



Department of Energy
National Nuclear Security Administration
1301 Clay Street
Oakland, California 94612-5208

May 24, 2002

Chris Wright
Contracting Representative
Sandia National Laboratory
P.O. Box 969 / Mail Stop 9116
Livermore, CA 94551-0969

Dear Ms. Wright:

Enclosed are the latest changes for Service Contract Act Health & Welfare Fringe Benefits, issued by the Department of Labor.

If you have any questions regarding this matter, I can be reached at either (510) 637-1834 or clemonce.heard@oak.doe.gov.

Sincerely,

A handwritten signature in cursive script that reads "Clemonce M. Heard".

Clemonce M. Heard
Contractor Human Resources Analyst
Human Resources Management Division

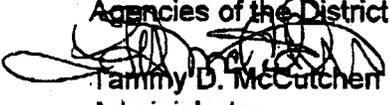
Enclosure: DOL All Agency Memorandum #195



May 17, 2002

ALL AGENCY MEMORANDUM NUMBER 195

TO: All Contracting Agencies of the Federal Government and Contracting Agencies of the District of Columbia

FROM: 
Tammy D. McCutchen
Administrator

SUBJECT: Service Contract Act Health and Welfare Fringe Benefit Changes.

In accordance with the requirements of Section 4.52 of Regulations, 29 CFR Part 4, the prevailing health and welfare fringe benefits issued under the McNamara O'Hara Service Contract Act (SCA) will be increased on June 1, 2002. As prescribed by the Regulations the new benefit rate is derived from the latest Bureau of Labor Statistics Employment Cost Index (ECI) summary of **Employer Cost for Employee Compensation**. Effective June 1, 2002 the new SCA health and welfare benefit rate will be \$2.15 per hour or \$86.00 per week or \$372.67 per month.

Solicitation/Contracts Affected

All Invitation for Bids opened, or other service contracts awarded on or after June 1, 2002 must include an updated SCA wage determination (WD) issued in accordance with the regulatory health and welfare fringe benefit determination methodology. Contracting agencies may make pen and ink changes to their current WD if received for contracts beginning on or after June 1, and for which the updated health and welfare rates were not included. It is not required that contracting agencies request a revised WD for only a health and welfare rate change. Contracts with wage determinations currently requiring health and welfare benefits costing an average of \$2.56 per hour are not affected by this change.

Wage Determinations for the State of Hawaii

Under Section 2(a)(2) of the Service Contract Act, fringe benefit payments that are required by state law may not be used to satisfy the employer's fringe benefit obligations. In Hawaii, most employers are required by law to provide health insurance coverage for their employees. Therefore, employer contributions that are made to satisfy the employer's obligations under the Hawaii mandated prepaid Health Care Act may not be credited toward meeting the contractor's obligations under SCA. The SCA WD's have addressed this issue in the past by excluding the health insurance portion. Currently, most Hawaii WD's specify a health and welfare benefit amount of \$.93 per hour.

Consistent with past practices, and in recognition of the fact that Hawaii law requires employers to provide health care coverage for most employees, the SCA WD's for Hawaii will continue to exclude the health insurance portion of the benefits for all employees on whose behalf the employer provides benefits pursuant to the Health Care Act. However, all employers are not required to make and, in fact, do not make contributions for certain employees under the Hawaii law. If this is the case, then the reduced fringe benefit level is not appropriate for these employees.

Therefore, effective June 1, 2002 the new SCA health and welfare fringe benefit level for Hawaii will be \$.99 per hour, or \$ 39.60 per week, or \$ 171.60 per month for all employees on whose behalf the contractor provides health care benefits pursuant to the Hawaii Health Care Act. For those employees who are not receiving health care benefits mandated by the Hawaii Health Care Act, the new health and welfare benefit rate will be \$2.15 per hour. For information regarding the Hawaii's prepaid Health Care Act please contact the Hawaii Employer's Council, Post Office Box 29699, Honolulu, Hawaii 96820-2099, telephone number 1-800-836-1511.

MAIL TO:

Administrator
Wage and Hour Division
U.S. Department of Labor
Washington, D.C. 20210

2. Estimated solicitation date (use numerals)
6/1/02 - 6/1/03

Month	Day	Year
-------	-----	------

3. Estimated date bids or proposals to be opened or negotiations begun (use numerals)
6/1/02 - 6/1/03

Month	Day	Year
-------	-----	------

4. Date contract performance to begin (use numerals)
6/1/02 - 6/1/03

Month	Day	Year
-------	-----	------

5. PLACE(S) OF PERFORMANCE
SANDIA NATIONAL LABORATORIES
ALAMEDA COUNTY, CA

6. SERVICES TO BE PERFORMED (describe)
VARIOUS
blanket wage determination
SEE ATTACHED
Gen

7. INFORMATION ABOUT PERFORMANCE

A. Services now performed by a contractor
B. Services now performed by Federal employees
C. Services not presently being performed

8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE

a. Name and address of incumbent contractor
Various

b. Number(s) of any wage determination(s) in incumbent's contract
94-2057 (19)

c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). *Important:* Attach copies of current applicable collective bargaining agreements

RESPONSE TO NOTICE
(by Department of Labor)

A. The attached wage determination(s) listed below apply to procurement.
94-2057 (R20)

B. As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.

C. From information supplied, the Service Contract Act does not apply (see attached explanation).

D. Notice returned for additional information (see attached explanation).

9. OFFICIAL SUBMITTING NOTICE

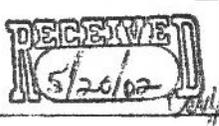
SIGNED: *Clemence M. Heard* DATE: 3/2/02

TYPE OR PRINT NAME: Clemence M. Heard TELEPHONE NO.: (570) 637-1834

10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.

MR. CLEMENCE M. HEARD
HUMAN RESOURCES MANAGEMENT DIVISION
DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION
1301 CLAY STREET, ROOM 700N
OAKLAND, CA 94612-5208

Signed: *[Signature]*
(U.S. Department of Labor)
MAY 15 2002
(Date)



REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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



William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2051
Revision No.: 20
Date of Last Revision: 01/23/2002

State: California

Area: California Counties of Alameda, Contra Costa

** Fringe Benefits Required Follow the Occupational Listing **

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	11.74
Accounting Clerk II	13.04
Accounting Clerk III	15.55
Accounting Clerk IV	17.86
Court Reporter	17.57
Dispatcher, Motor Vehicle	16.62
Document Preparation Clerk	12.69
Duplicating Machine Operator	12.69
Film/Tape Librarian	11.12
General Clerk I	10.17
General Clerk II	11.43
General Clerk III	14.59
General Clerk IV	17.37
Housing Referral Assistant	21.12
Key Entry Operator I	10.83
Key Entry Operator II	12.55
Messenger (Courier)	10.91
Order Clerk I	13.15
Order Clerk II	14.63
Personnel Assistant (Employment) I	13.69
Personnel Assistant (Employment) II	16.07
Personnel Assistant (Employment) III	17.11
Personnel Assistant (Employment) IV	18.89
Production Control Clerk	17.58
Rental Clerk	15.26
Scheduler, Maintenance	15.26
Secretary I	15.26
Secretary II	17.58
Secretary III	21.12
Secretary IV	23.43
Secretary V	26.97
Service Order Dispatcher	13.83
Stenographer I	13.03

Stenographer II	14.60
Supply Technician	22.22
Survey Worker (Interviewer)	13.87
Switchboard Operator-Receptionist	11.96
Test Examiner	17.58
Test Proctor	17.58
Travel Clerk I	10.39
Travel Clerk II	11.31
Travel Clerk III	12.21
Word Processor I	13.50
Word Processor II	14.92
Word Processor III	17.74

Automatic Data Processing Occupations

Computer Data Librarian	11.73
Computer Operator I	13.15
Computer Operator II	14.83
Computer Operator III	18.06
Computer Operator IV	19.30
Computer Operator V	21.39
Computer Programmer I (1)	17.26
Computer Programmer II (1)	21.38
Computer Programmer III (1)	27.62
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	25.00
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	13.79

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	21.51
Automotive Glass Installer	19.68
Automotive Worker	22.63
Electrician, Automotive	23.69
Mobile Equipment Servicer	20.61
Motor Equipment Metal Mechanic	24.74
Motor Equipment Metal Worker	22.63
Motor Vehicle Mechanic	24.75
Motor Vehicle Mechanic Helper	19.50
Motor Vehicle Upholstery Worker	21.62
Motor Vehicle Wrecker	22.63
Painter, Automotive	23.69
Radiator Repair Specialist	22.63
Tire Repairer	17.31
Transmission Repair Specialist	24.75

Food Preparation and Service Occupations

Baker	15.08
Cook I	14.06

Cook II	15.47
Dishwasher	10.51
Food Service Worker	10.51
Meat Cutter	16.29
Waiter/Waitress	11.39

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	19.21
Furniture Handler	13.87
Furniture Refinisher	19.21
Furniture Refinisher Helper	15.83
Furniture Repairer, Minor	17.53
Upholsterer	19.21

General Services and Support Occupations

Cleaner, Vehicles	10.51
Elevator Operator	12.08
Gardener	15.77
House Keeping Aid I	10.23
House Keeping Aid II	12.08
Janitor	12.08
Laborer, Grounds Maintenance	13.10
Maid or Houseman	10.23
Pest Controller	14.95
Refuse Collector	13.89
Tractor Operator	13.57
Window Cleaner	13.09

Health Occupations

Dental Assistant	13.32
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	15.34
Licensed Practical Nurse I	16.35
Licensed Practical Nurse II	18.38
Licensed Practical Nurse III	19.76
Medical Assistant	12.71
Medical Laboratory Technician	14.62
Medical Record Clerk	12.71
Medical Record Technician	15.11
Nursing Assistant I	9.15
Nursing Assistant II	10.28
Nursing Assistant III	11.94
Nursing Assistant IV	13.13
Pharmacy Technician	14.06
Phlebotomist	12.33
Registered Nurse I	19.25
Registered Nurse II	30.09
Registered Nurse II, Specialist	30.09
Registered Nurse III	35.76
Registered Nurse III, Anesthetist	35.76

Registered Nurse IV	36.57
Information and Arts Occupations	
Audiovisual Librarian	19.23
Exhibits Specialist I	19.13
Exhibits Specialist II	22.96
Exhibits Specialist III	28.23
Illustrator I	19.13
Illustrator II	22.96
Illustrator III	28.23
Librarian	25.47
Library Technician	13.65
Photographer I	17.78
Photographer II	19.13
Photographer III	22.96
Photographer IV	28.23
Photographer V	29.36
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	8.06
Counter Attendant	8.06
Dry Cleaner	10.78
Finisher, Flatwork, Machine	8.06
Presser, Hand	8.06
Presser, Machine, Drycleaning	8.06
Presser, Machine, Shirts	8.06
Presser, Machine, Wearing Apparel, Laundry	8.06
Sewing Machine Operator	11.75
Tailor	12.72
Washer, Machine	9.05
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	20.52
Tool and Die Maker	26.29
Material Handling and Packing Occupations	
Forklift Operator	17.25
Fuel Distribution System Operator	17.03
Material Coordinator	18.51
Material Expediter	18.51
Material Handling Laborer	14.32
Order Filler	11.71
Production Line Worker (Food Processing)	14.87
Shipping Packer	14.47
Shipping/Receiving Clerk	14.47
Stock Clerk (Shelf Stocker; Store Worker II)	13.69
Store Worker I	11.42
Tools and Parts Attendant	15.72
Warehouse Specialist	15.98

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	20.06
Aircraft Mechanic Helper	15.83
Aircraft Quality Control Inspector	23.94
Aircraft Servicer	17.53
Aircraft Worker	18.36
Appliance Mechanic	22.09
Bicycle Repairer	16.15
Cable Splicer	18.45
Carpenter, Maintenance	20.35
Carpet Layer	18.36
Electrician, Maintenance	26.53
Electronics Technician, Maintenance I	16.46
Electronics Technician, Maintenance II	25.39
Electronics Technician, Maintenance III	28.37
Fabric Worker	17.53
Fire Alarm System Mechanic	20.06
Fire Extinguisher Repairer	16.72
Fuel Distribution System Mechanic	20.06
General Maintenance Worker	18.36
Heating, Refrigeration and Air Conditioning Mechanic	22.23
Heavy Equipment Mechanic	22.96
Heavy Equipment Operator	24.12
Instrument Mechanic	22.55
Laborer	12.08
Locksmith	19.21
Machinery Maintenance Mechanic	20.87
Machinist, Maintenance	20.06
Maintenance Trades Helper	15.83
Millwright	20.06
Office Appliance Repairer	22.09
Painter, Aircraft	19.21
Painter, Maintenance	19.21
Pipefitter, Maintenance	23.85
Plumber, Maintenance	23.85
Pneudraulic Systems Mechanic	20.06
Rigger	23.47
Scale Mechanic	18.36
Sheet-Metal Worker, Maintenance	20.06
Small Engine Mechanic	18.36
Telecommunication Mechanic I	20.06
Telecommunication Mechanic II	20.91
Telephone Lineman	20.06
Welder, Combination, Maintenance	20.06
Well Driller	23.06
Woodcraft Worker	20.70
Woodworker	16.72

Miscellaneous Occupations

Animal Caretaker	12.08
Carnival Equipment Operator	13.57
Carnival Equipment Repairer	15.77
Carnival Worker	10.51
Cashier	7.50
Desk Clerk	8.60
Embalmer	19.42
Lifeguard	9.79
Mortician	19.42
Park Attendant (Aide)	10.34
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.19
Recreation Specialist	9.63
Recycling Worker	15.62
Sales Clerk	8.19
School Crossing Guard (Crosswalk Attendant)	10.51
Sport Official	9.79
Survey Party Chief (Chief of Party)	28.09
Surveying Aide	17.10
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	24.90
Swimming Pool Operator	15.52
Vending Machine Attendant	14.35
Vending Machine Repairer	16.65
Vending Machine Repairer Helper	14.35

Personal Needs Occupations

Child Care Attendant	9.06
Child Care Center Clerk	11.11
Chore Aid	10.08
Homemaker	11.23

Plant and System Operation Occupations

Boiler Tender	23.07
Sewage Plant Operator	25.40
Stationary Engineer	26.28
Ventilation Equipment Tender	15.83
Water Treatment Plant Operator	25.40

Protective Service Occupations

Alarm Monitor	19.44
Corrections Officer	22.06
Court Security Officer	22.06
Detention Officer	22.06
Firefighter	22.55
Guard I	9.39
Guard II	18.79
Police Officer	29.44

Stevedoring/Longshoremen Occupations

Blocker and Bracer	20.46
Hatch Tender	18.28
Line Handler	18.28
Stevedore I	17.49
Stevedore II	19.14

Technical Occupations

Air Traffic Control Specialist, Center (2)	29.33
Air Traffic Control Specialist, Station (2)	20.22
Air Traffic Control Specialist, Terminal (2)	22.27
Archeological Technician I	18.82
Archeological Technician II	21.06
Archeological Technician III	26.08
Cartographic Technician	26.40
Civil Engineering Technician	22.96
Computer Based Training (CBT) Specialist/ Instructor	23.20
Drafter I	18.51
Drafter II	20.78
Drafter III	22.94
Drafter IV	27.54
Engineering Technician I	11.55
Engineering Technician II	14.72
Engineering Technician III	18.46
Engineering Technician IV	22.81
Engineering Technician V	25.70
Engineering Technician VI	30.40
Environmental Technician	26.40
Flight Simulator/Instructor (Pilot)	26.49
Graphic Artist	21.74
Instructor	20.01
Laboratory Technician	18.42
Mathematical Technician	22.96
Paralegal/Legal Assistant I	15.77
Paralegal/Legal Assistant II	19.39
Paralegal/Legal Assistant III	23.65
Paralegal/Legal Assistant IV	28.69
Photooptics Technician	22.96
Technical Writer	28.04
Unexploded (UXO) Safety Escort	18.64
Unexploded (UXO) Sweep Personnel	18.64
Unexploded Ordnance (UXO) Technician I	18.64
Unexploded Ordnance (UXO) Technician II	22.55
Unexploded Ordnance (UXO) Technician III	27.03
Weather Observer, Combined Upper Air and Surface Programs (3)	16.64
Weather Observer, Senior (3)	18.49
Weather Observer, Upper Air (3)	16.64

Transportation/ Mobile Equipment Operation Occupations

Bus Driver	16.26
Parking and Lot Attendant	9.59
Shuttle Bus Driver	12.79
Taxi Driver	11.31
Truckdriver, Heavy Truck	17.24
Truckdriver, Light Truck	12.79
Truckdriver, Medium Truck	16.26
Truckdriver, Tractor-Trailer	17.24

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.02 an hour or \$80.80 a week or \$350.13 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

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 CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ******Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.