

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES  
 1 | 2

2. AMENDMENT/MODIFICATION NO Modification Four (4)	3. EFFECTIVE DATE 2/1/02	4. REQUISITION/PURCHASE REQ NO.	5. PROJECT NO (If applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		

FAA, MIKE MONRONEY AERONAUTICAL CENTER  
 CENTER MANAGEMENT DIVISION AMQ-340  
 P O BOX 25082  
 OKLAHOMA CITY OK 73125-4932

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  University of Oklahoma College of Continuing Education 1700 Asp Avenue Norman, Ok 73072	(X)	9A. AMENDMENT OF SOLICITATION NO
		9B. DATED (SEE ITEM 11)
	X	10A. MODIFICATION OF CONTRACT/ORDER DTFA-02-01-D-03699
		10B. DATED (SEE ITEM 13) 1/2/01

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended. [ ] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning [ ] copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

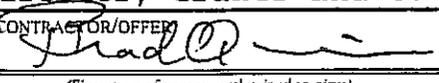
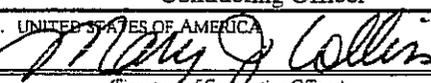
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: H.1 TASK ORDERING PROCESSING
X	D. OTHER (Specify type of modification and authority) CLAUSE 3.2.4-35. "OPTION TO EXTEND THE TERM OF CONTRACT"
E.	IMPORTANT: Contractor [ ] is not, [ X ] is required to sign this document and return [ 3 ] copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The contract referenced in Item 10A above, to provide Instructional Services for the Air Traffic Division at the Mike Monroney Aeronautical Center, is modified as shown on page 2 thereof.

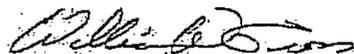
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) Brad Quinn Director, Grants and Contracts	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Mary J. Collins Contracting Officer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 2/10/02
16B. UNITED STATES OF AMERICA BY:  (Signature of Contracting Officer)	16C. DATE SIGNED FEB 22 2002

- A. In accordance with Contract Clause 3.2.4-35, "Option To Extend The Term of the Contract", the contract period is hereby extended from February 1, 2002 through January 31, 2003, (Option Year One - Second Year of Contract) at the negotiated estimated costs established herein..
  - B. Part III - SECTION J - LIST OF ATTACHMENTS, Attachment No. 3, Wage Determination No. 2431 (Rev. 15), dated 6/14/00, is superseded & replaced by Wage Determination No. 2431 (Rev. 18), dated 5/31/01.
  - C. In accordance with Clause H.1, Task Order Processing, the FY-2001 Task Description Worksheets, through Revision Thirty-Seven, dated December 10, 2001, and the FY-2002 Task Description Worksheets, through Revision Two, dated January 7, 2002, are incorporated as Attachment 1.
  - D. Part III - Section J - List of Attachments is revised to incorporate the FY-2001 Task Description Worksheets, through Revision Thirty-Seven, dated December 10, 2001, and the FY-2002 Task Description Worksheets, through Revision Two, dated January 7, 2002, as Attachment 1.
  - E. Pursuant to acceptance of the cost proposal, dated January 17, 2002, the total estimated contract price is decreased by \$86,425.23, from \$9,299,907.47 to \$9,213,482.24 for the Base Year.
  - F. Pursuant to acceptance of the cost proposal, dated January 17, 2002, the total estimated contract price is increased by \$7,981,671.11, from \$9,213,482.24 to \$17,195,153.35 (Basic Contract Year \$9,213,482.24 & Option Year I \$7,981,671.11)
  - G. All other terms and conditions of the contract remain unchanged.
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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

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



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
<b>Administrative Support and Clerical Occupations</b>	
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	19.89
Service Order Dispatcher	10.80
Stenographer I	10.12
Stenographer II	11.35
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
<b>Automatic Data Processing Occupations</b>	
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
<b>Automotive Service Occupations</b>	
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	15.84
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	7.96
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	11.26
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
<b>Information and Arts Occupations</b>	
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
<b>Laundry, Dry Cleaning, Pressing and Related Occupations</b>	
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
<b>Machine Tool Operation and Repair Occupations</b>	
Machine-Tool Operator (Toolroom)	14.86
Tool and Die Maker	20.20
<b>Material Handling and Packing Occupations</b>	
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
<b>Mechanics and Maintenance and Repair Occupations</b>	
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
Pneumatic 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
<b>Miscellaneous Occupations</b>	
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)	16.28
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
<b>Personal Needs Occupations</b>	
Child Care Attendant	8.41
Child Care Center Clerk	12.06
Chore Aid	6.38
Homemaker	14.22
<b>Plant and System Operation Occupations</b>	
Boiler Tender	17.99
Sewage Plant Operator	14.86
Stationary Engineer	19.78
Ventilation Equipment Tender	11.75
Water Treatment Plant Operator	14.86
<b>Protective Service Occupations</b>	
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
<b>Stevedoring/Longshoremen Occupations</b>	
Blocker and Bracer	15.79
Hatch Tender	13.73
Line Handler	13.73
Stevedore I	14.94
Stevedore II	16.67
<b>Technical Occupations</b>	
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
<b>Transportation/ Mobile Equipment Operation Occupations</b>	
Bus Driver	11.40
Parking and Lot Attendant	8.00
Shuttle Bus Driver	10.09
Taxi Driver	9.48
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, drying, 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 on 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.