



01532	- Travel Clerk II	17.68
01533	- Travel Clerk III	19.19
01611	- Word Processor I	17.62
01612	- Word Processor II	19.79
01613	- Word Processor III	22.13
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	28.29
05010	- Automotive Electrician	28.50
05040	- Automotive Glass Installer	27.31
05070	- Automotive Worker	27.31
05110	- Mobile Equipment Servicer	24.42
05130	- Motor Equipment Metal Mechanic	30.31
05160	- Motor Equipment Metal Worker	27.31
05190	- Motor Vehicle Mechanic	29.68
05220	- Motor Vehicle Mechanic Helper	23.15
05250	- Motor Vehicle Upholstery Worker	26.12
05280	- Motor Vehicle Wrecker	27.31
05310	- Painter, Automotive	28.50
05340	- Radiator Repair Specialist	27.31
05370	- Tire Repairer	18.22
05400	- Transmission Repair Specialist	29.68
07000	- Food Preparation And Service Occupations	
07010	- Baker	19.55
07041	- Cook I	17.97
07042	- Cook II	19.55
07070	- Dishwasher	14.67
07130	- Food Service Worker	14.67
07210	- Meat Cutter	19.55
07260	- Waiter/Waitress	15.50
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	21.14
09040	- Furniture Handler	16.07
09080	- Furniture Refinisher	21.14
09090	- Furniture Refinisher Helper	17.75
09110	- Furniture Repairer, Minor	19.44
09130	- Upholsterer	21.14
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	14.92
11060	- Elevator Operator	14.95
11090	- Gardener	18.74
11122	- Housekeeping Aide	15.70
11150	- Janitor	15.70
11210	- Laborer, Grounds Maintenance	15.89
11240	- Maid or Houseman	15.43
11260	- Pruner	14.75
11270	- Tractor Operator	18.02
11330	- Trail Maintenance Worker	15.89
11360	- Window Cleaner	16.95
12000	- Health Occupations	
12010	- Ambulance Driver	24.99
12011	- Breath Alcohol Technician	24.87
12012	- Certified Occupational Therapist Assistant	30.08
12015	- Certified Physical Therapist Assistant	28.84
12020	- Dental Assistant	17.18
12025	- Dental Hygienist	43.12
12030	- EKG Technician	31.67
12035	- Electroneurodiagnostic Technologist	31.67
12040	- Emergency Medical Technician	24.99
12071	- Licensed Practical Nurse I	21.76
12072	- Licensed Practical Nurse II	24.34
12073	- Licensed Practical Nurse III	26.29
12100	- Medical Assistant	16.91
12130	- Medical Laboratory Technician	24.79
12160	- Medical Record Clerk	20.28
12190	- Medical Record Technician	22.70
12195	- Medical Transcriptionist	20.22
12210	- Nuclear Medicine Technologist	42.16
12221	- Nursing Assistant I	12.37
12222	- Nursing Assistant II	15.71
12223	- Nursing Assistant III	16.63
12224	- Nursing Assistant IV	16.89

12235	- Optical Dispenser	27.86
12236	- Optical Technician	17.45
12250	- Pharmacy Technician	16.04
12280	- Phlebotomist	18.69
12305	- Radiologic Technologist	33.73
12311	- Registered Nurse I	32.76
12312	- Registered Nurse II	38.41
12313	- Registered Nurse II, Specialist	38.41
12314	- Registered Nurse III	49.39
12315	- Registered Nurse III, Anesthetist	49.39
12316	- Registered Nurse IV	59.22
12317	- Scheduler (Drug and Alcohol Testing)	29.21
12320	- Substance Abuse Treatment Counselor	25.04
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	27.03
13012	- Exhibits Specialist II	33.49
13013	- Exhibits Specialist III	40.95
13041	- Illustrator I	26.51
13042	- Illustrator II	32.31
13043	- Illustrator III	39.22
13047	- Librarian	37.25
13050	- Library Aide/Clerk	15.79
13054	- Library Information Technology Systems Administrator	32.65
13058	- Library Technician	25.62
13061	- Media Specialist I	23.57
13062	- Media Specialist II	26.35
13063	- Media Specialist III	29.39
13071	- Photographer I	21.29
13072	- Photographer II	24.10
13073	- Photographer III	32.88
13074	- Photographer IV	38.49
13075	- Photographer V	46.55
13090	- Technical Order Library Clerk	17.27
13110	- Video Teleconference Technician	26.80
14000	- Information Technology Occupations	
14041	- Computer Operator I	19.00
14042	- Computer Operator II	21.26
14043	- Computer Operator III	23.71
14044	- Computer Operator IV	26.94
14045	- Computer Operator V	29.17
14071	- Computer Programmer I	(see 1)
14072	- Computer Programmer II	(see 1)
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	19.00
14160	- Personal Computer Support Technician	26.94
14170	- System Support Specialist	39.46
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	39.54
15020	- Aircrew Training Devices Instructor (Rated)	43.75
15030	- Air Crew Training Devices Instructor (Pilot)	52.46
15050	- Computer Based Training Specialist / Instructor	39.54
15060	- Educational Technologist	33.02
15070	- Flight Instructor (Pilot)	52.46
15080	- Graphic Artist	35.27
15085	- Maintenance Test Pilot, Fixed, Jet/Prop	48.47
15086	- Maintenance Test Pilot, Rotary Wing	48.47
15088	- Non-Maintenance Test/Co-Pilot	48.47
15090	- Technical Instructor	31.44
15095	- Technical Instructor/Course Developer	38.34
15110	- Test Proctor	25.30
15120	- Tutor	25.30
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	12.60
16030	- Counter Attendant	12.60
16040	- Dry Cleaner	15.52
16070	- Finisher, Flatwork, Machine	12.60

16090	- Presser, Hand	12.60
16110	- Presser, Machine, Drycleaning	12.60
16130	- Presser, Machine, Shirts	12.60
16160	- Presser, Machine, Wearing Apparel, Laundry	12.60
16190	- Sewing Machine Operator	16.47
16220	- Tailor	17.40
16250	- Washer, Machine	13.67
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	22.86
19040	- Tool And Die Maker	26.50
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	16.96
21030	- Material Coordinator	25.27
21040	- Material Expediter	25.27
21050	- Material Handling Laborer	16.41
21071	- Order Filler	15.58
21080	- Production Line Worker (Food Processing)	16.96
21110	- Shipping Packer	15.82
21130	- Shipping/Receiving Clerk	15.82
21140	- Store Worker I	16.34
21150	- Stock Clerk	20.48
21210	- Tools And Parts Attendant	16.96
21410	- Warehouse Specialist	16.96
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	33.88
23019	- Aircraft Logs and Records Technician	28.56
23021	- Aircraft Mechanic I	32.61
23022	- Aircraft Mechanic II	33.88
23023	- Aircraft Mechanic III	35.14
23040	- Aircraft Mechanic Helper	25.36
23050	- Aircraft, Painter	31.38
23060	- Aircraft Servicer	28.56
23070	- Aircraft Survival Flight Equipment Technician	31.38
23080	- Aircraft Worker	30.09
23091	- Aircrew Life Support Equipment (ALSE) Mechanic I	30.09
23092	- Aircrew Life Support Equipment (ALSE) Mechanic II	32.61
23110	- Appliance Mechanic	21.38
23120	- Bicycle Repairer	17.13
23125	- Cable Splicer	38.29
23130	- Carpenter, Maintenance	29.89
23140	- Carpet Layer	27.98
23160	- Electrician, Maintenance	37.18
23181	- Electronics Technician Maintenance I	27.36
23182	- Electronics Technician Maintenance II	29.17
23183	- Electronics Technician Maintenance III	31.14
23260	- Fabric Worker	30.87
23290	- Fire Alarm System Mechanic	22.72
23310	- Fire Extinguisher Repairer	25.69
23311	- Fuel Distribution System Mechanic	39.84
23312	- Fuel Distribution System Operator	33.08
23370	- General Maintenance Worker	24.67
23380	- Ground Support Equipment Mechanic	32.61
23381	- Ground Support Equipment Servicer	28.56
23382	- Ground Support Equipment Worker	30.09
23391	- Gunsmith I	25.69
23392	- Gunsmith II	28.68
23393	- Gunsmith III	31.08
23410	- Heating, Ventilation And Air-Conditioning Mechanic	28.89
23411	- Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	30.01
23430	- Heavy Equipment Mechanic	28.11
23440	- Heavy Equipment Operator	38.59
23460	- Instrument Mechanic	31.98
23465	- Laboratory/Shelter Mechanic	29.91
23470	- Laborer	15.95
23510	- Locksmith	21.78
23530	- Machinery Maintenance Mechanic	26.72
23550	- Machinist, Maintenance	23.10

23580	- Maintenance Trades Helper	16.90
23591	- Metrology Technician I	31.98
23592	- Metrology Technician II	33.34
23593	- Metrology Technician III	34.56
23640	- Millwright	37.71
23710	- Office Appliance Repairer	22.95
23760	- Painter, Maintenance	25.47
23790	- Pipefitter, Maintenance	33.83
23810	- Plumber, Maintenance	32.93
23820	- Pneudraulic Systems Mechanic	31.08
23850	- Rigger	29.48
23870	- Scale Mechanic	28.68
23890	- Sheet-Metal Worker, Maintenance	33.61
23910	- Small Engine Mechanic	20.63
23931	- Telecommunications Mechanic I	34.00
23932	- Telecommunications Mechanic II	35.42
23950	- Telephone Lineman	39.62
23960	- Welder, Combination, Maintenance	23.02
23965	- Well Driller	27.38
23970	- Woodcraft Worker	31.08
23980	- Woodworker	25.69
24000	- Personal Needs Occupations	
24550	- Case Manager	17.01
24570	- Child Care Attendant	13.87
24580	- Child Care Center Clerk	17.30
24610	- Chore Aide	12.67
24620	- Family Readiness And Support Services Coordinator	17.01
24630	- Homemaker	19.21
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	38.08
25040	- Sewage Plant Operator	32.56
25070	- Stationary Engineer	38.08
25190	- Ventilation Equipment Tender	29.61
25210	- Water Treatment Plant Operator	32.56
27000	- Protective Service Occupations	
27004	- Alarm Monitor	21.03
27007	- Baggage Inspector	17.98
27008	- Corrections Officer	34.07
27010	- Court Security Officer	34.73
27030	- Detection Dog Handler	20.36
27040	- Detention Officer	34.07
27070	- Firefighter	35.70
27101	- Guard I	17.98
27102	- Guard II	20.36
27131	- Police Officer I	35.61
27132	- Police Officer II	39.53
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	17.13
28042	- Carnival Equipment Repairer	17.97
28043	- Carnival Worker	14.67
28210	- Gate Attendant/Gate Tender	16.49
28310	- Lifeguard	13.13
28350	- Park Attendant (Aide)	18.46
28510	- Recreation Aide/Health Facility Attendant	18.95
28515	- Recreation Specialist	22.88
28630	- Sports Official	14.69
28690	- Swimming Pool Operator	20.98
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	39.80
29020	- Hatch Tender	39.80
29030	- Line Handler	39.80
29041	- Stevedore I	34.89
29042	- Stevedore II	43.73
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	42.79
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	29.51
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	32.50
30021	- Archeological Technician I	19.69
30022	- Archeological Technician II	22.02
30023	- Archeological Technician III	27.27

30030	- Cartographic Technician	27.27
30040	- Civil Engineering Technician	29.28
30051	- Cryogenic Technician I	27.21
30052	- Cryogenic Technician II	30.05
30061	- Drafter/CAD Operator I	19.69
30062	- Drafter/CAD Operator II	22.02
30063	- Drafter/CAD Operator III	24.55
30064	- Drafter/CAD Operator IV	30.20
30081	- Engineering Technician I	19.98
30082	- Engineering Technician II	22.47
30083	- Engineering Technician III	25.28
30084	- Engineering Technician IV	31.22
30085	- Engineering Technician V	38.08
30086	- Engineering Technician VI	46.07
30090	- Environmental Technician	25.76
30095	- Evidence Control Specialist	24.57
30210	- Laboratory Technician	23.52
30221	- Latent Fingerprint Technician I	29.12
30222	- Latent Fingerprint Technician II	32.16
30240	- Mathematical Technician	26.78
30361	- Paralegal/Legal Assistant I	23.36
30362	- Paralegal/Legal Assistant II	28.94
30363	- Paralegal/Legal Assistant III	35.39
30364	- Paralegal/Legal Assistant IV	42.84
30375	- Petroleum Supply Specialist	30.05
30390	- Photo-Optics Technician	27.27
30395	- Radiation Control Technician	30.05
30461	- Technical Writer I	28.45
30462	- Technical Writer II	34.80
30463	- Technical Writer III	42.11
30491	- Unexploded Ordnance (UXO) Technician I	27.19
30492	- Unexploded Ordnance (UXO) Technician II	32.90
30493	- Unexploded Ordnance (UXO) Technician III	39.44
30494	- Unexploded (UXO) Safety Escort	27.19
30495	- Unexploded (UXO) Sweep Personnel	27.19
30501	- Weather Forecaster I	30.20
30502	- Weather Forecaster II	36.74
30620	- Weather Observer, Combined Upper Air Or	(see 2) 24.55
Surface Programs		
30621	- Weather Observer, Senior	(see 2) 27.27
31000	- Transportation/Mobile Equipment Operation Occupations	
31010	- Airplane Pilot	32.90
31020	- Bus Aide	20.99
31030	- Bus Driver	26.48
31043	- Driver Courier	16.75
31260	- Parking and Lot Attendant	10.97
31290	- Shuttle Bus Driver	17.80
31310	- Taxi Driver	15.21
31361	- Truckdriver, Light	17.80
31362	- Truckdriver, Medium	18.87
31363	- Truckdriver, Heavy	24.52
31364	- Truckdriver, Tractor-Trailer	24.52
99000	- Miscellaneous Occupations	
99020	- Cabin Safety Specialist	16.04
99030	- Cashier	10.95
99050	- Desk Clerk	16.69
99095	- Embalmer	34.64
99130	- Flight Follower	27.19
99251	- Laboratory Animal Caretaker I	16.32
99252	- Laboratory Animal Caretaker II	17.14
99260	- Marketing Analyst	35.50
99310	- Mortician	34.64
99410	- Pest Controller	18.75
99510	- Photofinishing Worker	16.23
99710	- Recycling Laborer	26.33
99711	- Recycling Specialist	30.07
99730	- Refuse Collector	24.44
99810	- Sales Clerk	14.70
99820	- School Crossing Guard	16.24
99830	- Survey Party Chief	25.11
99831	- Surveying Aide	16.41

99832 - Surveying Technician	21.65
99840 - Vending Machine Attendant	21.12
99841 - Vending Machine Repairer	25.57
99842 - Vending Machine Repairer Helper	20.88

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. 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).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.41 per hour or \$176.40 per week or \$764.40 per month

HEALTH & WELFARE EO 13706: \$4.13 per hour, or \$165.20 per week, or \$715.87 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 10 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 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 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 (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 paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 U.S. Department of Labor, Wage and Hour Division, 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 Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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" 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 (See 29 CFR 4.152(c)(1)).