

05040 - Automotive Glass Installer	15.94
05070 - Automotive Worker	15.94
05110 - Mobile Equipment Servicer	14.01
05130 - Motor Equipment Metal Mechanic	17.98
05160 - Motor Equipment Metal Worker	15.94
05190 - Motor Vehicle Mechanic	17.98
05220 - Motor Vehicle Mechanic Helper	13.11
05250 - Motor Vehicle Upholstery Worker	14.96
05280 - Motor Vehicle Wrecker	15.94
05310 - Painter, Automotive	16.91
05340 - Radiator Repair Specialist	15.94
05370 - Tire Repairer	14.18
05400 - Transmission Repair Specialist	17.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.48
07041 - Cook I	11.82
07042 - Cook II	13.82
07070 - Dishwasher	11.21
07130 - Food Service Worker	12.27
07210 - Meat Cutter	13.88
07260 - Waiter/Waitress	9.86
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.20
09040 - Furniture Handler	12.89
09080 - Furniture Refinisher	21.20
09090 - Furniture Refinisher Helper	15.64
09110 - Furniture Repairer, Minor	18.37
09130 - Upholsterer	21.20
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.91
11060 - Elevator Operator	12.02
11090 - Gardener	18.70
11122 - Housekeeping Aide	12.02
11150 - Janitor	12.02
11210 - Laborer, Grounds Maintenance	14.12
11240 - Maid or Houseman	11.30
11260 - Pruner	12.53
11270 - Tractor Operator	17.22
11330 - Trail Maintenance Worker	14.12
11360 - Window Cleaner	13.54
12000 - Health Occupations	
12010 - Ambulance Driver	18.83
12011 - Breath Alcohol Technician	20.05
12012 - Certified Occupational Therapist Assistant	27.50
12015 - Certified Physical Therapist Assistant	29.00
12020 - Dental Assistant	17.51
12025 - Dental Hygienist	30.06
12030 - EKG Technician	30.37
12035 - Electroneurodiagnostic Technologist	30.37
12040 - Emergency Medical Technician	18.83
12071 - Licensed Practical Nurse I	17.92
12072 - Licensed Practical Nurse II	20.05
12073 - Licensed Practical Nurse III	22.34
12100 - Medical Assistant	16.54
12130 - Medical Laboratory Technician	20.98
12160 - Medical Record Clerk	18.06
12190 - Medical Record Technician	20.20
12195 - Medical Transcriptionist	17.82
12210 - Nuclear Medicine Technologist	44.05
12221 - Nursing Assistant I	12.82
12222 - Nursing Assistant II	14.42
12223 - Nursing Assistant III	15.74
12224 - Nursing Assistant IV	17.66
12235 - Optical Dispenser	18.77
12236 - Optical Technician	17.92

12250 - Pharmacy Technician	17.75
12280 - Phlebotomist	17.56
12305 - Radiologic Technologist	24.59
12311 - Registered Nurse I	25.54
12312 - Registered Nurse II	31.23
12313 - Registered Nurse II, Specialist	31.23
12314 - Registered Nurse III	37.79
12315 - Registered Nurse III, Anesthetist	37.79
12316 - Registered Nurse IV	45.30
12317 - Scheduler (Drug and Alcohol Testing)	24.83
12320 - Substance Abuse Treatment Counselor	16.62
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.28
13012 - Exhibits Specialist II	20.17
13013 - Exhibits Specialist III	24.67
13041 - Illustrator I	16.28
13042 - Illustrator II	20.17
13043 - Illustrator III	24.67
13047 - Librarian	22.33
13050 - Library Aide/Clerk	12.93
13054 - Library Information Technology Systems Administrator	20.17
13058 - Library Technician	16.28
13061 - Media Specialist I	14.52
13062 - Media Specialist II	16.28
13063 - Media Specialist III	18.15
13071 - Photographer I	14.52
13072 - Photographer II	16.24
13073 - Photographer III	20.12
13074 - Photographer IV	24.61
13075 - Photographer V	29.78
13090 - Technical Order Library Clerk	16.24
13110 - Video Teleconference Technician	14.55
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.96
14042 - Computer Operator II	17.85
14043 - Computer Operator III	19.89
14044 - Computer Operator IV	22.11
14045 - Computer Operator V	24.49
14071 - Computer Programmer I	(see 1) 19.90
14072 - Computer Programmer II	(see 1) 24.65
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	15.96
14160 - Personal Computer Support Technician	22.11
14170 - System Support Specialist	24.49
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	32.01
15020 - Aircrew Training Devices Instructor (Rated)	38.73
15030 - Air Crew Training Devices Instructor (Pilot)	46.43
15050 - Computer Based Training Specialist / Instructor	32.01
15060 - Educational Technologist	28.40
15070 - Flight Instructor (Pilot)	46.43
15080 - Graphic Artist	19.41
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	46.43
15086 - Maintenance Test Pilot, Rotary Wing	46.43
15088 - Non-Maintenance Test/Co-Pilot	46.43
15090 - Technical Instructor	17.76
15095 - Technical Instructor/Course Developer	21.73
15110 - Test Proctor	14.34
15120 - Tutor	14.34
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	

16010 - Assembler	11.69
16030 - Counter Attendant	11.69
16040 - Dry Cleaner	13.54
16070 - Finisher, Flatwork, Machine	11.69
16090 - Presser, Hand	11.69
16110 - Presser, Machine, Drycleaning	11.69
16130 - Presser, Machine, Shirts	11.69
16160 - Presser, Machine, Wearing Apparel, Laundry	11.69
16190 - Sewing Machine Operator	14.34
16220 - Tailor	15.19
16250 - Washer, Machine	12.22
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.85
19040 - Tool And Die Maker	29.69
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.54
21030 - Material Coordinator	26.10
21040 - Material Expediter	26.10
21050 - Material Handling Laborer	15.71
21071 - Order Filler	14.61
21080 - Production Line Worker (Food Processing)	16.54
21110 - Shipping Packer	17.27
21130 - Shipping/Receiving Clerk	17.27
21140 - Store Worker I	13.48
21150 - Stock Clerk	18.86
21210 - Tools And Parts Attendant	16.54
21410 - Warehouse Specialist	16.54
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.80
23019 - Aircraft Logs and Records Technician	20.66
23021 - Aircraft Mechanic I	25.36
23022 - Aircraft Mechanic II	26.80
23023 - Aircraft Mechanic III	28.24
23040 - Aircraft Mechanic Helper	17.55
23050 - Aircraft, Painter	23.85
23060 - Aircraft Servicer	20.66
23070 - Aircraft Survival Flight Equipment Technician	23.85
23080 - Aircraft Worker	22.29
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	22.29
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	25.36
23110 - Appliance Mechanic	23.85
23120 - Bicycle Repairer	19.07
23125 - Cable Splicer	41.30
23130 - Carpenter, Maintenance	20.71
23140 - Carpet Layer	22.29
23160 - Electrician, Maintenance	23.85
23181 - Electronics Technician Maintenance I	31.02
23182 - Electronics Technician Maintenance II	33.20
23183 - Electronics Technician Maintenance III	35.31
23260 - Fabric Worker	20.66
23290 - Fire Alarm System Mechanic	25.36
23310 - Fire Extinguisher Repairer	19.07
23311 - Fuel Distribution System Mechanic	25.36
23312 - Fuel Distribution System Operator	19.07
23370 - General Maintenance Worker	17.83
23380 - Ground Support Equipment Mechanic	25.36
23381 - Ground Support Equipment Servicer	20.66
23382 - Ground Support Equipment Worker	22.29
23391 - Gunsmith I	19.07
23392 - Gunsmith II	22.29
23393 - Gunsmith III	25.36
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.89

23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	23.13
23430 - Heavy Equipment Mechanic	25.36
23440 - Heavy Equipment Operator	19.80
23460 - Instrument Mechanic	25.36
23465 - Laboratory/Shelter Mechanic	23.85
23470 - Laborer	15.71
23510 - Locksmith	23.85
23530 - Machinery Maintenance Mechanic	28.66
23550 - Machinist, Maintenance	23.88
23580 - Maintenance Trades Helper	16.39
23591 - Metrology Technician I	25.36
23592 - Metrology Technician II	26.80
23593 - Metrology Technician III	28.24
23640 - Millwright	25.36
23710 - Office Appliance Repairer	22.22
23760 - Painter, Maintenance	18.44
23790 - Pipefitter, Maintenance	25.36
23810 - Plumber, Maintenance	23.85
23820 - Pneudraulic Systems Mechanic	25.36
23850 - Rigger	25.36
23870 - Scale Mechanic	22.29
23890 - Sheet-Metal Worker, Maintenance	25.36
23910 - Small Engine Mechanic	22.29
23931 - Telecommunications Mechanic I	27.73
23932 - Telecommunications Mechanic II	29.30
23950 - Telephone Lineman	25.36
23960 - Welder, Combination, Maintenance	24.07
23965 - Well Driller	25.36
23970 - Woodcraft Worker	25.36
23980 - Woodworker	19.07
24000 - Personal Needs Occupations	
24550 - Case Manager	15.85
24570 - Child Care Attendant	10.07
24580 - Child Care Center Clerk	12.55
24610 - Chore Aide	11.95
24620 - Family Readiness And Support Services Coordinator	15.85
24630 - Homemaker	15.85
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.62
25040 - Sewage Plant Operator	21.34
25070 - Stationary Engineer	23.62
25190 - Ventilation Equipment Tender	16.38
25210 - Water Treatment Plant Operator	21.34
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.48
27007 - Baggage Inspector	13.07
27008 - Corrections Officer	18.64
27010 - Court Security Officer	18.34
27030 - Detection Dog Handler	14.63
27040 - Detention Officer	18.64
27070 - Firefighter	15.86
27101 - Guard I	13.07
27102 - Guard II	14.63
27131 - Police Officer I	20.53
27132 - Police Officer II	22.82
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.39
28042 - Carnival Equipment Repairer	15.64
28043 - Carnival Worker	10.48
28210 - Gate Attendant/Gate Tender	16.58
28310 - Lifeguard	14.76
28350 - Park Attendant (Aide)	18.55
28510 - Recreation Aide/Health Facility Attendant	13.53

28515 - Recreation Specialist	22.18
28630 - Sports Official	14.76
28690 - Swimming Pool Operator	19.02
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.29
29020 - Hatch Tender	22.29
29030 - Line Handler	22.29
29041 - Stevedore I	20.66
29042 - Stevedore II	23.85
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	46.07
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	31.77
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	34.99
30021 - Archeological Technician I	19.14
30022 - Archeological Technician II	21.41
30023 - Archeological Technician III	26.53
30030 - Cartographic Technician	26.53
30040 - Civil Engineering Technician	22.17
30051 - Cryogenic Technician I	29.38
30052 - Cryogenic Technician II	32.44
30061 - Drafter/CAD Operator I	19.14
30062 - Drafter/CAD Operator II	21.41
30063 - Drafter/CAD Operator III	23.87
30064 - Drafter/CAD Operator IV	29.38
30081 - Engineering Technician I	17.06
30082 - Engineering Technician II	19.14
30083 - Engineering Technician III	21.41
30084 - Engineering Technician IV	26.53
30085 - Engineering Technician V	32.44
30086 - Engineering Technician VI	39.25
30090 - Environmental Technician	26.53
30095 - Evidence Control Specialist	26.53
30210 - Laboratory Technician	23.87
30221 - Latent Fingerprint Technician I	29.38
30222 - Latent Fingerprint Technician II	32.44
30240 - Mathematical Technician	26.53
30361 - Paralegal/Legal Assistant I	19.44
30362 - Paralegal/Legal Assistant II	24.08
30363 - Paralegal/Legal Assistant III	29.45
30364 - Paralegal/Legal Assistant IV	35.63
30375 - Petroleum Supply Specialist	32.44
30390 - Photo-Optics Technician	26.53
30395 - Radiation Control Technician	32.44
30461 - Technical Writer I	26.53
30462 - Technical Writer II	32.44
30463 - Technical Writer III	39.25
30491 - Unexploded Ordnance (UXO) Technician I	29.28
30492 - Unexploded Ordnance (UXO) Technician II	35.43
30493 - Unexploded Ordnance (UXO) Technician III	42.46
30494 - Unexploded (UXO) Safety Escort	29.28
30495 - Unexploded (UXO) Sweep Personnel	29.28
30501 - Weather Forecaster I	29.38
30502 - Weather Forecaster II	35.73
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 23.87
30621 - Weather Observer, Senior	(see 2) 26.53
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	35.43
31020 - Bus Aide	13.93
31030 - Bus Driver	20.53
31043 - Driver Courier	15.91
31260 - Parking and Lot Attendant	12.37
31290 - Shuttle Bus Driver	15.20
31310 - Taxi Driver	11.48
31361 - Truckdriver, Light	17.29

31362 - Truckdriver, Medium	18.69
31363 - Truckdriver, Heavy	22.98
31364 - Truckdriver, Tractor-Trailer	22.98
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.27
99030 - Cashier	10.67
99050 - Desk Clerk	12.47
99095 - Embalmer	29.28
99130 - Flight Follower	29.28
99251 - Laboratory Animal Caretaker I	18.38
99252 - Laboratory Animal Caretaker II	19.99
99260 - Marketing Analyst	25.81
99310 - Mortician	29.28
99410 - Pest Controller	17.96
99510 - Photofinishing Worker	15.39
99710 - Recycling Laborer	18.22
99711 - Recycling Specialist	22.21
99730 - Refuse Collector	16.17
99810 - Sales Clerk	12.95
99820 - School Crossing Guard	15.18
99830 - Survey Party Chief	21.27
99831 - Surveying Aide	13.83
99832 - Surveying Technician	19.33
99840 - Vending Machine Attendant	20.85
99841 - Vending Machine Repairer	26.48
99842 - Vending Machine Repairer Helper	20.85

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.

Note: Executive Order 13658 generally applies to contracts subject to the Service Contract Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 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 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month

HEALTH & WELFARE EO 13706: \$5.09 per hour, up to 40 hours per week, or \$203.60 per week, or \$882.27 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; and 3 weeks after 10 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))."