Mc-Namara-O'Hara Service Contract Act (SCA)

Conformance Guide

U.S. Department of Labor Wage and Hour Division

Table of Contents

Introduction	Tab 1
What You Need to Begin	Tab 2
How to Complete A SF-1444	Tab 3
Sample Completed SF-1444	Tab 4
SCA Conformance Process	Tab 5
Self-Tests	Tab 6
Appendix A: Guide to Developing Job Descriptions Appendix B: Guidelines for Determining a FGE Appendix C: Schedule of Percentage of Wage	. Tab 7 . Tab 8
Differences by Grade	
Determinations	
Occupations	
Rates	

INTRODUCTION

The McNamara-O'Hara Service Contract Act (SCA) conformance process is a method in which contractors may propose job titles and wage rates to legally employ workers in occupations not listed in the wage determination (WD) applicable to the contract. The proposed wage rates should be reasonably relative to other occupational wage rates on the applicable WD. In addition, occupations listed in a WD cannot be conformed.

If an employee performs the duties of multiple classifications, the employer <u>must</u> pay the highest of such rates or the employer may segregate the work hours and pay accordingly {Section 4.169 of Regulations 29 CFR Part 4}. Occupations cannot be conformed by subdividing or combining job classifications included in the WD.

The conformance request must be forwarded to the contracting agency no later than 30 days after employment has begun of workers in the occupation(s) to be conformed. However, if contractor bids are to estimate actual costs, contractors need to develop, for their own use, the conformance proposal prior to responding to requests for proposals or invitations for bids. [Submit such estimates to the contracting officer only, and not to the Wage and Hour Division]. It is then the responsibility of the contracting officer to submit the conformance request to the Department of Labor, Wage and Hour Division only after the contract is awarded. The Wage and Hour Division, does not conform job classifications where a position is vacant.

This <u>SCA Conformance Guide</u> is an effective tool for developing conformance wage rates. While utilizing this tool is <u>not</u> required for approval of conformance proposals, its use should increase your chances of success. Of course, there is no <u>guarantee</u> that such conformance requests will always be approved by the Wage and Hour Division. The <u>SCA Conformance Guide</u> assists anyone in conforming wage rates according to regulatory guidelines.

What You Need to Begin Your Conformance Process:

- 1. A copy of the contract's applicable WD to which the additional classifications are to be conformed.
- 2. A copy of the <u>SCA Directory of Occupations</u> (the Directory). Make sure the edition corresponds with the one utilized by the WD to which the additional occupations are to be added. This is indicated in the footnote included on each prevailing WD. Job description(s) may vary from one version of the Directory to the next. Be sure to read the description(s) rather than rely on position title(s). Note that this guide was designed to be used with WDs in the Fourth Edition format, and WD formats corresponding to later editions/supplements.

The Directory may be ordered from the U.S. Government's Superintendent of Documents. It may also be found on the Internet at:

http://www.dol.gov/dol/esa/public/regs/compliance/whd/wage/main.htm.

- 3. Job description(s) for the occupation(s) to be conformed (see Appendix A—Guide to Developing Job Descriptions).
- 4. Federal Grade Equivalencies (FGEs) for the occupation(s) to be conformed (see Appendix B—Guidelines for Determining a FGE).
- 5. Schedule of Percentage of Wage Rate Differences by Grade (see Appendix C).
- 6. Indexing Previously Conformed Wage Rates (see Appendix F).
- 7. Standard Form 1444, Request for Authorization of Additional Classification and Rate. This form may be obtained from your Contracting Officer or Appendix G of this guide.

HOW TO COMPLETE A SF-1444 (Request for Authorization of Additional Classification and Rate)

No. Instructions

- 1. Pre-printed on form.
- To be completed by Federal agency—contracting office mailing address.

The contractor completes items 3-15:

- Enter complete name and mailing address.
- 4. Enter date of request.
- 5. Enter contract number.
- 6. Inter date bid opened. If not sure, call Contracting Officer to obtain.
- 7. Enter date of contract award. If not sure, call Contracting Officer to obtain.
- 8. Enter date contract work started.
- Enter date contract option exercised (if applicable).
- 10. Enter name and address of subcontractor (if any).
- 11. Enter summary of project's statement of work.
- 12. Enter location of project work (city, county, and state).
- 13. Indicate all applicable WD and revision numbers including the date of each revision.
- 13 a. List the classification title and provide the job description for the work of the class being conformed. Also list the FGE and the source of the FGE for the classification being conformed.
- 13 b. Enter the proposed wage rate and rationale.
- 13 c. Enter the required fringe benefits already established on the applicable wage determination.
- 14. Enter the signature(s) and title(s) of the subcontractor's representative, if any. (Attach additional sheet if necessary.)
- 15. Enter the signature and title of the prime contractor representative. If there is an official representative of the employee who is working under the proposed conformed rates, contact that individual and inform him/her of the conformance proposal {Section 4.6 (2)(ii) of Regulations 29 CFR Part 4}. Ask that individual to sign item Number 16 on the SF-1444, and indicate whether or not there is agreement with the conformance proposal, and the reasons for the position. Also, make sure the block in item 16 is checked.

If there is no duly elected representative, ask each employee working in the class being conformed to sign a separate sheet indicating: the occupation(s) to be conformed, the proposed rate(s), and employee's agreement or disagreement with the proposal. Employees must also be offered an opportunity to explain their position(s).

Once the contractor has completed the form, send it to the Contracting Officer. Do not send directly to the Department of Labor, Wage and Hour Division.

The Contracting Officer then completes the bottom of the form, checking the applicable box, signing, dating, providing a commercial telephone number at which he/she may be reached, and presenting the agency recommendation and other relevant information as an attachment. If the Contracting Officer does not agree with any proposed classes or rates, a statement of the agency's position and rationale must be attached.

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340-01-268-0031			1					Canuc	y ,	2000	

CONFORMANCE PROCESS

- Identify the occupation(s) not listed in the WD. According to the detailed job
 description(s), is the work to be performed within the scope of an occupation listed in the
 WD? [Consult the Directory to compare duties represented by an occupation(s) listed in
 the WD to the duties to be conformed.]
 - Yes, no conformance necessary
 - No, go to # 2
- 2. Is the occupation to be conformed a leader?
 - Yes, wage rates for leaders should reflect the additional level of duties and responsibilities.¹
 - No, go to # 3
- 3. Is the occupation to be conformed a helper, trainee, or lower level of an established job family listed in the WD?
 - Yes; helpers, trainees, and lower levels of established job families cannot be conformed
 - No, go to # 4
- 4. Determine the broad occupational category listed in the WD in which the occupation best fits and proceed with #5. For Example:
 - Administrative Support & Clerical
 - General Services & Support
 - Miscellaneous
- 5. Use the guidelines in Appendix B to determine the FGE of the occupation to be conformed.
- 6. Identify all the occupations in that broad occupational category with the same FGE as the occupation to be conformed. Use the <u>Alphabetical Index of Occupational Titles</u> of the Directory to obtain FGEs. Proceed with #7.
- 7. Is there <u>only</u> one class in that broad occupational category that has the same FGE as the occupation to be conformed?
 - Yes, propose this wage rate for the classification to be conformed.
 - No, go to # 8

The Federal Government often compensates leaders at 110 percent of the subordinate rate.

- 8. Is there more than one classification in that broad occupational category that has the same FGE as the occupation to be conformed?
 - Yes, calculate the average rate for all the classes in the broad occupational category with the same FGE and propose this rate.
 Proceed with #13.
 - No, go to # 9
- 9. There is no class in that broad occupational category with the same FGE. If there is only one FGE in that broad occupational category closest to the occupation to be conformed, go to #10. If there is more than one FGE equally close² to the conformed FGE, go to #11
- 10. There is <u>only</u> one FGE in that broad occupational category closest* to the occupation to be conformed. For example, the occupation to be conformed is a GS-5 and there is only a GS-4 or a GS-6 in that broad occupational category.
 - Go to the "Schedule of Percentage of Wage Rate Differences by Grade" (Appendix C) to obtain the % to lower/higher grade.
 - To compute the rate multiply the WD rate for the occupation by the % to lower/higher grade. (This is the proposed conformed rate.).
 - Proceed with #13.

*If the closest FGE in that broad occupational category is more than one grade higher or lower than the FGE of the class being conformed, move to the appropriate FGE rate one step at a time. For example, if the class you are trying to conform is a GS-8 and the closest FGE in that broad occupational category is a GS-6, multiply the GS-6 rate by the % to higher grade to obtain the GS-7 rate. Multiply the GS-7 rate by the % to higher grade to obtain the conformed GS-8 wage rate.

- 11. There is more than one FGE equally close to the conformed FGE. Determine which of the equally close occupations are more similar in job duties to the occupation to be conformed. Using Appendix C, calculate the % to lower/higher grade for the FGE of the occupation to be conformed. Propose this figure as the conformed wage rate and proceed with #13. If it is determined that the job duties of the equally close occupations are not similar to the conformed occupation, go to #12.
- 12. Using Appendix C, calculate the % to lower/higher grade for each FGE equally close in that broad occupational category. Average the computed figures. This average is the proposed conformed wage rate. Proceed with #13.

² Equally close means there is an equal number of grades between the FGE of the occupation to be conformed and the FGEs that are above and below it. For example, the occupation to be conformed is a GS-6 and the closest FGEs in that broad occupational category are a GS-3 and a GS-9.

³ If there is more than one wage rate for the same FGE in that broad occupational category, average all of the wage rates. Use this computed figure to obtain the next higher FGE wage rate.

SCA CONFORMANCE GUIDE

- 13. Consult with the employee or their <u>authorized</u> representative to get concurrence/comments on the conformed rates. Agreement or disagreement of the employees involved or their authorized representative, should be obtained in good faith and included in the conformance proposal. Proceed with #14.
- 14. Complete the "Request for Authorization of Additional Classification and Rate" (SF-1444). While the Department of Labor has not prescribed a specific format for submittal of conformance requests, most Federal procurement agencies require use of the SF-1444. A blank copy of this form is provided in Appendix G of this guide. Regardles of the conformance request format used, the request should include all of the items explained in the tab titled "How to Complete A SF-1444." Proceed with 15.
- 15. Submit the conformance request including signatures from employees or their <u>authorized</u> representative, to the contracting officer. [The Wage and Hour Division, does not conform job classifications where a position is vacant.] Proceed with #16.
- 16. The contracting officer must sign the conformance request acknowledging the agreement or disagreement of all interested parties. It is then the responsibility of the contracting officer to submit the conformance request to the U. S. Department of Labor, Wage and Hour Division, only after the contract is awarded.

SELF-TESTS

Complete the following 11 conformance Self-Tests.

Before attempting to complete the Self-Tests you will need to familiarize yourself with information contained in the following titled tabs:

- SCA Conformance Process
- Appendix C...
 Schedule of Percentage of Wage Rate Differences by Grade
- Appendix D . . .

 Conformance Guide Wage Determination
- Appendix E...

 Conformance Guide Directory of Occupations

NOTE: Please be advised that the information provided in Appendices D and E is fictitious.

Instructions:

Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.

Occupation To Be Conformed:

Computer Visual Technician (Lead)

Job Des. iption:

Leads and supervises no more than five (5) Computer Visual Technicians. Requires extensive knowledge of computer programs and designs. Approves programs and designs prior to implementation. May make recommendations on how to improve designs and programs.

<i>F</i> €	ederal Grade Equivalency: GS-12		
	W	VORKING SPACE	
1.	Broad Occupational Category:		
2.	FGE: <u>GS-12</u>		
3.	If similar, occupation compared to:		<u>-</u>
4	Rate to be paid:		

1. TO: ADMINISTRATOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION DEPARTMENT OF LABOR WASHINGTON, D. C. 20210 2. FROM: (REPORTING OFFICE) Department of Contracts 1234 Main Avenue Anytown, USA 00000-00000 3. CONTRACTOR Imaginary, Inc 910 Seashell Rd Tide County, USA 00000-0000 January 1, 5. CONTRACT NUMBER 6. DATE BID OPENED (SEALED BIDDING) 7. DATE OF AWARD APPLICATION AND APPLICATE NUMBER OF THE CONTRACT WORK STARTED APPLICATE OF A APPLICATE OF THE CONTRACT WORK STARTED APPLICATE OF THE CONTR	TON CONTRACT
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ABC-3014-S September 1, 1999 November 1, 1999 December 1, 1999	BLE) (SCA OHLY)
N/A	
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)	
Leads and supervises Computer Visual Technicians.	
12. LOCATION (CITY, COUNT AND STATE)	
Bay City, Wave County, USA	
13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NCT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION	
MUMBER 00-6789 (revision 3) DATE: March 1, 1999	
A LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES: AND RATIONALE FOR A WAGE RATE(S) C. FRUNCE: PROPOSED CLASSIFICATIONS (SCA ONLY)	ENETTS PAYMENTS
(Use reverse or attach additional sheets, if necessary)	
Computer Visual Technician Lead FGE = GS-12 \$22.97	\$1.16
Job Description: Leads and supervises no	
more than 5 Computer Visual Technicians.	
Requires extensive knowledge of computer	
programs and designs. Approves programs	
and designs prior to implementation. May Make recommondations and the property of the propert	ED
make recommendations on how to improve designs and programs.	
Rationale: Propose the rate of \$22.97. It is often customary	
for the Federal Government to compensate leaders at 110%	
more than subordinates.	
GS-12= \$20.88 Computer Visual Technician	
<u>x 1.10</u> \$22.97	
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15 SIGNATURE AND TITLE OF RELIES CONTRACTOR REPRESENTATIVE Vice-President of	Cant
SIGNATURE OF EMPLOYEE OR REPRESENTATIVE	
Computer Visual Technician Lead	•
	DISAGREE
TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA)	
TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA) THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND THE INTERESTED PARTIES CANNOT AGREE ON THE PROCESSES AND ASSESSED AS ASSE	

Instructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
Occupation To	Be Conformed: Health Administrator's Helper
Job Description	Assists the Health Administrator in overseeing the daily functions of the health care facility.
Federal Grade I	Equivalency: GS-10
	WORKING SPACE
l. Broad Occu	pational Category:
2. FGE:	GŠ-10
B. If similar, o	ccupation compared to:
Rate to be p	aid:

THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

- John Doe

TITLE AND COLLECTIVAL TELEPHONE NO.

Contracting Officer - 555-246 January 1, 2000

STANDARD FORM 1664 (1647)
Prince of the FARM (1647)
FARM (1647) 12270

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

4. Rate to be paid:

1	nstructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
		•
C	ecupation To .	Be Conformed: Wage & Hour Assistant Aide
Jo	ob Description	Receives and answers general telephone inquiries. Transcribes records and interview notes. Records back wage payments and installments.
Fe	ederal Grade E	Equivalency: GS-04
		WORKING SPACE
1.	Broad Occu	pational Category:
2.	FGE:	GS-04
3.	If similar, o	ocupation compared to:

REQUEST FOR AUTHORIZATION O	F ADDITIONAL	CLASSITI		Own.	PPROPRIATE BOX
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Bay City, Wave County,	USA				
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	Wa	age & Hour Assistant /	AIGA !		-REFERENCING BLOCK 13
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00):				v 1. 2006	
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1				STANDARD FORM 14	

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Conformance

Instructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
Occupation To	Be Conformed: Lumber Cutter
Job Description	Fells trees using a chain saw. Examines trees to determine useability.
Federal Grade .	Equivalency: WG-10
	WORKING SPACE
1. Broad Occi	upational Category:
2. FGE:	WG-10
3. If similar, c	occupation compared to:
4. Rate to be p	paid:

		AUTHORIZATION C				▼ s	OPRIATE BOX SERVICE CONTRACT
NOTE: THE CONTI	RACTOR	SHALL COMPLETE ITEMS 3 THRO	OUGH 16 AND SUBMIT	THE REQUEST, IN QUADRUS	CICATE TO THE COLOR	<u> </u>	ONSTRUCTION CONTRACT
1. 10. Paris	NOUR DIV	TUTMENT STANDARDS ADMINISTRATIO	н	2. FROM (REPORTING C		ACTING OFFICE	*
U.S. DEPAI	ALL LINES AND A	LABOR			Department	of Contracts	
1 CONTRACTOR	OK 0. C. 2	2216			1234 Main / Anytown, Ut	Averiue SA 00000-000	0
						4. DATE OF REC	
Imaginary	, In	c 910 Seashel	l Rd Tid	e County, USA	0000-0000	Janua	ry 1, 2000
CONTRACT NUMBER	1	6. DATE BID OPENED (SEALED BIDDING	7. DATE OF	AWARD	& DATE CONTRACT WORK S		8. DATE OPTION EXERCISED OF
ABC-3014	1-S	September 1, 1	999 Nove	mber 1, 1999	December 1	1000	ADD MARK MARK AND ADDRESS OF THE PARTY AND ADD
2. SUBCONTRACTOR (2, 2000	December 1	1999	
N/A							
1. PROJECT AND DESC	ROPTION D	F WORK (ATTACH ADDITIONAL SHEETS II	F NEEDED)				
		es for use.	·				
2. LOCATION (CITY, CO)	CNTY AND	STATE)					
Bay	City	, Wave County	, USA				
IN ORDER TO COMPL NOT INCLUDED IN TH	ETE THE W	ORK PROVIDED FOR UNDER THE ABOVE	CONTRACT, IT IS NECESSA	RY TO ESTABLISH THE FOLLOWA	IG RATE(S) FOR THE INDICATE	D CLASSIFICATION	(5)
							147
NUMBER	00-	6789 (revision	3)	DATED:	March 1,	1999	
A LIST IN OFFICE PR PROPOSED CLASS	OPOSED C	LASSIFICATION TITLE(S); JOB DESCRIPTI	ION(S): DUTIES; AND RATION	ALE FOR	N WAGE RATE(S)		
		(Use reverse or attach actimonal snee	S, if necessary)		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		c. FRINGE BENEFITS PAYMENTS
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
Lumber (Cutt	er	FGE = WG-	-10	\$13.10	,	** **
Tab D = -					723.10	'	\$1.16
ob Desc	crip	tion: Fells t	rees usin	ng a			
unainsav usabilit	√ . 	Examines trees	to deter	mine			
rodniti.	-y.						
Rationale	: Pro	pose the rate of \$	13 10 becau	ico the	NO.	T AP	PROVED
umber Cu	utter	uses an ax to fell t	rees	ise the			
			.1003.		Denial Rational	e: Can't be	e conformed because
					the job duties of	tne Lumbe	r Cutter fall within the scope
					must be paid the	Operator.	Therefore, the Lumber Cutter
					which is the mini	Chainsaw	Operator rate of \$14.71,
					paid /Section 4.1	mum wage	rate that an employee can be
					IPER (OCCUPITY)	J2 (C)(I) (of Regulations 29 CFR Part 4).
CNATION WATER							
SHOW TO THE OH	F SUBCONT	TRACTOR REPRESENTATIVE (IF ANY)		15 SIGNATURE AND TITLE OF PE	ME CONTRACTOR REPRESE	NTATIVE	
				-James L	Vice- وعرا	Preside	nt of Contracts
NATURE OF EMPLOYE	E OR REPA	ESENTATIVE		mra = >		HECK AFTROPRIATE I	IOXAREFERENCING BLOCK 13
	. <u> </u>	year were	. K	Lumber Cutter		X AGREE	DISAGREE
		TO BE COMPLETED BY THE CO	NTRACTING OFFICER	CHECK TO THE COOKING			
THE INTERESTED PA	URTIES AGE	LEE AND THE CONTRACTING OFFICER REACHED.	COLATIVOS ADDOUGUS DE	CHECK AS APPROPRIATES	EE FAR 22.1019 (SCA) OI	R FAR 22.406-3	(DBA)
		NOT AGREE ON THE PROPOSED CLASSI ULABLE INFORMATION AND RECOMMENT	FICATION AND WAGE RATE. DATIONS ARE ATTACHED.	. A DETERMENATION OF THE OUE	STION BY THE WAGE AND HOU	IR DIVISION IS	
URE OF CONTRACTING	OFFICER (OR REPRESENTATIVE	TITLE AND COURSE	RCIAL TELEPHONE NO.	DATE SUBMITTED		
Fr		John Doe	1	ng Officer - 555-			
-01-268-0001				,	Januar	y 1, 20	00 .
						STANDARD FOR	H 1444 (10-87)
						FAR 146 CFR) 53.	

Instructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
Occupation To	Be Conformed: Hot Presser
Job Description	Smoothes and flattens fabrics using a heated iron.
Federal Grade 1	Equivalency: WG-02
	WORKING SPACE
l. Broad Occu	pational Category:
	WG-02
. If similar, o	ccupation compared to:
Rate to be p	aid:

	R AUTHORIZATION OF AD					X s	OPRIATE BOX ERVICE CONTRACT ONSTRUCTION CONTRA
TO: ADMINISTRATOR EAP	HALL COMPLETE ITEMS 3 THROUGH 16 AP	ND SUBMIT THE REC	DUEST, IN Q	UADRUPLIC	ATE, TO THE CONTRACT	ING OFFICER	The state of the s
WAGE AND HOUR DIVIS U. S. DEPARTMENT OF WASHINGTON, D. C. 202	LUTRIENT STANDARDS ADMENISTRATION HON LABOR			REPORTING O	PPICE) Departmer 1234 Main	nt of Contracts Avanue	
CONTRACTOR			· · · · · · · · · · · · · · · · · · ·		Alyean, (JSA 00000-000	
Imaginary, Inc	910 Seashell Rd.	- Tide Co	 	נוכה כ	10000 0000		
CONTRACT NUMBER	8. DATE BID OPENED (SEALED SIDDING)	7. DATE OF AWAY		USA	L DATE CONTRACT WORK S		ry 1, 2000
ABC-3014-S	September 1, 1999					_	9. DATE OPTION EXERCISED (III APPLICABLE) (SCA ONLY)
SUBCONTRACTOR (IF ANY)	Joeptember 1, 1999	Novembe	er 1,	1999	December 1	, 1999	
N/A							
	WORK (ATTACH ADOITIONAL SHEETS IF NEEDED)						
	•						
Irons var	ious fabrics.						
LOCATION (CITY, COUNTY AND S	TATE)						
Bay City	, W. re County, USA	Δ					
IN ORDER TO COMPLETE THE WO	OPE PROVIDED FOR UNDER THE ABOVE CONTRACT	IT IS NECESSARY TO ES	STARLISH THE	EO I CHANC O	ATTENDED TO THE STATE OF THE ST		
NOT INCLUDED IN THE DEPARTM	ENT OF LABOR DETERMINATION		1700311772	roca owing r	WIELS) FOR THE "YDICATED C	LASSIFICATION(S)	
	789 (revision 3)		·	DATED:	March 1	, 1999	
LUST IN ORDER: PROPOSED CL PROPOSED CLASSIFICATIONS	ASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIE (SCA ONLY)	S; AND RATIONALE FOR	1		L WAGE RATE	S)	C. FRINGE BENEFITS PAYMEN
	(Use reverse or attach additional sheets, if neo	essary)					
Hot Presser		E = WG-2			\$5.15		\$1.16
Job Descript	tion: Smoothes an	d flatte	ens				
fabrics usin	ng a heated iron.						
Rationale: The	Hot Presser and the Sorte	er fall under	the sa	me .			
proad occupation	al category (Laundry, Dr.	/ Cleaning	Pressir	10)	' A	PPR	OVED
ire similar in duti	es, and share the same F	GE (WG-2)).	9),			
herefore, propos	se the Sorter rate of \$5.15	5.	•				
	•						
				į			
				Ì			
SNATURE AND TITLE OF SUBCONT	RACTOR REPRESENTATIVE (IF ANY)						
	= ==== (in part)		MATURE A	ω μιτε οε ba	THE CONTRACTOR REPRESE		:
NATURE OF EMPLOYEE OR REPR	ESENTATIVE		'-UJ'	<u> </u>	Vice Vice	-Preside	nt of Contract
THE ENGLE OF REPR	ESENTATIVE	mu	_	•		CHECK APPROPRIATE	BOX-REFERENCING BLOCK 13
			Hot Pres	ser		X AGREE	DISAGREE
	TO BE COMPLETED BY THE CONTRACTIN	IG OFFICER (CHECK	AS APPRO	PRIATE-SEE	FAR 22.1019 (SCA) OR	FAR 22,406-3 (DR	IA)
THE INTERESTED PARTIES AGR	EE AND THE CONTRACTING OFFICER RECOMMENDS	S APPROVAL BY THE WA	GE AND HOUF	DIVISION. AV	ALABLE INFORMATION AND		,
					ON BY THE WAGE AND HOUR (

John Doe

TITLE AND COMMERCIAL TELEPHONE NO.

DATE SUBMITTED

Contracting Officer - 555-2468

January 1, 2000

STANSARD FORM 1444 (10-87) Franchist by CSA FAR (46 CFR) \$3,772(f) 1444-161

Instructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
Occupation To	Be Conformed:
7	Referee
Joù Description	Officiates at sporting events. Ensures that sporting events continue in an organized manner and all rules are followed correctly.
Federal Grade L	Equivalency: GS-05
	WORKING SPACE
. Broad Occu	pational Category:
. FGE:	GS-05
. If similar, o	ccupation compared to:
. Rate to be p	aid:

Department of Contract 1234 Main Avenue Anytown, USA 00000-0 4. DATE of -0000 Janu ONTRACT WORK STARTED ember 1, 1999 I THE POICATED GLASSIFICATION: flarch 1, 1999 A WAGE RATE(S)	REQUEST 13 T
Department of Contracts 1234 Main Avenue Anytown, USA 00000-0 4. DATE OF -0000 Janu OMTRACT WORK STARTED ember 1, 1999 THE POKATED GLASSIFICATION: flarch 1, 1999 A WAGE RATE(S)	DOOD REQUEST 13 TY 1, 2000 G DATE OPTION EXERCISED (IS APPLICABLE) (ISCA ONLY) APPLICABLE) (ISCA ONLY) C FRONGE SEMEFITS PAYMEN
1234 Main Avenue Anytown, USA 00000-0 4. DATE OF -0000 Janu OMTRACT WORK STARTED ember 1, 1999 THE POKATED GLASSIFICATION: flarch 1, 1999 A WAGE RATE(S)	PROJEST 13 TY 1, 2000 6 DATE OPTION EXERCISED (IS APPLICABLE) (SCA ONLY) 5) 6 FRONGE SENEFITS PAYMEN
Anytown, USA 00000-0 4. DATE OF -0000 Janu ONTRACT WORK STARTED ember 1, 1999 A THE ROKATED CLASSIFICATION: flarch 1, 1999	G DATE OPTION EXERCISED (S APPLICABLE) (SCA ONLY) C FRONCE SENEFTTS PAYMEN
A. DATE OF -0000 Janu OMTRACT WORK STARTED ember 1, 1999 The POICATED CLASSIFICATION: farch 1, 1999 A. WAGE RATE(S)	G DATE OPTION EXERCISED (S APPLICABLE) (SCA ONLY) C FRONCE SENEFTTS PAYMEN
ember 1, 1999 THE POKATED CLASSIFICATION: farch 1, 1999 A WAGE RATE(S)	APPLICABLE) (SCA ONLY) APPLICABLE) (SCA ONLY) S) c. FRUNGE BENEFITS PAYMEN
ember 1, 1999 THE POKATED CLASSIFICATION: farch 1, 1999 A WAGE RATE(S)	APPLICABLE) (SCA ONLY) APPLICABLE) (SCA ONLY) S) c. FRUNGE BENEFITS PAYMEN
ember 1, 1999 The PORATED CLASSIFICATION: March 1, 1999 A WAGE RATE(S)	APPLICABLE) (SCA ONLY) S) a. FRONGE SEMESTITS PAYMEN
THE NOKATED CLASSIFICATION: Arch 1, 1999 A WAGE RATE(S)	c. FRUNGE SENEFITS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
March 1, 1999	C. FRINGE SENEFTTS PAYMEN
A WAGE RATE(S)	c. FRINGE SENSETTS PAYMEN
A WAGE RATE(S)	c. FRINGE SENEFITS PAYNED
\$7.12	\$1.16
\$7.12	\$1.16
\$7.12	\$1.16
•	72.20
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APPI	ROVED
	-
RACTOR REPRESENTATIVE	
	ient of Contrac
)	ATE BOX-REFERENCING ILOCK 13
019 (SCA) OR FAR 22.406-3	(DBA)
FORMATION AND	
WACE AIM HOUR ON AN AN AN	
HAGE AND HOUR DEVISION IS	
	2000
. 1	

In	structions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.							
Oc	Occupation To Be Conformed: Wine Presser								
Job	Job Description: Presses juice from grapes using the feet for the preparation of wine.								
Fea	deral Grade E	guivalency: WG-06							
		WORKING SPACE							
1.	Broad Occu	pational Category:							
2.	FGE:	WG-06							
3.	If similar, oc	cupation compared to:							
		aid:							

p	ENHERT FOR	AUTHORIZATION OF	ADDITIONAL	N 4 00100			CHECK APPR	OPRIATE BOX
rc.	-woed: FUR	LASSIFICATIO	JN AND	RATE		SERVICE CONTRACT		
NOTE:	THE CONTRACTOR SH	ALL COMPLETE ITEMS 3 THROUGH	16 AND SUBMIT THE RE	QUEST, IN QUADRUPLE	CATE TO T	UE CONTRACTO	10 00000	CONSTRUCTION CONTRACT
1. TO:		YMENT STANDARDS ADMINISTRATION		2 FROM REPORTING			OFFICER	
	WAGE AND HOUR DIVISION IN SUPPLY STATEMENT OF U	• •		ì		Department	of Contracts	
****	WASHINGTON, D. C. 2021	0				1234 Main A Anytown, US	Nemue SA 00000-000	00
7 CONTA	ACTOR .				*		4. DATE OF RE	COLEST
Imag	inary, Inc	910 Seashell R	Rd Tide C	ounty, USA (00000-	.0000	Janua	ary 1, 2000
5. CONTRACT MANBER 6. DATE BID OPENED (SEALED BIDDING) 7. DATE OF AWARD				APD .	& DATE CO	NTRACT WORK STA	ALLED	P DATE OPTION EXERCISED (IF
ABC-3014-S September 1, 1999 November 1, 1999				Dece	ember 1	1999	APPLICABLE) (SCA ONLY)	
10. SUBCO	ONTRACTOR (IF ANY)	<u> </u>			1		1 2 3 3 3	
	N/A							
11. PROJE	CT AND DESCRIPTION OF V	YORK (ATTACH ADDITIONAL SHEETS IF NEE	DED)		*			
	Makes win	ne from grapes.						
12 LOCAT	TON (CITY, COUNTY AND ST	ATE)						
	Bay City,	Wave County,	USA					
13. IN ORD NOT IN	ER TO COMPLETE THE WO	RK PROVIDED FOR UNDER THE ABOVE CON ENT OF LABOR DETERMINATION		ESTABLISH THE FOLLOWING	RATE(S) FOR	THE INDICATED CL	ASSIFICATION(S)	
NUMBE	er <u>00-6</u>	789 (revision 3	3)	DATED:	M	March 1	, 1999	
A UST	IN ORDER: PROPOSED CLU POSED CLASSIFICATIONS	LSSIFICATION TITLE(S); JOB DESCRIPTION(S), DUTIES: AND RATIONALE F	OR		b. WAGE RATES	*)	C. FRINGE BENEFITS PAYMENTS
		(Use reverse or attach additional sheet)	i, if necessary)					
7.7 ÷	ne Presser	_		_				
MII	e Pressei	=	FGE = WG - 6	5		\$7.95		\$1.16
Job	Descript	ion: Presses	juice from	ı				
		, his/her feet	•					
	paration							
						APPROVED		
		ere is no class in the				A	PPF	KOAED :
		Preparation and Se						
		he closest FGE in t						
cate	egory is a W	G-5 (\$7.50). Multip	ly the percen	t to higher				
grad	ie (1.06%) to -6 rate of \$7	o the WG-5 rate of	\$7.50 to obta	in the				
VVG	-0 late of \$7) O M.		į			
		\$7.50 × 1.06						
		\$7.9		grade			•	
		Ψ7.00						
. SIGNATUI	RE AND TITLE OF SUBCONT	TRACTOR REPRESENTATIVE (IF ANY)	· ·	S. SIGNATURE AND TITLE OF	PRIME CONT	RACTOR REPRESE	NTATIVE	
				المارض	1/2			ient of Contracts
SIGNATUS	RE OF EMPLOYEE OR REPR	ESENTATIVE	·	TILE			CHECK APPROPRI	ATE BOX-REPERENCING ILLOCK 13
	·	juk we	K	Wine Presser			X AGREE	
		TO BE COMPLETED BY THE CONT	RACTING OFFICER (CHE	CK AS APPROPRIATE-S	EE FAR 22.	1019 (SCA) OR	FAR 22.406-3	(DBA)
	COMMENDATIONS AND ATT							
THE	INTERESTED PARTIES CAN PREFORE REQUESTED. AV	INOT AGREE ON THE PROPOSED CLASSIFIC NLABLE INFORMATION AND RECOMMENDA	CATION AND WAGE RATE. A D TIONS ARE ATTACHED	PETERMINATION OF THE QUE	STION BY THE	WAGE AND HOUR	DIVISION IS	
MATURE O	F CONTRACTING OFFICER	OR REPRESENTATIVE	TITLE AND COMMER	CAL TELEPHONE NO.		DATE SUBMITTED		
مرغر	From L	John Doe	Contractin	g Officer - 55	5-2468	Janua	ary 1,	2000
			ŧ .					

Instructions:

Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.

Occupation To Be Conformed:

Unit Clerk (Hospitals & Medical Centers)

Job Description:

Files and maintains patient records. Answers unit telephone and call buttons. Arranges patient schedules of laboratory and radiology tests. Reviews patient records, ensuring the presence of required reports and documentation before final submission to Medical Records. Transcribes medical reports and completes insurance forms.

Federal Grade Equivalency	ederal	Grade	Equiva	lency
---------------------------	--------	-------	--------	-------

<u>GS-05</u>

WORKING SPACE

	•
1.	Broad Occupational Category:
2.	FGE: GS-05
3.	If similar, occupation compared to:
4.	Rate to be paid:

CHECK APPR	OPPLATE BOX
	ERVICE CONTRACT
	ONSTRUCTION CONTRACT
NG OFFICER	
of Contracts Avenue	
SA 00000-000	
Janua	oves ry 1, 2000
AKTED	9. DATE OPTION EXCERCISED (IF
, 1999	APPLICABLE) (SCA ONLY)
	
ters.	
ASSIFICATION(S)	
1999	
)	
<i>}</i>	C RINGE BENEFITS PAYMENTS
	,
6	44.4
•	\$1.16
PPR	OVED
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TATO/E	
TATIVE	
rreside	nt of Contracts
DECK APPROPRIATE	BOX-REFERENCING BLOCK 13

REQU	JEST FOR	AUTHORIZATION OF	ADDITIONAL	CLASSIFICATIO	N AND RATE	CHECK APPROPR	IATE BOX ACE CONTRACT
NOTE: THE C	ONTRACTOR SH	ALL COURTER PROPERTY A THEOLOGY					STRUCTION CONTRACT
1. TO: ADM	STRATOR EMPLO	IALL COMPLETE ITEMS 3 THROUGH PMENT STANDARDS ADMINISTRATION	16 AND SUBMIT THE			G OFFICER	
U. S. (EAND HOUR DIVISIO DEPARTMENT OF LUI INGTON, D. C. 2021	NOR .		2. PROM: (REPORTING OR	PICE) Department 1234 Main A		
1 CONTRACTOR	. d. 22	v				A 00000-00000	
Imagina	ry, Inc.	910 Seashell F	Rd Tide	Courses 1103 0		4. DATE OF REQUES	
5. CONTRACT NU	MEER	& DATE BID OPENED (SEALED BIDDING)	7. DATE OF		L DATE CONTRACT WORK STA	····	, 1, 2000
ABC-30	14-5	September 1,199					DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
10. SUBCONTRAC		Deptember 1,199	Noven	ber 1, 1999	December 1,	1999	
N/	• •	•					
,		YORK (ATTACH ADOITIONAL SHEETS IF HEE					
Pro	vides o	clerical suppor	t in hosp	pitals and m	edical cen	ters.	
12. LOCATION (CIT	Y, COUNTY AND ST	ATE)					
Ва	y City,	Wave County,	USA				
3. IN ORDER TO C	CVPLETE THE WOR	UK PROVIDED FOR UNDER THE TYPE CON		TO ESTABLISH THE FOLLOWING RA	ATE(S) FOR THE IMPOUNTED CO.	PERSONAL PROMESS	
NOT INCLUDE		or a contact and the				COSIFICATION(S)	
NUMBER		789 (revision 3		DATED	March 1,	1999	
PROPOSED	R: PROPOSED CLA CLASSIFICATIONS (SSIFICATION TITLE(S); JOB DESCRIPTION(S) SCA ONLYI	E DUTTES; AND RATIONALE	EFOR	B. WAGE RATE(S)		RINGE BENEFITS PAYMENTS
		(Use reverse or attach additional sheets	, if necessary)				
Unit (Clerk		FGE = G	s - 5	\$10.26	5	\$1.16
Job De	scripti	on: Files and m	aintaine :	nn+ian+			,
record	s. Ans	wers unit teleph	One and c	patient			
Arrang	es pati	ent schedules of	lahorato	arr buttons.			
radiol	ogy tes	ts. Reviews pati	ent record	ds ensuring			
the pr	esence (of required repo	rts and	as, ensuring	APPROVED		
docume	ntation	before final su	bmission t	to Medical			VLD
Record	s. Tra:	nscribes medical	reports a	and			
comple	tes inst	urance forms.	-				
Rationalo	Thara is as a	dana ia Nata and					
FGE. There	is one FGF	dass in the broad occupations dosest to the conformed das	al category (Healti	h) with the same		ļ	
grade away	from the conf	formed FGE (GS-5). The do	smeation but it is	more than one			
FGE is a GS	-7. Moving o	one step at a time, use the per	rest to lower as	roposed contormed			
GS-5 wage	rate.	GS-7 = \$12.95 GS-6	= \$11.53 GS	5 = \$10.26			
		x .89	x .89	710.20			
		11.5255	10.2617				
SIGNATURE AND T	TLE OF SUBCONTR	ACTOR REPRESENTATIVE (IF ANY)		IF. SIGNATURE AND TITLE OF PRO	NE CONTRACTOR REPORT OF		
GNATURE OF THE	PLOYEE OR REPRE				Vice-	President	of Contracts
	· ·	D C T	<u>-</u>	mre	c	ECK APPROPRIATE BOX	REFERENCING BLOCK 13
				Unit Clerk		X AGREE	DISAGREE
		TO BE COMPLETED BY THE CONTR	ACTING OFFICER (CH	ECK AS APPROPRIATE-SEE	FAR 22.1019 (SCA) OR FA	AR 22.406-3 (DBA)	
THE INTERES	TED PARTIES AGRE ATIONS ARE ATTAC	E AND THE CONTRACTING OFFICER RECOV	MENOS APPROVAL BY TH	E WAGE AND HOUR DIVISION, AVA	VLABLE INFORMATION AND		
THE INTEREST	ED PARTIES CANN	OT AGREE ON THE PROPOSED CLASSIFICA ABLE INFORMATION AND RECOMMENDATION				VISION IS	
TURE OF CONTRA	CTING OFFICER OF	REPRESENTATIVE	TITLE AND COUNE	RCIAL TELEPHONE NO.	DATE SUBJUTTIED		
			,	• • • • • • • • • • • • • • • • • • • •			
r		John Doe	Contraction	ng Officer - 555-;	2450 -	ry 1, 2006	

Instructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
Occupation To	Be Conformed:
	Petrographer
Job Description	Studies the source, formation, changes, and structure of rocks. Also describes and classifies rocks.
Federal Grade	Equivalency: GS-08
	WORKING SPACE
1. Broad Occi	pational Category:
2. FGE:	<u>GS-08</u>
3. If similar, o	ccupation compared to:
4. Rate to be p	paid:

CHECK APPROPRIATE BOX

	REQUEST FOR	AUTHORIZATION OF AD	DITIONAL	CLASSIFICATIO	N AND RATE	X	SERVICE CONTRACT
NOTE	THE CONTRACTOR SHALL	L COMPLETE ITEMS 3 THROUGH 16 AND 1	SUBMIT THE REGI	JEST, IN QUADRUPLICATE	TO THE CONTRACTING OF	POPP	CONSTRUCTION CONTRACT
1. TO:		JENT STANDARDS ADMINISTRATION		2. FROM: (REPORTING OF	Pice) Departmen 1234 Main	t of Contract	
1 CON	TRACTOR					4. DATE OF	REQUEST
Ima	ginary, Inc.	- 910 Seashell Rd.	- Tide C	ounty, USA 00	0000-0000	Janu	uary 1, 2000
5. CON	TRACT HAMBER	B. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AW	(AIG)	L DATE CONTRACT WORK STAR	TED	9. DATE OPTION EXERCISED (F
AB	C-3014-S	September 1, 1999	Novemb	per 1, 1999	December 1,	1999	APPLICABLE) (SCA ONLY)
10. SU	ICONTRACTOR (IF ANY)						
	N/A						
11. PRO	DECT AND DESCRIPTION OF WO	ORK (ATTACH ADDITIONAL SHEETS IF NEEDED)					
	Performs s	tudies on rocks.					
	ATION (CITY, COUNTY AND STA						
12 100	•	•	n .				
- AO		Wave County, US. K PROVIDED FOR UNDER THE ABOVE CONTRACT		O CSTARISM . ME EOU COMMO	BATE(S) EOR THE IMPORATED OF	A CELEVATION C	
	I INCLUDED IN THE DEPARTMEN		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	o do media mende de la marca d	manager on the house to do		,
NUI	aer 00-67	789 (revision 3)		DATED:	March 1	, 199	9
a U	ST IN ORDER: PROPOSED CLAS	SSIFICATION TITLE(S); JOS DESCRIPTION(S); DUT	IES: AND RATIONALE	FOR	b. WAGE RATE	YS)	c. FRONGE BENEFITS PAYMENTS
	ROPOSED CLASSIFICATIONS IS					/	
_	·		.,	_			
Pe	trographer	FG	E = GS-	8	\$15.0)1	\$1.16
Jo	b Descript	ion: Studies th	e sourc	e,			
	_	hanges, and stru					
ro	ocks. Also	describes and c	lassifi	es			
ro	ocks.				_ <i></i>	1PP	ROVED
					<u></u>		
		losest FGEs to the propo					
	•	llector & Viniculturist) ar	•	•			
	·	Petrographer is more si re, multiply the Petrocoll					
		ner grade (1.11%) to obta		` , ,			
	e of \$15.01.	J. 2. (,,					
		\$13.52 Petr	ocollector				
		<u>x 1.11</u> % to	higher grad	e			•
		\$ 15.01					
SIGN	ITURE AND TITLE OF SUBCONTI	RACTOR REPRESENTATIVE (IF ANY)		15. SIGNATURE AND TITLE OF	PRIME CONTRACTOR REPRESEN		
	· · · · · · · · · · · · · · · · · · ·	·			USE VIC	e-Pres:	ident of Contracts
SIGNA	TURE OF EMPLOYEE OR REPRI	~		mle .		CHECK APPRO	DPRIATE BOX-REFERENCING BLOCK 13
		in her		Petrographer		X vc	REE DISAGREE
		TO BE COMPLETED BY THE CONTRU	ACTING OFFICER	(CHECK AS APPROPRIAT	E-SEE FAR 22.1019 (SCA) (R FAR 22.40	6-3 (DBA)
	THE INTERESTED PARTIES AGR RECOMMENDATIONS ARE ATTA	EE AND THE CONTRACTING OFFICER RECOMMEND.	ENDS APPROVAL BY 1	THE WAGE AND HOUR DIVISION	AVAILABLE INFORMATION AND		
	THE INTERESTED PARTIES CAN	NOT AGREE ON THE PROPOSED CLASSIFICATION ULABLE INFORMATION AND RECOMMENDATIONS	N AND WAGE RATE.	A DETERMINATION OF THE QU	ESTION BY THE WAGE AND HOUR	DIVISION IS	
SNATUR	E OF CONTRACTING OFFICER O		TITLE AND COMM	ERCIAL TELEPHONE NO.	DATE SUBMITT	= D	
-	Tran [John Doe	Contracti	ng Officer - 559	5-2468 Janu	uary 1,	2000
7540-0	-264-0631					STAN	DATO FORM 1444 (15-67)

STANDARD FORM 1444 (16-07) Presented by GSA FAR (46 CFR) \$3.222(f) 1444-101

Instructions:	Complete the following self-test using the SCA Conformance Process. You may check your answers on the reverse side of this page.
Occupation To	Be Conformed:
•	<u>Aesthetician</u>
Job Description Federal Grade I	Treats and cleanses the face by removing oil and dirt from pores. Waxes the face removing unwanted hair. Moisturizes the face with a variety of oils, lotions, and creams.
,	W 0-00
	WORKING SPACE
l. Broad Occi	upational Category:
2. FGE:	WG-06
3. If similar, c	occupation compared to:
4. Rate to be p	paid:

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE						ERVICE CONTRACT
NOTE: THE POUTE OTHER CALL COME BY THE PROPERTY OF THE POUTE OF THE POUTE OF THE POUTE OF THE POUT OF						ONSTRUCTION CONTRACT
NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT T 1. TO: ADMPISTRATOR EMPLOYMENT STANDARDS ADMINISTRATION	HE REQUE			MTRACTING O	PHOER	
WAGE AND NOUR DAYSION U. S. DEPARTMENT OF LABOR WASHINGTON, D. C. 20210		2. FROM: (REPORTING OFF	FICE)	Department 1234 Main A	venue	
1 CONTRACTOR		L		Anytown, US	4 DATE OF REC	
Tanadanani Tana 010 Garabali na mi						
Imaginary, Inc 910 Seashell Rd Ti.						ry 1, 2000
	ATE OF AWA	- 1		TRACT WORK STA		8. DATE OPTION EXERCISED INF APPUCABLE) (SCA ONLY)
ABC-3014-S September 1, 1999 No	vembe	er 1, 1999	Dece	mber 1	, 1999	71 000001
N/A						
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)	·		· · · · · · · · · · · · · · · · · · ·			
Provides facial services.						
12. LOCATION (CITY, COUNTY AND STATE)						
Bay City, Wave County, USA						
13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ASOVE CONTRACT, IT IS NEC	CESARY TO	ESTASI ISW THE ET I CANSW	PATER SOR	THE HOW LETTER		
NOT INCLUDED IN THE SEPARTMENT OF LATTING DETERMINATION	ESSART 10	ESTABOSE THE POCLUMING	W (53) FOR	THE HOLATED	ALASSIFICATION(S	7)
MUMBER00-6789 (revision 3)	-	DATED:	Ma	arch 1,	1999	
2. LIST IN CADER: PROPOSED CLASSIFICATION TITLE(\$); JOB DESCRIPTION(\$); DUTIES: AND R PROPOSED CLASSIFICATIONS (SCA. ONLY)	ATIONALE F	OR		& WAGE RATES	5)	C. FRONGE BENEFITS PAYMENTS
(Use reverse or attach addressed sheets, if necessary) Aesthetician FGE =	= WG-	-6		\$6.74		\$1.16
Job Description: Treats and cle face by removing oil and dirt fr Waxes the face to remove unwante Moisturizes the face with a vari oils, lotions, and creams.	om ped ha	oores. Mir.			DDD	OVED
Rationale: The closest FGEs to the propose conformed FGE are a WG-5 and a WG-7. Aesthetician is not similar in job duties to the Person (WG-5) nor the Manicurist (WG-7) of (WG-7). Multiply the WG-5 wage rate (\$5.2% to higher grade (1.06). Multiply the WG-7 percent to lower grade (.95). Average these figures to obtain the WG-6 wage rate.	The e Sha or Ped (8) by 7 rate	licurist the by the				
WG-7= \$8.30 WG-5= \$8					1	
	o.∠8 1.06	\$ 7.8850				
		+ 5.5968				
-	168	\$13.4818				
	800				İ	
	5968	\$6.7409		• *	1	
\$7.8850 \$5.59		2 \$13.4818				
SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)	15	SIGNATURE AND TITLE OF	COMT			ent of Contracts
SIGNATURE OF EMPLOYEE OR REPRESENTATIVE	π	TLE			DECK APPROPRIA	TE BOX-REFERENCING BLOCK 13
· · · · · · · · · · · · · · · · · · ·		Aesthetician			X AGREE	DISAGREE
TO BE COMPLETED BY THE CONTRACTING OFF	FICER (CHI	ECK AS APPROPRIATE-S	EE FAR 22	.1019 (SCA) O	R FAR 22.406-1	3 (DBA)
THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPRORECOMMENDATIONS ARE ATTACHED.						
THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAG THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTAIN	ERATE A D CHED.	DETERMINATION OF THE QUE	STION BY THE	E WAGE AND HOU	JR DIVISION IS	
NATURE OF CONTRACTING OFFICER OR REPRESENTATIVE TITLE AN	O COMMER	CIAL TELEPHONE NO.	Ţ	ATE SUBMITTED	 ,	
John Doe Contr	racting	g Officer - 555-	-2468	Janua	ary 1, 2	2000

SN 7540-01-254-0631

STANDARD FORM 1444 (1047)
Provided by GSA
FAR (46 CPR) SI 222(1)
1444-101

CFI	E.	TF	ST	No.	11
JEL	71	نڌ ۽	JI.	ITU.	11

In	structions:	Complete the following self-test using the SCA Conformance Process. Yo check your answers on the reverse side of this page.	u m a y			
_						
O	ccupation To	Be Conformed: (Costumer (Position is Vacant)				
Jo	Job Description: Designs, makes, and sells original costumes.					
Fe	deral Grade	Equivalency: GS-07				
		WORKING SPACE				
1.	Broad Occ	cupational Category:				
2.	FGE:	GS-07				
3. If similar, occupation compared to:						
4.	Rate to be	paid:				

R	EQUEST FOR	AUTHORIZATION OF AL	DDITIONAL	CLASSIFICATIO	N AND RATE	SI SI	OPRIATE BOX ERVICE CONTRACT
NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE			AND SUBJECT THE	CONSTRUCTION CONTRACT			
1. TO:	ADMINISTRATOR, EMPL	DYMENT STANDARDS ADMINISTRATION	ALL OUT THE M	2. FROM: (REPORTING O		NG OFFICER	
	WAGE AND HOUR DIVISE U. S. DEPARTMENT OF L WASHINGTON, D. C. 202	ABOR		a read (no or lange	Department 1234 Main A	venue	
1 CONT	RACTOR				Anytown, US	A 00000-0000	
Ιm	aginary. Ir	nc' - 910 Seighall n	سدده اسد			4. DATE OF REC	
5. CONT	RACT HUMBER	a DATE BOD OPENED (SEALED BIDDING)	7. DATE OF A				ry 1, 2000
* * * *					B. DATE CONTRACT WORK ST	_	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
	-3014-S	September 1, 1999	Novem	ber 1, 1999	December 1	, 1999	1
10. SUBC	N/A			,			
11. PROJ	,	WORK (ATTACH ADOITIONAL SHEETS IF NEEDED	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				
		support in making		es.			
12 LOCA	TION (CITY, COUN Y AND S	TATE)					
	Bay City	, Wave County, Us	SA				
13. IN ORD NOT I	ER TO COMPLETE THE WO	RIX PROVIDED FOR UNDER THE ABOVE CONTRAC ENT OF LABOR DETERMINATION	CT IT IS NECESSARY TO	DESTABLISH THE FOLLOWING I	RATE(S) FOR THE INDICATED CL	ASSIFICATION(S)	
NUMB	ER 00-6	789 (revision 3)		DATED:	March 1,	1999	
a LIST	IN ORDER: PROPOSED CL POSED CLASSIFICATIONS	assification title(s); Job description(s); DU [SCA ONLY)	TTES; AND RATIONALE I	FOR	b. WAGE RATE(S)		L FRINGE BENEFITS PAYMENTS
		(Use reverse or attach additional sheets, if n	ecessary)				
Co	stumer	F	GE = GS-	7	\$11.59	•	\$1.16
Jol	Descript	tion: Designs, m	nakes, ar	nd			
se]	lls origin	nal costumes.					
	_					İ	
						<u> </u>	
					NOT	API	PROVED
					Denial Rational	le: Can't b	e conformed because
			•		the Wage and H	lour Divisio	n does not conform job
					classifications w		
					{Section 4.6 (2)(ii) of Regul	ations 29 CFR Part 4}.
					A rationale mus	t also be p	rovided.
SIGNATU	RE AND TITLE OF SUBCONT	TRACTOR REPRESENTATIVE (IF ANY)		15 SIGNATINE AND TITLE OF	SEME CONTRACTOR REPRESE		
				Jones [*		ent of Contracts
SIGNATUI	LE OF EMPLOYEE OR REPR	ESENTATIVE		TITLE		DECK APPROPRIATE	BOX-REPERENCING BLOCK 13.
··········	V	ACANT		Costumer		AGREE	DISAGREE
		TO BE COMPLETED BY THE CONTRAC	TING OFFICER (CH	ECK AS APPROPRIATE-SE	E FAR 22.1019 (SCA) OR	FAR 22.406-3 (D	DBA)
THE REC	INTERESTED PARTIES AGE COMMENDATIONS ARE ATT	REE AND THE CONTRACTING OFFICER RECONNE	ENDS APPROVAL BY THE	E WAGE AND HOUR DIVISION A	AVAILABLE INFORMATION AND		
THE	INTERESTED PARTIES CAN REFORE REQUESTED. AV	NOT AGREE ON THE PROPOSED CLASSIFICATION NILABLE INFORMATION AND RECOMMENDATIONS	N AND WAGE RATE. A I	DETERMINATION OF THE OUEST	TION BY THE WAGE AND HOUR!	DIVISION IS	
ATURE OF	CONTRACTING OFFICER	OR REPRESENTATIVE	TITLE AND COMME	RCIAL TELEPHONE NO.	DATE SUBMITTED		
فيمرنهر	Tran L	John Doe	Contraction	ng Officer - 555			
7540-01-258	OK31		1			-1 -1 -	

STANDARD FORM 1444 (10-87) Presented by GSA FAR (46 CFR) \$3.222(1) 1444-101

CHECK APPROPRIATE BOX

GUIDE TO DEVELOPING JOB DESCRIPTIONS

Job Descriptions should:

- 1. Clearly explain the primary job duties, including the scope or level of work to be performed. Duties are best described by using active verbs (i.e. develops plans; services; and repairs).
- 2. Cover the stills required as neasured by their degree of difficulty (i.e., unskilled, low skilled, high-skilled jobs), extent of on-the-job experience required, and how long it generally takes to attain expert status.

GENERAL GUIDELINES FOR DETERMINING AN FGE

Determine the broad occupational category in the Directory in which the new occupations best fits. Then assess the skill and knowledge levels of the job, the level of responsibility, and the scope of work. To determine the appropriate FGE, utilize the FGE for a comparable occupation in the Directory. Leaders share the lower level occupation's FGE.

1. Skill and Knowledge Levels

Compare the new occupation with similar jobs in the Directory. Consider the following factors:

- a logical relationship exists between the new job and jobs in the WD that have already been rated
- similar skill levels exist
- similar types of equipment are utilized

When the above factors match, note the FGEs found in the Directory for those occupations.

2. Level of Responsibility

Compare the job description of the new position with related descriptions of occupations listed in the SCA Directory. Consider the following factors:

- the amount of independence
- the degree of direct supervision required
- the difficulty and frequency of judgments/decisions required
- the nature of work instructions and technical guides used
- the amount of decision making required

3. Scope of Work

Consider the following factors:

- where does the new position fit within the organizational structure?
- does the new job require responsibility for an entire process or just a piece of the process?

SCA CONFORMANCE GUIDE

SCHEDULE OF PERCENTAGE OF WAGE RATE DIFFERENCES BY GRADE

Wa	Wage Grade (WG)	NG)	Non-Appr	Non-Appropriated Funds (NAF)	nds (NAF)	Gener	General Schedule (GS)	e (GS)
GRADE	01 %	% TO	GRADE	% TO	% TO	GRADE	% TO	% TO
NO	HIGHER	LOWER	NO	HIGHER	LOWER	NO	HIGHER	LOWER
MD	GRADE	GRADE	WD	GRADE	GRADE	WD	GRADE	GRADE
-	1	.92	_	,	06'	+	F	.88
2	1.08	.92	2	1.10	06.	2	1.12	.91
3	1.08	.93	3	1.00	.92	3	1.09	.88
4	1.07	.94	4	1.08	.92	4	1.12	.88
5	1.06	.94	5	1.08	.93	5	1.12	.89
9	1.06	.95	9	1.07	.93	9	1.11	.89
7	1.05	.95	2	1.07	.94	7	1.11	.89
æ	1.05	.95		1.06	.94	8	1.11	.89
6	1.05	.95	6	1.06	.95	6	1.11	06.
10	1.05	96	10	1.05	.95	10	1.10	06.
	1.04	96	. —	1.05	.95	-	1.10	.80
12	1.04	96.	12	1.05	.95	12	1.20	.81
13	1.04	96	13	1.05	96.	13	1.19	.82
14	1.04	96.	14	1.04	96	14	1.18	.82
15	1.04	•	15	1.04	ŧ	15	1.18	ı

Page 1 of 6

REGISTER OF WAGE DETERMINATION 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

William W. Gross

Division of

Director

Wage Determinations

Wage Determination No.: 00-6789

\$ 6.15

6.15

Revision: 3

Date of Last Revision: 06/01/03

State(s): Anytown

0501

0511

Painter

Polisher

Area: ANYTOWN COUNTIES OF: CREST, OFFSHORE, SEA, WAVE.

** Fringe Benefits Required For All Occupations Included In This Wage Determination Follow The Occupational Listing ↔

occi	UPATIONAL CODE AND TITLE	MINIMUM HOURLY WAGE
ADMINIST	RATIVE SUPPORT AND CLERICAL:	
0101		\$ 6.50
0102		\$ 7.35
0111		\$ 9.05
0121	S = · · · · · · · · · · · · · · · · ·	\$ 10.25
0122	Wage & Hour Assistant II	\$ 11.30
AUTOMATI	C DATA PROCESSING:	
0201	a sing site is still grapher in	\$ 17.50
0211	Computer Linguist 1/	\$ 14.92
0221	Computer Visual Technician 1/	\$ 20.88
AUTOMOTIN	/E SERVICE:	
0301	Gear Attendant	\$ 15.38
0311	Rust Remover	\$ 11.95
0321	Tire Technician	\$ 10.91
0331	Window Restorer	\$ 13.49
0341	Window Tinter	\$ 10.91
FOOD PREP	ARATION AND SERVICE:	
0401	Candy Maker	\$ 7.50
0411	Cannery Worker	\$ 5.15
0421	Food & Wine Taster	\$ 9.09
0431	Sandwich Maker	\$ 6.80
0441	Tapster	
W 4 4 8 8 4 4 4 8 4 4 5 5 5 5 5 5 5 5 5 5	·	\$ 5.95
FURNITURE	MAINTENANCE AND REPAIR:	

WAGE D	ETERMINATION NO.:	00-6789 (Rev. 3)	ISSUE DATE: 06/01/03	Page 2 of 6
0521	Stainer			
0531				\$ 8.75
				\$ 7.25
GENERAL	SERVICES AND SUPP	PORT:		
0601	Adhesive Mixer			
0611	Bell Hop			\$ 6.80
0621	Concierge	•		\$ 5.15 \$ 5.95
0631	Street Sweeper/Clea	aner		\$ 5.95 \$ 8.76
HEALTH:				
0701	Autopsist			
0711	Candy Striper			\$ 20.50
0721	Dietitian			\$ 6.25
0737	Health Administrator			\$ 14.80 \$ 17.17
0741	Ultrasonographer			\$ 17.17 \$ 12.95
INFORMATIC	ON AND ARTS:			
0801	Actor/Actress			
0811	Choreographer			\$ 13.18
0821	Dancer			\$ 15.01
0831	Mime			\$ 10.86
0841	Puppeteer			\$ 6.45 \$ 8.97
LAUNDRY, DE	RY CLEANING, PRESS	BING:		. 5.0,
0901	Sorter			
	Stain Remover			\$ 5.15
				\$ 6.35
MACHINE TOO	DL OPERATION AND F	REPAIR:		
1001	Chain Saw Operator			\$ 14.71
MATERIALS H	ANDLING AND PACKI	NG:		
1101 [Polly Operator			_
1111 V	Vheelbarrow Handler			\$ 8.59 \$ 6.80
MECHANICS AI	ND MAINTENANCE AN	ND REPAIR:		9 0.00
1201 D	oor Stop Maker			_
1211 E	xcavator			\$ 9.50
1221 H	ygrometer Repairer			\$ 10.91 \$ 11.95
1231 Ta	aximeter Repairer			\$ 11.95 \$ 14.05
1241 Tr	encher			\$ 11.95 \$ 9.50
PERSONAL NEE	EDS:			
1301 Co	osmetician			
	anicurist		\$	
			\$	8.30

WAGE	DETERMINATION NO.:	00-6789 (Rev. 3)	ISSUE DATE: 06/01/03	Page 3 of 6
	21 Masseur/Masseuse 31 Pedicurist	e		\$ 11.50
134				\$ 8.30 \$ 5.28
PLANT A	ND SYSTEM OPERATIO	ON:	·	
140	1 Duct Tender			\$ 11.95
PROTECT	IVE SERVICE:		.*	
150	1 Bodyguard			
151	1 Bouncer		•	\$ 11.31
1521	Calaboc je Attendan	t		\$ 8.75 \$ 12.10
	Fire Box Attendant			\$ 10.25
1541	Secret Service Perso	on 2/		\$ 18.00
STEVEDOF	RING/LONGSHOREMEN	SERVICE:		
1601	Platform Attendant			\$ 6.80
TECHNICAL	_:			
1 701	Acarologist			
1711	Petrocollector			\$ 15.15
1721	Taxidermist			\$ 13.52 5 45.45
1731	Tragedian			\$ 15.15 \$ 16.73
1741	Viniculturist			\$ 13.52
TRANSPOR	TATION/MOBILE EQUIF	MENT OPERATION:		
1801	Race Car Driver			
1811	Skywriter			\$ 10.14
1821	Tour Bus Driver/Guide			\$ 12.72
1831	Train Conductor			9.41 6.25
1841	Train Worker			6.25 5.85
MISCELLANE	Eous:			
9901	Auctioneer		\$	7.43
9911	Crier		\$ \$	
9921	Disc Jockey		\$	
9931	Map Maker		\$	
9941	Ticketeer		\$	

^{**} Fringe Benefits Required For All Occupations Included In
This Wage Determination Follow The Occupational Listing **

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, and savings and thrift plans. Minimum employer contributions costing an average of \$1.16 per

ISSUE DATE: 06/01/03

hour computed on the basis of all hours worked by service employees employees on the contract. May include such benefits as severance pay.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years; 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 predecessor contractors in the performance of similar work at the same Federal facility. (See CFR 4.173)

HOLIDAYS: Minimum of ten paid holidays per year. New Year! Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor. Ty, 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)

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)

APPLICABLE TO SECRET SERVICE ONLY - 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 maintain (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 per day). However, in these instances where the uniform 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 c. er 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 in this Wage Determination are fictitious and were developed to use as a guide in learning and practicing SCA's Conformance process. A description of the job titles listed in this Wage Determination can be found in Appendix E of SCA's Conformance Guide.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE $\{\text{Standard Form 1444 (SF 1444})}$

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 data 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 computers 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 eath 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 and approval. (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.

TITLES AND DESCRIPTIONS OF CATEGORIES

* This Guide is organized by the Numerical Codes, Titles, and FGEs.

ALPHABETICAL INDEX OF OCCUPATIONAL TITLES

Code	<u>Title</u>	Grade
0100	ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS	
0101	Gofer I	CO 0.
0102	Gofer II	GS - 01
0111	Transcriber	GS - 02
0121	Wage & Hour Assistant I	GS - 04
0122	Wage & Hour Assistant II	GS - 05 GS - 06
0200	AUTOMATIC DATA PROCESSING	
0201	Computer Axial Tomographist	CC 11
0211	Computer Linguist	GS - 11
0221	Computer Visual Technician	GS - 09 GS - 12
0300	AUTOMOTIVE SERVICE	
0301	Gear Attendant	NIC 10
- 0311	Rust Remover	WG - 10
0321	Tire Technician	WG - 07
0331	Window Restorer	WG - 06
0341	Window Tinter	WG - 08 WG - 06
0400	FOOD PREPARATION AND SERVICE	
0401	Candy Maker	77.0
0411	Cannery Worker	WG - 05
0421	Food & Wine Taster	WG - 01
0431	Sandwich Maker	WG - 08
0441	Tapster	WG - 04 WG - 02
0500	FURNITURE MAINTENANCE AND RE	PAIR
0501	Painter	
0511	Polisher	WG - 02
0521	Stainer	WG - 02
0531	Upholsterer	WG - 04
	•	WG - 03

0600	GENERAL SERVICES AND SUPPOR	RT
0601	Adhesive Mixer	WG - 04
0611	Bell Hop	WG - 01
0621	Concierge	WG - 02
0631	Street Sweeper/Cleaner	WG - 02 WG - 07
0700	HEALTH	
0701	Autopsist	CS 12
0711	Candy Striper	GS - 12
0721	Dietician	GS - 01
0731	Health Administrator	GS - 09
0741	U!trasonographer	GS - 11 GS - 07
0800	INFORMATION AND ARTS	
0801	Actor/Actress	GS - 09
0811	Choreographer	GS - 09
0821	Dancer	GS - 07
0831	Mime	GS - 02
0841	Puppeteer	GS - 02
0900	LAUNDRY, DRY CLEANING, PRESSI	ING
0901	Sorter	WG - 02
0911	Stain Remover	WG - 05
1000	MACHINE TOOL OPERATION AND I	REPAIR
1001	Chain Saw Operator	WG - 09
1100	MATERIALS HANDLING AND PACK	ING .
1101	Dolly Operator	WG - 05
1111	Wheelbarrow Operator	WG - 02
1200	MECHANICS AND MAINTENANCE AND REPAIR	
1201	Door Stop Maker	WG - 05
1211	Excavator	WG - 06
1221	Hygrometer	WG - 07
1231	Taximeter Repairer	WG - 07
1241	Trencher	WG - 05
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1300	PERSONAL NEEDS	
1301	Cosmetician	•
1311	Manicurist	WG - 08
1321	Masseur/Masseuse	WG - 07
. 1331	Pedicurist	WG - 09
1341	Shampoo Person	WG - 07 WG - 05
1400	PLANT AND SYSTEM OPERAT	
1401	Duct Tender	WG - 07
1500	PROTECTIVE SERVICE	
1501	Bodyguard	0.7
1511	Bouncer	GS - 06
1521	Calaboose Attendant	GS - 04
1531	Fire Box Attendant	GS - 07
1541	Secret Service Person	GS - 05 GS - 11
1600	STEVEDORING/LONGSHOREM	AN SERVICE
1601	Platform Attendant	WG - 02
1700	TECHNICAL	
1701	Acarologist	00.00
1711	Petrocollector	GS - 09
1721	Taxidermist	GS - 07
1731	Tragedian	GS - 09
1741	Viniculturist	GS - 10
•		GS - 07
1800	TRANSPORTATION/MOBILE	
	EQUIPMENT OPERATION	
1801	Race Car Driver	WC 00
1811	Skywriter	WG - 09
1821	Tour Bus Driver/Guide	WG - 10
1831	Train Conductor	WG - 07
1841	Train Worker	WG - 03
		WG - 02

9901 9911 9921 9931 9941	Auctioneer Crier Disc Jockey Map Maker Ticketeer	GS - 05 GS - 02 GS - 05 GS - 07 GS - 03
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0100 ADMINISTRATIVE SUPPORT AND CLERICAL

This category includes occupations concerned with preparing, transcribing, and maintaining written communications and records. Gathers, stores, and distributes information. Answers and responds to telephone inquiries. Performs other administrative support and clerical duties as assigned.

- 0101 GOFER I
 Runs errands and other duties as assigned.
- O102 GOFER II

 Runs specialized errands and other duties as assigned.
- 0111 TRANSCRIBER

 Transfers information from one recording and storing system to another.
- WAGE & HOUR ASSISTANT I
 Receives, develops, and processes oral and written complaints. Makes back wage computations during investigations. Maintain and follow-up on back wage payment and installments.
- WAGE & HOUR ASSISTANT II
 Responds to telephone and written inquires. Interviews complainants.
 Completes intake forms and interview statements, determines what information is pertinent. May accompany investigators on-site to assist in interviewing and gathering facts for use in the investigation. Prepares reports and forms documenting work completed. Performs other related duties as assigned.

0200 AUTOMATIC DATA PROCESSING

This category includes occupations concerned with the utilization of the computer for analysis and other technical processes. Writes and interprets programs in computer languages. Creates graphic designs and 3-D images. Performs other tasks as needed.

- 0201 COMPUTER AXIAL TOMOGRAGHER Constructs and produce 3-D images.
- 0211 COMPUTER LINGUIST
 Writes and interprets computer language.

0221 COMPUTER VISUAL TECHNICIAN

Programs computers to create graphic designs or pictures.

0300 AUTOMOTIVE SERVICE

This category includes occupations concerned with servicing automobiles, trucks, and other motor vehicles. It includes such activities as automobile painting, rust removal, and tire retreading and repairing. Enhances, repairs, and replaces glass.

0501 GEAR ATTENDANT

Repairs and adjust multi, regears that produce motion to allow a change in a direction/speed.

0311 RUST REMOVER

Removes rust to refine metallic surfaces and return to its natural luster.

0321 TIRE TECHNICIAN

Fabricates tires using rubber, nylon, fiberglass, and other materials. Fills tires with compressed air.

0331 WINDOW RESTORER

Removes, replaces, and reseals glass. May make house calls using company vehicles.

0341 WINDOW TINTER

Alter the original color of windows using various shades of film.

0400 FOOD PREPARATION AND SERVICE

This category includes occupations concerned with preparing and serving food and beverages. May work in canneries, delicatessens, bars, restaurants, or candy factories.

0401 CANDY MAKER

Makes sweet confections made of sugar or corn syrup combined with chocolate, nuts, fruit, and dairy products.

0411 CANNERY WORKER

Cans meats, fruits, and vegetables.

0421 FOOD & WINE TASTER

Sample food and wine to ensure a high level of quality.

0431 SANDWICH MAKER

Prepares sandwiches, filling an assortment of breads with meat, cheese, jam or various fixings.

0441 TAPSTER

Serves alcoholic and nonalcoholic beverages to consumers.

0500 FURNITURE MAINTENANCE AND REPAIR

This category includes occupations concerned with maintaining, repairing, and enhancing furniture. Alters furniture surfaces using paints, dyes, and lacquers.

0501 PAINTER

Applies paint to furniture to add or change color.

0511 POLISHER

Uses wax and other chemicals to smooth and shine various types of furniture surfaces.

0521 STAINER

Applies dyes, lacquers, and other finishes to wood to alter and/or enhance its original color.

0531 UPHOLSTERER

Removes and replaces (furniture) stuffing, springs cushions and covering fabrics.

0600 GENERAL SERVICES AND SUPPORT

This category includes occupations concerned with moving and handling materials (e.g. loading, unloading, hauling, hoisting, carrying, mixing). Sweeps and cleans streets using common handtools and power equipment. Performs other tasks/accommodations as needed.

0601 ADHESIVE MIXER

Mixes various adhesive materials such as cement, mortar, tar, etc.

0611 BELL HOP

Transports luggage and runs errands as a service to hotel guests.

0621 CONCIERGE

Greets and accommodates the needs of hotel guests. Excludes carrying luggage and running errands.

0631 STREET SWEEPER/CLEANER

Sweeps and cleans streets by removing leaves and other debris from sewage drains and main thoroughfares.

0700 HEALTH

This category includes occupations concerned with providing health and allied services to assist physicians and other medical practitioners by caring for patients and planning and preparing diets. Mannaes the overall activities of the health care facility. Performs other health related duties as needed.

0701 AUTOPSIST

Examines a corpse to determine cause of death.

0711 CANDY STRIPER

Accommodates hospital patients by providing leisurely activities.

0721 DIETICIAN

Plans, prepares, and researches dieting habits for health and hygiene purposes.

0731 HEALTH ADMINISTRATOR

Manages and oversees the overall operation of the health care facility.

0741 ULTRASONOGRAPHER

Uses ultrasonic sound waves to view internal body structures.

0800 INFORMATION AND ARTS

This category includes occupations concerned with the communication of information and ideas through verbal/nonverbal and visual performances for entertainment purposes.

0801 ACTOR/ACTRESS

Portrays a role or demonstrates a skill as a form of entertainment includes theater, screen, stage, etc. Excludes professional.

0811 CHOREOGRAPHER

Creates or arranges movements to organize dances and other rhythmic performances.

- O821 DANCER
 Performs artistic expressions through various rhythmic movements and gestures.
- 0831 MIME
 Mimics characters and situations by using wordless gestures and body movements.
- 0841 PUPPETEER

 Entertains with puppets and marionettes.

0900 LAUNDRY, DRY CLEANING, PRESSING

This category includes occupations concerned with sorting and preparing clothing for laundering, drycle-ning, pressing, or stain removing. Modifies clothing using handtools, machines, and other devices.

- O901 SORTER

 Arranges clothing to be laundered by colors and fabrics.
- 0911 STAIN REMOVER

 Treats and eliminates stains using various solutions.

1000 MACHINE TOOL OPERATION AND REPAIR

This category includes occupations concerned with operating machine tools to knockdown trees and cut lumber.

1001 CHAIN SAW OPERATOR
Operates a power saw to knock down trees and cut lumber.

1100 MATERIALS HANDLING AND PACKING

This category includes occupations concerned with preparing, moving, and loading or unloading equipment using handtrucks and wheelbarrows.

- 1101 DOLLY OPERATOR

 Loads and unloads heavy objects using a low mobile platform.
- WHEELBARROW HANDLER
 Transports small and heavy loads using a one or two wheeled vehicle operated by hand.

1200 MECHANICS AND MAINTENANCE AND REPAIR

This category includes occupations concerned with removing earth. Repairs and maintains a wide variety of mechanical and door equipment.

1201 DOOR STOP MAKER

Makes and repairs wedges, weights, springs, and rubber tipped projections used to hold doors in desired positions and prevent wall damage caused by slamming and forceful impact.

1211 EXCAVATOR

Digs and removes dirt and sand from hole; and cavities using a power shovel.

1221 HYGROML.ER REPAIRER

Repairs instruments used to measure humidity levels in the atmosphere.

1231 TAXIMETER REPAIRER

Repairs electronic meters used for computing taxicab fares.

1241 TRENCHER

Digs ditches for the purpose of military training.

1300 PERSONAL NEEDS

This category includes occupations concerned with personal grooming.

1301 COSMETICIAN

Creates, sells, and applies cosmetics.

1311 MANICURIST

Treats hand and fingernails including cleaning, shaping, polishing, and trimming.

1321 MASSEUR/MASSEUSE

A male/female who kneads and rubs parts of the body for the purpose of relaxation.

1331 PEDICURIST

Treats the feet and toenails including cleaning, shaping, polishing, and trimming.

1341 SHAMPOO PERSON

Shampoos and conditions the hair and massages the scalp. May blow dry the hair at the stylists request.

1400 PLANT AND SYSTEM OPERATION

This category includes occupations concerned with cleaning ducts.

1401 DUCT TENDER

Cleans and destroys microorganisms in ducts using a high powered vacuum.

1500 PROTECTIVE SERVICE

This category includes occupations concerned with providing protection and ensuring the safety of people. Protects against fires.

- 1501 BODYGUARD
 - Protects entertainers from bodily harm.
- 1511 BOUNCER

Expels disruptive people from public facilities.

1521 CALABOOSE ATTENDANT

Monitors the daily activities of detainees. Requires the knowledge of firearm use.

1531 FIRE BOX ATTENDANT

Inspects, services, and monitors boxes used to signal fires in building. Notifies the fire chief of all emergency signals.

- 1541 SECRET SERVICE PERSON
 - Protects high level government officials. Must be physically fit, posses top secret clearance, and have knowledge of firearm usage.

1600 STEVEDORING/LONGSHOREMEN SERVICE

This category includes occupations concerned with cleaning dock areas.

1601 PLATFORM ATTENDANT

Cleans and removes debris from docks and surrounding areas.

1700 TECHNICAL

This category includes occupations concerned with science in both laboratory and production activities. Includes preparing technical literary documents.

- 1701 ACAROLOGIST
 Studies the anatomy and physiology of mites and ticks.
- 1711 PETROCOLLECTOR
 Collects, cleans, and identifies rocks.
- 1721 TAXIDLRMIST
 Prepares, mounts, and stuffs dead animals for display, giving lifelike qualities.
- 1731 TRAGEDIAN
 Writes technical, dramatic, literary works depicting tragic events. May include plays, novels, movies, etc.
- 1741 VINICULTURIST
 Fosters the growth of grapes in a laboratory or field.

1800 TRANSPORTATION/MOBILE EQUIPMENT OPERATION

This category includes occupations concerned with the operation and operational maintenance of self-propelled transportation and other mobile equipment.

- 1801 RACE CAR DRIVER

 Drives cars with great velocity to compete in a contest of speed.
- 1802 SKYWRITER

 Writes words and symbols in the sky by expelling visible vapors from an aircraft.
- 1821 TOUR BUS DRIVER/GUIDE

 Carries tourist on sight seeing excursions, providing them with information regarding different sites.
- 1831 TRAIN CONDUCTOR
 Collects fares and notifies passenger of trains' departure.
- 1841 TRAIN WORKER
 Cleans, sweeps, and vacuums passenger cars.

9900 MISCELLANEOUS

This category includes various occupations not classified in any other category.

- 9901 AUCTIONEER
 Sales property and tangible items in a public setting to the highest bidder.
- 9911 CRIER

 Makes public announcements.
- 9921 DISC JOCKEY
 Provides music for entertainment at social events.
- 9931 MAP MAKER

 Manufactures and constructs maps.
- 9941 TICKETEER

 Collect and sale tickets for various activities and events. Excludes scalpers.

MSH 7540-01-268-0631

PORM APPROVED DMB NO. 8000-REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE CHECK APPROPRIATE BOX SERVICE CONTRACT CONSTRUCTION CONTRACT "E: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION TO: 2. FROM: (REPORTING OFFICE) WAGE AND HOUR DIVISION U. S. DEPARTMENT OF LABOR WASHINGTON D. C. 20210 1 CONTRACTOR A DATE OF REQUEST 5. CONTRACT NUMBER & DATE BID OPENED (SEALED BIDDING) 7. DATE OF AWARD & DATE CONTRACT WORK STARTED DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY) 10. SUBCONTRACTOR (IF ANY) 11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADOCTIONAL SHEETS IF NEEDED) 12. LOCATION (CITY, COUNTY AND STATE) 13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASS/FICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION NUMBER DATED: LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) b. WAGE RATE(S) c. FRINGE BEXEFTTS PAYMENTS (Use reverse or attach additional sheets, if necessary) 14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY) 15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE 15. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE TITLE CHECK APPROPRIATE SOX-REFERENCING BLOCK 12 AGREE DISAGREE TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA) THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED. THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED. .ATURE OF CONTRACTING OFFICER OR REPRESENTATIVE TITLE AND COMMERCIAL TELEPHONE NO. DATE SUBLETTED

> STANDARD FORM HANGE SHARTS Francisco de CSA FAR (44 CFR) SI 222(1)

INDEXING PREVIOUSLY CONFORMED WAGE RATES

In any case where a contract succeeds a contract under which a class was previously conformed, the contractor can use indexing to determine a new wage rate for the conformed class. Indexing a previously conformed wage rate is only needed when a succeeding contractor intends to utilize the conformed class and the subsequent WD issued in response does not include the conformed classification. Indexing is an optional procedure and a contractor may propose a new conformance action rather than indexing.

Indexing a previously conformed wage rate does not require DOL approval. The contractor must notify the contracting agency in writing, however, that a previously conformed wage rate has been in lexed, and include information describing how the new rate was computed.

The indexed rate for the conformed class is based upon the average percent change between the rates listed in the current WD for all classes to be used in the new contract and those rates specified for the corresponding classifications in the previously applicable WD used to perform the previous contract.

HOW TO INDEX:

To index a conformed classification, calculate the overall average percent change between the previously issued WD rates for classes or broad occupational category used on the previous contract and those to be issued for the current WD for the same classes or broad occupational category to be used in the new contract. Apply this overall percent change (either an increase or decrease) to the wage rate of the conformed classification. The result is used as the minimum wage rate of the conformed classification for the new contract. Advise the contracting officer of the action taken, and provide supporting calculations. In the unusual case when more than one WD applies to the contract, index based upon the percent change in rates for classes in the WD most relevant to rates for the classification being conformed.