

U.S. Department of Labor

Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210



APR 28 1994

MEMORANDUM NO. 175

MEMORANDUM FOR ALL CONTRACTING AGENCIES OF THE FEDERAL GOVERNMENT AND THE DISTRICT OF COLUMBIA

FROM:

MARIA ECHAVESTE
Administrator

A handwritten signature in dark ink, appearing to read "M. Echaveste", is written over the printed name and title of the sender.

SUBJECT:

New Format for SCA Wage Determinations

The Wage and Hour Division will soon begin to issue SCA wage determinations in a new format that will include nearly all standard occupations on a single wage determination rather than the current practice of issuing several different wage determinations broken down by various occupational groupings. This should reduce the need for Service Contract Act (SCA) conformance actions, and improve service to SCA wage determination customers.

For several years, SCA prevailing wage determinations were issued individually in eight occupational groupings, generally by occupational category of the "SCA Directory of Occupations." For example, if a Federal procurement agency noticed the Department of Labor that it was going to issue a solicitation that would require computer programmers and systems analysts, the Wage and Hour Division would issue the Automatic Data Processing (ADP) Occupations wage determination for the area where the work was to take place. This wage determination included about 20 ADP occupations. If, on the other hand, the solicitation only required secretaries, Wage and Hour would issue the Administrative Support and Clerical Occupations wage determination, which provides prevailing rates for over 45 related clerical occupations.

Recent discussions with various contractors, Federal agency representatives, and union representatives have indicated that this process often leads to unnecessary work. Because Federal agencies may not be fully aware of all the occupations required for a given solicitation, the wage determination issued for a particular contract may not contain all of the occupations needed to complete performance of the contract. As a result, a

conformance action is needed to add the unlisted classification even though the Wage and Hour Division has issued a separate wage determination that includes the additional classification. Research into this issue indicates that as many as 90 percent of all conformance actions could be eliminated if rates for all standard occupations were routinely issued and incorporated in relevant service contracts.

Redesign of the wage determination format allows the inclusion of most standard occupations in no more than ten pages. Classifications will continue to be grouped within major occupational category. However, considering the large number of occupations that will now be included on most SCA wage determinations, it is extremely important that contractors carefully match the work which employees actually perform to corresponding occupational titles and definitions in the SCA Directory.

If the work of an employee is not encompassed by a Directory title/definition listed, the conformance process should be utilized to establish a new classification and wage. When evaluating the need for conformance, contractors must consider the principles outlined in section 4.152 of Regulations 29 CFR, Part 4, i.e., conformance may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Questions concerning the new wage determination format should be directed to Dr. Alan Moss, Director, Division of Wage Determinations, at 202-219-7531.

Attachment

A NOTE TO CONTRACTORS FROM THE
WAGE AND HOUR DIVISION

This McNamara-O'Hara Service Contract Act (SCA) wage determination is being provided to you in a new and hopefully improved format. Rather than limiting the occupations listed to one group of associated classes, the prevailing wage and benefit rates are included for over 200 standard occupations. This should reduce your need for SCA conformance actions (adding occupations to established wage determinations), and improve service to our customers.

Redesign of the wage determination layout allows for inclusion of most standard occupations in about ten pages. Classifications will, however, continue to be listed within major occupational categories, as provided in the "Service Contract Act Directory of Occupations." Copies of that publication, which provides all standard titles and definitions, may be obtained from the U.S. Superintendent of Documents at (202) 783-3238. Alternatively, copies of standard job titles and definitions for those occupations to be used on the contract may be obtained from the appropriate agency Contracting Officer.

Considering the large number of occupations that are now included on most SCA wage determinations, it is extremely important that you match the work actually performed with the corresponding occupational titles and definitions in the SCA Directory. If the work of an employee is not encompassed by a Directory definition for a class listed on the wage determination, the conformance process should be utilized to establish a new classification and wage. When evaluating the need for conformance, remember that you may not artificially split, combine, or subdivide classifications listed in the wage determination.

Questions concerning the new wage determination format, or any ideas for improved customer service, should be directed by mail to Dr. Alan Moss, Director, Division of Wage Determinations, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or by phone to Dr. Moss at (202) 219-7531.

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

Alan L. Moss Division of
Director Wage Determinations

Wage Determination No.: 94-0021

Issue Date: 04/12/1994

State(s): Georgia

Area: GEORGIA COUNTIES OF BANKS, BARROW, BARTOW, BUTTS, CARROLL, CHATTOGA, CHEROKEE, CLARKE, CLAYTON, COBB, COWETA, DAWSON, DE KALB, DOUGLAS, FANNIN, FAYETTE, FLOYD, FORSYTH, FRANKLIN, FULTON, GILMER, GORDON, GREENE, GWINNETT, HABERSHAM, HALL, HARALSON, HENRY, JACKSON, LUMPKIN, MADISON, MORGAN, MURRAY, NEWTON, OCONEE, OGLETHORPE, PAULDING, PICKENS, POLK, RABUN, ROCKDALE, SPALDING, STEPHENS, UNION, WALTON, WHITE, WHITFIELD.

**** Fringe Benefits Required For All Occupations Of Service ****
Employees Paid Under This Wage Determination Follow
Occupational Listing

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

ADMINISTRATIVE SUPPORT AND CLERICAL:

01011 Accounting Clerk I	\$ 7.93
01012 Accounting Clerk II	\$ 9.26
01013 Accounting Clerk III	\$ 10.98
01014 Accounting Clerk IV	\$ 13.67
01030 Court Reporter	\$ 10.50
01050 Dispatcher, Motor Vehicle	\$ 11.56
01060 Document Preparation Clerk	\$ 8.62
01090 Duplicating Machine Operator	\$ 8.62
01110 Film/Tape Librarian	\$ 9.74
01115 General Clerk I	\$ 7.12
01116 General Clerk II	\$ 8.60
01117 General Clerk III	\$ 10.59
01118 General Clerk IV	\$ 11.89
01120 Housing Referral Assistant	\$ 12.74
01131 Key Entry Operator I	\$ 8.55
01132 Key Entry Operator II	\$ 9.95
01191 Order Clerk I	\$ 8.61
01192 Order Clerk II	\$ 9.98
01220 Order Filler	\$ 10.06
01261 Personnel Assistant (Employment) I	\$ 9.50
01262 Personnel Assistant (Employment) II	\$ 10.70
01263 Personnel Assistant (Employment) III	\$ 11.68
01264 Personnel Assistant (Employment) IV	\$ 13.12
01270 Production Control Clerk	\$ 12.74

0 Rental Clerk	\$ 9.74
01300 Scheduler, Maintenance	\$ 9.74
01311 Secretary I	\$ 9.74
01312 Secretary II	\$ 10.50
01313 Secretary III	\$ 12.74
01314 Secretary IV	\$ 14.21
01315 Secretary V	\$ 16.92
01320 Service Order Dispatcher	\$ 8.37
01341 Stenographer I	\$ 10.39
01342 Stenographer II	\$ 12.11
01400 Supply Technician	\$ 10.79
01420 Survey Worker(Interviewer)	\$ 10.50
01460 Switchboard Operator- Receptionist	\$ 9.42
01531 Travel Clerk I	\$ 6.66
01532 Travel Clerk II	\$ 7.62
01533 Travel Clerk III	\$ 8.23
01551 Typist I	\$ 7.58
01552 Typist II	\$ 9.36
01611 Word Processor I	\$ 9.93
01612 Word Processor II	\$ 11.47
01613 Word Processor III	\$ 12.82

AUTOMATIC DATA PROCESSING:

0 Computer Data Librarian	\$ 8.95
1 Computer Operator I	\$ 9.85
03042 Computer Operator II	\$ 11.65
03043 Computer Operator III	\$ 14.83
03044 Computer Operator IV	\$ 16.03
03045 Computer Operator V	\$ 17.75
03071 Computer Programmer I 1/	\$ 14.51
03072 Computer Programmer II 1/	\$ 16.13
03073 Computer Programmer III 1/	\$ 18.10
03074 Computer Programmer IV 1/	\$ 20.84
03101 Computer Systems Analyst I 1/	\$ 21.35
03102 Computer Systems Analyst II 1/	\$ 23.54
03103 Computer Systems Analyst III 1/	\$ 26.86
03160 Peripheral Equipment Operator	\$ 8.95

AUTOMOTIVE SERVICE:

05005 Automobile Body Repairer, Fiberglass	\$ 15.09
05010 Automotive Glass Installer	\$ 13.55
05040 Automotive Worker	\$ 13.55
05070 Electrician, Automotive	\$ 14.81
05100 Mobile Equipment Servicer	\$ 12.00
05130 Motor Equipment Metal Mechanic	\$ 15.09
05160 Motor Equipment Metal Worker	\$ 13.55
05190 Motor Vehicle Mechanic	\$ 15.09
0 Motor Vehicle Mechanic Helper	\$ 11.22
05250 Motor Vehicle Upholstery Worker	\$ 13.29
05280 Motor Vehicle Wrecker	\$ 13.55
05310 Painter, Automotive	\$ 14.33

05340 Radiator Repair Specialist	\$ 13.55
05370 Tire Repairer	\$ 12.00
05400 Transmission Repair Specialist	\$ 15.09

FOOD PREPARATION AND SERVICE:

07010 Baker	\$ 9.80
07041 Cook I	\$ 8.68
07042 Cook II	\$ 9.80
07070 Dishwasher	\$ 6.12
07100 Food Service Worker	\$ 6.12
07130 Meat Cutter	\$ 9.80
07250 Waiter/Waitress	\$ 6.89

FURNITURE MAINTENANCE AND REPAIR:

09010 Electrostatic Spray Painter	\$ 14.33
09040 Furniture Handler	\$ 11.00
09070 Furniture Refinisher	\$ 14.33
09100 Furniture Refinisher Helper	\$ 11.22
09110 Furniture Repairer, Minor	\$ 12.77
09130 Upholsterer	\$ 14.33

GENERAL SERVICES AND SUPPORT:

11030 Cleaner, Vehicles	\$ 6.12
11060 Elevator Operator	\$ 6.12
11090 Gardener	\$ 8.68
11121 Housekeeping Aide I	\$ 5.72
11122 Housekeeping Aide II	\$ 6.24
11150 Janitor	\$ 6.12
11180 Laborer	\$ 9.37
11210 Laborer, Grounds Maintenance	\$ 6.89
11240 Maid or Houseman	\$ 5.87
11270 Pest Controller	\$ 9.23
11300 Refuse Collector	\$ 6.12
11360 Window Cleaner	\$ 6.89

HEALTH:

12010 Ambulance Driver	\$ 8.68
12040 Emergency Medical Technician	\$ 9.09
12070 Licensed Practical Nurse	\$ 9.09
12100 Medical Assistant	\$ 8.13
12130 Medical Laboratory Technician	\$ 8.13
12160 Medical Record Clerk	\$ 8.13
12190 Medical Record Technician	\$ 11.26
12220 Nursing Assistant	\$ 7.24
12250 Pharmacy Technician	\$ 10.13
12280 Phlebotomist	\$ 8.13
12311 Registered Nurse I	\$ 11.26
12312 Registered Nurse II	\$ 13.77
12313 Registered Nurse II, Specialist	\$ 13.77
12314 Registered Nurse III	\$ 16.66

5 Registered Nurse III, Anesthetist	\$ 16.66
12316 Registered Nurse IV	\$ 19.97

INFORMATION AND ARTS:

13002 Audiovisual Librarian	\$ 15.79
13011 Exhibits Specialist I	\$ 12.76
13012 Exhibits Specialist II	\$ 18.28
13013 Exhibits Specialist III	\$ 18.28
13041 Illustrator I	\$ 12.76
13042 Illustrator II	\$ 16.56
13043 Illustrator III	\$ 18.28
13050 Library Technician	\$ 11.65
13071 Photographer I	\$ 10.82
13072 Photographer II	\$ 12.76
13073 Photographer III	\$ 16.56
13074 Photographer IV	\$ 18.28
13075 Photographer V	\$ 19.69

LAUNDRY, DRY CLEANING, PRESSING:

15010 Assembler	\$ 5.87
15030 Counter Attendant	\$ 5.87
15040 Dry Cleaner	\$ 7.62
70 Finisher, Flatwork, Machine	\$ 5.87
90 Presser, Hand	\$ 5.87
15100 Presser, Machine, Dry Cleaning	\$ 5.87
15130 Presser, Machine, Shirts	\$ 5.87
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 5.87
15190 Sewing Machine Operator	\$ 8.23
15220 Tailor	\$ 8.83
15250 Washer, Machine	\$ 6.66

MACHINE TOOL OPERATION AND REPAIR:

19010 Machine-tool Operator (Toolroom)	\$ 14.33
19040 Tool and Die Maker	\$ 17.41

MATERIALS HANDLING AND PACKING:

21010 Fuel Distribution System Operator	\$ 13.29
21020 Material Coordinator	\$ 12.77
21030 Material Expediter	\$ 12.77
21040 Material Handling Laborer	\$ 9.37
21071 Forklift Operator	\$ 11.22
21100 Shipping/Receiving Clerk	\$ 11.38
21130 Shipping Packer	\$ 11.38
50 Stock Clerk	\$ 11.38
10 Tools and Parts Attendant	\$ 11.22
21400 Warehouse Specialist	\$ 11.22

MECHANICS AND MAINTENANCE AND REPAIR:

23010 Aircraft Mechanic	\$ 15.09
23040 Aircraft Mechanic Helper	\$ 11.22
23060 Aircraft Servicer	\$ 12.77
23070 Aircraft Worker	\$ 13.55
23100 Appliance Mechanic	\$ 14.39
23120 Bicycle Repairer	\$ 12.00
23125 Cable Splicer	\$ 15.09
23130 Carpenter, Maintenance	\$ 14.33
23140 Carpet Layer	\$ 13.55
23160 Electrician, Maintenance	\$ 15.09
23181 Electronics Technician, Maintenance I	\$ 12.25
23182 Electronics Technician, Maintenance II	\$ 17.31
23183 Electronics Technician, Maintenance III	\$ 19.85
23260 Fabric Worker	\$ 12.77
23290 Fire Alarm System Mechanic	\$ 15.09
23310 Fire Extinguisher Repairer	\$ 12.52
23340 Fuel Distribution System Mechanic	\$ 15.09
23370 General Maintenance Worker	\$ 13.55
23400 Heating, Refrigeration and Air Conditioning Mechanic	\$ 15.09
23430 Heavy Equipment Mechanic	\$ 15.09
23460 Instrument Mechanic	\$ 15.09
23500 Locksmith	\$ 14.33
23530 Machinery Maintenance Mechanic	\$ 15.09
23550 Machinist, Maintenance	\$ 15.09
23580 Maintenance Trades Helper	\$ 11.22
23640 Millwright	\$ 15.09
23700 Office Appliance Repairer	\$ 14.33
23740 Painter, Aircraft	\$ 14.33
23760 Painter, Maintenance	\$ 14.33
23790 Pipefitter, Maintenance	\$ 15.09
23800 Plumber, Maintenance	\$ 14.33
23820 Pneudraulic Systems Mechanic	\$ 15.09
23850 Rigger	\$ 15.09
23870 Scale Mechanic	\$ 13.55
23890 Sheet-metal Worker, Maintenance	\$ 15.09
23910 Small Engine Mechanic	\$ 13.55
23930 Telecommunications Mechanic I	\$ 15.09
23940 Telecommunications Mechanic II	\$ 15.85
23950 Telephone Lineman	\$ 15.09
23960 Welder, Combination, Maintenance	\$ 15.09
23965 Well Driller	\$ 15.09
23970 Woodcraft Worker	\$ 15.09
23980 Woodworker	\$ 13.29

PERSONAL NEEDS:

24570 Child Care Attendant	\$ 5.66
24600 Chore Aide	\$ 5.35
24630 Homemaker	\$ 7.84

PLANT AND SYSTEM OPERATION:

25010 Boiler Tender	\$ 15.09
25040 Sewage Plant Operator	\$ 14.33
25070 Stationary Engineer	\$ 15.09
25190 Ventilation Equipment Tender	\$ 11.22
25210 Water Treatment Plant Operator	\$ 14.33

PROTECTIVE SERVICE:

27004 Alarm Monitor	\$ 8.91
27010 Court Security Officer	\$ 9.73
27040 Detention Officer	\$ 9.73
27070 Firefighter	\$ 9.43
27101 Guard I	\$ 6.25
27102 Guard II	\$ 8.91
27130 Police Officer	\$ 11.82

TECHNICAL:

29010 Air Traffic Control 2/ Specialist, Center	\$ 21.67
29011 Air Traffic Control 2/ Specialist, Station	\$ 14.94
29012 Air Traffic Control 2/ Specialist, Terminal	\$ 16.46
29020 Archeological Technician	\$ 15.79
29030 Cartographic Technician	\$ 15.79
29040 Civil Engineering Technician	\$ 15.79
29061 Drafter I	\$ 9.61
29062 Drafter II	\$ 10.82
29063 Drafter III	\$ 12.76
29064 Drafter IV	\$ 16.56
29070 Embalmer	\$ 16.03
29081 Engineering Technician I	\$ 10.15
29082 Engineering Technician II	\$ 11.40
29083 Engineering Technician III	\$ 12.74
29084 Engineering Technician IV	\$ 15.79
29085 Engineering Technician V	\$ 19.30
29086 Engineering Technician VI	\$ 23.36
29090 Environmental Technician	\$ 15.79
29210 Laboratory Technician	\$ 14.83
29240 Mathematical Technician	\$ 15.79
29230 Mortician	\$ 16.03
29250 Photooptics Technician	\$ 15.79
29280 Technical Writer	\$ 17.75
29620 Weather Observer, Senior 3/	\$ 16.13
29621 Weather Observer, Combined 3/ Upper Air and Surface Programs	\$ 14.83

29622 Weather Observer, Upper Air 3/ \$ 14.83

**TRANSPORTATION/MOBILE EQUIPMENT
OPERATION:**

31030 Bus Driver	\$ 9.23
31100 Driver Messenger	\$ 8.05
31200 Heavy Equipment Operator	\$ 15.09
31290 Shuttle Bus Driver	\$ 8.05
31300 Taxi Driver	\$ 8.11
31361 Truckdriver, Light Truck	\$ 8.05
31362 Truckdriver, Medium Truck	\$ 9.23
31363 Truckdriver, Heavy Truck	\$ 10.63
36364 Truckdriver, Tractor-Trailer	\$ 11.60

MISCELLANEOUS:

99005 Aircraft Quality Control Inspector	\$ 15.85
99020 Animal Caretaker	\$ 7.51
99030 Cashier	\$ 5.87
99040 Child Care Center Clerk	\$ 7.05
99050 Desk Clerk	\$ 5.87
99260 Instructor	\$ 15.79
99300 Lifeguard	\$ 5.04
99350 Park Attendant (Aide)	\$ 6.33
99400 Photofinishing Worker	\$ 5.66
99500 Recreation Specialist	\$ 8.35
99510 Recycling Worker	\$ 8.11
99610 Sales Clerk	\$ 5.04
99630 Sports Official	\$ 5.04
99658 Survey Party Chief	\$ 8.68
99659 Surveying Technician	\$ 7.05
99660 Surveying Aide	\$ 4.62
99690 Swimming Pool Operator	\$ 9.80
99720 Vending Machine Attendant	\$ 8.11
99730 Vending Machine Repairer	\$ 9.80
99740 Vending Machine Repairer Helper	\$ 8.11

**** FRINGE BENEFITS REQUIRED FOR ALL OCCUPATIONS OF SERVICE EMPLOYEES **
PAID UNDER THIS WAGE DETERMINATION**

HEALTH & WELFARE: \$0.89 per hour or \$35.60 per week or \$154.26 per month.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years. Length of service includes the whole span of continuous service with the present (successor) contractor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal

) facility. (See 29 CFR 4.173)

HOLIDAYS: 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.)

1/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/

NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3/

NIGHT PAY & SUNDAY PAY: If you work at night as a 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 employee (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).

**** 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 \$4.25 per week (or \$.85 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.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, unless otherwise indicated. This publication may be obtained from the U.S. Superintendent of Documents, at 202-783-3238. Copies of specific job descriptions may also be obtained from the appropriate Contracting Officer.

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. 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 agencies 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 on 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.