

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-10-D-5938		2. DELIVERY ORDER NO. FK01		3. EFFECTIVE DATE 2016 Dec 01		4. PURCH REQUEST NO. N4008517RX00001		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Tierra K Watson/240.2 757-443-1395			CODE N00189		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way, 2nd Floor Chantilly VA 20151			CODE S2404A			
					SCD: C			8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>			
9. CONTRACTOR CAMBRIDGE INTERNATIONAL SYSTEMS 2300 Clarendon Boulevard, Suite 705 Arlington VA 22201			CODE 1P0S1		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS		
							12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED		
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G				
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	x	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein.								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
CAMBRIDGE INTERNATIONAL SYSTEMS						CambridgeIntlSysInc2 Vice President of Contracts					
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA			25. TOTAL		\$1,012,478.76	
					BY: /s/Fannie P Richardson			26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS						
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
					31. PAYMENT PARTIAL				34. CHECK NUMBER		
					FULL				35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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GENERAL INFORMATION

NOTE: DUE TO SYSTEM LIMITATIONS, THE DROP DOWN FOR SET-ASIDE DOES NOT ALLOW FOR THE SELECTION OF WOMAN OWNED SMALL BUSINESS (WOSB). ALTHOUGH THE SELECTION IDENTIFIES THIS REQUIREMENT AS A SMALL BUSINESS SET ASIDE, IT IS RESTRICTED TO WOMAN OWNED SMALL BUSINESSES ONLY. ONLY PROPOSALS FROM WOMAN OWNED SMALL BUSINESSES UNDER NAICS 541330 WILL BE ACCEPTED AND EVALUATED FOR THIS SOLICITATION.

THIS TASK ORDER IS BEING ISSUED AS A WOMAN OWNED SMALL BUSINESS SET-ASIDE IN ACCORDANCE WITH THE SOLICITATION.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R706	Warehouse Support Services for NAVFAC Mid-Atlantic (Base Year). In accordance with Performance Work Statement (PWS) and the Government Estimated Level of Effort (LOE) detailed in Attachment A. (WCF)	12.0	MO	\$84,373.23	\$1,012,478.76
8001	R706	Warehouse Support Services for NAVFAC Mid-Atlantic (Option I) In accordance with Performance Work Statement (PWS) and the Government Estimated Level of Effort (LOE) detailed in Attachment A. (WCF) Option	12.0	MO	\$84,373.23	\$1,012,478.76
8002	R706	Warehouse Support Services for NAVFAC Mid-Atlantic (Option II) In accordance with Performance Work Statement (PWS) and the Government Estimated Level of Effort (LOE) detailed in Attachment A. (WCF) Option	12.0	MO	\$84,373.23	\$1,012,478.76
8003	R706	Warehouse Support Services for NAVFAC Mid-Atlantic (Option III) In accordance with Performance Work Statement (PWS) and the Government Estimated Level of Effort (LOE) detailed in Attachment A. (WCF) Option	12.0	MO	\$84,373.23	\$1,012,478.76
8004	R706	Warehouse Support Services for NAVFAC Mid-Atlantic (Option IV) In accordance with Performance Work Statement (PWS) and the Government Estimated Level of Effort (LOE) detailed in Attachment A. (WCF) Option	12.0	MO	\$84,373.23	\$1,012,478.76

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

FLC NORFOLK NAVFAC MATERIAL OPERATIONS NORFOLK VA.

PERFORMANCE WORK STATEMENT

This requirement will be process in accordance with the procedures under FAR 16.505.

1. DESCRIPTION/SCOPE/OBJECTIVE

1.1. The purpose of this acquisition is to acquire warehousing services, in support of Naval Facilities Engineering Command (NAVFAC) Mid-Atlantic Region, Norfolk, VA. NAVFAC-Mid Atlantic requires the necessary level of administrative, professional, and technical support required to facilitate the command's shop stores at nine locations. The Shop Stores personnel shall manage and issue an array of supplies and materials that will be used for maintenance and repair projects around the various installations. The job positions required are: (1) Warehousing Specialist, (2) Material Expediter, and (3) General Clerk III.

Below are the location and the billets that shall be staffed by the contractor:

(1) Warehouse Specialist

- Portsmouth Naval Hospital
- Naval Air Station Oceana
- Joint Expeditionary Base Fort Story (Little Creek)
- Naval Weapons Station Yorktown
- Philadelphia Naval Business Center, PNBC, Philadelphia, PA
- Naval Support Activity, NSA, Philadelphia, PA
- Naval Support Activity, NSA, Mechanicsburg, PA
- Naval Station Norfolk

(2) Material Expediter

- Naval Station Norfolk
- Norfolk Naval Shipyard

(3) General Clerk III

- Naval Station Norfolk

2. STATEMENT OF WORK

2.1. The Contractor shall provide administrative, professional and technical services in support of each location's initiatives and assigned missions. The work effort is to provide the support required to achieve the desired degree of responsiveness essential to accommodate workload demands. The contractor's proposal shall include an estimated ten (10) hours of overtime per FTE.

2.1.1. Warehouse Specialist duties:

2.1.1.1. Specific work for the contractor employee shall include, but is not limited to the following:

- Receiving/Issuing material, Loading/Unloading trucks, Processing/Issuing receipts, assisting with inventories, assisting with maintaining shop stores inventory, and performing general shop store cleanup.
- Performing a variety of warehousing duties which requires an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandised against receiving documents, noting and reporting discrepancies and obvious damages); routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; managing and taking inventory of stored materials; removing material from storage and preparing it for

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shipment.

- Examining stored materials and reporting deterioration and damage to the inventory manager and warehouse supervisor.
- Operating hand or power trucks and forklifts in performing warehousing duties.
- Inspecting received material to verify NSN/part number, nomenclature, type, correct quantity, to ascertain compliance with the contract, purchase agreement and stock catalogs. Determines when and how items shall be consolidated in holding areas for inspection, transfer, or placement in proper storage areas. Checks material for damage and material discrepancies, such as overages/shortages, wrong material, etc. Reports discrepancies when required, to the inventory manager and warehouse supervisor. Determines appropriate area for holding material and ensures that the materials are placed in the proper Direct Turnover (DTO) or stock locations, as predetermined by the government. Certifies accuracy of material received and issue validation. Utilizes G80 report from MAXIMO to verify system accuracy before items are stored for issue.
- Ensuring that the shop store over the counter forms mirror the items received by the customer. At a minimum, over the counter issues shall include job order numbers, reference numbers, quantity and stock numbers. The contractor employee shall ensure that the forms are correct and accurate. The contractor employee shall input data from the Shop Store Form into the computer in Maximo and shall report any problems to the inventory manager and warehouse supervisor.
- Providing a wide range of customer service functions including assisting customers in locating appropriate material and determining stock status. Assisting branch employees with customer assistance, routine follow-up, relocating/storing of materials, and cleaning up of the work area.
- Tracking turnover items on hand and recommends increases and decreases of stock as appropriate. A green card shall be inserted to the location if an item is not in stock. Coordinates with shop store inventory manager for items in need of replenishment in the warehouse area.
- Participating in the physical inventories annually. Counts type and quantities of items during inventories and maintains tallies during the count. Recounts or searches other storage locations to determine the basis for overages, shortages, or misplaced items by checking stock status information in issue request, receiving, shipping reports, and locator records.
- Operating Material Handling Equipment (MHE) and may be required to operate motor forklifts up to 10,000 Lbs. Lift Capacity.
- Assisting inventory managers with inventories for shop stores on an annual basis.
- Processing all issues in accordance with applicable regulations/instructions. This includes all manual and data entry input via local area network and mainframe computer terminals.
- Utilizing SPM/MAXIMO 7.1 Supply automated System and to Maintain NMCI Access. The contractor employee shall have a CAC card for access into MAXIMO.
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- **2.1.2. Material Expediter Duties:** Specific work for the contractor employee shall include, but is not limited to the following:
 - Tracking and maintaining materials, parts inventory, and status information to expedite movement of material. Reports any discrepancies to inventory manager and warehouse supervisor.
 - Submit time cards each pay period to the COR for signature
 - Reviewing inventory reports, and work orders to determine type and quantity of materials required, availability of stock, and order priority. The contractor employee shall pick up hot items (urgent) and the Inventory manager will order the items that are not hot.
 - Locating and distributing materials to specified production areas, manually or using hand cart, hand truck, or forklift.

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- Recording and maintaining perpetual inventory of quantity and type of materials and parts received, stocked, and distributed, manually or using computer.
- Compiling and maintaining records, such as material inventory records, production records, and timecards, manually or using computer.
- Examining material received, verifying part numbers, and checking discrepancies, such as damaged or unmarked parts. If damaged contractor shall report it to the inventory manager and the warehouse supervisor.
- Assisting with Expediting of Priority Requisitions Daily as outlined by FLCN Warehouse Management via One Touch, Phone Calls, and Milstrip Status.
- Receiving/Issuing material, Loading/Unloading trucks, Processing/Issuing receipts, assisting with inventories, assisting with maintaining shop stores inventory, and performing general shop store cleanup.
- Performing a variety of warehousing duties which requires an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandised against receiving documents, noting and reporting discrepancies and obvious damages); routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; managing and taking inventory of stored materials; removing material from storage and preparing it for shipment.
- Examining stored materials and reporting deterioration and damage to the inventory manager and the warehouse supervisor.
- Operating hand or power trucks and forklifts in performing warehousing duties.
- Inspecting received material to verify NSN/part number, nomenclature, type, correct quantity, to ascertain compliance with contract, purchase agreement and stock catalogs. Determines when and how items shall be consolidated in holding areas for inspection, transfer, or placement in proper storage areas. Checks material for damage and material discrepancies, such as overages/shortages, wrong material, etc. Reports discrepancies when required, to the inventory manager and warehouse supervisor. Determines appropriate area for holding material and ensures that the materials are placed in the proper DTO or stock locations, as predetermined by the government. Certifies accuracy of material received and issue validation. Utilizes G8O report from MAXIMO to verify system accuracy before items are stored for issue.
- Ensuring that shop store over the counter forms mirror the items received by the customer. At a minimum, over the counter issues shall include job order numbers, reference numbers, quantity and stock numbers. The contractor employee shall ensure that the forms are correct and accurate. The contractor employee shall input data from the Shop Store Form into the computer in Maximo and shall report any problems to the inventory manager and warehouse supervisor.
- Providing a wide range of customer service functions including assisting customers in locating appropriate material and determining stock status. Assisting branch employees with customer assistance, routine follow-up, relocating/storing of materials, and cleaning up of the work area.
- Tracking turnover items on hand and recommends increases and decreases of stock as appropriate. A green card shall be inserted to the location if an item is not in stock. Coordinates with shop store inventory manager for items in need of replenishment in the warehouse area.
- Participating in the physical inventories annually. Counts type and quantities of items during inventories and maintains tallies during the count. Recounts or searches other storage locations to determine the basis for overages, shortages, or misplaced items by checking stock status information in issue request, receiving, shipping reports, and locator records.
- Operating Material Handling Equipment (MHE) and may be required to operate motor forklifts up to 10,000 Lbs. Lift Capacity.
- Assisting inventory managers with inventories for shop stores on an annual basis. The contractor employee

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shall utilize the technical data systems necessary to identify equipment/material requested on incomplete requisitions.

- Processing all issues in accordance with applicable regulations/instructions. This includes all manual and data entry input via local area network and mainframe computer terminals.
- Utilizing MAXIMO and Supply Automated Systems, and to maintain NMCI Access. The contractor employee shall have a CAC card for access into MAXIMO.

2.1.3. General Clerk III Duties: Specific work for the contractor employee shall include, but is not limited to the following:

Providing a wide range of Administrative and Supply Support duties, in support of warehouse functions.

All positions may be required to work at any local base on a temporary basis based on workload requirements.

3. PERIOD OF PERFORMANCE

3.1. The period of performance shall be from 01 December 2016 through 30 November 2017 with four (4) one year option periods through 2021.

Base Year	01 December 2016 through 30 November 2017
Option I	01 December 2017 through 30 November 2018
Option II	01 December 2018 through 30 November 2019
Option III	01 December 2019 through 30 November 2020
Option IV	01 December 2020 through 30 November 2021

4. CONFIDENTIALITY

4.1. This project and all materials provided to the Contractor by the Government and results, conclusions and recommendations obtained thereof should be considered confidential in nature and treated with the same level of care that the Contractor treats its own confidential business information. The information shall not be disclosed, copied, modified, used (except in the completion of this project) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the Government without the Government's express consent.

5. SECURITY/SECURITY CLEARANCES

5.1 Prior to start of the contract, contractor employees shall have a trustworthiness determination made by the FLC Norfolk Security Office, applying the security criteria and adjudication policy in SECNAVINST 5510.30A. A favorable security determination must be made that the employees are eligible for assignment to a noncritical sensitive duties and for access to sensitive information or areas and the contractor must maintain that eligibility until completion of the contract. The contractor shall notify FLC Norfolk of any potentially disqualifying information that could affect the continued security eligibility of the employee to perform sensitive duties under this contract. If the contractor does not have a NAC or NACI favorably adjudicated the employee will be required to complete a SF-85P, Questionnaire for Public Trust Positions. The SF-85P will be reviewed and approved by the FLC Norfolk Security Office, who will initiate the investigation. The employee shall provide proof of U.S. Citizenship.

6. SPECIAL REQUIREMENTS/INSTRUCTIONS/CONSIDERATIONS

6.1. No data provided to, or developed by, the contractor shall be used for any purpose other than this task order. All information (data files and hard copy) become the property of the government and the contractor shall return them to FLC Norfolk VA at the completion of the task order.

6.2. The Contractor shall submit monthly status reports to the COR by the 10th day of each month. This status report shall also provide a synopsis of any issues and/or concerns, and any future objectives to be achieved. Additionally, updates on any qualifications and/or certifications on contractor employees shall be provided in the Monthly Status Report.

6.3. Materials handling equipment (MHE) operators shall pass a periodic physical examination as specified by Naval

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Medical Command (NAVMED) P-117 published by the Bureau of Medicine and Surgery (BUMED). Each MHE operator shall possess a current Medical Examiner's Certificate or proof of a current medical examination document on their license. This document shall be carried on his person during working hours for inspection purposes. The contractor employee shall have and maintain a current, valid state driver's license. Additionally, the contractor shall ensure that any employee utilizing a forklift or MHE has the appropriate license and that they are kept up to date.

6.4. Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the contractor. The contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

7. GOVERNMENT POINTS OF CONTACT

7.1. The point of contact is: Tierra Watson, (757) 443-1395, email: tierra.watson@navy.mil or Fannie Richardson, (757) 443-1398, email: fannie.richardson@navy.mil.

8. NON-PERSONAL SERVICE STATEMENT

8.1. Contractor employees performing services under this order shall be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition

Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

9. PERSONNEL QUALIFICATIONS

9.1. The contractor shall be responsible for employing technically qualified personnel to perform the work specified in this statement of work. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements. The work history of each contractor employee shall contain experience directly related to the task and functions he/she is intended to perform under this contract.

9.2 The Government reserves the right, during the life of the resulting contract, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements; additionally, the government reserves the right to review resumes of contractor personnel proposed to be assigned. Personnel assigned to, or utilized by, the contractor in performance of work shall be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner.

9.3 Specific Personnel Qualifications Requirements – Personnel required to perform the services set forth within this Statement of Work shall meet the minimum qualifications for the respective labor categories identified herein. **There should be a minimum of at least 3 years warehouse experience.**

9.4 Materials handling equipment (MHE) operators shall pass a periodic physical examination as specified by Naval Medical Command (NAVMED) P-117 published by the Bureau of Medicine and Surgery (BUMED). Each MHE operator shall possess a current Medical Examiner's Certificate or proof of a current medical examination document on their license. This document shall be carried on his person during working hours for inspection purposes. The contractor employee shall have and maintain a current, valid state driver's license. Additionally, the contractor shall ensure that any employee utilizing a forklift or MHE has the appropriate license and that they are kept up to date.

10. ENTERPRISE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the via a secure data collection site. Contracted services excluded from

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reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

11. CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES, SENSITIVE INFORMATION, INFORMATION TECHNOLOGY (IT) SYSTEMS OR PROTECTED HEALTH INFORMATION

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore

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categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as

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Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

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To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) FOR CONTRACTOR SUPPORT FOR WAREHOUSE AND SUPPLY TECHNICIANS REQUIRED TO SUPPORT FLCN MATERIAL OPERATIONS IN SUPPORT OF NAVFAC

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and, applied document to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer-** The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship.' It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contracting Officer's Representative (COR)** - An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

5.0 • METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract. The surveillance method for the below tasks will be performed through random/scheduled checks and/or inspection/audit.

- **Monthly Reports** - The Contractor shall submit monthly status reports to the COR by the 10th day of each month. This status report shall also provide a synopsis of any issues and/or concerns, and any future objectives to be achieved. Additionally, updates on any qualifications and/or certifications on contractor employees shall be provided in the Monthly Status Report.
- **Required Forklift Licensing and Medical Certification Checks** – The contractor personnel shall pass a periodic physical examination as specified by Naval Medical Command (NAVMED) P-117 published by the Bureau of Medicine and Surgery (BUMED). Each materials handling equipment (MHE) operator shall possess a current Medical Examiner's Certificate or proof of a current medical examination document on their license. This document shall be

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carried on his person during working hours for inspection purposes. The contractor employee shall have and maintain a current, valid state driver's license. Additionally, the contractor shall ensure that any employee utilizing a forklift or MHE has the appropriate license and that they are kept up to date.

- **Customer Feedback** - Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the contractor. The contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS .

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other action related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. The COR shall forward these records to the Contracting Officer at termination or completion of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR and ACOR
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

The COR will make an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

In accordance with inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional fee, to replace or correct work that fails to meet contract requirements. To maximize the profit earned on costs incurred, the contractor is incentivized to ensure that quality products are provided in a timely manner.

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

9.0 PERFORMANCE EVALUATION MEETINGS

Performance Evaluation Meetings will be held monthly after the contract award and thereafter will be scheduled as often as necessary, at the discretion of the Contracting Officer. These meetings are to be used to resolve minor problems and areas of concern in an effort to avoid disputes and claims. The minutes of these meetings will be recorded by the COR

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and signed by both the Contractor and Government representatives. The COR will provide a copy of the minutes to the Contractor.

QASP MATRIX

Performance Element	Performance Requirement	Surveillance Method	Acceptable Quality Level	Procedures to be taken when performance standards are not met
Monthly Status Reports Paragraph 6.2	The contractor shall develop and submit a monthly status report on company letterhead and submitted not later than the tenth (10 th) day of the month. This status report should also provide a synopsis of any issues and/or concerns, and any future objectives to be achieved. Additionally, updates on any qualifications and/or certifications on contractor employees will also be provided in the Monthly Status Report.	Random/Scheduled Checks and/or Inspection/Audit	95%	<p>Positive Incentive:</p> <p>The contractor shall receive a favorable past performance review if the contractor meets or exceeds the performance standards.</p> <p>Decrements:</p> <p>The contractor shall receive a negative past performance review if the contractor doesn't meet or exceed the performance standards.</p> <p>The option may not be exercised if the contractor doesn't meet or exceed the performance standards.</p>
Qualified Personnel Paragraph 6.3	Contractor employees shall pass a periodic physical examination as specified by Naval Medical Command (NAVMED) P-117 published by the Bureau of Medicine and Surgery (BUMED). Each materials handling equipment (MHE) operator shall possess a current Medical Examiner's Certificate or proof of a current medical examination document on their license. This document shall be carried on his person during working hours for inspection purposes. The contractor employee shall have and maintain a current, valid state driver's license. Additionally, the contractor shall ensure that any employee utilizing a forklift or MHE has the appropriate license and that they are kept up to date.	Random/Scheduled Checks and/or Inspection/Audit	95%	<p>Positive Incentive:</p> <p>The contractor shall receive a favorable past performance review if the contractor meets or exceeds the performance standards.</p> <p>Decrements:</p> <p>The contractor shall receive a negative past performance review if the contractor doesn't meet or exceed the performance standards.</p> <p>The option may not be exercised if the contractor doesn't meet or exceed the performance standards.</p>
Customer Feedback Paragraph	The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in	Random/Scheduled Checks and/or Inspection/Audit	95%	<p>Positive Incentive:</p> <p>The contractor shall receive a favorable past performance review if the contractor meets or</p>

6.4	a documentation file.		<p>exceeds the performance standards.</p> <p>Decrements:</p> <p>The contractor shall receive a negative past performance review if the contractor doesn't meet or exceed the performance standards.</p> <p>The option may not be exercised if the contractor doesn't meet or exceed the performance standards.</p>
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INCENTIVES/DISINCENTIVES:

The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

For each item that does not meet acceptable levels, the Government may issue a Contractor Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken.

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

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SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000 12/1/2016 - 11/30/2017

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

8000 12/1/2016 - 11/30/2017

The periods of performance for the following Option Items are as follows:

8001 12/1/2017 - 11/30/2018
8002 12/1/2018 - 11/30/2019
8003 12/1/2019 - 11/30/2020
8004 12/1/2020 - 11/30/2021

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

Paul James

NAVSUP Fleet Logistics Center Norfolk, Code 401.71

9742 Maryland Ave

Norfolk, VA 23511

(757) 341-2136

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-In-1

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N40085

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in

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applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	Not applicable
Ship To Code	N40085DWAS
Ship From Code	1P0S1
Mark For Code	Not applicable
Service Approver (DoDAAC)	Not applicable
Service Acceptor (DoDAAC)	N40085DWAS
Accept at Other DoDAAC	Not applicable
LPO DoDAAC	N40085DWAS * nfecml_nrfk_wawfinvoiceaqcore@navy.mil
DCAA Auditor DoDAAC	Not applicable
Other DoDAAC(s)	Not applicable

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Melody Koontz, nfecml_nrfk_wawfinvoiceaqcore@navy.mil, (757) 341-1324

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Not applicable

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone

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number of the Contracting Officer is:

NAME: Fannie Richardson

ADDRESS: NAVSUP Fleet Logistics Center Norfolk Code 240.2

1968 Gilbert Street

Norfolk, VA 23511

TELEPHONE: (757) 443-1398

(End of Clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: Fannie Richardson

Address: NAVSUP Fleet Logistics Center Norfolk Code 240.2

1968 Gilbert Street

Norfolk, VA 23511

Phone: (757) 443-1398

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Tierra Watson

Address: NAVSUP Fleet Logistics Center Norfolk Code 240.2

1968 Gilbert Street

Norfolk, VA 23511

Phone: (757) 443-1395

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

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N/A

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

HQ0338

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

COR Name: Paul James

Address: NAVSUP Fleet Logistics Center Norfolk, Code 401.71

9742 Maryland Ave

Norfolk, VA 23511

Phone: (757) 341-2136

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: N/A

Address:

Phone:

ACOR Name: N/A

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Address:

Phone:

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:
- a. Identifying contractor deficiencies to the COR;
 - b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
 - c. Identifying contractor noncompliance of reporting requirements;
 - d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
 - e. Reviewing contractor reports providing recommendations for acceptance/rejection;
 - f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
 - g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
 - h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

N/A

7. ORDERING OFFICER is responsible for:
- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
 - b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
 - c. Obligating the funds by issuance of the delivery/task order;
 - d. Authorization for use of overtime;
 - e. Authorization to begin performance; and/or
 - f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to N/A pricing arrangements;
- b. No order shall be placed in excess of N/A without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of N/A.

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or

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information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical

Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them

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to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARS covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

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i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
8000	N4008517RXM7014	1012478.76
LLA :		
AA 97X4930 NE1A 000 77777 0 040085 2F 000000 08517RXM7014		
Standard Number: N4008517RXM7014		

BASE Funding 1012478.76
Cumulative Funding 1012478.76

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purpose of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3 NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, AND 52.219-27, NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small concern, a small business concern certified by the SBA for participation in the SBAs 8(a) program, or a service disabled veteran owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.219-30	Notice of Set-Aside for, or Sole Source Award to, WOSB Concerns Eligible Under the WOSB Program	DEC 2015
52.222-17	Non-Displacement of Qualified Workers	MAY 2014
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a firm fixed price task order resulting from this solicitation.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **10 days of contract expiration**.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **10 days of contract expiration**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **14 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **5 years**.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

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THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

Warehouse Specialist \$16.59

Material Expediter \$25.93

General Clerk III \$15.47

(End of clause)

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

Attachment A - Government Estimated Level of Effort

Attachment B - Past Performance Report Form

Attachment C - Wage Determinations

Attachment D - Seniority Dates

Attachment E - Workload Data

WD 05-2447 (Rev.-18) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2005-2447
Director	Wage Determinations	Revision No.: 18
		Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Pennsylvania

Area: Pennsylvania Counties of Berks, Cumberland, Dauphin, Juniata, Lancaster, Lebanon, Mifflin, Montour, Northumberland, Perry, Snyder, Union

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.81
01012 - Accounting Clerk II		16.64
01013 - Accounting Clerk III		18.60
01020 - Administrative Assistant		21.90
01040 - Court Reporter		22.23
01051 - Data Entry Operator I		12.14
01052 - Data Entry Operator II		13.24
01060 - Dispatcher, Motor Vehicle		18.09
01070 - Document Preparation Clerk		13.74
01090 - Duplicating Machine Operator		13.91
01111 - General Clerk I		11.55
01112 - General Clerk II		12.62
01113 - General Clerk III		14.16
01120 - Housing Referral Assistant		19.71
01141 - Messenger Courier		11.60
01191 - Order Clerk I		12.19
01192 - Order Clerk II		14.87
01261 - Personnel Assistant (Employment) I		16.27
01262 - Personnel Assistant (Employment) II		18.20
01263 - Personnel Assistant (Employment) III		20.29
01270 - Production Control Clerk		19.92
01280 - Receptionist		12.17
01290 - Rental Clerk		12.94
01300 - Scheduler, Maintenance		15.61
01311 - Secretary I		15.61
01312 - Secretary II		17.68
01313 - Secretary III		19.71
01320 - Service Order Dispatcher		16.83
01410 - Supply Technician		21.90

01420 - Survey Worker	14.90
01531 - Travel Clerk I	12.01
01532 - Travel Clerk II	12.88
01533 - Travel Clerk III	13.80
01611 - Word Processor I	14.25
01612 - Word Processor II	15.84
01613 - Word Processor III	17.68
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.95
05010 - Automotive Electrician	18.12
05040 - Automotive Glass Installer	17.37
05070 - Automotive Worker	17.37
05110 - Mobile Equipment Servicer	15.88
05130 - Motor Equipment Metal Mechanic	18.68
05160 - Motor Equipment Metal Worker	17.37
05190 - Motor Vehicle Mechanic	18.68
05220 - Motor Vehicle Mechanic Helper	15.12
05250 - Motor Vehicle Upholstery Worker	16.62
05280 - Motor Vehicle Wrecker	17.37
05310 - Painter, Automotive	18.12
05340 - Radiator Repair Specialist	17.37
05370 - Tire Repairer	14.53
05400 - Transmission Repair Specialist	18.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.53
07041 - Cook I	11.49
07042 - Cook II	12.85
07070 - Dishwasher	8.54
07130 - Food Service Worker	9.61
07210 - Meat Cutter	15.48
07260 - Waiter/Waitress	8.87
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.88
09040 - Furniture Handler	14.47
09080 - Furniture Refinisher	18.88
09090 - Furniture Refinisher Helper	15.75
09110 - Furniture Repairer, Minor	17.31
09130 - Upholsterer	19.54
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.05
11060 - Elevator Operator	11.05
11090 - Gardener	14.73
11122 - Housekeeping Aide	12.29
11150 - Janitor	12.29
11210 - Laborer, Grounds Maintenance	12.18
11240 - Maid or Houseman	9.52
11260 - Pruner	11.32
11270 - Tractor Operator	13.89
11330 - Trail Maintenance Worker	12.18
11360 - Window Cleaner	12.61
12000 - Health Occupations	
12010 - Ambulance Driver	13.73
12011 - Breath Alcohol Technician	17.37
12012 - Certified Occupational Therapist Assistant	21.31
12015 - Certified Physical Therapist Assistant	20.19
12020 - Dental Assistant	15.04
12025 - Dental Hygienist	27.49
12030 - EKG Technician	22.45
12035 - Electroneurodiagnostic Technologist	22.45
12040 - Emergency Medical Technician	13.73
12071 - Licensed Practical Nurse I	15.53
12072 - Licensed Practical Nurse II	17.37

12073 - Licensed Practical Nurse III	19.38
12100 - Medical Assistant	13.30
12130 - Medical Laboratory Technician	15.26
12160 - Medical Record Clerk	13.99
12190 - Medical Record Technician	14.00
12195 - Medical Transcriptionist	14.74
12210 - Nuclear Medicine Technologist	29.16
12221 - Nursing Assistant I	10.02
12222 - Nursing Assistant II	11.26
12223 - Nursing Assistant III	12.29
12224 - Nursing Assistant IV	13.79
12235 - Optical Dispenser	18.11
12236 - Optical Technician	15.63
12250 - Pharmacy Technician	13.18
12280 - Phlebotomist	13.79
12305 - Radiologic Technologist	24.57
12311 - Registered Nurse I	22.75
12312 - Registered Nurse II	27.84
12313 - Registered Nurse II, Specialist	27.84
12314 - Registered Nurse III	33.68
12315 - Registered Nurse III, Anesthetist	33.68
12316 - Registered Nurse IV	40.36
12317 - Scheduler (Drug and Alcohol Testing)	20.76
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.05
13012 - Exhibits Specialist II	23.61
13013 - Exhibits Specialist III	28.89
13041 - Illustrator I	18.66
13042 - Illustrator II	23.13
13043 - Illustrator III	28.30
13047 - Librarian	25.61
13050 - Library Aide/Clerk	10.60
13054 - Library Information Technology Systems Administrator	23.13
13058 - Library Technician	14.66
13061 - Media Specialist I	16.68
13062 - Media Specialist II	18.66
13063 - Media Specialist III	20.82
13071 - Photographer I	17.17
13072 - Photographer II	19.67
13073 - Photographer III	23.69
13074 - Photographer IV	28.98
13075 - Photographer V	35.06
13110 - Video Teleconference Technician	19.28
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.25
14042 - Computer Operator II	18.18
14043 - Computer Operator III	20.28
14044 - Computer Operator IV	22.53
14045 - Computer Operator V	24.94
14071 - Computer Programmer I	21.66
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	16.25
14160 - Personal Computer Support Technician	22.53
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.57
15020 - Aircrew Training Devices Instructor (Rated)	34.57

15030	- Air Crew Training Devices Instructor (Pilot)	41.43
15050	- Computer Based Training Specialist / Instructor	28.57
15060	- Educational Technologist	27.95
15070	- Flight Instructor (Pilot)	41.43
15080	- Graphic Artist	20.05
15090	- Technical Instructor	23.54
15095	- Technical Instructor/Course Developer	28.80
15110	- Test Proctor	19.00
15120	- Tutor	19.90
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.39
16030	- Counter Attendant	9.39
16040	- Dry Cleaner	12.07
16070	- Finisher, Flatwork, Machine	9.39
16090	- Presser, Hand	9.39
16110	- Presser, Machine, Drycleaning	9.39
16130	- Presser, Machine, Shirts	9.39
16160	- Presser, Machine, Wearing Apparel, Laundry	9.39
16190	- Sewing Machine Operator	12.84
16220	- Tailor	13.56
16250	- Washer, Machine	10.27
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	18.47
19040	- Tool And Die Maker	21.57
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	15.01
21030	- Material Coordinator	20.74
21040	- Material Expediter	20.74
21050	- Material Handling Laborer	15.53
21071	- Order Filler	11.42
21080	- Production Line Worker (Food Processing)	15.01
21110	- Shipping Packer	13.40
21130	- Shipping/Receiving Clerk	13.40
21140	- Store Worker I	12.78
21150	- Stock Clerk	15.99
21210	- Tools And Parts Attendant	15.01
21410	- Warehouse Specialist	15.01
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	23.48
23021	- Aircraft Mechanic I	22.26
23022	- Aircraft Mechanic II	23.48
23023	- Aircraft Mechanic III	24.38
23040	- Aircraft Mechanic Helper	18.02
23050	- Aircraft, Painter	21.21
23060	- Aircraft Servicer	19.81
23080	- Aircraft Worker	20.71
23110	- Appliance Mechanic	21.05
23120	- Bicycle Repairer	14.53
23125	- Cable Splicer	28.34
23130	- Carpenter, Maintenance	19.67
23140	- Carpet Layer	17.11
23160	- Electrician, Maintenance	23.72
23181	- Electronics Technician Maintenance I	20.65
23182	- Electronics Technician Maintenance II	22.01
23183	- Electronics Technician Maintenance III	26.64
23260	- Fabric Worker	18.94
23290	- Fire Alarm System Mechanic	21.92
23310	- Fire Extinguisher Repairer	17.88
23311	- Fuel Distribution System Mechanic	23.48
23312	- Fuel Distribution System Operator	19.02
23370	- General Maintenance Worker	17.30
23380	- Ground Support Equipment Mechanic	22.26

23381 - Ground Support Equipment Servicer	19.81
23382 - Ground Support Equipment Worker	20.71
23391 - Gunsmith I	17.88
23392 - Gunsmith II	19.99
23393 - Gunsmith III	22.07
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.52
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.24
23430 - Heavy Equipment Mechanic	22.88
23440 - Heavy Equipment Operator	21.41
23460 - Instrument Mechanic	21.92
23465 - Laboratory/Shelter Mechanic	21.05
23470 - Laborer	14.89
23510 - Locksmith	18.32
23530 - Machinery Maintenance Mechanic	20.20
23550 - Machinist, Maintenance	20.59
23580 - Maintenance Trades Helper	14.97
23591 - Metrology Technician I	21.92
23592 - Metrology Technician II	22.95
23593 - Metrology Technician III	24.00
23640 - Millwright	24.50
23710 - Office Appliance Repairer	21.44
23760 - Painter, Maintenance	20.88
23790 - Pipefitter, Maintenance	23.41
23810 - Plumber, Maintenance	22.03
23820 - Pneudraulic Systems Mechanic	22.07
23850 - Rigger	22.07
23870 - Scale Mechanic	19.99
23890 - Sheet-Metal Worker, Maintenance	22.36
23910 - Small Engine Mechanic	18.10
23931 - Telecommunications Mechanic I	26.92
23932 - Telecommunications Mechanic II	27.98
23950 - Telephone Lineman	23.48
23960 - Welder, Combination, Maintenance	19.46
23965 - Well Driller	22.07
23970 - Woodcraft Worker	22.07
23980 - Woodworker	16.54
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.43
24580 - Child Care Center Clerk	16.23
24610 - Chore Aide	11.03
24620 - Family Readiness And Support Services Coordinator	17.23
24630 - Homemaker	16.73
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.00
25040 - Sewage Plant Operator	19.78
25070 - Stationary Engineer	22.00
25190 - Ventilation Equipment Tender	16.76
25210 - Water Treatment Plant Operator	19.78
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.47
27007 - Baggage Inspector	12.52
27008 - Corrections Officer	22.18
27010 - Court Security Officer	22.18
27030 - Detection Dog Handler	16.29
27040 - Detention Officer	22.18
27070 - Firefighter	20.45
27101 - Guard I	12.52
27102 - Guard II	16.29
27131 - Police Officer I	26.75

27132 - Police Officer II	29.73
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.50
28042 - Carnival Equipment Repairer	11.56
28043 - Carnival Equipment Worker	8.96
28210 - Gate Attendant/Gate Tender	14.00
28310 - Lifeguard	11.03
28350 - Park Attendant (Aide)	15.57
28510 - Recreation Aide/Health Facility Attendant	11.37
28515 - Recreation Specialist	13.83
28630 - Sports Official	11.65
28690 - Swimming Pool Operator	18.30
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.86
29020 - Hatch Tender	18.86
29030 - Line Handler	18.86
29041 - Stevedore I	17.87
29042 - Stevedore II	19.86
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	16.75
30022 - Archeological Technician II	19.39
30023 - Archeological Technician III	23.05
30030 - Cartographic Technician	23.05
30040 - Civil Engineering Technician	22.90
30061 - Drafter/CAD Operator I	16.63
30062 - Drafter/CAD Operator II	18.82
30063 - Drafter/CAD Operator III	20.75
30064 - Drafter/CAD Operator IV	25.52
30081 - Engineering Technician I	14.87
30082 - Engineering Technician II	16.68
30083 - Engineering Technician III	18.66
30084 - Engineering Technician IV	23.17
30085 - Engineering Technician V	28.33
30086 - Engineering Technician VI	34.27
30090 - Environmental Technician	24.75
30210 - Laboratory Technician	21.22
30240 - Mathematical Technician	23.05
30361 - Paralegal/Legal Assistant I	17.56
30362 - Paralegal/Legal Assistant II	23.32
30363 - Paralegal/Legal Assistant III	28.53
30364 - Paralegal/Legal Assistant IV	34.52
30390 - Photo-Optics Technician	23.05
30461 - Technical Writer I	19.51
30462 - Technical Writer II	23.85
30463 - Technical Writer III	28.88
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.75
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.05
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.83
31030 - Bus Driver	15.21
31043 - Driver Courier	14.56
31260 - Parking and Lot Attendant	9.56
31290 - Shuttle Bus Driver	15.49

31310 - Taxi Driver	9.90
31361 - Truckdriver, Light	15.49
31362 - Truckdriver, Medium	18.05
31363 - Truckdriver, Heavy	20.41
31364 - Truckdriver, Tractor-Trailer	20.41
99000 - Miscellaneous Occupations	
99030 - Cashier	8.64
99050 - Desk Clerk	10.46
99095 - Embalmer	27.90
99251 - Laboratory Animal Caretaker I	10.41
99252 - Laboratory Animal Caretaker II	11.04
99310 - Mortician	29.93
99410 - Pest Controller	14.50
99510 - Photofinishing Worker	10.53
99710 - Recycling Laborer	13.41
99711 - Recycling Specialist	15.28
99730 - Refuse Collector	12.45
99810 - Sales Clerk	12.47
99820 - School Crossing Guard	10.31
99830 - Survey Party Chief	20.86
99831 - Surveying Aide	14.29
99832 - Surveying Technician	18.40
99840 - Vending Machine Attendant	13.35
99841 - Vending Machine Repairer	15.35
99842 - Vending Machine Repairer Helper	13.35

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 8 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

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

**** UNIFORM ALLOWANCE ****

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

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

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A 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/>.

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 05-2449 (Rev.-17) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2005-2449
Director	Wage Determinations	Revision No.: 17
		Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: New Jersey, Pennsylvania

Area: New Jersey Counties of Burlington, Camden, Gloucester
 Pennsylvania Counties of Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.53
01012 - Accounting Clerk II		16.31
01013 - Accounting Clerk III		18.24
01020 - Administrative Assistant		27.42
01040 - Court Reporter		21.74
01051 - Data Entry Operator I		14.22
01052 - Data Entry Operator II		15.51
01060 - Dispatcher, Motor Vehicle		17.92
01070 - Document Preparation Clerk		13.66
01090 - Duplicating Machine Operator		13.66
01111 - General Clerk I		13.45
01112 - General Clerk II		14.68
01113 - General Clerk III		16.48
01120 - Housing Referral Assistant		24.11
01141 - Messenger Courier		12.91
01191 - Order Clerk I		14.81
01192 - Order Clerk II		15.68
01261 - Personnel Assistant (Employment) I		16.56
01262 - Personnel Assistant (Employment) II		18.52
01263 - Personnel Assistant (Employment) III		20.64
01270 - Production Control Clerk		22.74
01280 - Receptionist		14.72
01290 - Rental Clerk		16.83
01300 - Scheduler, Maintenance		17.52
01311 - Secretary I		19.12
01312 - Secretary II		21.84
01313 - Secretary III		24.11
01320 - Service Order Dispatcher		16.76

01410 - Supply Technician	27.02
01420 - Survey Worker	17.92
01531 - Travel Clerk I	13.42
01532 - Travel Clerk II	14.10
01533 - Travel Clerk III	15.03
01611 - Word Processor I	15.91
01612 - Word Processor II	17.86
01613 - Word Processor III	19.98
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.83
05010 - Automotive Electrician	22.03
05040 - Automotive Glass Installer	20.34
05070 - Automotive Worker	21.11
05110 - Mobile Equipment Servicer	19.63
05130 - Motor Equipment Metal Mechanic	22.81
05160 - Motor Equipment Metal Worker	21.22
05190 - Motor Vehicle Mechanic	22.83
05220 - Motor Vehicle Mechanic Helper	18.71
05250 - Motor Vehicle Upholstery Worker	20.54
05280 - Motor Vehicle Wrecker	21.22
05310 - Painter, Automotive	22.14
05340 - Radiator Repair Specialist	21.22
05370 - Tire Repairer	14.89
05400 - Transmission Repair Specialist	23.49
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.05
07041 - Cook I	12.99
07042 - Cook II	13.84
07070 - Dishwasher	9.76
07130 - Food Service Worker	11.55
07210 - Meat Cutter	17.30
07260 - Waiter/Waitress	10.10
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.40
09040 - Furniture Handler	17.39
09080 - Furniture Refinisher	22.85
09090 - Furniture Refinisher Helper	19.50
09110 - Furniture Repairer, Minor	21.21
09130 - Upholsterer	19.41
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.81
11060 - Elevator Operator	12.33
11090 - Gardener	16.09
11122 - Housekeeping Aide	12.81
11150 - Janitor	12.81
11210 - Laborer, Grounds Maintenance	13.67
11240 - Maid or Houseman	11.29
11260 - Pruner	12.83
11270 - Tractor Operator	15.33
11330 - Trail Maintenance Worker	13.76
11360 - Window Cleaner	13.61
12000 - Health Occupations	
12010 - Ambulance Driver	17.48
12011 - Breath Alcohol Technician	20.44
12012 - Certified Occupational Therapist Assistant	22.91
12015 - Certified Physical Therapist Assistant	22.60
12020 - Dental Assistant	18.36
12025 - Dental Hygienist	32.95
12030 - EKG Technician	30.31
12035 - Electroneurodiagnostic Technologist	30.31
12040 - Emergency Medical Technician	17.48
12071 - Licensed Practical Nurse I	20.15

12072 - Licensed Practical Nurse II	22.05
12073 - Licensed Practical Nurse III	24.57
12100 - Medical Assistant	14.97
12130 - Medical Laboratory Technician	21.17
12160 - Medical Record Clerk	15.47
12190 - Medical Record Technician	17.00
12195 - Medical Transcriptionist	17.02
12210 - Nuclear Medicine Technologist	34.99
12221 - Nursing Assistant I	10.52
12222 - Nursing Assistant II	11.83
12223 - Nursing Assistant III	12.91
12224 - Nursing Assistant IV	14.49
12235 - Optical Dispenser	21.62
12236 - Optical Technician	16.60
12250 - Pharmacy Technician	15.13
12280 - Phlebotomist	14.49
12305 - Radiologic Technologist	28.02
12311 - Registered Nurse I	29.51
12312 - Registered Nurse II	32.76
12313 - Registered Nurse II, Specialist	32.76
12314 - Registered Nurse III	39.32
12315 - Registered Nurse III, Anesthetist	39.32
12316 - Registered Nurse IV	47.11
12317 - Scheduler (Drug and Alcohol Testing)	23.50
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.74
13012 - Exhibits Specialist II	28.77
13013 - Exhibits Specialist III	35.16
13041 - Illustrator I	22.94
13042 - Illustrator II	30.61
13043 - Illustrator III	37.43
13047 - Librarian	31.00
13050 - Library Aide/Clerk	16.83
13054 - Library Information Technology Systems Administrator	27.98
13058 - Library Technician	17.62
13061 - Media Specialist I	18.35
13062 - Media Specialist II	20.52
13063 - Media Specialist III	22.88
13071 - Photographer I	17.96
13072 - Photographer II	19.97
13073 - Photographer III	25.04
13074 - Photographer IV	30.62
13075 - Photographer V	37.06
13110 - Video Teleconference Technician	22.29
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.50
14042 - Computer Operator II	20.70
14043 - Computer Operator III	23.06
14044 - Computer Operator IV	25.64
14045 - Computer Operator V	28.39
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	18.50
14160 - Personal Computer Support Technician	25.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	33.14

15020	- Aircrew Training Devices Instructor (Rated)	40.11
15030	- Air Crew Training Devices Instructor (Pilot)	48.06
15050	- Computer Based Training Specialist / Instructor	33.14
15060	- Educational Technologist	30.33
15070	- Flight Instructor (Pilot)	48.06
15080	- Graphic Artist	24.99
15090	- Technical Instructor	24.41
15095	- Technical Instructor/Course Developer	29.85
15110	- Test Proctor	19.71
15120	- Tutor	19.71
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.77
16030	- Counter Attendant	9.77
16040	- Dry Cleaner	12.76
16070	- Finisher, Flatwork, Machine	9.77
16090	- Presser, Hand	9.77
16110	- Presser, Machine, Drycleaning	9.77
16130	- Presser, Machine, Shirts	9.77
16160	- Presser, Machine, Wearing Apparel, Laundry	9.77
16190	- Sewing Machine Operator	13.65
16220	- Tailor	14.52
16250	- Washer, Machine	10.80
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	20.24
19040	- Tool And Die Maker	24.23
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	19.21
21030	- Material Coordinator	20.91
21040	- Material Expediter	20.91
21050	- Material Handling Laborer	13.92
21071	- Order Filler	13.88
21080	- Production Line Worker (Food Processing)	19.21
21110	- Shipping Packer	16.45
21130	- Shipping/Receiving Clerk	16.45
21140	- Store Worker I	16.93
21150	- Stock Clerk	19.11
21210	- Tools And Parts Attendant	19.21
21410	- Warehouse Specialist	19.21
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	26.75
23021	- Aircraft Mechanic I	25.74
23022	- Aircraft Mechanic II	26.75
23023	- Aircraft Mechanic III	28.12
23040	- Aircraft Mechanic Helper	20.97
23050	- Aircraft, Painter	21.66
23060	- Aircraft Servicer	22.92
23080	- Aircraft Worker	23.95
23110	- Appliance Mechanic	21.01
23120	- Bicycle Repairer	15.11
23125	- Cable Splicer	34.08
23130	- Carpenter, Maintenance	24.40
23140	- Carpet Layer	22.57
23160	- Electrician, Maintenance	29.02
23181	- Electronics Technician Maintenance I	25.72
23182	- Electronics Technician Maintenance II	27.03
23183	- Electronics Technician Maintenance III	27.92
23260	- Fabric Worker	21.87
23290	- Fire Alarm System Mechanic	23.71
23310	- Fire Extinguisher Repairer	22.72
23311	- Fuel Distribution System Mechanic	26.86
23312	- Fuel Distribution System Operator	23.17
23370	- General Maintenance Worker	21.37

23380 - Ground Support Equipment Mechanic	25.74
23381 - Ground Support Equipment Servicer	22.92
23382 - Ground Support Equipment Worker	23.95
23391 - Gunsmith I	22.07
23392 - Gunsmith II	23.77
23393 - Gunsmith III	25.51
23410 - Heating, Ventilation And Air-Conditioning Mechanic	25.17
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.15
23430 - Heavy Equipment Mechanic	24.33
23440 - Heavy Equipment Operator	27.08
23460 - Instrument Mechanic	25.03
23465 - Laboratory/Shelter Mechanic	24.64
23470 - Laborer	15.83
23510 - Locksmith	23.29
23530 - Machinery Maintenance Mechanic	24.32
23550 - Machinist, Maintenance	21.24
23580 - Maintenance Trades Helper	18.52
23591 - Metrology Technician I	25.03
23592 - Metrology Technician II	26.01
23593 - Metrology Technician III	26.83
23640 - Millwright	25.21
23710 - Office Appliance Repairer	23.06
23760 - Painter, Maintenance	21.97
23790 - Pipefitter, Maintenance	30.24
23810 - Plumber, Maintenance	26.56
23820 - Pneudraulic Systems Mechanic	25.51
23850 - Rigger	25.51
23870 - Scale Mechanic	23.77
23890 - Sheet-Metal Worker, Maintenance	26.51
23910 - Small Engine Mechanic	18.79
23931 - Telecommunications Mechanic I	25.91
23932 - Telecommunications Mechanic II	26.92
23950 - Telephone Lineman	28.29
23960 - Welder, Combination, Maintenance	20.91
23965 - Well Driller	23.53
23970 - Woodcraft Worker	25.51
23980 - Woodworker	19.14
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.00
24580 - Child Care Center Clerk	14.96
24610 - Chore Aide	11.62
24620 - Family Readiness And Support Services Coordinator	14.06
24630 - Homemaker	14.79
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.73
25040 - Sewage Plant Operator	22.47
25070 - Stationary Engineer	22.73
25190 - Ventilation Equipment Tender	18.74
25210 - Water Treatment Plant Operator	22.47
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.30
27007 - Baggage Inspector	13.48
27008 - Corrections Officer	24.29
27010 - Court Security Officer	27.70
27030 - Detection Dog Handler	18.81
27040 - Detention Officer	24.29
27070 - Firefighter	27.25
27101 - Guard I	13.48
27102 - Guard II	18.81

27131 - Police Officer I	28.28
27132 - Police Officer II	31.43
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.46
28042 - Carnival Equipment Repairer	12.02
28043 - Carnival Equipment Worker	9.59
28210 - Gate Attendant/Gate Tender	16.04
28310 - Lifeguard	12.78
28350 - Park Attendant (Aide)	17.94
28510 - Recreation Aide/Health Facility Attendant	11.54
28515 - Recreation Specialist	22.22
28630 - Sports Official	14.29
28690 - Swimming Pool Operator	17.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.30
29020 - Hatch Tender	24.30
29030 - Line Handler	24.30
29041 - Stevedore I	23.38
29042 - Stevedore II	25.20
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.17
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.31
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.98
30021 - Archeological Technician I	20.33
30022 - Archeological Technician II	22.75
30023 - Archeological Technician III	28.18
30030 - Cartographic Technician	28.27
30040 - Civil Engineering Technician	26.15
30061 - Drafter/CAD Operator I	20.33
30062 - Drafter/CAD Operator II	22.75
30063 - Drafter/CAD Operator III	25.36
30064 - Drafter/CAD Operator IV	31.21
30081 - Engineering Technician I	18.23
30082 - Engineering Technician II	20.47
30083 - Engineering Technician III	23.23
30084 - Engineering Technician IV	28.83
30085 - Engineering Technician V	35.18
30086 - Engineering Technician VI	42.58
30090 - Environmental Technician	21.49
30210 - Laboratory Technician	25.35
30240 - Mathematical Technician	28.18
30361 - Paralegal/Legal Assistant I	19.08
30362 - Paralegal/Legal Assistant II	23.64
30363 - Paralegal/Legal Assistant III	28.92
30364 - Paralegal/Legal Assistant IV	34.64
30390 - Photo-Optics Technician	28.18
30461 - Technical Writer I	21.76
30462 - Technical Writer II	26.62
30463 - Technical Writer III	34.22
30491 - Unexploded Ordnance (UXO) Technician I	24.25
30492 - Unexploded Ordnance (UXO) Technician II	29.35
30493 - Unexploded Ordnance (UXO) Technician III	35.17
30494 - Unexploded (UXO) Safety Escort	24.25
30495 - Unexploded (UXO) Sweep Personnel	24.25
30620 - Weather Observer, Combined Upper Air Or (see 3)	25.36
Surface Programs	
30621 - Weather Observer, Senior (see 3)	28.18
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	15.22
31030 - Bus Driver	19.16
31043 - Driver Courier	18.13
31260 - Parking and Lot Attendant	10.54

31290 - Shuttle Bus Driver	19.00
31310 - Taxi Driver	12.01
31361 - Truckdriver, Light	19.00
31362 - Truckdriver, Medium	19.28
31363 - Truckdriver, Heavy	19.99
31364 - Truckdriver, Tractor-Trailer	19.99
99000 - Miscellaneous Occupations	
99030 - Cashier	11.80
99050 - Desk Clerk	12.64
99095 - Embalmer	33.77
99251 - Laboratory Animal Caretaker I	11.48
99252 - Laboratory Animal Caretaker II	12.25
99310 - Mortician	34.20
99410 - Pest Controller	17.02
99510 - Photofinishing Worker	14.65
99710 - Recycling Laborer	18.72
99711 - Recycling Specialist	21.14
99730 - Refuse Collector	17.57
99810 - Sales Clerk	12.43
99820 - School Crossing Guard	11.48
99830 - Survey Party Chief	20.60
99831 - Surveying Aide	12.23
99832 - Surveying Technician	18.07
99840 - Vending Machine Attendant	14.45
99841 - Vending Machine Repairer	16.98
99842 - Vending Machine Repairer Helper	14.45

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 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 4.174)

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

3) 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.

WD 15-4341 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2015-4341
Director	Wage Determinations	Revision No.: 2
		Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: North Carolina, Virginia

Area: North Carolina County of Currituck
Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City, Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Surry, Virginia Beach, Williamsburg, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.03
01012 - Accounting Clerk II		15.74
01013 - Accounting Clerk III		17.61
01020 - Administrative Assistant		23.48
01035 - Court Reporter		18.82
01041 - Customer Service Representative I		11.29
01042 - Customer Service Representative II		12.70
01043 - Customer Service Representative III		13.86
01051 - Data Entry Operator I		12.41
01052 - Data Entry Operator II		13.90
01060 - Dispatcher, Motor Vehicle		17.23
01070 - Document Preparation Clerk		13.21
01090 - Duplicating Machine Operator		13.21
01111 - General Clerk I		12.20
01112 - General Clerk II		13.78
01113 - General Clerk III		15.47
01120 - Housing Referral Assistant		19.11
01141 - Messenger Courier		13.44
01191 - Order Clerk I		13.46
01192 - Order Clerk II		17.61
01261 - Personnel Assistant (Employment) I		16.22
01262 - Personnel Assistant (Employment) II		18.14
01263 - Personnel Assistant (Employment) III		20.23
01270 - Production Control Clerk		25.93
01290 - Rental Clerk		14.15
01300 - Scheduler, Maintenance		15.32

01311	- Secretary I	15.32
01312	- Secretary II	17.15
01313	- Secretary III	19.11
01320	- Service Order Dispatcher	15.40
01410	- Supply Technician	23.48
01420	- Survey Worker	13.82
01460	- Switchboard Operator/Receptionist	12.28
01531	- Travel Clerk I	11.73
01532	- Travel Clerk II	12.51
01533	- Travel Clerk III	13.36
01611	- Word Processor I	14.13
01612	- Word Processor II	15.86
01613	- Word Processor III	17.75
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	25.82
05010	- Automotive Electrician	21.03
05040	- Automotive Glass Installer	20.09
05070	- Automotive Worker	20.09
05110	- Mobile Equipment Servicer	18.15
05130	- Motor Equipment Metal Mechanic	22.02
05160	- Motor Equipment Metal Worker	20.09
05190	- Motor Vehicle Mechanic	22.02
05220	- Motor Vehicle Mechanic Helper	17.13
05250	- Motor Vehicle Upholstery Worker	19.10
05280	- Motor Vehicle Wrecker	20.09
05310	- Painter, Automotive	21.03
05340	- Radiator Repair Specialist	19.10
05370	- Tire Repairer	13.65
05400	- Transmission Repair Specialist	22.02
07000	- Food Preparation And Service Occupations	
07010	- Baker	11.48
07041	- Cook I	11.12
07042	- Cook II	12.33
07070	- Dishwasher	8.73
07130	- Food Service Worker	9.89
07210	- Meat Cutter	15.35
07260	- Waiter/Waitress	9.68
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	21.23
09040	- Furniture Handler	14.67
09080	- Furniture Refinisher	19.39
09090	- Furniture Refinisher Helper	15.80
09110	- Furniture Repairer, Minor	17.62
09130	- Upholsterer	20.17
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	11.41
11060	- Elevator Operator	11.41
11090	- Gardener	13.67
11122	- Housekeeping Aide	11.92
11150	- Janitor	11.92
11210	- Laborer, Grounds Maintenance	11.41
11240	- Maid or Houseman	9.30
11260	- Pruner	11.63
11270	- Tractor Operator	12.88
11330	- Trail Maintenance Worker	11.41
11360	- Window Cleaner	12.64
12000	- Health Occupations	
12010	- Ambulance Driver	16.84
12011	- Breath Alcohol Technician	16.42
12012	- Certified Occupational Therapist Assistant	26.23
12015	- Certified Physical Therapist Assistant	25.05

12020 - Dental Assistant	15.56
12025 - Dental Hygienist	34.44
12030 - EKG Technician	26.10
12035 - Electroneurodiagnostic Technologist	26.10
12040 - Emergency Medical Technician	16.84
12071 - Licensed Practical Nurse I	14.67
12072 - Licensed Practical Nurse II	16.42
12073 - Licensed Practical Nurse III	18.30
12100 - Medical Assistant	13.69
12130 - Medical Laboratory Technician	18.70
12160 - Medical Record Clerk	15.13
12190 - Medical Record Technician	16.93
12195 - Medical Transcriptionist	14.13
12210 - Nuclear Medicine Technologist	31.32
12221 - Nursing Assistant I	9.93
12222 - Nursing Assistant II	11.17
12223 - Nursing Assistant III	12.19
12224 - Nursing Assistant IV	13.68
12235 - Optical Dispenser	19.99
12236 - Optical Technician	16.59
12250 - Pharmacy Technician	17.33
12280 - Phlebotomist	13.84
12305 - Radiologic Technologist	25.67
12311 - Registered Nurse I	24.37
12312 - Registered Nurse II	29.81
12313 - Registered Nurse II, Specialist	29.81
12314 - Registered Nurse III	36.07
12315 - Registered Nurse III, Anesthetist	36.07
12316 - Registered Nurse IV	43.23
12317 - Scheduler (Drug and Alcohol Testing)	20.34
12320 - Substance Abuse Treatment Counselor	17.96
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.46
13012 - Exhibits Specialist II	25.36
13013 - Exhibits Specialist III	29.19
13041 - Illustrator I	20.00
13042 - Illustrator II	24.56
13043 - Illustrator III	29.80
13047 - Librarian	32.67
13050 - Library Aide/Clerk	11.45
13054 - Library Information Technology Systems Administrator	23.82
13058 - Library Technician	16.78
13061 - Media Specialist I	17.17
13062 - Media Specialist II	19.21
13063 - Media Specialist III	21.41
13071 - Photographer I	13.93
13072 - Photographer II	18.46
13073 - Photographer III	22.43
13074 - Photographer IV	24.90
13075 - Photographer V	30.14
13090 - Technical Order Library Clerk	14.93
13110 - Video Teleconference Technician	15.93
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.56
14042 - Computer Operator II	17.40
14043 - Computer Operator III	19.41
14044 - Computer Operator IV	21.57
14045 - Computer Operator V	23.88
14071 - Computer Programmer I	(see 1) 20.07
14072 - Computer Programmer II	(see 1) 24.57

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		15.56
14160 - Personal Computer Support Technician		21.57
14170 - System Support Specialist		26.47
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.24
15020 - Aircrew Training Devices Instructor (Rated)		40.21
15030 - Air Crew Training Devices Instructor (Pilot)		48.04
15050 - Computer Based Training Specialist / Instructor		33.24
15060 - Educational Technologist		30.26
15070 - Flight Instructor (Pilot)		48.04
15080 - Graphic Artist		24.28
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		36.50
15086 - Maintenance Test Pilot, Rotary Wing		36.50
15088 - Non-Maintenance Test/Co-Pilot		36.50
15090 - Technical Instructor		23.03
15095 - Technical Instructor/Course Developer		28.17
15110 - Test Proctor		19.29
15120 - Tutor		19.29
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.83
16030 - Counter Attendant		8.83
16040 - Dry Cleaner		11.08
16070 - Finisher, Flatwork, Machine		8.83
16090 - Presser, Hand		8.83
16110 - Presser, Machine, Drycleaning		8.83
16130 - Presser, Machine, Shirts		8.83
16160 - Presser, Machine, Wearing Apparel, Laundry		8.83
16190 - Sewing Machine Operator		11.84
16220 - Tailor		12.65
16250 - Washer, Machine		9.59
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.51
19040 - Tool And Die Maker		26.83
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		16.59
21030 - Material Coordinator		25.93
21040 - Material Expediter		25.93
21050 - Material Handling Laborer		11.27
21071 - Order Filler		11.49
21080 - Production Line Worker (Food Processing)		16.59
21110 - Shipping Packer		15.21
21130 - Shipping/Receiving Clerk		15.21
21140 - Store Worker I		12.76
21150 - Stock Clerk		15.96
21210 - Tools And Parts Attendant		16.59
21410 - Warehouse Specialist		16.59
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		25.62
23019 - Aircraft Logs and Records Technician		20.04
23021 - Aircraft Mechanic I		24.40
23022 - Aircraft Mechanic II		25.62
23023 - Aircraft Mechanic III		26.81
23040 - Aircraft Mechanic Helper		17.99
23050 - Aircraft, Painter		22.22
23060 - Aircraft Servicer		20.04
23070 - Aircraft Survival Flight Equipment Technician		22.22

23080 - Aircraft Worker	21.09
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	21.09
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	24.40
23110 - Appliance Mechanic	19.24
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	25.69
23130 - Carpenter, Maintenance	19.24
23140 - Carpet Layer	18.79
23160 - Electrician, Maintenance	22.27
23181 - Electronics Technician Maintenance I	23.07
23182 - Electronics Technician Maintenance II	24.32
23183 - Electronics Technician Maintenance III	25.53
23260 - Fabric Worker	19.59
23290 - Fire Alarm System Mechanic	20.20
23310 - Fire Extinguisher Repairer	18.15
23311 - Fuel Distribution System Mechanic	21.94
23312 - Fuel Distribution System Operator	17.87
23370 - General Maintenance Worker	18.30
23380 - Ground Support Equipment Mechanic	24.40
23381 - Ground Support Equipment Servicer	20.04
23382 - Ground Support Equipment Worker	21.09
23391 - Gunsmith I	18.15
23392 - Gunsmith II	20.16
23393 - Gunsmith III	22.22
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.45
23411 - Heating, Ventilation And Air Contditiiong Mechanic (Research Facility)	21.48
23430 - Heavy Equipment Mechanic	22.03
23440 - Heavy Equipment Operator	20.20
23460 - Instrument Mechanic	21.16
23465 - Laboratory/Shelter Mechanic	12.40
23470 - Laborer	11.27
23510 - Locksmith	20.65
23530 - Machinery Maintenance Mechanic	22.31
23550 - Machinist, Maintenance	21.25
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	21.16
23592 - Metrology Technician II	24.24
23593 - Metrology Technician III	25.26
23640 - Millwright	26.52
23710 - Office Appliance Repairer	19.24
23760 - Painter, Maintenance	19.24
23790 - Pipefitter, Maintenance	22.09
23810 - Plumber, Maintenance	21.04
23820 - Pneudraulic Systems Mechanic	22.22
23850 - Rigger	22.57
23870 - Scale Mechanic	20.13
23890 - Sheet-Metal Worker, Maintenance	21.52
23910 - Small Engine Mechanic	20.11
23931 - Telecommunications Mechanic I	25.35
23932 - Telecommunications Mechanic II	26.62
23950 - Telephone Lineman	25.17
23960 - Welder, Combination, Maintenance	20.98
23965 - Well Driller	21.92
23970 - Woodcraft Worker	22.22
23980 - Woodworker	18.15
24000 - Personal Needs Occupations	
24550 - Case Manager	13.31

24570 - Child Care Attendant	9.58
24580 - Child Care Center Clerk	13.48
24610 - Chore Aide	8.43
24620 - Family Readiness And Support Services Coordinator	13.31
24630 - Homemaker	14.24
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.88
25040 - Sewage Plant Operator	20.01
25070 - Stationary Engineer	22.88
25190 - Ventilation Equipment Tender	17.38
25210 - Water Treatment Plant Operator	20.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.03
27007 - Baggage Inspector	12.52
27008 - Corrections Officer	18.71
27010 - Court Security Officer	20.29
27030 - Detection Dog Handler	15.31
27040 - Detention Officer	18.71
27070 - Firefighter	19.65
27101 - Guard I	12.52
27102 - Guard II	15.31
27131 - Police Officer I	22.07
27132 - Police Officer II	24.52
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.47
28042 - Carnival Equipment Repairer	11.10
28043 - Carnival Worker	8.54
28210 - Gate Attendant/Gate Tender	14.30
28310 - Lifeguard	12.22
28350 - Park Attendant (Aide)	15.60
28510 - Recreation Aide/Health Facility Attendant	11.68
28515 - Recreation Specialist	19.83
28630 - Sports Official	12.75
28690 - Swimming Pool Operator	15.63
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.80
29020 - Hatch Tender	22.80
29030 - Line Handler	22.80
29041 - Stevedore I	21.68
29042 - Stevedore II	23.98
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	36.49
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.17
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.71
30021 - Archeological Technician I	18.85
30022 - Archeological Technician II	20.93
30023 - Archeological Technician III	25.14
30030 - Cartographic Technician	26.68
30040 - Civil Engineering Technician	25.15
30051 - Cryogenic Technician I	23.15
30052 - Cryogenic Technician II	25.56
30061 - Drafter/CAD Operator I	18.85
30062 - Drafter/CAD Operator II	21.09
30063 - Drafter/CAD Operator III	23.52
30064 - Drafter/CAD Operator IV	28.93
30081 - Engineering Technician I	17.82
30082 - Engineering Technician II	19.79
30083 - Engineering Technician III	22.59
30084 - Engineering Technician IV	27.42
30085 - Engineering Technician V	33.54

30086 - Engineering Technician VI	40.58
30090 - Environmental Technician	24.06
30095 - Evidence Control Specialist	20.90
30210 - Laboratory Technician	21.99
30221 - Latent Fingerprint Technician I	22.97
30222 - Latent Fingerprint Technician II	25.37
30240 - Mathematical Technician	26.68
30361 - Paralegal/Legal Assistant I	16.04
30362 - Paralegal/Legal Assistant II	19.88
30363 - Paralegal/Legal Assistant III	24.32
30364 - Paralegal/Legal Assistant IV	29.42
30375 - Petroleum Supply Specialist	25.56
30390 - Photo-Optics Technician	26.68
30395 - Radiation Control Technician	25.56
30461 - Technical Writer I	23.10
30462 - Technical Writer II	28.24
30463 - Technical Writer III	34.17
30491 - Unexploded Ordnance (UXO) Technician I	23.19
30492 - Unexploded Ordnance (UXO) Technician II	28.06
30493 - Unexploded Ordnance (UXO) Technician III	33.63
30494 - Unexploded (UXO) Safety Escort	23.19
30495 - Unexploded (UXO) Sweep Personnel	23.19
30501 - Weather Forecaster I	23.15
30502 - Weather Forecaster II	28.15
30620 - Weather Observer, Combined Upper Air Or	(see 2,3) 23.52
Surface Programs	
30621 - Weather Observer, Senior	(see 2,3) 25.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	28.06
31020 - Bus Aide	12.77
31030 - Bus Driver	16.13
31043 - Driver Courier	13.40
31260 - Parking and Lot Attendant	9.25
31290 - Shuttle Bus Driver	14.22
31310 - Taxi Driver	11.50
31361 - Truckdriver, Light	14.22
31362 - Truckdriver, Medium	15.59
31363 - Truckdriver, Heavy	17.75
31364 - Truckdriver, Tractor-Trailer	17.75
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	13.68
99030 - Cashier	8.95
99050 - Desk Clerk	9.22
99095 - Embalmer	25.97
99130 - Flight Follower	23.19
99251 - Laboratory Animal Caretaker I	10.85
99252 - Laboratory Animal Caretaker II	11.52
99260 - Marketing Analyst	23.81
99310 - Mortician	30.76
99410 - Pest Controller	15.66
99510 - Photofinishing Worker	11.61
99710 - Recycling Laborer	16.46
99711 - Recycling Specialist	18.57
99730 - Refuse Collector	15.17
99810 - Sales Clerk	11.04
99820 - School Crossing Guard	11.74
99830 - Survey Party Chief	19.82
99831 - Surveying Aide	12.37
99832 - Surveying Technician	18.02
99840 - Vending Machine Attendant	14.21
99841 - Vending Machine Repairer	16.64

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 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. (See 29 CFR 4.173)

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

THE OCCUPATIONS WHICH HAVE 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).

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

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading 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.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

** 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 (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 the 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 U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 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 Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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" should be used to compare job definitions to ensure 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 (See 29 CFR 4.152(c)(1)).