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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

Daniel W. Simms	Division of	Wage Determination No.: 2015-2131
Director	Wage Determinations	Revision No.: 2
		Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Georgia

Area: Georgia Counties of Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clinch, Coffee, Colquitt, Cook, Decatur, Dougherty, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Mitchell, Randolph, Terrell, Thomas, Tift, Turner, Ware, Worth

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.02
01012 - Accounting Clerk II		13.88
01013 - Accounting Clerk III		19.10
01020 - Administrative Assistant		16.91
01035 - Court Reporter		13.54
01051 - Data Entry Operator I		10.94
01052 - Data Entry Operator II		12.38
01060 - Dispatcher, Motor Vehicle		16.94
01070 - Document Preparation Clerk		11.42
01090 - Duplicating Machine Operator		11.42
01111 - General Clerk I		10.34
01112 - General Clerk II		11.49
01113 - General Clerk III		12.89
01120 - Housing Referral Assistant		15.22
01141 - Messenger Courier		8.86
01191 - Order Clerk I		10.76
01192 - Order Clerk II		14.83
01261 - Personnel Assistant (Employment) I		13.44
01262 - Personnel Assistant (Employment) II		14.62
01263 - Personnel Assistant (Employment) III		16.29
01270 - Production Control Clerk		22.50
01290 - Rental Clerk		10.36
01300 - Scheduler, Maintenance		12.20
01311 - Secretary I		12.20
01312 - Secretary II		13.65
01313 - Secretary III		15.22

01320 - Service Order Dispatcher	16.31
01410 - Supply Technician	16.91
01420 - Survey Worker	13.65
01460 - Switchboard Operator/Receptionist	9.81
01531 - Travel Clerk I	11.29
01532 - Travel Clerk II	12.35
01533 - Travel Clerk III	13.13
01611 - Word Processor I	12.24
01612 - Word Processor II	14.15
01613 - Word Processor III	15.83
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.65
05010 - Automotive Electrician	16.57
05040 - Automotive Glass Installer	15.89
05070 - Automotive Worker	15.89
05110 - Mobile Equipment Servicer	13.94
05130 - Motor Equipment Metal Mechanic	17.27
05160 - Motor Equipment Metal Worker	15.89
05190 - Motor Vehicle Mechanic	17.27
05220 - Motor Vehicle Mechanic Helper	13.81
05250 - Motor Vehicle Upholstery Worker	15.36
05280 - Motor Vehicle Wrecker	15.89
05310 - Painter, Automotive	16.57
05340 - Radiator Repair Specialist	15.89
05370 - Tire Repairer	13.35
05400 - Transmission Repair Specialist	17.27
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.85
07041 - Cook I	10.12
07042 - Cook II	11.14
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.93
07210 - Meat Cutter	12.30
07260 - Waiter/Waitress	8.12
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.96
09040 - Furniture Handler	11.92
09080 - Furniture Refinisher	16.96
09090 - Furniture Refinisher Helper	13.91
09110 - Furniture Repairer, Minor	15.64
09130 - Upholsterer	16.96
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.01
11060 - Elevator Operator	9.01
11090 - Gardener	11.54
11122 - Housekeeping Aide	9.21
11150 - Janitor	9.21
11210 - Laborer, Grounds Maintenance	10.37
11240 - Maid or Houseman	7.95
11260 - Pruner	9.49
11270 - Tractor Operator	12.10
11330 - Trail Maintenance Worker	10.37
11360 - Window Cleaner	10.06
12000 - Health Occupations	
12010 - Ambulance Driver	15.72
12011 - Breath Alcohol Technician	15.34
12012 - Certified Occupational Therapist Assistant	20.16
12015 - Certified Physical Therapist Assistant	22.07
12020 - Dental Assistant	15.02
12025 - Dental Hygienist	24.21
12030 - EKG Technician	23.26

12035 - Electroneurodiagnostic Technologist	23.26
12040 - Emergency Medical Technician	15.72
12071 - Licensed Practical Nurse I	13.71
12072 - Licensed Practical Nurse II	15.34
12073 - Licensed Practical Nurse III	17.11
12100 - Medical Assistant	11.55
12130 - Medical Laboratory Technician	13.68
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.98
12195 - Medical Transcriptionist	12.45
12210 - Nuclear Medicine Technologist	33.72
12221 - Nursing Assistant I	9.44
12222 - Nursing Assistant II	10.62
12223 - Nursing Assistant III	11.57
12224 - Nursing Assistant IV	13.01
12235 - Optical Dispenser	15.34
12236 - Optical Technician	13.71
12250 - Pharmacy Technician	13.05
12280 - Phlebotomist	13.01
12305 - Radiologic Technologist	22.21
12311 - Registered Nurse I	19.63
12312 - Registered Nurse II	24.01
12313 - Registered Nurse II, Specialist	24.01
12314 - Registered Nurse III	29.04
12315 - Registered Nurse III, Anesthetist	29.04
12316 - Registered Nurse IV	34.81
12317 - Scheduler (Drug and Alcohol Testing)	19.01
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.93
13012 - Exhibits Specialist II	21.21
13013 - Exhibits Specialist III	27.17
13041 - Illustrator I	17.93
13042 - Illustrator II	21.21
13043 - Illustrator III	27.17
13047 - Librarian	24.60
13050 - Library Aide/Clerk	12.66
13054 - Library Information Technology Systems Administrator	22.21
13058 - Library Technician	16.18
13061 - Media Specialist I	15.40
13062 - Media Specialist II	17.23
13063 - Media Specialist III	19.21
13071 - Photographer I	16.03
13072 - Photographer II	18.16
13073 - Photographer III	22.51
13074 - Photographer IV	27.48
13075 - Photographer V	33.33
13110 - Video Teleconference Technician	16.03
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.24
14042 - Computer Operator II	15.93
14043 - Computer Operator III	18.65
14044 - Computer Operator IV	20.70
14045 - Computer Operator V	22.98
14071 - Computer Programmer I	18.23
14072 - Computer Programmer II	22.64
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	14.24
14160 - Personal Computer Support Technician	20.70
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	25.95
15020 - Aircrew Training Devices Instructor (Rated)	31.40
15030 - Air Crew Training Devices Instructor (Pilot)	37.46
15050 - Computer Based Training Specialist / Instructor	25.95
15060 - Educational Technologist	28.05
15070 - Flight Instructor (Pilot)	41.21
15080 - Graphic Artist	27.04
15090 - Technical Instructor	20.08
15095 - Technical Instructor/Course Developer	24.56
15110 - Test Proctor	16.20
15120 - Tutor	16.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.08
16030 - Counter Attendant	8.08
16040 - Dry Cleaner	9.38
16070 - Finisher, Flatwork, Machine	8.08
16090 - Presser, Hand	8.08
16110 - Presser, Machine, Drycleaning	8.08
16130 - Presser, Machine, Shirts	8.08
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08
16190 - Sewing Machine Operator	9.86
16220 - Tailor	10.29
16250 - Washer, Machine	8.47
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.96
19040 - Tool And Die Maker	19.87
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.64
21030 - Material Coordinator	22.50
21040 - Material Expediter	22.50
21050 - Material Handling Laborer	9.88
21071 - Order Filler	11.36
21080 - Production Line Worker (Food Processing)	13.64
21110 - Shipping Packer	15.22
21130 - Shipping/Receiving Clerk	15.22
21140 - Store Worker I	12.92
21150 - Stock Clerk	16.85
21210 - Tools And Parts Attendant	13.64
21410 - Warehouse Specialist	13.64
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	18.47
23021 - Aircraft Mechanic I	17.68
23022 - Aircraft Mechanic II	18.47
23023 - Aircraft Mechanic III	19.13
23040 - Aircraft Mechanic Helper	13.52
23050 - Aircraft, Painter	17.26
23060 - Aircraft Servicer	15.20
23080 - Aircraft Worker	16.27
23110 - Appliance Mechanic	16.96
23120 - Bicycle Repairer	14.03
23125 - Cable Splicer	23.38
23130 - Carpenter, Maintenance	16.96
23140 - Carpet Layer	16.32
23160 - Electrician, Maintenance	18.59
23181 - Electronics Technician Maintenance I	21.04
23182 - Electronics Technician Maintenance II	21.92
23183 - Electronics Technician Maintenance III	22.83
23260 - Fabric Worker	15.64

23290 - Fire Alarm System Mechanic	17.68
23310 - Fire Extinguisher Repairer	14.78
23311 - Fuel Distribution System Mechanic	17.68
23312 - Fuel Distribution System Operator	16.68
23370 - General Maintenance Worker	16.69
23380 - Ground Support Equipment Mechanic	17.68
23381 - Ground Support Equipment Servicer	15.20
23382 - Ground Support Equipment Worker	16.27
23391 - Gunsmith I	14.78
23392 - Gunsmith II	16.32
23393 - Gunsmith III	17.68
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.68
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.47
23430 - Heavy Equipment Mechanic	22.26
23440 - Heavy Equipment Operator	16.61
23460 - Instrument Mechanic	21.32
23465 - Laboratory/Shelter Mechanic	16.96
23470 - Laborer	9.88
23510 - Locksmith	16.96
23530 - Machinery Maintenance Mechanic	21.57
23550 - Machinist, Maintenance	19.56
23580 - Maintenance Trades Helper	13.91
23591 - Metrology Technician I	21.32
23592 - Metrology Technician II	22.17
23593 - Metrology Technician III	23.02
23640 - Millwright	17.68
23710 - Office Appliance Repairer	16.96
23760 - Painter, Maintenance	19.12
23790 - Pipefitter, Maintenance	18.45
23810 - Plumber, Maintenance	17.55
23820 - Pneudraulic Systems Mechanic	17.68
23850 - Rigger	17.68
23870 - Scale Mechanic	16.32
23890 - Sheet-Metal Worker, Maintenance	17.68
23910 - Small Engine Mechanic	16.32
23931 - Telecommunications Mechanic I	20.90
23932 - Telecommunications Mechanic II	21.90
23950 - Telephone Lineman	22.99
23960 - Welder, Combination, Maintenance	17.68
23965 - Well Driller	17.68
23970 - Woodcraft Worker	17.68
23980 - Woodworker	14.78
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.45
24580 - Child Care Center Clerk	14.51
24610 - Chore Aide	7.55
24620 - Family Readiness And Support Services Coordinator	13.54
24630 - Homemaker	16.13
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.71
25040 - Sewage Plant Operator	16.96
25070 - Stationary Engineer	20.90
25190 - Ventilation Equipment Tender	15.20
25210 - Water Treatment Plant Operator	16.96
27000 - Protective Service Occupations	
27004 - Alarm Monitor	11.06
27007 - Baggage Inspector	8.49
27008 - Corrections Officer	13.72

27010 - Court Security Officer	14.23
27030 - Detection Dog Handler	11.24
27040 - Detention Officer	13.72
27070 - Firefighter	14.73
27101 - Guard I	8.49
27102 - Guard II	11.24
27131 - Police Officer I	15.13
27132 - Police Officer II	16.82
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.24
28042 - Carnival Equipment Repairer	9.57
28043 - Carnival Worker	7.97
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	11.03
28515 - Recreation Specialist	16.18
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	14.18
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.32
29020 - Hatch Tender	16.32
29030 - Line Handler	16.32
29041 - Stevedore I	15.64
29042 - Stevedore II	16.96
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	16.93
30022 - Archeological Technician II	19.11
30023 - Archeological Technician III	23.82
30030 - Cartographic Technician	23.82
30040 - Civil Engineering Technician	23.82
30061 - Drafter/CAD Operator I	16.93
30062 - Drafter/CAD Operator II	19.38
30063 - Drafter/CAD Operator III	21.60
30064 - Drafter/CAD Operator IV	24.04
30081 - Engineering Technician I	14.49
30082 - Engineering Technician II	16.93
30083 - Engineering Technician III	19.38
30084 - Engineering Technician IV	24.04
30085 - Engineering Technician V	29.33
30086 - Engineering Technician VI	35.57
30090 - Environmental Technician	24.04
30210 - Laboratory Technician	21.60
30240 - Mathematical Technician	24.04
30361 - Paralegal/Legal Assistant I	16.98
30362 - Paralegal/Legal Assistant II	19.70
30363 - Paralegal/Legal Assistant III	22.96
30364 - Paralegal/Legal Assistant IV	27.83
30390 - Photo-Optics Technician	24.04
30461 - Technical Writer I	24.04
30462 - Technical Writer II	29.33
30463 - Technical Writer III	35.57
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)	21.60

Surface Programs		
30621 - Weather Observer, Senior	(see 2)	24.04
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		12.32
31030 - Bus Driver		15.95
31043 - Driver Courier		13.55
31260 - Parking and Lot Attendant		10.20
31290 - Shuttle Bus Driver		14.39
31310 - Taxi Driver		13.01
31361 - Truckdriver, Light		14.39
31362 - Truckdriver, Medium		15.23
31363 - Truckdriver, Heavy		17.49
31364 - Truckdriver, Tractor-Trailer		17.49
99000 - Miscellaneous Occupations		
99030 - Cashier		7.68
99050 - Desk Clerk		9.61
99095 - Embalmer		22.74
99251 - Laboratory Animal Caretaker I		11.29
99252 - Laboratory Animal Caretaker II		11.86
99310 - Mortician		22.74
99410 - Pest Controller		13.23
99510 - Photofinishing Worker		11.95
99710 - Recycling Laborer		15.54
99711 - Recycling Specialist		16.80
99730 - Refuse Collector		14.22
99810 - Sales Clerk		10.78
99820 - School Crossing Guard		13.20
99830 - Survey Party Chief		18.56
99831 - Surveying Aide		10.94
99832 - Surveying Technician		15.00
99840 - Vending Machine Attendant		18.13
99841 - Vending Machine Repairer		21.12
99842 - Vending Machine Repairer Helper		18.13

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 10 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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 4.174)

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 ordnance, 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 re-grading 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.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 the 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, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).

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 ensure 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.