

Federal Aviation Administration		Revision To Award for Supplies or Services		Page 1 of 2								
Date of Award: 06-NOV-2000 Date of Revision: 04-DEC-2001	Contract Number (if any): DTFA0201D01850	Award No. (if any):		Revision No. 4								
IMPORTANT: Mark all package(s), invoice(s), and correspondence with contract and/or order/award numbers.												
Contractor (Name, Address, and Zip Code): DCT INC PO BOX 1853 501 E CHEROKEE MCALESTER, OK 74502		Mail Invoice To (Name, Address, and Zip Code): FAA, MM Aero Center TIN 73-0588975 Financial Services AMZ-110 PO Box 25710 Oklahoma City, OK 73125-4913 405/954-4716										
Contact Point/Phone No: CHERYL BERNARDI 918-426-5902		Issuing Office (Address Correspondence To): 6973H4 FAA AERO CENTER AMQ-200 NAS,AUTOMATION&FAC ACQ DIV.MPB,R312 PO BOX 25082 M OKLAHOMA CITY, OK 731250082										
F.O.B. Point: N/A Discount Terms: Due in 30	Ship Via: N/A											
PURCHASER NAME AND PHONE NO: Maria S Blair 405-954-7883		<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">ESTIMATED VALUE:</td> <td style="text-align: right;">\$4,587,726.59</td> </tr> <tr> <td style="text-align: right;">FROM:</td> <td style="text-align: right;">\$2,446,462.10</td> </tr> <tr> <td style="text-align: right;">ESTIMATED VALUE IS CHANGED BY:</td> <td style="text-align: right;">\$2,141,264.49</td> </tr> <tr> <td style="text-align: right;">FUNDED AMOUNT:</td> <td style="text-align: right;">\$2,272,163.58</td> </tr> </table>			ESTIMATED VALUE:	\$4,587,726.59	FROM:	\$2,446,462.10	ESTIMATED VALUE IS CHANGED BY:	\$2,141,264.49	FUNDED AMOUNT:	\$2,272,163.58
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IMPORTANT: Contractor <input type="checkbox"/> is, <input type="checkbox"/> is not required to sign this document and return ____ copies to the issuing office.				OMB 2120-0595								
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN: BY:		UNITED STATES OF AMERICA NAME OF CONTRACTING OFFICER:										
DATE SIGNED		BY: <i>Maria S Blair</i> <i>12/4/01</i> Maria S Blair DATE SIGNED:										
<p>Note to Vendor Modification No. One is issued bilaterally effective 1/2/01 to incorporate the following change in contract DTFA-02-01-D-01850: Reference Part III, Section J, Attachment I, Statement of Work for FAA, MMAC Security Guard Service, Paragraph C.5.2 Uniforms, add Item 14, for peerless handcuffs or equal, made from Grade A tempered steel with nickel finish, nylon webb case (1-set each). Replacement page number 27 of the Statement of Work is attached. The one-time cost impact on the total contract dollar amount will be \$2,600 for 58 handcuffs with cases.</p> <p>Note to Vendor Modification No. Two is issued bilaterally to incorporate the following changes to the current contract.</p> <p>(1) Reference Part III, Section J., Attachment 1, Paragraph C.2.9 Contractor Guard Shift Supervisor: delete the paragraph in its entirety and insert the following:</p> <p style="padding-left: 20px;">The Contractor shall assign one (1) shift supervisor per shift. These individuals shall have responsibility for the designated period and/or shift. Shift supervisors shall report to the Project Manager.</p> <p>Shift supervisors shall have two (2) years of guard experience and two (2) years of management experience with four (4) years total experience in facility protection at a level equivalent with the scope of work of this contract.</p> <p>The shift supervisor shall ensure that each post is staffed as required, that employees are properly uniformed and present a neat appearance, and that each employee is familiar with their post and duties. Shift supervisor shall include an informal 'guardmount' at the start of each shift during which relief personnel shall be assembled for inspection, arming, announcements, and a general transfer of information from one shift's personnel to the next. This is in addition to the time required for posting and relief of personnel.</p> <p>The shift supervisors shall not hold the position of an on-duty guard except in emergencies. In emergencies, the shift supervisors may staff the post not to exceed three hours in any consecutive eight-hour period.</p> <p>The shift supervisors shall provide supervision of Contractor personnel to ensure compliance of all contract requirements. (A revised SOW page number 5 and 6 is attached)</p> <p>(2) The FAA had a requirement to add two (2) additional guard posts at the Mike Monroney Aeronautical Center (MMAC). This additional guard service will be for the FAA Logistics Center Technical Support Facility (TSF). The guard service will be from 5:30 a.m. to 6:30 p.m., Monday through Friday,</p>												

**Federal Aviation
Administration****Revision To Award for Supplies or Services**Page
2 of 2Date of Award: 06-NOV-2000
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4

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except federal holidays. The TSF post requirements shall be to check identification media, issuing visitor badges, requesting escorts from FAA personnel, checking packages, and property removal documentation. This position will be permanent and became effective March 1, 2001. The cost of adding two (2) additional guard posts for the Base Year and Four Option Years is \$310,664.22.

Note to Vendor

Modification No. Three is issued bilaterally to add an additional guard post at the Technical Support Facility (TSF). The guard post will be effective September 4, 2001. The guard post shall be at the east entrance of the TSF, from 5:30 a.m. through 6:30 p.m., Monday through Friday, except federal holidays. The guard post requirements include checking identification media, packages, issuing FAA-TSF visitor badges, requesting escorts from FAA-TSF personnel, checking packages and checking property removal documentation. The east guard post will be closed from 11 a.m. through 1 p.m. and interior building checks will be conducted as directed by the COR. Services for this position may be discontinued with a two-week notice. The total cost of adding one (1) additional guard post on this contract for the Base Year and four Option Years is \$280,957.16.

Note to Vendor

Modification No. 4 (Revision No. 4) is issued pursuant to AMS Clause 3.2.4-35 Option To Extend the Term of the Contract (April 1996). This revision is executed to exercise the First Option Year (second contract year). The extended period of performance will begin January 1, 2002, and end December 31, 2002, at the Unit Prices in Price Schedule for Item 1.(b); 2.(b); 3.(b); 4.(b); 6.(b); and 7.(b).

Reference Part III, Section J, List of Attachments, Attachment 2: delete Wage Determination No. 94-2431 (Revision No. 15) and insert Wage Determination No. 94-2431 (Revision No. 18).

The contract value is increased by \$2,141,264.49 effective January 1, 2002.

Note to Vendor

Funding of this order is subject to fiscal year 2002 appropriation limitations enacted by the United States Congress. The Government's obligation under this order is limited to the amount required to fund operations during the period covered by the current or subsequent continuing resolution. Such limitations shall continue until final fiscal year 2002 appropriations are enacted. In the event a permanent appropriation is not enacted and the current continuing resolution lapses, it may be necessary to shut down these services, unless it has been determined that all or part of these services are essential to the safety of human life or the protection of property, in accordance with the emergency provisions of the Anti Deficiency Act (31 USC 1342).

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.: 1994-2431
Revision No.: 18
Date of Last Revision: 05/31/2001

State: Oklahoma

Area: Oklahoma Counties of Alfalfa, Atoka, Beckham, Blaine, Bryan, Caddo, Canadian, Carter, Cleveland, Coal, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Harper, Hughes, Johnston, Kingfisher, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Washita, Woods, Woodward

** Fringe Benefits Required Follow the Occupational Listing **

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	9.26
Accounting Clerk II	10.19
Accounting Clerk III	13.06
Accounting Clerk IV	17.46
Court Reporter	14.17
Dispatcher, Motor Vehicle	13.46
Document Preparation Clerk	10.00
Duplicating Machine Operator	10.00
Film/Tape Librarian	9.88
General Clerk I	8.70
General Clerk II	9.43
General Clerk III	11.94
General Clerk IV	17.20
Housing Referral Assistant	16.69
Key Entry Operator I	8.81
Key Entry Operator II	9.99
Messenger (Courier)	9.49
Order Clerk I	9.30
Order Clerk II	12.86
Personnel Assistant (Employment) I	10.54
Personnel Assistant (Employment) II	11.50
Personnel Assistant (Employment) III	14.34
Personnel Assistant (Employment) IV	16.63
Production Control Clerk	15.50
Rental Clerk	10.35
Scheduler, Maintenance	11.55
Secretary I	11.55
Secretary II	14.40
Secretary III	16.69
Secretary IV	18.76

Secretary V	19.86
Service Order Dispatcher	10.80
Stenographer I	10.12
Stenographer II	11.36
Supply Technician	18.76
Survey Worker (Interviewer)	12.32
Switchboard Operator-Receptionist	9.16
Test Examiner	14.40
Test Proctor	14.40
Travel Clerk I	9.10
Travel Clerk II	9.56
Travel Clerk III	10.01
Word Processor I	8.10
Word Processor II	9.70
Word Processor III	10.53

Automatic Data Processing Occupations

Computer Data Librarian	8.07
Computer Operator I	9.52
Computer Operator II	11.72
Computer Operator III	15.71
Computer Operator IV	17.00
Computer Operator V	18.84
Computer Programmer I (1)	18.12
Computer Programmer II (1)	20.79
Computer Programmer III (1)	25.71
Computer Programmer IV (1)	27.62
Computer Systems Analyst I (1)	21.80
Computer Systems Analyst II (1)	24.40
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	10.67

Automotive Service Occupations

Automotive Body Repairer, Fiberglass	15.64
Automotive Glass Installer	14.08
Automotive Worker	14.08
Electrician, Automotive	14.86
Mobile Equipment Servicer	12.54
Motor Equipment Metal Mechanic	15.64
Motor Equipment Metal Worker	14.08
Motor Vehicle Mechanic	15.64
Motor Vehicle Mechanic Helper	11.75
Motor Vehicle Upholstery Worker	13.31
Motor Vehicle Wrecker	14.08
Painter, Automotive	14.86
Radiator Repair Specialist	14.08
Tire Repairer	12.12
Transmission Repair Specialist	15.64

Food Preparation and Service Occupations

Baker	9.04
Cook I	7.51
Cook II	9.04
Dishwasher	6.60
Food Service Worker	6.50
Meat Cutter	11.21
Waiter/Waitress	6.75

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	14.86
Furniture Handler	10.36
Furniture Refinisher	14.86
Furniture Refinisher Helper	11.75
Furniture Repairer, Minor	13.31
Upholsterer	14.86

General Services and Support Occupations

Cleaner, Vehicles	7.33
Elevator Operator	7.98
Gardener	10.30
House Keeping Aid I	6.61
House Keeping Aid II	8.22
Janitor	8.22
Laborer, Grounds Maintenance	8.66
Maid or Houseman	6.61
Pest Controller	11.28
Refuse Collector	7.32
Tractor Operator	9.66
Window Cleaner	8.71

Health Occupations

Dental Assistant	10.93
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.19
Licensed Practical Nurse I	9.24
Licensed Practical Nurse II	10.38
Licensed Practical Nurse III	11.62
Medical Assistant	9.93
Medical Laboratory Technician	10.88
Medical Record Clerk	11.24
Medical Record Technician	13.54
Nursing Assistant I	7.10
Nursing Assistant II	7.98
Nursing Assistant III	8.71
Nursing Assistant IV	9.77
Pharmacy Technician	12.19
Phlebotomist	10.38
Registered Nurse I	16.11

Registered Nurse II	19.71
Registered Nurse II, Specialist	19.71
Registered Nurse III	23.84
Registered Nurse III, Anesthetist	23.84
Registered Nurse IV	28.58
Information and Arts Occupations	
Audiovisual Librarian	16.49
Exhibits Specialist I	17.00
Exhibits Specialist II	18.79
Exhibits Specialist III	23.46
Illustrator I	17.00
Illustrator II	18.79
Illustrator III	23.46
Librarian	16.48
Library Technician	11.07
Photographer I	10.96
Photographer II	13.53
Photographer III	16.34
Photographer IV	20.40
Photographer V	23.41
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.03
Counter Attendant	7.03
Dry Cleaner	8.59
Finisher, Flatwork, Machine	7.03
Presser, Hand	7.03
Presser, Machine, Drycleaning	7.03
Presser, Machine, Shirts	7.03
Presser, Machine, Wearing Apparel, Laundry	7.03
Sewing Machine Operator	9.22
Tailor	9.84
Washer, Machine	7.69
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	14.86
Tool and Die Maker	20.20
Material Handling and Packing Occupations	
Forklift Operator	11.53
Fuel Distribution System Operator	14.02
Material Coordinator	14.54
Material Expediter	14.54
Material Handling Laborer	10.95
Order Filler	11.74
Production Line Worker (Food Processing)	11.46
Shipping Packer	11.78
Shipping/Receiving Clerk	11.78

Stock Clerk (Shelf Stocker; Store Worker II)	12.62
Store Worker I	10.44
Tools and Parts Attendant	11.53
Warehouse Specialist	11.53

Mechanics and Maintenance and Repair Occupations

Aircraft Mechanic	15.64
Aircraft Mechanic Helper	11.75
Aircraft Quality Control Inspector	16.44
Aircraft Servicer	13.31
Aircraft Worker	14.08
Appliance Mechanic	14.86
Bicycle Repairer	12.12
Cable Splicer	17.99
Carpenter, Maintenance	14.95
Carpet Layer	14.08
Electrician, Maintenance	16.40
Electronics Technician, Maintenance I	13.01
Electronics Technician, Maintenance II	19.57
Electronics Technician, Maintenance III	21.95
Fabric Worker	13.31
Fire Alarm System Mechanic	15.64
Fire Extinguisher Repairer	12.54
Fuel Distribution System Mechanic	15.64
General Maintenance Worker	14.08
Heating, Refrigeration and Air Conditioning Mechanic	15.64
Heavy Equipment Mechanic	15.64
Heavy Equipment Operator	16.82
Instrument Mechanic	17.02
Laborer	9.04
Locksmith	14.86
Machinery Maintenance Mechanic	16.70
Machinist, Maintenance	15.64
Maintenance Trades Helper	11.75
Millwright	16.24
Office Appliance Repairer	14.86
Painter, Aircraft	14.86
Painter, Maintenance	14.86
Pipefitter, Maintenance	16.36
Plumber, Maintenance	15.73
Pneudraulic Systems Mechanic	15.64
Rigger	15.64
Scale Mechanic	14.08
Sheet-Metal Worker, Maintenance	15.64
Small Engine Mechanic	14.08
Telecommunication Mechanic I	19.01
Telecommunication Mechanic II	19.93
Telephone Lineman	19.01
Welder, Combination, Maintenance	15.64

Well Driller	15.64
Woodcraft Worker	15.64
Woodworker	12.54
Miscellaneous Occupations	
Animal Caretaker	8.37
Carnival Equipment Operator	8.65
Carnival Equipment Repairer	9.23
Carnival Worker	6.72
Cashier	6.86
Desk Clerk	8.41
Embalmer	16.57
Lifeguard	9.02
Mortician	16.57
Park Attendant (Aide)	11.32
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.09
Recreation Specialist	11.65
Recycling Worker	8.64
Sales Clerk	9.00
School Crossing Guard (Crosswalk Attendant)	6.37
Sport Official	9.02
Survey Party Chief (Chief of Party)	16.23
Surveying Aide	9.12
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.08
Swimming Pool Operator	10.40
Vending Machine Attendant	8.64
Vending Machine Repairer	10.40
Vending Machine Repairer Helper	8.40
Personal Needs Occupations	
Child Care Attendant	8.41
Child Care Center Clerk	12.06
Chore Aid	6.38
Homemaker	14.22
Plant and System Operation Occupations	
Boiler Tender	17.99
Sewage Plant Operator	14.86
Stationary Engineer	19.78
Ventilation Equipment Tender	11.75
Water Treatment Plant Operator	14.86
Protective Service Occupations	
Alarm Monitor	11.01
Corrections Officer	16.07
Court Security Officer	16.07
Detention Officer	16.07
Firefighter	15.23
Guard I	8.32

Guard II	12.21
Police Officer	16.91
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	15.79
Hatch Tender	13.73
Line Handler	13.73
Stevedore I	14.94
Stevedore II	16.67
Technical Occupations	
Air Traffic Control Specialist, Center (2)	27.00
Air Traffic Control Specialist, Station (2)	18.62
Air Traffic Control Specialist, Terminal (2)	20.50
Archeological Technician I	13.73
Archeological Technician II	15.36
Archeological Technician III	19.02
Cartographic Technician	19.12
Civil Engineering Technician	18.18
Computer Based Training (CBT) Specialist/ Instructor	25.02
Drafter I	12.17
Drafter II	14.05
Drafter III	18.53
Drafter IV	21.63
Engineering Technician I	14.37
Engineering Technician II	18.00
Engineering Technician III	19.78
Engineering Technician IV	25.62
Engineering Technician V	29.57
Engineering Technician VI	33.93
Environmental Technician	17.03
Flight Simulator/Instructor (Pilot)	26.55
Graphic Artist	18.92
Instructor	19.76
Laboratory Technician	12.23
Mathematical Technician	18.80
Paralegal/Legal Assistant I	12.51
Paralegal/Legal Assistant II	16.30
Paralegal/Legal Assistant III	19.94
Paralegal/Legal Assistant IV	24.13
Photooptics Technician	19.64
Technical Writer	20.46
Unexploded (UXO) Safety Escort	17.16
Unexploded (UXO) Sweep Personnel	17.16
Unexploded Ordnance (UXO) Technician I	17.16
Unexploded Ordnance (UXO) Technician II	20.76
Unexploded Ordnance (UXO) Technician III	24.88
Weather Observer, Combined Upper Air and Surface Programs (3)	15.90
Weather Observer, Senior (3)	18.30

Weather Observer, Upper Air (3)	15.90
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Transportation/ Mobile Equipment Operation Occupations

Bus Driver	11.40
Parking and Lot Attendant	8.00
Shuttle Bus Driver	10.09
Taxi Driver	9.49
Truckdriver, Heavy Truck	14.00
Truckdriver, Light Truck	10.09
Truckdriver, Medium Truck	11.40
Truckdriver, Tractor-Trailer	14.00

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 10 years, and 4 after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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