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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

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2543
Revision No.: 15
Date Of Revision: 06/19/2013

States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates,
Pasquotank,
Perquimans
Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James
City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton,
Suffolk, Surry, Virginia Beach, Williamsburg, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE
RATE	
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	
14.03	
01012 - Accounting Clerk II	
15.74	
01013 - Accounting Clerk III	
17.61	
01020 - Administrative Assistant	
22.28	
01040 - Court Reporter	
17.11	
01051 - Data Entry Operator I	
11.94	
01052 - Data Entry Operator II	
13.90	
01060 - Dispatcher, Motor Vehicle	
16.01	
01070 - Document Preparation Clerk	
13.21	
01090 - Duplicating Machine Operator	
13.21	
01111 - General Clerk I	
12.08	
01112 - General Clerk II	
13.78	
01113 - General Clerk III	
15.47	
01120 - Housing Referral Assistant	
19.08	

01141 - Messenger Courier
12.22
01191 - Order Clerk I
13.46
01192 - Order Clerk II
17.61
01261 - Personnel Assistant (Employment) I
16.22
01262 - Personnel Assistant (Employment) II
18.14
01263 - Personnel Assistant (Employment) III
20.23
01270 - Production Control Clerk
23.57
01280 - Receptionist
12.28
01290 - Rental Clerk
14.15
01300 - Scheduler, Maintenance
15.30
01311 - Secretary I
15.30
01312 - Secretary II
17.11
01313 - Secretary III
19.08
01320 - Service Order Dispatcher
15.37
01410 - Supply Technician
22.28
01420 - Survey Worker
13.82
01531 - Travel Clerk I
11.49
01532 - Travel Clerk II
12.26
01533 - Travel Clerk III
13.09
01611 - Word Processor I
13.38
01612 - Word Processor II
15.02
01613 - Word Processor III
16.80
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
23.47
05010 - Automotive Electrician
21.03
05040 - Automotive Glass Installer
20.09
05070 - Automotive Worker
20.09
05110 - Mobile Equipment Servicer
18.15
05130 - Motor Equipment Metal Mechanic
22.02

05160 - Motor Equipment Metal Worker
20.09
05190 - Motor Vehicle Mechanic
22.02
05220 - Motor Vehicle Mechanic Helper
17.13
05250 - Motor Vehicle Upholstery Worker
19.10
05280 - Motor Vehicle Wrecker
20.09
05310 - Painter, Automotive
21.03
05340 - Radiator Repair Specialist
19.10
05370 - Tire Repairer
13.37
05400 - Transmission Repair Specialist
22.02
07000 - Food Preparation And Service Occupations
07010 - Baker
11.48
07041 - Cook I
10.11
07042 - Cook II
11.21
07070 - Dishwasher
8.12
07130 - Food Service Worker
9.74
07210 - Meat Cutter
15.33
07260 - Waiter/Waitress
8.80
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
21.23
09040 - Furniture Handler
14.67
09080 - Furniture Refinisher
17.63
09090 - Furniture Refinisher Helper
14.36
09110 - Furniture Repairer, Minor
16.02
09130 - Upholsterer
18.34
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
11.41
11060 - Elevator Operator
11.41
11090 - Gardener
13.67
11122 - Housekeeping Aide
11.92
11150 - Janitor
11.92

11210 - Laborer, Grounds Maintenance
11.41
11240 - Maid or Houseman
8.93
11260 - Pruner
11.63
11270 - Tractor Operator
12.88
11330 - Trail Maintenance Worker
11.41
11360 - Window Cleaner
12.64
12000 - Health Occupations
12010 - Ambulance Driver
16.84
12011 - Breath Alcohol Technician
16.09
12012 - Certified Occupational Therapist Assistant
24.34
12015 - Certified Physical Therapist Assistant
24.89
12020 - Dental Assistant
15.56
12025 - Dental Hygienist
33.25
12030 - EKG Technician
23.73
12035 - Electroneurodiagnostic Technologist
23.73
12040 - Emergency Medical Technician
16.84
12071 - Licensed Practical Nurse I
14.39
12072 - Licensed Practical Nurse II
16.09
12073 - Licensed Practical Nurse III
17.95
12100 - Medical Assistant
13.48
12130 - Medical Laboratory Technician
17.16
12160 - Medical Record Clerk
13.96
12190 - Medical Record Technician
15.61
12195 - Medical Transcriptionist
14.13
12210 - Nuclear Medicine Technologist
30.53
12221 - Nursing Assistant I
9.46
12222 - Nursing Assistant II
10.27
12223 - Nursing Assistant III
11.21
12224 - Nursing Assistant IV
12.58

12235 - Optical Dispenser
18.17
12236 - Optical Technician
15.08
12250 - Pharmacy Technician
17.33
12280 - Phlebotomist
12.58
12305 - Radiologic Technologist
25.40
12311 - Registered Nurse I
24.37
12312 - Registered Nurse II
29.81
12313 - Registered Nurse II, Specialist
29.81
12314 - Registered Nurse III
36.07
12315 - Registered Nurse III, Anesthetist
36.07
12316 - Registered Nurse IV
43.23
12317 - Scheduler (Drug and Alcohol Testing)
19.54
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I
20.46
13012 - Exhibits Specialist II
25.36
13013 - Exhibits Specialist III
29.19
13041 - Illustrator I
20.00
13042 - Illustrator II
24.56
13043 - Illustrator III
29.80
13047 - Librarian
32.67
13050 - Library Aide/Clerk
10.41
13054 - Library Information Technology Systems
23.82
Administrator
13058 - Library Technician
16.78
13061 - Media Specialist I
16.68
13062 - Media Specialist II
18.66
13063 - Media Specialist III
20.80
13071 - Photographer I
13.93
13072 - Photographer II
18.46

13073 - Photographer III
 22.43
 13074 - Photographer IV
 24.90
 13075 - Photographer V
 30.14
 13110 - Video Teleconference Technician
 15.93
 14000 - Information Technology Occupations
 14041 - Computer Operator I
 15.56
 14042 - Computer Operator II
 17.40
 14043 - Computer Operator III
 19.41
 14044 - Computer Operator IV
 21.57
 14045 - Computer Operator V
 23.88
 14071 - Computer Programmer I (see 1)
 20.07
 14072 - Computer Programmer II (see 1)
 24.57
 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
 15.56
 14160 - Personal Computer Support Technician
 21.57
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 33.24
 15020 - Aircrew Training Devices Instructor (Rated)
 40.21
 15030 - Air Crew Training Devices Instructor (Pilot)
 48.04
 15050 - Computer Based Training Specialist / Instructor
 32.44
 15060 - Educational Technologist
 29.72
 15070 - Flight Instructor (Pilot)
 48.04
 15080 - Graphic Artist
 24.28
 15090 - Technical Instructor
 20.94
 15095 - Technical Instructor/Course Developer
 25.61
 15110 - Test Proctor
 17.61
 15120 - Tutor
 17.61
 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations

16010 - Assembler
8.54
16030 - Counter Attendant
8.54
16040 - Dry Cleaner
10.70
16070 - Finisher, Flatwork, Machine
8.54
16090 - Presser, Hand
8.54
16110 - Presser, Machine, Drycleaning
8.54
16130 - Presser, Machine, Shirts
8.54
16160 - Presser, Machine, Wearing Apparel, Laundry
8.54
16190 - Sewing Machine Operator
11.44
16220 - Tailor
12.22
16250 - Washer, Machine
9.27
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room)
23.51
19040 - Tool And Die Maker
24.69
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator
15.55
21030 - Material Coordinator
23.57
21040 - Material Expediter
23.57
21050 - Material Handling Laborer
11.27
21071 - Order Filler
11.49
21080 - Production Line Worker (Food Processing)
15.55
21110 - Shipping Packer
13.83
21130 - Shipping/Receiving Clerk
13.83
21140 - Store Worker I
12.41
21150 - Stock Clerk
15.52
21210 - Tools And Parts Attendant
15.55
21410 - Warehouse Specialist
15.55
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder
23.29
23021 - Aircraft Mechanic I
22.18

23022 - Aircraft Mechanic II
23.29
23023 - Aircraft Mechanic III
24.37
23040 - Aircraft Mechanic Helper
16.35
23050 - Aircraft, Painter
20.20
23060 - Aircraft Servicer
18.22
23080 - Aircraft Worker
19.17
23110 - Appliance Mechanic
19.24
23120 - Bicycle Repairer
14.43
23125 - Cable Splicer
23.93
23130 - Carpenter, Maintenance
19.24
23140 - Carpet Layer
18.79
23160 - Electrician, Maintenance
21.90
23181 - Electronics Technician Maintenance I
22.38
23182 - Electronics Technician Maintenance II
23.53
23183 - Electronics Technician Maintenance III
24.70
23260 - Fabric Worker
17.81
23290 - Fire Alarm System Mechanic
20.20
23310 - Fire Extinguisher Repairer
16.50
23311 - Fuel Distribution System Mechanic
20.48
23312 - Fuel Distribution System Operator
16.73
23370 - General Maintenance Worker
18.30
23380 - Ground Support Equipment Mechanic
22.18
23381 - Ground Support Equipment Servicer
18.22
23382 - Ground Support Equipment Worker
19.17
23391 - Gunsmith I
16.50
23392 - Gunsmith II
18.33
23393 - Gunsmith III
20.20
23410 - Heating, Ventilation And Air-Conditioning
20.20
Mechanic

23411 - Heating, Ventilation And Air Contditioning
21.31
Mechanic (Research Facility)
23430 - Heavy Equipment Mechanic
20.03
23440 - Heavy Equipment Operator
20.20
23460 - Instrument Mechanic
19.24
23465 - Laboratory/Shelter Mechanic
11.27
23470 - Laborer
11.27
23510 - Locksmith
19.31
23530 - Machinery Maintenance Mechanic
20.28
23550 - Machinist, Maintenance
19.32
23580 - Maintenance Trades Helper
16.29
23591 - Metrology Technician I
21.03
23592 - Metrology Technician II
22.04
23593 - Metrology Technician III
22.96
23640 - Millwright
25.71
23710 - Office Appliance Repairer
19.24
23760 - Painter, Maintenance
19.24
23790 - Pipefitter, Maintenance
20.23
23810 - Plumber, Maintenance
19.31
23820 - Pneudraulic Systems Mechanic
20.20
23850 - Rigger
20.52
23870 - Scale Mechanic
18.30
23890 - Sheet-Metal Worker, Maintenance
20.20
23910 - Small Engine Mechanic
19.24
23931 - Telecommunications Mechanic I
23.97
23932 - Telecommunications Mechanic II
25.18
23950 - Telephone Lineman
22.88
23960 - Welder, Combination, Maintenance
19.47
23965 - Well Driller
19.93

23970 - Woodcraft Worker
20.20
23980 - Woodworker
16.50
24000 - Personal Needs Occupations
24570 - Child Care Attendant
9.58
24580 - Child Care Center Clerk
13.48
24610 - Chore Aide
7.66
24620 - Family Readiness And Support Services
13.31
Coordinator
24630 - Homemaker
14.24
25000 - Plant And System Operations Occupations
25010 - Boiler Tender
20.80
25040 - Sewage Plant Operator
20.01
25070 - Stationary Engineer
20.80
25190 - Ventilation Equipment Tender
15.80
25210 - Water Treatment Plant Operator
20.01
27000 - Protective Service Occupations
27004 - Alarm Monitor
16.96
27007 - Baggage Inspector
12.01
27008 - Corrections Officer
18.71
27010 - Court Security Officer
20.29
27030 - Detection Dog Handler
15.31
27040 - Detention Officer
18.71
27070 - Firefighter
19.65
27101 - Guard I
12.01
27102 - Guard II
15.31
27131 - Police Officer I
22.07
27132 - Police Officer II
24.52
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
10.47
28042 - Carnival Equipment Repairer
10.99
28043 - Carnival Equipment Worker
8.21

28210 - Gate Attendant/Gate Tender
14.30
28310 - Lifeguard
12.22
28350 - Park Attendant (Aide)
15.60
28510 - Recreation Aide/Health Facility Attendant
11.68
28515 - Recreation Specialist
19.83
28630 - Sports Official
12.75
28690 - Swimming Pool Operator
15.63
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer
20.73
29020 - Hatch Tender
20.73
29030 - Line Handler
20.73
29041 - Stevedore I
19.71
29042 - Stevedore II
21.80
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)
35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)
24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
27.16
30021 - Archeological Technician I
18.28
30022 - Archeological Technician II
19.03
30023 - Archeological Technician III
25.14
30030 - Cartographic Technician
26.68
30040 - Civil Engineering Technician
25.15
30061 - Drafter/CAD Operator I
18.85
30062 - Drafter/CAD Operator II
21.09
30063 - Drafter/CAD Operator III
23.52
30064 - Drafter/CAD Operator IV
28.93
30081 - Engineering Technician I
17.82
30082 - Engineering Technician II
19.79
30083 - Engineering Technician III
22.59

30084 - Engineering Technician IV
27.42
30085 - Engineering Technician V
33.54
30086 - Engineering Technician VI
40.58
30090 - Environmental Technician
21.87
30210 - Laboratory Technician
20.41
30240 - Mathematical Technician
26.68
30361 - Paralegal/Legal Assistant I
16.04
30362 - Paralegal/Legal Assistant II
19.88
30363 - Paralegal/Legal Assistant III
24.32
30364 - Paralegal/Legal Assistant IV
29.42
30390 - Photo-Optics Technician
26.68
30461 - Technical Writer I
23.10
30462 - Technical Writer II
28.24
30463 - Technical Writer III
34.17
30491 - Unexploded Ordnance (UXO) Technician I
22.74
30492 - Unexploded Ordnance (UXO) Technician II
27.51
30493 - Unexploded Ordnance (UXO) Technician III
32.97
30494 - Unexploded (UXO) Safety Escort
22.74
30495 - Unexploded (UXO) Sweep Personnel
22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)
23.52
Surface Programs
30621 - Weather Observer, Senior (see 2)
25.48
31000 - Transportation/Mobile Equipment Operation Occupations
31020 - Bus Aide
11.61
31030 - Bus Driver
14.66
31043 - Driver Courier
13.40
31260 - Parking and Lot Attendant
9.25
31290 - Shuttle Bus Driver
14.22
31310 - Taxi Driver
11.32

31361 - Truckdriver, Light
14.22
31362 - Truckdriver, Medium
15.59
31363 - Truckdriver, Heavy
17.75
31364 - Truckdriver, Tractor-Trailer
17.75
99000 - Miscellaneous Occupations
99030 - Cashier
8.95
99050 - Desk Clerk
9.12
99095 - Embalmer
23.61
99251 - Laboratory Animal Caretaker I
9.86
99252 - Laboratory Animal Caretaker II
10.47
99310 - Mortician
30.76
99410 - Pest Controller
15.66
99510 - Photofinishing Worker
11.61
99710 - Recycling Laborer
16.46
99711 - Recycling Specialist
18.57
99730 - Refuse Collector
15.17
99810 - Sales Clerk
11.04
99820 - School Crossing Guard
11.64
99830 - Survey Party Chief
18.10
99831 - Surveying Aide
11.30
99832 - Surveying Technician
16.46
99840 - Vending Machine Attendant
12.92
99841 - Vending Machine Repairer
15.13
99842 - Vending Machine Repairer Helper
12.92

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (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 4174)

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 regrading 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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006,

unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

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 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 Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

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 decision to the contractor.

6) The contractor informs the affected employees.

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" (the Directory) should be used to compare job definitions to insure 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.