

01320 - Service Order Dispatcher	18.59
01410 - Supply Technician	30.38
01420 - Survey Worker	19.16
01460 - Switchboard Operator/Receptionist	14.18
01531 - Travel Clerk I	13.51
01532 - Travel Clerk II	14.76
01533 - Travel Clerk III	16.21
01611 - Word Processor I	16.07
01612 - Word Processor II	18.04
01613 - Word Processor III	20.18
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	22.21
05010 - Automotive Electrician	22.37
05040 - Automotive Glass Installer	21.55
05070 - Automotive Worker	21.55
05110 - Mobile Equipment Servicer	19.83
05130 - Motor Equipment Metal Mechanic	23.16
05160 - Motor Equipment Metal Worker	21.55
05190 - Motor Vehicle Mechanic	22.75
05220 - Motor Vehicle Mechanic Helper	18.60
05250 - Motor Vehicle Upholstery Worker	20.75
05280 - Motor Vehicle Wrecker	21.55
05310 - Painter Automotive	22.79
05340 - Radiator Repair Specialist	21.55
05370 - Tire Repairer	15.52
05400 - Transmission Repair Specialist	23.16
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.65
07041 - Cook I	18.79
07042 - Cook II	19.88
07070 - Dishwasher	13.76
07130 - Food Service Worker	14.65
07210 - Meat Cutter	16.39
07260 - Waiter/Waitress	13.20
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	25.30
09040 - Furniture Handler	16.23
09080 - Furniture Refinisher	25.30
09090 - Furniture Refinisher Helper	19.20
09110 - Furniture Repairer Minor	22.14
09130 - Upholsterer	25.30
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.02
11060 - Elevator Operator	14.65
11090 - Gardener	20.37
11122 - Housekeeping Aide	14.65
11150 - Janitor	14.65
11210 - Laborer Grounds Maintenance	16.03
11240 - Maid or Houseman	13.44
11260 - Pruner	14.80
11270 - Tractor Operator	18.96
11330 - Trail Maintenance Worker	16.03
11360 - Window Cleaner	15.78
12000 - Health Occupations	
12010 - Ambulance Driver	26.22
12011 - Breath Alcohol Technician	26.27
12012 - Certified Occupational Therapist Assistant	32.70
12015 - Certified Physical Therapist Assistant	32.90
12020 - Dental Assistant	21.91
12025 - Dental Hygienist	55.95
12030 - EKG Technician	35.17
12035 - Electroneurodiagnostic Technologist	35.17
12040 - Emergency Medical Technician	26.22
12071 - Licensed Practical Nurse I	21.44
12072 - Licensed Practical Nurse II	23.99

12073 - Licensed Practical Nurse III	26.73
12100 - Medical Assistant	14.89
12130 - Medical Laboratory Technician	22.32
12160 - Medical Record Clerk	18.62
12190 - Medical Record Technician	20.84
12195 - Medical Transcriptionist	21.44
12210 - Nuclear Medicine Technologist	48.92
12221 - Nursing Assistant I	12.65
12222 - Nursing Assistant II	14.22
12223 - Nursing Assistant III	15.52
12224 - Nursing Assistant IV	17.42
12235 - Optical Dispenser	23.99
12236 - Optical Technician	21.31
12250 - Pharmacy Technician	19.97
12280 - Phlebotomist	20.82
12305 - Radiologic Technologist	37.62
12311 - Registered Nurse I	29.75
12312 - Registered Nurse II	35.92
12313 - Registered Nurse II Specialist	35.92
12314 - Registered Nurse III	42.67
12315 - Registered Nurse III Anesthetist	42.67
12316 - Registered Nurse IV	51.14
12317 - Scheduler (Drug and Alcohol Testing)	32.54
12320 - Substance Abuse Treatment Counselor	29.70
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.91
13012 - Exhibits Specialist II	25.91
13013 - Exhibits Specialist III	31.68
13041 - Illustrator I	21.12
13042 - Illustrator II	26.16
13043 - Illustrator III	32.00
13047 - Librarian	28.91
13050 - Library Aide/Clerk	16.83
13054 - Library Information Technology Systems Administrator	26.11
13058 - Library Technician	20.03
13061 - Media Specialist I	18.84
13062 - Media Specialist II	21.07
13063 - Media Specialist III	23.50
13071 - Photographer I	16.33
13072 - Photographer II	18.44
13073 - Photographer III	22.63
13074 - Photographer IV	27.68
13075 - Photographer V	33.49
13090 - Technical Order Library Clerk	21.15
13110 - Video Teleconference Technician	17.71
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.72
14042 - Computer Operator II	20.94
14043 - Computer Operator III	23.34
14044 - Computer Operator IV	25.94
14045 - Computer Operator V	28.72
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	18.72
14160 - Personal Computer Support Technician	25.94
14170 - System Support Specialist	29.73
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.54
15020 - Aircrew Training Devices Instructor (Rated)	38.16

15030 - Air Crew Training Devices Instructor (Pilot)	45.74
15050 - Computer Based Training Specialist / Instructor	31.54
15060 - Educational Technologist	48.49
15070 - Flight Instructor (Pilot)	45.74
15080 - Graphic Artist	31.96
15085 - Maintenance Test Pilot Fixed Jet/Prop	43.27
15086 - Maintenance Test Pilot Rotary Wing	43.27
15088 - Non-Maintenance Test/Co-Pilot	43.27
15090 - Technical Instructor	26.13
15095 - Technical Instructor/Course Developer	31.96
15110 - Test Proctor	21.83
15120 - Tutor	21.83
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	15.31
16030 - Counter Attendant	15.31
16040 - Dry Cleaner	17.50
16070 - Finisher Flatwork Machine	15.31
16090 - Presser Hand	15.31
16110 - Presser Machine Drycleaning	15.31
16130 - Presser Machine Shirts	15.31
16160 - Presser Machine Wearing Apparel Laundry	15.31
16190 - Sewing Machine Operator	18.23
16220 - Tailor	18.96
16250 - Washer Machine	16.04
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	25.30
19040 - Tool And Die Maker	30.11
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.88
21030 - Material Coordinator	27.70
21040 - Material Expediter	27.70
21050 - Material Handling Laborer	15.42
21071 - Order Filler	15.33
21080 - Production Line Worker (Food Processing)	18.88
21110 - Shipping Packer	15.01
21130 - Shipping/Receiving Clerk	15.01
21140 - Store Worker I	14.58
21150 - Stock Clerk	17.99
21210 - Tools And Parts Attendant	18.88
21410 - Warehouse Specialist	18.88
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.19
23019 - Aircraft Logs and Records Technician	22.14
23021 - Aircraft Mechanic I	26.93
23022 - Aircraft Mechanic II	47.86
23023 - Aircraft Mechanic III	29.19
23040 - Aircraft Mechanic Helper	19.20
23050 - Aircraft Painter	25.30
23060 - Aircraft Servicer	22.14
23070 - Aircraft Survival Flight Equipment Technician	25.30
23080 - Aircraft Worker	23.74
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.71
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	26.93
23110 - Appliance Mechanic	25.30
23120 - Bicycle Repairer	20.62
23125 - Cable Splicer	26.93
23130 - Carpenter Maintenance	31.04
23140 - Carpet Layer	23.71
23160 - Electrician Maintenance	33.55
23181 - Electronics Technician Maintenance I	23.71
23182 - Electronics Technician Maintenance II	25.30
23183 - Electronics Technician Maintenance III	27.60
23260 - Fabric Worker	22.14

23290 - Fire Alarm System Mechanic	26.93
23310 - Fire Extinguisher Repairer	20.62
23311 - Fuel Distribution System Mechanic	27.67
23312 - Fuel Distribution System Operator	21.35
23370 - General Maintenance Worker	19.20
23380 - Ground Support Equipment Mechanic	26.93
23381 - Ground Support Equipment Servicer	22.14
23382 - Ground Support Equipment Worker	23.71
23391 - Gunsmith I	20.62
23392 - Gunsmith II	23.71
23393 - Gunsmith III	26.93
23410 - Heating Ventilation And Air-Conditioning Mechanic	30.04
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	31.45
23430 - Heavy Equipment Mechanic	29.97
23440 - Heavy Equipment Operator	28.86
23460 - Instrument Mechanic	26.93
23465 - Laboratory/Shelter Mechanic	25.30
23470 - Laborer	14.85
23510 - Locksmith	25.30
23530 - Machinery Maintenance Mechanic	29.84
23550 - Machinist Maintenance	26.93
23580 - Maintenance Trades Helper	17.77
23591 - Metrology Technician I	26.93
23592 - Metrology Technician II	28.19
23593 - Metrology Technician III	30.26
23640 - Millwright	29.26
23710 - Office Appliance Repairer	27.47
23760 - Painter Maintenance	25.75
23790 - Pipefitter Maintenance	28.82
23810 - Plumber Maintenance	27.07
23820 - Pneudraulic Systems Mechanic	26.93
23850 - Rigger	26.93
23870 - Scale Mechanic	23.71
23890 - Sheet-Metal Worker Maintenance	26.74
23910 - Small Engine Mechanic	23.71
23931 - Telecommunications Mechanic I	26.90
23932 - Telecommunications Mechanic II	28.16
23950 - Telephone Lineman	26.11
23960 - Welder Combination Maintenance	24.80
23965 - Well Driller	26.93
23970 - Woodcraft Worker	26.93
23980 - Woodworker	20.62
24000 - Personal Needs Occupations	
24550 - Case Manager	21.69
24570 - Child Care Attendant	13.02
24580 - Child Care Center Clerk	19.94
24610 - Chore Aide	13.12
24620 - Family Readiness And Support Services Coordinator	21.69
24630 - Homemaker	21.69
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.72
25040 - Sewage Plant Operator	32.79
25070 - Stationary Engineer	29.73
25190 - Ventilation Equipment Tender	21.69
25210 - Water Treatment Plant Operator	32.79
27000 - Protective Service Occupations	
27004 - Alarm Monitor	28.56
27007 - Baggage Inspector	14.49
27008 - Corrections Officer	29.73
27010 - Court Security Officer	31.17
27030 - Detection Dog Handler	23.51
27040 - Detention Officer	29.73

27070 - Firefighter	27.18
27101 - Guard I	14.49
27102 - Guard II	23.51
27131 - Police Officer I	35.16
27132 - Police Officer II	39.06
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	16.28
28042 - Carnival Equipment Repairer	17.48
28043 - Carnival Worker	12.44
28210 - Gate Attendant/Gate Tender	15.62
28310 - Lifeguard	14.20
28350 - Park Attendant (Aide)	17.85
28510 - Recreation Aide/Health Facility Attendant	13.02
28515 - Recreation Specialist	22.10
28630 - Sports Official	14.20
28690 - Swimming Pool Operator	21.98
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	28.99
29020 - Hatch Tender	28.99
29030 - Line Handler	28.99
29041 - Stevedore I	27.21
29042 - Stevedore II	30.76
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	20.59
30022 - Archeological Technician II	22.84
30023 - Archeological Technician III	28.30
30030 - Cartographic Technician	28.30
30040 - Civil Engineering Technician	28.48
30051 - Cryogenic Technician I	22.62
30052 - Cryogenic Technician II	24.98
30061 - Drafter/CAD Operator I	20.42
30062 - Drafter/CAD Operator II	22.84
30063 - Drafter/CAD Operator III	25.47
30064 - Drafter/CAD Operator IV	31.34
30081 - Engineering Technician I	18.88
30082 - Engineering Technician II	21.19
30083 - Engineering Technician III	23.70
30084 - Engineering Technician IV	29.36
30085 - Engineering Technician V	35.91
30086 - Engineering Technician VI	43.45
30090 - Environmental Technician	22.65
30095 - Evidence Control Specialist	20.42
30210 - Laboratory Technician	21.62
30221 - Latent Fingerprint Technician I	22.62
30222 - Latent Fingerprint Technician II	24.98
30240 - Mathematical Technician	27.79
30361 - Paralegal/Legal Assistant I	21.72
30362 - Paralegal/Legal Assistant II	26.91
30363 - Paralegal/Legal Assistant III	32.91
30364 - Paralegal/Legal Assistant IV	39.82
30375 - Petroleum Supply Specialist	24.98
30390 - Photo-Optics Technician	28.30
30395 - Radiation Control Technician	24.98
30461 - Technical Writer I	23.46
30462 - Technical Writer II	28.69
30463 - Technical Writer III	34.71
30491 - Unexploded Ordnance (UXO) Technician I	27.89
30492 - Unexploded Ordnance (UXO) Technician II	33.74
30493 - Unexploded Ordnance (UXO) Technician III	40.44
30494 - Unexploded (UXO) Safety Escort	27.89
30495 - Unexploded (UXO) Sweep Personnel	27.89
30501 - Weather Forecaster I	24.45

30502 - Weather Forecaster II		29.74
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2)	25.47
30621 - Weather Observer Senior	(see 2)	28.30
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		33.74
31020 - Bus Aide		14.75
31030 - Bus Driver		20.11
31043 - Driver Courier		15.51
31260 - Parking and Lot Attendant		12.85
31290 - Shuttle Bus Driver		15.91
31310 - Taxi Driver		15.27
31361 - Truckdriver Light		16.66
31362 - Truckdriver Medium		18.11
31363 - Truckdriver Heavy		23.28
31364 - Truckdriver Tractor-Trailer		23.28
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		16.45
99030 - Cashier		13.74
99050 - Desk Clerk		13.54
99095 - Embalmer		27.89
99130 - Flight Follower		27.89
99251 - Laboratory Animal Caretaker I		19.51
99252 - Laboratory Animal Caretaker II		20.95
99260 - Marketing Analyst		30.86
99310 - Mortician		27.89
99410 - Pest Controller		20.89
99510 - Photofinishing Worker		16.54
99710 - Recycling Laborer		19.84
99711 - Recycling Specialist		24.10
99730 - Refuse Collector		18.98
99810 - Sales Clerk		13.20
99820 - School Crossing Guard		15.31
99830 - Survey Party Chief		28.85
99831 - Surveying Aide		18.84
99832 - Surveying Technician		26.23
99840 - Vending Machine Attendant		19.51
99841 - Vending Machine Repairer		24.09
99842 - Vending Machine Repairer Helper		19.51

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 5 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. (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))."