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.63
30021	- Archeological Technician I	15.89
30022	- Archeological Technician II	17.78
30023	- Archeological Technician III	21.06
30030	- Cartographic Technician	21.06
30040	- Civil Engineering Technician	21.29
30061	- Drafter/CAD Operator I	15.89
30062	- Drafter/CAD Operator II	17.78
30063	- Drafter/CAD Operator III	19.83
30064	- Drafter/CAD Operator IV	24.40
30081	- Engineering Technician I	13.60
30082	- Engineering Technician II	15.27
30083	- Engineering Technician III	18.06
30084	- Engineering Technician IV	22.37
30085	- Engineering Technician V	26.44
30086	- Engineering Technician VI	33.34
30090	- Environmental Technician	25.15
30210	- Laboratory Technician	18.21
30240	- Mathematical Technician	23.41
30361	- Paralegal/Legal Assistant I	16.93
30362	- Paralegal/Legal Assistant II	20.97
30363	- Paralegal/Legal Assistant III	25.65
30364	- Paralegal/Legal Assistant IV	31.04
30390	- Photo-Optics Technician	22.37
30461	- Technical Writer I	20.92
30462	- Technical Writer II	25.58
30463	- Technical Writer III	30.97
30491	- Unexploded Ordnance (UXO) Technician I	25.63
30492	- Unexploded Ordnance (UXO) Technician II	31.02
30493	- Unexploded Ordnance (UXO) Technician III	37.18
30494	- Unexploded (UXO) Safety Escort	25.63
30495	- Unexploded (UXO) Personnel	25.63
30620	- Weather Observer, Combined Upper Air Or (see 2)	19.83
Surface Programs		
30621	- Weather Observer, Senior (see 2)	22.04
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	13.41
31030	- Bus Driver	15.95
31043	- Driver Courier	14.10
31260	- Parking and Lot Attendant	10.55
31290	- Shuttle Bus Driver	14.10
31310	- Taxi Driver	10.55
31361	- Truckdriver, Light	14.10
31362	- Truckdriver, Medium	15.19
31363	- Truckdriver, Heavy	18.20
31364	- Truckdriver, Tractor-Trailer	18.20
99000	- Miscellaneous Occupations	
99030	- Cashier	8.54
99050	- Desk Clerk	9.93
99095	- Embalmer	25.63
99251	- Laboratory Animal Caretaker I	10.85
99252	- Laboratory Animal Caretaker II	11.39
99310	- Mortician	25.63
99410	- Pest Controller	15.56
99510	- Photofinishing Worker	13.40
99710	- Recycling Laborer	13.57
99711	- Recycling Specialist	14.84
99730	- Refuse Collector	12.89
99810	- Sales Clerk	11.65
99820	- School Crossing Guard	9.12
99830	- Survey Party Chief	17.16
99831	- Surveying Aide	11.46
99832	- Surveying Technician	15.60
99840	- Vending Machine Attendant	13.78
99841	- Vending Machine Repairer	15.04
99842	- Vending Machine Repairer Helper	13.78

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 10 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 eleven 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, 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 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 link 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.