

Attachment G

U.S. Department of Labor Wage and Determination Schedule

WD 05-2103 (Rev.-13) was first posted on www.wdol.gov on 06/25/2013

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS
ADMINISTRATION		
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2005-
2103		
Diane C. Koplewski	Division of	Revision No.: 13
Director	Wage Determinations	Date Of Revision:
06/19/2013		

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
 George's, St Mary's
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church,
 Fauquier,
 King George, Loudoun, Prince William, Stafford

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

OCCUPATION CODE - TITLE	FOOTNOTE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	
15.08	
01012 - Accounting Clerk II	
16.92	
01013 - Accounting Clerk III	
22.30	
01020 - Administrative Assistant	
31.41	
01040 - Court Reporter	
21.84	
01051 - Data Entry Operator I	
14.38	
01052 - Data Entry Operator II	
15.69	
01060 - Dispatcher, Motor Vehicle	
17.87	
01070 - Document Preparation Clerk	
14.21	
01090 - Duplicating Machine Operator	
14.21	
01111 - General Clerk I	
14.88	

01112 - General Clerk II
16.24
01113 - General Clerk III
18.74
01120 - Housing Referral Assistant
25.29
01141 - Messenger Courier
13.62
01191 - Order Clerk I
15.12
01192 - Order Clerk II
16.50
01261 - Personnel Assistant (Employment) I
18.15
01262 - Personnel Assistant (Employment) II
20.32
01263 - Personnel Assistant (Employment) III
22.65
01270 - Production Control Clerk
22.03
01280 - Receptionist
14.43
01290 - Rental Clerk
16.55
01300 - Scheduler, Maintenance
18.07
01311 - Secretary I
18.07
01312 - Secretary II
20.18
01313 - Secretary III
25.29
01320 - Service Order Dispatcher
16.98
01410 - Supply Technician
28.55
01420 - Survey Worker
20.03
01531 - Travel Clerk I
13.29
01532 - Travel Clerk II
14.36
01533 - Travel Clerk III
15.49
01611 - Word Processor I
15.63
01612 - Word Processor II
17.67
01613 - Word Processor III
19.95
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
25.26

05010 - Automotive Electrician
23.51
05040 - Automotive Glass Installer
22.15
05070 - Automotive Worker
22.15
05110 - Mobile Equipment Servicer
19.04
05130 - Motor Equipment Metal Mechanic
24.78
05160 - Motor Equipment Metal Worker
22.15
05190 - Motor Vehicle Mechanic
24.78
05220 - Motor Vehicle Mechanic Helper
18.49
05250 - Motor Vehicle Upholstery Worker
21.63
05280 - Motor Vehicle Wrecker
22.15
05310 - Painter, Automotive
23.51
05340 - Radiator Repair Specialist
22.15
05370 - Tire Repairer
14.44
05400 - Transmission Repair Specialist
24.78
07000 - Food Preparation And Service Occupations
07010 - Baker
13.85
07041 - Cook I
12.55
07042 - Cook II
14.60
07070 - Dishwasher
10.11
07130 - Food Service Worker
10.66
07210 - Meat Cutter
18.08
07260 - Waiter/Waitress
9.70
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
19.86
09040 - Furniture Handler
14.06
09080 - Furniture Refinisher
20.23
09090 - Furniture Refinisher Helper
15.52
09110 - Furniture Repairer, Minor
17.94

09130 - Upholsterer
19.86
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
10.54
11060 - Elevator Operator
10.54
11090 - Gardener
17.52
11122 - Housekeeping Aide
11.83
11150 - Janitor
11.83
11210 - Laborer, Grounds Maintenance
13.07
11240 - Maid or Houseman
11.26
11260 - Pruner
11.58
11270 - Tractor Operator
16.04
11330 - Trail Maintenance Worker
13.07
11360 - Window Cleaner
12.85
12000 - Health Occupations
12010 - Ambulance Driver
20.41
12011 - Breath Alcohol Technician
20.27
12012 - Certified Occupational Therapist Assistant
23.11
12015 - Certified Physical Therapist Assistant
21.43
12020 - Dental Assistant
17.18
12025 - Dental Hygienist
44.75
12030 - EKG Technician
27.67
12035 - Electroneurodiagnostic Technologist
27.67
12040 - Emergency Medical Technician
20.41
12071 - Licensed Practical Nurse I
19.07
12072 - Licensed Practical Nurse II
21.35

12073 - Licensed Practical Nurse III
24.13
12100 - Medical Assistant
15.01

12130 - Medical Laboratory Technician
18.04
12160 - Medical Record Clerk
17.42
12190 - Medical Record Technician
19.50
12195 - Medical Transcriptionist
18.77
12210 - Nuclear Medicine Technologist
37.60
12221 - Nursing Assistant I
10.80
12222 - Nursing Assistant II
12.14
12223 - Nursing Assistant III
13.98
12224 - Nursing Assistant IV
15.69
12235 - Optical Dispenser
20.17
12236 - Optical Technician
15.80
12250 - Pharmacy Technician
18.12
12280 - Phlebotomist
15.69
12305 - Radiologic Technologist
31.11
12311 - Registered Nurse I
27.64
12312 - Registered Nurse II
33.44
12313 - Registered Nurse II, Specialist
33.44
12314 - Registered Nurse III
40.13
12315 - Registered Nurse III, Anesthetist
40.13
12316 - Registered Nurse IV
48.10
12317 - Scheduler (Drug and Alcohol Testing)
21.73
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I
19.86
13012 - Exhibits Specialist II
24.61
13013 - Exhibits Specialist III
30.09
13041 - Illustrator I
20.48
13042 - Illustrator II
25.38

13043 - Illustrator III
 31.03
 13047 - Librarian
 33.88
 13050 - Library Aide/Clerk
 14.21
 13054 - Library Information Technology Systems
 30.60
 Administrator
 13058 - Library Technician
 19.89
 13061 - Media Specialist I
 18.73
 13062 - Media Specialist II
 20.95
 13063 - Media Specialist III
 23.36
 13071 - Photographer I
 16.65
 13072 - Photographer II
 18.90
 13073 - Photographer III
 23.67
 13074 - Photographer IV
 28.65
 13075 - Photographer V
 33.76
 13110 - Video Teleconference Technician
 20.39
 14000 - Information Technology Occupations
 14041 - Computer Operator I
 18.92
 14042 - Computer Operator II
 21.18
 14043 - Computer Operator III
 23.60
 14044 - Computer Operator IV
 26.22
 14045 - Computer Operator V
 29.05
 14071 - Computer Programmer I (see 1)
 26.36
 14072 - Computer Programmer II (see 1)
 14073 - Computer Programmer III (see 1)
 14074 - Computer Programmer IV (see 1)
 14101 - Computer Systems Analyst I (see 1)
 14102 - Computer Systems Analyst II (see 1)
 14103 - Computer Systems Analyst III (see 1)
 14150 - Peripheral Equipment Operator
 18.92
 14160 - Personal Computer Support Technician
 26.22
 15000 - Instructional Occupations

15010 - Aircrew Training Devices Instructor (Non-Rated)
 36.47
 15020 - Aircrew Training Devices Instructor (Rated)
 44.06
 15030 - Air Crew Training Devices Instructor (Pilot)
 52.81
 15050 - Computer Based Training Specialist / Instructor
 36.47
 15060 - Educational Technologist
 35.31
 15070 - Flight Instructor (Pilot)
 52.81
 15080 - Graphic Artist
 26.80
 15090 - Technical Instructor
 25.08
 15095 - Technical Instructor/Course Developer
 30.67
 15110 - Test Proctor
 20.20
 15120 - Tutor
 20.20
 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
 16010 - Assembler
 9.88
 16030 - Counter Attendant
 9.88
 16040 - Dry Cleaner
 12.94
 16070 - Finisher, Flatwork, Machine
 9.88
 16090 - Presser, Hand
 9.88
 16110 - Presser, Machine, Drycleaning
 9.88
 16130 - Presser, Machine, Shirts
 9.88
 16160 - Presser, Machine, Wearing Apparel, Laundry
 9.88
 16190 - Sewing Machine Operator
 13.78
 16220 - Tailor
 14.66
 16250 - Washer, Machine
 10.88
 19000 - Machine Tool Operation And Repair Occupations
 19010 - Machine-Tool Operator (Tool Room)
 21.14
 19040 - Tool And Die Maker
 23.38
 21000 - Materials Handling And Packing Occupations
 21020 - Forklift Operator
 18.02

21030 - Material Coordinator
22.03
21040 - Material Expediter
22.03
21050 - Material Handling Laborer
13.83
21071 - Order Filler
15.09
21080 - Production Line Worker (Food Processing)
18.02
21110 - Shipping Packer
15.09
21130 - Shipping/Receiving Clerk
15.09
21140 - Store Worker I
11.72
21150 - Stock Clerk
16.86
21210 - Tools And Parts Attendant
18.02
21410 - Warehouse Specialist
18.02
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder
27.21
23021 - Aircraft Mechanic I
25.83
23022 - Aircraft Mechanic II
27.21
23023 - Aircraft Mechanic III
28.53
23040 - Aircraft Mechanic Helper
17.54
23050 - Aircraft, Painter
24.73
23060 - Aircraft Servicer
19.76
23080 - Aircraft Worker
21.01
23110 - Appliance Mechanic
21.75
23120 - Bicycle Repairer
14.43
23125 - Cable Splicer
26.02
23130 - Carpenter, Maintenance
21.40
23140 - Carpet Layer
20.49
23160 - Electrician, Maintenance
27.98
23181 - Electronics Technician Maintenance I
24.94

23182 - Electronics Technician Maintenance II
26.47
23183 - Electronics Technician Maintenance III
27.89
23260 - Fabric Worker
19.13
23290 - Fire Alarm System Mechanic
22.91
23310 - Fire Extinguisher Repairer
17.62
23311 - Fuel Distribution System Mechanic
22.81
23312 - Fuel Distribution System Operator
19.38
23370 - General Maintenance Worker
21.43
23380 - Ground Support Equipment Mechanic
25.83
23381 - Ground Support Equipment Servicer
19.76
23382 - Ground Support Equipment Worker
21.01
23391 - Gunsmith I
17.62
23392 - Gunsmith II
20.49
23393 - Gunsmith III
22.91
23410 - Heating, Ventilation And Air-Conditioning
23.89
Mechanic
23411 - Heating, Ventilation And Air Contditioning
25.17
Mechanic (Research Facility)
23430 - Heavy Equipment Mechanic
22.91
23440 - Heavy Equipment Operator
22.91
23460 - Instrument Mechanic
22.59
23465 - Laboratory/Shelter Mechanic
21.75
23470 - Laborer
14.98
23510 - Locksmith
21.90
23530 - Machinery Maintenance Mechanic
23.12
23550 - Machinist, Maintenance
22.91
23580 - Maintenance Trades Helper
18.27
23591 - Metrology Technician I
22.59

23592 - Metrology Technician II
23.80
23593 - Metrology Technician III
24.96
23640 - Millwright
28.19
23710 - Office Appliance Repairer
22.96
23760 - Painter, Maintenance
21.75
23790 - Pipefitter, Maintenance
24.63
23810 - Plumber, Maintenance
22.29
23820 - Pneudraulic Systems Mechanic
22.91
23850 - Rigger
22.91
23870 - Scale Mechanic
20.49
23890 - Sheet-Metal Worker, Maintenance
22.91
23910 - Small Engine Mechanic
20.49
23931 - Telecommunications Mechanic I
29.95
23932 - Telecommunications Mechanic II
31.55
23950 - Telephone Lineman
27.41
23960 - Welder, Combination, Maintenance
22.91
23965 - Well Driller
22.91
23970 - Woodcraft Worker
22.91
23980 - Woodworker
17.62
24000 - Personal Needs Occupations
24570 - Child Care Attendant
12.79
24580 - Child Care Center Clerk
17.77
24610 - Chore Aide
10.57
24620 - Family Readiness And Support Services
16.90
Coordinator
24630 - Homemaker
18.43
25000 - Plant And System Operations Occupations
25010 - Boiler Tender
27.30

25040 - Sewage Plant Operator
20.84
25070 - Stationary Engineer
27.30
25190 - Ventilation Equipment Tender
19.49
25210 - Water Treatment Plant Operator
20.84
27000 - Protective Service Occupations
27004 - Alarm Monitor
20.57
27007 - Baggage Inspector
12.71
27008 - Corrections Officer
22.80
27010 - Court Security Officer
24.72
27030 - Detection Dog Handler
20.57
27040 - Detention Officer
22.80
27070 - Firefighter
24.63
27101 - Guard I
12.71
27102 - Guard II
20.57
27131 - Police Officer I
26.52
27132 - Police Officer II
29.67
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
13.59
28042 - Carnival Equipment Repairer
14.63
28043 - Carnival Equipment Worker
9.24
28210 - Gate Attendant/Gate Tender
13.01
28310 - Lifeguard
11.59
28350 - Park Attendant (Aide)
14.56
28510 - Recreation Aide/Health Facility Attendant
10.62
28515 - Recreation Specialist
18.04
28630 - Sports Official
11.59
28690 - Swimming Pool Operator
18.21
29000 - Stevedoring/Longshoremen Occupational Services

29010 - Blocker And Bracer
23.13
29020 - Hatch Tender
23.13
29030 - Line Handler
23.13
29041 - Stevedore I
21.31
29042 - Stevedore II
24.24
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)
39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)
26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
29.56
30021 - Archeological Technician I
20.19
30022 - Archeological Technician II
22.60
30023 - Archeological Technician III
27.98
30030 - Cartographic Technician
27.98
30040 - Civil Engineering Technician
26.41
30061 - Drafter/CAD Operator I
20.19
30062 - Drafter/CAD Operator II
22.60
30063 - Drafter/CAD Operator III
25.19
30064 - Drafter/CAD Operator IV
31.00
30081 - Engineering Technician I
22.92
30082 - Engineering Technician II
25.72
30083 - Engineering Technician III
28.79
30084 - Engineering Technician IV
35.64
30085 - Engineering Technician V
43.61
30086 - Engineering Technician VI
52.76
30090 - Environmental Technician
27.41
30210 - Laboratory Technician
23.38
30240 - Mathematical Technician
28.94

30361 - Paralegal/Legal Assistant I
 21.36
 30362 - Paralegal/Legal Assistant II
 26.47
 30363 - Paralegal/Legal Assistant III
 32.36
 30364 - Paralegal/Legal Assistant IV
 39.16
 30390 - Photo-Optics Technician
 27.98
 30461 - Technical Writer I
 21.93
 30462 - Technical Writer II
 26.84
 30463 - Technical Writer III
 32.47
 30491 - Unexploded Ordnance (UXO) Technician I
 24.74
 30492 - Unexploded Ordnance (UXO) Technician II
 29.93
 30493 - Unexploded Ordnance (UXO) Technician III
 35.88
 30494 - Unexploded (UXO) Safety Escort
 24.74
 30495 - Unexploded (UXO) Sweep Personnel
 24.74
 30620 - Weather Observer, Combined Upper Air Or (see 2)
 25.19
 Surface Programs
 30621 - Weather Observer, Senior (see 2)
 27.98
 31000 - Transportation/Mobile Equipment Operation Occupations
 31020 - Bus Aide
 14.32
 31030 - Bus Driver
 20.85
 31043 - Driver Courier
 13.98
 31260 - Parking and Lot Attendant
 10.07
 31290 - Shuttle Bus Driver
 15.66
 31310 - Taxi Driver
 13.98
 31361 - Truckdriver, Light
 15.66
 31362 - Truckdriver, Medium
 17.90
 31363 - Truckdriver, Heavy
 19.18
 31364 - Truckdriver, Tractor-Trailer
 19.18
 99000 - Miscellaneous Occupations

99030 - Cashier
10.03
99050 - Desk Clerk
11.58
99095 - Embalmer
23.05
99251 - Laboratory Animal Caretaker I
11.30
99252 - Laboratory Animal Caretaker II
12.35
99310 - Mortician
31.73
99410 - Pest Controller
17.69
99510 - Photofinishing Worker
13.20
99710 - Recycling Laborer
18.50
99711 - Recycling Specialist
22.71
99730 - Refuse Collector
16.40
99810 - Sales Clerk
12.09
99820 - School Crossing Guard
13.43
99830 - Survey Party Chief
21.94
99831 - Surveying Aide
13.63
99832 - Surveying Technician
20.85
99840 - Vending Machine Attendant
14.43
99841 - Vending Machine Repairer
18.73
99842 - Vending Machine Repairer Helper
14.43

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 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 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.