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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.: 2005-2023
Revision No.: 9
Date Of Revision: 05/29/2008

State: Arizona

Area: Arizona Counties of Apache, Coconino, Gila, Maricopa, Navajo, Pinal, Yavapai

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

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.77
01012 - Accounting Clerk II	14.42
01013 - Accounting Clerk III	16.30
01020 - Administrative Assistant	23.05
01040 - Court Reporter	15.50
01051 - Data Entry Operator I	12.39
01052 - Data Entry Operator II	13.52
01060 - Dispatcher, Motor Vehicle	14.91
01070 - Document Preparation Clerk	13.55
01090 - Duplicating Machine Operator	13.55
01111 - General Clerk I	11.49
01112 - General Clerk II	12.38
01113 - General Clerk III	14.20
01120 - Housing Referral Assistant	19.35
01141 - Messenger Courier	11.22
01191 - Order Clerk I	12.32
01192 - Order Clerk II	14.86
01261 - Personnel Assistant (Employment) I	14.40
01262 - Personnel Assistant (Employment) II	16.11
01263 - Personnel Assistant (Employment) III	17.96
01270 - Production Control Clerk	19.39
01280 - Receptionist	12.58
01290 - Rental Clerk	14.19
01300 - Scheduler, Maintenance	16.08
01311 - Secretary I	16.08
01312 - Secretary II	17.50
01313 - Secretary III	19.39
01320 - Service Order Dispatcher	13.02
01410 - Supply Technician	23.05
01420 - Survey Worker	15.40
01531 - Travel Clerk I	12.19
01532 - Travel Clerk II	13.15
01533 - Travel Clerk III	14.16
01611 - Word Processor I	13.82
01612 - Word Processor II	15.78
01613 - Word Processor III	17.54

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.81
05010 - Automotive Electrician	19.77
05040 - Automotive Glass Installer	18.91
05070 - Automotive Worker	18.91
05110 - Mobile Equipment Servicer	16.18
05130 - Motor Equipment Metal Mechanic	22.09
05160 - Motor Equipment Metal Worker	19.10
05190 - Motor Vehicle Mechanic	21.02
05220 - Motor Vehicle Mechanic Helper	14.72
05250 - Motor Vehicle Upholstery Worker	17.66
05280 - Motor Vehicle Wrecker	19.10
05310 - Painter, Automotive	21.54
05340 - Radiator Repair Specialist	19.07
05370 - Tire Repairer	14.21
05400 - Transmission Repair Specialist	21.02
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.36
07041 - Cook I	10.50
07042 - Cook II	11.67
07070 - Dishwasher	8.17
07130 - Food Service Worker	10.15
07210 - Meat Cutter	16.58
07260 - Waiter/Waitress	8.39
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.50
09040 - Furniture Handler	10.88
09080 - Furniture Refinisher	16.50
09090 - Furniture Refinisher Helper	12.16
09110 - Furniture Repairer, Minor	14.59
09130 - Upholsterer	16.50
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.58
11060 - Elevator Operator	8.58
11090 - Gardener	12.96
11122 - Housekeeping Aide	9.91
11150 - Janitor	10.29
11210 - Laborer, Grounds Maintenance	10.31
11240 - Maid or Houseman	8.59
11260 - Pruner	10.14
11270 - Tractor Operator	11.82
11330 - Trail Maintenance Worker	10.31
11360 - Window Cleaner	11.12
12000 - Health Occupations	
12010 - Ambulance Driver	12.53
12011 - Breath Alcohol Technician	17.62
12012 - Certified Occupational Therapist Assistant	20.49
12015 - Certified Physical Therapist Assistant	18.63
12020 - Dental Assistant	15.67
12025 - Dental Hygienist	34.70
12030 - EKG Technician	20.49
12035 - Electroneurodiagnostic Technologist	20.49
12040 - Emergency Medical Technician	12.79
12071 - Licensed Practical Nurse I	15.83
12072 - Licensed Practical Nurse II	17.62
12073 - Licensed Practical Nurse III	19.73
12100 - Medical Assistant	13.76
12130 - Medical Laboratory Technician	16.21
12160 - Medical Record Clerk	12.22
12190 - Medical Record Technician	15.57

12195 - Medical Transcriptionist	15.61
12210 - Nuclear Medicine Technologist	30.15
12221 - Nursing Assistant I	9.86
12222 - Nursing Assistant II	11.08
12223 - Nursing Assistant III	12.10
12224 - Nursing Assistant IV	13.57
12235 - Optical Dispenser	14.80
12236 - Optical Technician	14.85
12250 - Pharmacy Technician	13.59
12280 - Phlebotomist	13.57
12305 - Radiologic Technologist	24.08
12311 - Registered Nurse I	24.76
12312 - Registered Nurse II	30.32
12313 - Registered Nurse II, Specialist	30.32
12314 - Registered Nurse III	36.69
12315 - Registered Nurse III, Anesthetist	36.69
12316 - Registered Nurse IV	43.93
12317 - Scheduler (Drug and Alcohol Testing)	21.10
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.53
13012 - Exhibits Specialist II	19.16
13013 - Exhibits Specialist III	23.37
13041 - Illustrator I	18.79
13042 - Illustrator II	23.18
13043 - Illustrator III	28.27
13047 - Librarian	21.60
13050 - Library Aide/Clerk	12.90
13054 - Library Information Technology Systems Administrator	20.92
13058 - Library Technician	14.08
13061 - Media Specialist I	13.74
13062 - Media Specialist II	15.38
13063 - Media Specialist III	17.15
13071 - Photographer I	14.99
13072 - Photographer II	17.27
13073 - Photographer III	21.32
13074 - Photographer IV	26.01
13075 - Photographer V	31.55
13110 - Video Teleconference Technician	13.78
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.47
14042 - Computer Operator II	17.51
14043 - Computer Operator III	20.13
14044 - Computer Operator IV	22.75
14045 - Computer Operator V	24.82
14071 - Computer Programmer I (1)	20.91
14072 - Computer Programmer II (1)	24.91
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	14.47
14160 - Personal Computer Support Technician	22.75
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.46
15020 - Aircrew Training Devices Instructor (Rated)	36.56
15030 - Air Crew Training Devices Instructor (Pilot)	40.22
15050 - Computer Based Training Specialist / Instructor	28.44
15060 - Educational Technologist	19.66
15070 - Flight Instructor (Pilot)	40.22

15080 - Graphic Artist	21.16
15090 - Technical Instructor	18.46
15095 - Technical Instructor/Course Developer	22.58
15110 - Test Proctor	15.34
15120 - Tutor	15.34
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.34
16030 - Counter Attendant	8.34
16040 - Dry Cleaner	10.42
16070 - Finisher, Flatwork, Machine	8.34
16090 - Presser, Hand	8.34
16110 - Presser, Machine, Drycleaning	8.34
16130 - Presser, Machine, Shirts	8.34
16160 - Presser, Machine, Wearing Apparel, Laundry	8.34
16190 - Sewing Machine Operator	11.09
16220 - Tailor	11.79
16250 - Washer, Machine	9.07
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.74
19040 - Tool And Die Maker	22.78
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.52
21030 - Material Coordinator	19.39
21040 - Material Expediter	19.39
21050 - Material Handling Laborer	11.91
21071 - Order Filler	11.13
21080 - Production Line Worker (Food Processing)	13.52
21110 - Shipping Packer	14.52
21130 - Shipping/Receiving Clerk	14.52
21140 - Store Worker I	8.40
21150 - Stock Clerk	13.24
21210 - Tools And Parts Attendant	14.00
21410 - Warehouse Specialist	14.00
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.63
23021 - Aircraft Mechanic I	25.32
23022 - Aircraft Mechanic II	26.63
23023 - Aircraft Mechanic III	27.96
23040 - Aircraft Mechanic Helper	17.73
23050 - Aircraft, Painter	24.05
23060 - Aircraft Servicer	21.26
23080 - Aircraft Worker	22.78
23110 - Appliance Mechanic	18.79
23120 - Bicycle Repairer	12.92
23125 - Cable Splicer	24.18
23130 - Carpenter, Maintenance	16.50
23140 - Carpet Layer	15.63
23160 - Electrician, Maintenance	19.99
23181 - Electronics Technician Maintenance I	14.87
23182 - Electronics Technician Maintenance II	23.06
23183 - Electronics Technician Maintenance III	25.37
23260 - Fabric Worker	14.70
23290 - Fire Alarm System Mechanic	19.80
23310 - Fire Extinguisher Repairer	14.71
23311 - Fuel Distribution System Mechanic	24.66
23312 - Fuel Distribution System Operator	17.11
23370 - General Maintenance Worker	15.63
23380 - Ground Support Equipment Mechanic	25.32
23381 - Ground Support Equipment Servicer	21.26
23382 - Ground Support Equipment Worker	22.78

23391 - Gunsmith I	14.54
23392 - Gunsmith II	17.40
23393 - Gunsmith III	20.22
23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.76
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	19.60
23430 - Heavy Equipment Mechanic	20.75
23440 - Heavy Equipment Operator	19.56
23460 - Instrument Mechanic	21.98
23465 - Laboratory/Shelter Mechanic	18.81
23470 - Laborer	10.98
23510 - Locksmith	18.17
23530 - Machinery Maintenance Mechanic	21.27
23550 - Machinist, Maintenance	17.73
23580 - Maintenance Trades Helper	12.16
23591 - Metrology Technician I	21.98
23592 - Metrology Technician II	22.95
23593 - Metrology Technician III	24.10
23640 - Millwright	23.72
23710 - Office Appliance Repairer	19.75
23760 - Painter, Maintenance	16.50
23790 - Pipefitter, Maintenance	19.02
23810 - Plumber, Maintenance	18.07
23820 - Pneudraulic Systems Mechanic	20.22
23850 - Rigger	20.22
23870 - Scale Mechanic	17.40
23890 - Sheet-Metal Worker, Maintenance	17.37
23910 - Small Engine Mechanic	15.63
23931 - Telecommunications Mechanic I	22.30
23932 - Telecommunications Mechanic II	26.99
23950 - Telephone Lineman	18.23
23960 - Welder, Combination, Maintenance	17.37
23965 - Well Driller	18.56
23970 - Woodcraft Worker	18.97
23980 - Woodworker	13.37
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.75
24580 - Child Care Center Clerk	15.26
24610 - Chore Aide	9.93
24620 - Family Readiness And Support Services Coordinator	15.12
24630 - Homemaker	16.71
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.62
25040 - Sewage Plant Operator	20.14
25070 - Stationary Engineer	21.62
25190 - Ventilation Equipment Tender	13.46
25210 - Water Treatment Plant Operator	20.14
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.73
27007 - Baggage Inspector	10.72
27008 - Corrections Officer	19.77
27010 - Court Security Officer	20.49
27030 - Detection Dog Handler	16.13
27040 - Detention Officer	19.77
27070 - Firefighter	21.80
27101 - Guard I	10.72
27102 - Guard II	16.13
27131 - Police Officer I	25.69
27132 - Police Officer II	28.53
28000 - Recreation Occupations	

28041 - Carnival Equipment Operator	12.57
28042 - Carnival Equipment Repairer	13.77
28043 - Carnival Equipment Worker	8.98
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	14.86
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	19.72
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.68
29020 - Hatch Tender	17.68
29030 - Line Handler	17.68
29041 - Stevedore I	15.60
29042 - Stevedore II	19.50
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.96
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.42
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.79
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.58
30023 - Archeological Technician III	24.25
30030 - Cartographic Technician	24.59
30040 - Civil Engineering Technician	21.26
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.84
30063 - Drafter/CAD Operator III	22.12
30064 - Drafter/CAD Operator IV	24.87
30081 - Engineering Technician I	15.61
30082 - Engineering Technician II	17.26
30083 - Engineering Technician III	21.48
30084 - Engineering Technician IV	25.33
30085 - Engineering Technician V	27.52
30086 - Engineering Technician VI	31.49
30090 - Environmental Technician	20.45
30210 - Laboratory Technician	19.31
30240 - Mathematical Technician	24.69
30361 - Paralegal/Legal Assistant I	19.26
30362 - Paralegal/Legal Assistant II	22.81
30363 - Paralegal/Legal Assistant III	27.83
30364 - Paralegal/Legal Assistant IV	33.77
30390 - Photo-Optics Technician	24.69
30461 - Technical Writer I	22.49
30462 - Technical Writer II	27.51
30463 - Technical Writer III	28.38
30491 - Unexploded Ordnance (UXO) Technician I	21.58
30492 - Unexploded Ordnance (UXO) Technician II	26.11
30493 - Unexploded Ordnance (UXO) Technician III	31.30
30494 - Unexploded (UXO) Safety Escort	21.58
30495 - Unexploded (UXO) Sweep Personnel	21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	19.64
30621 - Weather Observer, Senior (2)	23.69
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.17
31030 - Bus Driver	17.45
31043 - Driver Courier	11.95
31260 - Parking and Lot Attendant	9.23
31290 - Shuttle Bus Driver	13.61
31310 - Taxi Driver	9.86

31361 - Truckdriver, Light	13.61
31362 - Truckdriver, Medium	18.71
31363 - Truckdriver, Heavy	19.17
31364 - Truckdriver, Tractor-Trailer	19.17
99000 - Miscellaneous Occupations	
99030 - Cashier	11.86
99050 - Desk Clerk	10.01
99095 - Embalmer	22.06
99251 - Laboratory Animal Caretaker I	10.57
99252 - Laboratory Animal Caretaker II	13.33
99310 - Mortician	25.63
99410 - Pest Controller	13.19
99510 - Photofinishing Worker	13.44
99710 - Recycling Laborer	15.00
99711 - Recycling Specialist	19.26
99730 - Refuse Collector	14.29
99810 - Sales Clerk	12.38
99820 - School Crossing Guard	7.96
99830 - Survey Party Chief	22.51
99831 - Surveying Aide	13.56
99832 - Surveying Technician	19.11
99840 - Vending Machine Attendant	13.54
99841 - Vending Machine Repairer	17.16
99842 - Vending Machine Repairer Helper	13.54

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 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 PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) 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) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.