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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

Shirley F. Ebbesen                      Division of  
Director                                      Wage Determinations

Wage Determination No.: 2005-2339  
Revision No.: 10  
Date Of Revision: 10/09/2009

This wage determination applies to the entire state of NEW HAMPSHIRE Excluding the cities and towns in ROCKINGHAM county listed below:

ROCKINGHAM County: Atkinson, Brentwood, Danville, Derry, East Kingston, Hampstead, Kingston, Newton, Plaistow, Salem, Sandown, Seabrook, and Windham

See WD 2005-2257 for other cities and towns that are included.

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.66
01012 - Accounting Clerk II		14.22
01013 - Accounting Clerk III		15.90
01020 - Administrative Assistant		18.74
01040 - Court Reporter		15.63
01051 - Data Entry Operator I		11.70
01052 - Data Entry Operator II		12.88
01060 - Dispatcher, Motor Vehicle		17.07
01070 - Document Preparation Clerk		14.12
01090 - Duplicating Machine Operator		14.12
01111 - General Clerk I		11.36
01112 - General Clerk II		12.39
01113 - General Clerk III		13.91
01120 - Housing Referral Assistant		17.43
01141 - Messenger Courier		11.43
01191 - Order Clerk I		12.17
01192 - Order Clerk II		13.58
01261 - Personnel Assistant (Employment) I		13.59
01262 - Personnel Assistant (Employment) II		15.20
01263 - Personnel Assistant (Employment) III		16.95
01270 - Production Control Clerk		20.21
01280 - Receptionist		12.18
01290 - Rental Clerk		11.98
01300 - Scheduler, Maintenance		13.97
01311 - Secretary I		13.97
01312 - Secretary II		15.63
01313 - Secretary III		17.43
01320 - Service Order Dispatcher		16.79
01410 - Supply Technician		18.74
01420 - Survey Worker		13.61
01531 - Travel Clerk I		13.49
01532 - Travel Clerk II		14.60
01533 - Travel Clerk III		15.73
01611 - Word Processor I		12.80
01612 - Word Processor II		14.37
01613 - Word Processor III		16.07
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		17.69
05010 - Automotive Electrician		17.69

05040 - Automotive Glass Installer	16.84
05070 - Automotive Worker	16.77
05110 - Mobile Equipment Servicer	14.96
05130 - Motor Equipment Metal Mechanic	18.58
05160 - Motor Equipment Metal Worker	16.77
05190 - Motor Vehicle Mechanic	18.27
05220 - Motor Vehicle Mechanic Helper	14.10
05250 - Motor Vehicle Upholstery Worker	15.87
05280 - Motor Vehicle Wrecker	16.77
05310 - Painter, Automotive	19.23
05340 - Radiator Repair Specialist	16.77
05370 - Tire Repairer	12.26
05400 - Transmission Repair Specialist	18.58
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.99
07041 - Cook I	11.19
07042 - Cook II	13.00
07070 - Dishwasher	8.89
07130 - Food Service Worker	9.42
07210 - Meat Cutter	16.52
07260 - Waiter/Waitress	9.12
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.53
09040 - Furniture Handler	11.63
09080 - Furniture Refinisher	16.50
09090 - Furniture Refinisher Helper	13.15
09110 - Furniture Repairer, Minor	14.81
09130 - Upholsterer	15.00
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.58
11060 - Elevator Operator	11.56
11090 - Gardener	14.22
11122 - Housekeeping Aide	11.56
11150 - Janitor	11.72
11210 - Laborer, Grounds Maintenance	12.48
11240 - Maid or Houseman	10.21
11260 - Pruner	12.08
11270 - Tractor Operator	13.44
11330 - Trail Maintenance Worker	12.48
11360 - Window Cleaner	12.52
12000 - Health Occupations	
12010 - Ambulance Driver	14.72
12011 - Breath Alcohol Technician	18.20
12012 - Certified Occupational Therapist Assistant	20.19
12015 - Certified Physical Therapist Assistant	20.26
12020 - Dental Assistant	18.58
12025 - Dental Hygienist	34.31
12030 - EKG Technician	23.81
12035 - Electroneurodiagnostic Technologist	23.81
12040 - Emergency Medical Technician	16.63
12071 - Licensed Practical Nurse I	16.27
12072 - Licensed Practical Nurse II	18.20
12073 - Licensed Practical Nurse III	20.30
12100 - Medical Assistant	14.60
12130 - Medical Laboratory Technician	18.38
12160 - Medical Record Clerk	13.32
12190 - Medical Record Technician	14.90
12195 - Medical Transcriptionist	15.43
12210 - Nuclear Medicine Technologist	32.04
12221 - Nursing Assistant I	10.72
12222 - Nursing Assistant II	12.05
12223 - Nursing Assistant III	13.15
12224 - Nursing Assistant IV	14.76

12235 - Optical Dispenser	17.29
12236 - Optical Technician	15.46
12250 - Pharmacy Technician	12.76
12280 - Phlebotomist	14.76
12305 - Radiologic Technologist	25.65
12311 - Registered Nurse I	23.15
12312 - Registered Nurse II	28.32
12313 - Registered Nurse II, Specialist	28.32
12314 - Registered Nurse III	34.27
12315 - Registered Nurse III, Anesthetist	34.27
12316 - Registered Nurse IV	41.07
12317 - Scheduler (Drug and Alcohol Testing)	22.55
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.49
13012 - Exhibits Specialist II	19.62
13013 - Exhibits Specialist III	24.01
13041 - Illustrator I	15.53
13042 - Illustrator II	19.23
13043 - Illustrator III	23.53
13047 - Librarian	21.31
13050 - Library Aide/Clerk	10.84
13054 - Library Information Technology Systems Administrator	19.23
13058 - Library Technician	13.42
13061 - Media Specialist I	13.88
13062 - Media Specialist II	15.53
13063 - Media Specialist III	17.32
13071 - Photographer I	14.38
13072 - Photographer II	16.08
13073 - Photographer III	19.92
13074 - Photographer IV	24.37
13075 - Photographer V	29.49
13110 - Video Teleconference Technician	16.40
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.60
14042 - Computer Operator II	18.57
14043 - Computer Operator III	20.71
14044 - Computer Operator IV	23.00
14045 - Computer Operator V	25.48
14071 - Computer Programmer I	(see 1) 20.16
14072 - Computer Programmer II	(see 1) 23.66
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	16.60
14160 - Personal Computer Support Technician	23.03
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.78
15020 - Aircrew Training Devices Instructor (Rated)	36.03
15030 - Air Crew Training Devices Instructor (Pilot)	43.19
15050 - Computer Based Training Specialist / Instructor	30.20
15060 - Educational Technologist	26.30
15070 - Flight Instructor (Pilot)	43.19
15080 - Graphic Artist	19.19
15090 - Technical Instructor	20.31
15095 - Technical Instructor/Course Developer	24.85
15110 - Test Proctor	16.40
15120 - Tutor	16.40
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.48
16030 - Counter Attendant	10.48

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16040 - Dry Cleaner	13.37
16070 - Finisher, Flatwork, Machine	10.48
16090 - Presser, Hand	10.48
16110 - Presser, Machine, Drycleaning	10.48
16130 - Presser, Machine, Shirts	10.48
16160 - Presser, Machine, Wearing Apparel, Laundry	10.48
16190 - Sewing Machine Operator	14.77
16220 - Tailor	15.44
16250 - Washer, Machine	14.77
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.22
19040 - Tool And Die Maker	20.34
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.25
21030 - Material Coordinator	20.21
21040 - Material Expediter	20.21
21050 - Material Handling Laborer	12.62
21071 - Order Filler	11.57
21080 - Production Line Worker (Food Processing)	14.25
21110 - Shipping Packer	14.10
21130 - Shipping/Receiving Clerk	14.10
21140 - Store Worker I	13.48
21150 - Stock Clerk	16.41
21210 - Tools And Parts Attendant	14.25
21410 - Warehouse Specialist	14.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.81
23021 - Aircraft Mechanic I	22.68
23022 - Aircraft Mechanic II	23.81
23023 - Aircraft Mechanic III	25.00
23040 - Aircraft Mechanic Helper	16.26
23050 - Aircraft, Painter	19.81
23060 - Aircraft Servicer	18.32
23080 - Aircraft Worker	19.37
23110 - Appliance Mechanic	20.23
23120 - Bicycle Repairer	12.26
23125 - Cable Splicer	25.50
23130 - Carpenter, Maintenance	18.85
23140 - Carpet Layer	17.54
23160 - Electrician, Maintenance	21.62
23181 - Electronics Technician Maintenance I	19.59
23182 - Electronics Technician Maintenance II	22.70
23183 - Electronics Technician Maintenance III	24.23
23260 - Fabric Worker	17.93
23290 - Fire Alarm System Mechanic	21.13
23310 - Fire Extinguisher Repairer	16.92
23311 - Fuel Distribution System Mechanic	19.10
23312 - Fuel Distribution System Operator	17.00
23370 - General Maintenance Worker	16.69
23380 - Ground Support Equipment Mechanic	22.68
23381 - Ground Support Equipment Servicer	18.32
23382 - Ground Support Equipment Worker	19.37
23391 - Gunsmith I	16.92
23392 - Gunsmith II	18.95
23393 - Gunsmith III	21.06
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.65
23411 - Heating, Ventilation And Air Contditiioning Mechanic (Research Facility)	20.61
23430 - Heavy Equipment Mechanic	20.41
23440 - Heavy Equipment Operator	19.45
23460 - Instrument Mechanic	21.34
23465 - Laboratory/Shelter Mechanic	20.00

23470 - Laborer	12.62
23510 - Locksmith	17.07
23530 - Machinery Maintenance Mechanic	20.94
23550 - Machinist, Maintenance	18.46
23580 - Maintenance Trades Helper	13.16
23591 - Metrology Technician I	21.34
23592 - Metrology Technician II	22.39
23593 - Metrology Technician III	23.39
23640 - Millwright	25.06
23710 - Office Appliance Repairer	19.25
23760 - Painter, Maintenance	16.50
23790 - Pipefitter, Maintenance	22.47
23810 - Plumber, Maintenance	20.58
23820 - Pneudraulic Systems Mechanic	21.06
23850 - Rigger	21.06
23870 - Scale Mechanic	18.95
23890 - Sheet-Metal Worker, Maintenance	19.35
23910 - Small Engine Mechanic	14.88
23931 - Telecommunications Mechanic I	24.41
23932 - Telecommunications Mechanic II	26.19
23950 - Telephone Lineman	24.39
23960 - Welder, Combination, Maintenance	19.03
23965 - Well Driller	19.46
23970 - Woodcraft Worker	21.06
23980 - Woodworker	14.36
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.23
24580 - Child Care Center Clerk	11.51
24610 - Chore Aide	10.22
24620 - Family Readiness And Support Services Coordinator	12.27
24630 - Homemaker	13.55
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.18
25040 - Sewage Plant Operator	19.75
25070 - Stationary Engineer	20.18
25190 - Ventilation Equipment Tender	15.35
25210 - Water Treatment Plant Operator	19.75
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.29
27007 - Baggage Inspector	13.11
27008 - Corrections Officer	19.46
27010 - Court Security Officer	19.62
27030 - Detection Dog Handler	16.60
27040 - Detention Officer	19.46
27070 - Firefighter	19.14
27101 - Guard I	13.11
27102 - Guard II	16.60
27131 - Police Officer I	20.49
27132 - Police Officer II	22.76
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.87
28042 - Carnival Equipment Repairer	11.49
28043 - Carnival Equipment Worker	9.00
28210 - Gate Attendant/Gate Tender	14.00
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	11.43
28515 - Recreation Specialist	13.33
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	17.64
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.74

29020 - Hatch Tender	20.74
29030 - Line Handler	20.74
29041 - Stevedore I	20.29
29042 - Stevedore II	22.63
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.15
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.24
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	26.69
30021 - Archeological Technician I	17.33
30022 - Archeological Technician II	19.38
30023 - Archeological Technician III	24.01
30030 - Cartographic Technician	24.01
30040 - Civil Engineering Technician	22.95
30061 - Drafter/CAD Operator I	17.33
30062 - Drafter/CAD Operator II	19.38
30063 - Drafter/CAD Operator III	21.62
30064 - Drafter/CAD Operator IV	26.21
30081 - Engineering Technician I	14.68
30082 - Engineering Technician II	16.48
30083 - Engineering Technician III	21.45
30084 - Engineering Technician IV	22.83
30085 - Engineering Technician V	27.93
30086 - Engineering Technician VI	33.79
30090 - Environmental Technician	17.89
30210 - Laboratory Technician	20.17
30240 - Mathematical Technician	24.01
30361 - Paralegal/Legal Assistant I	16.98
30362 - Paralegal/Legal Assistant II	21.03
30363 - Paralegal/Legal Assistant III	25.73
30364 - Paralegal/Legal Assistant IV	31.13
30390 - Photo-Optics Technician	24.01
30461 - Technical Writer I	22.63
30462 - Technical Writer II	27.69
30463 - Technical Writer III	33.50
30491 - Unexploded Ordnance (UXO) Technician I	22.34
30492 - Unexploded Ordnance (UXO) Technician II	27.03
30493 - Unexploded Ordnance (UXO) Technician III	32.40
30494 - Unexploded (UXO) Safety Escort	22.34
30495 - Unexploded (UXO) Sweep Personnel	22.34
30620 - Weather Observer, Combined Upper Air Or (see 2)	21.62
Surface Programs	
30621 - Weather Observer, Senior (see 2)	24.01
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.57
31030 - Bus Driver	14.84
31043 - Driver Courier	14.03
31260 - Parking and Lot Attendant	10.25
31290 - Shuttle Bus Driver	14.56
31310 - Taxi Driver	11.16
31361 - Truckdriver, Light	14.56
31362 - Truckdriver, Medium	15.55
31363 - Truckdriver, Heavy	18.76
31364 - Truckdriver, Tractor-Trailer	18.76
99000 - Miscellaneous Occupations	
99030 - Cashier	9.13
99050 - Desk Clerk	10.60
99095 - Embalmer	28.59
99251 - Laboratory Animal Caretaker I	9.86
99252 - Laboratory Animal Caretaker II	10.48
99310 - Mortician	28.59
99410 - Pest Controller	16.09
99510 - Photofinishing Worker	13.66
99710 - Recycling Laborer	14.35

99711 - Recycling Specialist	16.31
99730 - Refuse Collector	13.39
99810 - Sales Clerk	11.87
99820 - School Crossing Guard	10.68
99830 - Survey Party Chief	17.19
99831 - Surveying Aide	10.46
99832 - Surveying Technician	15.64
99840 - Vending Machine Attendant	13.20
99841 - Vending Machine Repairer	15.57
99842 - Vending Machine Repairer Helper	13.28

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 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 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 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 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 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.



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.

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Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.