

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

<b>TITLE</b> [ ] MSFC [ ] MAF	Contractor Job Title: _____ CBA Job Title: _____ Solicitation Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number: _____
<b>TYPE</b>	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
<b>SALARY / WAGE RANGE</b>	ANNUAL FROM: _____ TO: _____ [Exempt] HOURLY FROM: _____ TO: _____ [Nonexempt]
<b>HEALTH AND WELFARE</b>	AVERAGE HOURLY COST OF HEALTH & WELFARE _____
<b>DESCRIPTION</b>	_____ _____ _____ _____
<b>QUALIFICATION REQUIREMENTS</b>	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) Contractor Job Title – Enter your company job title if different from the SCA or 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 employees covered by the CBA (See Title 29 CFR Part 4.52 & 4.163 for details).
- (2) For those not covered by the CBA provide the exact average hourly cost of health and welfare for each service employee (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).

**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) **QUALIFICATION REQUIREMENTS**

Identify the education and experience requirements for an employee to qualify for the specified job title/classification.