

ATTACHMENT L-F
JOB DESCRIPTION/QUALIFICATION FORM (JD/Q)

Prime/Subcontractor Name(s) _____

TITLE [] MSFC [] Other Please Specify _____	Company Job Title: _____ CBA Job Title: _____ Solicitation Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number: _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ [Exempt] HOURLY FROM: _____ TO: _____ [Non-exempt]
HEALTH AND WELFARE	AVERAGE HOURLY COST OF HEALTH & WELFARE _____
DESCRIPTION	_____ _____ _____ _____
QUALIFICATIONS	EDUCATION: _____ EXPERIENCE: _____ _____ _____

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Instructions for Completing Job Description/Qualification Form (JD/Q)

(a) **TITLE**

There are two Job Description/Qualification forms per page. One form is to be completed for each job classification proposed. Offerors are also instructed to segregate JD/Qs form submittals by work location, if applicable. (**NOTICE**: This applies to all proposed subcontracted classifications as well.)

- (1) Company Job Title – Enter your company job title if different from the SCA or any applicable Collective Bargaining Agreement (CBA) job title.
- (2) CBA Job Title – Enter job title from the CBA.
- (3) Solicitation Job Title – Enter the job title identified in the solicitation.
- (4) Service Contract Agreement (SCA) Wage Determination Job Title/Classification - Enter the accurate SCA job title/ classification plus the SCA classification number from the SCA Wage Determination or the job title/classification from the CBA as appropriate.

NOTE: Detailed position descriptions are contained in the SCA Directory of Occupations, Fifth Edition. For details see:

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>

(b) **TYPE**

Place an X in the Box that is applicable to the job title/classification.

- (1) Exempt - Those job classifications identified in Title 29 Code of Federal Regulations (CFR) Part 541 dated April 23, 2004, as exempt classifications.
- (2) Non-exempt – All job classifications other than those exempt by 29 CFR Part 541.

(c) **SALARY/WAGE RANGES**:

- (1) For exempt employees enter the minimum annual pay rate in the Annual “From” space and the maximum annual pay rate in the corresponding “To” space.
- (2) For non-exempt employees enter the minimum hourly pay rate in the Hourly “From” space and the maximum hourly pay rate in the corresponding “To” space.
- (3) CAUTION: The minimum rate can never be lower than the SCA or CBA minimum rate.

(d) **HEALTH AND WELFARE**:

- (1) Provide the exact cost of health and welfare for those service employee labor categories covered by the CBA (See Title 29 CFR Part 4.52 & 4.163 for details).
- (2) For those not covered by a CBA, provide the exact average hourly cost of health and welfare for each service employee labor category (See Title 29 CFR Part 4.175(b) for details).

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NOTES:

- (i) The average cost of SCA health and welfare for service (non-exempt) employees shall not include the cost of vacation pay, holiday pay, liability insurance, state and Federal taxes, professional liability insurance, unemployment or workmen's compensation insurance for computation purposes.
- (ii) The average cost of SCA health and welfare must be computed separately for exempt employees (those not covered by the SCA) and non-exempt employees (those covered by the SCA).
- (iii) JDQ forms are required for each labor category proposed by the prime and all subcontractors, whether major or minor. However, if more than one firm on a proposing team utilizes identical labor categories (to include hourly rate range or salary range, description, and education/experience qualifications), a single JDQ form may be utilized provided that each firm utilizing the category is noted on the line provided for each form and the average hourly health and welfare rate for each firm, if different, is also provided. The health and welfare rates specified (if different for each firm) shall appear in the order of the firms delineated above the form.

CAUTION: The SCA makes NO distinction between full-time, part-time, or temporary "service employees" in regards to the required payment of health and welfare including vacation and holiday pay (See Title 29 CFR Part 4.165(a)(2) and 4.176(a)).

(e) **DESCRIPTION**

Briefly describe the duties performed under the specified job title/classification.

(f) **QUALIFICATIONS**

Identify the education and experience qualifications applicable to the specified job title/classification.