

01320 - Service Order Dispatcher	16.02
01410 - Supply Technician	23.95
01420 - Survey Worker	15.82
01460 - Switchboard Operator/Receptionist	11.87
01531 - Travel Clerk I	13.35
01532 - Travel Clerk II	14.25
01533 - Travel Clerk III	15.10
01611 - Word Processor I	14.07
01612 - Word Processor II	15.79
01613 - Word Processor III	17.67
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	23.00
05010 - Automotive Electrician	18.40
05040 - Automotive Glass Installer	17.20
05070 - Automotive Worker	17.20
05110 - Mobile Equipment Servicer	14.80
05130 - Motor Equipment Metal Mechanic	19.45
05160 - Motor Equipment Metal Worker	17.20
05190 - Motor Vehicle Mechanic	19.45
05220 - Motor Vehicle Mechanic Helper	13.61
05250 - Motor Vehicle Upholstery Worker	16.02
05280 - Motor Vehicle Wrecker	17.20
05310 - Painter Automotive	18.40
05340 - Radiator Repair Specialist	17.20
05370 - Tire Repairer	13.57
05400 - Transmission Repair Specialist	19.45
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.75
07041 - Cook I	11.57
07042 - Cook II	13.61
07070 - Dishwasher	9.20
07130 - Food Service Worker	8.97
07210 - Meat Cutter	12.48
07260 - Waiter/Waitress	8.84
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.21
09040 - Furniture Handler	12.87
09080 - Furniture Refinisher	22.21
09090 - Furniture Refinisher Helper	15.96
09110 - Furniture Repairer Minor	19.10
09130 - Upholsterer	22.21
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	12.90
11060 - Elevator Operator	12.90
11090 - Gardener	18.36
11122 - Housekeeping Aide	10.49
11150 - Janitor	10.49
11210 - Laborer Grounds Maintenance	13.48
11240 - Maid or Houseman	9.65
11260 - Pruner	11.86
11270 - Tractor Operator	16.71
11330 - Trail Maintenance Worker	13.48
11360 - Window Cleaner	11.93
12000 - Health Occupations	
12010 - Ambulance Driver	16.92
12011 - Breath Alcohol Technician	18.09
12012 - Certified Occupational Therapist Assistant	24.82
12015 - Certified Physical Therapist Assistant	26.18
12020 - Dental Assistant	15.45
12025 - Dental Hygienist	36.71
12030 - EKG Technician	27.41
12035 - Electroneurodiagnostic Technologist	27.41
12040 - Emergency Medical Technician	16.92
12071 - Licensed Practical Nurse I	16.17
12072 - Licensed Practical Nurse II	18.09

12073 - Licensed Practical Nurse III	20.17
12100 - Medical Assistant	14.59
12130 - Medical Laboratory Technician	24.72
12160 - Medical Record Clerk	15.86
12190 - Medical Record Technician	17.75
12195 - Medical Transcriptionist	16.17
12210 - Nuclear Medicine Technologist	39.56
12221 - Nursing Assistant I	11.46
12222 - Nursing Assistant II	12.88
12223 - Nursing Assistant III	14.06
12224 - Nursing Assistant IV	15.78
12235 - Optical Dispenser	15.98
12236 - Optical Technician	16.09
12250 - Pharmacy Technician	15.47
12280 - Phlebotomist	14.69
12305 - Radiologic Technologist	25.68
12311 - Registered Nurse I	26.17
12312 - Registered Nurse II	33.59
12313 - Registered Nurse II Specialist	33.59
12314 - Registered Nurse III	40.65
12315 - Registered Nurse III Anesthetist	40.65
12316 - Registered Nurse IV	48.72
12317 - Scheduler (Drug and Alcohol Testing)	22.40
12320 - Substance Abuse Treatment Counselor	21.38
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.55
13012 - Exhibits Specialist II	24.22
13013 - Exhibits Specialist III	29.62
13041 - Illustrator I	19.55
13042 - Illustrator II	24.22
13043 - Illustrator III	29.62
13047 - Librarian	26.82
13050 - Library Aide/Clerk	15.56
13054 - Library Information Technology Systems Administrator	24.22
13058 - Library Technician	15.94
13061 - Media Specialist I	17.48
13062 - Media Specialist II	19.55
13063 - Media Specialist III	21.79
13071 - Photographer I	17.48
13072 - Photographer II	19.55
13073 - Photographer III	24.22
13074 - Photographer IV	29.62
13075 - Photographer V	35.85
13090 - Technical Order Library Clerk	19.55
13110 - Video Teleconference Technician	19.17
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.61
14042 - Computer Operator II	17.47
14043 - Computer Operator III	19.48
14044 - Computer Operator IV	21.64
14045 - Computer Operator V	23.97
14071 - Computer Programmer I	(see 1) 21.79
14072 - Computer Programmer II	(see 1) 25.53
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.61
14160 - Personal Computer Support Technician	21.64
14170 - System Support Specialist	24.21
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.74
15020 - Aircrew Training Devices Instructor (Rated)	35.98

15030 - Air Crew Training Devices Instructor (Pilot)	43.12
15050 - Computer Based Training Specialist / Instructor	29.74
15060 - Educational Technologist	25.62
15070 - Flight Instructor (Pilot)	43.12
15080 - Graphic Artist	23.69
15085 - Maintenance Test Pilot Fixed Jet/Prop	43.12
15086 - Maintenance Test Pilot Rotary Wing	43.12
15088 - Non-Maintenance Test/Co-Pilot	43.12
15090 - Technical Instructor	25.57
15095 - Technical Instructor/Course Developer	31.28
15110 - Test Proctor	20.65
15120 - Tutor	20.65
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	10.32
16030 - Counter Attendant	10.32
16040 - Dry Cleaner	11.95
16070 - Finisher Flatwork Machine	10.32
16090 - Presser Hand	10.32
16110 - Presser Machine Drycleaning	10.32
16130 - Presser Machine Shirts	10.32
16160 - Presser Machine Wearing Apparel Laundry	10.32
16190 - Sewing Machine Operator	12.65
16220 - Tailor	13.40
16250 - Washer Machine	10.77
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	22.26
19040 - Tool And Die Maker	28.51
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.18
21030 - Material Coordinator	23.68
21040 - Material Expediter	23.68
21050 - Material Handling Laborer	14.29
21071 - Order Filler	12.20
21080 - Production Line Worker (Food Processing)	18.18
21110 - Shipping Packer	17.95
21130 - Shipping/Receiving Clerk	17.95
21140 - Store Worker I	10.30
21150 - Stock Clerk	15.25
21210 - Tools And Parts Attendant	18.18
21410 - Warehouse Specialist	18.18
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	32.26
23019 - Aircraft Logs and Records Technician	24.93
23021 - Aircraft Mechanic I	30.29
23022 - Aircraft Mechanic II	32.26
23023 - Aircraft Mechanic III	34.24
23040 - Aircraft Mechanic Helper	21.19
23050 - Aircraft Painter	26.43
23060 - Aircraft Servicer	24.93
23070 - Aircraft Survival Flight Equipment Technician	26.43
23080 - Aircraft Worker	26.81
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	26.81
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	30.29
23110 - Appliance Mechanic	22.26
23120 - Bicycle Repairer	17.59
23125 - Cable Splicer	23.84
23130 - Carpenter Maintenance	19.06
23140 - Carpet Layer	20.69
23160 - Electrician Maintenance	26.82
23181 - Electronics Technician Maintenance I	26.83
23182 - Electronics Technician Maintenance II	28.88
23183 - Electronics Technician Maintenance III	30.92
23260 - Fabric Worker	19.14

23290 - Fire Alarm System Mechanic	23.84
23310 - Fire Extinguisher Repairer	17.59
23311 - Fuel Distribution System Mechanic	24.88
23312 - Fuel Distribution System Operator	18.36
23370 - General Maintenance Worker	20.48
23380 - Ground Support Equipment Mechanic	30.29
23381 - Ground Support Equipment Servicer	24.93
23382 - Ground Support Equipment Worker	26.81
23391 - Gunsmith I	17.59
23392 - Gunsmith II	20.69
23393 - Gunsmith III	23.84
23410 - Heating Ventilation And Air-Conditioning Mechanic	22.19
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	23.64
23430 - Heavy Equipment Mechanic	26.30
23440 - Heavy Equipment Operator	21.99
23460 - Instrument Mechanic	23.84
23465 - Laboratory/Shelter Mechanic	22.26
23470 - Laborer	13.64
23510 - Locksmith	22.26
23530 - Machinery Maintenance Mechanic	25.86
23550 - Machinist Maintenance	23.65
23580 - Maintenance Trades Helper	16.01
23591 - Metrology Technician I	23.84
23592 - Metrology Technician II	25.40
23593 - Metrology Technician III	26.95
23640 - Millwright	25.97
23710 - Office Appliance Repairer	21.27
23760 - Painter Maintenance	18.17
23790 - Pipefitter Maintenance	24.15
23810 - Plumber Maintenance	22.55
23820 - Pneudraulic Systems Mechanic	23.84
23850 - Rigger	18.57
23870 - Scale Mechanic	20.69
23890 - Sheet-Metal Worker Maintenance	20.33
23910 - Small Engine Mechanic	20.69
23931 - Telecommunications Mechanic I	25.13
23932 - Telecommunications Mechanic II	26.77
23950 - Telephone Lineman	23.84
23960 - Welder Combination Maintenance	23.54
23965 - Well Driller	23.84
23970 - Woodcraft Worker	23.84
23980 - Woodworker	17.59
24000 - Personal Needs Occupations	
24550 - Case Manager	17.98
24570 - Child Care Attendant	9.58
24580 - Child Care Center Clerk	12.73
24610 - Chore Aide	9.46
24620 - Family Readiness And Support Services Coordinator	17.98
24630 - Homemaker	17.98
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.34
25040 - Sewage Plant Operator	18.91
25070 - Stationary Engineer	23.34
25190 - Ventilation Equipment Tender	15.67
25210 - Water Treatment Plant Operator	18.91
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.43
27007 - Baggage Inspector	11.49
27008 - Corrections Officer	17.52
27010 - Court Security Officer	16.41
27030 - Detection Dog Handler	13.71
27040 - Detention Officer	17.52

27070 - Firefighter	14.08
27101 - Guard I	11.49
27102 - Guard II	13.71
27131 - Police Officer I	18.95
27132 - Police Officer II	21.06
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.26
28042 - Carnival Equipment Repairer	13.48
28043 - Carnival Worker	8.70
28210 - Gate Attendant/Gate Tender	14.93
28310 - Lifeguard	13.31
28350 - Park Attendant (Aide)	16.71
28510 - Recreation Aide/Health Facility Attendant	12.19
28515 - Recreation Specialist	20.69
28630 - Sports Official	13.30
28690 - Swimming Pool Operator	21.58
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.32
29020 - Hatch Tender	23.32
29030 - Line Handler	23.32
29041 - Stevedore I	21.58
29042 - Stevedore II	25.09
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	40.29
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	27.78
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	30.59
30021 - Archeological Technician I	19.63
30022 - Archeological Technician II	21.96
30023 - Archeological Technician III	27.09
30030 - Cartographic Technician	27.22
30040 - Civil Engineering Technician	24.46
30051 - Cryogenic Technician I	27.09
30052 - Cryogenic Technician II	29.92
30061 - Drafter/CAD Operator I	19.63
30062 - Drafter/CAD Operator II	21.96
30063 - Drafter/CAD Operator III	24.49
30064 - Drafter/CAD Operator IV	30.13
30081 - Engineering Technician I	16.09
30082 - Engineering Technician II	18.05
30083 - Engineering Technician III	20.19
30084 - Engineering Technician IV	25.02
30085 - Engineering Technician V	30.61
30086 - Engineering Technician VI	37.03
30090 - Environmental Technician	24.46
30095 - Evidence Control Specialist	24.46
30210 - Laboratory Technician	24.84
30221 - Latent Fingerprint Technician I	27.09
30222 - Latent Fingerprint Technician II	29.92
30240 - Mathematical Technician	27.22
30361 - Paralegal/Legal Assistant I	20.64
30362 - Paralegal/Legal Assistant II	26.00
30363 - Paralegal/Legal Assistant III	31.81
30364 - Paralegal/Legal Assistant IV	38.48
30375 - Petroleum Supply Specialist	29.92
30390 - Photo-Optics Technician	27.22
30395 - Radiation Control Technician	29.92
30461 - Technical Writer I	24.46
30462 - Technical Writer II	29.92
30463 - Technical Writer III	36.20
30491 - Unexploded Ordnance (UXO) Technician I	25.60
30492 - Unexploded Ordnance (UXO) Technician II	30.98
30493 - Unexploded Ordnance (UXO) Technician III	37.13
30494 - Unexploded (UXO) Safety Escort	25.60
30495 - Unexploded (UXO) Sweep Personnel	25.60
30501 - Weather Forecaster I	30.13

30502 - Weather Forecaster II		36.65
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2)	24.49
30621 - Weather Observer Senior	(see 2)	26.36
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		30.98
31020 - Bus Aide		12.31
31030 - Bus Driver		18.26
31043 - Driver Courier		14.25
31260 - Parking and Lot Attendant		10.82
31290 - Shuttle Bus Driver		14.80
31310 - Taxi Driver		11.92
31361 - Truckdriver Light		15.66
31362 - Truckdriver Medium		17.05
31363 - Truckdriver Heavy		22.48
31364 - Truckdriver Tractor-Trailer		22.48
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		15.10
99030 - Cashier		9.55
99050 - Desk Clerk		10.59
99095 - Embalmer		27.18
99130 - Flight Follower		25.60
99251 - Laboratory Animal Caretaker I		13.56
99252 - Laboratory Animal Caretaker II		14.91
99260 - Marketing Analyst		23.68
99310 - Mortician		27.18
99410 - Pest Controller		17.16
99510 - Photofinishing Worker		13.45
99710 - Recycling Laborer		13.96
99711 - Recycling Specialist		17.79
99730 - Refuse Collector		12.61
99810 - Sales Clerk		11.60
99820 - School Crossing Guard		11.96
99830 - Survey Party Chief		24.60
99831 - Surveying Aide		18.18
99832 - Surveying Technician		22.36
99840 - Vending Machine Attendant		16.86
99841 - Vending Machine Repairer		21.80
99842 - Vending Machine Repairer Helper		16.86

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: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 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 and 4 weeks after 15 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. (See 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))."