

STATEMENT OF WORK

For

ASSOCIATE ADMINISTRATION FOR AVIATION SAFETY (AVS)

NEXT GENERATION AIR TRANSPORTATION SYSTEM (NEXTGEN) INITIATIVES SUPPORT SERVICES

1.0 INTRODUCTION

The 108th Congress and the President took the critical first step toward transforming our air transportation system by passing and signing into law Vision 100 – Century of Aviation Reauthorization Act. This legislation called for a unique coalition of public and private partnerships to lead this historic effort to establish a clear direction for the transformation of NextGen through an evolutionary planning. This will provide the necessary framework to achieve NextGen goals and realize the full benefits of complex investments while assuring the protection of public safety, security, and environment.

Achieving the vision of NextGen requires us to open our minds to new possibilities, embrace new approaches and create new ways to work together. To secure America's place as a global leader in aviation's second century, we need an air transportation system that supports a strong commercial capability, facilitates private-sector expansion, and creates jobs. For that purpose our strategies are centered on Eight Key and Globally Harmonized Capabilities as follows:

- Network-Enabled Information Access
- Performance-Based Operations and Services
- Weather-Assimilated Decision-Making
- Layered Adaptive Security
- Broad-Area Precision Navigation
- Aircraft Trajectory-Based Operations
- Equivalent Visual Operations
- Super Density Operations

2.0 SCOPE

This effort provides services to support the many safety related programs under the Associate Administration for Aviation Safety (AVS) and other FAA lines of business as required. The activities required to support the safety related programs include tasks to support FAA safety goals, strategies, interventions, and the safety related aspects of capacity and efficiency programs such as:

- Safety and Capacity Improvements;
- New Flight Technology and System engineering;
- Business processes;
- Program management;
- Operational concepts – in both technological and operational domains;
- Standards and criteria for Communication, Navigation, and Surveillance (CNS);
- Instrument flight procedures;
- All weather operations (AWO)

- Aviation weather initiatives;
- Systems and processes to enhance operational safety;
- NAS plan, research and development plan;
- ADS-B and Multilateration related technology development, certification, and deployment support;
- Introduction of new aircraft, air traffic enhancements, and separation assurance;
- Systems to forecast the impacts of NAS trends on safety performance;
- Enhancements to aviation safety analysis, monitoring methodologies, and tools;
- Coordination of regulatory and guidance material updates;
- AVS transitioning itself and the industry it oversees to an SMS business model in accordance with FAA and ICAO requirements; and
- Development of a common safety framework across the government agencies involved in the NextGen system and in accordance with the JPDO mission

3.0 OBJECTIVES

This effort provides the necessary Technical, Engineering, Financial, Operations Research, Administrative, and Program Management support to meet AVS goals and objectives.

4.0 REQUIREMENTS

The Contractor shall, provide overall program/project management, focus, direction and guidance in support of FAA activities.

The Contractor shall oversee all resources dedicated for efforts defined and required by FAA organizations to successfully perform their mission. The Contractor shall efficiently and effectively manage performance under this contract to ensure all the necessary system engineering, technical, business, and administrative planning; organizing; managing; coordinating; and tracking (e.g., cost, schedule, deliverables), performance management, risk management, component-procurement management, system engineering management, resource management, data management, and subcontract management required to perform all the activities successfully as required in the SOW. Examples of the support required are planning, organizing, managing, coordinating, and tracking via the processes of:

- Report management;
- Cost schedule and performance measurement;
- Risk management;
- Component-procurement management;
- System engineering management;
- Earned Value Management
- Resource management; and
- Data management.

The Contractor may also be required to interface with system integration contractors, industry representatives, equipment manufacturers, airport personnel, aircraft pilots, and various U.S. Government and international organizations.

The Contractor shall coordinate, as tasked in a task order issued by the FAA, the update of regulatory and guidance materials within the scope of this SOW.

The Contractor shall assist, as tasked in a task order issued by the FAA, in developing integrated plans for future avionics and avionics policy, relate NextGen capabilities to the AFS-

400 and AIR-130 plans, review draft documents for consistency with NextGen planning, AFS-400 planning, and AIR-130 planning, prepare briefings regarding the plans and planning process and provide recommendations on how to improve planning.

The Contractor shall furnish all personnel, management and technical supervision, and other items and services as necessary to perform the tasks that are defined in the following sections of this SOW. The support services specified are mission critical and time sensitive. The recurring tasks specified in this SOW will be ordered by "task orders" signed and issued by the Contracting Officer, with well-defined deliverables and acceptance criteria for each deliverable, due dates and milestone dates. During the performance of this contract, support tasks will be added that are required and that are within the basic scope of this SOW. These tasks, when identified by the Government, shall be funded on a case-by-case basis. The contractor shall fill any vacancies within a minimum of 5 calendars and a maximum of 45 calendar days after the vacancies occur for existing tasks. When new "task order(s)" are officially authorized in writing by the CO, the contractor shall have a minimum of 5 calendar days and a maximum of 45 calendar days to provide qualified support personnel for the desired task. The range of 5 – 45 calendar days for filling vacancies includes processing security checks through the FAA Servicing Security Element. The FAA reserves the right to request a shorter turn around time to fill vacancies in certain situations.

4.1 Labor Categories and Skill Sets

The Contractor shall provide and maintain support personnel as listed in paragraph 7.0 of this SOW with appropriate and relevant skills, including contractor provided ongoing requisite training to successfully complete all required tasks of this SOW. Training will be accomplished IAW paragraph 11.0 of this SOW.

4.2 Documentation

The Contractor shall update and maintain all pertinent (unclassified only) Government documentation for the requirement as described herein, including the following Tasks and all other documentation required by FAA Government personnel. Documentation should be available in hard copy and electronic format.

The Contractor shall coordinate with the FAA Line of Business task related Task Manager (or designated POC) on all reports, letters, memoranda, project documentation, minutes of meetings, press releases, monthly reports, telephone conversation reports, trip reports and other written material. All documents shall coordinate through the COTR or designee prior to distribution. Further, all documents that shall be distributed or posted electronically inside or outside the FAA shall be reviewed for sensitive and/or classified information prior to any distribution of either drafts or final versions of those documents.

All documents prepared by the contractor shall be on the behalf of the FAA. The Contractor may not independently publish or distribute any document without prior written permission from the CO. The Contractor shall review and provide written comments on the technical accuracy and completeness of each document. No documents, reports, information, etc. may be released to the public or provided to any party other than the FAA and its contractors without Security Sensitive Information and classification review by the COTR and written approval of the CO.

5.0 TASKS

5.1. TASK 1 – SAFETY MANAGEMENT SYSTEMS

AVS aggressively manages risks through the early development of risk management plans, regular risk management board meetings, and risk management training. AVS also conducts in-depth safety analyses and risk assessments of systems and to assess aspects of the system safety such as reliability, availability, operational accuracy and vulnerability to a range of threats.

The Contractor shall provide Safety Management, program, and technical support to all task areas contained within the scope of this SOW as well as other tasks required to support the Safety Management Systems as follows:

- Assisting Flight Standards management in the implementation of system safety engineering and management activities;
- Participating in the development and review of hazard analyses and risk assessments;
- Determining system safety verification and validation strategies and developing plans to meet those strategies;
- Implementing hazard tracking and risk resolution;
- Assisting in conducting hazard analysis and risk assessment;
- Validate that current safety initiatives of the JPDO Safety IPT are consistent with the safety philosophy defined in U.S. and ICAO Safety Management Systems documentation;
- Validate that current safety initiatives of the JPDO Safety IPT are consistent with the safety elements contained in the MITRE OEP;
- Initiate an effort to integrate forecasting, modeling and analysis activities with the OEP, JPDO, and research communities to assess the potential impact of the IWP on system safety;
- Support the implementation of Safety Management Systems FAA-wide by providing technical and program support for the development business of practices that enable AVS to meet requirements for an SMS as defined in VS8000.367.
- Review and evaluate how existing plans, systems, planning tools/models can be effectively employed in developing the NextGen transition plan;
- In parallel with the transition plan efforts, validate that safety is equal to current standards or improved throughout the transition;
- Provide assistance and recommendations on technical/operational concepts and mitigation strategies relating to Communications, Navigation and Surveillance transition to NextGen;
- Support the SMS program office in the definition, development, management, and implementation of the changes required to evolve AVS to an SMS business model including the elements required to perform oversight of industry safety management systems;
- Support the SMS program office in the definition, development, management, and implementation of products required for a JRC commitment to invest in the SMS changes needed to achieve FAA Flight Plan goals; and
- Support the SMS program office in the definition, development, management, and implementation of the industry changes needed to meet FAA and ICAO SMS requirements;
- Support the SMS program office with Earned Value Management reporting as required.

5.2 TASK 2 - SUPPORT OF SURVEILLANCE and BROADCAST SERVICES (SBS) ACTIVITIES

The Contractor shall provide a full range of support for Surveillance and Broadcast Services. This support shall include participation in team meetings, working groups, program reviews, tracking existing program configuration, and support for development of program status charts, position papers, and presentations.

The Contractor shall provide support in the development of Technical Standard Orders (TSO) for surveillance ground stations and avionics, determine the automation interfaces, validate aircraft separation, manage safety and risk, conduct configuration management, assess the computer/human interface, as well as other tasks required to support Surveillance and Broadcast Services such as:

- Assisting in the development of systems concepts of operation;
- Feasibility analyses, safety hazard analyses, risk assessment and management, configuration management;
- Automation standards and integration to include Human Factors;
- System architecture definition;
- Ground station requirements;
- Avionics requirements;
- Assisting in the development, analysis and tracking of Technical Performance Measures and other system and service metrics;
- Assisting in the development of separation standards and participation in separation standards working groups with ATO, ICAO, and other users and stakeholders; and
- Assisting in requirements modeling, definition, validation, analysis and management; and RMA analyses;
- Support the SBS program office with Earned Value Management reporting as required.

The Contractor shall provide technical support in the development of Automatic Dependent Surveillance –Broadcast (ADS-B) avionics standards in the following areas:

- Assisting in the development of service descriptions, safety and performance requirements, and interoperability requirements;
- Assisting in the development and completion of RTCA Minimum Operational Performance Standards (MOPS), Minimum Aviation System Performance Standards (MASPS) and Security Assurance and Assessment Processes and Methods (SAAPM) documents associated with ADS-B; and
- Support for FAA participation in ICAO, RTCA, EUROCAE, and EUROCONTROL activities, and harmonization of airborne and ground equipment requirements for domestic and international standards for ADS-B systems and applications.

The Contractor shall provide technical support in the development of certification standards, equipage requirements, and operational rules/guidance for the installation and use of ADS-B avionics in the following areas:

- Support for the development and completion of TSOs for ADS-B avionics and associated systems;
- Coordination of TSOs with appropriate RTCA and Society of Automotive Engineers (SAE) groups and documents;
- Support for the development of SBS sponsored NPRMs, including airspace mandates and operational rules;
- Support for development of SBS related Advisory Circulars and Operational Specifications (OPSPECs); and
- Participation in working groups with the SBS program office, ATO, AVS, and other US and international stakeholders.

The Contractor shall support FAA Product Teams in the preparation of position papers, preparation of budgetary information, review and critique of draft technical and other materials (e.g., TSOs, ACs, RTCA MOPS/MASPS/SAAPM, ICAO papers, Outreach information).

The Contractor shall support the development of training and outreach material associated with the deployment of ADS-B technology throughout the NAS. This support shall include preparation and presentation of technical, operational and training materials, preparation, conduct and delivery, and analysis of user surveys and interviews, participation at aviation air shows, tradeshow, and conferences.

5.3 TASK 3 - PERFORMANCE BASED NAVIGATION (PBN) and SATELLITE NAVIGATION (SATNAV) ACTIVITIES

The Contractor shall provide a full range of support to PBN and SATNAV activities. This support shall include participation in team meetings, working groups, program reviews, industry coordination, tracking existing program configuration, and support for development of program status charts, position papers, presentations, outreach program, etc.

The Contractor shall provide technical expertise working directly with the program staff responsible for PBN and SATNAV efforts and activities. Contractor duties include, but are not limited to, the following tasks as required:

- Assists in rulemaking efforts;
- Assist efforts with industry coordination groups;
- Support PBN and SATNAV activities including operational approvals;
- Assists in drafting publications to promulgate policies or provide guidance to FAA and aviation industry personnel;
- Coordinate with other FAA offices and aviation industry groups on current and future aviation PBN and SATNAV technologies; and
- Develop and present briefings, presentations, reports, recommendations, and plans of action;
- Supports the PBN and SATNAV activities with Earned Value Management Reporting; and
- Support PBN outreach efforts.

5.4 TASK 4 - AERONAUTICAL COMMUNICATIONS ACTIVITIES

The Contractor shall provide a full range of support to Aeronautical Communications activities. This support shall include participation in team meetings, working groups, program reviews, industry coordination, tracking existing program configuration, and support for development of program status charts, position papers, presentations, outreach program, etc.

The Contractor shall provide technical expertise and work directly with program staff responsible for communications (including voice and data) efforts and activities. Contractor duties include the following tasks as required:

- Assists in rulemaking efforts;
- Assistance efforts with industry coordination groups;
- Support communications activities including operational approvals;
- Assists in drafting publications to promulgate policies or provide guidance to FAA and aviation industry personnel;
- Supports the Aeronautical Communications activities in Earned Value Management Reporting; and
- Aeronautical communication outreach activities.

5.5 TASK 5 – AVIATION WEATHER PROGRAM ACTIVITIES

The Contractor shall provide a full range of support for aviation weather activities. This support shall include participation in team meetings, working groups, program reviews, industry coordination, tracking existing program configuration, and support for development of program status charts, position papers, presentations, outreach program, etc.

The Contractor shall provide technical support for aviation weather efforts and activities in the following areas:

- Assists in the development, operational approval, and implementation of new aviation weather technologies;
- Preparing appropriate regulatory and guidance documentation, and maintaining a website to disseminate information for internal and external customers;
- Serve as a point of contact for weather product developers/providers;
- AVS Weather Technical Community Representative Group (TCRG) support;
- Evaluation of Needs Statements and the translation of needs statements into specific, detailed AVS weather RE&D requirements;
- Status monitoring and reporting of RE&D project timelines and milestones; and
- Provide guidance and recommendations to program management on RE&D provider's ability to meet AVS requirements;
- Supports the Aviation Weather program office with Earned Value Management reporting as required.

5.6 TASK 6 – ENHANCED VISION SYSTEM/SYNTHETIC VISION SYSTEM (EVS/SVS) ACTIVITIES

The Contractor shall provide a full range of support to the Advanced Vision Technology program including activities associated with Enhanced Flight Vision Systems (EFVS) and Synthetic Vision Systems (SVS). The Contractor shall support participation in team meetings, working groups, program reviews, industry coordination, tracking existing program configuration, and support for development of program status charts, position papers, presentations, outreach program, etc. The Contractor shall support the preparation of reports and publications associated with EVS/SVS activities.

The Contractor shall provide EVS/SVS support in the following areas:

- Assisting in the development of systems concepts of operation;
- Human factors;
- Feasibility analyses, safety hazard analyses, risk assessment and management, Configuration management;
- Automation and operational standards and integration;
- System architecture definition;
- Aircraft standards and requirements development;
- Assisting in the development, analysis and tracking of Technical Performance Measures and other system and service metrics;
- Assisting in the development of operational standards and participation in regulatory standards working Groups with AFS, AIR, ARM, RTCA, and other stakeholders;
- Requirements modeling, definition, validation, analysis and management;
- Reliability, suitability and operability analyses;
- Harmonization of domestic and international standards for Advanced Vision systems and applications;

- Assists in rulemaking efforts;
- Operational approvals and proofs of concept;
- Assist with drafting policy and guidance documents;
- Assist with developing drafting operational safety assessments;
- Coordinate with other FAA offices and aviation industry groups on current and future EFVS technologies; and
- Develop and present briefings, presentations, reports, recommendations, and plans of action;
- Supports the Advanced Vision Technology program office with Earned Value Management reporting as required.

5.7 TASK 7 – INTERNATIONAL PROGRAM SUPPORT

The Contractor shall provide a full range of support for international program activities included within the scope of this SOW. This support shall include participation in team meetings, working groups, program reviews, industry coordination, tracking existing program configuration, and support for development of program status charts, position papers, presentations, outreach program, etc.

Specific tasks include:

- Record (including electronic recording), coordinate, and electronically post meeting notes for international meetings and conferences;
- Perform technical review and editing of U.S. ICAO documents and correspondence, including integration into the Interagency Group on International Aviation (IGIA) process;
- Collect, collate and maintain electronic repository of documents, issue papers and associated comment sheets;
- Technical writing, coordination and editing of ICAO OPSP/IFPP/NSP documents against schedule requirements; and
- FAA/Joint Aviation Authorities, European Aviation Safety Agency (EASA), EUROCONTROL, and the International Civil Aviation Organization (ICAO), All Weather Operations Harmonization Working Group (AWOHWG) etc;
- Supports the International program activities with Earned Value Management reporting as required.

5.8 TASK 8 - ALL WEATHER OPERATIONS ACTIVITIES

The Contractor shall provide a full range of support for all weather operations activities at FAA Headquarters, Regional, and Flight Standards District Offices. This support shall include participation in team meetings, working groups, program reviews, industry coordination, tracking existing program configuration, and support for development of program status charts, position papers, presentations, etc.

The Contractor shall provide technical support for all weather operations efforts and activities in the following areas:

- Assists in the establishment of standard instrument approach procedures (SIAP);
- Acceptability of specific instruments departure procedures (SIDS);
- Processing of special instrument procedures;
- Airport airspace analysis;
- Surface Movement Guidance and Control System (SMGCS) approvals;
- Environmental analysis related to new approach and departure procedures; and

- Support Flight Standardization Board (FSB) activities
- Supports the All Weather Operations activities with Earned Value Management reporting as required.

5.9 TASK 9 - ADMINISTRATIVE SUPPORT ACTIVITIES

The Contractor shall develop and prepare briefing packages, brochures, handouts and other informational materials in various mediums. The Contractor shall prepare, coordinate and distribute meeting and conference agendas, assists FAA officials in planning and scheduling conferences and meetings. Tasks shall also include administering background and support material, arranging facilities, coordinating accommodations, providing organization and administrative clerical support, and arranging post-meeting activities. The Contractor shall ensure that all meeting and conference sites are equipped with fully functional and operational equipment required for use during these meetings and conferences.

The Contractor shall perform routine office administration as required to collect, collate and maintain file copies and electronic repository of issue papers and associated comment sheets and documents in accordance with FAA Order 1350.15C, Records, Organization, Transfer, and Destruction Standards.

The Contractor shall perform technical reviews and editing of documents and correspondence, as required by the FAA and as tasked in each task/delivery order.

6.0 DELIVERABLES

The Contractor shall submit a Monthly Status Report (MSR) to the COTR and Contracting Officer electronically and in hardcopy no later than the tenth working day of the following month. The report shall describe the work accomplished during the reporting period for each major task, work planned for the next period, discuss problems encountered and corrective actions taken, and identify pending issues. In particular, the report shall address the extent to which any problems or circumstances could cause conflicts in program schedules. The report shall also describe a detailed monthly and cumulative breakdown of funds expended for each major assigned task, including a breakdown of the labor hours utilized by the contractor and any subcontractor, associated labor costs, material costs, and other direct costs incurred. The report shall include the status of funding levels, expenditures, and a comparison between actual and planned expenses.

The Contractor shall establish and maintain a list of project assignments. Typically the list shall include the project number; title; status; employees assigned; and project completion date. A hard copy and electronic copy shall be submitted with the (MSR).

Specific subtask deliverables and their associated delivery schedule will be defined in each task order.

Deliverables shall be delivered to the COTR as required. Documents/reports shall be made available five business days prior to their scheduled date of completion for Government review and acceptance. Deliverables shall conform to established FAA guidelines and standards and accepted industry standards. In support of the identified tasks and subtasks, the Contractor shall comply with existing and evolving FAA AFS Information System Security (ISS) guidance, policies and procedures.

The COTR and FAA Task Manager shall have ten business days to inspect the work and either report deficiencies or accept the deliverable as meeting all requirements. The Contractor shall

correct deficiencies that are not a result of a change in user requirements or specifications and redeliver the document(s) to the Government within ten days of notification by the Government that deficiencies were found.

7.0 KEY PERSONNEL AND QUALIFICATION REQUIREMENTS

Key Personnel: The Key Personnel under this contract shall be the Senior Program Manager, Project Managers, and Task Managers as identified in clause 3.8.2-17 of the contract providing they meet the minimum qualifications below for the position of Senior Program Manager, Project Managers and Task Managers. No diversion in key personnel shall be made by the Contractor without the written consent of the CO and prior to following the procedures outlined in contract clause 3.8.2-17.

Minimum Experience/Education Requirements: All personnel employed in support of this contract are required to meet specified minimum experience and/or education requirements for their respective position, as described in this SOW. Such minimums are specified for each labor category, and the FAA reserves the right to review the qualifications of each proposed support personnel under this contract to ensure all stated minimum qualifications established for the position are met for the position designated in the task. The contractor shall, in advance of employees reporting to the work site, furnish to the CO, one summary résumé for each position to be filled or replaced on the respective task; giving the proposed employees' education/training, experience, skill levels, affiliations and other characteristics that relate to requirements/qualifications of the work to be done on the task order. The contractor shall provide any and all factual data (dates, certification, etc.) to the CO with submission of each employee's resume. Any qualification information questioned or requiring verification will be identified to the contractor for action and resubmission. Concurrence of the CO is required for employees to work during verification or revision of their qualification resume. The CO will identify to the Senior Program Manager any qualifications requiring verification or questioned for action or resubmission. The CO may hold negotiations with the contractor after receipt of the response to a task request and the contractor's proposed personnel submission(s). **The minimum experience and/or education requirements for all key personnel shall be submitted with the initial proposal.**

The positions and the minimum qualifications considered necessary for performance of the work are listed below:

LABOR CATEGORY	JOB DESCRIPTION / QUALIFICATIONS
<p style="text-align: center;">Senior Program Manager</p> <p>Key Personnel</p>	<p>Job Description:</p> <p>Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Organizes, directs, and coordinates the planning and production of all contract support functions. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. Requires knowledge of earned value management analysis and reporting.</p> <p>Job Qualifications:</p> <p>Graduate degree in a related field and 8 years of performance based management and supervisory experience in each of the foregoing functions with respect to technical programs/projects. Graduate degree may be waived with a BA/BS degree in a related field and 10 years related experience.</p>
<p style="text-align: center;">Project Manager</p> <p>Key Personnel</p>	<p>Job Description:</p> <p>Acts as a lead, manager and administrator for task(s)/project(s) effort. Serves as an interface and point of contact with government designated technical representative (COTR) on technical and task/project issues. Supervises project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages and controls financial and administrative aspects of the task/project with respect to contract and task requirements. Requires knowledge of earned value management analysis and reporting.</p> <p>Job Qualifications:</p> <p>Graduate degree in a related field and 5 years of performance based management and supervisory experience in most of the foregoing functions with respect to technical programs/projects. Graduate degree may be waived with a BA/BS degree in a related field and 8 years related experience. PMP certification desired.</p>

<p>Task Manager</p> <p>Key Personnel</p>	<p>Job Description:</p> <p>Performs daily management of task order support operations, possibly involving multiple groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all task support activities.</p> <p>Job Qualifications:</p> <p>A BA/BS degree and 7 years of management and supervisory experience including program management and quality oversight of projects. PMP certification desired.</p>
<p>Administrative Support II</p>	<p>Job Description:</p> <p>Performs duties similar to Administrative Assistant I as well as more complex administrative duties. Designs spreadsheets and maintains databases. Assists in the preparation of reports such as earned value management. Works independently under general supervision or as part of a team on special and ongoing projects. Requires practical knowledge or computer applications such as word processing, spreadsheet, database, and presentation software.</p> <p>Job Qualifications:</p> <p>2-year Associates Degree required. Requires a minimum of 2 years experience in performing the above duties. Associates Degree may be waived with at least 4 years experience in performing the above duties.</p>
<p>Administrative Support I</p>	<p>Job Description:</p> <p>Performs a variety of duties such as typing correspondence, reports and memos. Answers and screens telephone calls. Receives and directs visitors. Opens and distributes mail. Maintains computer-based and paper files. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Assists in the preparation of reports such as earned value management. Entry-level position.</p> <p>Job Qualifications:</p> <p>Requires basic knowledge of computer software applications and basic communication skills. Requires a minimum of 6 months experience in performing the above duties. Minimum Education: High School graduate or equivalent.</p>

Sub-Task Lead	<p>Job Description:</p> <p>Manages the execution of qualitative and quantitative analyses, project planning and execution, life cycle acquisition planning and management, risk analysis and mitigation plan development. Also requires experience in complex programs. Full up responsibility for operating and maintaining division Earned Value Management processes to manage projects including project commencement, scope, resources, cost and risk. Execute Program Management Office of sufficient sophistication and complexity to establish project baselines and maintain configured data reporting process to produce accurate project management metrics such as Cost Variance (CV), Schedule Variance (SV), Cost Performance Index (CPI), Schedule Performance Index (SPI) and other project metrics. Manage direct report subordinates such as the Project Control Analysts. Oversee the operation of Project Management Tools such as Project Enterprise and Primavera with supporting business processes.</p> <p>Job Qualifications:</p> <p>A BA/BS degree in Project Management, Engineering, Science, or other related field. PMP certification and experience implementing Project Enterprise tools and practices are desired.</p>
Project Control Analyst	<p>Job Description:</p> <p>Performs qualitative and quantitative analyses, project planning and execution, life cycle acquisition planning and management, risk analysis and mitigation plan development. Also requires experience in complex programs. Full up responsibility for operating and maintaining branch(s) level Earned Value Management processes to manage division projects including project commencement, scope, resources, cost and risk. Execute Program Management Office of sufficient sophistication and complexity to establish project baselines and maintain configured data reporting process to produce accurate project management metrics such as Cost Variance (CV), Schedule Variance (SV), Cost Performance Index (CPI), Schedule Performance Index (SPI) and other project metrics. Collaborate with Administrators and Project Management software engineers. Operate Project Management Tools such as Project Enterprise and Primavera with supporting business processes.</p> <p>Job Qualifications:</p> <p>A BA/BS in a related field and 5 years experience in the above duties. Bachelors degree may be waived with 10 years experience in performing the above duties. PMP certification and experience implementing Project Enterprise tools and practices are desired.</p>

<p>Financial Analyst</p>	<p>Job Description:</p> <p>Oversees financial and contract management activities. Assists with business management activities and provides professional leadership for accounting, budgeting, financial management, and cost control. Responsible for coordinating with the Defense Contract Audit Agency and other auditing agencies. Requires knowledge of contractor earned value/performance reporting and analysis in order to classify and summarize data for the preparation and submission of earned value management reporting.</p> <p>Job Qualifications:</p> <p>A BA/BS in a related field with 5 years of Government contract experience, including work as an accountant, controller, financial analyst, and/or contract manager. CPA certification desired.</p>
<p>Senior Technical Writer</p>	<p>Job Description:</p> <p>Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, regulatory documents, guidance and policy documents, test plans, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.</p> <p>Job Qualifications:</p> <p>A BA/BS degree and 5 years of experience performing the foregoing technical writing/editing functions. At least 2 years of the individual's foregoing total experience must have consisted of performing technical writing/editing functions with respect to aviation or related disciplines.</p>
<p>Technical Writer</p>	<p>Job Description:</p> <p>Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.</p> <p>Job Qualifications:</p> <p>High School diploma or equivalent with 3 years of experience performing the above duties.</p>

<p>Graphics Illustration Specialist</p>	<p>Job Description:</p> <p>Experience with Auto Computer Aided Design (Auto Cad) software for 2 dimensional and 3 dimensional black and white/color designs. In-depth knowledge of Corel Draw, Adobe Acrobat, Illustrator, Photoshop, Sketch up and Microsoft Office (Excel, PowerPoint, Word) to create and edit FAA Flight Standards graphical illustrations, figures, and system design of current and proposed aviation navigation systems is required.</p> <p>Job Qualifications:</p> <p>BS/BA in any subject. BS/BA may be waived with 5 years experience in performing the above duties.</p>
<p>Program Support</p>	<p>Job Description:</p> <p>Analyzes project requirements in the areas of business management, financial management, program/project scheduling, support requirements, and performs other related analyst/management activities required for successful completion of one or more task orders. Requires knowledge of contractor earned value/performance reporting and analysis in order to classify and summarize data for the preparation and submission of earned value management reporting. Serves as the primary interface and point of contact with the FAA Task Manager on technical and program/project issues. Responsible for both monitoring and reporting program/project progress as well as management and control of financial and administrative of the program/project.</p> <p>Job Qualifications:</p> <p>A Bachelor's degree and 4 years of experience performing the above duties or a High School diploma and 8 years of experience performing the above duties.</p>
<p>Subject Matter Expert I</p>	<p>Job Description:</p> <p>Applies knowledge in a technical field with proficiency in relevant engineering principals and practices. Implements solutions to difficult problems, generates concepts as evidenced by product or process improvement, uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Participates in engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.</p> <p>Job Qualifications:</p> <p>Bachelor's degree or equivalent in Engineering, Science, or other related field and a minimum of 4 years of experience in performing the above duties. Bachelor's Degree may be waived with 6 years experience in performing the above duties.</p>

<p>Subject Matter Expert II</p>	<p>Job Description:</p> <p>Applies knowledge in a technical field with proficiency in relevant engineering principals and practices. Implements solutions to difficult problems, generates concepts as evidenced by product or process improvement, uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Participates in engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.</p> <p>Job Qualifications:</p> <p>Bachelor's degree or equivalent in Engineering, Science, or other related field and 8 years of experience in performing the above duties. Bachelors Degree may be waived with 12 years experience in performing the above duties.</p>
<p>Subject Matter Expert III</p>	<p>Job Description:</p> <p>Applies knowledge in a technical field with proficiency in relevant engineering principals and practices. Implements solutions to difficult problems, generates concepts as evidenced by product or process improvement, uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Participates in engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.</p> <p>Job Qualifications:</p> <p>Masters Degree in Engineering, Science, or other related field and 10 years of experience in performing the above duties. Masters degree may be waived with 12 years experience in performing the above duties and a Bachelors degree in Engineering, Science, or other related field.</p>

<p>Subject Matter Expert IV</p>	<p>Job Description:</p> <p>Applies knowledge in a technical field with proficiency in relevant engineering principals and practices. Implements solutions to difficult problems, generates concepts as evidenced by product or process improvement, uses engineering/scientific tools to integrate requirements and solve technical problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Participates in engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.</p> <p>Job Qualifications:</p> <p>Masters Degree in Engineering, Science, or other related field and 15 years of experience in performing the above duties. Masters degree may be waived with 20 years experience in performing the above duties and a Bachelors degree in Engineering, Science, or other related field. PhD is desired but not required.</p>
<p>Human Factors Specialist</p>	<p>Job Description:</p> <p>Conducts basic and applied research in the area of man/machine interaction throughout the development and implementation cycles of systems, procedures, and operational concepts in the NAS. Performs research design, specifies variables and data collection parameters, designs written data collection instruments, collects data, analyzes data, and conducts statistical analyses of the data. Also writes test plans, reports, and findings in accordance with accepted industry and peer-reviewed standards.</p> <p>Job Qualifications:</p> <p>Master's Degree in human factors, human factors and applied cognition, psychology, engineering psychology, or applied experimental psychology with a concentration in aviation human factors, and 5 years relevant work experience in human factors engineering research in the aviation field and actual experience applying research methods and statistical analyses in applied experimental research.</p>

<p style="text-align: center;">Senior Regulatory Analyst</p>	<p>Job Description:</p> <p>Researches and drafts regulatory documents and reviews documents for accuracy, completeness, and compliance with appropriate requirements. Available to consult on technical, legal, and regulatory aviation issues related to specific tasks. Is responsible for summarizing and analyzing public comments, researching aviation and other regulatory issues, managing individual projects, working with Government and industry personnel, and conducting Internet research.</p> <p>Job Qualifications:</p> <p>Bachelor's degree and a Juris Doctorate degree and 5 years of aviation-related or regulatory drafting experience. Juris Doctorate may be waived with Master's degree and 10 years of related experience or BA/BS degree with 15 years related experience.</p>
<p style="text-align: center;">Senior Aviation Analyst I</p>	<p>Job Description:</p> <p>Provides professional services involving the analysis and study of aviation technical and operational issues and advises on methods and techniques to improve aviation system work processes, procedures, resources, management controls, information systems, documentation and similar functions. Based upon study findings, develops detailed recommendation on methods, procedures to apply and alternative means to improve aviation system performance. Develops project plans and determines resource needs and allocations. Determines information requirements and devises methods to secure it. Works in concert with team leaders and members engaged in the analysis and study of complex aviation technical and operational issues.</p> <p>Job Qualifications:</p> <p>Master's Degree in aeronautics, aeronautical engineering, electrical engineering or similar aviation related discipline and 15 years of direct experience either in developing, evaluating or managing aviation industry safety quality assurance policies and programs, or developing, implementing and managing governmental aviation safety regulatory and oversight policies and programs, or a combination of both. Master's Degree may be waived with Bachelor's degree and 20 years experience in performing the above duties.</p>

<p style="text-align: center;">Senior Aviation Analyst II</p>	<p>Job Description:</p> <p>Researches and drafts technical and regulatory documents, and reviews documents for accuracy, completeness, and compliance with appropriate requirements. Available to consult on technical, legal, and regulatory aviation issues related to specific tasks. Knowledgeable in a variety of aviation areas, including the regulatory process, conducting air carrier aircraft records reviews, corporate aviation evaluations, and quality system evaluations. Responsibilities include managing projects, monitoring project costs and schedules, conducting Internet research, and coordinating on issues with Government and industry personnel.</p> <p>Job Qualifications:</p> <p>A BA/BS degree and 10 years of direct aviation experience. Bachelor's degree may be waived with 15 years experience developing, evaluating or managing aviation operational or training programs, or developing, implementing and managing governmental aviation safety regulatory and oversight programs, or a combination of both.</p>
<p style="text-align: center;">Senior Aviation Analyst III</p>	<p>Job Description:</p> <p>Works independently or leads teams in the analysis and study of complex aviation technical and operational issues. Develops, analyzes, evaluates and advises on methods and techniques to improve the safety and operational performance of the air transportation system. Based on analysis conclusions and study findings, prepares draft detailed recommendations on methods, procedures to apply and alternative methods or means to improve the air transportation system.</p> <p>Job Qualifications:</p> <p>A BA/BS degree in a related field and 10 years of direct aviation experience. Bachelor's degree may be waived with 12 years experience in performing the above duties.</p>
<p style="text-align: center;">Mid-Level Aviation Analyst</p>	<p>Job Description:</p> <p>Drafts special studies and reports. Is responsible for summarizing and analyzing public comments, researching aviation issues, producing Web-readable content for the aviation industry, managing individual projects, working with Government and industry personnel, and conducting Internet research.</p> <p>Job Qualifications:</p> <p>A BA/BS degree in a related field and 8 years of direct aviation experience. Bachelor's degree may be waived with 10 years experience in performing the above duties.</p>

<p>Aviation Analyst</p>	<p>Job Description:</p> <p>Works in concert with team leaders and members engaged in the analysis and study of complex aviation technical and operational issues. Individually, or with team members, develops, analyzes, evaluated and advises on methods and techniques to improve performance of the air transportation system. Based on study findings, prepares draft detailed recommendations on methods, procedures to apply and alternative means to improve the air transportation system.</p> <p>Job Qualifications:</p> <p>A BA/BS degree in a related field and 5 years of direct aviation experience. Bachelor's degree may be waived with 10 years experience in performing the above duties.</p>
<p>Senior Program Management Analyst</p>	<p>Job Description:</p> <p>Performs qualitative and quantitative analyses, including, but not limited to, project planning and execution, life cycle acquisition planning and management, risk analysis and mitigation plan development. Also requires experience in complex programs. Requires knowledge of contractor earned value/performance reporting and analysis in order to classify and summarize data for the preparation and submission of earned value management reporting. Demonstrated experience with work breakdown structures, cost accounting principles/financial models, schedule development and analysis, and technical performance measurement is required.</p> <p>Job Qualifications:</p> <p>Masters degree in related technical or management discipline and 5 years experience in the above duties. Masters degree may be waived with 10 years experience in performing the above duties and a Bachelors degree in Engineering, Science, or other related field.</p>
<p>Program Management Analyst</p>	<p>Job Description:</p> <p>Performs qualitative and quantitative analyses, including project planning and execution, life cycle acquisition planning and management, risk analysis and mitigation plan development. Also requires experience in complex programs. Requires knowledge of contractor earned value/performance reporting and analysis. Demonstrated experience with work breakdown structures, cost accounting principles/financial models, schedule development and analysis, and technical performance measurement is required.</p> <p>Job Qualifications:</p> <p>Bachelors Degree in related technical or management discipline and 2 years experience in performing the above duties. Bachelor's degree may be waived with 5 years experience in performing the above duties.</p>

<p>System Safety Analyst</p>	<p>Job Description:</p> <p>Participates in quantitative and qualitative safety analysis as defined by the System Safety Project Manager in support of safety risk management plan efforts. Participates in FAA safety risk management processes for hazards analyses and assessment to identify the safety risks associated with the system, procedure, or concept of operation under evaluation. Serves as the project safety subject matter expert and assists the program and project managers with risk management decisions.</p> <p>Job Qualifications:</p> <p>A BA/BS degree in Safety Engineering, Safety Science, Safety Management or Safety Technology or other related area and 5 years of overall direct system safety experience.</p>
<p>System Safety Project Manager</p>	<p>Job Description:</p> <p>Manages the quantitative and qualitative safety analysis as defined by the program safety risk management plan. Participates in FAA safety risk management processes for hazards analyses and assessment to identify the safety risks associated with the system or operation under evaluation. Serves as the program safety subject matter expert and assists program and project managers with risk management decisions.</p> <p>Job Qualifications:</p> <p>Master's Degree in Safety Engineering, Safety Science, Safety Management or Safety Technology or other related area and 8 years overall direct system safety experience. Master's degree may be waived with a Bachelor's degree and 10 years system safety experience with Certified Safety Professional (CSP), or, with a PE license.</p>
<p>Senior Systems Engineer</p>	<p>Job Description:</p> <p>Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system-engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of data/information systems and/or associated support systems. Works in concert with team leaders and members engaged in the analysis and study of complex aviation technical and operational issues.</p> <p>Job Qualifications:</p> <p>Bachelor's degree in engineering or related technical/science area. Bachelor's degree may be waived with 10 years experience in performing the above duties.</p>

<p>Operations Environmental Specialist</p>	<p>Job Description:</p> <p>Advises the All Weather Operations Program Manager on issues related to the impact of aircraft operations on the environment. Performs and reviews environmental impact analysis associated with instrument procedures, airspace analysis, obstruction evaluations, navigation aid functions, and issuance of air carrier operations specifications.</p> <p>Job Qualifications:</p> <p>Bachelor's degree or equivalent in a related field. Bachelor's degree may be waived with 6 years experience in performing the above duties.</p>
<p>All Weather Operations Subject Matter Expert</p>	<p>Job Description:</p> <p>Applies knowledge relative to All Weather Operations (AWO) Communications Navigation and Surveillance (CNS) flight operational technology programs and associated Air Traffic Management (ATM) and NAS issues. Supports the AWO Program Manager with the review, evaluation, and analysis of policy for the Flight Technologies and Procedures Division in the engineering and technology subject areas. Supports the AWO Program Manager with technical planning and guidance. Reviews technical proposals, assembles data, prepares reports and technical summaries, evaluates checklists for completion, and attends meetings with the other lines of business, other government representatives and the public.</p> <p>Job Qualifications:</p> <p>Ten years experience in aviation related field, such as air carrier operations, military aviation, air traffic control, instrument procedure development, or flight standardization board pilots. A bachelor or masters degree in a related field is desired. Experience in development and/or implementation of ATM CNS projects desired.</p>

8.0 KEY PERSONNEL LINES OF COMMUNICATION

The Contractor, primarily through its assigned Project Manager and Task Manager for each individual Task Order, shall communicate only through the Government's CO and/or the COTR regarding all tasks, unless otherwise specifically approved in writing by the Contracting Officer to named Government individuals, such as a COTR.

9.0 OTHER DIRECT COSTS

As directed and authorized by the CO, any additional supplies, equipment, and materials purchased shall be reimbursed at actual costs incurred. Other direct costs may include software, hardware, telecommunications or other program-related functions and items in accordance with the individual Task Order SOW.

10.0 TRAVEL

The Contractor shall travel, as tasked, to support the program. All travel must be accomplished in accordance with Contract Travel Clause(s) and in accordance with Federal Travel Regulations. Travel will be well defined and approved in advance of actual travel performance. A completed Travel Authorization Form will be coordinated through the COTR with final approval given by the CO. The approved Travel Authorization Form shall be submitted with the invoice. The Government shall not reimburse the Contractor for travel costs incurred by the replacement of personnel, when such replacement is accomplished for the Contractors or employees convenience.

11.0 TRAINING

The contractor shall provide fully trained employees, and shall have an ongoing training program, and shall be responsible for contractor employees acquiring the knowledge and skills necessary to support new technology.

When advantageous to the Government, training may be provided by the Government at no cost to the contractor or paid for by the contractor and reimbursed by the Government if the training course is not commercially available and falls into one of the following categories:

11.1 Unique to the FAA: The Government is providing training exclusively for tasks that are required to be performed at FAA facilities. In these instances, the FAA will pay direct hourly charges associated with the number of hours spent in training; or

11.2 Directed/Mandated by the Government: The class is directed/mandated by Government regulation, FAA Administrator (AOA-1), or an FAA Security Element.

Prior to attending any FAA-sponsored training, all support contractors are required to submit the "Support Contractor Authorization – FAA Sponsored Training" form to the COTR with final approval to the CO.

Reimbursement of Government-paid training costs will be required if a contractor employee does not remain in the position for a year from the date of training. The contractor shall provide to the COTR a Training Report.

12.0 ELECTRONIC COMMUNICATION

The Contractor shall ensure an electronic means for communicating with FAA personnel. The Contractor shall ensure that the communications are compatible with the FAA electronic mail system. The Contractor shall also ensure that the Contractor's electronic mail has the capability to send, receive and retrieve attachments.

13.0 GOVERNMENT FURNISHED EQUIPMENT

The Government may provide hardware and/or software during the period of performance to the Contractor to complete assigned tasks.

The Government is entitled to retain hardware/software media/tools provided as Government Furnished Equipment as stated herein or purchased under the Other Direct Cost line item of this contract.

14.0 GOVERNMENT FURNISHED FACILITIES

For work required at a FAA facility, the Government shall provide on-site contractor personnel with the following services and equipment needed to conduct routine tasks: all necessary utilities, telephones and telephone service, desk space, computers, access to the computer network, access to the internet/intranet, and other routine expendable office supplies. Access to some office equipment and services shall be on a shared-use basis with FAA employees. The FAA, when applicable, shall provide to the contractor, access to referenced regulations, orders, handbooks, forms, etc., required for task performance. The FAA shall provide the contractor with access to or copies of specialized application software or databases required for task performance

15.0 HOURS OF PERFORMANCE

Support facility operations shall be maintained and be consistent with Government personnel working Monday through Friday (excluding holidays) unless otherwise specified. Primary hours of operations are 6:00am to 6:00pm. The normal workday is 8 hours, plus ½ hour for lunch.

16.0 OBSERVANCE OF LEGAL HOLIDAYS AND FACILITY CLOSURES:

The Contractor shall normally not be required or allowed to work when its assigned facility is on holiday or closed. During such periods, the Contractor will not be compensated for labor hours without: 1) advanced direction by the CO or COTR or, 2) the work being a response to a Government emergency. The following is a list of US Federal holidays and reasons for facility closures:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
Inauguration Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Any other day designated by Federal statute, Executive Order, or Presidential proclamation.

Adverse weather conditions or national emergencies may require the facilities to close.

When any such day falls on Saturday, the preceding Friday is observed and when any such day fall on Sunday, the following Monday is observed.

17.0 ORIENTATION PLAN:

To ensure a smooth implementation in the change of work effort from current contracts (if any at the time of this contract award), the Contractor shall begin the 30-day orientation period (Phase-In) as required by the solicitation/contract. The purpose of this orientation is to: (1) Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date. Soliciting personnel for employment during their duty hours is prohibited, unless interview arrangements are made through the contracting and personnel offices; (2) Obtain security clearances, if required; (3) Complete training requirements and accomplish necessary training of Contractor employees; (4) Complete the development of necessary work plans/procedures; (5) Complete the development of quality

control plans and procedures; (6) Include this orientation period in the phase-in schedule presented to the Government.

18.0 PHASE IN

The period from the effective date of the contract though 30 calendar days, will be the phase-in portion of the contract. The Contractor will use that time for staffing field offices and implementing those operating procedures under the contract described in the required Orientation Plan. The Contractor shall be allowed access to the facilities to familiarize supervisors, key personnel and staff with equipment, reporting, work scheduling and procedures. However, such access will not interfere with the production efforts of current contract personnel (if any). To preclude such interference, arrangements for access to the Government facilities will be made with the CO.

19.0 PHASE-OUT

Should the FAA award a follow-on contract to this contract, the Contractor agrees to cooperate with the FAA and the follow-on Contractor to insure a smooth transition to the new contract. During the phase-out familiarization period, the incumbent shall be fully responsible for all current task order services. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Contractor shall cooperate to the extent required to permit an orderly change over to the successful Contractor. With regard to the successor Contractor's access to incumbent employees, a recruitment notice may be placed in each facility. At the conclusion of any performance period, including option periods or extensions, the services provided under this contract may be awarded to another Contractor. The Contractor in place shall be required to assist in the phase-in activities.

20.0 QUALITY CONTROL PLAN

The Contractor shall establish and maintain a Quality Control Plan to ensure the requirements of this contract are provided as specified. The Contractor shall provide a Quality Control Plan describing the inspection system for the requested services listed in the SOW. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The written Quality Control Plan shall be required when proposals are submitted. The CO will notify the Contractor of acceptance or required modifications to the Plan. The Contractor shall make appropriate modifications (at no additional cost to the Government) and obtain acceptance of the Plan by the CO within 45 days after contract award. The Plan shall be updated as changes occur and shall be submitted for review and acceptance by the CO

21.0 PLACE OF PERFORMANCE / LOCATION OF WORK EFFORT

The services required hereunder may be performed at Contractor office locations; however, the FAA may at its discretion, designate certain Contractor employees to be housed in Government sites and this will be identified in each individual Task Order.

Note: "On-site" refers to Government location and "Off-site" refers to contractor location.

Off-Site(s) Location

Contractor Facilities

On-Site Locations:

On-Site Location 1

Federal Aviation Administration
1 Aviation Plaza
Jamaica, NY 11434

On-Site Location 2

Federal Aviation Administration
Flight Technologies and Procedures Division, AFS-400
470 L'Enfant Plaza East
Washington, D.C. 20024

On-Site Location 3

Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803

On-Site Location 4

Federal Aviation Administration
FS Evaluation Services Office
1701 Columbia Avenue
College Park, GA 30337

On-Site Location 5

Federal Aviation Administration
Flight Standards Division
2300 East Devon Avenue
Des Plaines, IL 60018

On-Site Location 6

Federal Aviation Administration
2601 Meacham Blvd.
Ft. Worth, TX 76137

On-Site Location 7

Federal Aviation Administration
901 Locust St.
Kansas City, MO 64106-2641

On-Site Location 8

Federal Aviation Administration
15000 Aviation Blvd.
Lawndale, CA 90261

On-Site Location 9

Federal Aviation Administration
1601 Lind Ave. S.W.
Renton, WA 98055

On-Site Location 10

Federal Aviation Administration
Federal Bldg
222 West 7th Ave., Box 14
Anchorage, AK 99513-7500

On-Site Location 11

Federal Aviation Administration
Flight Standards Division
6425 S. Denning
Oklahoma City, OK 73125

WD 05-2103 (Rev.-8) was first posted on www.wdol.gov on 06/02/2009

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

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2103
Revision No.: 8
Date of Revision: 05/26/2009

States: District of Columbia, Maryland, Virginia

Area: District of Columbia statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.05
01012 - Accounting Clerk II		15.78
01013 - Accounting Clerk III		20.27
01020 - Administrative Assistant		28.55
01040 - Court Reporter		19.95
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		16.94
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		13.92
01112 - General Clerk II		15.32
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		12.38
01191 - Order Clerk I		14.85
01192 - Order Clerk II		16.29
01261 - Personnel Assistant (Employment) I		17.31
01262 - Personnel Assistant (Employment) II		19.36
01263 - Personnel Assistant (Employment) III		21.66
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.12
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		17.49
01311 - Secretary I		17.49
01312 - Secretary II		19.70
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.10
01410 - Supply Technician		28.55
01420 - Survey Worker		19.46
01531 - Travel Clerk I		12.92
01532 - Travel Clerk II		13.89
01533 - Travel Clerk III		14.92
01611 - Word Processor I		14.21
01612 - Word Processor II		16.65
01613 - Word Processor III		19.95
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		25.26
05010 - Automotive Electrician		23.51
05040 - Automotive Glass Installer		22.15

05070	- Automotive Worker	22.15
05110	- Mobile Equipment Servicer	19.04
05130	- Motor Equipment Metal Mechanic	24.78
05160	- Motor Equipment Metal Worker	22.15
05190	- Motor Vehicle Mechanic	24.78
05220	- Motor Vehicle Mechanic Helper	18.49
05250	- Motor Vehicle Upholstery Worker	21.63
05280	- Motor Vehicle Wrecker	22.15
05310	- Painter, Automotive	23.51
05340	- Radiator Repair Specialist	22.15
05370	- Tire Repairer	14.44
05400	- Transmission Repair Specialist	24.78
07000	- Food Preparation And Service Occupations	
07010	- Baker	13.48
07041	- Cook I	11.97
07042	- Cook II	13.28
07070	- Dishwasher	9.82
07130	- Food Service Worker	10.66
07210	- Meat Cutter	17.04
07260	- Waiter/waitress	9.70
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	18.05
09040	- Furniture Handler	12.78
09080	- Furniture Refinisher	18.39
09090	- Furniture Refinisher Helper	14.11
09110	- Furniture Repairer, Minor	16.31
09130	- Upholsterer	18.05
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.50
11060	- Elevator Operator	10.50
11090	- Gardener	16.22
11122	- Housekeeping Aide	11.25
11150	- Janitor	11.25
11210	- Laborer, Grounds Maintenance	12.47
11240	- Maid or Houseman	11.03
11260	- Pruner	11.37
11270	- Tractor Operator	14.66
11330	- Trail Maintenance Worker	12.47
11360	- Window Cleaner	11.68
12000	- Health Occupations	
12010	- Ambulance Driver	19.46
12011	- Breath Alcohol Technician	18.55
12012	- Certified Occupational Therapist Assistant	21.01
12015	- Certified Physical Therapist Assistant	21.01
12020	- Dental Assistant	16.97
12025	- Dental Hygienist	40.68
12030	- EKG Technician	25.95
12035	- Electroneurodiagnostic Technologist	25.95
12040	- Emergency Medical Technician	20.41
12071	- Licensed Practical Nurse I	18.82
12072	- Licensed Practical Nurse II	21.09
12073	- Licensed Practical Nurse III	23.47
12100	- Medical Assistant	14.89
12130	- Medical Laboratory Technician	18.04
12160	- Medical Record Clerk	16.06
12190	- Medical Record Technician	18.27
12195	- Medical Transcriptionist	18.77
12210	- Nuclear Medicine Technologist	34.18
12221	- Nursing Assistant I	10.47
12222	- Nursing Assistant II	11.77
12223	- Nursing Assistant III	13.02
12224	- Nursing Assistant IV	14.62
12235	- Optical Dispenser	20.17
12236	- Optical Technician	14.41

12250	- Pharmacy Technician	16.47
12280	- Phlebotomist	14.62
12305	- Radiologic Technologist	28.28
12311	- Registered Nurse I	26.73
12312	- Registered Nurse II	32.41
12313	- Registered Nurse II, Specialist	32.41
12314	- Registered Nurse III	38.98
12315	- Registered Nurse III, Anesthetist	38.98
12316	- Registered Nurse IV	46.73
12317	- Scheduler (Drug and Alcohol Testing)	19.75
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	19.86
13012	- Exhibits Specialist II	24.61
13013	- Exhibits Specialist III	30.09
13041	- Illustrator I	20.48
13042	- Illustrator II	25.38
13043	- Illustrator III	31.03
13047	- Librarian	30.80
13050	- Library Aide/Clerk	14.21
13054	- Library Information Technology Systems Administrator	27.82
13058	- Library Technician	19.89
13061	- Media Specialist I	18.73
13062	- Media Specialist II	20.95
13063	- Media Specialist III	23.36
13071	- Photographer I	16.14
13072	- Photographer II	18.90
13073	- Photographer III	23.67
13074	- Photographer IV	28.65
13075	- Photographer V	30.69
13110	- Video Teleconference Technician	19.35
14000	- Information Technology Occupations	
14041	- Computer Operator I	18.54
14042	- Computer Operator II	20.74
14043	- Computer Operator III	23.12
14044	- Computer Operator IV	25.69
14045	- Computer Operator V	28.45
14071	- Computer Programmer I	(see 1) 25.43
14072	- Computer Programmer II	(see 1)
14073	- Computer Programmer III	(see 1)
14074	- Computer Programmer IV	(see 1)
14101	- Computer Systems Analyst I	(see 1)
14102	- Computer Systems Analyst II	(see 1)
14103	- Computer Systems Analyst III	(see 1)
14150	- Peripheral Equipment Operator	18.54
14160	- Personal Computer Support Technician	25.69
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	35.71
15020	- Aircrew Training Devices Instructor (Rated)	43.84
15030	- Air Crew Training Devices Instructor (Pilot)	52.55
15050	- Computer Based Training Specialist / Instructor	34.39
15060	- Educational Technologist	32.75
15070	- Flight Instructor (Pilot)	52.55
15080	- Graphic Artist	26.80
15090	- Technical Instructor	25.08
15095	- Technical Instructor/Course Developer	30.67
15110	- Test Proctor	20.20
15120	- Tutor	20.20
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.44
16030	- Counter Attendant	9.44
16040	- Dry Cleaner	12.21
16070	- Finisher, Flatwork, Machine	9.44
16090	- Presser, Hand	9.44

16110	- Presser, Machine, Drycleaning	9.44
16130	- Presser, Machine, Shirts	9.44
16160	- Presser, Machine, Wearing Apparel, Laundry	9.44
16190	- Sewing Machine Operator	13.07
16220	- Tailor	13.90
16250	- Washer, Machine	10.41
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	19.22
19040	- Tool And Die Maker	23.38
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	17.90
21030	- Material Coordinator	22.03
21040	- Material Expediter	22.03
21050	- Material Handling Laborer	12.92
21071	- Order Filler	13.87
21080	- Production Line Worker (Food Processing)	17.90
21110	- Shipping Packer	14.46
21130	- Shipping/Receiving Clerk	14.46
21140	- Store Worker I	11.44
21150	- Stock Clerk	16.46
21210	- Tools And Parts Attendant	17.90
21410	- Warehouse Specialist	17.90
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	25.68
23021	- Aircraft Mechanic I	24.46
23022	- Aircraft Mechanic II	25.68
23023	- Aircraft Mechanic III	26.97
23040	- Aircraft Mechanic Helper	16.61
23050	- Aircraft, Painter	23.42
23060	- Aircraft Servicer	18.71
23080	- Aircraft Worker	19.90
23110	- Appliance Mechanic	21.62
23120	- Bicycle Repairer	14.43
23125	- Cable Splicer	25.61
23130	- Carpenter, Maintenance	20.99
23140	- Carpet Layer	19.33
23160	- Electrician, Maintenance	27.43
23181	- Electronics Technician Maintenance I	23.70
23182	- Electronics Technician Maintenance II	25.15
23183	- Electronics Technician Maintenance III	26.50
23260	- Fabric Worker	19.01
23290	- Fire Alarm System Mechanic	22.78
23310	- Fire Extinguisher Repairer	17.52
23311	- Fuel Distribution System Mechanic	22.81
23312	- Fuel Distribution System Operator	19.38
23370	- General Maintenance Worker	21.43
23380	- Ground Support Equipment Mechanic	24.46
23381	- Ground Support Equipment Servicer	18.71
23382	- Ground Support Equipment Worker	19.90
23391	- Gunsmith I	17.52
23392	- Gunsmith II	20.38
23393	- Gunsmith III	22.78
23410	- Heating, Ventilation And Air-Conditioning Mechanic	22.94
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.37
23430	- Heavy Equipment Mechanic	22.78
23440	- Heavy Equipment Operator	22.78
23460	- Instrument Mechanic	22.59
23465	- Laboratory/Shelter Mechanic	21.62
23470	- Laborer	14.27
23510	- Locksmith	21.11
23530	- Machinery Maintenance Mechanic	22.99
23550	- Machinist, Maintenance	21.78

23580	- Maintenance Trades Helper	16.61
23591	- Metrology Technician I	22.59
23592	- Metrology Technician II	23.80
23593	- Metrology Technician III	24.96
23640	- Millwright	28.19
23710	- Office Appliance Repairer	22.96
23760	- Painter, Maintenance	21.62
23790	- Pipefitter, Maintenance	23.19
23810	- Plumber, Maintenance	20.99
23820	- Pneudraulic Systems Mechanic	22.78
23850	- Rigger	22.78
23870	- Scale Mechanic	20.38
23890	- Sheet-Metal Worker, Maintenance	22.78
23910	- Small Engine Mechanic	20.38
23931	- Telecommunications Mechanic I	27.74
23932	- Telecommunications Mechanic II	29.24
23950	- Telephone Lineman	26.38
23960	- Welder, Combination, Maintenance	22.78
23965	- Well Driller	22.78
23970	- Woodcraft Worker	22.78
23980	- Woodworker	17.52
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	12.79
24580	- Child Care Center Clerk	17.77
24610	- Chore Aide	10.52
24620	- Family Readiness And Support Services Coordinator	15.68
24630	- Homemaker	18.43
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	27.10
25040	- Sewage Plant Operator	20.73
25070	- Stationary Engineer	27.10
25190	- Ventilation Equipment Tender	19.08
25210	- Water Treatment Plant Operator	20.73
27000	- Protective Service Occupations	
27004	- Alarm Monitor	20.57
27007	- Baggage Inspector	12.66
27008	- Corrections Officer	22.25
27010	- Court Security Officer	23.33
27030	- Detection Dog Handler	20.57
27040	- Detention Officer	22.25
27070	- Firefighter	22.39
27101	- Guard I	12.66
27102	- Guard II	20.57
27131	- Police Officer I	26.14
27132	- Police Officer II	28.99
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	13.59
28042	- Carnival Equipment Repairer	14.63
28043	- Carnival Equipment Worker	9.24
28210	- Gate Attendant/Gate Tender	13.01
28310	- Lifeguard	11.59
28350	- Park Attendant (Aide)	14.56
28510	- Recreation Aide/Health Facility Attendant	10.62
28515	- Recreation Specialist	18.04
28630	- Sports Official	11.59
28690	- Swimming Pool Operator	18.21
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	23.13
29020	- Hatch Tender	23.13
29030	- Line Handler	23.13
29041	- Stevedore I	21.31
29042	- Stevedore II	24.24
30000	- Technical occupations	

30010	- Air Traffic Control Specialist, Center (HFO)	(see 2)	38.00
30011	- Air Traffic Control Specialist, Station (HFO)	(see 2)	26.21
30012	- Air Traffic Control Specialist, Terminal (HFO)	(see 2)	28.86
30021	- Archeological Technician I		18.93
30022	- Archeological Technician II		21.11
30023	- Archeological Technician III		27.56
30030	- Cartographic Technician		27.56
30040	- Civil Engineering Technician		24.01
30061	- Drafter/CAD Operator I		19.89
30062	- Drafter/CAD Operator II		22.25
30063	- Drafter/CAD Operator III		24.80
30064	- Drafter/CAD Operator IV		30.52
30081	- Engineering Technician I		21.63
30082	- Engineering Technician II		24.29
30083	- Engineering Technician III		27.17
30084	- Engineering Technician IV		33.66
30085	- Engineering Technician V		41.16
30086	- Engineering Technician VI		49.81
30090	- Environmental Technician		24.92
30210	- Laboratory Technician		23.38
30240	- Mathematical Technician		28.94
30361	- Paralegal/Legal Assistant I		21.36
30362	- Paralegal/Legal Assistant II		26.47
30363	- Paralegal/Legal Assistant III		32.36
30364	- Paralegal/Legal Assistant IV		39.16
30390	- Photo-Optics Technician		27.56
30461	- Technical Writer I		21.84
30462	- Technical Writer II		26.70
30463	- Technical Writer III		32.31
30491	- Unexploded Ordnance (UXO) Technician I		24.15
30492	- Unexploded Ordnance (UXO) Technician II		29.22
30493	- Unexploded Ordnance (UXO) Technician III		35.03
30494	- Unexploded (UXO) Safety Escort		24.15
30495	- Unexploded (UXO) Sweep Personnel		24.15
30620	- Weather Observer, Combined Upper Air Or	(see 2)	24.80
Surface Programs			
30621	- Weather Observer, Senior	(see 2)	27.56
31000	- Transportation/Mobile Equipment Operation Occupations		
31020	- Bus Aide		13.02
31030	- Bus Driver		18.95
31043	- Driver Courier		12.71
31260	- Parking and Lot Attendant		10.07
31290	- Shuttle Bus Driver		14.69
31310	- Taxi Driver		13.98
31361	- Truckdriver, Light		14.69
31362	- Truckdriver, Medium		17.18
31363	- Truckdriver, Heavy		18.42
31364	- Truckdriver, Tractor-Trailer		18.42
99000	- Miscellaneous occupations		
99030	- Cashier		10.03
99050	- Desk Clerk		11.58
99095	- Embalmer		23.05
99251	- Laboratory Animal Caretaker I		11.30
99252	- Laboratory Animal Caretaker II		12.35
99310	- Mortician		31.73
99410	- Pest Controller		16.01
99510	- Photofinishing worker		12.75
99710	- Recycling Laborer		16.82
99711	- Recycling Specialist		20.65
99730	- Refuse Collector		14.91
99810	- Sales Clerk		12.09
99820	- School Crossing Guard		13.43
99830	- Survey Party Chief		21.94
99831	- Surveying Aide		13.63

99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with 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 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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.

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 links 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/>.

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.

WD 05-2375 (Rev.-7) was first posted on www.wdol.gov on 06/02/2009

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

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2375
Revision No.: 7
Date Of Revision: 05/26/2009

State: New York

Area: New York Counties of Bronx, Kings, New York, Putnam, Queens, Richmond,
Rockland, Westchester

OCCUPATION NOTE:

Janitor: The rate for the Janitor occupation applies to Putnam, Rockland, and
Weschester Counties only. See Wage Determination 1977-0225 for wage rates and
fringe benefits for Bronx, Kings, New York, Queens, and Richmond Counties.

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		17.76
01013 - Accounting Clerk III		20.96
01020 - Administrative Assistant		29.37
01040 - Court Reporter		21.19
01051 - Data Entry Operator I		13.95
01052 - Data Entry Operator II		15.22
01060 - Dispatcher, Motor Vehicle		25.16
01070 - Document Preparation Clerk		15.15
01090 - Duplicating Machine Operator		14.69
01111 - General Clerk I		14.82
01112 - General Clerk II		16.95
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		23.35
01141 - Messenger Courier		11.97
01191 - Order Clerk I		18.05
01192 - Order Clerk II		21.67
01261 - Personnel Assistant (Employment) I		17.89
01262 - Personnel Assistant (Employment) II		20.03
01263 - Personnel Assistant (Employment) III		23.27
01270 - Production Control Clerk		23.27
01280 - Receptionist		15.28
01290 - Rental Clerk		17.89
01300 - Scheduler, Maintenance		19.25
01311 - Secretary I		19.25
01312 - Secretary II		22.56
01313 - Secretary III		23.35
01320 - Service Order Dispatcher		20.00
01410 - Supply Technician		29.37
01420 - Survey Worker		20.03
01531 - Travel Clerk I		14.74
01532 - Travel Clerk II		15.97
01533 - Travel Clerk III		17.34

01611	- Word Processor I	17.16
01612	- Word Processor II	19.09
01613	- Word Processor III	21.45
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	26.94
05010	- Automotive Electrician	27.14
05040	- Automotive Glass Installer	26.01
05070	- Automotive Worker	26.01
05110	- Mobile Equipment Servicer	23.26
05130	- Motor Equipment Metal Mechanic	28.87
05160	- Motor Equipment Metal Worker	26.01
05190	- Motor Vehicle Mechanic	28.27
05220	- Motor Vehicle Mechanic Helper	22.05
05250	- Motor Vehicle Upholstery Worker	24.88
05280	- Motor Vehicle Wrecker	26.01
05310	- Painter, Automotive	27.14
05340	- Radiator Repair Specialist	26.01
05370	- Tire Repairer	18.22
05400	- Transmission Repair Specialist	28.27
07000	- Food Preparation And Service Occupations	
07010	- Baker	19.55
07041	- Cook I	17.97
07042	- Cook II	19.55
07070	- Dishwasher	14.67
07130	- Food Service Worker	14.67
07210	- Meat Cutter	19.55
07260	- Waiter/Waitress	15.50
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	20.13
09040	- Furniture Handler	15.30
09080	- Furniture Refinisher	20.13
09090	- Furniture Refinisher Helper	16.90
09110	- Furniture Repairer, Minor	18.51
09130	- Upholsterer	20.13
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	14.92
11060	- Elevator Operator	14.67
11090	- Gardener	18.39
11122	- Housekeeping Aide	14.82
11150	- Janitor	15.30
11210	- Laborer, Grounds Maintenance	15.86
11240	- Maid or Houseman	13.98
11260	- Pruner	13.76
11270	- Tractor Operator	17.53
11330	- Trail Maintenance Worker	15.86
11360	- Window Cleaner	16.52
12000	- Health Occupations	
12010	- Ambulance Driver	20.65
12011	- Breath Alcohol Technician	22.61
12012	- Certified Occupational Therapist Assistant	21.85
12015	- Certified Physical Therapist Assistant	21.08
12020	- Dental Assistant	16.00
12025	- Dental Hygienist	32.86
12030	- EKG Technician	26.00
12035	- Electroneurodiagnostic Technologist	26.00
12040	- Emergency Medical Technician	22.72
12071	- Licensed Practical Nurse I	20.12
12072	- Licensed Practical Nurse II	22.61
12073	- Licensed Practical Nurse III	23.58
12100	- Medical Assistant	16.66

12130 - Medical Laboratory Technician	20.30
12160 - Medical Record Clerk	17.28
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	17.28
12210 - Nuclear Medicine Technologist	34.38
12221 - Nursing Assistant I	10.78
12222 - Nursing Assistant II	14.37
12223 - Nursing Assistant III	15.13
12224 - Nursing Assistant IV	16.01
12235 - Optical Dispenser	22.61
12236 - Optical Technician	15.32
12250 - Pharmacy Technician	13.74
12280 - Phlebotomist	14.26
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	31.62
12312 - Registered Nurse II	36.82
12313 - Registered Nurse II, Specialist	36.82
12314 - Registered Nurse III	44.98
12315 - Registered Nurse III, Anesthetist	44.98
12316 - Registered Nurse IV	53.98
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.10
13012 - Exhibits Specialist II	31.89
13013 - Exhibits Specialist III	36.73
13041 - Illustrator I	24.10
13042 - Illustrator II	29.37
13043 - Illustrator III	33.14
13047 - Librarian	37.25
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	31.89
13058 - Library Technician	24.10
13061 - Media Specialist I	21.52
13062 - Media Specialist II	23.96
13063 - Media Specialist III	26.60
13071 - Photographer I	18.78
13072 - Photographer II	24.10
13073 - Photographer III	32.88
13074 - Photographer IV	38.49
13075 - Photographer V	46.55
13110 - Video Teleconference Technician	20.66
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.75
14042 - Computer Operator II	21.07
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.94
14045 - Computer Operator V	28.87
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.75
14160 - Personal Computer Support Technician	26.94
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	37.04
15020 - Aircrew Training Devices Instructor (Rated)	43.48

15030	- Air Crew Training Devices Instructor (Pilot)	48.95
15050	- Computer Based Training Specialist / Instructor	37.04
15060	- Educational Technologist	32.32
15070	- Flight Instructor (Pilot)	48.95
15080	- Graphic Artist	31.32
15090	- Technical Instructor	31.44
15095	- Technical Instructor/Course Developer	38.34
15110	- Test Proctor	25.30
15120	- Tutor	25.30
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	10.72
16030	- Counter Attendant	10.72
16040	- Dry Cleaner	13.19
16070	- Finisher, Flatwork, Machine	10.72
16090	- Presser, Hand	10.72
16110	- Presser, Machine, Drycleaning	10.72
16130	- Presser, Machine, Shirts	10.72
16160	- Presser, Machine, Wearing Apparel, Laundry	10.72
16190	- Sewing Machine Operator	14.01
16220	- Tailor	14.80
16250	- Washer, Machine	11.62
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	20.13
19040	- Tool And Die Maker	23.35
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	16.96
21030	- Material Coordinator	22.56
21040	- Material Expediter	22.56
21050	- Material Handling Laborer	16.41
21071	- Order Filler	15.58
21080	- Production Line Worker (Food Processing)	16.96
21110	- Shipping Packer	15.28
21130	- Shipping/Receiving Clerk	15.28
21140	- Store Worker I	13.89
21150	- Stock Clerk	17.41
21210	- Tools And Parts Attendant	16.96
21410	- Warehouse Specialist	16.96
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	27.47
23021	- Aircraft Mechanic I	26.16
23022	- Aircraft Mechanic II	27.47
23023	- Aircraft Mechanic III	28.84
23040	- Aircraft Mechanic Helper	21.12
23050	- Aircraft, Painter	23.33
23060	- Aircraft Servicer	23.13
23080	- Aircraft Worker	24.13
23110	- Appliance Mechanic	20.36
23120	- Bicycle Repairer	17.13
23125	- Cable Splicer	35.19
23130	- Carpenter, Maintenance	29.89
23140	- Carpet Layer	26.98
23160	- Electrician, Maintenance	37.18
23181	- Electronics Technician Maintenance I	23.39
23182	- Electronics Technician Maintenance II	29.17
23183	- Electronics Technician Maintenance III	31.14
23260	- Fabric Worker	25.50
23290	- Fire Alarm System Mechanic	21.67
23310	- Fire Extinguisher Repairer	22.43
23311	- Fuel Distribution System Mechanic	27.29
23312	- Fuel Distribution System Operator	22.65

23370 - General Maintenance Worker	22.97
23380 - Ground Support Equipment Mechanic	26.16
23381 - Ground Support Equipment Servicer	23.13
23382 - Ground Support Equipment Worker	24.13
23391 - Gunsmith I	22.43
23392 - Gunsmith II	24.87
23393 - Gunsmith III	27.23
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.99
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.91
23430 - Heavy Equipment Mechanic	24.59
23440 - Heavy Equipment Operator	34.38
23460 - Instrument Mechanic	27.62
23465 - Laboratory/Shelter Mechanic	25.95
23470 - Laborer	15.95
23510 - Locksmith	20.31
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	20.81
23580 - Maintenance Trades Helper	16.90
23591 - Metrology Technician I	27.62
23592 - Metrology Technician II	28.71
23593 - Metrology Technician III	29.77
23640 - Millwright	29.32
23710 - Office Appliance Repairer	22.95
23760 - Painter, Maintenance	25.47
23790 - Pipefitter, Maintenance	32.88
23810 - Plumber, Maintenance	32.93
23820 - Pneudraulic Systems Mechanic	27.03
23850 - Rigger	23.02
23870 - Scale Mechanic	24.87
23890 - Sheet-Metal Worker, Maintenance	30.55
23910 - Small Engine Mechanic	19.30
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	32.03
23960 - Welder, Combination, Maintenance	20.93
23965 - Well Driller	24.89
23970 - Woodcraft Worker	23.38
23980 - Woodworker	17.73
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.87
24580 - Child Care Center Clerk	17.30
24610 - Chore Aide	12.67
24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	19.21
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	28.06
25040 - Sewage Plant Operator	27.01
25070 - Stationary Engineer	28.06
25190 - Ventilation Equipment Tender	21.53
25210 - Water Treatment Plant Operator	27.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.94
27007 - Baggage Inspector	16.93
27008 - Corrections Officer	29.93
27010 - Court Security Officer	30.31
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	29.93

27070	- Firefighter	28.58
27101	- Guard I	16.93
27102	- Guard II	20.36
27131	- Police Officer I	32.37
27132	- Police Officer II	35.94
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	17.13
28042	- Carnival Equipment Repairer	17.97
28043	- Carnival Equipment Worker	14.67
28210	- Gate Attendant/Gate Tender	14.21
28310	- Lifeguard	11.94
28350	- Park Attendant (Aide)	15.90
28510	- Recreation Aide/Health Facility Attendant	18.95
28515	- Recreation Specialist	20.52
28630	- Sports Official	12.66
28690	- Swimming Pool Operator	20.98
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	27.18
29020	- Hatch Tender	27.18
29030	- Line Handler	27.18
29041	- Stevedore I	23.79
29042	- Stevedore II	27.78
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	37.92
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	26.15
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.79
30021	- Archeological Technician I	17.11
30022	- Archeological Technician II	18.37
30023	- Archeological Technician III	25.79
30030	- Cartographic Technician	25.79
30040	- Civil Engineering Technician	24.06
30061	- Drafter/CAD Operator I	18.63
30062	- Drafter/CAD Operator II	21.41
30063	- Drafter/CAD Operator III	23.77
30064	- Drafter/CAD Operator IV	28.66
30081	- Engineering Technician I	18.16
30082	- Engineering Technician II	20.43
30083	- Engineering Technician III	24.15
30084	- Engineering Technician IV	28.38
30085	- Engineering Technician V	34.62
30086	- Engineering Technician VI	41.88
30090	- Environmental Technician	22.90
30210	- Laboratory Technician	21.67
30240	- Mathematical Technician	25.79
30361	- Paralegal/Legal Assistant I	21.79
30362	- Paralegal/Legal Assistant II	27.02
30363	- Paralegal/Legal Assistant III	33.12
30364	- Paralegal/Legal Assistant IV	39.88
30390	- Photo-Optics Technician	25.91
30461	- Technical Writer I	27.81
30462	- Technical Writer II	33.91
30463	- Technical Writer III	41.04
30491	- Unexploded Ordnance (UXO) Technician I	24.09
30492	- Unexploded Ordnance (UXO) Technician II	29.15
30493	- Unexploded Ordnance (UXO) Technician III	34.94
30494	- Unexploded (UXO) Safety Escort	24.09
30495	- Unexploded (UXO) Sweep Personnel	24.09
30620	- Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 23.77
30621	- Weather Observer, Senior	(see 2) 26.95

31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	19.89
31043 - Driver Courier	16.72
31260 - Parking and Lot Attendant	10.97
31290 - Shuttle Bus Driver	17.75
31310 - Taxi Driver	15.21
31361 - Truckdriver, Light	17.75
31362 - Truckdriver, Medium	18.76
31363 - Truckdriver, Heavy	23.19
31364 - Truckdriver, Tractor-Trailer	23.19
99000 - Miscellaneous Occupations	
99030 - Cashier	10.95
99050 - Desk Clerk	16.69
99095 - Embalmer	28.51
99251 - Laboratory Animal Caretaker I	16.32
99252 - Laboratory Animal Caretaker II	17.14
99310 - Mortician	31.49
99410 - Pest Controller	18.75
99510 - Photofinishing Worker	14.37
99710 - Recycling Laborer	16.39
99711 - Recycling Specialist	18.67
99730 - Refuse Collector	15.18
99810 - Sales Clerk	13.36
99820 - School Crossing Guard	15.07
99830 - Survey Party Chief	22.43
99831 - Surveying Aide	14.68
99832 - Surveying Technician	20.12
99840 - Vending Machine Attendant	17.45
99841 - Vending Machine Repairer	21.34
99842 - Vending Machine Repairer Helper	17.25

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 10 years, and 5 weeks after 20 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 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

- 1) Under the SCA at section B(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer

System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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.

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 links to the Directory may be found on the WED 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(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.

WD 05-2563 (Rev.-9) was first posted on www.wdol.gov on 06/02/2009

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

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2563
Revision No.: 9
Date Of Revision: 05/26/2009

State: Washington

Area: Washington Counties of King, Snohomish, Whatcom

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.99
01012 - Accounting Clerk II		18.83
01013 - Accounting Clerk III		18.83
01020 - Administrative Assistant		23.37
01040 - Court Reporter		18.09
01051 - Data Entry Operator I		14.10
01052 - Data Entry Operator II		15.51
01060 - Dispatcher, Motor Vehicle		21.06
01070 - Document Preparation Clerk		13.28
01090 - Duplicating Machine Operator		13.19
01111 - General Clerk I		12.68
01112 - General Clerk II		14.80
01113 - General Clerk III		16.82
01120 - Housing Referral Assistant		20.26
01141 - Messenger Courier		12.94
01191 - Order Clerk I		15.29
01192 - Order Clerk II		16.10
01261 - Personnel Assistant (Employment) I		16.56
01262 - Personnel Assistant (Employment) II		18.53
01263 - Personnel Assistant (Employment) III		20.66
01270 - Production Control Clerk		20.68
01280 - Receptionist		14.46
01290 - Rental Clerk		15.60
01300 - Scheduler, Maintenance		16.45
01311 - Secretary I		16.45
01312 - Secretary II		18.40
01313 - Secretary III		20.52
01320 - Service Order Dispatcher		17.07
01410 - Supply Technician		23.37
01420 - Survey Worker		18.09
01531 - Travel Clerk I		13.20
01532 - Travel Clerk II		14.20
01533 - Travel Clerk III		15.22
01611 - Word Processor I		16.20
01612 - Word Processor II		18.19
01613 - Word Processor III		20.52
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.23
05010 - Automotive Electrician		21.01
05040 - Automotive Glass Installer		20.34

05070 - Automotive Worker	20.34
05110 - Mobile Equipment Servicer	18.98
05130 - Motor Equipment Metal Mechanic	21.73
05160 - Motor Equipment Metal Worker	20.34
05190 - Motor Vehicle Mechanic	21.69
05220 - Motor Vehicle Mechanic Helper	18.29
05250 - Motor Vehicle Upholstery Worker	19.67
05280 - Motor Vehicle Wrecker	20.34
05310 - Painter, Automotive	21.01
05340 - Radiator Repair Specialist	20.34
05370 - Tire Repairer	16.61
05400 - Transmission Repair Specialist	21.73
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.92
07041 - Cook I	12.23
07042 - Cook II	13.36
07070 - Dishwasher	9.59
07130 - Food Service Worker	10.17
07210 - Meat Cutter	19.20
07260 - Waiter/Waitress	11.99
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.06
09040 - Furniture Handler	16.94
09080 - Furniture Refinisher	21.06
09090 - Furniture Refinisher Helper	18.25
09110 - Furniture Repairer, Minor	19.54
09130 - Upholsterer	21.06
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.55
11060 - Elevator Operator	11.55
11090 - Gardener	16.64
11122 - Housekeeping Aide	12.01
11150 - Janitor	14.19
11210 - Laborer, Grounds Maintenance	15.07
11240 - Maid or Houseman	10.53
11260 - Pruner	13.17
11270 - Tractor Operator	16.34
11330 - Trail Maintenance Worker	15.07
11360 - Window Cleaner	15.22
12000 - Health Occupations	
12010 - Ambulance Driver	19.31
12011 - Breath Alcohol Technician	19.31
12012 - Certified Occupational Therapist Assistant	20.86
12015 - Certified Physical Therapist Assistant	20.35
12020 - Dental Assistant	18.08
12025 - Dental Hygienist	41.66
12030 - EKG Technician	28.89
12035 - Electroneurodiagnostic Technologist	28.89
12040 - Emergency Medical Technician	19.92
12071 - Licensed Practical Nurse I	17.26
12072 - Licensed Practical Nurse II	19.31
12073 - Licensed Practical Nurse III	21.53
12100 - Medical Assistant	16.21
12130 - Medical Laboratory Technician	19.03
12160 - Medical Record Clerk	16.10
12190 - Medical Record Technician	17.96
12195 - Medical Transcriptionist	18.11
12210 - Nuclear Medicine Technologist	35.75
12221 - Nursing Assistant I	10.95
12222 - Nursing Assistant II	12.31

12223	- Nursing Assistant III	13.43
12224	- Nursing Assistant IV	15.08
12235	- Optical Dispenser	18.33
12236	- Optical Technician	17.26
12250	- Pharmacy Technician	17.57
12280	- Phlebotomist	15.08
12305	- Radiologic Technologist	32.53
12311	- Registered Nurse I	27.09
12312	- Registered Nurse II	33.13
12313	- Registered Nurse II, Specialist	33.13
12314	- Registered Nurse III	40.09
12315	- Registered Nurse III, Anesthetist	40.09
12316	- Registered Nurse IV	46.49
12317	- Scheduler (Drug and Alcohol Testing)	23.93
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	21.79
13012	- Exhibits Specialist II	24.84
13013	- Exhibits Specialist III	30.56
13041	- Illustrator I	21.79
13042	- Illustrator II	24.84
13043	- Illustrator III	30.56
13047	- Librarian	28.35
13050	- Library Aide/Clerk	12.96
13054	- Library Information Technology Systems Administrator	21.54
13058	- Library Technician	17.33
13061	- Media Specialist I	17.69
13062	- Media Specialist II	19.81
13063	- Media Specialist III	22.07
13071	- Photographer I	19.37
13072	- Photographer II	22.56
13073	- Photographer III	27.31
13074	- Photographer IV	33.59
13075	- Photographer V	40.65
13110	- Video Teleconference Technician	20.35
14000	- Information Technology Occupations	
14041	- Computer Operator I	17.26
14042	- Computer Operator II	19.31
14043	- Computer Operator III	21.52
14044	- Computer Operator IV	23.92
14045	- Computer Operator V	26.48
14071	- Computer Programmer I	(see 1) 22.45
14072	- Computer Programmer II	(see 1) 26.99
14073	- Computer Programmer III	(see 1)
14074	- Computer Programmer IV	(see 1)
14101	- Computer Systems Analyst I	(see 1)
14102	- Computer Systems Analyst II	(see 1)
14103	- Computer Systems Analyst III	(see 1)
14150	- Peripheral Equipment Operator	17.26
14160	- Personal Computer Support Technician	23.92
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	31.27
15020	- Aircrew Training Devices Instructor (Rated)	37.84
15030	- Air Crew Training Devices Instructor (Pilot)	45.35
15050	- Computer Based Training Specialist / Instructor	31.27
15060	- Educational Technologist	27.14
15070	- Flight Instructor (Pilot)	45.35
15080	- Graphic Artist	23.88
15090	- Technical Instructor	23.24
15095	- Technical Instructor/Course Developer	28.42

15110	- Test Proctor	18.76
15120	- Tutor	18.76
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.71
16030	- Counter Attendant	9.71
16040	- Dry Cleaner	12.25
16070	- Finisher, Flatwork, Machine	9.71
16090	- Presser, Hand	9.71
16110	- Presser, Machine, Drycleaning	9.71
16130	- Presser, Machine, Shirts	9.71
16160	- Presser, Machine, Wearing Apparel, Laundry	9.71
16190	- Sewing Machine Operator	13.07
16220	- Tailor	13.92
16250	- Washer, Machine	10.55
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	24.11
19040	- Tool And Die Maker	27.06
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	19.87
21030	- Material Coordinator	20.68
21040	- Material Expediter	20.68
21050	- Material Handling Laborer	15.41
21071	- Order Filler	13.93
21080	- Production Line Worker (Food Processing)	19.87
21110	- Shipping Packer	18.13
21130	- Shipping/Receiving Clerk	18.13
21140	- Store Worker I	14.79
21150	- Stock Clerk	18.66
21210	- Tools And Parts Attendant	19.87
21410	- Warehouse Specialist	19.87
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	29.37
23021	- Aircraft Mechanic I	28.50
23022	- Aircraft Mechanic II	29.37
23023	- Aircraft Mechanic III	30.25
23040	- Aircraft Mechanic Helper	22.11
23050	- Aircraft, Painter	27.52
23060	- Aircraft Servicer	24.97
23080	- Aircraft Worker	26.38
23110	- Appliance Mechanic	22.41
23120	- Bicycle Repairer	18.25
23125	- Cable Splicer	28.73
23130	- Carpenter, Maintenance	26.33
23140	- Carpet Layer	24.29
23160	- Electrician, Maintenance	31.22
23181	- Electronics Technician Maintenance I	25.05
23182	- Electronics Technician Maintenance II	26.13
23183	- Electronics Technician Maintenance III	27.85
23260	- Fabric Worker	21.33
23290	- Fire Alarm System Mechanic	23.88
23310	- Fire Extinguisher Repairer	21.03
23311	- Fuel Distribution System Mechanic	25.64
23312	- Fuel Distribution System Operator	21.80
23370	- General Maintenance Worker	19.99
23380	- Ground Support Equipment Mechanic	28.50
23381	- Ground Support Equipment Servicer	24.97
23382	- Ground Support Equipment Worker	26.38
23391	- Gunsmith I	21.31
23392	- Gunsmith II	23.87
23393	- Gunsmith III	25.78

23410 - Heating, Ventilation And Air-Conditioning Mechanic	25.00
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.59
23430 - Heavy Equipment Mechanic	24.67
23440 - Heavy Equipment Operator	25.99
23460 - Instrument Mechanic	27.64
23465 - Laboratory/Shelter Mechanic	24.90
23470 - Laborer	13.25
23510 - Locksmith	23.06
23530 - Machinery Maintenance Mechanic	26.26
23550 - Machinist, Maintenance	21.49
23580 - Maintenance Trades Helper	18.47
23591 - Metrology Technician I	27.64
23592 - Metrology Technician II	28.50
23593 - Metrology Technician III	29.34
23640 - Millwright	25.76
23710 - Office Appliance Repairer	22.20
23760 - Painter, Maintenance	23.17
23790 - Pipefitter, Maintenance	28.94
23810 - Plumber, Maintenance	26.93
23820 - Pneudraulic Systems Mechanic	25.78
23850 - Rigger	23.88
23870 - Scale Mechanic	23.87
23890 - Sheet-Metal Worker, Maintenance	24.34
23910 - Small Engine Mechanic	22.45
23931 - Telecommunications Mechanic I	25.13
23932 - Telecommunications Mechanic II	25.91
23950 - Telephone Lineman	22.58
23960 - Welder, Combination, Maintenance	23.88
23965 - Well Driller	29.35
23970 - Woodcraft Worker	25.78
23980 - Woodworker	20.10
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.17
24580 - Child Care Center Clerk	13.93
24610 - Chore Aide	10.51
24620 - Family Readiness And Support Services Coordinator	12.84
24630 - Homemaker	19.55
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.39
25040 - Sewage Plant Operator	26.41
25070 - Stationary Engineer	25.39
25190 - Ventilation Equipment Tender	19.75
25210 - Water Treatment Plant Operator	26.41
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.97
27007 - Baggage Inspector	13.70
27008 - Corrections Officer	22.62
27010 - Court Security Officer	26.68
27030 - Detection Dog Handler	14.15
27040 - Detention Officer	23.51
27070 - Firefighter	28.65
27101 - Guard I	13.70
27102 - Guard II	21.97
27131 - Police Officer I	30.82
27132 - Police Officer II	34.23
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.69

28042	- Carnival Equipment Repairer	12.44
28043	- Carnival Equipment Worker	10.26
28210	- Gate Attendant/Gate Tender	14.44
28310	- Lifeguard	11.34
28350	- Park Attendant (Aide)	14.56
28510	- Recreation Aide/Health Facility Attendant	10.89
28515	- Recreation Specialist	17.38
28630	- Sports Official	11.59
28690	- Swimming Pool Operator	22.29
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	25.32
29020	- Hatch Tender	25.32
29030	- Line Handler	25.32
29041	- Stevedore I	24.43
29042	- Stevedore II	26.42
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	35.93
30011	- Air Traffic Control Specialist, Station (HFO)	24.78
30012	- Air Traffic Control Specialist, Terminal (HFO)	27.28
30021	- Archeological Technician I	20.20
30022	- Archeological Technician II	22.79
30023	- Archeological Technician III	29.26
30030	- Cartographic Technician	29.26
30040	- Civil Engineering Technician	25.47
30061	- Drafter/CAD Operator I	21.11
30062	- Drafter/CAD Operator II	23.62
30063	- Drafter/CAD Operator III	26.33
30064	- Drafter/CAD Operator IV	32.39
30081	- Engineering Technician I	18.29
30082	- Engineering Technician II	20.53
30083	- Engineering Technician III	22.97
30084	- Engineering Technician IV	28.46
30085	- Engineering Technician V	34.80
30086	- Engineering Technician VI	42.12
30090	- Environmental Technician	23.89
30210	- Laboratory Technician	26.43
30240	- Mathematical Technician	26.84
30361	- Paralegal/Legal Assistant I	20.79
30362	- Paralegal/Legal Assistant II	25.76
30363	- Paralegal/Legal Assistant III	30.22
30364	- Paralegal/Legal Assistant IV	38.12
30390	- Photo-Optics Technician	29.26
30461	- Technical Writer I	24.14
30462	- Technical Writer II	29.52
30463	- Technical Writer III	35.73
30491	- Unexploded Ordnance (UXO) Technician I	22.83
30492	- Unexploded Ordnance (UXO) Technician II	27.63
30493	- Unexploded Ordnance (UXO) Technician III	33.11
30494	- Unexploded (UXO) Safety Escort	22.83
30495	- Unexploded (UXO) Sweep Personnel	22.83
30620	- Weather Observer, Combined Upper Air Or (see 2)	19.83
	Surface Programs	
30621	- Weather Observer, Senior (see 2)	22.95
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	13.80
31030	- Bus Driver	17.89
31043	- Driver Courier	16.16
31260	- Parking and Lot Attendant	10.20
31290	- Shuttle Bus Driver	17.20
31310	- Taxi Driver	13.29

31361 - Truckdriver, Light	17.20
31362 - Truckdriver, Medium	18.25
31363 - Truckdriver, Heavy	19.28
31364 - Truckdriver, Tractor-Trailer	19.28
99000 - Miscellaneous Occupations	
99030 - Cashier	12.32
99050 - Desk Clerk	10.81
99095 - Embalmer	25.80
99251 - Laboratory Animal Caretaker I	11.99
99252 - Laboratory Animal Caretaker II	12.77
99310 - Mortician	25.80
99410 - Pest Controller	18.29
99510 - Photofinishing Worker	12.87
99710 - Recycling Laborer	18.04
99711 - Recycling Specialist	20.37
99730 - Refuse Collector	16.70
99810 - Sales Clerk	13.82
99820 - School Crossing Guard	14.88
99830 - Survey Party Chief	27.16
99831 - Surveying Aide	14.23
99832 - Surveying Technician	21.35
99840 - Vending Machine Attendant	17.56
99841 - Vending Machine Repairer	18.86
99842 - Vending Machine Repairer Helper	17.56

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.35 per hour or \$134.00 per week or \$580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with 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 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour

conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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.

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(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.