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ATTACHMENT J.13

SERVICE CONTRACT ACT WAGE DETERMINATION

FLORIDA COUNTIES OF BREVARD/INDIAN RIVER

WD No. 05-2117

Revision: 13

Date of Revisions: 06/13/2012

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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.: 2005-2117 Revision No.: 13 Date Of Revision: 06/13/2012

State: Florida

Area: Florida Counties of Brevard, Indian River

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.56
01012 - Accounting Clerk II		15.22
01013 - Accounting Clerk III		18.43
01020 - Administrative Assistant		19.20
01040 - Court Reporter		16.31
01051 - Data Entry Operator I		11.69
01052 - Data Entry Operator II		13.31
01060 - Dispatcher, Motor Vehicle		16.31
01070 - Document Preparation Clerk		13.60
01090 - Duplicating Machine Operator		13.60
01111 - General Clerk I		12.38
01112 - General Clerk II		13.39
01113 - General Clerk III		14.93
01120 - Housing Referral Assistant		17.64
01141 - Messenger Courier		12.16
01191 - Order Clerk I		11.55
01192 - Order Clerk II		13.60
01261 - Personnel Assistant (Employment) I		14.66
01262 - Personnel Assistant (Employment) II		16.40
01263 - Personnel Assistant (Employment) III		18.29
01270 - Production Control Clerk		19.41
01280 - Receptionist		11.39
01290 - Rental Clerk		12.83
01300 - Scheduler, Maintenance		14.20
01311 - Secretary I		14.20
01312 - Secretary II		15.82
01313 - Secretary III		17.64
01320 - Service Order Dispatcher		14.82
01410 - Supply Technician		19.60
01420 - Survey Worker		16.31
01531 - Travel Clerk I		11.33
01532 - Travel Clerk II		12.24
01533 - Travel Clerk III		13.11
01611 - Word Processor I		12.21
01612 - Word Processor II		13.16
01613 - Word Processor III		16.23
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.32
05010 - Automotive Electrician		18.15
05040 - Automotive Glass Installer		17.17
05070 - Automotive Worker		17.17
05110 - Mobile Equipment Servicer		15.50
05130 - Motor Equipment Metal Mechanic		18.88

05160 - Motor Equipment Metal Worker	17.17
05190 - Motor Vehicle Mechanic	18.80
05220 - Motor Vehicle Mechanic Helper	14.58
05250 - Motor Vehicle Upholstery Worker	16.58
05280 - Motor Vehicle Wrecker	17.17
05310 - Painter, Automotive	18.04
05340 - Radiator Repair Specialist	17.17
05370 - Tire Repairer	13.08
05400 - Transmission Repair Specialist	18.88
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.08
07041 - Cook I	11.12
07042 - Cook II	12.08
07070 - Dishwasher	8.13
07130 - Food Service Worker	10.11
07210 - Meat Cutter	14.83
07260 - Waiter/Waitress	9.64
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.93
09040 - Furniture Handler	13.01
09080 - Furniture Refinisher	16.55
09090 - Furniture Refinisher Helper	13.38
09110 - Furniture Repairer, Minor	14.99
09130 - Upholsterer	16.55
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.09
11060 - Elevator Operator	10.09
11090 - Gardener	13.52
11122 - Housekeeping Aide	11.47
11150 - Janitor	11.47
11210 - Laborer, Grounds Maintenance	11.33
11240 - Maid or Houseman	9.03
11260 - Pruner	10.31
11270 - Tractor Operator	13.20
11330 - Trail Maintenance Worker	11.33
11360 - Window Cleaner	12.61
12000 - Health Occupations	
12010 - Ambulance Driver	15.51
12011 - Breath Alcohol Technician	17.75
12012 - Certified Occupational Therapist Assistant	27.42
12015 - Certified Physical Therapist Assistant	24.67
12020 - Dental Assistant	15.36
12025 - Dental Hygienist	28.81
12030 - EKG Technician	17.76
12035 - Electroneurodiagnostic Technologist	17.76
12040 - Emergency Medical Technician	15.51
12071 - Licensed Practical Nurse I	16.45
12072 - Licensed Practical Nurse II	18.40
12073 - Licensed Practical Nurse III	20.52
12100 - Medical Assistant	12.83
12130 - Medical Laboratory Technician	18.67
12160 - Medical Record Clerk	14.62
12190 - Medical Record Technician	15.17
12195 - Medical Transcriptionist	14.93
12210 - Nuclear Medicine Technologist	30.91
12221 - Nursing Assistant I	11.00
12222 - Nursing Assistant II	12.37
12223 - Nursing Assistant III	13.50
12224 - Nursing Assistant IV	15.14
12235 - Optical Dispenser	17.68
12236 - Optical Technician	13.58
12250 - Pharmacy Technician	12.47
12280 - Phlebotomist	15.14

12305 - Radiologic Technologist		24.10
12311 - Registered Nurse I		22.67
12312 - Registered Nurse II		27.73
12313 - Registered Nurse II, Specialist		27.73
12314 - Registered Nurse III		33.55
12315 - Registered Nurse III, Anesthetist		33.55
12316 - Registered Nurse IV		40.22
12317 - Scheduler (Drug and Alcohol Testing)		22.80
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		17.52
13012 - Exhibits Specialist II		20.85
13013 - Exhibits Specialist III		23.88
13041 - Illustrator I		16.29
13042 - Illustrator II		19.52
13043 - Illustrator III		23.31
13047 - Librarian		22.41
13050 - Library Aide/Clerk		11.99
13054 - Library Information Technology Systems Administrator		20.85
13058 - Library Technician		15.75
13061 - Media Specialist I		15.05
13062 - Media Specialist II		16.55
13063 - Media Specialist III		17.57
13071 - Photographer I		15.22
13072 - Photographer II		17.02
13073 - Photographer III		21.09
13074 - Photographer IV		24.68
13075 - Photographer V		27.29
13110 - Video Teleconference Technician		15.74
14000 - Information Technology Occupations		
14041 - Computer Operator I		16.15
14042 - Computer Operator II		18.06
14043 - Computer Operator III		20.14
14044 - Computer Operator IV		22.37
14045 - Computer Operator V		24.79
14071 - Computer Programmer I	(see 1)	23.18
14072 - Computer Programmer II	(see 1)	27.62
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		16.15
14160 - Personal Computer Support Technician		22.37
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		29.98
15020 - Aircrew Training Devices Instructor (Rated)		33.63
15030 - Air Crew Training Devices Instructor (Pilot)		35.42
15050 - Computer Based Training Specialist / Instructor		29.98
15060 - Educational Technologist		25.26
15070 - Flight Instructor (Pilot)		35.42
15080 - Graphic Artist		20.58
15090 - Technical Instructor		21.82
15095 - Technical Instructor/Course Developer		25.91
15110 - Test Proctor		17.90
15120 - Tutor		17.90
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.37
16030 - Counter Attendant		8.37
16040 - Dry Cleaner		10.44
16070 - Finisher, Flatwork, Machine		8.37
16090 - Presser, Hand		8.37
16110 - Presser, Machine, Drycleaning		8.37

16130 - Presser, Machine, Shirts	8.37
16160 - Presser, Machine, Wearing Apparel, Laundry	8.37
16190 - Sewing Machine Operator	11.12
16220 - Tailor	11.82
16250 - Washer, Machine	9.06
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.55
19040 - Tool And Die Maker	20.86
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.08
21030 - Material Coordinator	19.41
21040 - Material Expediter	19.41
21050 - Material Handling Laborer	11.56
21071 - Order Filler	11.67
21080 - Production Line Worker (Food Processing)	13.84
21110 - Shipping Packer	13.52
21130 - Shipping/Receiving Clerk	13.52
21140 - Store Worker I	11.88
21150 - Stock Clerk	15.84
21210 - Tools And Parts Attendant	14.66
21410 - Warehouse Specialist	14.58
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	24.46
23040 - Aircraft Mechanic Helper	15.59
23050 - Aircraft, Painter	19.14
23060 - Aircraft Servicer	17.47
23080 - Aircraft Worker	18.35
23110 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	13.08
23125 - Cable Splicer	24.84
23130 - Carpenter, Maintenance	18.77
23140 - Carpet Layer	17.82
23160 - Electrician, Maintenance	22.10
23181 - Electronics Technician Maintenance I	22.65
23182 - Electronics Technician Maintenance II	24.25
23183 - Electronics Technician Maintenance III	25.73
23260 - Fabric Worker	16.67
23290 - Fire Alarm System Mechanic	17.54
23310 - Fire Extinguisher Repairer	15.49
23311 - Fuel Distribution System Mechanic	20.11
23312 - Fuel Distribution System Operator	16.75
23370 - General Maintenance Worker	17.61
23380 - Ground Support Equipment Mechanic	22.18
23381 - Ground Support Equipment Servicer	17.47
23382 - Ground Support Equipment Worker	18.35
23391 - Gunsmith I	17.56
23392 - Gunsmith II	20.20
23393 - Gunsmith III	22.75
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.49
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.55
23430 - Heavy Equipment Mechanic	20.74
23440 - Heavy Equipment Operator	16.89
23460 - Instrument Mechanic	20.11
23465 - Laboratory/Shelter Mechanic	20.21
23470 - Laborer	12.14
23510 - Locksmith	16.96
23530 - Machinery Maintenance Mechanic	23.76
23550 - Machinist, Maintenance	20.27

23580 - Maintenance Trades Helper	15.08
23591 - Metrology Technician I	20.11
23592 - Metrology Technician II	21.26
23593 - Metrology Technician III	22.06
23640 - Millwright	20.21
23710 - Office Appliance Repairer	18.22
23760 - Painter, Maintenance	17.34
23790 - Pipefitter, Maintenance	19.44
23810 - Plumber, Maintenance	18.59
23820 - Pneudraulic Systems Mechanic	20.11
23850 - Rigger	19.60
23870 - Scale Mechanic	17.82
23890 - Sheet-Metal Worker, Maintenance	19.20
23910 - Small Engine Mechanic	16.50
23931 - Telecommunications Mechanic I	24.15
23932 - Telecommunications Mechanic II	25.23
23950 - Telephone Lineman	21.31
23960 - Welder, Combination, Maintenance	18.14
23965 - Well Driller	20.11
23970 - Woodcraft Worker	20.11
23980 - Woodworker	14.58
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.25
24580 - Child Care Center Clerk	13.34
24610 - Chore Aide	10.53
24620 - Family Readiness And Support Services Coordinator	13.26
24630 - Homemaker	16.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.20
25040 - Sewage Plant Operator	18.79
25070 - Stationary Engineer	19.20
25190 - Ventilation Equipment Tender	14.23
25210 - Water Treatment Plant Operator	18.79
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.87
27007 - Baggage Inspector	12.42
27008 - Corrections Officer	18.77
27010 - Court Security Officer	18.77
27030 - Detection Dog Handler	17.09
27040 - Detention Officer	18.77
27070 - Firefighter	19.22
27101 - Guard I	12.42
27102 - Guard II	17.09
27131 - Police Officer I	20.43
27132 - Police Officer II	22.70
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.12
28042 - Carnival Equipment Repairer	13.43
28043 - Carnival Equpment Worker	9.04
28210 - Gate Attendant/Gate Tender	13.56
28310 - Lifeguard	12.08
28350 - Park Attendant (Aide)	15.16
28510 - Recreation Aide/Health Facility Attendant	11.07
28515 - Recreation Specialist	18.79
28630 - Sports Official	12.08
28690 - Swimming Pool Operator	14.79
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.91
29020 - Hatch Tender	17.91
29030 - Line Handler	17.91
29041 - Stevedore I	17.02
29042 - Stevedore II	20.11

30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	37.80
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		14.56
30022 - Archeological Technician II		16.54
30023 - Archeological Technician III		20.23
30030 - Cartographic Technician		19.71
30040 - Civil Engineering Technician		20.89
30061 - Drafter/CAD Operator I		13.92
30062 - Drafter/CAD Operator II		15.57
30063 - Drafter/CAD Operator III		18.21
30064 - Drafter/CAD Operator IV		21.36
30081 - Engineering Technician I		15.41
30082 - Engineering Technician II		17.30
30083 - Engineering Technician III		19.35
30084 - Engineering Technician IV		23.98
30085 - Engineering Technician V		29.33
30086 - Engineering Technician VI		35.49
30090 - Environmental Technician		18.78
30210 - Laboratory Technician		22.77
30240 - Mathematical Technician		19.29
30361 - Paralegal/Legal Assistant I		15.19
30362 - Paralegal/Legal Assistant II		20.55
30363 - Paralegal/Legal Assistant III		25.12
30364 - Paralegal/Legal Assistant IV		30.43
30390 - Photo-Optics Technician		19.71
30461 - Technical Writer I		19.86
30462 - Technical Writer II		24.29
30463 - Technical Writer III		29.39
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 Surface Programs	(see 2)	18.21
30621 - Weather Observer, Senior	(see 2)	19.59
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.22
31030 - Bus Driver		12.82
31043 - Driver Courier		15.56
31260 - Parking and Lot Attendant		11.35
31290 - Shuttle Bus Driver		13.22
31310 - Taxi Driver		13.42
31361 - Truckdriver, Light		14.77
31362 - Truckdriver, Medium		15.11
31363 - Truckdriver, Heavy		15.38
31364 - Truckdriver, Tractor-Trailer		15.38
99000 - Miscellaneous Occupations		
99030 - Cashier		9.59
99050 - Desk Clerk		10.15
99095 - Embalmer		23.84
99251 - Laboratory Animal Caretaker I		10.25
99252 - Laboratory Animal Caretaker II		11.13
99310 - Mortician		23.84
99410 - Pest Controller		14.24
99510 - Photofinishing Worker		10.82
99710 - Recycling Laborer		13.25
99711 - Recycling Specialist		15.71
99730 - Refuse Collector		12.05
99810 - Sales Clerk		11.66
99820 - School Crossing Guard		10.86

99830 - Survey Party Chief	17.08
99831 - Surveying Aide	11.32
99832 - Surveying Technician	15.53
99840 - Vending Machine Attendant	13.23
99841 - Vending Machine Repairer	15.49
99842 - Vending Machine Repairer Helper	13.23

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $3.71 per hour or $148.40 per week or $643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 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 ordance, 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 ordance, (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 ordance, 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 ordance, 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.