

CONTRACTOR INVOICE INSTRUCTIONS

The U.S. Department of Transportation (DOT) utilizes the Delphi eInvoicing web portal for processing invoices. Access to Delphi eInvoicing web portal is granted with electronic authentication of credentials (name & valid email address) utilizing the GSA credentialing platform login.gov. Contractors are required to submit invoices via the Delphi eInvoicing web portal which is authenticated via www.login.gov.

Contractors must meet the following minimum requirements to submit invoices through the Delphi eInvoicing web-portal:

1. Contractors shall have electronic internet access to register in the U.S. General Services Administration's (GSA) *Login.gov* and to the Delphi eInvoicing web portal;
2. The identity of system users will be verified prior to receiving access to the Delphi eInvoicing web-portal via registration with login.gov. Information required for *Login.gov* includes his/her email address, full name, phone number, and password;
3. Once notified by contracting office agency point of contact (POC), system users shall register with and create an account with GSA *Login.gov*. Contractor system users will provide his/her email address and receive an email back to confirm. System users will be required to create a password and input a telephone number and opt to receive either a personal call from *Login.gov* or text message with an authentication code;
4. Once the user is authenticated in *Login.gov*, he/she shall work with contracting office agency POC to request access to the Delphi eInvoicing web portal. The POC will complete a Delphi eInvoicing web-portal User Access Request (UAR) to include the users full name, contact phone number, work e-mail address. Additionally, the agency POC will include the Contractor name and as applicable, purchase order number, contract number, and task order number (or supplier number) and agency doing business with to complete and electronically submit the UAR for processing;
5. Once the UAR is submitted, it will be electronically approved by the Access Control Officer (ACO) assigned to Operating Administration (OA) associated with the contract award or grant and then forwarded to the Delphi eInvoicing helpdesk to create the account. Once the account is created, an e-mail will be generated to the user with instruction on accessing their Delphi eInvoicing web portal account. An e-mail will also be sent to the agency POC who initiated the UAR.

Click on the following link for instructions on establishing a login.gov account: <https://login.gov/help/creating-an-account/how-do-i-create-an-account-with-login.gov/>

For contractors who are unable to utilize DOT's Delphi eInvoicing web-portal, waivers may be considered on a case-by-case basis. Contractors shall contact the Contracting Officer for assistance and reach out to the Accounts Payable department for review and approval.

Training on Delphi. To facilitate use of Delphi, comprehensive user information is available at <http://einvoice.esc.gov>

Account Management. Contractors are responsible to contact the Delphi Help Desk when their firm's points of contacts will no longer be submitting invoices so they can be removed from the system. Instructions for contacting the Delphi Help Desk can be found at <http://einvoice.esc.gov>

Contents of a proper invoice must include the following:

- (i) Name and address of the contractor.
- (ii) Invoice date and invoice number. (Date invoices as close as possible to the date of mailing or

transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number and mailing address of person to notify in the event of a defective invoice.

Point of Contact:

Contracting Officer:

Contracting Officer Representative:

Vendor coordinator:

Primary: Felicia Eberling: Felicia.eberling@dot.gov

Alternate: Henry Puppe: henry.puppe@dot.gov

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2015-5217
Revision No.: 23
Date Of Last Revision: 07/18/2023

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

State: Texas

Area: Texas Counties of Hardin, Jefferson, Orange

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.88***
01012 - Accounting Clerk II		17.84
01013 - Accounting Clerk III		24.22
01020 - Administrative Assistant		27.60
01035 - Court Reporter		27.82
01041 - Customer Service Representative I		13.82***
01042 - Customer Service Representative II		15.07***
01043 - Customer Service Representative III		16.93
01051 - Data Entry Operator I		15.93***
01052 - Data Entry Operator II		17.38
01060 - Dispatcher, Motor Vehicle		19.49
01070 - Document Preparation Clerk		14.83***
01090 - Duplicating Machine Operator		14.83***
01111 - General Clerk I		13.90***

01112 - General Clerk II	15.17***
01113 - General Clerk III	17.02
01120 - Housing Referral Assistant	20.40
01141 - Messenger Courier	14.75***
01191 - Order Clerk I	15.09***
01192 - Order Clerk II	16.46
01261 - Personnel Assistant (Employment) I	17.79
01262 - Personnel Assistant (Employment) II	19.90
01263 - Personnel Assistant (Employment) III	22.19
01270 - Production Control Clerk	28.88
01290 - Rental Clerk	15.26***
01300 - Scheduler, Maintenance	16.36
01311 - Secretary I	16.36
01312 - Secretary II	18.30
01313 - Secretary III	20.40
01320 - Service Order Dispatcher	17.42
01410 - Supply Technician	27.60
01420 - Survey Worker	16.82
01460 - Switchboard Operator/Receptionist	14.75***
01531 - Travel Clerk I	15.72***
01532 - Travel Clerk II	16.90
01533 - Travel Clerk III	18.12
01611 - Word Processor I	14.57***
01612 - Word Processor II	16.36
01613 - Word Processor III	18.63
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.83
05010 - Automotive Electrician	21.80
05040 - Automotive Glass Installer	20.84
05070 - Automotive Worker	20.84
05110 - Mobile Equipment Servicer	17.59
05130 - Motor Equipment Metal Mechanic	22.83
05160 - Motor Equipment Metal Worker	20.84
05190 - Motor Vehicle Mechanic	22.71
05220 - Motor Vehicle Mechanic Helper	16.86
05250 - Motor Vehicle Upholstery Worker	20.51
05280 - Motor Vehicle Wrecker	20.84
05310 - Painter, Automotive	21.60
05340 - Radiator Repair Specialist	20.84
05370 - Tire Repairer	16.09***
05400 - Transmission Repair Specialist	22.83
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.20***
07041 - Cook I	13.07***
07042 - Cook II	15.28***
07070 - Dishwasher	11.31***
07130 - Food Service Worker	12.88***
07210 - Meat Cutter	14.45***
07260 - Waiter/Waitress	9.93***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	24.08
09040 - Furniture Handler	14.02***
09080 - Furniture Refinisher	24.08
09090 - Furniture Refinisher Helper	17.41
09110 - Furniture Repairer, Minor	20.80
09130 - Upholsterer	24.08
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.12***
11060 - Elevator Operator	13.21***
11090 - Gardener	19.48
11122 - Housekeeping Aide	13.21***
11150 - Janitor	13.21***
11210 - Laborer, Grounds Maintenance	14.26***

11240 - Maid or Houseman	11.01***
11260 - Pruner	12.60***
11270 - Tractor Operator	17.71
11330 - Trail Maintenance Worker	14.26***
11360 - Window Cleaner	14.94***
12000 - Health Occupations	
12010 - Ambulance Driver	19.42
12011 - Breath Alcohol Technician	20.95
12012 - Certified Occupational Therapist Assistant	34.68
12015 - Certified Physical Therapist Assistant	36.02
12020 - Dental Assistant	17.93
12025 - Dental Hygienist	38.59
12030 - EKG Technician	31.07
12035 - Electroneurodiagnostic Technologist	31.07
12040 - Emergency Medical Technician	19.42
12071 - Licensed Practical Nurse I	18.74
12072 - Licensed Practical Nurse II	20.95
12073 - Licensed Practical Nurse III	23.36
12100 - Medical Assistant	16.35
12130 - Medical Laboratory Technician	27.24
12160 - Medical Record Clerk	15.92***
12190 - Medical Record Technician	17.80
12195 - Medical Transcriptionist	21.24
12210 - Nuclear Medicine Technologist	46.06
12221 - Nursing Assistant I	12.30***
12222 - Nursing Assistant II	13.83***
12223 - Nursing Assistant III	15.09***
12224 - Nursing Assistant IV	16.95
12235 - Optical Dispenser	16.89
12236 - Optical Technician	18.74
12250 - Pharmacy Technician	17.75
12280 - Phlebotomist	17.48
12305 - Radiologic Technologist	28.38
12311 - Registered Nurse I	25.56
12312 - Registered Nurse II	31.25
12313 - Registered Nurse II, Specialist	31.25
12314 - Registered Nurse III	37.81
12315 - Registered Nurse III, Anesthetist	37.81
12316 - Registered Nurse IV	45.33
12317 - Scheduler (Drug and Alcohol Testing)	25.97
12320 - Substance Abuse Treatment Counselor	20.97
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.16
13012 - Exhibits Specialist II	26.23
13013 - Exhibits Specialist III	32.07
13041 - Illustrator I	21.16
13042 - Illustrator II	26.23
13043 - Illustrator III	32.07
13047 - Librarian	29.04
13050 - Library Aide/Clerk	12.14***
13054 - Library Information Technology Systems Administrator	26.23
13058 - Library Technician	16.12***
13061 - Media Specialist I	18.92
13062 - Media Specialist II	21.16
13063 - Media Specialist III	23.59
13071 - Photographer I	18.71
13072 - Photographer II	20.93
13073 - Photographer III	25.94
13074 - Photographer IV	31.73
13075 - Photographer V	38.38
13090 - Technical Order Library Clerk	16.79
13110 - Video Teleconference Technician	18.92

14000 - Information Technology Occupations	
14041 - Computer Operator I	18.90
14042 - Computer Operator II	21.33
14043 - Computer Operator III	24.72
14044 - Computer Operator IV	27.48
14045 - Computer Operator V	30.43
14071 - Computer Programmer I	(see 1) 22.16
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	18.90
14160 - Personal Computer Support Technician	27.48
14170 - System Support Specialist	32.02
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	33.36
15020 - Aircrew Training Devices Instructor (Rated)	40.37
15030 - Air Crew Training Devices Instructor (Pilot)	48.38
15050 - Computer Based Training Specialist / Instructor	33.36
15060 - Educational Technologist	34.32
15070 - Flight Instructor (Pilot)	48.38
15080 - Graphic Artist	21.35
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	48.38
15086 - Maintenance Test Pilot, Rotary Wing	48.38
15088 - Non-Maintenance Test/Co-Pilot	48.38
15090 - Technical Instructor	25.41
15095 - Technical Instructor/Course Developer	31.08
15110 - Test Proctor	20.51
15120 - Tutor	20.51
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.30***
16030 - Counter Attendant	11.30***
16040 - Dry Cleaner	14.50***
16070 - Finisher, Flatwork, Machine	11.30***
16090 - Presser, Hand	11.30***
16110 - Presser, Machine, Drycleaning	11.30***
16130 - Presser, Machine, Shirts	11.30***
16160 - Presser, Machine, Wearing Apparel, Laundry	11.30***
16190 - Sewing Machine Operator	15.34***
16220 - Tailor	16.51
16250 - Washer, Machine	12.38***
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	26.20
19040 - Tool And Die Maker	31.22
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.74
21030 - Material Coordinator	28.88
21040 - Material Expediter	28.88
21050 - Material Handling Laborer	15.36***
21071 - Order Filler	14.81***
21080 - Production Line Worker (Food Processing)	17.74
21110 - Shipping Packer	17.80
21130 - Shipping/Receiving Clerk	17.80
21140 - Store Worker I	13.58***
21150 - Stock Clerk	19.66
21210 - Tools And Parts Attendant	17.74
21410 - Warehouse Specialist	17.74
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.74
23019 - Aircraft Logs and Records Technician	22.63
23021 - Aircraft Mechanic I	27.55

23022 - Aircraft Mechanic II	28.74
23023 - Aircraft Mechanic III	29.96
23040 - Aircraft Mechanic Helper	18.94
23050 - Aircraft, Painter	26.20
23060 - Aircraft Servicer	22.63
23070 - Aircraft Survival Flight Equipment Technician	26.20
23080 - Aircraft Worker	24.36
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	24.36
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	27.55
23110 - Appliance Mechanic	26.20
23120 - Bicycle Repairer	20.83
23125 - Cable Splicer	34.95
23130 - Carpenter, Maintenance	26.71
23140 - Carpet Layer	24.36
23160 - Electrician, Maintenance	28.26
23181 - Electronics Technician Maintenance I	36.70
23182 - Electronics Technician Maintenance II	39.45
23183 - Electronics Technician Maintenance III	41.51
23260 - Fabric Worker	22.63
23290 - Fire Alarm System Mechanic	26.75
23310 - Fire Extinguisher Repairer	20.83
23311 - Fuel Distribution System Mechanic	32.47
23312 - Fuel Distribution System Operator	24.58
23370 - General Maintenance Worker	18.53
23380 - Ground Support Equipment Mechanic	27.55
23381 - Ground Support Equipment Servicer	22.63
23382 - Ground Support Equipment Worker	24.36
23391 - Gunsmith I	20.83
23392 - Gunsmith II	24.36
23393 - Gunsmith III	27.55
23410 - Heating, Ventilation And Air-Conditioning Mechanic	28.87
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	30.12
23430 - Heavy Equipment Mechanic	26.68
23440 - Heavy Equipment Operator	25.29
23460 - Instrument Mechanic	27.55
23465 - Laboratory/Shelter Mechanic	26.20
23470 - Laborer	15.36***
23510 - Locksmith	26.20
23530 - Machinery Maintenance Mechanic	31.99
23550 - Machinist, Maintenance	26.83
23580 - Maintenance Trades Helper	17.04
23591 - Metrology Technician I	27.55
23592 - Metrology Technician II	28.74
23593 - Metrology Technician III	29.96
23640 - Millwright	29.28
23710 - Office Appliance Repairer	19.25
23760 - Painter, Maintenance	19.45
23790 - Pipefitter, Maintenance	32.03
23810 - Plumber, Maintenance	30.44
23820 - Pneudraulic Systems Mechanic	27.55
23850 - Rigger	33.53
23870 - Scale Mechanic	24.36
23890 - Sheet-Metal Worker, Maintenance	27.80
23910 - Small Engine Mechanic	21.39
23931 - Telecommunications Mechanic I	32.90
23932 - Telecommunications Mechanic II	34.33
23950 - Telephone Lineman	31.00
23960 - Welder, Combination, Maintenance	28.89
23965 - Well Driller	26.89

23970 - Woodcraft Worker	27.55
23980 - Woodworker	20.83
24000 - Personal Needs Occupations	
24550 - Case Manager	17.57
24570 - Child Care Attendant	10.61***
24580 - Child Care Center Clerk	13.23***
24610 - Chore Aide	10.87***
24620 - Family Readiness And Support Services Coordinator	17.57
24630 - Homemaker	17.57
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.14
25040 - Sewage Plant Operator	22.84
25070 - Stationary Engineer	27.14
25190 - Ventilation Equipment Tender	18.70
25210 - Water Treatment Plant Operator	22.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.66
27007 - Baggage Inspector	12.94***
27008 - Corrections Officer	25.55
27010 - Court Security Officer	29.08
27030 - Detection Dog Handler	14.48***
27040 - Detention Officer	25.55
27070 - Firefighter	29.88
27101 - Guard I	12.94***
27102 - Guard II	14.48***
27131 - Police Officer I	31.08
27132 - Police Officer II	34.54
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.78***
28042 - Carnival Equipment Repairer	15.16***
28043 - Carnival Worker	9.81***
28210 - Gate Attendant/Gate Tender	17.29
28310 - Lifeguard	15.39***
28350 - Park Attendant (Aide)	19.34
28510 - Recreation Aide/Health Facility Attendant	14.11***
28515 - Recreation Specialist	23.97
28630 - Sports Official	15.39***
28690 - Swimming Pool Operator	17.73
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	31.79
29020 - Hatch Tender	31.79
29030 - Line Handler	31.79
29041 - Stevedore I	29.52
29042 - Stevedore II	34.17
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	43.06
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	29.69
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	32.70
30021 - Archeological Technician I	20.65
30022 - Archeological Technician II	23.11
30023 - Archeological Technician III	28.62
30030 - Cartographic Technician	28.62
30040 - Civil Engineering Technician	26.47
30051 - Cryogenic Technician I	31.70
30052 - Cryogenic Technician II	35.01
30061 - Drafter/CAD Operator I	20.65
30062 - Drafter/CAD Operator II	23.11
30063 - Drafter/CAD Operator III	25.76
30064 - Drafter/CAD Operator IV	31.70
30081 - Engineering Technician I	16.51
30082 - Engineering Technician II	18.53
30083 - Engineering Technician III	20.73

30084 - Engineering Technician IV	25.69
30085 - Engineering Technician V	31.42
30086 - Engineering Technician VI	38.01
30090 - Environmental Technician	28.16
30095 - Evidence Control Specialist	28.62
30210 - Laboratory Technician	35.78
30221 - Latent Fingerprint Technician I	31.70
30222 - Latent Fingerprint Technician II	35.01
30240 - Mathematical Technician	28.62
30361 - Paralegal/Legal Assistant I	20.40
30362 - Paralegal/Legal Assistant II	25.27
30363 - Paralegal/Legal Assistant III	30.91
30364 - Paralegal/Legal Assistant IV	37.40
30375 - Petroleum Supply Specialist	35.01
30390 - Photo-Optics Technician	28.62
30395 - Radiation Control Technician	35.01
30461 - Technical Writer I	28.62
30462 - Technical Writer II	35.01
30463 - Technical Writer III	42.36
30491 - Unexploded Ordnance (UXO) Technician I	27.37
30492 - Unexploded Ordnance (UXO) Technician II	33.11
30493 - Unexploded Ordnance (UXO) Technician III	39.69
30494 - Unexploded (UXO) Safety Escort	27.37
30495 - Unexploded (UXO) Sweep Personnel	27.37
30501 - Weather Forecaster I	31.70
30502 - Weather Forecaster II	38.56
30620 - Weather Observer, Combined Upper Air Or	(see 2) 25.76
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 28.62
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	33.11
31020 - Bus Aide	13.55***
31030 - Bus Driver	20.11
31043 - Driver Courier	16.08***
31260 - Parking and Lot Attendant	11.98***
31290 - Shuttle Bus Driver	14.55***
31310 - Taxi Driver	12.47***
31361 - Truckdriver, Light	17.69
31362 - Truckdriver, Medium	19.23
31363 - Truckdriver, Heavy	22.55
31364 - Truckdriver, Tractor-Trailer	22.55
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	16.14***
99030 - Cashier	11.98***
99050 - Desk Clerk	11.26***
99095 - Embalmer	27.37
99130 - Flight Follower	27.37
99251 - Laboratory Animal Caretaker I	21.72
99252 - Laboratory Animal Caretaker II	23.89
99260 - Marketing Analyst	30.07
99310 - Mortician	27.37
99410 - Pest Controller	18.21
99510 - Photofinishing Worker	14.38***
99710 - Recycling Laborer	21.46
99711 - Recycling Specialist	26.65
99730 - Refuse Collector	18.97
99810 - Sales Clerk	13.32***
99820 - School Crossing Guard	12.13***
99830 - Survey Party Chief	28.94
99831 - Surveying Aide	16.47
99832 - Surveying Technician	21.60
99840 - Vending Machine Attendant	21.68
99841 - Vending Machine Repairer	27.91

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

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: \$4.98 per hour, up to 40 hours per week, or \$199.20 per week or \$863.20 per month

HEALTH & WELFARE EO 13706: \$4.57 per hour, up to 40 hours per week, or \$182.80 per week, or \$792.13 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, 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence 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: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt

computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that 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).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

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))."