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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.: 13
Date Of Revision: 06/13/2011

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 Administrator	23.82
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 Mechanic	20.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.31
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 Coordinator	13.31
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: \$3.59 per hour or \$143.60 per week or \$622.27 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 ordinance, 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.