

01312 - Secretary II	18.03
01313 - Secretary III	20.10
01320 - Service Order Dispatcher	22.87
01410 - Supply Technician	26.25
01420 - Survey Worker	13.58
01460 - Switchboard Operator/Receptionist	15.04
01531 - Travel Clerk I	18.18
01532 - Travel Clerk II	19.34
01533 - Travel Clerk III	20.53
01611 - Word Processor I	14.17
01612 - Word Processor II	15.92
01613 - Word Processor III	17.80
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	22.38
05010 - Automotive Electrician	21.70
05040 - Automotive Glass Installer	20.61
05070 - Automotive Worker	20.61
05110 - Mobile Equipment Servicer	18.30
05130 - Motor Equipment Metal Mechanic	22.60
05160 - Motor Equipment Metal Worker	20.61
05190 - Motor Vehicle Mechanic	22.60
05220 - Motor Vehicle Mechanic Helper	17.11
05250 - Motor Vehicle Upholstery Worker	19.44
05280 - Motor Vehicle Wrecker	20.61
05310 - Painter Automotive	21.70
05340 - Radiator Repair Specialist	20.61
05370 - Tire Repairer	13.73
05400 - Transmission Repair Specialist	22.60
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.48
07041 - Cook I	14.99
07042 - Cook II	16.89
07070 - Dishwasher	11.82
07130 - Food Service Worker	12.68
07210 - Meat Cutter	16.84
07260 - Waiter/Waitress	9.92
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.46
09040 - Furniture Handler	13.29
09080 - Furniture Refinisher	19.46
09090 - Furniture Refinisher Helper	15.34
09110 - Furniture Repairer Minor	17.44
09130 - Upholsterer	19.46
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.86
11060 - Elevator Operator	13.86
11090 - Gardener	20.78
11122 - Housekeeping Aide	13.92
11150 - Janitor	13.92
11210 - Laborer Grounds Maintenance	16.83
11240 - Maid or Houseman	11.97
11260 - Pruner	15.49
11270 - Tractor Operator	19.44
11330 - Trail Maintenance Worker	16.83
11360 - Window Cleaner	15.11
12000 - Health Occupations	
12010 - Ambulance Driver	17.03
12011 - Breath Alcohol Technician	20.33
12012 - Certified Occupational Therapist Assistant	29.52
12015 - Certified Physical Therapist Assistant	25.21
12020 - Dental Assistant	19.75
12025 - Dental Hygienist	35.42
12030 - EKG Technician	24.98
12035 - Electroneurodiagnostic Technologist	24.98
12040 - Emergency Medical Technician	17.03

12071 - Licensed Practical Nurse I	18.18
12072 - Licensed Practical Nurse II	20.33
12073 - Licensed Practical Nurse III	22.66
12100 - Medical Assistant	17.62
12130 - Medical Laboratory Technician	28.03
12160 - Medical Record Clerk	20.44
12190 - Medical Record Technician	22.86
12195 - Medical Transcriptionist	19.50
12210 - Nuclear Medicine Technologist	36.44
12221 - Nursing Assistant I	12.28
12222 - Nursing Assistant II	13.80
12223 - Nursing Assistant III	15.06
12224 - Nursing Assistant IV	16.92
12235 - Optical Dispenser	17.57
12236 - Optical Technician	16.57
12250 - Pharmacy Technician	17.30
12280 - Phlebotomist	16.84
12305 - Radiologic Technologist	27.03
12311 - Registered Nurse I	23.43
12312 - Registered Nurse II	28.67
12313 - Registered Nurse II Specialist	28.67
12314 - Registered Nurse III	34.68
12315 - Registered Nurse III Anesthetist	34.68
12316 - Registered Nurse IV	41.57
12317 - Scheduler (Drug and Alcohol Testing)	25.19
12320 - Substance Abuse Treatment Counselor	24.88
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	22.39
13012 - Exhibits Specialist II	27.73
13013 - Exhibits Specialist III	33.92
13041 - Illustrator I	20.94
13042 - Illustrator II	25.93
13043 - Illustrator III	31.73
13047 - Librarian	31.28
13050 - Library Aide/Clerk	11.64
13054 - Library Information Technology Systems Administrator	28.24
13058 - Library Technician	16.37
13061 - Media Specialist I	20.39
13062 - Media Specialist II	22.80
13063 - Media Specialist III	25.41
13071 - Photographer I	15.34
13072 - Photographer II	17.15
13073 - Photographer III	21.25
13074 - Photographer IV	25.99
13075 - Photographer V	31.45
13090 - Technical Order Library Clerk	15.74
13110 - Video Teleconference Technician	19.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.03
14042 - Computer Operator II	20.16
14043 - Computer Operator III	22.76
14044 - Computer Operator IV	24.98
14045 - Computer Operator V	27.66
14071 - Computer Programmer I	(see 1) 24.18
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	18.03
14160 - Personal Computer Support Technician	24.98
14170 - System Support Specialist	28.10
15000 - Instructional Occupations	

15010 - Aircrew Training Devices Instructor (Non-Rated)	30.60
15020 - Aircrew Training Devices Instructor (Rated)	34.46
15030 - Air Crew Training Devices Instructor (Pilot)	41.06
15050 - Computer Based Training Specialist / Instructor	30.60
15060 - Educational Technologist	34.82
15070 - Flight Instructor (Pilot)	41.06
15080 - Graphic Artist	24.10
15085 - Maintenance Test Pilot Fixed Jet/Prop	41.06
15086 - Maintenance Test Pilot Rotary Wing	41.06
15088 - Non-Maintenance Test/Co-Pilot	41.06
15090 - Technical Instructor	24.35
15095 - Technical Instructor/Course Developer	29.79
15110 - Test Proctor	19.66
15120 - Tutor	19.66
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	10.97
16030 - Counter Attendant	10.97
16040 - Dry Cleaner	12.53
16070 - Finisher Flatwork Machine	10.97
16090 - Presser Hand	10.97
16110 - Presser Machine Drycleaning	10.97
16130 - Presser Machine Shirts	10.97
16160 - Presser Machine Wearing Apparel Laundry	10.97
16190 - Sewing Machine Operator	13.24
16220 - Tailor	14.02
16250 - Washer Machine	11.49
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.42
19040 - Tool And Die Maker	24.75
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.24
21030 - Material Coordinator	20.35
21040 - Material Expediter	20.35
21050 - Material Handling Laborer	15.94
21071 - Order Filler	13.24
21080 - Production Line Worker (Food Processing)	17.24
21110 - Shipping Packer	16.45
21130 - Shipping/Receiving Clerk	16.45
21140 - Store Worker I	13.54
21150 - Stock Clerk	17.23
21210 - Tools And Parts Attendant	17.24
21410 - Warehouse Specialist	17.24
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.33
23019 - Aircraft Logs and Records Technician	23.11
23021 - Aircraft Mechanic I	25.21
23022 - Aircraft Mechanic II	26.33
23023 - Aircraft Mechanic III	27.45
23040 - Aircraft Mechanic Helper	20.66
23050 - Aircraft Painter	24.50
23060 - Aircraft Servicer	23.11
23070 - Aircraft Survival Flight Equipment Technician	24.50
23080 - Aircraft Worker	23.40
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.40
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	25.21
23110 - Appliance Mechanic	20.00
23120 - Bicycle Repairer	20.94
23125 - Cable Splicer	38.62
23130 - Carpenter Maintenance	19.66
23140 - Carpet Layer	23.37
23160 - Electrician Maintenance	28.05
23181 - Electronics Technician Maintenance I	23.46
23182 - Electronics Technician Maintenance II	24.71

23183 - Electronics Technician Maintenance III	25.73
23260 - Fabric Worker	22.25
23290 - Fire Alarm System Mechanic	23.57
23310 - Fire Extinguisher Repairer	20.94
23311 - Fuel Distribution System Mechanic	26.39
23312 - Fuel Distribution System Operator	22.22
23370 - General Maintenance Worker	20.70
23380 - Ground Support Equipment Mechanic	25.21
23381 - Ground Support Equipment Servicer	23.11
23382 - Ground Support Equipment Worker	23.40
23391 - Gunsmith I	20.94
23392 - Gunsmith II	23.59
23393 - Gunsmith III	25.87
23410 - Heating Ventilation And Air-Conditioning Mechanic	25.37
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	26.49
23430 - Heavy Equipment Mechanic	27.13
23440 - Heavy Equipment Operator	24.22
23460 - Instrument Mechanic	26.26
23465 - Laboratory/Shelter Mechanic	24.84
23470 - Laborer	15.94
23510 - Locksmith	23.45
23530 - Machinery Maintenance Mechanic	25.13
23550 - Machinist Maintenance	21.49
23580 - Maintenance Trades Helper	14.65
23591 - Metrology Technician I	26.26
23592 - Metrology Technician II	27.42
23593 - Metrology Technician III	28.29
23640 - Millwright	29.79
23710 - Office Appliance Repairer	20.24
23760 - Painter Maintenance	17.53
23790 - Pipefitter Maintenance	35.21
23810 - Plumber Maintenance	33.81
23820 - Pneudraulic Systems Mechanic	25.87
23850 - Rigger	25.87
23870 - Scale Mechanic	23.59
23890 - Sheet-Metal Worker Maintenance	28.88
23910 - Small Engine Mechanic	20.61
23931 - Telecommunications Mechanic I	29.09
23932 - Telecommunications Mechanic II	30.38
23950 - Telephone Lineman	25.15
23960 - Welder Combination Maintenance	20.79
23965 - Well Driller	21.19
23970 - Woodcraft Worker	25.87
23980 - Woodworker	20.94
24000 - Personal Needs Occupations	
24550 - Case Manager	16.46
24570 - Child Care Attendant	11.78
24580 - Child Care Center Clerk	14.68
24610 - Chore Aide	12.47
24620 - Family Readiness And Support Services Coordinator	16.46
24630 - Homemaker	16.46
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.07
25040 - Sewage Plant Operator	26.33
25070 - Stationary Engineer	26.07
25190 - Ventilation Equipment Tender	19.74
25210 - Water Treatment Plant Operator	26.33
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.00
27007 - Baggage Inspector	16.47
27008 - Corrections Officer	22.21
27010 - Court Security Officer	24.81

27030 - Detection Dog Handler	18.42
27040 - Detention Officer	22.21
27070 - Firefighter	27.79
27101 - Guard I	16.47
27102 - Guard II	18.42
27131 - Police Officer I	30.59
27132 - Police Officer II	34.00
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.07
28042 - Carnival Equipment Repairer	13.98
28043 - Carnival Worker	10.42
28210 - Gate Attendant/Gate Tender	15.37
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	17.19
28510 - Recreation Aide/Health Facility Attendant	12.54
28515 - Recreation Specialist	21.29
28630 - Sports Official	13.68
28690 - Swimming Pool Operator	17.03
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	26.83
29020 - Hatch Tender	26.83
29030 - Line Handler	26.83
29041 - Stevedore I	25.32
29042 - Stevedore II	28.25
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HF0) (see 2)	40.41
30011 - Air Traffic Control Specialist Station (HF0) (see 2)	27.87
30012 - Air Traffic Control Specialist Terminal (HF0) (see 2)	30.69
30021 - Archeological Technician I	18.46
30022 - Archeological Technician II	20.64
30023 - Archeological Technician III	25.57
30030 - Cartographic Technician	25.57
30040 - Civil Engineering Technician	21.59
30051 - Cryogenic Technician I	27.98
30052 - Cryogenic Technician II	29.43
30061 - Drafter/CAD Operator I	18.46
30062 - Drafter/CAD Operator II	20.64
30063 - Drafter/CAD Operator III	23.02
30064 - Drafter/CAD Operator IV	27.98
30081 - Engineering Technician I	16.00
30082 - Engineering Technician II	17.95
30083 - Engineering Technician III	20.08
30084 - Engineering Technician IV	24.89
30085 - Engineering Technician V	30.45
30086 - Engineering Technician VI	36.83
30090 - Environmental Technician	25.41
30095 - Evidence Control Specialist	24.05
30210 - Laboratory Technician	28.62
30221 - Latent Fingerprint Technician I	23.41
30222 - Latent Fingerprint Technician II	25.85
30240 - Mathematical Technician	27.28
30361 - Paralegal/Legal Assistant I	19.64
30362 - Paralegal/Legal Assistant II	24.32
30363 - Paralegal/Legal Assistant III	29.75
30364 - Paralegal/Legal Assistant IV	35.99
30375 - Petroleum Supply Specialist	29.43
30390 - Photo-Optics Technician	25.37
30395 - Radiation Control Technician	29.43
30461 - Technical Writer I	24.07
30462 - Technical Writer II	29.45
30463 - Technical Writer III	35.63
30491 - Unexploded Ordnance (UXO) Technician I	25.69
30492 - Unexploded Ordnance (UXO) Technician II	31.08
30493 - Unexploded Ordnance (UXO) Technician III	37.25
30494 - Unexploded (UXO) Safety Escort	25.69

30495 - Unexploded (UXO) Sweep Personnel	25.69
30501 - Weather Forecaster I	27.98
30502 - Weather Forecaster II	32.41
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 23.02
30621 - Weather Observer Senior	(see 2) 25.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	31.08
31020 - Bus Aide	18.04
31030 - Bus Driver	23.67
31043 - Driver Courier	15.63
31260 - Parking and Lot Attendant	12.66
31290 - Shuttle Bus Driver	16.03
31310 - Taxi Driver	13.68
31361 - Truckdriver Light	16.71
31362 - Truckdriver Medium	21.01
31363 - Truckdriver Heavy	22.18
31364 - Truckdriver Tractor-Trailer	22.18
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	15.15
99030 - Cashier	11.85
99050 - Desk Clerk	11.59
99095 - Embalmer	34.13
99130 - Flight Follower	25.69
99251 - Laboratory Animal Caretaker I	13.23
99252 - Laboratory Animal Caretaker II	14.15
99260 - Marketing Analyst	27.48
99310 - Mortician	34.13
99410 - Pest Controller	20.15
99510 - Photofinishing Worker	17.82
99710 - Recycling Laborer	17.88
99711 - Recycling Specialist	20.64
99730 - Refuse Collector	16.46
99810 - Sales Clerk	12.85
99820 - School Crossing Guard	14.74
99830 - Survey Party Chief	34.88
99831 - Surveying Aide	18.88
99832 - Surveying Technician	23.95
99840 - Vending Machine Attendant	14.88
99841 - Vending Machine Repairer	17.79
99842 - Vending Machine Repairer Helper	14.88

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.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.60 per hour up to 40 hours per week or \$184.00 per week or \$797.33 per month

HEALTH & WELFARE EO 13706: \$4.23 per hour up to 40 hours per week or \$169.20 per week or \$733.20 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years 4 weeks after 15 years and 5 weeks after 20 years.

Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of 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 (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))."