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

Conformance Guide

U.S. Department of Labor
Wage and Hour Division

The SCA Conformance Guide was developed by the:
Branch of Service Contract, Wage Determinations
Employment Standards Administration
U. S. Department of Labor

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. . . Tab 7
Appendix B: Guidelines for Determining a FGE . . . . . Tab 8
Appendix C: Schedule of Percentage of Wage
Differences by Grade . . . . . Tab 9
Appendix D: Conformance Guide Wage
Determinations. . . . . Tab 10
Appendix E: Conformance Guide Directory of
Occupations . . . . . .Tab 11
Appendix F: Indexing Previously Conformed Wage
Rates. . . . . .Tab 12
Appendix G: Blank SF-1444 . . . . . Tab 13

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 must 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 SCA Conformance Guide is an effective tool for developing conformance wage rates. While utilizing this tool is not required for approval of conformance proposals, its use should increase your chances of success. Of course, there is no guarantee that such conformance requests will always be approved by the Wage and Hour Division. The SCA Conformance Guide 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 SCA Directory of Occupations (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.
2.	To be completed by Federal agency—contracting office mailing address.

The contractor completes items 3-15:

3. Enter complete name and mailing address.
4. Enter date of request.
5. Enter contract number.
6. Enter 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.
9. 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.

FORM APPROVED OMB NO. 9000-0089

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Performs duties at psychiatric facilities.

12. LOCATION (CITY, COUNTY AND STATE)
Bay City, Wa County, SA

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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Psychiatric-Psychology Technician FGE = GS-6 **Job Description:** Performs routine admission, transfer, and discharge duties, as appropriate at psychiatric facilities. Identifies behavior that may be at risk. Obtains histories, utilizing interviewing and observational skills. **Rationale:** Propose the wage rate of $11.53 because it's one grade lower than the Ultrasonographer in the broad occupational category of Health. $12.95 Ultrasonographer Rate x .89 % to lower grade $11.53	$11.53	$1.16

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Psychiatric-Psychology Technician

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
[X] 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

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

NSN 7540-01-268-0013

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

CONFORMANCE PROCESS

1. 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

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[1] 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 close[2] to the conformed FGE, go to #11

10. There is only 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.[3] 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.

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[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.

13. Consult with the employee or their authorized 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. Regardless 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 authorized 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

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

SELF-TEST No. 1 **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:

Computer Visual Technician (Lead)

Job Description:

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.

Federal Grade Equivalency:

GS-12

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: GS-12
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. 1215-0150

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Leads and supervises Computer Visual Technicians.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
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 recommendations on how to improve designs and programs.

APPROVED

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
x 1.10
$22.97

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Computer Visual Technician Lead

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] AGREE [ ] DISAGREE

TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA)

[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

NSN 7540-01-264-0831

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

Health Administrator's Helper

Job Description.

Assists the Health Administrator in overseeing the daily functions of the health care facility.

Federal Grade Equivalency:

GS-10

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: _____GS-10_____
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. [illegible]

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Assists the Health Administrator.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Health Administrator's Helper FGE = GS-10 **Job Description:** Assists the Health Administrator in overseeing the daily functions of the health care facility. Rationale: Propose the rate of $15.99. It is the average of the GS-9 ($14.80) and the GS-11 rate ($17.17).	$15.99	$1.16

NOT APPROVED

Denial Rationale: Can't be conformed because single-leveled occupations in a WD are considered to be entry level positions with a minimum wage rate an employee can be paid. Therefore, the Wage and Hour Division will not conform helpers (Section 4.152 (c)(1) of Regulations 29 CFR Part 4).

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Health Administrator's Helper

CHECK APPROPRIATE BOX REFERENCING BLOCK 13
[X] AGREE [ ] DISAGREE

TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA)

[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-246	January 1, 2000

NSN 7540-01-268-0001

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

SELF-TEST No. 3 **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:

Wage & Hour Assistant Aide

Job Description:

Receives and answers general telephone inquiries. Transcribes records and interview notes. Records back wage payments and installments.

Federal Grade Equivalency:

GS-04

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: GS-04
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED, OMB NO. [illegible]

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Provides administrative support and other clerical duties as assigned.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER, PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Wage & Hour Assistant Aide FGE = GS-4 **Job Description:** Receives and answers general telephone inquiries. Transcribes records and interview notes. Records back wage payments & installments. Rationale: Propose the rate of $9.05, because the Wage & Hour Assistant Aide has the same FGE as the Transcriber.	$9.05	$1.16

NOT APPROVED

Denial Rationale: Can't be conformed because the lowest level of any occupation listed on the WD is considered to be an entry level position and establishment of a lower level through conformance is not permissible. Such employees must be paid no lower than the wage rate in the WD, which is the minimum wage rate. (Section 4.152 (c)(1) of Regulations 29 CFR Part 4).

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE
Wage & Hour Assistant Aide

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-246	January 1, 2000

540-01-764-0531

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

Lumber Cutter

Job Description:

Fells trees using a chain saw. Examines trees to determine useability.

Federal Grade Equivalency:

WG-10

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: _____WG-10_____
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. 9000-0000

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Cuts trees for use.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Lumber Cutter FGE = WG-10 **Job Description:** Fells trees using a chainsaw. Examines trees to determine usability. Rationale: Propose the rate of $13.10 because the Lumber Cutter uses an ax to fell trees.	$13.10	$1.16

NOT APPROVED

Denial Rationale: Can't be conformed because the job duties of the Lumber Cutter fall within the scope of the Chainsaw Operator. Therefore, the Lumber Cutter must be paid the Chainsaw Operator rate of $14.71, which is the minimum wage rate that an employee can be paid (Section 4.152 (c)(1) of Regulations 29 CFR Part 4).

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Lumber Cutter

CHECK APPROPRIATE BOX REFERENCING BLOCK 13
[X] AGREE [ ] DISAGREE

TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA)

[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-246	January 1, 2000

SN 7540-01-264-0501

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

Hot Presser

Job Description:

Smoothes and flattens fabrics using a heated iron.

Federal Grade Equivalency:

WG-02

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: _____ WG-02 _____
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. 0990-0009

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Irons various fabrics.

12. LOCATION (CITY, COUNTY AND STATE)
Bay City, W. re 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Hot Presser FGE = WG-2 **Job Description:** Smoothes and flattens fabrics using a heated iron. Rationale: The Hot Presser and the Sorter fall under the same broad occupational category (Laundry, Dry Cleaning, Pressing), are similar in duties, and share the same FGE (WG-2). Therefore, propose the Sorter rate of $5.15.	$5.15	$1.16

APPROVED

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Hot Presser

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

NSN 7540-01-268-0031

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

SELF-TEST No. 6 **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:

Referee

Job Description:

Officiates at sporting events. Ensures that sporting events continue in an organized manner and all rules are followed correctly.

Federal Grade Equivalency:

GS-05

WORKING SPACE

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

FORM APPROVED OMB NO. 0960-0038

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1,1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Officiates at sporting events.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Referee FGE = GS-5 **Job Description:** Officiates at sporting events. Ensures that sporting events continue in an organized manner and all rules are followed correctly. Rationale: The Referee falls under the broad occupational category of Miscellaneous and shares the same FGE as the Auctioneer (GS-5) and Disc Jockey (GS-5). Average the wage rates for the Auctioneer and Disc Jockey to obtain the proposed rate of $7.12 for the Referee. Auctioneer GS-5 $7.43 Disc Jockey GS-5 $6.81 $14.24 2 $7.12 $14.24	$7.12	$1.16

APPROVED

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Referee

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

NSN 7540-01-268-0831

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

Wine Presser

Job Description:

Presses juice from grapes using the feet for the preparation of wine.

Federal Grade Equivalency:

WG-06

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: WG-06
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. [illegible]

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Makes wine from grapes.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Wine Presser **FGE = WG-6**	$7.95	$1.16

Job Description: Presses juice from grapes using his/her feet for the preparation of wine.

Rationale: There is no class in the broad occupational category (Food Preparation and Service) with the same FGE (WG-6). The closest FGE in that broad occupational category is a WG-5 ($7.50). Multiply the percent to higher grade (1.06%) to the WG-5 rate of $7.50 to obtain the WG-6 rate of $7.95.

$7.50 Candy Maker
x 1.06 % to higher grade
$7.95

APPROVED

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
[signature] Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE
[signature]

TITLE
Wine Presser

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] AGREE [ ] DISAGREE

TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA)

[X] 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

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
[signature] John Doe	Contracting Officer - 555-2468	January 1, 2000

ISN 7540-01-266-0631

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

SELF-TEST No. 8 **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:

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:

GS-05

WORKING SPACE

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

FORM APPROVED OMB NO. 0990-0000

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1,1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Provides clerical support in hospitals and medical centers.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Unit Clerk **FGE = GS-5**	$10.26	$1.16

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.

APPROVED

Rationale: There is no class in the broad occupational category (Health) with the same FGE. There is one FGE closest to the conformed classification but it is more than one grade away from the conformed FGE (GS-5). The closest FGE to the proposed conformed FGE is a GS-7. Moving one step at a time, use the percent to lower grade to calculate the GS-5 wage rate.

GS-7 = $12.95 GS-6 = $11.53 **GS-5 = $10.26**
x .89 x .89
11.5255 10.2617

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE: Unit Clerk

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] 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

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

SN 7540-01-268-0831

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

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 Occupational Category: _____
2. FGE: _____GS-08_____
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. [illegible]

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Performs studies on rocks.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Petrographer **FGE = GS-8** **Job Description:** Studies the source, formation, changes, and structure of rocks. Also describes and classifies rocks. Rationale: The closest FGEs to the proposed conformed rate are GS-7 (Petrocollector & Viniculturist) and GS-9 (Acarologist & Taxidermist). The Petrographer is more similar to the Petrocollector in duties. Therefore, multiply the Petrocollector rate ($13.52) by the percent to higher grade (1.11%) to obtain the proposed GS-8 rate of $15.01. $13.52 Petrocollector x 1.11 % to higher grade $ 15.01	$15.01	$1.16

APPROVED

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
John Doe Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE
[signature]

TITLE: Petrographer

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

N 7540-01-268-0031

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

Aesthetician

Job Description:

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.

Federal Grade Equivalency:

WG-06

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: WG-06
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. [illegible]

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
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 ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Aesthetician FGE = WG-6	$6.74	$1.16

Job Description: Treats and cleans the face by removing oil and dirt from pores. Waxes the face to remove unwanted hair. Moisturizes the face with a variety of oils, lotions, and creams.

Rationale: The closest FGEs to the proposed conformed FGE are a WG-5 and a WG-7. The Aesthetician is not similar in job duties to the Shampoo Person (WG-5) nor the Manicurist (WG-7) or Pedicurist (WG-7). Multiply the WG-5 wage rate ($5.28) by the % to higher grade (1.06). Multiply the WG-7 rate by the percent to lower grade (.95). Average these two computed figures to obtain the WG-6 wage rate.

WG-7=	WG-5=	
$8.30	$5.28	$ 7.8850
x .95	x 1.06	+ 5.5968
4150	3168	$13.4818
74700	52800	
7.8850	5.5968	$6.7409
$7.8850	$5.5968	2 | $13.4818

APPROVED

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
James Doe Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE
Jill Work

TITLE: Aesthetician

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13
[X] AGREE [ ] DISAGREE

TO BE COMPLETED BY THE CONTRACTING OFFICER (CHECK AS APPROPRIATE-SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA)

[X] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe	Contracting Officer - 555-2468	January 1, 2000

SN 7540-01-268-0821

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(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:

Costumer (Position is Vacant)

Job Description:

Designs, makes, and sells original costumes.

Federal Grade Equivalency:

GS-07

WORKING SPACE

1. Broad Occupational Category: _____
2. FGE: GS-07
3. If similar, occupation compared to: _____
4. Rate to be paid: _____

FORM APPROVED OMB NO. 9000-0089

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
[X] SERVICE CONTRACT
[ ] CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)
Department of Contracts
1234 Main Avenue
Anytown, USA 00000-0000

3. CONTRACTOR
Imaginary, Inc. - 910 Seashell Rd. - Tide County, USA 00000-0000

4. DATE OF REQUEST
January 1, 2000

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)
ABC-3014-S	September 1, 1999	November 1, 1999	December 1, 1999	

10. SUBCONTRACTOR (IF ANY)
N/A

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEETS IF NEEDED)
Provides support in making costumes.

12. LOCATION (CITY, COUNTY 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) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: 00-6789 (revision 3) DATED: March 1, 1999

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
Costumer FGE = GS-7 **Job Description:** Designs, makes, and sells original costumes.	$11.59	$1.16

NOT APPROVED

Denial Rationale: Can't be conformed because the Wage and Hour Division does not conform job classifications where the position is vacant {Section 4.6 (2)(ii) of Regulations 29 CFR Part 4}. A rationale must also be provided.

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
Jane Doe Vice-President of Contracts

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE
VACANT

TITLE: Costumer

CHECK APPROPRIATE BOX-REFERENCING BLOCK 13.
[ ] 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED
John Doe John Doe	Contracting Officer - 555-246	January 1, 2000

ISN 7540-01-264-0031

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

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 skills required as measured 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?

SCHEDULE OF PERCENTAGE OF WAGE RATE DIFFERENCES BY GRADE

Wage Grade (WG)			Non-Appropriated Funds (NAF)			General Schedule (GS)		
GRADE ON WD	% TO HIGHER GRADE	% TO LOWER GRADE	GRADE ON WD	% TO HIGHER GRADE	% TO LOWER GRADE	GRADE ON WD	% TO HIGHER GRADE	% TO LOWER GRADE
1	-	.92	1	-	.90	1	-	.88
2	1.08	.92	2	1.10	.90	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
6	1.06	.95	6	1.07	.93	6	1.11	.89
7	1.05	.95	7	1.07	.94	7	1.11	.89
8	1.05	.95	8	1.06	.94	8	1.11	.89
9	1.05	.95	9	1.06	.95	9	1.11	.90
10	1.05	.96	10	1.05	.95	10	1.10	.90
11	1.04	.96	11	1.05	.95	11	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	-	15	1.18	-

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
Director

Division of
Wage Determinations

Wage Determination No.: 00-6789
Revision: 3
Date of Last Revision: 06/01/03

State(s): Anytown

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

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

OCCUPATIONAL CODE AND TITLE		MINIMUM HOURLY WAGE
ADMINISTRATIVE SUPPORT AND CLERICAL:		
0101	Gofer I	$ 6.50
0102	Gofer II	$ 7.35
0111	Transcriber	$ 9.05
0121	Wage & Hour Assistant I	$ 10.25
0122	Wage & Hour Assistant II	$ 11.30
AUTOMATIC DATA PROCESSING:		
0201	Computer Axial Tomographer 1/	$ 17.50
0211	Computer Linguist 1/	$ 14.92
0221	Computer Visual Technician 1/	$ 20.88
AUTOMOTIVE 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 PREPARATION 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	$ 5.95
FURNITURE MAINTENANCE AND REPAIR:		
0501	Painter	$ 6.15
0511	Polisher	$ 6.15

0521	Stainer	$ 8.75
0531	Upholsterer	$ 7.25

GENERAL SERVICES AND SUPPORT:

0601	Adhesive Mixer	$ 6.80
0611	Bell Hop	$ 5.15
0621	Concierge	$ 5.95
0631	Street Sweeper/Cleaner	$ 8.76

HEALTH:

0701	Autopsist	$ 20.50
0711	Candy Striper	$ 6.25
0721	Dietitian	$ 14.80
0731	Health Administrator	$ 17.17
0741	Ultrasonographer	$ 12.95

INFORMATION AND ARTS:

0801	Actor/Actress	$ 13.18
0811	Choreographer	$ 15.01
0821	Dancer	$ 10.86
0831	Mime	$ 6.45
0841	Puppeteer	$ 8.97

LAUNDRY, DRY CLEANING, PRESSING:

0901	Sorter	$ 5.15
0911	Stain Remover	$ 6.35

MACHINE TOOL OPERATION AND REPAIR:

1001	Chain Saw Operator	$ 14.71

MATERIALS HANDLING AND PACKING:

1101	Dolly Operator	$ 8.59
1111	Wheelbarrow Handler	$ 6.80

MECHANICS AND MAINTENANCE AND REPAIR:

1201	Door Stop Maker	$ 9.50
1211	Excavator	$ 10.91
1221	Hygrometer Repairer	$ 11.95
1231	Taximeter Repairer	$ 11.95
1241	Trencher	$ 9.50

PERSONAL NEEDS:

1301	Cosmetician	$ 10.30
1311	Manicurist	$ 8.30

1321	Masseur/Masseuse	$ 11.50
1331	Pedicurist	$ 8.30
1341	Shampoo Person	$ 5.28

PLANT AND SYSTEM OPERATION:

1401	Duct Tender	$ 11.95

PROTECTIVE SERVICE:

1501	Bodyguard	$ 11.31
1511	Bouncer	$ 8.75
1521	Calaboose Attendant	$ 12.10
1531	Fire Box Attendant	$ 10.25
1541	Secret Service Person 2/	$ 18.00

STEVEDORING/LONGSHOREMEN SERVICE:

1601	Platform Attendant	$ 6.80

TECHNICAL:

1701	Acarologist	$ 15.15
1711	Petrocollector	$ 13.52
1721	Taxidermist	$ 15.15
1731	Tragedian	$ 16.73
1741	Viniculturist	$ 13.52

TRANSPORTATION/MOBILE EQUIPMENT OPERATION:

1801	Race Car Driver	$ 10.14
1811	Skywriter	$ 12.72
1821	Tour Bus Driver/Guide	$ 9.41
1831	Train Conductor	$ 6.25
1841	Train Worker	$ 5.85

MISCELLANEOUS:

9901	Auctioneer	$ 7.43
9911	Crier	$ 6.15
9921	Disc Jockey	$ 6.81
9931	Map Maker	$ 9.41
9941	Ticketeer	$ 6.35

**** 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

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'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 4.174)

1/

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

2/

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 order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed 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
{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 each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U. S. Department of Labor, for review 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	Title	Grade
0100	**ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS**	
0101	Gofer I	GS - 01
0102	Gofer II	GS - 02
0111	Transcriber	GS - 04
0121	Wage & Hour Assistant I	GS - 05
0122	Wage & Hour Assistant II	GS - 06
0200	**AUTOMATIC DATA PROCESSING**	
0201	Computer Axial Tomographist	GS - 11
0211	Computer Linguist	GS - 09
0221	Computer Visual Technician	GS - 12
0300	**AUTOMOTIVE SERVICE**	
0301	Gear Attendant	WG - 10
0311	Rust Remover	WG - 07
0321	Tire Technician	WG - 06
0331	Window Restorer	WG - 08
0341	Window Tinter	WG - 06
0400	**FOOD PREPARATION AND SERVICE**	
0401	Candy Maker	WG - 05
0411	Cannery Worker	WG - 01
0421	Food & Wine Taster	WG - 08
0431	Sandwich Maker	WG - 04
0441	Tapster	WG - 02
0500	**FURNITURE MAINTENANCE AND REPAIR**	
0501	Painter	WG - 02
0511	Polisher	WG - 02
0521	Stainer	WG - 04
0531	Upholsterer	WG - 03

0600	**GENERAL SERVICES AND SUPPORT**	
0601	Adhesive Mixer	WG - 04
0611	Bell Hop	WG - 01
0621	Concierge	WG - 02
0631	Street Sweeper/Cleaner	WG - 07
0700	**HEALTH**	
0701	Autopsist	GS - 12
0711	Candy Striper	GS - 01
0721	Dietician	GS - 09
0731	Health Administrator	GS - 11
0741	Ultrasonographer	GS - 07
0800	**INFORMATION AND ARTS**	
0801	Actor/Actress	GS - 09
0811	Choreographer	GS - 11
0821	Dancer	GS - 07
0831	Mime	GS - 02
0841	Puppeteer	GS - 05
0900	**LAUNDRY, DRY CLEANING, PRESSING**	
0901	Sorter	WG - 02
0911	Stain Remover	WG - 05
1000	**MACHINE TOOL OPERATION AND REPAIR**	
1001	Chain Saw Operator	WG - 09
1100	**MATERIALS HANDLING AND PACKING**	
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

1300	**PERSONAL NEEDS**	
1301	Cosmetician	WG - 08
1311	Manicurist	WG - 07
1321	Masseur/Masseuse	WG - 09
1331	Pedicurist	WG - 07
1341	Shampoo Person	WG - 05
1400	**PLANT AND SYSTEM OPERATION**	
1401	Duct Tender	WG - 07
1500	**PROTECTIVE SERVICE**	
1501	Bodyguard	GS - 06
1511	Bouncer	GS - 04
1521	Calaboose Attendant	GS - 07
1531	Fire Box Attendant	GS - 05
1541	Secret Service Person	GS - 11
1600	**STEVEDORING/LONGSHOREMAN SERVICE**	
1601	Platform Attendant	WG - 02
1700	**TECHNICAL**	
1701	Acarologist	GS - 09
1711	Petrocollector	GS - 07
1721	Taxidermist	GS - 09
1731	Tragedian	GS - 10
1741	Viniculturist	GS - 07
1800	**TRANSPORTATION/MOBILE EQUIPMENT OPERATION**	
1801	Race Car Driver	WG - 09
1811	Skywriter	WG - 10
1821	Tour Bus Driver/Guide	WG - 07
1831	Train Conductor	WG - 03
1841	Train Worker	WG - 02

9900	**MISCELLANEOUS**	
9901	Auctioneer	GS - 05
9911	Crier	GS - 02
9921	Disc Jockey	GS - 05
9931	Map Maker	GS - 07
9941	Ticketeer	GS - 03

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.

0102 GOFER II
Runs specialized errands and other duties as assigned.

0111 TRANSCRIBER
Transfers information from one recording and storing system to another.

0121 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.

0122 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.

0301 GEAR ATTENDANT
Repairs and adjust multi[illegible] gears 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. Manages 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.

0821 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, drycleaning, pressing, or stain removing. Modifies clothing using handtools, machines, and other devices.

0901 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.

1111 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 holes and cavities using a power shovel.

1221 HYGROMETER 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.

FORM APPROVED OMB NO. 9000-0084

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
☐ SERVICE CONTRACT
☐ CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16 AND SUBMIT THE REQUEST, IN QUADRUPLICATE, TO THE CONTRACTING OFFICER

TO: ADMINISTRATOR, EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR

4. DATE OF REQUEST

5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL 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 CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: _____ DATED: _____

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY)	b. WAGE RATE(S)	c. FRINGE BENEFITS 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	
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE	TITLE	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13 ☐ 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.

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NO.	DATE SUBMITTED

NSN 7540-01-268-0631

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

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 indexed, 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.