

01120 - Housing Referral Assistant	20.69
01141 - Messenger Courier	14.21***
01191 - Order Clerk I	15.05
01192 - Order Clerk II	16.76
01261 - Personnel Assistant (Employment) I	18.36
01262 - Personnel Assistant (Employment) II	20.53
01263 - Personnel Assistant (Employment) III	22.88
01270 - Production Control Clerk	23.11
01290 - Rental Clerk	15.28
01300 - Scheduler Maintenance	16.59
01311 - Secretary I	16.59
01312 - Secretary II	18.57
01313 - Secretary III	20.69
01320 - Service Order Dispatcher	16.26
01410 - Supply Technician	28.50
01420 - Survey Worker	18.57
01460 - Switchboard Operator/Receptionist	13.61***
01531 - Travel Clerk I	15.72
01532 - Travel Clerk II	16.90
01533 - Travel Clerk III	18.12
01611 - Word Processor I	14.71***
01612 - Word Processor II	16.59
01613 - Word Processor III	18.57
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	25.76
05010 - Automotive Electrician	23.79
05040 - Automotive Glass Installer	21.96
05070 - Automotive Worker	21.96
05110 - Mobile Equipment Servicer	20.23
05130 - Motor Equipment Metal Mechanic	25.96
05160 - Motor Equipment Metal Worker	21.96
05190 - Motor Vehicle Mechanic	25.76
05220 - Motor Vehicle Mechanic Helper	19.40
05250 - Motor Vehicle Upholstery Worker	20.83
05280 - Motor Vehicle Wrecker	21.96
05310 - Painter Automotive	23.79
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	15.92
05400 - Transmission Repair Specialist	25.76
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.40***
07041 - Cook I	11.25***
07042 - Cook II	13.11***
07070 - Dishwasher	10.10***
07130 - Food Service Worker	10.38***
07210 - Meat Cutter	13.76***
07260 - Waiter/Waitress	10.08***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	24.39
09040 - Furniture Handler	14.07***
09080 - Furniture Refinisher	23.56
09090 - Furniture Refinisher Helper	17.23
09110 - Furniture Repairer Minor	20.44
09130 - Upholsterer	22.81
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	12.50***
11060 - Elevator Operator	11.40***
11090 - Gardener	18.77
11122 - Housekeeping Aide	11.40***
11150 - Janitor	11.40***
11210 - Laborer Grounds Maintenance	13.94***
11240 - Maid or Houseman	10.64***
11260 - Pruner	12.39***
11270 - Tractor Operator	17.14
11330 - Trail Maintenance Worker	13.94***

11360 - Window Cleaner	12.83***
12000 - Health Occupations	
12010 - Ambulance Driver	15.90
12011 - Breath Alcohol Technician	20.16
12012 - Certified Occupational Therapist Assistant	38.16
12015 - Certified Physical Therapist Assistant	39.49
12020 - Dental Assistant	17.61
12025 - Dental Hygienist	40.36
12030 - EKG Technician	29.71
12035 - Electroneurodiagnostic Technologist	29.71
12040 - Emergency Medical Technician	15.90
12071 - Licensed Practical Nurse I	19.05
12072 - Licensed Practical Nurse II	21.32
12073 - Licensed Practical Nurse III	23.76
12100 - Medical Assistant	14.39***
12130 - Medical Laboratory Technician	27.76
12160 - Medical Record Clerk	15.98
12190 - Medical Record Technician	17.91
12195 - Medical Transcriptionist	17.81
12210 - Nuclear Medicine Technologist	44.30
12221 - Nursing Assistant I	12.99***
12222 - Nursing Assistant II	14.60***
12223 - Nursing Assistant III	15.93
12224 - Nursing Assistant IV	17.90
12235 - Optical Dispenser	17.95
12236 - Optical Technician	18.02
12250 - Pharmacy Technician	19.18
12280 - Phlebotomist	16.21
12305 - Radiologic Technologist	26.70
12311 - Registered Nurse I	30.36
12312 - Registered Nurse II	38.37
12313 - Registered Nurse II Specialist	38.37
12314 - Registered Nurse III	44.91
12315 - Registered Nurse III Anesthetist	44.91
12316 - Registered Nurse IV	53.84
12317 - Scheduler (Drug and Alcohol Testing)	24.97
12320 - Substance Abuse Treatment Counselor	24.71
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.04
13012 - Exhibits Specialist II	26.07
13013 - Exhibits Specialist III	31.83
13041 - Illustrator I	21.04
13042 - Illustrator II	26.07
13043 - Illustrator III	31.89
13047 - Librarian	28.87
13050 - Library Aide/Clerk	12.77***
13054 - Library Information Technology Systems Administrator	26.07
13058 - Library Technician	16.04
13061 - Media Specialist I	18.81
13062 - Media Specialist II	21.04
13063 - Media Specialist III	23.46
13071 - Photographer I	18.78
13072 - Photographer II	21.01
13073 - Photographer III	26.03
13074 - Photographer IV	31.83
13075 - Photographer V	38.51
13090 - Technical Order Library Clerk	16.04
13110 - Video Teleconference Technician	18.78
14000 - Information Technology Occupations	
14041 - Computer Operator I	19.14
14042 - Computer Operator II	21.42
14043 - Computer Operator III	23.87
14044 - Computer Operator IV	26.53
14045 - Computer Operator V	29.38

14071 - Computer Programmer I	(see 1)	26.04
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		19.14
14160 - Personal Computer Support Technician		26.53
14170 - System Support Specialist		33.13
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.08
15020 - Aircrew Training Devices Instructor (Rated)		40.02
15030 - Air Crew Training Devices Instructor (Pilot)		47.98
15050 - Computer Based Training Specialist / Instructor		33.08
15060 - Educational Technologist		32.42
15070 - Flight Instructor (Pilot)		47.98
15080 - Graphic Artist		29.39
15085 - Maintenance Test Pilot Fixed Jet/Prop		47.54
15086 - Maintenance Test Pilot Rotary Wing		47.54
15088 - Non-Maintenance Test/Co-Pilot		47.54
15090 - Technical Instructor		24.67
15095 - Technical Instructor/Course Developer		30.17
15110 - Test Proctor		20.27
15120 - Tutor		20.27
16000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010 - Assembler		10.99***
16030 - Counter Attendant		10.99***
16040 - Dry Cleaner		14.10***
16070 - Finisher Flatwork Machine		10.99***
16090 - Presser Hand		10.99***
16110 - Presser Machine Drycleaning		10.99***
16130 - Presser Machine Shirts		10.99***
16160 - Presser Machine Wearing Apparel Laundry		10.99***
16190 - Sewing Machine Operator		14.91***
16220 - Tailor		16.05
16250 - Washer Machine		12.04***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		22.46
19040 - Tool And Die Maker		26.85
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		15.03
21030 - Material Coordinator		23.52
21040 - Material Expediter		23.52
21050 - Material Handling Laborer		13.49***
21071 - Order Filler		12.79***
21080 - Production Line Worker (Food Processing)		15.03
21110 - Shipping Packer		16.29
21130 - Shipping/Receiving Clerk		16.29
21140 - Store Worker I		13.34***
21150 - Stock Clerk		19.08
21210 - Tools And Parts Attendant		15.03
21410 - Warehouse Specialist		15.03
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		31.26
23019 - Aircraft Logs and Records Technician		24.66
23021 - Aircraft Mechanic I		29.95
23022 - Aircraft Mechanic II		31.26
23023 - Aircraft Mechanic III		32.60
23040 - Aircraft Mechanic Helper		21.98
23050 - Aircraft Painter		28.40
23060 - Aircraft Servicer		24.66
23070 - Aircraft Survival Flight Equipment Technician		28.40
23080 - Aircraft Worker		26.49
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		26.49

I		
23092	- Aircrew Life Support Equipment (ALSE) Mechanic	29.95
II		
23110	- Appliance Mechanic	25.09
23120	- Bicycle Repairer	17.98
23125	- Cable Splicer	30.91
23130	- Carpenter Maintenance	19.71
23140	- Carpet Layer	20.95
23160	- Electrician Maintenance	26.51
23181	- Electronics Technician Maintenance I	27.97
23182	- Electronics Technician Maintenance II	29.99
23183	- Electronics Technician Maintenance III	31.64
23260	- Fabric Worker	19.48
23290	- Fire Alarm System Mechanic	23.43
23310	- Fire Extinguisher Repairer	17.98
23311	- Fuel Distribution System Mechanic	22.66
23312	- Fuel Distribution System Operator	17.19
23370	- General Maintenance Worker	18.08
23380	- Ground Support Equipment Mechanic	29.95
23381	- Ground Support Equipment Servicer	24.66
23382	- Ground Support Equipment Worker	26.49
23391	- Gunsmith I	17.98
23392	- Gunsmith II	20.95
23393	- Gunsmith III	23.70
23410	- Heating Ventilation And Air-Conditioning Mechanic	21.84
23411	- Heating Ventilation And Air Contidioning Mechanic (Research Facility)	22.80
23430	- Heavy Equipment Mechanic	26.17
23440	- Heavy Equipment Operator	19.34
23460	- Instrument Mechanic	25.87
23465	- Laboratory/Shelter Mechanic	22.46
23470	- Laborer	13.35***
23510	- Locksmith	22.46
23530	- Machinery Maintenance Mechanic	24.68
23550	- Machinist Maintenance	21.70
23580	- Maintenance Trades Helper	14.94***
23591	- Metrology Technician I	25.87
23592	- Metrology Technician II	27.00
23593	- Metrology Technician III	28.16
23640	- Millwright	25.49
23710	- Office Appliance Repairer	22.46
23760	- Painter Maintenance	18.99
23790	- Pipefitter Maintenance	29.70
23810	- Plumber Maintenance	28.17
23820	- Pneudraulic Systems Mechanic	23.70
23850	- Rigger	23.70
23870	- Scale Mechanic	20.95
23890	- Sheet-Metal Worker Maintenance	23.70
23910	- Small Engine Mechanic	20.64
23931	- Telecommunications Mechanic I	33.50
23932	- Telecommunications Mechanic II	34.96
23950	- Telephone Lineman	32.09
23960	- Welder Combination Maintenance	20.65
23965	- Well Driller	27.54
23970	- Woodcraft Worker	23.70
23980	- Woodworker	17.98
24000	- Personal Needs Occupations	
24550	- Case Manager	17.04
24570	- Child Care Attendant	10.65***
24580	- Child Care Center Clerk	13.48***
24610	- Chore Aide	10.03***
24620	- Family Readiness And Support Services Coordinator	17.04
24630	- Homemaker	17.04

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.95
25040 - Sewage Plant Operator	18.70
25070 - Stationary Engineer	23.95
25190 - Ventilation Equipment Tender	16.42
25210 - Water Treatment Plant Operator	18.32
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.67
27007 - Baggage Inspector	12.89***
27008 - Corrections Officer	19.62
27010 - Court Security Officer	21.18
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	19.62
27070 - Firefighter	22.45
27101 - Guard I	12.89***
27102 - Guard II	17.90
27131 - Police Officer I	24.19
27132 - Police Officer II	26.88
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.69***
28042 - Carnival Equipment Repairer	13.89***
28043 - Carnival Worker	8.95***
28210 - Gate Attendant/Gate Tender	15.70
28310 - Lifeguard	13.98***
28350 - Park Attendant (Aide)	17.56
28510 - Recreation Aide/Health Facility Attendant	12.82***
28515 - Recreation Specialist	21.57
28630 - Sports Official	13.98***
28690 - Swimming Pool Operator	17.44
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	27.63
29020 - Hatch Tender	27.63
29030 - Line Handler	27.63
29041 - Stevedore I	25.69
29042 - Stevedore II	29.62
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	47.56
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	32.80
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	36.12
30021 - Archeological Technician I	21.56
30022 - Archeological Technician II	25.47
30023 - Archeological Technician III	30.62
30030 - Cartographic Technician	30.62
30040 - Civil Engineering Technician	30.03
30051 - Cryogenic Technician I	28.72
30052 - Cryogenic Technician II	31.72
30061 - Drafter/CAD Operator I	21.56
30062 - Drafter/CAD Operator II	24.71
30063 - Drafter/CAD Operator III	27.56
30064 - Drafter/CAD Operator IV	33.10
30081 - Engineering Technician I	20.02
30082 - Engineering Technician II	22.48
30083 - Engineering Technician III	25.15
30084 - Engineering Technician IV	31.09
30085 - Engineering Technician V	38.65
30086 - Engineering Technician VI	46.10
30090 - Environmental Technician	29.96
30095 - Evidence Control Specialist	25.62
30210 - Laboratory Technician	25.92
30221 - Latent Fingerprint Technician I	28.37
30222 - Latent Fingerprint Technician II	31.34
30240 - Mathematical Technician	30.62
30361 - Paralegal/Legal Assistant I	22.99
30362 - Paralegal/Legal Assistant II	28.49
30363 - Paralegal/Legal Assistant III	34.85

30364 - Paralegal/Legal Assistant IV	42.15
30375 - Petroleum Supply Specialist	31.34
30390 - Photo-Optics Technician	30.62
30395 - Radiation Control Technician	31.34
30461 - Technical Writer I	25.62
30462 - Technical Writer II	31.34
30463 - Technical Writer III	37.93
30491 - Unexploded Ordnance (UXO) Technician I	30.23
30492 - Unexploded Ordnance (UXO) Technician II	36.58
30493 - Unexploded Ordnance (UXO) Technician III	43.84
30494 - Unexploded (UXO) Safety Escort	30.23
30495 - Unexploded (UXO) Sweep Personnel	30.23
30501 - Weather Forecaster I	32.59
30502 - Weather Forecaster II	34.94
30620 - Weather Observer Combined Upper Air Or (see 2)	27.56
Surface Programs	
30621 - Weather Observer Senior (see 2)	30.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	36.58
31020 - Bus Aide	13.12***
31030 - Bus Driver	19.13
31043 - Driver Courier	15.07
31260 - Parking and Lot Attendant	11.10***
31290 - Shuttle Bus Driver	15.28
31310 - Taxi Driver	13.64***
31361 - Truckdriver Light	16.50
31362 - Truckdriver Medium	18.98
31363 - Truckdriver Heavy	22.34
31364 - Truckdriver Tractor-Trailer	22.34
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.83
99030 - Cashier	10.75***
99050 - Desk Clerk	11.72***
99095 - Embalmer	30.23
99130 - Flight Follower	30.23
99251 - Laboratory Animal Caretaker I	17.41
99252 - Laboratory Animal Caretaker II	18.99
99260 - Marketing Analyst	28.96
99310 - Mortician	30.23
99410 - Pest Controller	19.12
99510 - Photofinishing Worker	15.89
99710 - Recycling Laborer	16.81
99711 - Recycling Specialist	20.66
99730 - Refuse Collector	15.00
99810 - Sales Clerk	12.66***
99820 - School Crossing Guard	15.18
99830 - Survey Party Chief	22.05
99831 - Surveying Aide	15.09
99832 - Surveying Technician	19.07
99840 - Vending Machine Attendant	20.01
99841 - Vending Machine Repairer	25.53
99842 - Vending Machine Repairer Helper	20.01

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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: \$4.80 per hour up to 40 hours per week or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour up to 40 hours per week or \$176.40 per week or \$764.40 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 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))."