

**ATTACHMENT 1**  
**STATEMENT OF WORK/SPECIFICATIONS**  
**DEVELOPMENT AND REVISION OF AIRMAN KNOWLEDGE TRAINING HANDBOOKS**

**1.0 BACKGROUND**

The Federal Aviation Administration (FAA), Flight Standards Service, Regulatory Support Division, Airman Testing Standards Branch, AFS-630 has a requirement for the Development and Revision of Airman Knowledge Training Handbooks. These handbooks provide the information that entry level or advanced level airman applicants must know to pass the relevant certification tests. There are multiple handbooks, each of which covers a particular subject. Existing handbooks require updating every 2 to 5 years to ensure that the technical information provided is current and to modernize the appearance and format of the handbooks. New handbooks are developed as needed.

**1.1 GENERAL REQUIREMENTS**

Development and revision of the handbooks must be accomplished in accordance with current FAA technical requirements. Work instructions and an outline for the revisions to be made, or the new handbook content to be developed will be provided by AFS-630. The work on each handbook will be organized into stages, each with an associated work product. An AFS-630 representative will review the work product at each stage as well as the final deliverable of the handbook. It is possible that there will be multiple rounds of draft submission, review, and revision as work on a handbook progresses.

The contractor must also prepare handbook work products in accordance with various writing, editing, software, and formatting requirements. These include writing to the ninth-grade reading level except for required technical terms, using FAA-approved word processing and graphics software, proofreading all documents to eliminate writing errors prior to submission, providing work products in CD-ROM format, and complying with all printing and publication standards of the Government Printing Office (GPO). Printing and publication of the new or revised handbooks IS NOT the responsibility of the contractor. All printing is the responsibility of AFS-630 and will be accomplished through GPO.

The timeframe from start to completion of a handbook development or revision project is expected to be no more than 18 months for handbooks with less than 500 pages and no more than 30 months for handbooks with 500 or more pages, unless otherwise specified by AFS-630 in the specific SOW for the handbook being revised/developed. These timeframes are to be inclusive of AFS-630 review time, which will be provided in accordance with a handbook-specific work plan developed collaboratively by the contractor, the FAA Contracting Officer Technical Representative (COTR), and AFS-630.

Work performed under this contract will be subject to performance review standards relating to the qualifications of contractor project managers and technical writers, quality and timeliness of work product submissions, and adequacy of contractor project management practices. Evaluation of contractors against the performance review standards will be performed by the COTR in accordance with the Quality Assurance Surveillance Plan (QASP) established for this contract. Contractors must receive satisfactory evaluations in order to maintain eligibility for task orders under this contract. None of the handbooks developed or revised for AFS-630 under this contract may be copyrighted. The contractor must obtain releases for unrestricted use and modification by AFS-630 from the copyright owner of any copyrighted photos, artwork, or other items it chooses to include in a handbook. Items developed under this contract cannot be used by the contractor for other projects without the express written consent of AFS-630.

### 1.1.1 LIST OF HANDBOOKS

New development or revision is expected, but not be limited to, the following handbooks:

1. FAA-H-8083-2, Risk Management Handbook  
(New development—approximately 100 pages)
2. FAA-H-8083-3, Airplane Flying Handbook, FAA-H-8083-3  
(Revision—approximately 300 pages)
3. FAA-H-8083-4, Helicopter Instructor's Handbook, FAA-H-8083-4  
(New development—approximately 100 pages)
4. FAA-H-8083-7, Airship Flying Handbook  
(New development—approximately 150 pages)
5. FAA-H-8083-13, Glider Flying Handbook  
(Revision—approximately 200 pages)
6. FAA-H-8083-19, Plane Sense  
(Revision—approximately 50 pages)
7. FAA-H-8083-21, Rotorcraft Flying Handbook  
(Revision—approximately 150 pages)
8. FAA-H-8083-29, Risk Management Handbook for Pilots and Flight Instructors  
(New development—approximately 100 pages)
9. FAA-H-8083-31, Aviation Maintenance Technician Powerplant Handbook  
(Revision—approximately 900 pages)
10. FAA-H-8083-32, Aviation Maintenance Technician Airframe Handbook  
(Revision—approximately 900 pages)

The current handbooks can be found online at [faa.gov](http://faa.gov).

The contractor shall be responsible for bringing the handbook revision to completion by working from an outline and instructions provided AFS-630.

- All draft and final deliverables submitted to the FAA shall be complete.
- Documents must be fully proofed.
- The format must meet GPO and FAA standards.
- There will be an AFS-630 review of work products at agreed-upon points in the process to ensure the work being done is correct and of acceptable quality. The contractor shall make reasonable adjustments to its work plans to accommodate such changes requested by AFS-630.

### 1.2 Task Order Process

AFS-630 will provide a handbook outline/work instruction as part of each task order. The outline/work instruction document will include, but not be limited to:

1. Identification of the handbook sections requiring revision;
2. An explanation of the regulation or policy change to be incorporated;
3. Other organizational or content changes to be made to improve readability and utility of the handbook;
4. Glossary, index tables, or other reader aids to be added or enhanced;
5. Graphics enhancements to be made;
6. Any overall "look and feel" changes to be made; and
7. Period of performance.

The contractor shall meet with the COTR within 10 business days after task order award to collaboratively develop a task order work plan. If development of the work plan cannot be completed during the meeting, the COTR will prepare and provide to the contractor a list of unresolved issues or discrepancies within 15 business days of the meeting. The contractor then will have 7 business days to resolve the issues or discrepancies with the COTR.

### 1.3 Specific Contract Tasks

The Contractor shall be required to carry out seven broad tasks:

1. Preparing task order proposals.
2. Preparing task order work plans.
3. Implementing an internal quality control process.
4. Preparing and submitting monthly status reports.
5. Cooperating with QASP requirements.
6. Preparing and submitting draft deliverables.
7. Preparing and submitting final deliverables.

Each of these tasks is described further in the following subsections.

#### 1.3.1 *Preparing Task Order Proposals*

The Contractor shall provide the following information:

1. Description of the vendor's technical approach to the contract requirements;
2. Preliminary project work plan that shows major project milestones tasks;
3. Designation of the vendor's project manager and lead technical writers for the contract.

#### 1.3.2 *Preparing Preliminary and Final Task Order Work Plans*

*Task Order Process*, the Contractor shall meet with the COTR to develop a task order work plan. The Contractor shall be required to develop a preliminary work plan prior to the meeting time that can serve as a starting point for the final work plan development process.

The work plan shall organize the task order work into a set of major tasks and key subtasks, and with each culminating in at least one deliverable. The work plan also must set forth the timeframe and responsible staff for each major task and key subtask, the deliverables and deliverable deadlines under each phase or major task, and the timeframe for AFS-630 reviews or other necessary AFS-630 activities.

At the time a work plan is approved by the COTR and AFS-630, it becomes the official task order work plan for all intents and purposes.

#### 1.3.3 *Implementing an Internal Quality Control Process*

The Contractor shall develop, document, and implement an internal quality control process for work performed under each task order. At a minimum, the internal quality control process shall ensure that

- Progress on work products is regularly monitored against the work plan;
- The quality of the work being produced is internally assessed prior to submission;
- Corrective actions are taken to address any problems with timeliness or quality;
- Issues or questions that arise in performing the work are documented and resolved; and
- Project status can be communicated accurately at any point in time.

### ***1.3.4 Preparing and Submitting Monthly Status Reports***

The Contractor shall submit a monthly status report in writing to the COTR. The status report for each month is due to the COTR by the 5<sup>th</sup> business day of the following month. At a minimum, the monthly status report will provide:

- Overview of task order status for each separate task/delivery order.
- Statement of accomplishments (milestones achieved) during the month; for each separate task/delivery order.
- Current schedule compliance status; for each separate task/delivery order.
- Current budget status; for each separate task/delivery order.
- Outstanding questions or issues and recommended solutions; for each separate task/delivery order.
- Status of any action items identified during a Technical Interchange Meeting (TIM) for each separate task/delivery order.

### ***1.3.5 Cooperating with QASP Requirements***

The Contractor shall be held to specified performance standards and vendor adherence to those standards will be periodically assessed by the COTR using the QASP for this contract. The Contractor shall be required to cooperate fully with all QASP requirements and activities.

### ***1.3.6 Preparing and Submitting Draft Deliverable Sections***

The Contractor shall prepare and submit to the COTR/AFS-630 draft versions of the deliverables being completed. The draft version of the deliverables completed under each phase must meet the requirements for content, organization, presentation, and formatting contained in this SOW.

Upon receipt of a draft deliverable, the COTR/AFS-630 will either approve the draft or provide the vendor with comments or directives for modifications within 30 business days. The COTR will provide the vendor with a single set of comments or directives for modifications, if any. The Contractor shall submit a revised draft addressing the COTR's/AFS-630's comments or directives within 14 business days. The submit-and-review cycle shall be repeated until approval is granted.

The Contractor shall maintain a deliverable tracking system that assigns a date and revision number to each version of a handbook section. After the last draft of a section is completed and approved, earlier versions of that handbook section must be deleted from the vendor's information technology system.

### ***1.3.7 Preparing and Submitting the Final Deliverable***

After COTR/AFS-630 approval of all final drafts, the Contractor shall prepare and submit the final handbook deliverable. The final handbook shall meet all requirements set forth in the SOW and any other requirements that may have been established under the particular task order.

## **2.0 General Work Requirements**

The Contractor shall develop or revise the airman knowledge training handbooks in accordance with numerous standards set forth in the SOW.

The Contractor shall comply with performance review standards defined in the SOW and the QASP for this contract.

The Contractor shall ensure that all draft and final deliverables have been carefully proofread to ensure correct organization, content, and appearance prior to submission to the COTR/AFS/630.

The Contractor shall not print for sale any copies of any newly revised or newly developed handbook(s) until such time as the handbook(s) have been printed by the FAA/GPO.

## **2.1 Deliverable Preparation and Submission Requirements**

All handbook work products (deliverables) prepared under this contract shall meet the following requirements related to writing style and level, information technology use, graphics quality, printing preparation, and submission requirements.

### **2.1.1 Writing Style and Level**

FAA Order 1000.36, FAA Writing Standards, shall serve as the authoritative guidance for preparing FAA directive or instructional materials under this contract. Current airman knowledge training handbooks produced by AFS-630 also must be referenced for acceptable formatting.

General specifications for handbook deliverables are as follow:

1. The preface will be in 1 column.
2. The table of contents will be in 2 columns.
3. The table of contents will be broken down to 3 levels (chapter title and 2 heading levels).
4. Sub-section headings (third level) will be in italics.
5. There will not be a graphics/figures contents page.
6. The index will be in 2 columns.
7. The page numbers are to be flush with outside margins.
8. Reference to figures will be in brackets outside of sentence/paragraph to which they apply. Example: [Figure 6-15]. An exception to this rule is made when the figure number is used in a sentence. Example: Figure 6 -15 lists standard transponder phraseology.
9. The number and alphabetic list are to be flush left (no indentation).
10. Important words or terms requiring definition are to be highlighted (blue) and defined in the glossary.
11. Acronyms are to be spelled out the first time they are used in each chapter, followed by the acronym in parentheses. Thereafter in each chapter, only the acronym is to be used.
12. All terms must be used in a standardized way throughout a handbook.

Vendors must ensure that all deliverables are written at the ninth-grade reading level, except for necessary technical terms.

Prefaces must be included with the same format and content as in current handbooks to ensure consistency of information.

### **2.1.2 Information Technology Use Requirements**

All draft and final deliverables under this contract and resulting task orders shall be prepared using the following information technology and software.

Operating System:	Windows
Page Layout:	Current version of Adobe InDesign
Illustrations:	Current version of Adobe Illustrator
Image Manipulation:	Current version of Adobe Photoshop

### **2.1.3 Graphics Quality Requirement**

The graphics used in draft and final deliverables shall not be less than Cyan-Magenta-Yellow-Black (CMYK) resolution, which is the standard color model used in offset printing for full-color documents.

### **2.1.4 Printing Preparation Requirements**

The Contractor shall proofread all draft and final deliverables to ensure that they are free of spelling, grammar, layout, print quality, and content errors.

At the time the final deliverable is submitted, the Contractor shall complete and submit GPO Form 952, U.S. Government Printing Office Desktop Publishing-Disk Information. Completing GPO Form 952 requires that the Contractor use the operating system and software specified in *Section 2.1.2: Information Technology Use Requirements* and also that the Contractor shall:

1. Provide a table listing: file name and extension (Example: Exgraphic.eps), file size, program used, compression program used (if any), graphic file format (tiff, eps, or other), whether or not the graphics are linked.
2. Provide a listing of all fonts used in the files to be printed, including font name(s) and weight (light, compressed, or other) and the font manufacturer (Adobe, Bitstream, or other).
3. Provide a listing of the software used, including the name and version of the page layout program used, the name and version of programs used for illustrations, and the name of any other programs used.

All printer and screen fonts shall be included in the final file submission.

### **2.1.5 Submission Requirements**

The Contractor shall submit three (3) printed color paper copies of the draft deliverable for Government review and mark-up.

The contractor shall:

1. Deliver a final CD-ROM of the complete handbook in PDF format (inclusive of all graphics) to be used in printing the handbook.
2. Deliver a final CD of the complete handbook in PDF format (inclusive off all graphics) to be used in posting the handbook on the Internet.
3. Deliver a final CD-ROM of the complete handbook in software formats that can be used in making future revisions.
4. Provide three, two-sided color hard copies of the final deliverable handbook.
5. Complete GPO Form 952, as described in *Section 2.1.4: Printing Preparation Requirements* and submit to the COTR with the other final deliverable materials.

### **2.2 Vendor Personnel and Management Requirements**

The Contractor shall at all times during this contract meet the following requirements with respect to project personnel qualifications, the use of U.S. Government employees for project work, and project management practices.

### 2.2.1 Vendor Personnel Qualifications Requirements

The Contractor shall ensure that personnel or subcontractors who work on task orders under this contract meet the minimum standards for knowledge and experience set forth in *Table C-1: Minimum Vendor Personnel Qualifications*.

**Table 1: Minimum Vendor Personnel Qualifications**

Project Position	Minimum Qualifications
Project Manager	<ul style="list-style-type: none"> <li>▪ Five years of professional experience in the aviation field</li> <li>▪ Two years of experience in writing aviation regulatory or technical documents</li> <li>▪ Working knowledge of CFRs relating to airman certification</li> <li>▪ Past project management experience</li> </ul>
Subject Matter Expert/Technical Writer	<ul style="list-style-type: none"> <li>▪ Five years of professional experience in the aviation field</li> <li>▪ Working knowledge of airman knowledge training handbook topics</li> <li>▪ Working knowledge of CFRs relating to airman certification</li> <li>▪ Six months of experience in writing or interpreting aviation regulatory or technical documents</li> </ul>
Editor/Proofreader	<ul style="list-style-type: none"> <li>▪ Professional experience as an editor and proofreader</li> <li>▪ Experience in preparing documents for printing/production</li> </ul>
Graphic Artist	<ul style="list-style-type: none"> <li>▪ Advanced skill in all graphics programs to be used under the contract</li> <li>▪ One year of graphics art and design experience</li> </ul>
Document Production Staff	<ul style="list-style-type: none"> <li>▪ Advanced knowledge of the text layout, word processing, and graphics manipulation Programs to be used under the contract</li> </ul>

### 2.2.2 Use of Government Employee Requirements

The Contractor shall not employ any current employee or previous employee of the FAA to perform work under this contract or resulting task orders without the written consent of the CO.

Current employees of U.S. Government agencies other than the FAA may be used to perform work as long as the vendor receives prior approval from the CO. In order for the CO to give approval, the CO must have determined that no conflict of interest is present and that it is likely the employee will complete the project work outside of his or her Government work hours.

### 2.2.3 Project Manager Identification

The Contractor shall provide a full-time project manager to oversee the work and serve as the primary contact for the FAA CO and COTR. The name of the project manager and alternate(s) who can act for the project manager if the project manager is absent shall be communicated in writing to the COTR within 10 business days of contract award. The Contractor shall provide telephone numbers through which the project manager and alternate can be reached during the vendor's standard work hours.

The project manager or alternate(s) shall have full authority to act on behalf of the Contractor on all matters relating to the daily operations of this contract.

The project manager or alternate shall be available to meet with the COTR or the AFS-630 Branch Manager at the Mike Monroney Aeronautical Center (MMAC) within one calendar week of notice if the COTR determines a face-to-face meeting is needed to address project problems. The contractor will be notified by the CO in writing of the time and place of required meetings if there is a problem with performance.

### 3.0 Performance Review Standards

The Contractor shall meet performance review standards that will be reviewed through the QASP established for this contract. The results of the QASP review will be used to determine whether the vendor is meeting the minimum performance standards.

### 3.1 Government Furnished Property and Services

The Government shall furnish CD-ROM and hard copy versions of handbooks that are to undergo development or revision as a part of this contract in addition to the revision outline and work instructions.

The Government shall furnish specifications for the publication, including

- Style
- Reading level
- Specific emphasis topics; and
- Other requirements to be used in producing the final deliverable under each task order

In addition, the Government will provide review services and any other service described in this Statement of Work as being an AFS-630 responsibility or called for under an approved task order work plan or the QASP.

### 3.2 Contractor Furnished Items

The Contractor shall furnish all personnel, facilities, equipment, and materials required to accomplish all contract tasks called for under this contract.

### 4.0 Travel

Travel may be required within the United States for stakeholder meetings to address issues with the development and revision of airman knowledge training handbooks. Travel will be defined and approved, in advance of actual travel performance by the CO or COTR by completing and emailing/faxing the Travel Authorization Form (Attached) or the contractor's Travel Authorization Form that has been approved by the CO for use. The Travel Authorization Form must be submitted with the invoice. Travel expenses will be reimbursed in accordance with Federal Travel Regulations, and Clause ~~XXXXXX~~.

### 5.0 Quality Control Plan

At the time of proposal, the Contractor shall provide copies of its Quality Control Plan. The plan shall contain information sufficient enough to describe an acceptable approach to Quality Control. The CO will notify the Contractor of acceptance or required modifications. The Contractor shall make appropriate modifications and obtain acceptance of the plan by the CO before the contract start date. Any subsequent changes to the plan must be approved by the CO prior to implementation.

The offeror's proposal must describe, in detail, an approach to Quality Control and a feasible Quality Control Plan suitable as a compliance document upon award. The Quality Control Plan must include an approach for accountability for all work. As a minimum, the proposed approach must address the following essential components:

- Procedures for interfacing with Government Representatives (i.e. COTRs, Contract Administrators, and COs).
- Approach for surveillance of work acceptance and rejection of work, and how it will be documented.
- Approach for rejection of work solution.

- Approach to requirements listed in the Performance Plan.
- Proposed Quality Control and inspection organizational structure.
- Identification of all management/supervisory quality positions.
- Identification of the functional areas to which all Quality Control and/or inspection personnel (at all levels) will be assigned.
- Description of the internal feedback system and lines of authority for Quality Control personnel.
- Description of how performance will be measured for quality and deficiencies corrected.

#### 6.0 Definition of Contract Terms (CLA 1510)

(a) Pre-developed Software—This refers to commercial software programs available for purchase in the marketplace that are required for development of FAA handbooks or materials.

(b) Completion Form Task Order—The completion form of task order describes the scope of work by stating a definite goal or target and specifying an end product. This form of task order normally requires the Contractor to complete and deliver the specified end product (e.g., a final report of research accomplishing the goal or target) within the firm-fixed-price cost as a condition for payment.

(c) Term Form Task Order—The term form of task work describes the scope of work in general terms and obligates the contractor to devote a specified level of effort to the work for a stated time period. Under this form, if the performance is considered satisfactory by the Government, the cost is payable at the expiration of the agreed-upon period, upon contractor statement that the level of effort specified in the contract has been expended in performing the contract work.

(d) Other Direct Cost—The net cost to the Contractor for covered expenses such as software licenses, approved travel costs, mail and delivery services and other items that are to be reimbursed to the vendor under the terms of a task order agreement.

(e) QASP—This refers to the Quality Assurance Surveillance Plan which is a document developed for a specific contract that sets forth the methods the Government will use to ensure the quality of vendor services provided under the contract.

## ATTACHMENT 2

### QUALITY ASSURANCE SURVEILLANCE PLAN FOR AIRMAN KNOWLEDGE TRAINING HANDBOOKS DEVELOPMENT AND REVISION SERVICES

The Federal Aviation Administration (FAA), Flight Standards Service, Regulatory Support Division, Airman Testing Standards Branch, AFS-630 contracts with qualified vendors to provide Airman Knowledge Training Handbooks Development and Revision services. Vendors performing this work are required to meet specified performance standards. This Quality Assurance Surveillance Plan (QASP) identifies the activities that will be carried out by the Government to determine whether the vendors providing services are in compliance with the performance standards. Vendors found to be performing below the acceptable level on one or more performance standards are subject to loss of eligibility for further work under the contract.

The QASP utilizes three types of surveillance mechanisms to assess vendor performance: Deliverable Reviews, Internal Quality Control Reviews, and Project Manager Evaluation. *Exhibit 1: Performance Review Standards Summary* shows the performance standards established for this work, and the type of surveillance mechanism that will be used to assess performance against each standard.

**Exhibit 1: Performance Review Standards Summary**

Performance Requirement	Target Performance	Minimum Acceptable Performance	Surveillance Method and Frequency	Comments
<b>Requirements for Deliverable Timeliness (SOW 1.3.6)</b>				
Draft deliverables scheduled for Government review must be submitted in accordance with the schedule set forth in the most recent approved task order work plan	Completed by the date specified in the most recent approved version of the task order work plan	Completed within five business days of the date specified in the most recent approved version of the task order work plan	Deliverable Review  (review of submission dates by the COTR)	
The final deliverable must be submitted by the date set forth in the most recently approved task order work plan	Final deliverable is submitted on or before the submission date specified in the most recently approved task order work plan	Final deliverable is submitted within five business days of the submission date specified in the most recently approved task order work plan	Deliverable Review  (review of submission dates by the COTR)	

## Exhibit 1: Performance Review Standards Summary (continued)

Performance Requirement	Target Performance	Minimum Acceptable Performance	Surveillance Method and Frequency	Comments
Requirements for Deliverable Quality (SOW 1.3.6 and 1.3.7)				
Draft and final deliverables must comply with handbook project outline/work instructions provided by the government	All draft and final deliverables comply with applicable outline/work instructions	Any deliverable points of non-compliance with outline/work instructions are minor	Deliverable Review  (Post-submission review by the COTR)	
Draft and final deliverables must reflect a strong understanding of the handbook subject matter	Zero technical or editing errors by contractor due to insufficient understanding of handbook subject matter	No more than 10 percent of the total pages in each submitted draft of a handbook will have technical or editing errors due to insufficient contractor understanding of handbook subject matter	Deliverable Review  (review of draft and final documents by designated FAA management or staff)	
The final deliverable must meet all contract and task order requirements related to deliverable preparation and submission.	All contract and task order requirements related to deliverable preparation and submission are met.	Any departure from the requirements must be minor and correctable within five business days of the receipt of a Government request for changes	Deliverable Review  (Review by the COTR)	

The remainder of this document explains how each of the surveillance activities will be carried out and presents the forms that will be used under the various activities.

**Surveillance Mechanism #1: Deliverable Reviews**

Deliverable review will serve as the quality assurance surveillance mechanism for assessing two aspects of vendor performance: deliverable timeliness and deliverable quality. At the time each draft or final deliverable is submitted to the FAA COTR, he or she will complete the form shown on the next page as *Exhibit 2: Deliverable Performance Review Form*. A copy of the completed form will be sent to the vendor Project Manager for receipt within 30 business days of the draft or final deliverable submission.

If the vendor Project Manager does not disagree with the information provided on the form, the form will be filed in the contract folder to track trends in performance. If the vendor Project Manager disagrees with the information provided on the form, he or she has 10 business days to protest the findings in writing to the COTR.

Use of this surveillance method will help ensure that vendors submit the required deliverables on time, that they use writers with appropriate technical knowledge in preparing the deliverables, and that their work products meet all requirements for formatting, reading level, incorporation of graphics, and use of specified software and operating systems. Thus, it is an important tool for assuring the quality of the handbooks developed under the contract.

**Exhibit 2: Final Deliverable Performance Review Form**

Vendor Name: \_\_\_\_\_

Contract/Task Order Number: \_\_\_\_\_

Vendor Project Manager Name: \_\_\_\_\_

Vendor Project Manager Telephone and E-mail Contacts: \_\_\_\_\_

Title of Deliverable: \_\_\_\_\_

Version Number (if applicable): \_\_\_\_\_

**Section 1: Deliverable Timeliness**

Deliverable Due Date: \_\_\_\_\_

Date Received by COTR: \_\_\_\_\_

Number of Days Early: \_\_\_\_ OR Late: \_\_\_\_

Level of Performance on Timeliness (circle one)

Target Standard Met – on or before submission date in work plan.

Minimal Standard Met – within 5 business days after submission date in work plan.

Standard Not Met – more than 5 days after submission date in work plan.

COTR Notes: \_\_\_\_\_

**Section 2: Deliverable Outline/Work Instruction Compliance**

Outline for Deliverable Followed? Yes \_\_\_\_ OR No \_\_\_\_ OR Almost \_\_\_\_

Work Instructions Followed: Yes \_\_\_\_ OR No \_\_\_\_ OR On all Major Points \_\_\_\_

Level of Performance on Outline/Work Instruction Compliance

Target Standard Met (answered Yes to both items above)

Minimum Standard Met (answered Yes to one or both items above)

Standard Not Met (answered No to one or both items above)

COTR Notes: \_\_\_\_\_

**Section 3: Technical Accuracy of Deliverable**

Total Number of Deliverable Pages: \_\_\_\_\_

Total Number of Pages Having Technical Errors: \_\_\_\_\_

Percentage of Total Pages Having Subject Matter Knowledge Errors: \_\_\_\_\_

Level of Performance on Technical Accuracy

Target Standard Met – 0% error rate.

Minimum Standard Met – Less than 10% error rate.

Standard Not Met – More than 10% error rate.

COTR Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 4: Deliverable Contract and Task Order Requirements Compliance**

Does the deliverable meet contract and task order writing style and level requirements?  
(SOW 2.1.1)

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain basis for conclusion: \_\_\_\_\_

Does the deliverable meet contract and task order information technology use requirements?  
(SOW 2.1.2)

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain basis for conclusion: \_\_\_\_\_

Does the deliverable meet contract and task order graphics quality requirements? (SOW 2.1.3)

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain basis for conclusion: \_\_\_\_\_

Does the deliverable meet applicable contract and task order printing preparation requirements?  
(SOW 2.1.4)

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain basis for conclusion: \_\_\_\_\_

Does the deliverable meet applicable contract and task order submission requirements?  
(SOW 2.1.5)

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain basis for conclusion: \_\_\_\_\_

Level of Performance on Deliverable Contract and Task Order Compliance Standard

Target Standard Met – 0% error rate.

Minimum Standard Met – Less than 10% error rate.

Standard Not Met – More than 10% error rate.

COTR Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form Completed By: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

Form Completed On: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Distribution: Vendor Project Manager

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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                      Division of  
 Director                              Wage Determinations

Wage Determination No.: 2005-2431  
 Revision No.: 3  
 Date Of Revision: 05/29/2007

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 CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	11.74
01012 - Accounting Clerk II	13.72
01013 - Accounting Clerk III	18.28
01020 - Administrative Assistant	20.53
01040 - Court Reporter	18.17
01051 - Data Entry Operator I	9.95
01052 - Data Entry Operator II	10.86
01060 - Dispatcher, Motor Vehicle	14.81
01070 - Document Preparation Clerk	11.99
01090 - Duplicating Machine Operator	11.86
01111 - General Clerk I	10.68
01112 - General Clerk II	12.50
01113 - General Clerk III	18.00
01120 - Housing Referral Assistant	18.26
01141 - Messenger Courier	9.49
01191 - Order Clerk I	11.20
01192 - Order Clerk II	14.08
01261 - Personnel Assistant (Employment) I	13.52
01262 - Personnel Assistant (Employment) II	15.16
01263 - Personnel Assistant (Employment) III	17.58
01270 - Production Control Clerk	19.05
01280 - Receptionist	10.02
01290 - Rental Clerk	12.06
01300 - Scheduler, Maintenance	12.94
01311 - Secretary I	12.94
01312 - Secretary II	15.76
01313 - Secretary III	18.26
01320 - Service Order Dispatcher	13.07
01410 - Supply Technician	20.53
01420 - Survey Worker	13.90
01531 - Travel Clerk I	11.09
01532 - Travel Clerk II	11.65
01533 - Travel Clerk III	12.22
01611 - Word Processor I	10.99
01612 - Word Processor II	12.33

01613 - Word Processor III	13.79
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	15.64
05010 - Automotive Electrician	16.35
05040 - Automotive Glass Installer	15.47
05070 - Automotive Worker	14.08
05110 - Mobile Equipment Servicer	12.54
05130 - Motor Equipment Metal Mechanic	15.64
05160 - Motor Equipment Metal Worker	14.08
05190 - Motor Vehicle Mechanic	15.64
05220 - Motor Vehicle Mechanic Helper	11.98
05250 - Motor Vehicle Upholstery Worker	13.31
05280 - Motor Vehicle Wrecker	14.08
05310 - Painter, Automotive	14.86
05340 - Radiator Repair Specialist	14.08
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	15.64
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.04
07041 - Cook I	7.94
07042 - Cook II	9.56
07070 - Dishwasher	6.98
07130 - Food Service Worker	7.11
07210 - Meat Cutter	12.86
07260 - Waiter/Waitress	7.05
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.36
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.75
09110 - Furniture Repairer, Minor	13.31
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.01
11060 - Elevator Operator	8.57
11090 - Gardener	10.75
11122 - Housekeeping Aide	8.57
11150 - Janitor	9.36
11210 - Laborer, Grounds Maintenance	9.04
11240 - Maid or Houseman	7.27
11260 - Pruner	8.74
11270 - Tractor Operator	10.09
11330 - Trail Maintenance Worker	9.04
11360 - Window Cleaner	9.46
12000 - Health Occupations	
12010 - Ambulance Driver	12.49
12011 - Breath Alcohol Technician	14.26
12012 - Certified Occupational Therapist Assistant	18.62
12015 - Certified Physical Therapist Assistant	18.26
12020 - Dental Assistant	12.71
12025 - Dental Hygienist	28.08
12030 - EKG Technician	20.58
12035 - Electroneurodiagnostic Technologist	20.58
12040 - Emergency Medical Technician	12.49
12071 - Licensed Practical Nurse I	11.43
12072 - Licensed Practical Nurse II	12.79
12073 - Licensed Practical Nurse III	14.26
12100 - Medical Assistant	11.17
12130 - Medical Laboratory Technician	13.00
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.54
12195 - Medical Transcriptionist	11.24
12210 - Nuclear Medicine Technologist	27.92

12221 - Nursing Assistant I	8.06
12222 - Nursing Assistant II	9.06
12223 - Nursing Assistant III	9.89
12224 - Nursing Assistant IV	11.10
12235 - Optical Dispenser	11.91
12236 - Optical Technician	10.58
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	12.16
12305 - Radiologic Technologist	19.68
12311 - Registered Nurse I	21.96
12312 - Registered Nurse II	26.85
12313 - Registered Nurse II, Specialist	26.85
12314 - Registered Nurse III	32.49
12315 - Registered Nurse III, Anesthetist	32.49
12316 - Registered Nurse IV	38.95
12317 - Scheduler (Drug and Alcohol Testing)	15.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	18.96
13042 - Illustrator II	20.96
13043 - Illustrator III	26.17
13047 - Librarian	18.55
13050 - Library Aide/Clerk	10.77
13054 - Library Information Technology Systems Administrator	16.76
13058 - Library Technician	11.07
13061 - Media Specialist I	11.83
13062 - Media Specialist II	13.23
13063 - Media Specialist III	14.75
13071 - Photographer I	12.06
13072 - Photographer II	14.88
13073 - Photographer III	17.97
13074 - Photographer IV	22.44
13075 - Photographer V	25.75
13110 - Video Teleconference Technician	12.09
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.27
14042 - Computer Operator II	14.91
14043 - Computer Operator III	18.70
14044 - Computer Operator IV	20.23
14045 - Computer Operator V	22.41
14071 - Computer Programmer I (1)	19.89
14072 - Computer Programmer II (1)	22.83
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	25.06
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.27
14160 - Personal Computer Support Technician	18.48
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	22.48
15020 - Aircrew Training Devices Instructor (Rated)	27.20
15030 - Air Crew Training Devices Instructor (Pilot)	29.92
15050 - Computer Based Training Specialist / Instructor	25.02
15060 - Educational Technologist	21.69
15070 - Flight Instructor (Pilot)	29.92
15080 - Graphic Artist	18.92
15090 - Technical Instructor	17.25
15095 - Technical Instructor/Course Developer	21.09
15110 - Test Proctor	15.76
15120 - Tutor	15.76

16000 - Laundry, Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	7.65
16030 - Counter Attendant	7.65
16040 - Dry Cleaner	9.75
16070 - Finisher, Flatwork, Machine	7.65
16090 - Presser, Hand	7.65
16110 - Presser, Machine, Drycleaning	7.65
16130 - Presser, Machine, Shirts	7.65
16160 - Presser, Machine, Wearing Apparel, Laundry	7.65
16190 - Sewing Machine Operator	10.45
16220 - Tailor	11.15
16250 - Washer, Machine	8.37
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.99
19040 - Tool And Die Maker	24.44
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.81
21030 - Material Coordinator	19.12
21040 - Material Expediter	19.12
21050 - Material Handling Laborer	10.95
21071 - Order Filler	11.74
21080 - Production Line Worker (Food Processing)	13.81
21110 - Shipping Packer	12.05
21130 - Shipping/Receiving Clerk	12.05
21140 - Store Worker I	12.25
21150 - Stock Clerk	14.85
21210 - Tools And Parts Attendant	13.81
21410 - Warehouse Specialist	13.81
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.41
23021 - Aircraft Mechanic I	20.39
23022 - Aircraft Mechanic II	21.41
23023 - Aircraft Mechanic III	22.48
23040 - Aircraft Mechanic Helper	14.81
23050 - Aircraft, Painter	16.03
23060 - Aircraft Servicer	16.76
23080 - Aircraft Worker	17.75
23110 - Appliance Mechanic	15.24
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	19.91
23130 - Carpenter, Maintenance	14.95
23140 - Carpet Layer	14.17
23160 - Electrician, Maintenance	17.43
23181 - Electronics Technician Maintenance I	16.32
23182 - Electronics Technician Maintenance II	22.61
23183 - Electronics Technician Maintenance III	25.36
23260 - Fabric Worker	15.04
23290 - Fire Alarm System Mechanic	16.94
23310 - Fire Extinguisher Repairer	14.17
23311 - Fuel Distribution System Mechanic	21.17
23312 - Fuel Distribution System Operator	17.20
23370 - General Maintenance Worker	15.49
23380 - Ground Support Equipment Mechanic	20.39
23381 - Ground Support Equipment Servicer	16.76
23382 - Ground Support Equipment Worker	17.75
23391 - Gunsmith I	13.29
23392 - Gunsmith II	14.82
23393 - Gunsmith III	16.35
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.20
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.20
23430 - Heavy Equipment Mechanic	17.20
23440 - Heavy Equipment Operator	16.82

23460 - Instrument Mechanic	18.72
23465 - Laboratory/Shelter Mechanic	16.65
23470 - Laborer	9.38
23510 - Locksmith	16.58
23530 - Machinery Maintenance Mechanic	17.43
23550 - Machinist, Maintenance	17.20
23580 - Maintenance Trades Helper	11.98
23591 - Metrology Technician I	18.72
23592 - Metrology Technician II	19.66
23593 - Metrology Technician III	20.63
23640 - Millwright	17.44
23710 - Office Appliance Repairer	16.65
23760 - Painter, Maintenance	16.35
23790 - Pipefitter, Maintenance	19.06
23810 - Plumber, Maintenance	18.32
23820 - Pneudraulic Systems Mechanic	17.44
23850 - Rigger	17.75
23870 - Scale Mechanic	15.81
23890 - Sheet-Metal Worker, Maintenance	19.43
23910 - Small Engine Mechanic	15.49
23931 - Telecommunications Mechanic I	19.69
23932 - Telecommunications Mechanic II	20.64
23950 - Telephone Lineman	19.01
23960 - Welder, Combination, Maintenance	17.20
23965 - Well Driller	17.44
23970 - Woodcraft Worker	17.44
23980 - Woodworker	13.79
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	12.06
24610 - Chore Aide	8.73
24620 - Family Readiness And Support Services Coordinator	10.02
24630 - Homemaker	15.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.39
25040 - Sewage Plant Operator	15.27
25070 - Stationary Engineer	22.39
25190 - Ventilation Equipment Tender	13.00
25210 - Water Treatment Plant Operator	14.86
27000 - Protective Service Occupations	
27004 - Alarm Monitor	12.73
27007 - Baggage Inspector	11.19
27008 - Corrections Officer	17.42
27010 - Court Security Officer	19.68
27030 - Detection Dog Handler	15.03
27040 - Detention Officer	17.42
27070 - Firefighter	18.83
27101 - Guard I	11.19
27102 - Guard II	15.03
27131 - Police Officer I	20.53
27132 - Police Officer II	22.82
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.42
28042 - Carnival Equipment Repairer	10.14
28043 - Carnival Equipment Worker	7.38
28210 - Gate Attendant/Gate Tender	12.14
28310 - Lifeguard	10.82
28350 - Park Attendant (Aide)	13.58
28510 - Recreation Aide/Health Facility Attendant	9.91
28515 - Recreation Specialist	12.82
28630 - Sports Official	10.82
28690 - Swimming Pool Operator	15.22
29000 - Stevedoring/Longshoremen Occupational Services	

29010 - Blocker And Bracer	17.57
29020 - Hatch Tender	17.54
29030 - Line Handler	17.54
29041 - Stevedore I	16.57
29042 - Stevedore II	18.50
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.38
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.33
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.06
30021 - Archeological Technician I	15.46
30022 - Archeological Technician II	18.59
30023 - Archeological Technician III	23.01
30030 - Cartographic Technician	21.63
30040 - Civil Engineering Technician	22.21
30061 - Drafter/CAD Operator I	14.05
30062 - Drafter/CAD Operator II	18.53
30063 - Drafter/CAD Operator III	20.65
30064 - Drafter/CAD Operator IV	21.63
30081 - Engineering Technician I	14.93
30082 - Engineering Technician II	18.70
30083 - Engineering Technician III	20.55
30084 - Engineering Technician IV	26.62
30085 - Engineering Technician V	30.72
30086 - Engineering Technician VI	35.25
30090 - Environmental Technician	20.60
30210 - Laboratory Technician	16.28
30240 - Mathematical Technician	22.75
30361 - Paralegal/Legal Assistant I	17.11
30362 - Paralegal/Legal Assistant II	21.19
30363 - Paralegal/Legal Assistant III	25.93
30364 - Paralegal/Legal Assistant IV	31.37
30390 - Photo-Optics Technician	21.63
30461 - Technical Writer I	15.21
30462 - Technical Writer II	18.60
30463 - Technical Writer III	22.51
30491 - Unexploded Ordnance (UXO) Technician I	20.58
30492 - Unexploded Ordnance (UXO) Technician II	24.90
30493 - Unexploded Ordnance (UXO) Technician III	29.85
30494 - Unexploded (UXO) Safety Escort	20.58
30495 - Unexploded (UXO) Sweep Personnel	20.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	19.24
30621 - Weather Observer, Senior (3)	22.14
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.56
31030 - Bus Driver	13.33
31043 - Driver Courier	12.33
31260 - Parking and Lot Attendant	8.00
31290 - Shuttle Bus Driver	13.43
31310 - Taxi Driver	9.49
31361 - Truckdriver, Light	13.43
31362 - Truckdriver, Medium	15.17
31363 - Truckdriver, Heavy	16.94
31364 - Truckdriver, Tractor-Trailer	16.94
99000 - Miscellaneous Occupations	
99030 - Cashier	7.57
99050 - Desk Clerk	8.41
99095 - Embalmer	22.02
99251 - Laboratory Animal Caretaker I	9.96
99252 - Laboratory Animal Caretaker II	10.59
99310 - Mortician	23.29
99410 - Pest Controller	12.41
99510 - Photofinishing Worker	9.60
99710 - Recycling Laborer	9.72

99711 - Recycling Specialis.	12.33
99730 - Refuse Collector	10.88
99810 - Sales Clerk	10.81
99820 - School Crossing Guard	7.43
99830 - Survey Party Chief	21.47
99831 - Surveying Aide	12.07
99832 - Surveying Technician	17.31
99840 - Vending Machine Attendant	11.50
99841 - Vending Machine Repairer	13.84
99842 - Vending Machine Repairer Helper	11.18

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per 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: 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 4174)

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 ordinance, 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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

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) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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.

