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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.: 2015-2037
Revision No.: 2
Date Of Revision: 10/13/2016

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: Arkansas

Area: Arkansas Counties of Benton, Carroll, Madison, Newton, Washington

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.27
01012 - Accounting Clerk II		14.86
01013 - Accounting Clerk III		14.96
01020 - Administrative Assistant		17.37
01035 - Court Reporter		13.03
01051 - Data Entry Operator I		9.51
01052 - Data Entry Operator II		10.59
01060 - Dispatcher, Motor Vehicle		18.63
01070 - Document Preparation Clerk		11.42
01090 - Duplicating Machine Operator		11.42
01111 - General Clerk I		10.01
01112 - General Clerk II		10.92
01113 - General Clerk III		12.26
01120 - Housing Referral Assistant		14.53
01141 - Messenger Courier		10.45
01191 - Order Clerk I		11.00
01192 - Order Clerk II		12.22
01261 - Personnel Assistant (Employment) I		13.98
01262 - Personnel Assistant (Employment) II		15.64
01263 - Personnel Assistant (Employment) III		17.45
01270 - Production Control Clerk		18.25
01290 - Rental Clerk		10.06
01300 - Scheduler, Maintenance		11.65
01311 - Secretary I		11.65
01312 - Secretary II		13.03
01313 - Secretary III		14.53
01320 - Service Order Dispatcher		16.03
01410 - Supply Technician		17.37
01420 - Survey Worker		10.72
01460 - Switchboard Operator/Receptionist		9.98
01531 - Travel Clerk I		11.82
01532 - Travel Clerk II		12.86
01533 - Travel Clerk III		13.60
01611 - Word Processor I		11.80
01612 - Word Processor II		13.34
01613 - Word Processor III		14.87
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		17.49
05010 - Automotive Electrician		15.08
05040 - Automotive Glass Installer		14.23
05070 - Automotive Worker		14.23
05110 - Mobile Equipment Servicer		12.88
05130 - Motor Equipment Metal Mechanic		15.90
05160 - Motor Equipment Metal Worker		14.23
05190 - Motor Vehicle Mechanic		15.90
05220 - Motor Vehicle Mechanic Helper		12.74
05250 - Motor Vehicle Upholstery Worker		13.39
05280 - Motor Vehicle Wrecker		14.26
05310 - Painter, Automotive		15.08

05340	- Radiator Repair Specialist	14.23
05370	- Tire Repairer	10.37
05400	- Transmission Repair Specialist	15.90
07000	- Food Preparation And Service Occupations	
07010	- Baker	13.04
07041	- Cook I	11.46
07042	- Cook II	13.04
07070	- Dishwasher	8.24
07130	- Food Service Worker	8.24
07210	- Meat Cutter	13.04
07260	- Waiter/Waitress	9.04
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	13.15
09040	- Furniture Handler	8.77
09080	- Furniture Refinisher	13.15
09090	- Furniture Refinisher Helper	10.23
09110	- Furniture Repairer, Minor	11.68
09130	- Upholsterer	13.62
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.79
11060	- Elevator Operator	9.77
11090	- Gardener	11.88
11122	- Housekeeping Aide	9.77
11150	- Janitor	9.77
11210	- Laborer, Grounds Maintenance	9.51
11240	- Maid or Houseman	8.07
11260	- Pruner	8.67
11270	- Tractor Operator	11.10
11330	- Trail Maintenance Worker	9.51
11360	- Window Cleaner	10.72
12000	- Health Occupations	
12010	- Ambulance Driver	13.72
12011	- Breath Alcohol Technician	15.94
12012	- Certified Occupational Therapist Assistant	21.89
12015	- Certified Physical Therapist Assistant	24.15
12020	- Dental Assistant	12.89
12025	- Dental Hygienist	29.39
12030	- EKG Technician	22.03
12035	- Electroneurodiagnostic Technologist	22.03
12040	- Emergency Medical Technician	13.04
12071	- Licensed Practical Nurse I	14.25
12072	- Licensed Practical Nurse II	15.94
12073	- Licensed Practical Nurse III	17.78
12100	- Medical Assistant	11.89
12130	- Medical Laboratory Technician	15.30
12160	- Medical Record Clerk	11.94
12190	- Medical Record Technician	15.03
12195	- Medical Transcriptionist	12.89
12210	- Nuclear Medicine Technologist	35.04
12221	- Nursing Assistant I	9.32
12222	- Nursing Assistant II	10.48
12223	- Nursing Assistant III	11.43
12224	- Nursing Assistant IV	12.83
12235	- Optical Dispenser	15.94
12236	- Optical Technician	14.25
12250	- Pharmacy Technician	16.07
12280	- Phlebotomist	12.83
12305	- Radiologic Technologist	20.73
12311	- Registered Nurse I	20.40
12312	- Registered Nurse II	24.95
12313	- Registered Nurse II, Specialist	24.95
12314	- Registered Nurse III	30.18
12315	- Registered Nurse III, Anesthetist	30.18
12316	- Registered Nurse IV	36.17
12317	- Scheduler (Drug and Alcohol Testing)	19.75
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	15.69
13012	- Exhibits Specialist II	19.44
13013	- Exhibits Specialist III	23.78
13041	- Illustrator I	15.69
13042	- Illustrator II	19.44
13043	- Illustrator III	23.78
13047	- Librarian	21.52
13050	- Library Aide/Clerk	12.50
13054	- Library Information Technology Systems Administrator	19.44
13058	- Library Technician	15.13
13061	- Media Specialist I	14.02
13062	- Media Specialist II	15.69
13063	- Media Specialist III	17.49
13071	- Photographer I	14.00

13072	- Photographer II	15.55
13073	- Photographer III	19.44
13074	- Photographer IV	23.74
13075	- Photographer V	28.72
13110	- Video Teleconference Technician	14.02
14000	- Information Technology Occupations	
14041	- Computer Operator I	14.38
14042	- Computer Operator II	16.39
14043	- Computer Operator III	18.46
14044	- Computer Operator IV	19.92
14045	- Computer Operator V	22.71
14071	- Computer Programmer I	(see 1) 18.65
14072	- Computer Programmer II	(see 1) 20.79
14073	- Computer Programmer III	(see 1) 26.85
14074	- Computer Programmer IV	(see 1)
14101	- Computer Systems Analyst I	(see 1) 26.57
14102	- Computer Systems Analyst II	(see 1)
14103	- Computer Systems Analyst III	(see 1)
14150	- Peripheral Equipment Operator	14.38
14160	- Personal Computer Support Technician	19.92
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	26.57
15020	- Aircrew Training Devices Instructor (Rated)	32.15
15030	- Air Crew Training Devices Instructor (Pilot)	36.92
15050	- Computer Based Training Specialist / Instructor	26.57
15060	- Educational Technologist	27.20
15070	- Flight Instructor (Pilot)	36.92
15080	- Graphic Artist	15.86
15090	- Technical Instructor	17.09
15095	- Technical Instructor/Course Developer	20.91
15110	- Test Proctor	13.79
15120	- Tutor	13.79
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	8.72
16030	- Counter Attendant	8.72
16040	- Dry Cleaner	10.92
16070	- Finisher, Flatwork, Machine	8.72
16090	- Presser, Hand	8.72
16110	- Presser, Machine, Drycleaning	8.72
16130	- Presser, Machine, Shirts	8.72
16160	- Presser, Machine, Wearing Apparel, Laundry	8.72
16190	- Sewing Machine Operator	11.73
16220	- Tailor	12.57
16250	- Washer, Machine	9.47
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	14.74
19040	- Tool And Die Maker	18.35
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	13.34
21030	- Material Coordinator	18.25
21040	- Material Expediter	18.25
21050	- Material Handling Laborer	10.69
21071	- Order Filler	10.09
21080	- Production Line Worker (Food Processing)	13.34
21110	- Shipping Packer	13.55
21130	- Shipping/Receiving Clerk	13.55
21140	- Store Worker I	10.50
21150	- Stock Clerk	13.92
21210	- Tools And Parts Attendant	13.34
21410	- Warehouse Specialist	13.34
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	21.21
23021	- Aircraft Mechanic I	20.20
23022	- Aircraft Mechanic II	21.21
23023	- Aircraft Mechanic III	22.27
23040	- Aircraft Mechanic Helper	14.73
23050	- Aircraft, Painter	17.30
23060	- Aircraft Servicer	16.93
23080	- Aircraft Worker	18.00
23110	- Appliance Mechanic	17.04
23120	- Bicycle Repairer	10.37
23125	- Cable Splicer	24.08
23130	- Carpenter, Maintenance	14.24
23140	- Carpet Layer	15.97
23160	- Electrician, Maintenance	19.87
23181	- Electronics Technician Maintenance I	18.12
23182	- Electronics Technician Maintenance II	21.74
23183	- Electronics Technician Maintenance III	22.13
23260	- Fabric Worker	15.02
23290	- Fire Alarm System Mechanic	18.09
23310	- Fire Extinguisher Repairer	14.04

23311	- Fuel Distribution System Mechanic	18.85
23312	- Fuel Distribution System Operator	15.55
23370	- General Maintenance Worker	15.08
23380	- Ground Support Equipment Mechanic	20.20
23381	- Ground Support Equipment Servicer	16.93
23382	- Ground Support Equipment Worker	18.00
23391	- Gunsmith I	15.83
23392	- Gunsmith II	17.54
23393	- Gunsmith III	19.24
23410	- Heating, Ventilation And Air-Conditioning Mechanic	15.93
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.83
23430	- Heavy Equipment Mechanic	18.06
23440	- Heavy Equipment Operator	15.95
23460	- Instrument Mechanic	18.09
23465	- Laboratory/Shelter Mechanic	17.04
23470	- Laborer	10.69
23510	- Locksmith	17.04
23530	- Machinery Maintenance Mechanic	19.08
23550	- Machinist, Maintenance	15.52
23580	- Maintenance Trades Helper	11.97
23591	- Metrology Technician I	18.09
23592	- Metrology Technician II	19.11
23593	- Metrology Technician III	20.16
23640	- Millwright	18.50
23710	- Office Appliance Repairer	16.19
23760	- Painter, Maintenance	14.75
23790	- Pipefitter, Maintenance	17.90
23810	- Plumber, Maintenance	16.77
23820	- Pneudraulic Systems Mechanic	18.09
23850	- Rigger	18.09
23870	- Scale Mechanic	15.97
23890	- Sheet-Metal Worker, Maintenance	14.97
23910	- Small Engine Mechanic	15.97
23931	- Telecommunications Mechanic I	22.66
23932	- Telecommunications Mechanic II	23.86
23950	- Telephone Lineman	22.86
23960	- Welder, Combination, Maintenance	14.96
23965	- Well Driller	18.09
23970	- Woodcraft Worker	18.09
23980	- Woodworker	13.63
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	9.12
24580	- Child Care Center Clerk	12.38
24610	- Chore Aide	9.66
24620	- Family Readiness And Support Services Coordinator	11.89
24630	- Homemaker	13.59
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	19.40
25040	- Sewage Plant Operator	15.57
25070	- Stationary Engineer	19.40
25190	- Ventilation Equipment Tender	13.32
25210	- Water Treatment Plant Operator	15.57
27000	- Protective Service Occupations	
27004	- Alarm Monitor	10.99
27007	- Baggage Inspector	9.70
27008	- Corrections Officer	13.68
27010	- Court Security Officer	15.27
27030	- Detection Dog Handler	10.85
27040	- Detention Officer	13.68
27070	- Firefighter	15.17
27101	- Guard I	9.70
27102	- Guard II	10.85
27131	- Police Officer I	16.24
27132	- Police Officer II	18.04
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	10.24
28042	- Carnival Equipment Repairer	10.97
28043	- Carnival Worker	8.04
28210	- Gate Attendant/Gate Tender	12.73
28310	- Lifeguard	11.34
28350	- Park Attendant (Aide)	14.24
28510	- Recreation Aide/Health Facility Attendant	10.09
28515	- Recreation Specialist	13.92
28630	- Sports Official	11.34
28690	- Swimming Pool Operator	16.53
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	17.63
29020	- Hatch Tender	17.63

29030	- Line Handler	17.63
29041	- Stevedore I	16.55
29042	- Stevedore II	18.73
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	14.87
30022	- Archeological Technician II	16.63
30023	- Archeological Technician III	20.61
30030	- Cartographic Technician	20.61
30040	- Civil Engineering Technician	20.61
30061	- Drafter/CAD Operator I	14.87
30062	- Drafter/CAD Operator II	16.63
30063	- Drafter/CAD Operator III	18.55
30064	- Drafter/CAD Operator IV	22.82
30081	- Engineering Technician I	13.94
30082	- Engineering Technician II	16.36
30083	- Engineering Technician III	18.18
30084	- Engineering Technician IV	22.89
30085	- Engineering Technician V	25.03
30086	- Engineering Technician VI	33.59
30090	- Environmental Technician	21.25
30210	- Laboratory Technician	18.55
30240	- Mathematical Technician	21.25
30361	- Paralegal/Legal Assistant I	14.77
30362	- Paralegal/Legal Assistant II	20.17
30363	- Paralegal/Legal Assistant III	24.63
30364	- Paralegal/Legal Assistant IV	29.83
30390	- Photo-Optics Technician	21.97
30461	- Technical Writer I	20.61
30462	- Technical Writer II	25.21
30463	- Technical Writer III	30.50
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 (see 2)	18.55
Surface Programs		
30621	- Weather Observer, Senior (see 2)	20.61
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	11.63
31030	- Bus Driver	14.60
31043	- Driver Courier	11.09
31260	- Parking and Lot Attendant	11.08
31290	- Shuttle Bus Driver	11.71
31310	- Taxi Driver	11.11
31361	- Truckdriver, Light	11.71
31362	- Truckdriver, Medium	13.58
31363	- Truckdriver, Heavy	18.95
31364	- Truckdriver, Tractor-Trailer	18.95
99000	- Miscellaneous Occupations	
99030	- Cashier	7.82
99050	- Desk Clerk	9.12
99095	- Embalmer	22.64
99251	- Laboratory Animal Caretaker I	10.45
99252	- Laboratory Animal Caretaker II	11.08
99310	- Mortician	22.74
99410	- Pest Controller	12.98
99510	- Photofinishing Worker	11.95
99710	- Recycling Laborer	13.79
99711	- Recycling Specialist	16.28
99730	- Refuse Collector	12.56
99810	- Sales Clerk	10.53
99820	- School Crossing Guard	11.64
99830	- Survey Party Chief	15.54
99831	- Surveying Aide	10.27
99832	- Surveying Technician	14.12
99840	- Vending Machine Attendant	14.11
99841	- Vending Machine Repairer	17.11
99842	- Vending Machine Repairer Helper	14.11

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: 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 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 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.