Office of Information Governance and Privacy

U.S. Department of Homeland Security
500 12th St., SW
Washington, D.C. 20536

U.S. Immigration and Customs Enforcement

January 20, 2022

Ms. Jacqueline Stevens
601 University Place, 2d floor
Political Science Department
Evanston, IL 60208

RE: Stevens v. ICE 20-cv-2725
ICE FOIA Case Number 2020-ICLI-00042
Twelfth Interim Release

Dear Ms. Stevens:

This letter is the twelfth interim response to your client's Freedom of Information Act (FOIA) requests to U.S. Immigration and Customs Enforcement (ICE). Your client seeks records relating to the following Freedom of Information Act requests: 2018-ICFO-56530, 2020-ICFO-18634, 2019-ICFO-33429, 2019-ICFO-29171, 2018-ICFO-59138, and 2019-ICFO-24680. ICE has considered your request under the FOIA, 5 U.S.C. § 552. This interim response provides additional documents responsive to your FOIA requests 2018-ICFO-59138.

FOIA request 2018-ICFO-59138 seeks:

"A. The most recent Jail Services Costs Statement (JSCS) for the following facilities ICE uses to hold people under immigration laws:

1) the Berks County Residential Center, Berks County, PA;
2) South Texas Family Residential Center, Dilley, TX;
3) Hudson County Jail, Hudson County, NJ;
4) Stewart County, GA, (CoreCivic);
5) Aurora, Colorado (GEO)
6) Tacoma, WA (GEO)
7) Otay Mesa, CA (CoreCivic)
8) Eloy, AZ (CoreCivic)
9) Pinal County Jail, AZ
10) Otero County Processing Center, NM (MTC)
11) Joe Corley Detention Facility, Conroe TX (GEO)
12) Houston, TX (CoreCivic on Export Drive)
13) IAH, Secure Adult Detention Center (MTC) (Livingstone, TX)

14) LaSalle, LA

B. Memorandum from Michael J. Davidson, Chief, CALD, OPLA, ICE to William C. Randolph, Director and Head of Contracting Activity, OAQ, ICE, Funding Intergovernmental Service Agreements (Feb. 7, 2013)

C. All information in any medium including but not limited to e-mail, text messages, reports, contracts, memoranda, letters, or faxes signed by, from, to OR about Charlie Dent, John McCormack, Eric Ruth, Matthew Lerch, Judith Kraine, Mark Baldwin, William Dennis, Thomas Gajewski, Judith Schwank, Mark Scott in ICE components that handle Berks County, PA ICE Intergovernmental Service Agreements (IGSAs) and not responsive to previous requests. This means any document under ICE control associated with detention or removal operations, facility leases, purchases, sales, or services rendered in Berks County, PA that reference any of the individuals listed above is responsive to this request. Please make sure to inquire of any ICE component responsible for any negotiations with Berks County. The time frame of this request is 2000 to the present.

The most likely location of records responsive to this request are offices responsible for the Berks County, PA operations, contracts, and reviews, including but not limited to litigation for that facility. In particular, there should be communications in 2006 about ICE-contracted facility firings based on allegations of unlawful actions. Components within ICE that are alerted about misconduct or possible litigation should be searched for responsive records.

D. Please also include all grievance logs and grievances for Berks County, PA, Hudson County, NJ, and Otero County Processing Center, January 1, 2010, to present. (Names and other Personally Identifying information is of course exempt and may be redacted.)

E. All Jail Services Costs Statements for Berks County Family Facility and Hudson County, NJ 2001 to present.

F. Since January 1, 1999, the earliest first 100 pages of documents associated with the IGSA for:

1. Berks County, PA
2. Hudson County, NJ

For "F" please request documents of the component of ICE predecessor INS that would initiate discussions of IGSAs for the purposes of holding people under immigration laws. I am seeking the first information referencing these county governments as suitable detention locations by an INS component in any medium, including but not limited to emails, letters, proposals, memorandums, or reports.

G. All Evaluations associated with contracts for facilities below, including technical and performance evaluations by the Contracting Officers and ICE Detention Planning and Acquisition Unit and ongoing performance and renewals by contract officers EXCEPT Inspector reports. The time frame for this request is January 1, 2000, or the first year of the facility's submission of the JCSC through the present.

1) the Berks County Residential Center, Berks County, PA;

2) South Texas Family Residential Center, Dilley, TX;

3) Hudson County Jail, Hudson County, NJ;
4) Stewart County, GA, (CoreCivic);
5) Aurora, Colorado (GEO)
6) Tacoma, WA (GEO)
7) Otay Mesa, CA (CoreCivic)
8) Eloy, AZ (CoreCivic)
9) Pinal County Jail, AZ
10) Otero County Processing Center, NM (MTC)
11) Joe Corley Detention Facility, Conroe TX (GEO)
12) Houston, TX (CoreCivic on Export Drive)
13) IAH, Secure Adult Detention Center (MTC) (Livingstone, TX)
14) LaSalle, LA

H. Evaluations of JCSCs by Contracting Officers and ICE Detention Planning and Acquisition Unit for all detention contracts since January 1, 2008.

I. Evaluations of the FIRST JCSCs by Contracting Officers and ICE Detention Planning and Acquisition Units (or their predecessors) for all currently operating ICE/INS detention facilities except as covered by (H)."

ICE has considered your requests under the FOIA, 5 U.S.C. § 552.

A search of the Office of Acquisitions located records that were potentially responsive to your request. For this production ICE reviewed 511 pages of potentially responsive documents. Of those 511 pages, ICE determined that 498 pages will be released in full and the remaining 2 pages will be withheld in part pursuant to FOIA Exemptions 6, and 7(C) as described below. A total of 500 pages have been Bates numbered 2020-ICLI-00042 5307 through 2020-ICLI-00042 5806.

Please note that 11 pages have been sent to an outside agency for consultation.

ICE has applied FOIA Exemptions 6 and 7(C) to protect from disclosure the personally identifiable information of DHS employees and third parties contained within the records.

FOIA Exemption 6 exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

FOIA Exemption 7(C) protects records or information compiled for law enforcement purposes that could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes note of the strong interests of individuals, whether they are suspects, witnesses, or investigators, in not being unwarrantably associated with alleged criminal activity. That interest extends to persons who are not only the subjects of the investigation, but those who

may have their privacy invaded by having their identities and information about them revealed in connection with an investigation. Based upon the traditional recognition of strong privacy interest in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate. As such, I have determined that the privacy interest in the identities of individuals in the records you have requested clearly outweigh any minimal public interest in disclosure of the information. Please note that any private interest you may have in that information does not factor into this determination.

If you have any questions about this letter, please contact Assistant United States Attorney Alex Hartzler at Alex.Hartzler@usdoj.gov.

Sincerely,

KORRINA L STEWART

Digitally signed by KORRINA L STEWART
Date: 2022.01.20 06:56:12 -05'00'

Korrina L. Stewart
Litigation Team Supervisor

Enclosure: 500 pages

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)

DHS, ICE
Financial Operations - Burlington
P.O. Box 1620
Williston, VT 05495-1620

ATTN: ICE-ERO-FHQ-DMD

The Contractors Data Universal Numbering System (DUNS) Number must be registered and active in the System for Award Management (SAM) at https://www.sam.gov prior to award and shall be notated on every invoice submitted to ensure prompt payment provisions are met. The ICE program office identified in the task order/contract shall also be notated on every invoice.

c) Facsimile:

Alternative Invoices shall be submitted to: (802)-288-7658

Submissions by facsimile shall include a cover sheet, point of contact and the number of total pages.

Note: the Service Providers or Contractors Dunn and Bradstreet (D&B) DUNS Number must be registered in the System for Award Management (SAM) at https://www.sam.gov prior to award and shall be notated on every invoice submitted to ensure prompt payment provisions are met. The ICE program office identified in the task order/contract shall also be notated on every invoice.

2. Content of Invoices: Each invoice shall contain the following information in accordance with 52.212-4 (g), as applicable:

(i). Name and address of the Service Provider/Contractor. Note: the name, address and DUNS number on the invoice MUST match the information in both the Contract/Agreement and the information in the SAM. If payment is remitted to another entity, the name, address and

Continued ...

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DUNS information of that entity must also be provided which will require Government verification before payment can be processed; (ii). Dunn and Bradstreet (D&B) DUNS Number; (iii). Invoice date and invoice number; (iv). Agreement/Contract number, contract line item number and, if applicable, the order number; (v). Description, quantity, unit of measure, unit price, extended price and period of performance of the items or services delivered; (vi). If applicable, shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading; (vii). Terms of any discount for prompt payment offered; (viii). Remit to Address; (ix). Name, title, and phone number of person to resolve invoicing issues; (x). ICE program office designated on order/contract/agreement and (xi). Mark invoice as “Interim” (Ongoing performance and additional billing expected) and “Final” (performance complete and no additional billing) (xii). Electronic Funds Transfer (EFT) banking information in accordance with 52.232-33 Payment by Electronic Funds Transfer – System for Award Management or 52-232-34, Payment by Electronic Funds Transfer – Other than System for Award Management. 3. Invoice Supporting Documentation. To ensure payment, the vendor must submit supporting documentation which provides substantiation for the invoiced costs to the Contracting Officer Continued ...				

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)

Representative (COR) or Point of Contact (POC) identified in the contract. Invoice charges must align with the contract CLINs. Supporting documentation is required when guaranteed minimums are exceeded and when allowable costs are incurred.

4. Safeguarding Information: As a contractor or vendor conducting business with Immigration and Customs Enforcement (ICE), you are required to comply with DHS Policy regarding the safeguarding of Sensitive Personally Identifiable Information (PII). Sensitive PII is information that identifies an individual, including an alien, and could result in harm, embarrassment, inconvenience or unfairness. Examples of Sensitive PII include information such as: Social Security Numbers, Alien Registration Numbers (A-Numbers), or combinations of information such as the individuals name or other unique identifier and full date of birth, citizenship, or immigration status.

As part of your obligation to safeguard information, the follow precautions are required:

(i) Email supporting documents containing Sensitive PII in an encrypted attachment with password sent separately to the Contracting Officer Representative assigned to the contract.

(ii) Never leave paper documents containing Sensitive PII unattended and unsecure. When not in use, these documents will be locked in drawers, cabinets, desks, etc. so the information is not accessible to those without a need to know.

(iii) Use shredders when discarding paper documents containing Sensitive PII.

(iv) Refer to the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information (March 2012) found at http://www.dhs.gov/xlibrary/assets/privacy/dhs-privacy-safeguardingsensitivepiihandbook-march2012.pdf for more information on and/or examples of Sensitive PII.
Continued ...

SECTION B – SERVICES and PRICES/COSTS

B-1. PURPOSE. The purpose of this contract is to provide on-site medical staffing services to provide a continuum of health care services to ICE residents/detainees 24 hours a day, seven (7) days per week, and 365 calendar days per year (24/7/365) at clinic sites where applicable, and standard business hours for the headquarters location (**See J-1: Preliminary Site Staffing Matrix and J-7: IHSC Locations**). The Contractor shall pay each labor category a labor rate no less than amounts identified in the proper Service Wage Rate designated for the respective area.

B-2. CONTRACT TYPE. The Government intends to award one commercial services Labor Hour/Time and Material type contract pursuant to FAR Part 12 and Part 15. All authorized travel shall be paid in accordance with the Federal Travel Regulation (FTR) without any application of overhead under Time and Material CLINS. For the consideration set forth below, the Contractor shall provide staffing sufficient to perform the estimated level of effort summarized below to accomplish the tasks and achieve the results set forth in Section C.

B-3. ESTIMATED LEVEL OF EFFORT

The Preliminary Site Staffing Matrix represents the Government's best estimate of the annual level of effort anticipated for each facility. The Government reserves the right to make modifications to the Site Staffing Matrix as required to support the needs of the Government.

(a) **BASE PERIOD.** The base period of performance starts on the date of award and runs through one calendar year**.** The transition period for the contract contemplated by this solicitation is a maximum of 60 calendar days, and also starts on the date of award. The Government understands that with the Transition Period during the Base Period, the actual level of effort will most likely not reach the estimates noted below due to the transition period.

South Texas Family Residential Center/Dilley: Given the uncertainty regarding the continuation of operations at the South Texas Family Residential Center at Dilley, Dilley is included as an option under this contract. If operations are continued at the Dilley facility and the option is exercised, the estimated labor hours for this site during the Base Period are based on Dilley being the final facility to be transitioned in the contract (Contractor shall have 60 days to Transition Dilley). If any Option Period is exercised for the Dilley facility, the estimated Level of Effort for this facility is 249,600 hours per year.

(End of Section B)

SECTION C – DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C-1. GENERAL. This is a non-personal commercial services contract, as defined in Federal Acquisition Regulation (FAR) FAR 37.101, to provide medical, dental, mental health, nursing and administrative staffing support to the U.S. Immigration and Customs Enforcement Health Services Corps (IHSC).

IHSCs mission is to manage and provide medical care to maintain the health of individuals in the custody of Immigration Customs Enforcement (ICE) through an integrated health care delivery system, based on nationally recognized correctional and detention health care standards. The Agency is committed to providing healthcare services to protect the nation's health; reduce global disease; and support the safe apprehension, enforcement, and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities that are in place.

C-2. BACKGROUND. IHSC has a multi-sector, multidisciplinary workforce of more than 1000 employees, including U.S. Public Health Service (PHS) Commissioned Officers, federal civil servants, and contract staff. The IHSC provides on-site direct patient care to ICE detainees/residents at 22 locations throughout the United States, including Headquarters, and manages the provision of off-site medical care for detainees housed in approximately 250 additional facilities. The ICE detained population is approximately 34,000 detainees per day, with an average length of stay of 30 days, and over 400,000 detainees annually. The IHSC also provides medical support during ICE enforcement operations in the air, on the ground, and at sea.

This is a diverse, multi-cultural and multi-national population where greater than 20 different cultures and languages may be encountered at any given site. The detained population often requires management consideration for facility placement stratified by risk, custody, gender, age, nationality, health and other considerations.

IHSC is the health authority for ICE on all detainee/resident medical and health-related matters. As such, IHSC manages and provides a range of medical, dental, mental health and nursing care in order to maintain the health of adults and minors in ICE’s custody through an integrated health care delivery system. This system is governed by nationally recognized standards of care for medical practice, and is monitored by community level accreditation bodies and established ICE detention and residential standards**.**

C-3. STATEMENT OF WORK (SOW). This solicitation includes two (2) complete statements of work (SOWs). The first SOW addresses the requirement for all sites except for the South Texas Family Residential Center (STFRC) located in Dilley, Texas. The separation was made to clarify the critical mission differences and work requirements for the STFRC. While there are two (2) separate SOWs, there will be a single Quality Assurance Surveillance Plan (QASP) used to evaluate the Contractor’s ability to meet the common requirements of the contract. The objective of this contract is to obtain health care staffing in support of the IHSC as outlined in these SOWs and based on the government’s mission requirements at all times.

Mission changes may be frequent and require substantial flexibility and adaptability on the part of the Contractor.

Medical services shall be compliant with recognized state and national standards and with clinical practice guidelines associated with medical, mental and dental health, nursing, radiology, pharmacy, medical records management and personnel licensing requirements where the facility is located, see **J-7: IHSC Locations**. All offsite and emergent care shall be in compliance with the Medical Provider Analysis and Review Referral and Payment system (MedPars) outlined in **J-4: Offsite and Emergent Care.**

The contract staff providing these services will be managed solely by their employer based on the government needs. The contract staff will augment federal (General Schedule and Commissioned Corps of the United States Public Health Service) providers.

The Contractor shall provide the government with all labor necessary to supply qualified medical staffing in accordance with the specifications of this Request for Proposals. The scope of this request is to obtain a Contractor with the capability to provide the services required to all IHSC facilities included in this requirement. Current facilities identified in this requirement are located within the Continental United States.

Section C-4 – C-7 will cover all sites *EXCLUDING* South Texas Family Residential Center located in Dilley, TX.

C-4. SPECIFIC TASKS/SERVICES. The Contractor shall render the following services to the government:

(a) The Contractor shall be responsible for providing fully qualified employees in accordance with the position descriptions outlined in **J-3: Position Descriptions**. Certifications, Degrees, Licensing, etc. shall be provided by the Contractor at the request of the government.

(b) The Contractor shall regularly report status of all deliverables both verbally and in writing. The Contractor shall be required to update the Government in weekly meetings as determined by the Government to ensure all deliverables are being met.

(c) The Site Status Report template (**J-11 – Site Status Report**) shall be provided by the Government and may be modified during the life of the contract based on the government's needs. The Contractor shall maintain and submit the completed report electronically to the Contracting Officer Representative (COR) weekly.

C-5. QUALITY CONTROL.

(a) The Contractor shall create and implement for the duration of the contract a Quality Control Plan (QCP) inclusive of all performance requirements; QASP and deliverables detailed within this SOW; and **Section F-4: Deliverables**.

(b) The Contractor shall execute and document the QCP activities, compliance status and

performance outcomes. The QCP shall include inspection, validation, evaluation, corrective action and procedures necessary to achieve quality control.

(c) The Contractor will implement a corrective action plan in areas found deficient in performance, and ensure that all documentation (e.g. internal audit reports) related to such actions are available to the COR and the CO at any time during the execution and close-out of this contract. The QCP shall include procedures to identify, prevent, and ensure non-recurrence of defective or inadequate services. The accuracy of reports and documentation shall be the responsibility of the Contractor.

(d) All quality control reports submitted by the Contractor shall be subject to Government verification. Satisfactory performance in this area is indicative of the Contractor maintaining an acceptable QCP and will be substantiated based on the performance measures outlined in the QASP.

(d) The draft QCP shall be delivered with the Contractor's proposal. If adjustments are made to the QCP by the Contractor after award, the Contractor shall provide three (3) copies of the updated QCP to the CO and to the COR within thirty (30) calendar days after award. The QCP shall be updated regularly by the Contractor and copies of the updated plan shall be provided to the CO and the COR.

(e) The plan shall be an organized written document used to describe the method(s) for identifying and preventing defects in the quality of service performed by the Contractor before the level of performance becomes unacceptable.

(f) The Contractor shall define and implement monthly quality assurance reviews and internal audit procedures in a QCP.

(g) The Contractor shall execute and document the results of such reviews and audits, implement a corrective action plan on areas found deficient in performance, and ensure that all documentation (e.g. internal audit reports) related to them are available to the COR and the CO at any time during the execution and close-out of this contract.

(h) The plan shall include procedures to identify, prevent, and ensure non-recurrence of defective services. The QCP shall include inspection, validation, evaluation, corrective action and procedures necessary to achieve quality control. The accuracy of reports and documentation shall be the responsibility of the Contractor. All monthly quality control reports submitted by the Contractor shall be subject to Government verification. Satisfactory performance in this area is indicative of the Contractor maintaining an acceptable quality control program and will be substantiated based on the performance measures outlined in the QASP.

(i) At a minimum IHSC requires the following functions to be included in the QCP:

(1) Establishment of a **Contractor Quality Committee** that provides oversight to quality monitoring and improvement activities related to all deliverables under this SOW including QASP.

(2) A **Training, Licensure and Competency Compliance Plan.** The Contractor shall propose and describe in detail a plan to ensure completion of all training, licensure, certification and competency assessment. The plan should outline how the Contractor will conduct on-site, discipline specific training and competency assessment and ensure licensing, and or certifications for all contract personnel are current for each employee, regardless of how many hours they provide to the Contractor at the facility. The Contractor may propose to use a web based solution as part of this plan.

(3) A **Temporary Vacancy/Absence Coverage Plan.** The Contractor shall propose and describe in detail, a plan for coverage of sick, annual, emergency, Family Medical Leave Act (FMLA), Leave of Absence (LOA), Paid Time Off (PTO), Military, and any other occasion that may result in absence from work for a day or longer.

(4) A **Staff Supervision Plan**. The Contractor shall propose and describe in detail a supervision plan with the goal of providing, to the greatest extent possible, direct on-site supervision and direction to their employees. It is expected the ratio of clinical to supervisory work for the Key Personnel will vary depending on the number of contract staff under his or her purview. The proposal should address the following:

a. On site supervision approaches and off site management strategies.

b. Frequency and duration of on-site supervision.

c. Number of Key Personnel dedicated to this activity and their geographic location and or distance from respective supervised site, if any.

d. Plan for addressing locally, HR issues and actions, annual staff evaluations, staff scheduling and communication in collaboration with the onsite local Government Technical Monitor.

(5) **Site Status Report**. This weekly tool **(J-11: Site Status Report)** will identify staff name by position code and corresponding site. It will also capture the following:

a. Comprehensive listing of all staff currently on-site and working by site and position code and discipline.

b. Resignation and or termination dates (including advanced notice of resignations) and e-QIP submission and PSU determination status and start date corresponding with each vacancy, as set forth in the QASP timeline.

c. Staff pending PSU Determinations

d. HR actions

(6) **Staff Scheduling Plan**. The Contractor shall propose and describe in detail, the methods, practices and operational assumptions used to schedule their staff at each site, based on

J-1: Site Staffing Matrix and in seamless collaboration with the on-site Government Technical Monitor (GTM).

(7) **Staff Recognition Policy**. The Contractor shall provide their existing or proposed policy for this contract that encompasses employee recognition.

(8) QCP conclusions and actions will be reported to the government on a monthly basis unless otherwise requested.

C-6. CONTRACTOR PERSONNEL: ROLES AND RESPONSIBLITIES.

(a) **Key Personnel.** The Government considers certain Contractor personnel to be critical. There will be two types of Key Personnel: off -site and on-site. All Key Personnel positions must be approved by the government in advance. The Government shall have the right to reject Key Personnel used by Contractor if they fail to meet the position description requirements. The Contractor must submit to the COR the resume of proposed Key Personnel for review and approval or rejection. The resume for all On-Site Key Personnel must meet the position description requirements. Key Personnel positions will serve for the life of the contract, or until replacements that meet the position description requirements are submitted by the Contractor and approved by the CO via the COR as noted above.

(1) **Off-Site Key Personnel.** The positions of Program Manager and Assistant Program Manager are off site Key Personnel. There will be a single Program Manager and Assistant Program Manager for all IHSC sites including Dilley Texas. The Contractor may use other titles, which must be explained in the proposal. The Government shall have the right to reject off-site Key Personnel used by Contractor if they fail to meet the position description requirements. The Contractor may use other titles, which must be explained in the proposal.

Program Manager and Assistant Program Manager. The Contractor shall identify a minimum of two corporate representatives (Program Manager and Assistant Program Manager) that shall be responsible for the performance of all work under this contract. The Program Manager and Assistant Program Manger shall have full authority to act for the Contractor on all contract matters relating to the daily operation of this contract. These individuals are responsible for the overall execution and administration of the programs under this contract. They function as the single point of contact for the Contracting Officer's Representative (COR) and Contracting Officer (CO). The Contractor shall identify those times when the alternate shall be the primary point of contact. The Contractor is responsible for the satisfactory supervision of its employees at all times. Satisfactory supervision includes verifying attendance at all posts and positions, and upholding the work requirements of all personnel assigned under the contract. The Contractor shall provide the COR with the names of supervisory personnel before commencement of services.

(2) **On-Site Key Personnel.** The position of Contract Coordinator is an On-Site Key Personnel position. On- site key personnel perform their duties at their respective locations.

Contractor Coordinators**.** The Contractor shall identify in its Staff Supervision Plan (see requirement in QCP) the number of on-site supervisors required to meet the supervision plan requirement in accordance with this SOW. The Contract Coordinators will work in seamless coordination with the on-site Government Technical Monitors.

(b) **Changes in Key Personnel.** The Government must approve any change in Key Personnel. The Government shall have the right to reject Key Personnel used by Contractor if they fail to meet the position description requirements.The request for a Key Personnel change should be made in writing to the COR (e-mail is acceptable) with an explanation of the circumstances necessitating the proposed substitution. The qualifications of proposed substitute Key Personnel must meet or exceed the position description requirements. Substitute Key Personnel must be approved by the Government.The CO or COR will confer with the Contractor and either accept or reject the replacement within ten (10) calendar days. The replacement shall be on boarded within thirty (30) calendar days of vacancy. The Contractor must ensure continuity of functions during any change in key personnel.

C-7. OPERATING PARAMETERS. Contractor shall fully comply with the following rules, guides and regulations, as applicable, for the duration of the contract:

- The Immigration and Nationality Act (INA) as amended, 8 U.S.C. 1101 et seq.
- Homeland Security Act of 2002 (HSA), as amended
- National Commission on Correctional Health care (NCCHC) (where applicable)
- Title 8 Code of Federal Regulations (CFR), as amended IHSC Policy
- Procedure and Process Guides Occupational Safety and Health Administration (OSHA)
- ICE and IHSC Codes of Conduct
- State Welfare Codes
- State licensing governance where facility is located
- State Departments of Health or other governing entities as appropriate
- IHSC National Policy Directives
- American Correctional Association (ACA) (where applicable)
- ICE Performance Based National Detention Standards (PBNDS) 2011, 2008 where Applicable
- ICE Family Residential Standards (ICE FRS) - Residential and Family Residential Facilities, where applicable
- Prison Rape Elimination Act (PREA): See H-10

The Government reserves the right to adjust this list at any time based on the mission, changing health care needs, legislation, or other circumstances that dictate changes in practice. The Contractor will have 30 calendar days to comply with changes to the above documents. The Contractor may request a wavier or time extension for any changes. To do so, the Contractor shall submit a waiver request to the Contracting Officer (CO) in writing on a case by case basis. After consultation with IHSC and at the Contracting Officer's discretion, waivers and time extensions will be considered.

Section C-8 – C-13 will *ONLY* cover South Texas Family Residential Center located in Dilley, TX

C-8. OBJECTIVE. The objective of this contract is to obtain highly qualified clinical and ancillary staffing in support of the U.S. Immigration and Customs Enforcement (ICE) Health Services Corps, specific to the needs of the STFRC population as required in this Statement of Work. IHSC requires the Contractor shall provide full spectrum on-site healthcare support services to ICE residents twenty-four (24) hours daily, seven (7) days per week, three hundred and sixty five (365) calendar days per year. Services shall include clinical, administrative and management components and shall require no additional support by federal staff as noted in **J-1: STFRC Site Staffing Matrix.**

C-9. SCOPE OF SERVICES. IHSC requires on-site staffing support services to provide a continuum of health care services to ICE residents twenty-four (24) hours a day, seven (7) days per week, and three hundred and sixty five (365) days per calendar year. The scope of medical and ancillary staffing are outlined in **J-3: Position Descriptions** and the volume of staff estimated by the government for facility operations can be found in **J-1: STFRC Site Staffing Matrix**. The government reserves the right to add or remove positions from the staffing matrix in accordance with mission needs.

Medical services shall be compliant with recognized state and national standards and with clinical practice guidelines associated with medical, mental and dental health, nursing, radiology, pharmacy, medical records management and other administrative professions. All offsite and emergent care shall be in compliance with the MedPars system outlined in **J-4: Offsite and Emergent Care.**

C-10. OPERATING ENVIRONMENT. The ICE detention system utilizes Family Residential Facilities for family units composed of one or more minor children and their adult mother. In such settings, the custody environment, and expected practices, models the intent of a community residential setting. Specific Family Residential Standards have been established by ICE to define expected outcomes and practices and to which compliance is mandatory.

C-11. IMMUNIZATION PROGRAM. The collaborative effort of the Contractor through training and staffing is essential for IHSC to promote its public health initiative, the National Juvenile Immunization Program. In accordance with OM 15-013, the Government utilizes the recommended guidelines from the American Academy of Pediatrics (AAP) and the Advisory Committee on Immunization Practices (ACIP) to develop an immunization schedule to ensure all pediatric residents are immunized within fourteen days of arrival to the facility. The schedule also takes into account a prioritization of immunizations based on the primary countries of origin and their length of stay. IHSC partners with the Texas Vaccine for Children program to promote and practice the safe handling and administration of vaccines at STFRC. The Contractor staff will be expected to provide the clinical services to meet the OM timeframe and provide appropriate vaccinations in accordance with the CDC catch-up schedule.

C-12. OPERATING PARAMETERS. Contractor shall fully comply with the following rules, guides and regulations, as applicable, for the duration of the contract:

- The Immigration and Nationality Act (INA) as amended, 8 U.S.C. 1101 et seq.

- Homeland Security Act of 2002 (HSA), as amended
- Title 8 Code of Federal Regulations (CFR), as amended
- IHSC Policy Procedure and Process Guides and Operational Memorandum
- Occupational Safety and Health Administration (OSHA)
- ICE Family Residential Standards (ICE FRS)
- ICE and IHSC Codes of Conduct
- Texas State Welfare Codes
- Prison Rape Elimination Act (PREA): See H-10

The Government reserves the right to adjust this list at any time based on the mission, changing health care needs, legislation, or other circumstances that dictate changes in practice. The Contractor will have 30 calendar days to comply with changes to the above documents. The Contractor may request a wavier or time extension for any changes. To do so, the Contractor shall submit a waiver request to the CO in writing on a case by case basis. After consultation with IHSC and at the Contract Officer's discretion, waivers and time extensions will be considered.

C-13. CONTRACTOR PERSONNEL: ROLES AND RESPONSIBILITIES.

(a) **Key Personnel.** The Government considers certain Contractor personnel to be critical. All Key Personnel positions must be approved by the government in advance. The Government shall have the right to reject Key Personnel used by Contractor if they fail to meet the position description requirements. The Contractor must submit to the COR the resume of proposed Key Personnel for review and approval or rejection. The resume for all On-Site Key Personnel must meet the position description requirements. Key Personnel positions will serve for the life of the contract, or until replacements that meet the position description requirements are submitted by the Contractor and approved by the CO via the COR as noted above

(1) **On-Site Key Personnel**. The positions of Clinical Services Manager, Nurse Manager and Contract Coordinator are On-Site Key Personnel. On-site key personnel perform their duties at the Dilley, TX location.

a. Contract Coordinator. The Contract Coordinator will be the on-site supervisor for the contract staff and will be recognized as Key Personnel for the life of the contract. The Contract Coordinators will work in seamless coordination with the on-site Government Technical Monitors.

b. Clinical Services Manager and Nurse Manager. The Clinical Services Manager and Nurse Manager retain full responsibility for clinical oversight and direction for Contractor's clinical staff as well as the medical management and services for each of the residents during the provision of healthcare services at the STFRC in accordance with IHSC policy and procedure.

(b) **Clinical Services Manager and physician providers:** As per the position description, the CSM may be a Pediatrician, Family Practice physician or other board certified physician if approved in advance by the IHSC Medical Director. The Government expects that just over 50% of the STFRC residents will be between the ages of 1-21. **The government therefore requires**

the Contractor to include two full time pediatricians as per the position description in the staffing composition. If the CSM is a Pediatrician, this provider fulfills one of the two full time Board Certified Pediatricians required for the facility.

(c) **Changes in Key Personnel. The Government must approve any change in Key Personnel.** Approval shall not be unreasonably withheld and may be rejected by the Government if Key Personnel fail to meet the position description requirements. The request for a Key Personnel change should be made in writing to the COR (e-mail is acceptable) with an explanation of the circumstances necessitating the proposed substitution. The qualifications of proposed substitute Key Personnel must meet the position description requirement. Substitute Key Personnel must be approved by the Government. The CO or COR will confer with the Contractor and either accept or reject the replacement within ten (10) calendar days. The Contractor shall provide an acceptable interim replacement. The permanent replacement shall be on boarded within thirty (30) calendar days of vacancy.

Sections C-14 – C-34 SHALL pertain to ALL sites INCLUDING South Texas Family Residential Center located in Dilley, TX

C-14. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). The Government shall evaluate the Contractor's performance under this contract in accordance with **J-2:– (QASP).** This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the Contract. The QASP defines the Major Functional Areas to be assessed and corresponding Performance Requirements, Performance Measures, Methods of Surveillance, Acceptable Quality Levels and Deduction/Withholding Criteria. The Contractor shall achieve the quality level in all functions of the QASP. The performance measures outlined in the QASP shall be used to determine the quality level achieved by the Contractor and shall also identify the method of surveillance and deduction/withholding criteria.

The government shall evaluate the contractor's performance under this contract using periodic inspections. All inspections will be recorded by the government. When an inspection indicates defective performance, the COR will notify the Contracting Officer and the Contractor of the inspection.

C-15. STAFFING REQUIREMENTS. The Contractor shall use its professional expertise to meet the government 24/7/365 staffing requirement as defined in **J-3: Position Descriptions**. This shall include, but is not limited to the personnel and functions listed below:

(a) Additional Electronic Questionnaires for Investigation Processing (e-QIP) submission should be offered by the Contractor in the event that the original candidate is not cleared within the specified timeframe

(b) Contractor is expected to have capacity to conduct 100% pre-clearance on all candidates prior to e-QIP initiation, they include but are not limited to credit worthiness, criminal background, foreign school education, family living outside USA, tax issues, legal issues, licensing irregularities, sanctions list review;

(c) Candidates electing to complete the e-QIP may be provided information on the SF-86 in advance of initiating e-QIP to gather the required information. http://www.opm.gov/investigations/e-qip-application/completingsf86.pdf

(d) Designation of Key Personnel – Program Management Team and Contract Coordinators, as described above;

(e) Recruitment, selection and placement of qualified (licensed, credentialed, and security cleared) personnel to fulfill staffing requirements as described in **J-3: Position Descriptions** and **J-6:- Credentialing and Privileging Documents**. Site visits by candidates are a prerequisite to onboarding. The government will not accept on site any applicant that has not participated in a site visit as part of the recruitment process unless approved by COR in writing.

(f) Shift- Call outs, vacancies, and temporary vacancies shall be filled according to plan provided by the Contractor and in accordance with the QASP. The plan will ensure the uninterrupted provision of services at required staffing levels;

(g) Staff must successfully complete requisite training and competency assessment (initial and annual) without interrupting daily operations;

(h) Support Operational Health care initiatives in order to meet the ICE/IHSC mission needs;

(i) Provision of health care personnel that exhibit practical experience with the use of medical service technologies and automation systems especially with electronic health record systems and tele-health systems;

(j) Provision of personnel who have demonstrated work experience in a diverse multi-cultural and multi-language environment, who can work through translation services, if not fluent in a second language, second language skills should be sought in all candidates as a preference. Must be fluent in the English language, speaking, reading and writing;

(k) Provision of personnel who are willing and able to work in a detention/residential/family residential setting where the population consists of administrative offenders of immigration law;

(l) Based on the needs of IHSC, more specialized medical and non-medical personnel may be requested;

(m) The Government may add or delete positions at any time at its sole discretion. The Contractor will be given thirty (30) calendar days to increase or decrease effort identified in a modification. The Contractor shall provide thirty (30) days' notice to its effected employees due to a contract modification whereby position codes and associated staff are removed.

(n) The Contractor shall assign a position code with the submission of each e-QIP initiation and upon hiring of staff.

(o) The Contractor shall conduct an exit interview with each contract employee and provide a reason for either resignation or termination on the Quarterly Report. The Contractor will also document the return of government issued PIV, local identification card and any government furnished equipment (GFE);

(p) Contract employees are subject to state statutes and laws where the facility is located;

(q) Pay must be compliant with U.S. Department of Labor standards.

C.16. QUARTERLY REVIEW MEETINGS. At the Government's direction, the Contractor shall coordinate, arrange, and provide a quarterly and/or periodic review meeting at the request of the Government onsite, virtually or a combination of both. The meeting attendance requirement will include all contract Key Personnel (PM, Assistant PM). Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. These meetings may take place virtually or onsite. At these meetings, the COR will notify the Contractor of how the Government views the Contractor's performance and the Contractor will inform the Government of any problems being experienced. Appropriate action shall be taken to resolve outstanding issues. Should additional meetings be required to resolve outstanding issues, these meetings shall be at no additional cost to the Government. The requestor will provide an agenda up to fourteen (14) calendar days prior to the quarterly and/or periodic review meetings that will be approved by the COR. The Contractor shall provide an electronic version of the briefing to the Government one week prior to the program review.

C-17. MINIMUM PERSONNEL QUALIFICATIONS STANDARDS.

(a) The Contractor shall ensure that each person employed by the Contractor or any sub-Contractor(s) meet the following minimum requirements:

1. Have a social security card issued and approved by the Social Security Administration;

2. Be a United States citizen, having legally resided in the U.S. for the last five years (unless abroad on official U.S. government duty);

3. Possess a high school diploma or equivalent (GED);

4. Obtain a favorable Suitability for Employment determination;

5. Receive a preliminary favorable fitness determination, then a complete favorable fitness determination;

6. Must complete and sign a Form I-9, "Employment Eligibility Verification," and verify through E-Verify before commencing work. The Contractor shall retain the

original Form I-9 and shall furnish the COR with a copy of the Form I-9 before the employee commences work;

7. Be a minimum of 18 years of age; and

8. Be in good health and capable of performing the work under this contract. Employees shall adhere to IHSC Employee Health requirements outlined in **J-5: Employee Health**. Employees shall perform all duties as indicated in the position description without assistance and shall be able to assist other staff and residents to evacuate him/her from the facility in case of emergency (i.e. fire, riot, natural disaster).

9. No contractor employee will be debarred from government contracts.

(b) Prior to the assignment or reassignment, the Contractor shall certify in writing to the COR that each contract employee is in full compliance with the physical requirements identified within the corresponding position description. The Contractor shall at all times provide the Government Technical Monitor with access to staff personnel files, credential files, and any other items related to deliverables or compliance measures within this contract requirement (see **J-9-Document Checklist)**. Additionally such files will be kept on site for the duration of the contract period.

(c) The Contractor shall be responsible for negligent acts and omissions of its employees and of any sub-Contractor(s) and their employees and indemnify the government in the event of any loss.

C-18. STANDARDS OF CONDUCT FOR CONTRACTOR PERSONNEL.

(a) The Contractor has sole responsibility for supervising and directing their employees and sub-Contractors for the period of this contract. The Contractor shall not have responsibility to oversee or dictate processes or procedures of non-medical facility operations. The Contractor shall notify the government immediately upon acquiring knowledge of any issue that may place detainees or residents at risk. Non emergent issues must be reported in two (2) calendar days. In the event the Government determines the performance of assigned Contractor personnel or any substitute(s) to be unsatisfactory at any time during the life of this contract, the Government reserves the right to officially notify the Contractor of any identified misconduct or performance issue such as failure to demonstrate appropriate skills, and to demand corrective action to include immediate removal from the facility. Government notification will include a written summary of the misconduct or performance issue. Failure to meet licensure, certification, and security suitability requirements are grounds for immediate removal of the contract personnel by the Government from the facility. Any Contractor employee exhibiting disruptive behavior will be removed immediately from the facility and the Contractor will be notified, in writing, by the COR.

(b) The Contractor shall require and provide written documentation verifying employees have read, understand, signed and will comply with a Contractor Standards of Conduct policy that contain the following elements:

1. They shall acknowledge that violation of these standards may result in removal from the government premises. This acknowledgement shall be maintained in the onsite training file by the Contractor;

2. The Contractor is responsible for providing immediate written notification to the on-site Government Technical Monitor (GTM) and COR of any issue concerning the potential violation of their conditions of employment by any of its employees providing services at IHSC facilities;

3. Contractor personnel identified as potential security risks may be immediately removed from the facility at the discretion and direction of on-site security personnel, GTM or COR;

4. The Contractor, its subcontractors and their employees are expected to fully participate in clinical or personal investigations;

5. The Contractor shall immediately report to the GTM and COR any violations or alleged violations of the standards of conduct;

6. Failure on the part of the Contractor to report a known violation or to take appropriate disciplinary action against offending employee or employees shall subject the Contractor to appropriate action, up to and including termination of the contract for default;

7. Contractor staff shall be prohibited from providing legal advice to residents and from interfering with residents' immigration status proceedings or the execution of final orders of the Immigration Court. Contact with detainees or residents or any detainee or resident family member outside the facility is strictly prohibited during custody. Furthermore, any employee with a relationship with detainee or detainee's family is required to report such relationship to the employer immediately (within 24 hours) and the Contractor shall report such information to the COR immediately (within 24 hours of report) for awareness and further action as necessary. Once the detainee is released, no official contact is permitted;

8. Contractor's personnel will have no direct or indirect contact with the news media, including free-lance reporters, and will report to the Contractor any contact or attempt of contact within 24 hours of knowledge of any such incident. The Contractor shall notify the COR and the CO of any media contact or attempts to contact. The notification shall identify the methods of contact including voicemails, emails, letters, notes or any other tangible forms, or a detailed description of any face-to-face attempts.

9. Disruptive behavior or threatening to harm another by Contractor employees or subcontractors is grounds for immediate removal from the facility;

10. The Contractor shall immediately remove its employee or subcontractor employee from performing duties under this contract and comply with further guidance from the CO upon learning of adverse or disqualifying information. The Contractor shall not submit and the Government shall not pay for invoiced hours for a Contractor on administrative leave due to any actions potentially in violation of the Standards of Conduct. Disqualifying information may include, but is not limited to:

    a. Conviction of a crime (felony offenses);

    b. A record of arrests for traffic offenses (especially DUI); and

    c. False information entered on suitability forms.

11. At no time will a Contractor's employees nor its subcontractor's employees make statements or represent themselves as government employees to include but not limited to, using social media.

C-19. USE OF SUBCONTRACTORS AND INDEPENDENT CONTRACTORS. Contractor is permitted to use independent contractors and or subcontractors for services rendered under this contract unless debarred from government contracts. If Contractor deems it necessary to obtain the services of a subcontractor to fulfill its obligations under this SOW, the Contractor will notify the CO in writing of its intent to use subcontractors for particular positions. No approval is necessary for use of a subcontractor that is a subsidiary of the Prime Contractor or if the subcontractor was identified in the Prime Contractor's proposal in response to the RFP. Responsibility remains with the Prime Contractor for all subcontractor and independent Contractors. Any subcontractor utilized by the Prime Contractor will be held to the same standards as those required of the Prime Contractor. All staff working under this contract shall identify themselves as employees of the Contractor. The Prime Contractor will remain the sole point of contact for the government in all matters related to the delivery of services under this contract without exception. Any and all documentation, memos etc. submitted to the government will be identified as the product of the Prime Contractor.

C-20. SECURITY REQUIREMENTS.

C-20.1 PRELIMINARY DETERMINATION. ICE will exercise full control over granting; denying, withholding or terminating unescorted government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. ICE may, as it deems appropriate, authorize and make a favorable expedited pre-employment determination based on preliminary security checks. The expedited pre-employment determination will allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable pre-employment determination shall not be considered as assurance that a favorable full employment determination will follow

as a result thereof. The granting of a favorable pre-employment determination or a full employment determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by ICE, at any time during the term of the contract. No employee of the Contractor shall be allowed to enter on duty and/or access sensitive information or systems without a favorable preliminary fitness determination or final fitness determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable pre-employment determination or full employment determination by the OPR-PSU. Contract employees are processed under the ICE Management Directive 6-8.0. The contractor shall comply with the pre-screening requirements specified in the DHS Special Security Requirement – Contractor Pre-Screening paragraph located in this contract, if HSAR clauses 3052.204-70, Security Requirements for Unclassified Information Technology (IT) Resources; and/or 3052.204-71, Contractor Employee Access are included in the Clause section of this contract.

C-20.2 BACKGROUND INVESTIGATIONS. All Contractor personnel, including subcontractor personnel (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the ICE Personnel Security Unit (PSU). Prospective Contractor employees shall submit the following completed forms to the Personnel Security Unit through the COR, no less than 35 days before the starting date of the contract or 5 days prior to the expected entry on duty of any employees, whether a replacement, addition, subcontractor employee, or Contractor :

1. Standard Form 85P "Questionnaire for Public Trust Positions" Form will be submitted via e-QIP (electronic Questionnaires for Investigation Processing) (Original and One Copy)

2. Three signed e-QIP Signature forms: Signature Page, Release of Information and Release of Medical Information (Originals and One Copy)

3. Two FD Form 258, "Fingerprint Card"

4. Foreign National Relatives or Associates Statement (Original and One Copy)

5. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act" (Original and One Copy)

6. Optional Form 306 Declaration for Federal Employment (applies to contractors as well) (Original and One Copy)

Prospective Contractor employees who currently have an adequate current investigation and security clearance issued by the Department of Defense Central Adjudications Facility (DoD CAF) or by another Federal Agency may, at the discretion of PSU, not be required to submit

complete security packages, and the investigation will be accepted for adjudication under reciprocity.

An adequate and current investigation is one where the investigation is not more than five years old and the subject has not had a break in service of more than two years.
Required forms will be provided by ICE at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to DHS /ICE IT systems and the information contained therein, to include, the development and / or maintenance of DHS/ICE IT systems; or access to information contained in and / or derived from any DHS/ICE IT system.

C-20.3. TRANSFERS FROM OTHER DHS CONTRACTS. Personnel may transfer from other DHS Contracts provided they have an adequate and current investigation (see above). If the prospective employee does not have an adequate and current investigation an e-QIP Worksheet will be submitted to the Intake Team to initiate a new investigation.

Transfers will be submitted on the COR Transfer Form which will be provided by the Dallas PSU Office along with other forms and instructions.

C-20.4. CONTINUED ELIGIBILITY. If a prospective employee is found to be ineligible for access to Government facilities or information, the COR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

The OPR-PSU may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

The OPR-PSU will conduct reinvestigations every 5 years, or when derogatory information is received, to evaluate continued eligibility.
ICE reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom ICE determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

C-20.5. REQUIRED REPORTS. The Contractor will notify OPR-PSU through the COR, of all terminations/ resignations within five days of occurrence. The Contractor will return any expired ICE issued identification cards and building passes, or those of terminated employees to the COR. If an identification card or building pass is not available to be returned, a report must

be submitted to the COR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card. The COR will return the identification cards and building passes to the responsible ID Unit.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to the OPR-PSU through the COR, as soon as possible. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

The Contractor will provide, through the COR a Quarterly Report containing the names of personnel who are active, pending hire, have departed within the quarter or have had a legal name change (Submitted with documentation) . The list shall include the Name, Position and SSN (Last Four) and should be derived from system(s) used for contractor payroll/voucher processing to ensure accuracy.
Submit reports to the email address psu-industrial-security@ice.dhs.gov

C-20.6. EMPLOYMENT ELIGIBILITY. The Contractor will agree that each employee working on this contract will successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by USCIS to establish work authorization.

The E-Verify system, formerly known as the Basic Pilot/Employment Eligibility verification Program, is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify represents the best means currently available for employers to verify the work authorization of their employees.

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract**.**

C-20.7. SECURITY MANAGEMENT. The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR-PSU through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR determine that the Contractor is not complying with the security

requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

The following computer security requirements apply to both Department of Homeland Security (DHS) U.S. Immigration and Customs Enforcement (ICE) operations and to the former Immigration and Naturalization Service operations (FINS). These entities are hereafter referred to as the Department.

C-20.8. INFORMATION TECHNOLOGY. When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in *DHS IT Security Program Publication DHS MD 4300.Pub. or its replacement. Con*tractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level. Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

C-20-9. INFORMATION TECHNOLOGY SECURITY TRAINING AND OVERSIGHT. In accordance with Chief Information Office requirements and provisions, all contractor employees accessing Department IT systems or processing DHS sensitive data via an IT system will require an ICE issued/provisioned Personal Identity Verification (PIV) card. Additionally, Information Assurance Awareness Training (IAAT) will be required upon initial access and annually thereafter. IAAT training will be provided by the appropriate component agency of DHS.

Contractors, who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).

C-21. EMPLOYMENT SCREENING REQUIREMENTS.

(a) The Contractor shall certify in writing to the Contracting Officer prior to commencement of work, that each employee performing under this Agreement who has access to ICE detainees,

has successfully completed an employment screening that includes at a minimum a criminal history records check, employment reference checks, and a citizenship check. Screening criteria that will exclude applicants from consideration to perform under this agreement include:

1. Felony convictions (including felony drug convictions);
2. Conviction of a sex crime;
3. Offenses involving a child victim;
4. Pattern of arrests, with or without convictions, that brings into question a person's judgment and reliability to promote the efficiency and integrity of the ICE mission; and
5. Intentional falsification and/or omission of pertinent personal information to influence a favorable employment decision.

(b) Subject to existing law, regulations and/or other provisions of this Contract, illegal or undocumented aliens shall not be employed by the Contractor.

(c) **US citizenship is a requirement for all employees working on this Contract except when special flights prohibit use of US citizens.** The Contractor shall certify in writing to the Contracting Officer that each employee prior to commencement of work on this Contract has a Social Security Card issued and approved by the Social Security Administration.

(d) The Contractor shall be responsible to the Government for acts and omissions of his own employees and for any Subcontractor(s) and their employees. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this Contract.

(e) The Contractor will submit to the ICE Personnel Security Unit (PSU) a completed Building Access Request Form (Attachment A) for each employee who has access to ICE detainees while performing under this Agreement. This form will be submitted as soon as possible after contract award to permit completion of access screening by PSU prior to commencement of work by a contract employee. ICE reserves the right to deny and/or restrict access of any contract employee whose history includes screening criteria listed above, actions in conflict with the standards of conduct 5 CFR 2635 and 5 CFR 3801, or whom ICE determines has a pattern of arrests with or without convictions, that brings into question a person's judgment and reliability to promote the efficiency and integrity of the ICE mission.

C-22. PROTECTION OF SENSITIVE INFORMATION.

(a) The Contractor shall protect all DHS/ICE "sensitive information" to which the Contractor is granted physical or electronic access by adhering to the specific IT security requirements of this contract and the DHS/ICE security policies specified in the Reference Section above.

(b) **Personnel Security**

1. DHS/ICE does not permit the use of non-U.S. Citizens in the performance of this contract or to access DHS/ICE systems or information;

2. All Contractor personnel (including sub-contractor personnel) must have favorably adjudicated background investigations commensurate with the sensitivity level of the position held before being granted access to DHS/ICE sensitive information;
3. The Contractor shall ensure all Contractor personnel are properly submitted for appropriate clearances;

4. The Contractor shall ensure appropriate controls have been implemented to prevent Contractor personnel from obtaining access to DHS/ICE sensitive information before a favorably adjudicated background investigation has been completed and appropriate clearances have been issued;

5. The Contractor shall ensure that its personnel comply with applicable Rules of Behavior for all DHS/ICE systems to which its personnel have been granted access privileges;

6. The Contractor shall implement procedures to ensure that system access privileges are revoked for Contractor personnel whose employment is terminated or who are reassigned to other duties and no longer require access to DHS/ICE sensitive information; and

7. The Contractor shall conduct exit interviews to ensure that Contractor personnel who no longer require access to DHS/ICE sensitive information understands their obligation not to discuss or disclose DHS/ICE sensitive information to which they were granted access under this contract.

C-23. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS.

(a) GENERAL**.** The Department of Homeland Security (DHS) has determined that performance of the tasks as described in the Statement of Work requires that the Contractor, subcontractor(s), Contractor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following:

(b) SUITABILITY DETERMINATION. DHS shall have and exercise full control over granting, denying, withholding or terminating unescorted Government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract. No employee of the Contractor shall be allowed to EOD and/or access sensitive information or systems without a favorable EOD decision or suitability

determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the OPR-PSU

C-24. CONTRACTOR IDENTIFICATION.

(a) All contract employees shall carry approved identification or badging at all times while performing under this contract. Proper ID validation must comply with local governing authority. DHS issued identification badges shall identify the employee as a contract employee.

(b) To ensure the security of the DHS/ICE information in their charge, ICE Contractors and sub-Contractor must comply with 48 CFR 3052.204-70 Security Requirements for Unclassified Information Technology Recourses and adhere to the same computer security rules and regulations as Government employees unless an exception to policy is agreed to by the prime Contractor, ICE's Information Systems Security Manager (ISSM) and CO and detailed in the contract. Non-DHS federal employees or Contractors who fail to comply with DHS/ICE security policies are subject to having their access to DHS/ICE IT systems and facilities terminated, whether or not the failure results in criminal prosecution. The DHS Standards of Conduct document applies to DHS/ICE support Contractors and Sub-Contractors. Contractor employees will adhere to the exiting employee check list and documentation which requires all employees to return all government issued equipment and government identification immediately upon exiting

(c) All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their status as an employee of the Contractor, and not the Government, is not obvious to third parties, are required to identify themselves as employees of the Contractor. This includes email signature blocks and voicemail, and must avoid creating an impression in the minds of members of the public or Congress that they are Government employees. They must also ensure that all documents or reports produced by Contractor are suitably marked as Contractor products, or that Contractor participation is appropriately disclosed.

(d) The Government shall issue a personal identification badge (PIV) that will state "Contractor" upon it. It is used to access the site, general work area, and all IT systems at the designated government site. Contract personnel (service providers) who furnish services under this contract shall not be considered employees of the Government for any purposes and shall not receive any protections or considerations as federal employees.

C-25. OVERTIME.

(a) Payment of overtime rates under the terms of the contract will be allowed under the following conditions:

1. If the overtime is due to the absence or vacancy of a federal employee, and the Contractor's employee utilized to fill the position has worked or will work over forty (40) hours that week; or

2. If the Government's critical mission requirements result in the Contractor's employees' working over forty (40) hours that week.

(b) All authorized overtime, as identified above, must be approved by the Regional Health Service Administrator in advance.

(c) If the Contractor's employee works over forty (40) hours a week for any other reason, other than at the Government's request, the Government will be responsible for payment of the standard rate while the Contractor will be responsible for any overtime premiums owed to its employee.

(d) In computing overtime rates payable under the terms of this contract, the Contractor shall use the employee's hourly basic rate of pay multiplied by 1.5. The basic rate of pay includes employee contributions to fringe benefits, but excludes the Contractor's contributions, costs, or payment of cash equivalents for fringe benefits. Therefore, when calculating overtime rates, do not calculate overtime on overhead, G&A, Profit, etc. Overtime is calculated on the base rate only.

C-26. TIME CLOCK.

(a) Contractor employees will utilize the government supplied timeclock and timecards each day of work. In order to receive compensation, all contractor employees will be required use the issued timecard to "clock in" when reporting to work and "clock out" when leaving their period of duty. Each contractor employee will also be required to "clock out" for meal breaks and "clock in" upon returning to work. Upon hire, Contractor staff members are provided training by the on-site Technical Monitor on use of the timecard and timeclock function. In the event that the timeclock is non-operational, the Technical Monitor on-site will manually input the required times on the timecard.

(b) The government supplied timecard will be signed and dated by the contract employee and will be presented to the local technical Monitor or their designee weekly.

(c) In order to mitigate the risk of timekeeping technical errors or lost timecards, all Contractor employees will ensure their timecard is placed in a secure area and will not be taken off site.

(d) It is the responsibility of the Contractor employee to secure the government-issued timecard. If the timecard is lost, the contractor will justify the loss in writing and submit to the local Technical Monitor.

C-27. EMERGENCIES. Contractor personnel may be involved in emergency situations, such as a mass migration event or evacuations due to natural and man-made disasters. In emergency situations the Contractor will continue to provide services to detainees/residents but also provide services to ICE and facility employees. During an emergency, the Contractor will be required to provide the same scope of services and staffing personnel allotments as during normal operations unless the facility is uninhabitable or condemned. Contractor personnel are required to participate in all emergency drills as per facility regulations. With the occurrence of an emergency situation potentially impacting the ability to perform to the specifications of the contract, the CO shall have the sole discretion to modify performance measures for that time.

C-28. TRAVEL.

(a) In response to critical staffing needs, the Government may request that the Contractor provide personnel to temporarily fill contract positions or provide mission support away from their assigned duty station. In doing so, reimbursement to the Contractor must be in compliance with the Federal Travel Regulations. Prior written approval by the Government for all temporary duty (TDY) travel is required.

(b) The Contractor shall accomplish all travel required by the IHSC Contracting Officer's Representative (COR) in accordance with Federal Acquisition Regulation (FAR) 31.205-46, Travel Costs, and the substantive provisions of the Federal Travel Regulation (FTR), as applicable, and consistent with the not-to-exceed (NTE) amount specified for the travel contract line item (CLIN). The FTR may be located and downloaded from www.gpoaccess.gov/cfr or www.gsa.gov/federaltravelregulation.

(c) Contractor shall provide requests for written authorization to the Government at least fourteen calendar (14) days prior to commencement of the travel. Authorization shall only be provided by the COR or the Contracting Officer. All requests for travel authorization shall include:

(1) The name of the traveler
(2) Destination (s) including itinerary
(3) Purpose of the travel
(4) Estimated Cost breakdown

(c) While on TDY status, local travel costs authorized may include reasonable charges for public transportation such as bus or cab fare or mileage and parking fees. Reimbursement for local travel is limited to transportation costs to reach the assigned destination from temporary lodgings or from the residence of the Contractor's employees and back.

Travel invoices shall be submitted no later than thirty (30) days from the last day of the travel period. All receipts as required under the FTR shall accompany invoices. Unsubstantiated travel costs will be rejected.

C-29. GOVERNMENT FURNISHED EQUIPMENT.

(a) The Government shall furnish all office space, equipment, including both computer hardware and software, necessary for the Contractor to perform the assigned work on-site, unless otherwise specified, to fully satisfy all operational requirements of this contract. The Government shall provide all appropriate supplies necessary for the provision of services by the Contractor. Contractor staff shall work in administrative or medical offices in government or other designated facilities. If the Contractor determines that additional equipment and supplies will be required, the Contractor may submit a written order request to the COR.

(b) All GFE and supplies will be treated appropriately by the Contractor and their employees and be reasonably consumed or maintained according to acceptable schedules. The Contractor shall be sensitive to issues of fraud, waste and abuse and be accountable for all expenditures above the norm that are attributable to negligence.

(c) All government and/or facility provided equipment and supplies shall remain the property of the government or the facility.

C-30. GOVERNMENT FURNISHED INFORMATION. The Contractor will be responsible for ensuring each of its employees and subcontractor employees completes all new employee orientation requirements. The Government will provide information concerning ICE-specific training annually or as required.

C-31. CONTRACT CHANGE-OVER. In the event that the Contractor is not awarded a follow-on contract the Contractor agrees to cooperate with the incoming Contractor to minimize the disruption of services during the change-over of operations. The Contractor, the incoming Contractor, and the COR shall plan contract change-over procedures within ten (10) days of follow-on contract award, to consider, at a minimum, the following: the time to effect, the tasks to be performed, and the information and or data to be exchanged. In the event the Contractor, the incoming Contractor, and the COR cannot agree on change-over procedures, all parties shall comply with the terms and procedures as established by the Contracting Officer.

C-32. TRANSITION PLAN.

(a) The Contractor shall submit a Transition Plan that describes the Transition In and the Transition Out process, details, and schedule for providing an orderly transition during the Contract's Transition Term. The objectives of the Transition Plan are: to minimize the impacts on continuity of operations; maintain communication with staff and affected government stakeholders; identify key issues; and overcome barriers to transition. The Contractor is responsible for performing due diligence to ensure that all the transition activities are identified, negotiated, and completed during the Transition Term. The Contractor will submit as part of their proposal a Transition Plan that accomplishes operational independence no later than sixty (60) calendar days from the contract award date.

(b) **Transition Management Team:** The Contractor shall establish a transition management team capable of providing overall management and logistical support of all transition activities. The Contractor shall develop a resource-loaded project management schedule. Milestones and

measurable commitments will be included in the schedule. The Contractor will regularly report status to the COR at periodic meetings and through regular written reports during the transition period. The activities performed during the Transition Term shall begin on the effective date of the Contract.

(c) **Transition Period:** The Contractor will provide a seamless transition from the previous Contractor. New Contractor will have no more than 60 calendar days from contract award date to become fully compliant with all aspects of this contract to include the Statement of Work, Quality Assurance Plan and all deliverables. 100% of the staff listed in **J-1: Site Staffing Matrix**, will complete all prerequisites for employment including fitness determination, credentialing and privileging (as applicable), and be able to invoice the government for professional services for hours worked in the filled positions.

(d) The Transition Plan shall illustrate how the Contractor will provide a seamless transition between the Contractor and the predecessor Contractor to ensure minimal disruption to vital Contractor services and Government activities. The Transition Plan shall address, at a minimum, the following areas:

1. Recruitment, adequate and available staff;
2. Training of new and incumbent employees;
3. Licenses and Permits obtained prior to performance;
4. Insurance obtained prior to performance and in compliance with clause H-5; and
5. Background Investigations; all employees are cleared in accordance with Section C-8.

C-33. IHSC INVOICING. All authorized/security cleared Contractor employees will be included in the month's invoicing. The Contractor will submit 100% accurate invoicing within 15 calendar days of the end of the preceding month to Consolidation Invoice for processing. Monthly invoices and supporting documentation will be submitted together as one submission separated in three parts. In addition to the requirements noted in **G-4: INVOICING /PAYMENT**, Contractor shall provide the following information:

1. Part I - Invoice Document (PDF). This document will include Full name of awarded Contractor , address, phone number, date of submission, Identify Performance Period, Invoice number, TIN number, DUNS number, Billed to name and address, Contract number, Order number assigned in Consolidation Invoice, Bank Information for payment, Direct Labor Categories Separated by: Total Direct Labor Hours/Total Dollars, Total Direct Overtime Labor Hours/Total Dollars, Grand Total Labor Hours/Total Dollars. This document must also be signed by the authorized contractor representative as accurate.

2. Part II - Hours Worked Site Monthly Summary (PDF) - Contractor will provide the local government technical monitor a monthly summary of staff hours worked by site location. The report will include the position code, labor category, employee name. The report will break down for each employee the hours worked by each labor category rate. The report will also include any overtime hours incurred with a subcategory for overtime hours billable to the government. The report will also include On-Call hours and phone call hours as applicable. Each page of the

"Hours Worked Monthly Summary" will be reviewed, signed/dated by each sites technical monitor (if accurate and no corrections need to be made) and sent back to contractor for submission with the invoice. If corrections need to be made the GTM with work with the Contract Coordinator until the document is accurately reconciled.

3. Part III – Time Sheets (PDF) - For any contract staff incurring overtime the Contractor must submit the corresponding time sheets and the email documentation supporting overtime approval.

C-34. GLOSSARY.

FOR ICE Health Service Corps (IHSC) DIRECTIVES AND GUIDES

Acute – Acute refers to a health effect, usually of rapid onset, brief, not prolonged. (IHSC Operational Definition)

Acute Care – Acute care generally is provided for a short duration to treat a serious injury or episode of illness or following surgery. The care may be provided in an inpatient setting such as a hospital or on an outpatient basis such as in an urgent care center. (American Health Lawyers Association)

Administrative Health Authority – The administrative health authority is responsible for all access to care, personnel, equipment and fiscal resources to support the delivery of health care services.

Administrative Support Staff – For IHSC purposes, this includes Medical Record Technicians (MRTs), Administrative Assistants, Special Assistants and Executive Assistants in IHSC-staffed clinics or at HQ. (IHSC Operational Definition)

Admission/Admissions Process – Admissions is the in-processing of newly arrived residents, which includes an orientation to the policies, programs, rules and procedures of the facility. Assignment of living quarters, various inspections, medical intake screening (includes dental and behavioral health) and safeguarding of funds, valuables and other personal property is completed during this process. (PBNDS 2011 Glossary)

Advance Directive – Advance Directives include documents which address living wills, medical power of attorney, durable power of attorney for healthcare, and healthcare proxy. Advance directives are state-specific. (IHSC Operational Definition)

Adverse Events – An adverse event is an occurrence or condition associated with the provision of health care or services that caused harm to the patient. An adverse event may be due to acts of commission or omission. (from DHS Directive #248-01-001, *Medical Quality Management*)

Alien – An alien is a person not a citizen or national of the United States. (Immigration and Nationality Act (INA) § 101(a) (3))

Alien File (A-File) – For purposes of ICE Health Service Corps (IHSC), an A-file is the legal file maintained by DHS for each resident. Contents may include but are not limited to identification documents (passport, driver's license, other identification cards, etc.), photographs, immigration history, prior criminal record, if any, and all documents and transactions relating to the resident's immigration case. (PBNDS 2011 Glossary)

Allied Health Professional – An allied health professional is trained to perform services in the care of patients other than a physician or registered nurse; includes a variety of therapy technicians (respiratory), radiologic technologists, and physical therapists, among many other practitioners. (IHSC Operational Definition)

American Correctional Association (ACA) – The American Correctional Association is the oldest and largest international correctional association in the world. ACA serves all disciplines within the corrections profession and is dedicated to excellence in every aspect of the field. www.aca.org Family Residential Facilities will not be required to undergo ACA accreditation.

Ancillary Clinical Staff – Ancillary clinical staff for IHSC includes dental assistants, pharmacy technicians/assistants licensed vocational nurses (LVNs), licensed practical nurses (LPNs), certified nursing assistants (CNAs), emergency medical technicians (EMTs), laboratory technologists, and radiology technologists. (IHSC Operational Definition)

Assessment – An assessment is the systematic collection and review of patient specific data. (IHSC Operational Definition)

Assistant Director (IHSC) – The Assistant Director of IHSC is leader of the ICE Health Service Corps and final medical authority for ICE on resident health care issues. (IHSC Operational Definition)

Associate Medical Director – The Associate Medical Director provides oversight of dental and pharmacy operations, as well as the management of the Chief Nurse, Chief Mid-Level Provider, and the Regional Clinical Directors. He or she leads the group responsible for reviewing and validating clinical practice guidelines and health care policy and procedures. (IHSC Operational Definition)

Backfill: Replacement of an employee by an employee of the same discipline when there is a call out.

Behavioral Health Providers – Behavioral health providers are psychiatrists, clinical psychologists, independently licensed social workers, psychiatric nurse practitioners or any other behavioral health professional who, by virtue of their license, education, credentials, and experience, are permitted by law to evaluate and care for the mental health needs of patients.

Behavioral Health Unit – The Behavioral Health Unit is a unit under the Deputy Assistant Director of Clinical Service within IHSC. The Unit provides behavioral health services with a focus on meeting the best practice mental health standards to residents in IHSC custody. The Behavioral Health Unit provides consultation on behavioral health issues, coordinates Post Order

Custody Review (POCR) evaluations and any other services requested by ICE. (IHSC Operational Definition)

Chief Dentist – The Chief Dentist is responsible for overseeing all IHSC dentists in order to maintain and stabilize the detained populations' oral health. The IHSC dental team strives to elevate the oral health status of residents by providing diagnosis and treatment, administering education and prevention programs and through consultation services when necessary. (IHSC Operational Definition)

Chief Mid-Level Provider (MLP) – The Chief Mid-Level Provider of IHSC is responsible for providing leadership, mentorship and supervisory oversight of IHSC MLP practices. (IHSC Operational Definition)

Chief Nurse – The IHSC Chief Nurse is located at IHSC Headquarters and serves as the senior nursing professional for IHSC. He or she is responsible for the oversight of the nursing program throughout the nation at all IHSC-staffed facilities. The Chief Nurse provides nursing consultation, reporting and coordination services. Additionally he or she reviews and revises all policies related to nursing care. The Chief Nurse is responsible for all nursing issues to include, but not limited to, nursing scope of practice, competencies for Licenses Vocational Nurses/ Licensed Practice Nurses and Registered Nurses (RN), Medical Assistants and Certified Nurses Aids. The Chief Nurse is also responsible for the RN Guidelines/Physician Protocols. He or she also researches medical issues related to nursing and patient care. (IHSC Operational Definition)

Chief Pharmacist – The IHSC Chief Pharmacist serves as the senior pharmacy professional for IHSC. He or she is responsible for the oversight of the pharmacy program throughout the nation at all IHSC staffed facilities. The Chief Pharmacist provides pharmacy consultation, reporting and coordination services. Additionally he or she reviews and revises all national policies and procedures related to pharmacy operations. The Chief Pharmacist is responsible for all pharmacy issues to include, but not limited to, formulary development and maintenance, pharmacist practitioner scope of practice, competencies for pharmacy staff, and pharmacy supply contracts. The Chief Pharmacist also reviews the RN Guidelines to provide insight on medication regimen options. (IHSC Operational Definition)

Chief of Staff (COS) – The Chief of Staff represents the IHSC Assistant Director (AD) and serves as a close advisor on major issues and challenges affecting IHSC. Integrates and synchronizes all aspects of mission support and mission operations and the formulation and publication of all governing documents. The Chief of Staff, who supervises the efforts of the Resource Management and Recruitment and Retention Units, has a direct role in sustaining the IHSC healthcare system. These two units are responsible for identifying and developing human and fiscal resource requirements and employing methods to acquire those resources and allocate them consistent with agency goals, mission priorities and all applicable standards and criteria. Through the Tasking Manager (Special Assistant), the Chief of Staff maintains visibility of all tasks coming in to the IHSC and ensuring responses are timely and accurate. (IHSC Operational Definition)

Chronic Disease – A chronic disease is an illness or condition that affects an individual's well-being for an extended interval, usually at least six months, and generally is not curable but can be managed to provide optimum functioning within any limitations the condition imposes on the individual. (PBNDS 2011 Glossary)

Chronic Care Clinic (Chronic Disease Program) – Incorporates a treatment plan and regular clinic visits. The clinician monitors the patient's progress during clinic visits and, when necessary changes the treatment. The program also includes patient education for symptom management. (PBNDS 2011 Glossary)

Chronic Condition – A chronic condition is a condition persisting three months or longer. (U.S. National Center for Health Statistics)

Clinic – The clinic is the physical area in the facility and organizational unit set-aside for routine health care and sick call. The clinic is the designated part of the facility for the delivery of care to residents on an ambulatory or observation basis. (IHSC Operational Definition)

Clinical Competency Review – A clinical competency review is an active and organized process used by the Department of Homeland Security (DHS) Components to evaluate and improve care and services provided by health care personnel. Criteria are clinical in nature and defined by nationally recognized standards of practice and care. (IHSC Operational Definition)

Clinical Director (CD) or Clinical Services Manager (CSM) – The CD/CSM is a physician and is the clinical medical authority at a specific facility. Duties include clinically supervising the Staff Physician (if applicable) and mid-level providers, evaluating patient care through an ongoing quality assurance program, providing training and mentoring to health care staff, and evaluating and treating medically complex patients. The CD/CSM is board certified or will become board certified (within 18 months of hire) in family medicine, internal medicine, or related primary care specialty to maintain employment. (IHSC Operational Definition)

Clinical Encounters – Clinical encounters are interactions between patients and health care professionals that involve a treatment and/or an exchange of confidential information. (National Commission on Correctional Health Care [NCCHC])

Clinical Medical Authority (CMA) – The Clinical Medical Authority is responsible for the delivery of all health care services to the resident population at each specific facility. These services include, but are not limited to, medical, nursing, dental, and behavioral health.

Clinical Practice Guidelines (CPGs) – CPGs are statements that include recommendations intended to optimize patient care. They are informed by a systematic review of evidence and an assessment of the benefits and harms of alternative care options. (Institute of Medicine Report 2011)

Clinicians – Clinicians are individuals qualified to *assess, evaluate, and treat* patients according to the dictates of their professional practice act. These may include physicians, nurses, physician

assistants, nurse practitioners, dentists, dental hygienists, psychologists, psychiatrists, clinical pharmacists, and social workers. (IHSC Operational Definition)

Competency (ies) – A competency is a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully (Shipman et al., 2000). Competencies represent a whole-person approach to assessing individuals. Link to Competency definition from OPM

Constant Observation – Constant observation is the uninterrupted personal visual observation of an individual deemed at-risk of committing self-injurious behavior. This monitoring is used to prevent such behavior. The room where this occurs must permit easy access, privacy, and unobstructed vision of the individual at all times. (hybrid definition from BOP and NY DOC.)

Contract Detention Facility (CDF) – CDFs are contractor-owned, contractor-operated facilities that provide detention services under a competitively bid contract awarded by ICE. Some are staffed by IHSC health care providers. See PBNDS 2011.

Contracting Officer (CO)– A contracting officer is the only person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer. Federal Acquisition Regulation (FAR) 2.101.

Contracting Officer's Representative (COR) – A COR is an individual, including a contracting officer's representative (COR), designated and authorized in writing by the contracting officer to perform specific technical or administrative functions. FAR 2.101.

Contractor – A contractor is a private entity that provides services in accordance with a Statement of Work (SOW) or a Performance Work Statement (PWS). (IHSC Operational Definition) See also Contractor.

Contract or Contractor Employee – A contract employee is an employee of the Contractor For purposes of this agreement, Contractor Employees also include employees of all subcontractors utilized by the Contractor to fulfill contract requirements. (IHSC Operational Definition)

Core Measures – Core measures are standardized performance measures that can be applied across health care accreditation programs. (IHSC Operational Definition)

Credentialing – Credentialing an ongoing process whereby a facility's designated medical staff obtains, verifies, and assesses an individual's professional credentials. This information is utilized by the medical staff and governing body to evaluate competency and appropriately grant medical staff membership and/or clinical privileges. (Indian Health Service definition)

Credentials – Credentials are the attestation of qualification, competence, or authority issued to an individual by a third party with the authority or assumed competence to do so. Examples of credentials include the documents that constitute evidence of practitioner training, licensure, experience, and expertise. (Indian Health Service definition)

Criteria – Criteria are expected levels of achievement, or specifications against which performance or quality may be compared. (IHSC Operational Definition)

Custody Staff or Officers – Custody staff are all security staff members who serve in a custody role (could be ICE, other federal or state, or contracted officers at Service Processing Centers, Contract Detention Facilities, or Intergovernmental Service Agreement facilities). (IHSC Operational Definition)

Day - A day is a calendar day unless otherwise identified.

Dental Assistant – Dental assistants perform a wide range of reversible intra-oral dental procedures under the direction of the dentist. They provide assistance to the dentist during patient care. They also provide oral health education, triage dental patients, take dental radiographs, maintain equipment/instruments, and keep clinical and administrative records. Dental assistants have a postsecondary non-degree award. (IHSC Operational Definition)

Dental Hygienist – Dental hygienists are responsible for performing advanced prophylactic and preventive dental procedures as well as chair side assisting with the dentist in the treatment of patients. They also provide oral health education, triage dental patients, take dental radiographs, maintain equipment/instruments, and keep clinical and administrative records. Dental hygienists have at least an Associate's degree. (IHSC Operational Definition)

Dental Providers – Dental providers, for IHSC, are dentists and dental hygienists. (IHSC Operational Definition)

Dental Staff – Dental staff, for IHSC, includes dentists, dental hygienists, and dental assistants. (IHSC Operational Definition)

Dentist – Dentists diagnose, treat, and prevent diseases and injuries associated with the oral cavity. They prescribe and/or dispense medications when appropriate. They provide professional oversight of assigned dental staff. Dentists have a doctoral degree. (IHSC Operational Definition)

Department of Homeland Security (DHS) – The DHS is a cabinet-level department of the United States Government created March 1, 2003, by the Homeland Security Act of 2002. DHS includes U.S. Immigration and Customs Enforcement (ICE). (IHSC Operational Definition)

Deputy Assistant Director (DAD) for Administration – The DAD for Administration provides administrative oversight essential to sustaining the IHSC health care system. Through a number of programs, the DAD for Administration systematically delivers quality driven cost effective healthcare to the detained population. Through the development and distribution of policy,

management of facilities and resources, and the deployment of mobile health care professionals, the DAD for Administration provides the infrastructure within which the IHSC operates and the healthcare system is sustained. The DAD maintains the integrity of the healthcare system through a comprehensive Medical Quality Management program that includes a variety of process improvement initiatives, risk management programs; and inspections for compliance with standards and requirements of several accrediting bodies. The DAD mitigates the risks of compromising any aspects of the healthcare system through a robust medical education and professional development program. (IHSC Operational Definition)

Deputy Assistant Director for Clinical Services – The DAD for Clinical Services ensures delivery of quality medical care and services within the ICE/ERO Detention System. He or she ensures quality medical, behavioral health, and dental services are delivered in a timely and effective manner to the detained population. The DAD for Clinical Services provides medical oversight, guidance, and instruction to IHSC providers and allied health professionals who deliver quality medical, behavioral health and dental services to ICE residents. (IHSC Operational Definition)

Detention File – Detention files are files containing detention information on aliens in ICE custody, and are maintained by the detention facility. Detention files are not A-Files or Medical Files. Contents include receipts for funds, valuables and other personal property; documentation of disciplinary action; reports on resident behaviors; resident's written requests, complaints and other communications; official responses to resident communications; records from Special Management Unit, etc. (PBNDS 2011 Glossary)

Directive – Directives are statements of a policy, mission, program or activity's purpose, scope, and authority; establish and delegate responsibilities; and sets forth policies and procedures. (Department of Homeland Security Lexicon) IHSC Directives that involve only medical care and medical operations are signed at the AD level but still must be reviewed by the Office of the Principal Legal Advisor (OPLA) and Privacy and Records. IHSC Directives that involve issues other than medical care and medical operation must be reviewed by OPLA and the Privacy and Records Office (PRO), but must also be de-conflicted through the Enforcement and Removal Operations (ERO) Policy Unit with Employee and Labor Relations (E&LR), Homeland Security Investigations (HSI), and ICE Policy. (IHSC Operational Definition)

Emergency Management – coordination and integration of all activities necessary to build, sustain and improve the capabilities to prepare for, respond to, recover from, or mitigate against threatened or actual disasters or emergencies, regardless of cause (Department of Homeland Security Lexicon)

Emergent Condition – An emergent condition is a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in -- (i) placing the health of the individual in serious jeopardy, (ii) serious impairment to bodily functions, or (iii) serious dysfunction of any bodily organ or part. (US legal.com definition)

Entry on Duty (EOD) – EOD is the first day an employee begins performance at a designated duty station. (IHSC Operational Definition)

Enforcement and Removal Operations (ERO) – Enforcement and Removal Operations (ERO) oversees programs and conducts operations to identify and apprehend removable aliens, to detain these individuals when necessary, and to remove illegal aliens from the United States. ERO prioritizes the apprehension, arrest, and removal of convicted criminals, those who pose a threat to national security, fugitives, recent border entrants, and aliens who thwart immigration controls. ERO manages all logistical aspects of the removal process, including domestic transportation, detention, alternatives to detention programs, bond management, and supervised release. In addition, ERO repatriates aliens ordered removed from the United States to more than 170 countries around the world. (InSight (ICE))

Emergency – An emergency is any significant disruption of normal facility procedure, policy, or activity caused by riot, strike, escape, fire, medical emergency, natural disaster, or other serious incident. (IHSC Operational Definition)

Emergency Care – Emergency care is care for an acute illness or unexpected serious health care need that requires immediate diagnosis and treatment and could lead to serious physical and/or mental disability or death if not treated. (IHSC Operational Definition)

Emergency Grievance – Emergency grievances are grievances that are time-sensitive and may involve an immediate threat to health, safety or welfare.

Evaluation – Evaluation is the analysis of collected, compiled, and organized data pertaining to important aspects of care. Data are compared with predetermined, clinically valid criteria; variations from criteria are determined to be accepted or unaccepted; and problems or opportunities to improve care are identified.

Facility Administrator – Facility administrator is a generic term for the chief executive officer of a residential facility. The formal title may vary (Assistant Field Office Director, warden, Officer in Charge, sheriff, jail administrator, etc.) (PBNDS 2011)

Facility Staff/Personnel – For IHSC purposes, this may refer to any non-medical staff at Service Processing Centers (SPCs), Contract Detention Facilities (CDFs), or Intergovernmental Service Agreement (IGSA) Facilities who are federal or contract employees. This includes, but is not limited to ERO Law Enforcement Officers and custody staff (contract or non-contract), who may or may not have contact with residents. (IHSC Operational Definition)

Field Medical Coordinator (FMC) – FMCs operates within the Medical Case Management Unit and is co-located with the Field Office Directors (FODs). The FMC identifies and monitors residents with significant medical conditions, performs case monitoring on residents who are hospitalized, and assists with alternate placement of residents in IGSA facilities. He or she gathers information and documents for medical reviews and collaborates with appropriate health officials to ensure continuity of care upon removal for those residents with significant health conditions. (IHSC Operational Definition)

Field Office Director (FOD) – The Field Office Director is the ICE ERO officer with chief field responsibility for ERO functions, including the operation of detention facilities, in his or her assigned geographic area. (IHSC Operational Definition)

Filled/Not Filled – The status of a position code whereby a specific contract employee is currently on-site and working or has a start date within the QASP timeline, OR the status of a position code whereby no contractor is identified with a correlating start date or is on-site and working. (IHSC Operational Definition).

Fit Testing – Fit testing is a qualitative or quantitative test to determine proper fit and seal of a respirator that is conducted at least annually and whenever changes in a worker's physical condition could affect respirator fit. A qualitative fit test is a pass/fail test used to check respirator fit that relies on the user's response to a test agent. A quantitative fit test uses an instrument to measure the actual amount of leakage into a respirator by one of several processes. (IHSC Operational Definition)

Formal Grievance – Formal grievances are those grievances that are written and acted upon. There are three levels of formal grievance review at every facility. (See the PBNDS 2011 for levels.)

Formulary – A formulary is a list of prescription and nonprescription medications that have been approved by the health authority and are stocked or routinely procured for use in an institution. (ACA)

Governing Body – The governing body refers to the individuals, group, or agency that has ultimate authority and responsibility for establishing policy, maintaining quality of care, and providing for organizational management and planning. (IHSC Operational Definition)

Grievance – A grievance is a complaint based on a circumstance or incident perceived as unjust. See also *Formal Grievance* and *Medical Grievance.* (PBNDS 2011 Glossary)

Health Appraisal – Within IHSC, this is a physical exam and health assessment/history of a detained alien that is conducted within 14 days of the alien's arrival to the facility. (IHSC Operational Definition)

Health Care Personnel or Providers – Health care personnel or providers are credentialed individuals employed, detailed, or authorized by IHSC to deliver health care services to residents. It includes federal and contract staff assigned or detailed (i.e. temporary duty) who provide professional or paraprofessional health care services as part of their IHSC duties. (IHSC Operational Definition)

Health Insurance Portability and Accountability Act (HIPAA) - A US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

Health Operations Unit – The Health Operations Unit provides administrative and supervisory oversight of day-to-day operational activities at IHSC-staffed medical facilities. This includes: the analysis of staffing levels and provision of resources necessary to carry out the health care mission based on organizational needs; coordination of all activities involving medical issues with local ERO staff and contracted security staff; and obtaining and tracking a multitude of information and data related to requests for information, including responses to congressional and media inquiries.

Health Record – In general, a health record is a chronological written account of a patient's examination and treatment that includes the patient's medical history and complaints, the provider's physical findings, the results of diagnostic tests and procedures, and medications and therapeutic procedures. IHSC health records include all records of care including medical, dental, and behavioral health provided to ICE residents on-site at IHSC staffed facilities. IHSC health records may also include off-site care records received by IHSC such as testing, specialized care, or records of previous medical care.

Health Services Administrator (HSA) or Medical Services Manager (MSM)– The HSA/MSM is the designated IHSC administrator at a facility who provides administrative and supervisory oversight of day to day operational activities at IHSC staffed medical facilities. (IHSC Operational Definition)

Health Staff – Health staff includes all health care professionals (including contracted staff) as well as administrative and supervisory staff at *IHSC staffed medical clinics.* (IHSC Operational Definition)

Hunger Strike – A hunger strike is a voluntary fast undertaken as a means of protest or manipulation. Whether or not a resident actually declares that he or she is on a hunger strike, staff is required to refer any resident who is observed to not have eaten for 72 hours for medical evaluation and monitoring. Psychotically impaired residents who miss more than nine consecutive meals are monitored in a similar fashion as those who are on a hunger strike. (IHSC Operational Definition)

ICE Health Service Corps (IHSC) – IHSC is a component of ERO that oversees medical care and public health services to detained aliens in ICE IHSC serves as the medical authority for ICE on a wide range of medical issues, including the agency's comprehensive resident health care also provides medical support during flight, tactical ground, and sea operations. (IHSC Operational Definition)

ICE Offices of Chief Counsel (OCC) – Part of the Office of the Principal Legal Advisor (OPLA), the 26 OCC field offices litigate cases in immigration court, counsel a full complement of ICE operational clients, and provide direction and support to U.S. Attorney's Offices. (IHSC Operational Definition)

IHSC Guide – An IHSC guide supplements an IHSC directive, expanding on complex processes or procedures but does not establish new requirements. Guides are the "how to" for IHSC staff, providing step-by-step guidance and/or outlining best practices in instances for which local

operating procedures are needed due to different clinic configurations, population and local priorities. A guide may outline processes for multiple directives and is usually organized around functional areas. Guides may also include alternative approaches to achieving objectives, charts, graphs, a table of contents, an acronym key, attachments, and appendices. (IHSC Operational Definition)

Immigration and Customs Enforcement (ICE) – ICE is a law enforcement agency within DHS. ICE is DHS' largest investigative branch, and combines the law enforcement arms of the former Immigration and Naturalization Service (INS) and the former U.S. Customs Service. ICE protects the United States against terrorist attacks by identifying criminal activities and eliminating vulnerabilities that pose a threat along our borders, as well as enforcing economic, transportation and infrastructure security. (IHSC Operational Definition)
IHSC Staff – IHSC staff includes all individuals employed by or detailed to IHSC. This does not include any contract employee. (IHSC Operational Definition)

Incident – An incident is any unusual occurrence which varies from established routine or procedure that either did or could result in an adverse outcome. An incident may involve a staff member, resident, or other person. The incident may include damaged or faulty equipment, fire, chemical or bio hazardous agents, as well as any event that may generate a complaint, medico-legal liability and or disciplinary action. (IHSC Operational Definition)

Incident Report Form – Incident Report Form (IHSC Form 010) is used to report an incident (as defined above) and to identify a remedy for the reported incident to prevent recurrence. The report form generally includes an analysis by the HSA, clinical/medical director, and the Performance Improvement Committee. (IHSC Operational Definition)

Informal Medical Grievance – An informal medical grievance is a grievance that health staff resolves orally and informally in their daily interaction with residents. (PBNDS 2011 Glossary)

Informal Resolution – Informal resolution is closure to a complaint or issue of concern to a resident, satisfactory to the resident and staff member involved; does not require filing a formal grievance. (PBNDS 2011 Glossary)

Informed Consent – Informed consent is an agreement by a patient to a treatment, examination, or procedure after the patient receives the material facts about the nature, consequences, and risks of the proposed treatment, examination or procedure; the alternatives to it, and the prognosis if the proposed action is not undertaken. (PBNDS 2011 Glossary)

Inspection – An inspection is a process of an organized and thorough examination to assure compliance to a standard norm, laws or rules (Department of Homeland Security Lexicon)

Intake Screening (Receiving Screening) – An intake screening a comprehensive medical, dental and behavioral health screening that is conducted as soon as possible after residents arrive at a facility but no later than 12 hours. Individuals should not be released from the intake area until the receiving screening is completed. Receiving screening is a process of structured inquiry and observation designed to prevent newly arrived inmates who pose a threat to their own or

others' health or safety from being admitted to the facility's general population. It is intended to identify potential emergency situations among new arrivals and to ensure that patients with known illnesses and currently on medications are identified for further assessment and continued treatment. It is conducted using a form and language fully understood by the resident, who may not speak English or may have a physical (e.g., speech, hearing, sight) or mental disability. (IHSC Operational Definition)

Key Personnel – Key Personnel are considered critical. The serve for the life of the contract. They include positions of Program Manager and Assistant/Alternate Program Manager, as well as those identified in the Contractor's supervision plan.

Leadership/Leaders – Leadership or Leaders within the IHSC includes the Assistant Director of IHSC, the IHSC Deputy Assistant Directors, Chief of Staff, Chief Nurse, Regional Medical and Administrative Directors, and Unit Chiefs. (IHSC Operational Definition)

License – A license is the permission granted to an individual by a State or U.S. Territory or Possession to perform certain medical activities. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management)

Licensed Independent Practitioners (LIPs) – LIPs are physicians, dentists, dental hygienists, psychiatrists, psychologists, and independently licensed social workers. (IHSC Operational Definition)

Licensed Practical Nurse – LPNs are licensed to provide practical or vocational nursing care to patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants. LPNs receive a postsecondary non-degree award and have obtained licensure.

Licensed Vocational Nurse – Licensed practical and licensed vocational nurses (known as LPNs or LVNs, depending on the state in which they work) provide basic nursing care. They work under the direction of registered nurses and doctors. LVNs receive a postsecondary non-degree award and have obtained licensure. (IHSC Operational Definition)

Man-Down Drill – A man-down drill is a simulated emergency affecting one individual who needs immediate medical intervention. It involves life-threatening situations commonly experienced in correctional settings. (NCCHC)

Mass Disaster Drill – A mass disaster drill is a simulated emergency involving multiple casualties that require triage by health staff. It frequently involves a natural disaster (e.g. tornado, flood, earthquake), and internal disaster (e.g. riot, arson, kitchen explosion), or external disaster (e.g. mass arrests, bomb threat, power outage). (NCCHC)

Medical Assistants – Medical assistants perform administrative and clinical tasks to support physicians and other health professionals in the delivery of health care services. The term "medical assistant" may have legal status in jurisdictions where they can be certified or

registered. Duties may include measuring patients' vital signs, administering medications and injections, recording information in medical records-keeping systems, preparing and handling medical instruments and supplies, and collecting and preparing specimens of bodily fluids and tissues for laboratory testing. (IHSC Operational Definition)

Medical Case Management Unit – The Medical Case Management Unit is an IHSC unit under the Deputy Assistant Director for Clinical Services that provides medical consultation, reporting and coordination services; claims services, case monitoring and coordination, and medical detention standards compliance monitoring; identification and monitoring residents with significant medical conditions; case monitoring on residents who are hospitalized; and assistance with alternative placement of residents in IGSA facilities and ICE facilities. Unit staff members may also conduct site visits to IGSA facilities and act as a liaison between Facility Medical Authorities and ICE/IHSC. (IHSC Operational Definition)

Medical Classification System – The medical classification system is a system by which a resident's medical and behavioral health conditions and needs are assessed to allow for appropriate placement in a facility with the resources necessary to provide the appropriate level of care to meet those needs. (PBNDS 2011 Glossary)

Medical Discharge Plan – The discharge plan includes: admission diagnosis; discharge diagnosis; brief medical history including the chief complain and any essential findings discovered; all diagnostic tests (e.g. x-rays, lab results, ECGs, etc.) results; list of any medications prescribed; a brief summary of care provided, the resident's response to treatment, medical complications encountered, any outside health care referrals that may have interrupted the infirmary period or that are pending; and continuity of care plan. (PBNDS 2011 Glossary)

Medical Education and Development Unit – The Medical Education and Development Unit is an IHSC unit under the Deputy Assistant Director for Health Administration that supports the ICE mission by arranging training for IHSC personnel to enhance and develop the provision and coordination of quality and cost effective health care for residents, while advancing public health initiatives in order to foster a healthy environment for residents and minimize health risks for law enforcement personnel, healthcare workers, and US citizens. (IHSC Operational Definition)

Medical Housing Unit – The Medical Housing Unit (MHU) is a designated area which provides housing for residents in need of closely observed medical or behavioral care, medical/nursing assistance and/or medically necessary supervision or equipment. The MHU must operate 24 hours a day, seven days a week. The unit must contain life support equipment and meet the staffing and treatment needs of the resident. (IHSC Operational Definition)

Medical Providers – Medical providers include physicians, physician assistants, nurse practitioners, and pharmacist practitioners. (IHSC Operational Definition)

Medical Quality Management Unit (MQM Unit) – The MQM Unit is an IHSC unit under the Deputy Assistant Director for Administration that develops and maintains policies and procedures for IHSC; interacts and coordinates with all IHSC-staffed medical facilities to ensure adherence to the accrediting body standards set forth by the accrediting bodies. In addition, the

Medical Quality Management unit oversees the IHSC Quality Improvement Program, the Risk Management Program, Compliance Investigations, and the IHSC Patient Education. (IHSC Operational Definition)

Medical Records Technicians (MRTs) – MRTs are health professionals responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. MRTs at IHSC facilities perform a variety of duties including but not limited to release of information, scanning, monitoring schedules and scheduling patients in-house and with external providers. (IHSC Operational Definition)

Mission Essential - Any element that is necessary for the carrying out or completion of a task. An example of mission essential services is all nursing services**.**

Mid-Level Providers – Mid-level providers are nurse practitioners (NPs) and physician assistants (PAs). (IHSC Operational Definition)

Mortality Review – A mortality review is a review conducted in the event of a resident's death to determine the appropriateness of the clinical care provided and to identify trends that may require further study and/or analysis for corrective action.

National Commission on Correctional Health Care (NCCHC) – NCCHC is one of the accrediting organizations that publish standards for correctional facilities. Most IHSC-staffed facilities are accredited by NCCHC. (IHSC Operational Definition)

National Detention Standards – When U.S. Immigration and Customs Enforcement was formed, the agency operated its detention system under a set of National Detention Standards (NDS) that had been issued in September 2000. NDS established consistent conditions of confinement, program operations and management expectations within the agency's detention system. http://www.ice.gov/detention-standards/2000/

Near-Misses (also known as Close Calls) – An event or situation that could have resulted in harm to the patient but did not, either by change or through timely intervention. The event was identified and resolved before reaching the patient. (from DHS Directive #248-01-001, *Medical Quality Management*)

Non-formulary Medications – Non-formulary medications are medications not listed in the institution or agency formulary. These medications require approval from the facility medical authority and/or the Regional Clinical Director prior to procuring and/or dispensing to the patient. (ACA)

Non-suicidal Self-directed Violence – Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. There is no evidence, whether implicit or explicit, of suicidal intent. In past, was often called "suicidal gesture." (CDC)

Nurse Managers – Nurse managers are experienced clinical nurses who have complete supervisory - front line - responsibilities (as the team leaders) for all nursing personnel assigned to the nursing unit-ward-complex in IHSC-staffed clinics. This includes mentoring the nurses, assigning and scheduling nurses, input into evaluating the nurses' work and ensuring that all nursing activities are in compliance with the National Detention Standards, the American Correctional Association and the National Commission on Correctional Health Care.

Nurse Practitioner – Nurse Practitioners (NPs) are health care professionals with an advance education in clinical training, to provide preventative and acute health-care to individuals of all ages. They work collaboratively on a health-care team. (Ref: modified version from Mayo definition)

Nursing Staff – Nursing staff, within IHSC, are registered nurses (RNs), licensed practical nurses (LPNs), and licensed vocational nurses (LVNs). (IHSC Operational Definition)

Office of Civil Rights and Civil Liberties (CRCL) – The CRCL provides operational support, oversight, training and policy and program advice and review to the Department's leadership on civil rights and civil liberties issues, investigates and resolves complaints from the public concerning civil rights and civil liberties abuses or racial, ethnic, or religious profiling, and leads departmental Equal Employment Opportunity programs. (Department of Homeland Security Lexicon)

On-Site - Identifies the specific location where a contractor is assigned to perform the functions of their position description, typically synonymous with their duty station.

Operations Memoranda (OM) – OM are temporary or "one-time" directives issued with predetermined expiration dates. The OM is signed by the IHSC AD or the IHSC DADs. The duration of an OM may be no more than **one year** from the date of issuance; however, in practice, the duration is often considerably less. Acceptable uses for OMs are to: 1) announce an upcoming event which may require some action; b) explain or clarify operations and procedures, 3) transmit guidance, training materials, or Technical/Reference Manuals, or 4) highlight the significant changes in a new or updated Program Statement (PS), and/or provide interim instructions. (IHSC Operational Definition)

Outcome – An outcome is the result of the performance (or non-performance) of a function or process. (IHSC Operational Definition)

Patient Safety Event – A **p**atient safety event is an incident or error that occurred (actual event), or almost occurred (close call/near miss), that caused, or had the potential for causing, harm to a patient. (IHSC Operational Definition)

Peer – A peer is an individual from the same professional discipline/specialty to whom comparative reference is being made. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management)

Peer Review – Peer review is the process by which health care providers/ professionals evaluate the care of a fellow provider/professional of the same discipline and make determinations about the quality of that care and whether the professional standard of care was met in a given clinical situation. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management)

Performance-Based National Detention Standards (PBNDS 2008) – U.S. Immigration and Customs Enforcement undertook a revision of the National Detention Standards to more clearly delineate the results or outcomes to be accomplished by adherence to their requirements. The PBNDS 2008, developed in coordination with agency stakeholders, prescribe both the expected outcomes of each detention standard and the expected practices required to achieve them. PBNDS 2008 was also designed to improve safety, security and conditions of confinement for residents. http://www.ice.gov/detention-standards/2008/

Performance-Based National Detention Standards (PBNDS 2011) – In keeping with its commitment to reform the immigration detention system, U.S. Immigration and Customs Enforcement (ICE) has revised its detention standards. These new standards, known as PBNDS 2011, represent an important step in detention reform. PBNDS 2011 reflects ICE's ongoing effort to tailor the conditions of immigration detention to its unique purpose while maintaining a safe and secure detention environment for staff and residents. In developing the revised standards, ICE incorporated the input of many agency employees and stakeholders, including the perspectives of nongovernmental organizations and ICE field offices. PBNDS 2011 is crafted to improve medical and mental health services, increase access to legal services and religious opportunities, improve communication with residents with limited English proficiency, and improve the process for reporting and responding to complaints, and increase recreation and visitation. http://www.ice.gov/detention-standards/2011/

Performance Improvement (PI) – PI is the continuous study and adaptation of functions and processes to increase the probability of achieving desired outcomes and to better meet the needs of individuals, populations, and other users of service. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management)

Performance Measure – A performance measure is a measure such as a standard or indicator used to assess the performance or process of any organization. A quantitative tool (e.g. rate, ratio, index, percentage) that provides an indication of an organization's performance in relation to a specified process or outcome. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management)

Personal Protective Equipment (PPE) – For IHSC Purposes, PPE refers to respiratory protective equipment, gloves, mask/goggles, gowns, face shields, other items used by dental staff, and any protective gear worn during biohazards or other emergencies. (IHSC Operational Definition)

Personally Identifiable Information (PII) – PII is any information that permits the identity of an individual to be directly or indirectly inferred, including other information that is linked or linkable to an individual (DHS directive 047-01-001)

Pharmacy Staff – Pharmacy staff includes pharmacists and pharmacy technicians.

Pharmacy Technician – A pharmacy technician prepares and dispenses medications and maintains related records for patients in hospital or clinic under supervision of pharmacist. Prepares, packages, labels and distributes medication doses prescribed by physician. Maintains patient medication profile records, utilizing computer. Maintains inventories of drugs and supplies, performing such duties as placing drug and supply orders with Contractors, stocking shelves, rotating stock and checking expiration date of pharmaceuticals. Pharmacy technicians have a high school diploma or equivalent as a minimum and have pharmacy technician certification (CPhT) accredited by the National Commission for Certifying Agencies.

Pharmacist – A pharmacist provides pharmaceutical care to patients directly or indirectly, optimizing medication therapy, promoting health, wellness and disease prevention. The pharmacist provides therapeutic consultation regarding evidence-based efficacy, compliance improvement, medication supply, and pharmacoeconomic considerations. Oversight of the pharmacy operation and drug inventory within the pharmacy is his/her responsibility. A pharmacist has received a Bachelor's or Doctorate Degree in Pharmacy and has an active State Board issued pharmacist license.

Pharmacist Practitioner – Pharmacist Practitioners practice medicine under the direction of physicians, as defined by a protocol mutually agreed upon by the pharmacist practitioner and his or her supervising physician. They are formally trained and authorized to examine patients, provide treatment for the management of chronic illnesses, and monitor patients' response to medication therapy. Pharmacist practitioners have a baccalaureate or doctoral degree in pharmacy, additional post-graduate training and experience (>1 year of IHSC practice), and have specialty board certification or achieve national credentialing through a USPHS agency (e.g. NCPS)

Physical Assessment/Appraisal – The physical assessment (also called appraisal – ACA term)) is the verbal interactions with the resident and is done in conjunction with the physical examination (done within 14 days of arrival). It may be conducted by physicians, physician assistants, nurse practitioners or specially trained and monitored registered nurses. It may not be conducted by licensed practical nurses or licensed vocational nurses. (Updated per Dr. Krohmer's draft memo to Field Medical Coordinators.)

Physical Examination (PE) (14 day) – A physical examination is a thorough evaluation of an individual's physical condition conducted within 14 days of the resident's arrival at the facility. It is completed in conjunction with the physical assessment/appraisal. It may be conducted by physicians, physician assistants, nurse practitioners or specially trained and monitored registered nurses. It may not be conducted by licensed practical nurses or licensed vocational nurses. Per NCCHC definition: a PE is an objective, hands-on evaluation or an individual. It involves the inspection, palpation, auscultation and percussion of a patient's body to determine the presence or absence of physical signs of disease.

Physician – A physician is an individual who has received a "Doctor of Medicine" or a "Doctor of Osteopathic Medicine" degree or an equivalent degree following successful completion of a prescribed course of study from a school of allopathic or osteopathic medicine. (AMA)

Physician Assistant – Physician Assistants (PA) are medical professionals who work as part of a team with a physician and are nationally certified and state-licensed to practice medicine under the supervision of a physician. (www.aapa.org)

Policy – A policy is a directive body of rules intended to influence decisions and actions. Policy can take the form of instruction, directives and memoranda. (Department of Homeland Security Lexicon)

Policy Committee – The policy committees consists of IHSC staff designated by IHSC AD as policy officers to assist the IHSC Policy Manager with the development and review of directives and guides and with strategic planning activities related to policies and procedures. (IHSC Operational Definition)

Policy Statement – A policy statement is a declaration setting forth particulars that address the overarching objective of an entity's major initiative or program (Department of Homeland Security Lexicon)

Position Description – A position description or "PD" is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. The purpose of a PD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity during the work day. **(OPM)**

Position Fill Time – Time begins to be counted to fill the position a first notice to Contractor from the government or by Contractor's employee or subcontractor's employee leaving position.

Position Filled – A position is filled at the time when the contractor employee is incurring billable services are performed for the assigned position. For example, a Registered Nurse has filled a designated position on the first day of work to work as a nurse performing nursing duties.

Potentially Suicidal – A potentially suicidal resident is not actively suicidal (i.e. has plan) but expresses suicidal ideation and/or have a recent history of self-destructive behavior. They should be observed at staggered intervals not to exceed 15 minutes. (NCCHC).

Pre-Screening – A pre-screening is a brief resident medical assessment performed immediately upon resident arrival at a detention facility. It is used to triage and identify those residents who may require time-sensitive medical care or who may pose a health or safety threat to themselves or others. The pre-screening is administered prior to the formal intake screening for those residents booking into the facility, or for transient residents who will not be booked into the facility.

Prevention –Actions taken and measures put in place for the continual assessment and readiness of necessary actions to reduce risk of threats and vulnerabilities, to intervene and stop an occurrence, or to mitigate effects. (Department of Homeland Security Lexicon)

Protected Health Information - Individually identifiable health information protected health information is defined in 45 CFR 160.103, where 'CFR' means 'Code of Federal Regulations', and, as defined, is referenced in Section 13400 of Subtitle D ('Privacy') of the HITECH Act.

Prison Rape Elimination Act (PREA) – The Prison Rape Elimination Act of 2003 was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. On May 11, 2012, Immigration and Customs Enforcement (ICE) issued the Sexual Abuse and Assault Prevention and Intervention directive. This directive intends to ensure an integrated and comprehensive system of preventing and responding to sexual abuse or assault of individuals in ICE custody, consistent with the goals of the Prison Rape Elimination Act of 2003.

Privileging – Privileging is a step beyond credentialing for licensed independent practitioners (LIPs) to provide services within IHSC clinics.
Prophylaxis – Prophylaxis is the removal of plaque, calculus and stains from the tooth structures. It is intended to control local irrational factors. (ADA)

Protective Custody – Protective custody is administrative segregation for the resident's own safety. (PBNDS 2011)

Psychiatrist – A psychiatrist is a physician who applies professional knowledge in the practice of medicine in the field of psychiatry; may function in a consultation role, providing psychiatric consultation for medical staff and ICE, and/or a clinical role, providing diagnostic, preventive and therapeutic services to patients. Must be board certified in psychiatry and have administrative or supervisory experience within an inpatient treatment unit and have comprehensive knowledge of the principles of public health.

Psychiatric Mental Health Advance Practice Registered Nurses (PMH-APRNs) – A Psychiatric Mental Health Advanced Practice Registered Nurses (PMH-APRNs) is a mid-level provider who offers primary care services to residents with psychiatric-mental health problems. PMH-APRNs assess, diagnose, and treat residents with psychiatric disorders or the potential for such disorders using their full scope of therapeutic skills, including the prescription of medication and administration of psychotherapy. APRNs earn masters or doctoral degrees in psychiatric-mental health nursing. APRNs practice as Clinical Nurse Specialists (CNSs) or Nurse Practitioners (NPs). The doctoral degree for the advanced clinical practice of psychiatric nursing is the Doctor of Nursing Practice (DNP). The APRN is subject to state laws governing practice and scope of practice.

Psychiatric Mental Health Nurse (PMHN) – A psychiatric mental health nurse is a registered nurse **who has specialized** training within nursing. Certification for PMHNs at all levels is provided by the American Nurses Credentialing Center (ANCC). PMHNs may develop a mental

health nursing diagnosis and plan of care, implement the nursing process, and evaluate it for effectiveness.

Public Health, Safety, and Preparedness Unit – The Public Health, Safety, and Preparedness Unit provides leadership and scientific expertise in broad areas of epidemiology and public health to include surveillance, preparedness, response, national and international collaboration, and other activities related to infectious and non-infectious diseases. The Unit also provides oversight and leadership for environmental health and safety activities within IHSC. (IHSC Operational Definition)

Qualified Health Care Professionals – PBNDS 2011 includes the following practitioners in this category: physicians, physician assistants, nurses, nurse practitioners, or others who by virtue of their education, credentials and experience are permitted by law to evaluate and care for patients. (PBNDS 2011 Glossary)

Quality Assurance (QA) – Quality assurance is the systematic monitoring and evaluation of the various aspects of a project, service, or facility to ensure that nationally recognized standards of care are being met. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management

Quality Improvement (QI) – Quality improvement is an approach to the continuous study and improvement of the processes of providing health care services to meet the needs of individuals and others. Synonyms include continuous quality improvement, continuous improvement, organization-wide performance improvement, and total quality management. (IHSC Operational Definition)

Quality Health Care – Quality health care is the degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge. (IHSC Operational Definition)

Radiology – Radiology is a medical specialty that employs the use of imaging to both diagnose and treat disease visualized within the human body. Radiologists use an array of imaging technologies (such as X-ray radiography, ultrasound, computed tomography (CT), nuclear medicine, positron emission tomography (PET) and magnetic resonance imaging (MRI) to diagnose or treat diseases. Interventional radiology is the performance of (usually minimally invasive) medical procedures with the guidance of imaging technologies. (IHSC Operational Definition)

Radiologic Technicians – Radiologic technicians are trained in the use of diagnostic imaging equipment which aids in the diagnosis and treatment of medical conditions. Radiologic technicians have an Associate's degree and have completed two years at an accredited Radiologic Technology Program. (IHSC Operational Definition)

Refugee – Refugee is a status granted to an individual prior to departure for and arrival in the United State that has been determined by competent authority to be fleeing persecution or have a well-founded fear of persecution in their own country because of race, religion, nationality,

membership in a particular social group or political opinion(Department of Homeland Security Lexicon)

Regional Clinical Director – The Regional Clinical Director (RCD) serves as the regional medical authority for IHSC facilities in his or her region. The RCD provides orientation, oversight and ongoing mentoring of the Clinical Directors and medical providers, thereby ensuring the delivery of health care services in accordance with IHSC established scope of services and the mission, vision, and goals of the organization. The RCD reports directly to the IHSC Associate Medical Director (AMD). (IHSC Operational Definition)

Regional Field Medical Coordinators – Regional Field Medical Coordinators provide supervision over Field Medical Coordinators and all medical, behavioral health, dental care and durable medical equipment (DME) needs for individuals in ICE custody and inter-facility admissions to Medical Housing Units (MHUs) pursuant to the IHSC National Policies and Procedures. (IHSC Operational Definition)

Resident – an alien residing at a Family Residential Facility. For ICE purposes, a resident is an alien confined pursuant to the legal authority of the Immigration and Nationality Act, as amended (INA or ACT) for the purpose of removal and/or removal proceedings. ICE's custody authority is administrative in nature, not punitive. (IHSC Operational Definition)

Resident Handbook – The resident handbook outlines the policies and procedures governing resident life in the facility; daily operations, rules of conduct, sanctions for rule violations, recreation and other programs, services, etc.; defined in writing and provided to each resident upon admission to the facility. (PBNDS 2011 Glossary)

Risk – Risk is the potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences (Department of Homeland Security Lexicon)

Risk Assessment – Risk assessment is a method used to proactively evaluate the probability of a patient safety event in order to minimize the risk of the event actually occurring. (IHSC Operational Definition)

Risk Management – Risk management is a process and system that includes clinical and administrative activities that organizations undertake to identify, evaluate, and reduce the risk of injury to patients, staff and visitors, and the risk of financial loss to the organization. It involves identification of risk potential, prevention of risk exposure, and the management of real or potential adverse incidents and medical malpractice claims. (IHSC Operational Definition)

Root Cause Analysis (RCA) – RCA is the process for identifying the basic or contributing causal factor(s) associated with adverse and/or sentinel events. The review is interdisciplinary and includes those who are closest to the process. It identifies changes that could be made in systems and processes to improve performance and reduce the risk of adverse events or recurrence of close calls. (IHSC Operational Definition)

Sanitation – Sanitation is the creation and maintenance of hygienic conditions; in the context of food, involves handling, preparing, and storing items in a clean environment, eliminating sources of contamination. (PBNDS 2011 Glossary)

Scheduled - Describes a status of a contractor as having meet all the prerequisites such that they are listed on the month schedule for their assigned duty station with the expectation to arrive and perform their assigned duties. (IHSC Operational Definition)

Segregation – Segregation is the confinement of a resident in an individual cell isolated from the general population. It is used for administrative, disciplinary, or protective reasons. (PBNDS 2011 Glossary)

Senior Leadership/Senior Leaders – Senior Leadership within IHSC includes the IHSC Assistant Director, the Deputy Assistant Directors, and the Chief of Staff. (IHSC Operational Definition)

Sentinel Event (SE) – A sentinel event is an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof that is not related to the natural course of the patient's illnesses or underlying condition. Serious injury specifically includes loss of limb or function. The phrase, "or the risk thereof", includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called "sentinel" because they signal the need for immediate investigation and proactive response on the part of the organization.

Serious Mental Illness (SMI) – SMI is used to describe ICE residents who exhibit the most serious psychiatric impairment. SMI determination is made by using a set of criteria that emphasizes substantial psychiatric symptomology that causes significant functional impairment within the detention setting. (IHSC Operational Definition)

Sexual Harassment – Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature. It includes, but is not limited to, sexual advances, pressure for sexual favors, deliberate physical contact, repeated unsolicited comments or gestures, or displaying offensive pictures. (ICE Policy No. 8001.2)

Shift-Call-Out -- The process whereby a contractor, scheduled to be on-site and working, notifies (usually telephonically) their employer in advance that he or she is not reporting for their scheduled shift. (IHSC Operational Definition)

Sick Call – Sick call is a process that allow residents the unrestricted opportunity to freely request health care services (including mental health and dental services) provided by a physician or other qualified health professionals. (IHSC Operational Definition)

Sick Call Triage Staff/Providers – Sick call triage staff within IHSC are registered nurses (RNs), nurse practitioners (NPs), physician assistants (PAs), and physicians. For a mental health sick call, any mental health provider may triage as well. For dental issues, a dental assistant, dental hygienist, dentist, RN or mid-level provider may triage. (IHSC Operational Definition)

Sick Leave – Sick leave is a period of authorized absence from official duties with pay because of sickness, disability, or need of medical services. Contract personnel should reference their company policy regarding personal time off.)

Special Management Unit (SMU) – The SMU is a housing unit for residents in administrative or disciplinary segregation. (PBNDS 2011 Glossary)

Special Medical Operations Unit – The Special Medical Operations unit provides medical services during air, land, and sea operations domestically and internationally and serves as health program advisors to ICE for special medical operations. The unit provides medical services for the detained alien's medical needs during a domestic transfer or international removal and at work site enforcement/fugitive apprehension operations. In addition, Special Medical Operations also provides medical services to migrants rescued or interdicted at sea on US Coast Guard cutters patrolling the Florida Straits and Caribbean Sea. (IHSC Operational Definition)

Special Needs Residents – A resident whose mental and/or physical condition requires different accommodations or arrangements than a general population resident would receive. Special needs residents include but are not limited to those who are emotionally disturbed, developmentally disabled, mentally ill, physically handicapped, chronically ill, disabled, or infirm and the drug and alcohol addicted. (PBNDS 2011 Glossary)

Staffing - The Functional Area in the QASP describing the quality and quantity of individuals employed by the Contractor to meet the requirement of the contract. (IHSC Operational Definition)

Standard – A standard is a statement of expectation that defines the structures and processes that must be substantially in place in an organization to enhance the quality of care. (IHSC Operational Definition)

Standard of Care – Standard of care is a health care diagnostic or treatment judgments and actions of a provider/professional generally accepted in the healthcare discipline or specialty involved as reasonable, prudent, and appropriate. Medical standards of care can vary (1) among types of medical facilities such as hospitals, clinics, pre-hospital emergency medical care and alternate care facilities, (2) based on prevailing circumstances, including during emergencies, and (3) based on the discipline and qualifications of the provider. (DHS Directives System - Instruction # 248-01-001, Revision 1 - Medical Quality Management)

Start Date - A mutually agreed upon date between the Contractor and the government whereby a contractor with corresponding position code will be on site and working for their first day of orientation. (IHSC Operational Definition)

Subject Matter Expert (SME) – individual with in-depth knowledge in a specific area or field (Department of Homeland Security Lexicon)

Suicide – A suicide is a death caused by self-directed injurious behavior with any intent to die as a result of the behavior. In past was often referred to as "completed suicide." (CDC Definition)

Suicide Attempt – A suicide attempt is a non-fatal self-directed potentially injurious behavior with any intent to die as a result of the behavior. A suicide attempt may or may not result in injury. (CDC definition)

Suicide Gesture – See "Non-suicidal Self-directed Violence."

Suicidal Statement – A suicidal statement is a written or verbal statement indicating a wish to die or be dead. Some statements may be more indirect such as "I wish I hadn't been born." (IHSC Operational Definition)

Suicide Watch – Suicide watch is the uninterrupted personal visual observation of an individual deemed at-risk of committing self-injurious behavior. This monitoring is used to prevent such behavior. The room where this observation occurs must permit easy access, privacy, and unobstructed vision of the individual at all times. (Hybrid definition from BOP Psychology Services policy and information from NY DOC.)

Tele-Health Unit (includes tele-psychiatry) – The Tele-Health Unit provides access to medical care for all ICE facilities, focusing on underserved, geographically isolated facilities through the use of telecommunications and information technology. The Tele-Health Unit aims to increase the quality of care, decrease the cost of care, and provide rapid screening, diagnosis, and treatment for a population that moves quickly in and out of ICE custody. IHSC provides tele-psychiatry services to residents where there is no psychiatrist in the detention center, as well as tele-radiology services, which are primarily used for chest x-rays for rapid screening of infectious respiratory diseases**.**

Temporary Duty (TDY) – TDY travel is defined as performing official travel away from the local commuting area of the employee's permanent duty station (PDS) – the primary address at which the employee works. Any location within 50 miles or less of the employee's PDS is considered to be within the local commuting area (local travel). Employees must be away from the local commuting area for more than 12 hours to be considered on TDY travel status. (IHSC Operational Definition)

Threat – Any gesture, act, or oral or written expression which is perceived as intent to cause physical harm to persons or damage to property.

Transgender – Transgender people are those whose gender identity or expression is different from their assigned sex at birth. (PBNDS 2011)

Unaccompanied Alien Child (UAC). One who (A) has no lawful immigration status in the United States;(B) has not attained 18 years of age; and(C) with respect to whom (i) there is no parent or legal guardian in the United States; or(ii) no parent or legal guardian in the United States is available to provide care and physical custody. *See* Homeland Security Act of 2002 § 462(g); 6 U.S.C. § 276(g) ICE transports apprehended UACs to the custody and care of the

Office of Refugee Resettlement (ORR) within the Department of Health and Human Services. Individuals under the age of 18 who are "accompanied" by an "available" parent or legal guardian may be detained by ICE whether or not the parent or legal guardian is in ICE custody.

Urgent Condition – An urgent condition is a medical condition requiring immediate attention that can be provided by health care staff at the facility. For example, a laceration requiring sutures, asthma attack requiring nebulizer treatment. (IHSC Operational Definition)

Vacancy(ies) – The status of a position code whereby there is no assigned Contractor staff that is onsite and working relative to that position code excluding government acknowledgement of administrative leave.

Working - status of a contractor that has met all the prerequisites such that they are actively performing the functions of their position description at their duty station as scheduled. (IHSC Operational Definition)

Workplace Harassment - Workplace harassment is defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (of a sexual or non-sexual nature), national origin, age, disability, reprisal, sexual orientation, parental status, or protected genetic information. It includes, but is not limited to, repeated derogatory slurs, stereotypes or generalities that lump one group together and denigrate them, racial or ethnic jokes and displaying paraphernalia of racial hate groups. (ICE Policy # 8003.1, Anti-Harassment Policy)

(End of Section C)

SECTION D – PACKAGING AND MARKING

There are no clauses incorporated with this section for this contract.

(End of Section D)

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SECTION E - INSPECTION AND ACCEPTANCE

E-1. 52.246- 6 – Inspection—Time-and-Material and Labor-Hour. (MAY 2001)

E-2. INSPECTION AND ACCEPTANCE. Inspection and acceptance of Contractor performance will be made by the Contracting Officer Representative (COR). This delegation of authority does not authorize any actions that may result in changes in the provisions, specifications, or pricing of this contract.

E-3. ACCEPTANCE OF SERVICES. Acceptance of services and/or deliverables occurs when services and deliverables have been reviewed and approved, in writing, by the Contracting Officer or his/her authorized representative. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract or any issued delivery order.

E-4. ACCEPTANCE CRITERIA. The items specified for delivery are subject to the review and approval of the COR before final acceptance. The COR will review all deliverables submitted to ensure accuracy, functionality, completeness, professional quality, and overall compliance within the guidelines/requirements specified. The Contractor shall ensure the accuracy and completeness of all deliverables. While occasional typos and calculation errors may be permitted, persistent recurrent errors, misleading or unclear statements, incomplete or irrelevant information, excessive rhetoric, repetition and 'padding' may be considered deficiencies and cause for rejection. Unless otherwise indicated, the Government will review and comment on all deliverables within ten (10) calendar days. If the government does not respond within the ten (10) calendar days period, the Contractor shall assume acceptance by the government.

E-5. REJECTION OF SERVICES AND PROCEDURES. The government reserves the right to reject services and to require replacement or correction within five (5) calendar days of notification of such problems. The Contractor, after notice of defect or non-conforming products or services or any part thereof, shall be responsible for any shipping charges and handling costs to and from the Contractor's facility for such rejections, corrections, and replacements as well as any administrative costs that may be incurred. The Contractor shall correct the deficiency and re-submit to the Government for consideration under the same acceptance criteria. If the deliverable does not meet the acceptance criteria a second time, the Government will require re-performance and may consider the Contractor as having deficient performance with respect to the subject task/subtask.

(End of Section E)

SECTION F – DELIVERABLES AND PERFORMANCE

F-1. PERIOD OF PERFORMANCE. ICE awards of a Labor Hour Contract with a base year and four (4) one (1) year option periods.

F-2. PLACES OF PERFORMANCE. See Attachment J-7 for IHSC Locations.

F-3. 52.242-15 -- Stop-Work Order. (AUG. 1989)

F-4. DELIVERABLES.

Deliverable	Due Date	Frequency
Quality Control Plan	Submitted with proposal and updated as needed	Ongoing activities to ensure quality in all deliverables.
IT Security Plan	Within 30 days after contract award	Updated as needed
Contractor Quality Committee	Within 30 days of contract signature	Ongoing activities to ensure quality in all deliverables.
Training, Licensure and Competency Compliance Plan	Upon contract award and updated as needed	Updated as needed
Contractor Administration Standards Compliance Tool	Upon contract award and updated as needed	Updated as needed
Staff Supervision Plan	Upon contract award and updated as needed	Updated as needed
Site Status Report (J-11)	Upon contract award	Weekly
A Temporary Vacancy/Absence Coverage Plan	Upon contract award and updated as needed	Updated as needed
Staff Scheduling Plan	Upon contract award and updated as needed	Updated as needed
Staff Recognition Policy	Upon contract award and updated as needed	Updated as needed
Ad Hoc/Weekly/Other Meeting Reporting –agenda - minutes	Upon contract award	Upon occurrence of meetings

F-4.1 Records and Reports. The Contractor shall regularly report status of all deliverables both verbally and in writing. The Contractor shall be required to update the Government in weekly meetings as determined by the Government to ensure all deliverables are being met.

F-4.2 Site Status Report. The Contractor shall maintain and submit the Site Status Report electronically to the COR weekly. The Government shall provide Site Status Report under J-11: Site Status Report.

F-5. RECOGNIZED FEDERAL HOLIDAYS.

Listed below are recognized Government holidays; however, the IHSC healthcare delivery system is a 24/7 operation:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

(End of Section F)

SECTION G – CONTRACT ADMINISTRATION DATA

G-1. CONTRACT ADMINISTRATION. Notwithstanding the Contractor's responsibility for total management responsibility during the performance of this contract, the administration of the contract will require maximum coordination between the ICE and the Contractor.

The individuals outlined in Section G will be the Government points of contact during the performance of this contract for their respective roles as identified herein:

Contract Specialist:
(b)(6); (b)(7)(C)
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-(b)(6);
Email: (b)(6); (b)(7)(C) @ice.dhs.gov

Administrative Contracting Officer
(b)(6); (b)(7)(C)
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-(b)(6);
Email: (b)(6); (b)(7)(C) @ice.dhs.gov

Contracting Officer
(b)(6); (b)(7)(C)
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-(b)(6);
Email: (b)(6); (b)(7)(C) @ice.dhs.gov

Contracting Officer Representatives

CAPT (b)(6); (b)(7)(C)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: 202-732-(b)(6);
Email: (b)(6); (b)(7)(C) @ice.dhs.gov

(b)(6); (b)(7)(C)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: 202-732-(b)(6);
Email: (b)(6); (b)(7)(C) @ice.dhs.gov

LCDR (b)(6); (b)(7)(C)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: 202-321-(b)(6);
Email: (b)(6); (b)(7)(C) @ice.dhs.gov

The CO has the sole authority to award, modify or terminate contracts and obligate Government funds. The CO is responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interest of the United States in its contractual relationships.

G-2. APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE. The Contracting Officer shall designate and authorize, in writing and in accordance with agency procedures, a contracting officer's representative (COR) on all contracts and orders other than those that are firm-fixed price, and for firm-fixed-price contracts and **orders as appropriate.** The Contracting Officer shall designate and authorize a COR as early as practicable after the nomination.

A COR—

(1) Shall be a Government employee, unless otherwise authorized in agency regulations;

(2) Shall be certified and maintain certification in accordance with the current Office of Management and Budget memorandum on the Federal Acquisition Certification for Contracting Officer Representatives (FAC-COR) guidance, or for DoD, in accordance with the current applicable DoD policy guidance;

(3) Shall be qualified by training and experience commensurate with the responsibilities to be delegated in accordance with agency procedures;

(4) May not be delegated responsibility to perform functions that have been delegated under 42.202 to a contract administration office, but may be assigned some duties at 42.302 by the contracting officer;

(5) Has no authority to make any commitments or changes that affect price, quality, quantity,

delivery, or other terms and conditions of the contract nor in any way direct the contractor or its subcontractors to operate in conflict with the contract terms and conditions;

(6) Shall be nominated either by the requiring activity or in accordance with agency procedures; and

(7) Shall be designated in writing, with copies furnished to the contractor and the contract administration office—

(i) Specifying the extent of the COR's authority to act on behalf of the contracting officer;

(ii) Identifying the limitations on the COR's authority;

(iii) Specifying the period covered by the designation;

(iv) Stating the authority is not redelegable; and

(v) Stating that the COR may be personally liable for unauthorized acts.

G-3. GOVERNMENT PERSONNEL: ROLES AND RESPONSIBILITIES.

(a) **Contracting Officer:** The Contracting Officer (CO) has the overall and primary responsibility for the administration of this contract. Only the CO has the authority to enter into, administer, modify, or terminate this contract on behalf of the Government. This authority includes modifying and deviating from the contract terms, conditions, requirements, specifications, and delivery schedules; making final decisions involving such matters as invoice payments or other consideration due to the Government for nonperformance or unsatisfactory performance, interpreting the contract, and resolving disputes; and, terminating the contract for convenience or default. The CO has authority to delegate certain responsibilities to an authorized Contracting Officer's Representative who will ensure appropriate clinical expertise is provided to address clinical issues. At the CO's discretion a performance requirement or performance deficiency or any other performance variation by the Contractor may be waived. The Contractor may submit a waiver request to the CO in writing on case by case basis.

(b) **Contracting Officer's Representative:** The Contracting Officer (CO) shall apoint a Contracting Officer Representative (COR) with the priamry duty to monitor Contractor performance to ensure that all tehcnical requirements under the contract are met within the period of performance. The authorization is not delegable. The COR has the responsibility to inspect all services and is authorized to approve/reject invoices for payment.

1. The COR's responsibilities and duties include:

    a. Conduct surveillance in accordance with the QASP. Document surveillance activities and provide a copy of documentation to the CO. Review technical proficiency and compliance against the technical provisions of the contract, and verify the performance of work by the

Contractor;

b. Perform surveillance of the performance under the contract and conduct inspections necessary to assure performance and compliance with the terms and conditions of the contract;

c. Assure prompt review of draft reports and approval of final reports to Contractor to assist with meeting the specified completion date of the contract, and assuring prompt inspection and acceptance, or rejection of deliverable;

d. Notify the Contractor of deficiencies observed during surveillance. Record and report to the CO all incidents of faulty or nonconforming work, delays, or problems which may disrupt or hinder future performance;

e. Immediately bring to the Contractor's attention any potentially hazardous conditions. The Contractor is always required to comply with federal Occupational Safety and Health Administration (OSHA) guidelines, applicable labor and environmental laws, as well as any state or local requirements for workplace safety, whether in federal facility or other location; and

f. Collaborate with the Regional Clinical Director who has responsibility for clinical oversight and provide feedback to the Contractor concerning any identified issues.

2. The COR shall notify the CO in writing of the following:

a. Any requests for changes from a Contractor;

b. Potential labor disputes or workforce problems;

c. Lack of performance which may jeopardize the cost or required schedule;

d. Possible changes in Contractor management and/or key personnel;

e. Disagreements with the Contractor regarding performance of statement of work (SOW) requirements or other potential disputes with the Contractor about technical or other business matters;

f. Any possible Contractor deficiencies or questionable practices so that corrections can be made before the problems become significant;

g. Procurement fraud, waste, abuse, bribery, conflict of interest, or other improper conduct to the CO and agency office, such as the OIG; and

h. All problems, potential disagreements or controversy, both oral and in writing regarding the status of the contract and performance of its requirements.

(c) **Government Technical Monitor (GTM)**: The CO may appoint a Government Technical Monitor (GTM) to assist the COR in monitoring a Contractor's performance. A GTM shall be a U.S. Government employee.

G-4. INVOICES/PAYMENTS. Time sheets for all staff during the invoice period whereby overtime is incurred must be included in addition to the pre approval documentation for any invoiced OT. All travel that is invoiced must also include all required documentation as per FTR. Service Providers/Contractors shall use these procedures when submitting an invoice.

1. Invoice Submission: Invoices shall be submitted in a .pdf format on a monthly basis via email to:

Invoice.Consolidation@ice.dhs.gov

Each email shall contain only one (1) invoice and the subject line of the email will annotate the invoice number. The emailed invoice shall include the "bill to" address shown below:

DHS, ICE
Financial Operations - Burlington
P.O. Box 1620
ATTN: ICE-ERO/FOD-BTV
Williston, VT 05495-1620

Note: the Service Provider's or Contractor's Dunn and Bradstreet (D&B) DUNS Number must be registered in the System for Award Management (SAM) at https://www.sam.gov prior to award and shall be notated on every invoice submitted to ensure prompt payment provisions are met. The ICE program office identified in the contract shall also be notated on every invoice.

2. Content of Invoices: Each invoice submission shall contain the following information:
(i) Name and address of the Service Provider/Contractor. Note: the name, address and DUNS number on the invoice MUST match the information in both the Contract/Agreement and the information in the SAM. If payment is remitted to another entity, the name, address and DUNS information of that entity must also be provided which will require Government verification before payment can be processed;

(ii) Dunn and Bradstreet (D&B) DUNS Number;

(iii) Invoice date and invoice number;

(iv) Contract number, contract line item number and, if applicable, the order number;

(v) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(vi) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vii) Terms of any discount for prompt payment offered;

(viii) Remit to Address;

(ix) Name, title, and phone number of person to notify in event of defective invoice; and

3. Invoice Supporting Documentation. In order to ensure payment, the Contractor must also submit supporting documentation to the Contracting Officer's Representative (COR) identified in the contract as described below. Supporting documentation shall be submitted to the COR or contract Point of Contact (POC) identified in the contract or task order with all invoices, as appropriate. See paragraph 4 for details regarding the safeguarding of information. Invoices without documentation to support invoiced items, containing charges for items outside the scope of the contract, or not based on the most recent contract base or modification rates will be considered improper and returned for resubmission. Supporting documentation requirements include:

4. Safeguarding Information: As a contractor or Contractor conducting business with Immigration and Customs Enforcement (ICE), you are required to comply with DHS Policy regarding the safeguarding of Sensitive Personally Identifiable Information (PII). Sensitive PII is information that identifies an individual, including an alien, and could result in harm, embarrassment, inconvenience or unfairness. Examples of Sensitive PII include information such as: Social Security Numbers, Alien Registration Numbers (A-Numbers), or combinations of information such as the individual’s name or other unique identifier and full date of birth, citizenship, or immigration status.

As part of your obligation to safeguard information, the follow precautions are required:

- Email supporting documents containing Sensitive PII in an encrypted attachment with password sent separately.

- Never leave paper documents containing Sensitive PII unattended and unsecure. When not in use, these documents will be locked in drawers, cabinets, desks, etc. so the information is not accessible to those without a need to know.

- Use shredders when discarding paper documents containing Sensitive PII.

- Refer to the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information (March 2012) found at http://www.dhs.gov/xlibrary/assets/privacy/dhs-privacy-safeguardingsensitivepiihandbook-march2012.pdf for more information on and/or examples of Sensitive PII.

5. If you have questions regarding payment, please contact ICE Financial Operations at 1-877-

491-6521 or by e-mail at OCFO.CustomerService@ice.dhs.gov

G-5. TECHNICAL DIRECTION.

(a) Technical Direction is defined to include:

1. Written directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise facilitate completion of work;

2. Provision of written information to the Contractor which assists in the interpretation of drawings, specifications, or technical portions of the work statement; and

3. Review and, where required, provide written approval of technical reports, drawings, specifications, or technical information to be delivered. Technical directions must be in writing, and must be within the scope of the work as detailed in Section C.

(b) The COR is authorized by designation to take any or all action with respect to the following which could lawfully be taken by the Contracting Officer, except any action specifically prohibited by the terms of this Contract:

1. Assure that the Contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications;

2. Perform or cause to be performed, inspections necessary in connection with (a) above and require the Contractor to correct all deficiencies; perform acceptance for the Government;

3. Maintain all liaison and direct communications with the Contractor. Written communications with the Contractor and documents shall be signed as "Contracting Officer's Representative" with a copy furnished to the Contracting Officer;

4. Issue written interpretations of technical requirements of Government drawings, designs, and specifications;

5. Monitor the Contractor's production or performance progress and notify the Contractor in writing of deficiencies observed during surveillance, and direct appropriate action to effect correction. Record and report to the Contracting Officer incidents of faulty or nonconforming work, delays or problems; and

6. Obtain necessary security clearance and appropriate identification if access to Government facilities is required. If to be provided, ensure that Government furnished property is available when required.

(c) **LIMITATIONS:** The COR is not empowered to award, agree to, or sign any contract (including delivery or purchase orders) or modifications thereto, or in any way to obligate the payment of money by the Government. The COR may not take any action which may have an impact on the contract schedule, funds, scope or rate of utilization of estimated levels of effort. All contractual agreements, commitments, or modifications which involve prices, quantities, quality, and schedules shall be made only by the Contracting Officer.

(d) In the separately-issued COR designation letter, the CO designates an alternate COR to act in the absence of the designated COR, in accordance with the terms of the letter.

(e) Contractual Problems - Contractual problems, of any nature, that may arise during the life of the contract must be handled in conformance with specific public laws and regulations (i.e. Federal Acquisition Regulation and Agency for International Development Acquisition Regulation). The Contractor and the COR shall bring all contracting problems to the immediate attention of the Contracting Officer. Only the Contracting Officer is authorized to formally resolve such problems. The Contracting Officer will be responsible for resolving legal issues, determining contract scope and interpreting contract terms and conditions. The Contracting Officer is the sole authority authorized to approve changes in any of the requirements under this contract. Notwithstanding any clause contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. These changes include, but will not be limited to the following areas: scope of work, price, quantity, technical specifications, delivery schedules, and contract terms and conditions. In the event the Contractor effects any changes at the direction of any other person other than the Contracting Officer, the change will be considered to have been made without authority.

(f) Failure by the Contractor to report to the Administrative Contracting Office, any action by the Government considered to a change, within the specified number of days contained in FAR 52.243-7 (Notification of Changes), waives the Contractor's right to any claims for equitable adjustments.

(End of Section G)

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H-1. GOVERNMENT-CONTRACTOR RELATIONSHIP.

(a) The government and the Contractor understand and agree that the services to be delivered under this contract by the Contractor to the government are non-personal services and the parties recognize and agree that no employer-employee or master-servant relationships exist or will exist under the contract between the government and the Contractor and/or between the government and the Contractor's employees. It is, therefore, in the best interest of the government to afford the parties a full and complete understanding of their respective obligations.

(b) Contractor personnel under this contract shall not be placed in a position where they are appointed or employed by a Federal Officer, or are under the supervision, direction, or evaluation of a Federal officer, military or civilian.

H-2. SUBCONTRACTING PLAN & USE OF SUBCONTRACTORS AND INDEPENDENT CONTRACTORS. The Contractor is permitted to use independent contractors for services rendered under this contract. If the Contractor deems it necessary to obtain the services of a subcontractor to fulfill its obligations under this contract, Contractor will notify the CO in writing of its intent to use subcontractor for particular positions. No approval is necessary for use of a subcontractor that is a subsidiary of Contractor or a subcontractor identified in the Contractor's original proposal. Responsibility remains with the Contractor for all subcontractor and independent Contractors. Any subcontractor utilized by the Contractor shall be responsible for the same requirements as the prime Contractor. Contractor will remain the sole point of contact for the government in all matters related to the delivery of services under this contract.

The Contractor's Subcontracting Plan dated **12/4/2017** is determined to be acceptable and is hereby incorporated by reference as a material part of this contract. In accordance with FAR 19.704(a)(10)(iii) and (iv), submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) at http://www.esrs.gov, following the instructions in the eSRS.

The following list constitutes the approved subcontractors under this contract:

1. Ruby Recruiting
2. AllMedSearch
3. Fidelity Partners
4. CompHealth
5. Dartmouth Global Solutions
6. GBX
7. Staffing Etc.
8. Vista Staffing Solutions
9. GiaCare
10. Medical Staffing Solutions
11. Spectrum Services Group

H-3. CONTRACTOR EMPLOYEE IDENTIFICATION. In accordance with FAR 37.114 (c), Special Acquisition Requirements, all contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties, are required to identify themselves as contract employees, including email signature blocks and voicemail, to avoid creating an impression in the minds of members of the public or Congress that they are Government employees. They must also ensure that all documents or reports produced by contractors are employee suitably marked as contractor products, or that contractor participation is appropriately disclosed.

H-4. EMERGENCY, NATURAL DISASTERS, AND OTHER OCCURRENCES. In the event of an emergency, natural disaster, or other occurrence that prevents contractor personnel from reporting to their assigned workplace, the Government may require the contractor to report to a different facility.

H-5. INSURANCE REQUIREMENTS. Medical Liability Insurance:

(a) The Contractor shall provide a loss payee certificate of insurance for medical liability malpractice insurance by at least an AAA rated insurance company. Minimum coverage shall be $5 million per incident and $10 million per aggregate. The Contractor shall provide a copy of the certificate within seven (7) calendar days of contract signing and annually prior to expiration each policy year for the duration of the contract.

(b) Contract personnel that furnish services under this contract shall be responsible for ensuring compliance with all laws and regulations applicable to labor and employment including but not limited to the following:

1. Workers Compensation
2. Professional Liability Insurance
3. Health Examinations
4. Income Tax Withholding
5. Social Security Withholding
6. Maintenance of current professional license and/or applicable certification

H-6. DETAINEE PRIVACY. The Contractor is required to follow HIPAA and the Privacy Act laws rules and regulations. The Contractor shall comply with the requirements applicable to detention facilities contained in Subpart A of the DHS regulation titled, "Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities," 79 Fed. Reg. 13100 (Mar. 7, 2014), as outlined in **H-29**.

H-7. PUBLIC DISCLOSURE OF WORK UNDER THIS CONTRACT.

(a) Public disclosure of information derived from or knowledge gained as a result of work under this contract whether by press release, word of mouth, written correspondence, or any other means is prohibited without the advance written consent of the Contracting Officer. Any request for authority to release such information will be made in writing and submitted by the Contractor to the Contracting Officer with a copy to the COR. Each request will be

documented with sufficient evidence to justify the requested release as being in the best interest of the public. Final determination with regard to the necessity of public disclosure of such information remains solely with the Contracting Officer.

(b) As used in this clause, the prohibition against "public disclosure" is defined to include a prohibition against disclosure to any governmental agency or unit other than the IHSC, as well as any individual or group of individuals outside of the government.

(c) Contractor agrees to insert the clause in paragraphs (a) and (b) above, in any and all subcontracts hereunder relating to performance of work under this contract.

H-8. PRIVACY

H-8.1 PRIV 1.1: Required Security and Privacy Training for Contractors:

(a) Contractor shall provide training for all employees and sub-Contractors that have access to Sensitive PII as well as the creation, use, dissemination and / or destruction of Sensitive PII, at the outset of the sub-Contractor's / employee's work on the contract and every year thereafter. Said training would include procedures on how to properly handle Sensitive PII, to include security requirements for transporting of transmitting Sensitive PII information, reporting requirements for a suspected breach or loss of Sensitive PII information, etc.

(b) All Contractor employees are required to take Privacy at DHS: Protecting Personal Information training course. The Federal Information Security Management Act (FISMA) requires all individuals accessing ICE information, regardless of their employment status, be they Federal or contract type employees, to take the annual Information Assurance Awareness Training course.

(c) These courses can be obtained via links on the ICE intranet site or the Agency will make the training available through other means (e.g., CD or online). The Contractor shall maintain copies of certificates as a record of compliance. The Contractor must submit an annual e-mail notification to the ICE COR that the required training has been completed for all the Contractor's employees.

(End of clause)

H-8.2. PRIV 1.2: Reporting Suspected Loss of Sensitive PII: Contractors must report the suspected loss or compromise of Sensitive PII to ICE in a timely manner and cooperate with ICE's inquiry into the incident and efforts to remediate any harm to potential victims.

1. The Contractor must develop and include in its security plan (which is submitted to ICE) an internal system by which its employees and sub-Contractors are trained to identify and report potential loss or compromise of Sensitive PII.

2. Contractor must report the suspected loss or compromise of Sensitive PII by its employees or sub-Contractors to the ICE Contracting Officer's Representative (COR) or Contracting Officer within one (1) hour of the initial discovery.

3. The Contractor must provide a written report to ICE within 24 hours of the suspected loss or compromise of Sensitive PII by its employees or sub-Contractors. The report must contain the following information:

a. Narrative, detailed description of the events surrounding the suspected loss/compromise.

b. Date, time, and location of the incident.

c. Type of information lost or compromised.

d. Contractor's assessment of the likelihood that the information was compromised or lost and the reasons behind the assessment.

e. Names of person(s) involved, including victim, Contractor employee/sub-Contractor and any witnesses.
f. Cause of the incident and whether the company's security plan was followed or not, and which specific provisions were not followed.

g. Actions that have been or will be taken to minimize damage and/or mitigate further compromise.

h. Recommendations to prevent similar situations in the future, including whether the security plan needs to be modified in any way and whether additional training may be required.

4. The Contractor must cooperate with ICE or other government agency inquiries into the suspected loss or compromise of Sensitive PII.

5. At the government's discretion, Contractor employees or sub-Contractor employees may be identified as no longer eligible to access Sensitive PII or to work on that contract based on their actions related to the loss or compromise of Sensitive PII.

(End of clause)

H-8.3. PRIV 1.3: Victim Remediation Provision: The Contractor is responsible for notification of victims and provision of victim remediation services in the event of a loss or compromise of Sensitive PII held by the Contractor, its agents, and Subcontractors, under this contract. The victim remediation services shall include at least 18-months of credit monitoring and, for serious or large incidents as requested by the Government, call center help desk services for the individuals whose Sensitive PII was lost or compromised. The Contractor and ICE will collaborate and agree on the method and content of any notification that may be required to be sent to individuals who's Sensitive PII was lost or compromised.

(End of clause)

H-8.4. PRIV 1.4: Separation Checklist for Contractor Employees: Contractors shall enact a protocol to use a separation checklist before its employees, sub-Contractor employees, or

independent Contractors terminate working on the contract. The separation check list must cover areas such as: (1) return of any government-furnished equipment; (2) return or proper disposal of Sensitive PII (paper or electronic) in the custody of the Contractor/sub-Contractor employee or independent Contractor, including the wiping of data on any computer systems or media as appropriate; and (3) termination of any technological access to the Contractor's facilities or systems that would permit the terminated employee's access Sensitive PII.

In the event of adverse job actions resulting in the dismissal of an employee, sub-Contractor employee, or independent Contractor, the Contractor shall notify the COR within 24 hours. For normal separations, the Contractor shall submit the checklist on the last day of the employment or work on the contract.

(End of clause)

H-8.5. PRIV 1.5: Prohibition on Use of PII in Vendor Billing and Administrative Records: The Contractor's invoicing, billing, and other financial/administrative records/databases may not store or include any sensitive government information, such as personally identifiable information (PII), created, obtained, or provided during the performance of the contract. It is acceptable to list the names, titles and contact information for the COR, COTR, or other ICE personnel associated with the administration of the contract in the invoices as needed.

(End of clause)

H-8.6. PRIV 1.6: Prohibition on Performing Work Outside A Government Facility/Network/Equipment: The Contractor shall perform all tasks described in this document at authorized government facilities and on authorized government networks, using government-furnished IT and other equipment. The Contractor is prohibited from performing these tasks at or removing government furnished information to any other facility, or on any other network or equipment. Government information shall remain within the confines of authorized government facilities and/or networks at all times.

(End of clause).

H-8.7. PRIV 1.7: Privacy Act Information: In accordance with FAR 52.224-1, PRIVACY ACT NOTIFICATION (APR 1984), and FAR 52.224-2, PRIVACY ACT (APR 1984), this contract requires Contractor personnel to have access to information protected by the Privacy Act of 1974. The agency advises that the relevant system of records notices (SORNs) applicable to this Privacy Act information are as follows:

DHS/ICE 011 ENFORCE SORN

DHS/ICE 013 Alien Health Records SORN

These SORNs may be updated at any time and the most current versions are publicly available at www.dhs.gov/privacy.

(End of clause)

H-8.8. PRIV 1.8: Safeguarding Sensitive PII Requirement: Contractor employees shall comply with the Handbook for Safeguarding Sensitive PII at DHS at all times when handling Sensitive PII, including encryption of SPII as required in the Handbook. This requirement will be passed down in all sub-contracts as well.

(End of clause)

H-8.9. PRIV 1.9: Non-Disclosure Agreement Requirement: All Contractor personnel that may have access to PII or other sensitive information shall be required to sign a non-disclosure agreement (DHS Form 11000-6) prior to commencing work.

(End of clause)

H-8.10. PRIV 2.1: Restriction on Testing Using Real Data Containing PII: The use of real data containing Sensitive PII, from any source, for testing purposes is generally prohibited. The Contractor shall use synthetic or de-identified real data for testing whenever feasible. ICE policy requires that any proposal to use real data or de-identified data for IT system testing be approved by the ICE Privacy Officer and Chief Information Security Officer in advance. In the event performance of the contract requires or necessitates the use of real data for system testing purposes, the Contractor in coordination with the CO or COR and government program manager shall obtain approval from OCIO and the ICE Privacy Office and complete any required documentation.

(End of clause)

H-8.11. PRIV 2.2: Restriction on Training Using Real Data Containing PII: The use of real data containing Sensitive PII, from any source, for training purposes is generally prohibited. The Contractor shall use synthetic or de-identified real data for training whenever feasible. ICE policy requires that any proposal to use real data or de-identified data for IT system training be approved by the ICE Privacy Officer and Chief Information Security Officer in advance. In the event performance of the contract requires or necessitates the use of real data for training purposes, the Contractor in coordination with the CO or COR and government program manager shall obtain approval from OCIO and the ICE Privacy Office and complete any required documentation.

(End of clause)

H-8.12. PRIV 2.3: Requirements for Contractor IT Systems Hosting Government Data: The Contractor is required to obtain a Certification and Accreditation for any IT environment owned or controlled by the Contractor, or any subcontractor, on which Government data shall reside for purposes of IT system development, design, data migration, testing, training, or disposal.

(End of clause)

Requirements for Auditing of User Accounts

[TBD]

H-8.13. PRIV 2.4: Requirements to Support Completion of Privacy Compliance Documents: The Contractor shall support the completion of the Privacy Threshold Analysis (PTA) document when it is required. PTAs are triggered by the creation, modification, upgrade, or disposition of an IT system, and must be renewed at least every three years. Upon review of the PTA, the DHS Privacy Office determines whether a Privacy Impact Assessment (PIA) and/or Privacy Act System of Records Notice (SORN), or modifications thereto, are required. The Contractor shall provide adequate support to complete the PIA in a timely manner, and shall ensure that project management plans and schedules include the PTA, PIA, and SORN (to the extent required) as milestones. Additional information on the privacy compliance process at DHS, including PTAs, PIAs, and SORNs, is located on the DHS Privacy Office website (www.dhs.gov/privacy) under "Privacy Compliance Process & Templates." DHS Privacy Policy Guidance Memorandum 2008-02 sets forth when a PIA will be required at DHS, and the Privacy Impact Assessment Guidance and Template outline the requirements and format for the PIA.

(End of clause)

H-8.14. PRIV 2.5: Requirement for Privacy Lead: The Privacy Lead shall be responsible for providing adequate support to DHS to ensure DHS can complete any required PTA, PIA, SORN, or other supporting documentation to support privacy compliance. The Privacy Leas shall work with personnel from the program office, the ICE Privacy Office, the Office of the Chief Information Officer, and the Records Management Branch to ensure that the privacy documentation are kept on schedule, that the answers to questions in the PIA are thorough and complete, and that questions asked by the ICE Privacy Office and other offices are answered in a timely fashion.

- Candidate must have excellent writing skills, the ability to explain technology clearly for a non-technical audience, and to synthesize information together from a variety of sources.

- Candidate must have excellent verbal communication and organizational skills.

- Candidate must have experience writing PIAs. Ideally the candidate would have experience writing PIAs for DHS.

- Candidate must be knowledgeable about the Privacy Act of 1974 and the E-Government Act of 2002.

- Candidate must be able to work well with others.

(End of clause)

H-9. RECORDS

H-9.1 REC: 1.1: Required DHS Basic Records Management Training : Contractor shall provide DHS basic records management training for all employees and sub-Contractors that have access to Sensitive PII as well as the creation, use, dissemination and / or destruction of Sensitive PII, at the outset of the sub-Contractor's / employee's work on the contract and every year thereafter. This course can be obtained via links on the ICE intranet site or the Agency will make the training available through other means (e.g., CD or online). The Contractor shall maintain copies of certificates as a record of compliance. The Contractor must submit an annual e-mail notification to the ICE COR that the required training has been completed for all the Contractor's employees.

(End of clause)

H-9.2. REC 1.2: The Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein. The Contractor shall not retain, use, sell, or disseminate copies of any deliverable without the express permission of the Contracting Officer or Contracting Officer's representative. The Contractor shall certify in writing the destruction or return of all Government data at the conclusion of the contract or at a time otherwise provided in the contract. The Government Agency owns the rights to all data/records produced as part of this contract.

(End of clause)

H-9.3. REC 1.3: The Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records. The Contractor shall not create or maintain any records containing any Government Agency data that are not specifically tied to or authorized by the contract.

(End of clause)

H-9.4. REC 1.4: The Government Agency owns the rights to all electronic information (electronic data, electronic information systems or electronic databases) and all supporting documentation created as part of this contract. The Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.

(End of clause)

H-9.5. REC 1.5: The Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format, mode of transmission, or state of completion.

(End of clause)

H-9.6. REC 1.6: No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties

imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

(End of clause)

H-9.7. REC 1.7: The Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and proprietary information.

(End of clause)

H-10. PRISON RAPE ELIMINATION ACT.

INCORPORATION OF DHS PREA STANDARDS

This document incorporates the requirements from Subpart A of the U.S. Department of Homeland Security (DHS) regulation titled, "Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities," 79 Fed. Reg. 13100 (Mar. 7, 2014) that are specifically applicable to detention facilities. Requirements that are applicable to the agency only have not been included, and accordingly, the numbering and sequential order within each of the below sections may not necessarily reflect those contained in Subpart A. Where any requirements of the DHS standards may conflict with the terms of the ICE detention standards currently applicable at the facility, the DHS PREA standards shall supersede.

The contractor shall be responsible for complying with all provisions applicable to contractors and to medical staff, including:

PREA SECTION	REQUIREMENT(S)
Prevention Planning	115.15 115.16 115.17
Responsive Planning	115.21(3-4)
Training and Education	115.31 115.32 115.35
Assessment for Risk of Victimization and Abusiveness	115.41 115.42(2)
Official Response Following a Detainee Report	115.61 115.62 115.64 115.66 115.67
Discipline	115.77
Medical and Mental Care	115.81

	115.82 115.83

115.6 Definitions Related to Sexual Abuse and Assault

(1) Sexual abuse includes –
   (a) Sexual abuse and assault of a detainee by another detainee; and
   (b) Sexual abuse and assault of a detainee by a staff member, contractor, or volunteer.

(2) Sexual abuse of a detainee by another detainee includes any of the following acts by one or more detainees, prisoners, inmates, or residents of the facility in which the detainee is housed who, by force, coercion, or intimidation, or if the victim did not consent or was unable to consent or refuse, engages in or attempts to engage in:
   (a) Contact between the penis and the vulva or anus and, for purposes of this subparagraph, contact involving the penis upon penetration, however slight;
   (b) Contact between the mouth and the penis, vulva, or anus;
   (c) Penetration, however, slight, of the anal or genital opening of another person by a hand or finger or by any object;
   (d) Touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person; or
   (e) Threats, intimidation, or other actions or communications by one or more detainees aimed at coercing or pressuring another detainee to engage in a sexual act.

(3) Sexual abuse of a detainee by a staff member, contractor, or volunteer includes any of the following acts, if engaged in by one or more staff members, volunteers, or contract personnel who, with or without the consent of the detainee, engages in or attempts to engage in:
   (a) Contact between the penis and the vulva or anus and, for purposes of this subparagraph, contact involving the penis upon penetration, however slight;
   (b) Contact between the mouth and the penis, vulva, or anus;
   (c) Penetration, however slight, of the anal or genital opening of another person by a hand or finger or by any object that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   (d) Intentional touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   (e) Threats, intimidation, harassment, indecent, profane or abusive language, or other actions or communications, aimed at coercing or pressuring a detainee to engage in a sexual act;
   (f) Repeated verbal statements or comments of a sexual nature to a detainee;
   (g) Any display of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, or

(h) Voyeurism, which is defined as the inappropriate visual surveillance of a detainee for reasons unrelated to official duties. Where not conducted for reasons relating to official duties, the following are examples of voyeurism: staring at a detainee who is using a toilet in his or her cell to perform bodily functions; requiring an inmate detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a detainee's naked body or of a detainee performing bodily functions.

PREVENTION PLANNING

115.11 Zero tolerance of sexual abuse; Prevention of Sexual Assault Coordinator.

(1) Each facility shall have a written policy mandating zero tolerance toward all forms of sexual abuse and outlining the facility's approach to preventing, detecting, and responding to such conduct. The agency shall review and approve each facility's written policy.
(2) Each facility shall employ or designate a Prevention of Sexual Assault Compliance Manager (PSA Compliance Manager) who shall serve as the facility point of contact for the ICE PSA Coordinator and who has sufficient time and authority to oversee facility efforts to comply with facility sexual abuse prevention and intervention policies and procedures.

115.13 Detainee supervision and monitoring.

(1) Each facility shall ensure that it maintains sufficient supervision of detainees, including through appropriate staffing levels and, where applicable, video monitoring, to protect detainees against sexual abuse.
(2) Each facility shall develop and document comprehensive detainee supervision guidelines to determine and meet the facility's detainee supervision needs, and shall review those guidelines at least annually.
(3) In determining adequate levels of detainee supervision and determining the need for video monitoring, the facility shall take into consideration generally accepted detention and correctional practices, any judicial findings of inadequacy, the physical layout of each facility, the composition of the detainee population, the prevalence of substantiated and unsubstantiated incidents of sexual abuse, the findings and recommendations of sexual abuse incident review reports, and any other relevant factors, including but not limited to the length of time detainees spend in agency custody.
(4) Each facility shall conduct frequent unannounced security inspections to identify and deter sexual abuse of detainees. Such inspections shall be implemented for night as well as day shifts. Each facility shall prohibit staff from alerting others that these security inspections are occurring, unless such announcement is related to the legitimate operational functions of the facility.

115.15 Limits to cross-gender viewing and searches.

(1) Searches may be necessary to ensure the safety of officers, civilians and detainees; to detect and secure evidence of criminal activity; and to promote security, safety, and related interests at immigration detention facilities.
(2) Cross-gender pat-down searches of male detainees shall not be conducted unless, after reasonable diligence, staff of the same gender is not available at the time the pat-down search is required or in exigent circumstances.
(3) Cross-gender pat-down searches of female detainees shall not be conducted unless in exigent circumstances.
(4) All cross-gender pat-down searches shall be documented.
(5) Cross-gender strip searches or cross-gender visual body cavity searches shall not be conducted except in exigent circumstances, including consideration of officer safety, or when performed by medical practitioners. Facility staff shall not conduct visual body cavity searches of juveniles and, instead, shall refer all such body cavity searches of juveniles to a medical practitioner.
(6) All strip searches and visual body cavity searches shall be documented.
(7) Each facility shall implement policies and procedures that enable detainees to shower, perform bodily functions, and change clothing without being viewed by staff of the opposite gender, except in exigent circumstances or when such viewing is incidental to routine cell checks or is otherwise appropriate in connection with a medical examination or monitored bowel movement. Such policies and procedures shall require staff of the opposite gender to announce their presence when entering an area where detainees are likely to be showering, performing bodily functions, or changing clothing.
(8) The facility shall not search or physically examine a detainee for the sole purposes of determining the detainee's genital characteristics. If the detainee's gender is unknown, it may be determined during conversations with the detainee, by reviewing medical records, or, if necessary, learning that information as part of a standard medical examination that all detainees must undergo as part of intake or other processing procedure conducted in private, by a medical practitioner.

115.16 Accommodating detainees with disabilities and detainees who are limited English proficient.

(1) The agency and each facility shall take appropriate steps to ensure that detainees with disabilities (including, for example, detainees who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities) have an equal opportunity to participate in or benefit from all aspects of the agency's and facility's efforts to prevent, detect, and respond to sexual abuse. Such steps shall include, when necessary to ensure effective communication with detainees who are deaf or hard of hearing, providing access to in-person, telephonic, or video interpretive services that enable effective, accurate, and impartial interpretation, both receptively and expressively, using any necessary specialized vocabulary. In addition, the agency and facility shall ensure that any written materials related to sexual abuse are provided in formats or through methods that ensure effective communication with detainees with disabilities, including detainees who have intellectual disabilities, limited reading skills, or who are blind or have low vision. An agency or facility is not required to take actions that it can demonstrate would result in a fundamental alteration in the nature of a service,

program, or activity, or in undue financial and administrative burdens, as those terms are used in regulations promulgated under title II of the Americans with Disabilities Act, 28 CFR 35.164.

(2) The agency and each facility shall take steps to ensure meaningful access to all aspects of the agency's and facility's efforts to prevent, detect, and respond to sexual abuse to detainees who are limited English proficient, including steps to provide in-person or telephonic interpretive services that enable effective, accurate, and impartial interpretation, both receptively and expressively, using any necessary specialized vocabulary.

(3) In matters relating to allegations of sexual abuse, the agency and each facility shall provide in-person or telephonic interpretation services that enable effective, accurate, and impartial interpretation, by someone other than another detainee, unless the detainee expresses a preference for another detainee to provide interpretation, and the agency determines that such interpretation is appropriate and consistent with DHS policy. The provision of interpreter services by minors, alleged abusers, detainees who witnessed the alleged abuse, and detainees who have a significant relationship with the alleged abuser is not appropriate in matters relating to allegations of sexual abuse.

115.17 Hiring and promotion decisions.

(1) An agency or facility shall not hire or promote anyone who may have contact with detainees, and shall not enlist the services of any contractor or volunteer who may have contact with detainees, who has engaged in sexual abuse in a prison, jail, holding facility, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); who has been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or who has been civilly or administratively adjudicated to have engaged in such activity.

(2) An agency or facility considering hiring or promoting staff shall ask all applicants who may have contact with detainees directly about previous misconduct described in paragraph (1) of this section, in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Agencies and facilities shall also impose upon employees a continuing affirmative duty to disclose any such misconduct. The agency, consistent with law, shall make its best efforts to contact all prior institutional employers of an applicant for employment, to obtain information on substantiated allegations of sexual abuse or any resignation during a pending investigation of alleged sexual abuse.

(3) Before hiring new staff who may have contact with detainees, the agency or facility shall conduct a background investigation to determine whether the candidate for hire is suitable for employment with the facility or agency, including a criminal background records check. Upon request by the agency, the facility shall submit for the agency's approval written documentation showing the detailed elements of the facility's background check for each staff member and the facility's conclusions. The agency shall conduct an updated background investigation every five years for agency employees who may have contact with detainees. The facility shall require an updated background investigation every five years for those facility staff who may have contact with detainees and who work in immigration-only detention facilities.

(4) The agency or facility shall also perform a background investigation before enlisting the services of any contractor who may have contact with detainees. Upon request by the agency, the facility shall submit for the agency's approval written documentation showing the detailed elements of the facility's background check for each contractor and the facility's conclusions.
(5) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination or withdrawal of an offer of employment, as appropriate.
(6) In the event the agency contracts with a facility for the confinement of detainees, the requirements of this section otherwise applicable to the agency also apply to the facility and its staff.

115.18 Upgrades to facilities and technologies.

(1) When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the facility or agency, as appropriate, shall consider the effect of the design, acquisition, expansion, or modification upon their ability to protect detainees from sexual abuse.
(2) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology in an immigration detention facility, the facility or agency, as appropriate, shall consider how such technology may enhance their ability to protect detainees from sexual abuse.

RESPONSIVE PLANNING

115.21 Evidence protocols and forensic medical examinations.

(1) To the extent that the agency or facility is responsible for investigating allegations of sexual abuse involving detainees, it shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions. The protocol shall be developed in coordination with DHS and shall be developmentally appropriate for juveniles, where applicable.
(2) The agency and each facility developing an evidence protocol referred to in paragraph (1) of this section, shall consider how best to utilize available community resources and services to provide valuable expertise and support in the areas of crisis intervention and counseling to most appropriately address victims' needs. Each facility shall establish procedures to make available, to the full extent possible, outside victim services following incidents of sexual abuse; the facility shall attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the agency shall provide these services by making available a qualified staff member from a community-based organization, or a qualified agency staff member. A qualified agency staff member or a qualified community-based staff member means an individual who has received education concerning sexual assault and forensic examination issues in general. The outside or internal victim advocate shall provide emotional support, crisis intervention, information, and referrals.

(3) Where evidentiary or medically appropriate, at no cost to the detainee, and only with the detainee's consent, the facility shall arrange for an alleged victim detainee to undergo a forensic medical examination by qualified health care personnel, including a Sexual Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE) where practicable. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified health care personnel.
(4) As requested by a victim, the presence of his or her outside or internal victim advocate, including any available victim advocacy services offered by a hospital conducting a forensic exam, shall be allowed for support during a forensic exam and investigatory interviews.
(5) To the extent that the agency is not responsible for investigating allegations of sexual abuse, the agency or the facility shall request that the investigating agency follow the requirements of paragraphs (1) through (4) of this section.

115.22 Policies to ensure investigation of allegations and appropriate agency oversight.

(1) The agency shall establish an agency protocol, and shall require each facility to establish a facility protocol, to ensure that each allegation of sexual abuse is investigated by the agency or facility, or referred to an appropriate investigative authority.
(2) The agency shall ensure that the agency and facility protocols required by paragraph (a) of this section, include a description of responsibilities of the agency, the facility, and any other investigating entities; and require the documentation and maintenance, for at least five years, of all reports and referrals of allegations of sexual abuse.
(3) The agency shall post its protocols on its Web site; each facility shall also post its protocols on its Web site, if it has one, or otherwise make the protocol available to the public.
(4) Each facility protocol shall ensure that all allegations are promptly reported to the agency as described in paragraphs (5) and (6) of this section, and, unless the allegation does not involve potentially criminal behavior, are promptly referred for investigation to an appropriate law enforcement agency with the legal authority to conduct criminal investigations. A facility may separately, and in addition to the above reports and referrals, conduct its own investigation.
(5) When a detainee, prisoner, inmate, or resident of the facility in which an alleged detainee victim is housed is alleged to be the perpetrator of detainee sexual abuse, the facility shall ensure that the incident is promptly reported to the Joint Intake Center, the ICE Office of Professional Responsibility or the DHS Office of Inspector General, as well as the appropriate ICE Field Office Director, and, if it is potentially criminal, referred to an appropriate law enforcement agency having jurisdiction for investigation.
(6) When a staff member, contractor, or volunteer is alleged to be the perpetrator of detainee sexual abuse, the facility shall ensure that the incident is promptly reported to the Joint Intake Center, the ICE Office of Professional Responsibility or the DHS Office of Inspector General, as well as to the appropriate ICE Field Office Director, and to the local government entity or contractor that owns or operates the facility. If the incident is potentially criminal, the facility shall ensure that it is promptly referred to an appropriate law enforcement agency having jurisdiction for investigation.

TRAINING AND EDUCATION

115.31 Staff training.

(1) The agency shall train, or require the training of, all employees who may have contact with immigration detainees, and all facility staff, to be able to fulfill their responsibilities under this part, including training on:
    (a) The agency's and the facility's zero-tolerance policies for all forms of sexual abuse;
    (b) The right of detainees and staff to be free from sexual abuse, and from retaliation for reporting sexual abuse;
    (c) Definitions and examples of prohibited and illegal sexual behavior;
    (d) Recognition of situations where sexual abuse may occur;
    (e) Recognition of physical, behavioral, and emotional signs of sexual abuse, and methods of preventing and responding to such occurrences;
    (f) How to avoid inappropriate relationships with detainees;
    (g) How to communicate effectively and professionally with detainees, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming detainees;
    (h) Procedures for reporting knowledge or suspicion of sexual abuse; and
    (i) The requirement to limit reporting of sexual abuse to personnel with a need-to-know in order to make decisions concerning the victim's welfare and for law enforcement or investigative purposes.
(2) All current facility staff, and all agency employees who may have contact with immigration detention facility detainees, shall be trained within one year of May 6, 2014, and the agency or facility shall provide refresher information every two years.
(3) The agency and each facility shall document that staff that may have contact with immigration facility detainees have completed the training.

115.32 Other training.

(1) The facility shall ensure that all volunteers and other contractors (as defined in paragraph (4) of this section) who have contact with detainees have been trained on their responsibilities under the agency's and the facility's sexual abuse prevention, detection, intervention and response policies and procedures.
(2) The level and type of training provided to volunteers and other contractors shall be based on the services they provide and level of contact they have with detainees, but all volunteers and other contractors who have contact with detainees shall be notified of the agency's and the facility's zero-tolerance policies regarding sexual abuse and informed how to report such incidents.
(3) Each facility shall receive and maintain written confirmation that volunteers and other contractors who have contact with immigration facility detainees have completed the training.
(4) In this section, the term *other contractor* means a person who provides services on a non-recurring basis to the facility pursuant to a contractual agreement with the agency or facility.

115.33 Detainee education.

(1) During the intake process, each facility shall ensure that the detainee orientation program notifies and informs detainees about the agency's and the facility's zero-tolerance policies for all forms of sexual abuse and includes (at a minimum) instruction on:
    (a) Prevention and intervention strategies;
    (b) Definitions and examples of detainee-on-detainee sexual abuse, staff-on-detainee sexual abuse and coercive sexual activity;
    (c) Explanation of methods for reporting sexual abuse, including to any staff member, including a staff member other than an immediate point-of-contact line officer (e.g., the compliance manager or a mental health specialist), the DHS Office of Inspector General, and the Joint Intake Center;
    (d) Information about self-protection and indicators of sexual abuse;
    (e) Prohibition against retaliation, including an explanation that reporting sexual abuse shall not negatively impact the detainee's immigration proceedings; and
    (f) The right of a detainee who has been subjected to sexual abuse to receive
(2) treatment and counseling. Each facility shall provide the detainee notification, orientation, and instruction in formats accessible to all detainees, including those who are limited English proficient, deaf, visually impaired or otherwise disabled, as well as to detainees who have limited reading skills.
(3) The facility shall maintain documentation of detainee participation in the intake process orientation.
(4) Each facility shall post on all housing unit bulletin boards the following notices:
    (a) The DHS-prescribed sexual assault awareness notice;
    (b) The name of the Prevention of Sexual Abuse Compliance Manager; and
    (c) The name of local organizations that can assist detainees who have been victims of sexual abuse.
(5) The facility shall make available and distribute the DHS-prescribed "Sexual Assault Awareness Information" pamphlet.
(6) Information about reporting sexual abuse shall be included in the agency Detainee Handbook made available to all immigration detention facility detainees.

115.34 Specialized training: Investigations.

(1) In addition to the general training provided to all facility staff and employees pursuant to § 115.31, the agency or facility shall provide specialized training on sexual abuse and effective cross-agency coordination to agency or facility investigators, respectively, who conduct investigations into allegations of sexual abuse at immigration detention facilities. All investigations into alleged sexual abuse must be conducted by qualified investigators.
(2) The agency and facility must maintain written documentation verifying specialized training provided to investigators pursuant to this section.

115.35 Specialized training: Medical and mental health care.

(1) The agency shall review and approve the facility's policy and procedures to ensure that facility medical staff is trained in procedures for examining and treating victims of sexual abuse, in facilities where medical staff may be assigned these activities.

ASSESSMENT FOR RISK OF SEXUAL VICTIMIZATION AND ABUSIVENESS

115.41 Assessment for risk of victimization and abusiveness.

(1) The facility shall assess all detainees on intake to identify those likely to be sexual aggressors or sexual abuse victims and shall house detainees to prevent sexual abuse, taking necessary steps to mitigate any such danger. Each new arrival shall be kept separate from the general population until he/she is classified and may be housed accordingly.
(2) The initial classification process and initial housing assignment should be completed within twelve hours of admission to the facility.
(3) The facility shall also consider, to the extent that the information is available, the following criteria to assess detainees for risk of sexual victimization:
    (a) Whether the detainee has a mental, physical, or developmental disability;
    (b) The age of the detainee;
    (c) The physical build and appearance of the detainee;
    (d) Whether the detainee has previously been incarcerated or detained;
    (e) The nature of the detainee's criminal history;
    (f) Whether the detainee has any convictions for sex offenses against an adult or child;
    (g) Whether the detainee has self-identified as gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
    (h) Whether the detainee has self-identified as having previously experienced sexual victimization; and
    (i) The detainee's own concerns about his or her physical safety.
(4) The initial screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the facility, in assessing detainees for risk of being sexually abusive.
(5) The facility shall reassess each detainee's risk of victimization or abusiveness between 60 and 90 days from the date of initial assessment, and at any other time when warranted based upon the receipt of additional, relevant information or following an incident of abuse or victimization.
(6) Detainees shall not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs (3)(a), (3)(g), (3)(h), or (3)(i) of this section.
(7) The facility shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the detainee's detriment by staff or other detainees or inmates.

115.42 Use of assessment information.

(1) The facility shall use the information from the risk assessment under § 115.41 of this part to inform assignment of detainees to housing, recreation and other activities, and voluntary work. The agency shall make individualized determinations about how to ensure the safety of each detainee.
(2) When making assessment and housing decisions for a transgender or intersex detainee, the facility shall consider the detainee's gender self-identification and an assessment of the effects of placement on the detainee's health and safety. The facility shall consult a medical or mental health professional as soon as practicable on this assessment. The facility should not base placement decisions of transgender or intersex detainees solely on the identity documents or physical anatomy of the detainee; a detainee's self-identification of his/her gender and self-assessment of safety needs shall always be taken into consideration as well. The facility's placement of a transgender or intersex detainee shall be consistent with the safety and security considerations of the facility, and placement and programming assignments for each transgender or intersex detainee shall be reassessed at least twice each year to review any threats to safety experienced by the detainee.
(3) When operationally feasible, transgender and intersex detainees shall be given the opportunity to shower separately from other detainees.

115.43 Protective custody.

(1) The facility shall develop and follow written procedures consistent with the standards in this subpart for each facility governing the management of its administrative segregation unit. These procedures, which should be developed in consultation with the ICE Enforcement and Removal Operations Field Office Director having jurisdiction for the facility, must document detailed reasons for placement of an individual in administrative segregation on the basis of a vulnerability to sexual abuse or assault.
(2) Use of administrative segregation by facilities to protect detainees vulnerable to sexual abuse or assault shall be restricted to those instances where reasonable efforts have been made to provide appropriate housing and shall be made for the least amount of time practicable, and when no other viable housing options exist, as a last resort. The facility should assign detainees vulnerable to sexual abuse or assault to administrative segregation for their protection until an alternative means of separation from likely abusers can be arranged, and such an assignment shall not ordinarily exceed a period of 30 days.
(3) Facilities that place vulnerable detainees in administrative segregation for protective custody shall provide those detainees access to programs, visitation, counsel and other services available to the general population to the maximum extent practicable.
(4) Facilities shall implement written procedures for the regular review of all vulnerable detainees placed in administrative segregation for their protection, as follows:
    (a) A supervisory staff member shall conduct a review within 72 hours of the detainee's placement in administrative segregation to determine whether segregation is still warranted; and
    (b) A supervisory staff member shall conduct, at a minimum, an identical review after the detainee has spent seven days in administrative segregation, and every week thereafter for the first 30 days, and every 10 days thereafter.

(5) Facilities shall notify the appropriate ICE Field Office Director no later than 72 hours after the initial placement into segregation, whenever a detainee has been placed in administrative segregation on the basis of a vulnerability to sexual abuse or assault.

REPORTING

115.51 Detainee reporting.

(1) The agency and each facility shall develop policies and procedures to ensure that detainees have multiple ways to privately report sexual abuse, retaliation for reporting sexual abuse, or staff neglect or violations of responsibilities that may have contributed to such incidents. The agency and each facility shall also provide instructions on how detainees may contact their consular official, the DHS Office of the Inspector General or, as appropriate, another designated office, to confidentially and, if desired, anonymously, report these incidents.
(2) The agency shall also provide, and the facility shall inform the detainees of, at least one way for detainees to report sexual abuse to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward detainee reports of sexual abuse to agency officials, allowing the detainee to remain anonymous upon request.
(3) Facility policies and procedures shall include provisions for staff to accept reports made verbally, in writing, anonymously, and from third parties and to promptly document any verbal reports.

115.52 Grievances.

(1) The facility shall permit a detainee to file a formal grievance related to sexual abuse at any time during, after, or in lieu of lodging an informal grievance or complaint.
(2) The facility shall not impose a time limit on when a detainee may submit a grievance regarding an allegation of sexual abuse.
(3) The facility shall implement written procedures for identifying and handling time-sensitive grievances that involve an immediate threat to detainee health, safety, or welfare related to sexual abuse.
(4) Facility staff shall bring medical emergencies to the immediate attention of proper medical personnel for further assessment.
(5) The facility shall issue a decision on the grievance within five days of receipt and shall respond to an appeal of the grievance decision within 30 days. Facilities shall send all grievances related to sexual abuse and the facility's decisions with respect to such grievances to the appropriate ICE Field Office Director at the end of the grievance process.
(6) To prepare a grievance, a detainee may obtain assistance from another detainee, the housing officer or other facility staff, family members, or legal representatives. Staff shall take reasonable steps to expedite requests for assistance from these other parties.

115.53 Detainee access to outside confidential support services.

(1) Each facility shall utilize available community resources and services to provide valuable expertise and support in the areas of crisis intervention, counseling, investigation and the prosecution of sexual abuse perpetrators to most appropriately address victims' needs. The facility shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers or, if local providers are not available, with national organizations that provide legal advocacy and confidential emotional support services for immigrant victims of crime.
(2) Each facility's written policies shall establish procedures to include outside agencies in the facility's sexual abuse prevention and intervention protocols, if such resources are available.
(3) Each facility shall make available to detainees information about local organizations that can assist detainees who have been victims of sexual abuse, including mailing addresses and telephone numbers (including toll-free hotline numbers where available). If no such local organizations exist, the facility shall make available the same information about national organizations. The facility shall enable reasonable communication between detainees and these organizations and agencies, in as confidential a manner as possible.
(4) Each facility shall inform detainees prior to giving them access to outside resources, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

115.54 Third-party reporting.

(1) Each facility shall establish a method to receive third-party reports of sexual abuse in its immigration detention facilities and shall make available to the public information on how to report sexual abuse on behalf of a detainee.

OFFICIAL RESPONSE FOLLOWING A DETAINEE REPORT

115.61 Staff reporting duties.

(1) The agency and each facility shall require all staff to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of sexual abuse that occurred in a facility; retaliation against detainees or staff who reported or participated in an investigation about such an incident; and any staff neglect or violation of responsibilities that may have contributed to an incident or retaliation. The agency shall review and approve facility policies and procedures and shall ensure that the facility specifies appropriate reporting procedures, including a method by which staff can report outside of the chain of command.
(2) Staff members who become aware of alleged sexual abuse shall immediately follow the reporting requirements set forth in the agency's and facility's written policies and procedures.
(3) Apart from such reporting, staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to help protect the safety of the victim or prevent further victimization of other detainees or staff in the facility, or to make

medical treatment, investigation, law enforcement, or other security and management decisions.

115.62 Protection duties.

(1) If an agency employee or facility staff member has a reasonable belief that a detainee is subject to a substantial risk of imminent sexual abuse, he or she shall take immediate action to protect the detainee.

115.63 Reporting to other confinement facilities.

(1) Upon receiving an allegation that a detainee was sexually abused while confined at another facility, the agency or facility whose staff received the allegation shall notify the ICE Field Office and the administrator of the facility where the alleged abuse occurred.
(2) The notification provided in paragraph (1) of this section shall be provided as soon as possible, but no later than 72 hours after receiving the allegation.
(3) The agency or facility shall document that it has provided such notification.
(4) The agency or facility office that receives such notification, to the extent the facility is covered by this subpart, shall ensure that the allegation is referred for investigation in accordance with these standards and reported to the appropriate ICE Field Office Director.

115.64 Responder duties.

(1) Upon learning of an allegation that a detainee was sexually abused, the first security staff member to respond to the report, or his or her supervisor, shall be required to:
    (a) Separate the alleged victim and abuser;
    (b) Preserve and protect, to the greatest extent possible, any crime scene until appropriate steps can be taken to collect any evidence;
    (c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request the alleged victim not to take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating; and
    (d) If the sexual abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.
(2) If the first staff responder is not a security staff member, the responder shall be required to request that the alleged victim not take any actions that could destroy physical evidence and then notify security staff.

115.65 Coordinated response.

(1) Each facility shall develop a written institutional plan to coordinate actions taken by staff first responders, medical and mental health practitioners, investigators, and facility leadership in response to an incident of sexual abuse.

(2) Each facility shall use a coordinated, multidisciplinary team approach to responding to sexual abuse.
(3) If a victim of sexual abuse is transferred between DHS immigration detention facilities, the sending facility shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical or social services.
(4) If a victim is transferred between DHS immigration detention facilities or to a non-DHS facility, the sending facility shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical or social services, unless the victim requests otherwise.

115.66 Protection of detainees from contact with alleged abusers.

(1) Staff, contractors, and volunteers suspected of perpetrating sexual abuse shall be removed from all duties requiring detainee contact pending the outcome of an investigation.

115.67 Agency protection against retaliation.

(1) Staff, contractors, and volunteers, and immigration detention facility detainees, shall not retaliate against any person, including a detainee, who reports, complains about, or participates in an investigation into an allegation of sexual abuse, or for participating in sexual activity as a result of force, coercion, threats, or fear of force.
(2) For at least 90 days following a report of sexual abuse, the agency and facility shall monitor to see if there are facts that may suggest possible retaliation by detainees or staff, and shall act promptly to remedy any such retaliation.

115.68 Post-allegation protective custody.

(1) The facility shall take care to place detainee victims of sexual abuse in a supportive environment that represents the least restrictive housing option possible (e.g., protective custody), subject to the requirements of § 115.43.
(2) Detainee victims shall not be held for longer than five days in any type of administrative segregation, except in highly unusual circumstances or at the request of the detainee.
(3) A detainee victim who is in protective custody after having been subjected to sexual abuse shall not be returned to the general population until completion of a proper re-assessment, taking into consideration any increased vulnerability of the detainee as a result of the sexual abuse.
(4) Facilities shall notify the appropriate ICE Field Office Director whenever a detainee victim has been held in administrative segregation for 72 hours.

INVESTIGATIONS

115.71 Criminal and administrative investigations.

(1) If the facility has responsibility for investigating allegations of sexual abuse, all investigations into alleged sexual abuse must be prompt, thorough, objective, and conducted by specially trained, qualified investigators.

(2) Upon conclusion of a criminal investigation where the allegation was substantiated, an administrative investigation shall be conducted. Upon conclusion of a criminal investigation where the allegation was unsubstantiated, the facility shall review any available completed criminal investigation reports to determine whether an administrative investigation is necessary or appropriate. Administrative investigations shall be conducted after consultation with the appropriate investigative office within DHS, and the assigned criminal investigative entity.

(3) (a) The facility shall develop written procedures for administrative investigations, including provisions requiring:

i. Preservation of direct and circumstantial evidence, including any available physical and DNA evidence and any available electronic monitoring data;

ii. (ii) Interviewing alleged victims, suspected perpetrators, and witnesses;

iii. (iii) Reviewing prior complaints and reports of sexual abuse involving the suspected perpetrator;

iv. (iv) Assessment of the credibility of an alleged victim, suspect, or witness, without regard to the individual's status as detainee, staff, or employee, and without requiring any detainee who alleges sexual abuse to submit to a polygraph;

v. (v) An effort to determine whether actions or failures to act at the facility contributed to the abuse; and

vi. (vi) Documentation of each investigation by written report, which shall include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings; and

vii. (vii) Retention of such reports for as long as the alleged abuser is detained or employed by the agency or facility, plus five years.

(b) Such procedures shall govern the coordination and sequencing of the two types of investigations, in accordance with paragraph (2) of this section, to ensure that the criminal investigation is not compromised by an internal administrative investigation.

(4) The agency shall review and approve the facility policy and procedures for coordination and conduct of internal administrative investigations with the assigned criminal investigative entity to ensure non-interference with criminal investigations.

(5) The departure of the alleged abuser or victim from the employment or control of the facility or agency shall not provide a basis for terminating an investigation.

(6) When outside agencies investigate sexual abuse, the facility shall cooperate with outside investigators and shall endeavor to remain informed about the progress of the investigation.

DISCIPLINE

115.76 Disciplinary sanctions for staff.

(1) Staff shall be subject to disciplinary or adverse action up to and including removal from their position and the Federal service for substantiated allegations of sexual abuse or for violating agency or facility sexual abuse policies.

(2) The agency shall review and approve facility policies and procedures regarding disciplinary or adverse actions for staff and shall ensure that the facility policy and

procedures specify disciplinary or adverse actions for staff, up to and including removal from their position and from the Federal service for staff, when there is a substantiated allegation of sexual abuse, or when there has been a violation of agency sexual abuse rules, policies, or standards. Removal from their position and from the Federal service is the presumptive disciplinary sanction for staff who have engaged in or attempted or threatened to engage in sexual abuse, as defined under the definition of sexual abuse of a detainee by a staff member, contractor, or volunteer, paragraphs (a) - (d) and (g) - (h) of the definition of "sexual abuse of a detainee by a staff member, contractor, or volunteer" in § 115.6.

(3) Each facility shall report all removals or resignations in lieu of removal for violations of agency or facility sexual abuse policies to appropriate law enforcement agencies, unless the activity was clearly not criminal.

(4) Each facility shall make reasonable efforts to report removals or resignations in lieu of removal for violations of agency or facility sexual abuse policies to any relevant licensing bodies, to the extent known.

115.77 Corrective action for contractors and volunteers.

(1) Any contractor or volunteer who has engaged in sexual abuse shall be prohibited from contact with detainees. Each facility shall make reasonable efforts to report to any relevant licensing body, to the extent known, incidents of substantiated sexual abuse by a contractor or volunteer. Such incidents shall also be reported to law enforcement agencies, unless the activity was clearly not criminal.

(2) Contractors and volunteers suspected of perpetrating sexual abuse shall be removed from all duties requiring detainee contact pending the outcome of an investigation.

(3) The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with detainees by contractors or volunteers who have not engaged in sexual abuse, but have violated other provisions within these standards.

115.78 Disciplinary sanctions for detainees.

(1) Each facility shall subject a detainee to disciplinary sanctions pursuant to a formal disciplinary process following an administrative or criminal finding that the detainee engaged in sexual abuse.

(2) At all steps in the disciplinary process provided in paragraph (1), any sanctions imposed shall be commensurate with the severity of the committed prohibited act and intended to encourage the detainee to conform with rules and regulations in the future.

(3) Each facility holding detainees in custody shall have a detainee disciplinary system with progressive levels of reviews, appeals, procedures, and documentation procedure.

(4) The disciplinary process shall consider whether a detainee's mental disabilities or mental illness contributed to his or her behavior when determining what type of sanction, if any, should be imposed.

(5) The facility shall not discipline a detainee for sexual contact with staff unless there is a finding that the staff member did not consent to such contact.

(6) For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely

reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

MEDICAL AND MENTAL CARE

115.81 Medical and mental health assessments; history of sexual abuse.

(1) If the assessment pursuant to § 115.41 indicates that a detainee has experienced prior sexual victimization or perpetrated sexual abuse, staff shall, as appropriate, ensure that the detainee is immediately referred to a qualified medical or mental health practitioner for medical and/or mental health follow-up as appropriate.
(2) When a referral for medical follow-up is initiated, the detainee shall receive a health evaluation no later than two working days from the date of assessment.
(3) When a referral for mental health follow-up is initiated, the detainee shall receive a mental health evaluation no later than 72 hours after the referral.

115.82 Access to emergency medical and mental health services.

(1) Detainee victims of sexual abuse shall have timely, unimpeded access to emergency medical treatment and crisis intervention services, including emergency contraception and sexually transmitted infections prophylaxis, in accordance with professionally accepted standards of care.
(2) Emergency medical treatment services provided to the victim shall be without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

115.83 Ongoing medical and mental health care for sexual abuse victims and abusers.

(1) Each facility shall offer medical and mental health evaluation and, as appropriate, treatment to all detainees who have been victimized by sexual abuse while in immigration detention.
(2) The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities, or their release from custody.
(3) The facility shall provide such victims with medical and mental health services consistent with the community level of care.
(4) Detainee victims of sexually abusive vaginal penetration by a male abuser while incarcerated shall be offered pregnancy tests. If pregnancy results from an instance of sexual abuse, the victim shall receive timely and comprehensive information about lawful pregnancy-related medical services and timely access to all lawful pregnancy-related medical services.
(5) Detainee victims of sexual abuse while detained shall be offered tests for sexually transmitted infections as medically appropriate.
(6) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

(7) The facility shall attempt to conduct a mental health evaluation of all known detainee-on-detainee abusers within 60 days of learning of such abuse history and offer treatment when deemed appropriate by mental health practitioners.

DATA COLLECTION AND REVIEW

115.86 Sexual abuse incident reviews.

(1) Each facility shall conduct a sexual abuse incident review at the conclusion of every investigation of sexual abuse and, where the allegation was not determined to be unfounded, prepare a written report within 30 days of the conclusion of the investigation recommending whether the allegation or investigation indicates that a change in policy or practice could better prevent, detect, or respond to sexual abuse. The facility shall implement the recommendations for improvement, or shall document its reasons for not doing so in a written response. Both the report and response shall be forwarded to the Field Office Director, for transmission to the ICE PSA Coordinator.
(2) The review team shall consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status; or gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.
(3) Each facility shall conduct an annual review of all sexual abuse investigations and resulting incident reviews to assess and improve sexual abuse intervention, prevention and response efforts. If the facility has not had any reports of sexual abuse during the annual reporting period, then the facility shall prepare a negative report. The results and findings of the annual review shall be provided to the facility administrator and Field Office Director or his or her designee, who shall transmit it to the ICE PSA Coordinator.

115.87 Data collection.

(1) Each facility shall maintain in a secure area all case records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment, if necessary, and/or counseling in accordance with these standards and applicable agency policies, and in accordance with established schedules.
(2) On an ongoing basis, the PSA Coordinator shall work with relevant facility PSA Compliance Managers and DHS entities to share data regarding effective agency response methods to sexual abuse.

AUDITS AND COMPLIANCE

115.93 Audits of standards.

(1) The agency may require an expedited audit if the agency has reason to believe that a particular facility may be experiencing problems relating to sexual abuse. The agency

may also include referrals to resources that may assist the facility with PREA-related issues.

ADDITIONAL PROVISIONS IN AGENCY POLICIES

115.95 Additional provisions in agency policies.

(1) The regulations in this subpart A establish minimum requirements for agencies and facilities. Agency and facility policies may include additional requirements.

H-11. EMPLOYMENT OF NON-UNITED STATES CITIZENS AND E-VERIFY PROGRAM.

(a) Federal statutes and Executive Orders (EOs) require employers to abide by the immigration laws of the United States (U.S.) and to employ in the U.S. only individuals who are eligible to work in the U.S. In particular, the Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603 (8 U.S.C. 1324a), requires employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, recruiting, or referring for a fee, of aliens who are not authorized to work in the U.S.

(b) By its performance of this Contract, the Contractor certifies that it has complied and will comply with IRCA and all other U.S. statutes and EOs that address immigration and employment of individuals eligible to work in the U.S. The Contractor expressly certifies that it has verified the identity and employment eligibility of any individual who is hired for employment or continues to be employed to work under this Contract. The Contractor certifies further that it will ensure, prior to the award of any subcontract for work under this Contract that current and proposed subcontractors employing four or more individuals are in compliance with IRCA and all other applicable U.S. statutes and EOs. Questions regarding compliance under the IRCA may be directed to U.S. Department of Justice, Immigration and Naturalization Service.

(c) The E-Verify program provides an internet-based means of verifying employment eligibility of workers employed in the U.S. Although the E-Verify program is NOT a substitute for any other employment eligibility verification required by Federal statutes and EOs, it is a free tool to facilitate compliance with the IRCA and other applicable statutes and EOs. Information on registration for and use of the E-Verify program is available at the Department of Homeland Security web-site: http://www.dhs.gov/E-Verify.

(d) Definitions. As used in this clause-

"Alien" means any person not a citizen or national of the United States.

"United States" means the continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

H-12. REPRESENTATION. The Contractor shall not represent or permit itself or its employees to be represented as agents or employees of the United States Government, and shall not use the names or acronyms of DHS, ICE, DCR, or IHSC on advertising material. The

Contractor shall not represent, expressly or by implication, that the services provided under this contract are endorsed by any element of the government.

H-13. SUBMITTAL REQUIREMENTS. Offerors responding to this solicitation are required to reference Section L of this solicitation for proposal submittal requirements.

(End of Section H)

SECTION I – CLAUSES

52.252-2 Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:
http://farsite.hill.af.mil/vffara.htm
http://farsite.hill.af.mil/reghtml/regs/other/hsar/3052.htm

(End of Clause)

FAR Clause	Description	Year
52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions on Subcontractor Sales to the Government	SEPT 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity.	MAY 2014
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	MAY 2014
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	APR 2010
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2015
52.204-13	System for Award Management Maintenance	JUL 2013
52.204-14	Service Contract Reporting Requirements	JAN 2014
52.209-6	Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters.	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.215-2	Audit and Records – Negotiation	OCT 2010
52.215-8	Order of Precedence -- Uniform Contract Format	OCT 1997
52.215-23	Limitations on Pass-Through Charge	OCT 2009
52-219-8	Notice of Price Evaluation for HUBZone Small Business	OCT 2014

FAR Clause	Description	Year
	Concerns	
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-9	Small Business Subcontracting Plan	OCT 2015
52.219-16	Liquidated Damages -- Subcontracting Plan	JAN 1999
52.219.23	Post-Award Small Business Program Representation	JUL 2013
52.222-1	Notice to the Government of Labor Dispute	FEB 1997
52.222-4	Contract Work Hours and Safety Standards -- Overtime Compensation	MAY 2014
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-21	Prohibition of Segregated Facilities	APR 2015
52.222-25	Affirmative Action Compliance	APR 1984
52.222-26	Equal Opportunity	APR 2015
52.222-35	Equal Opportunity for Veterans	OCT 2015
52.222-36	Equal Opportunity for Workers With Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	OCT 2015
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
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
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.222-55	Employment Eligibility Verification	DEC 2014
52.223-3	Hazardous Material Identification and Material Safety Data	JAN 1997
52.223-6	Drug-Free Workplace	MAY 2001
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving	AUG 2011
52.223-19	Compliance With Environmental Management Systems	MAY 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restriction on Certain Foreign Purchases	JUN 2008
52.228-7	Insurance -- Liability to Third Persons	MAR 1996
52.232-9	Limitation on Withholding of Payments	APR 1984
52.232-17	Interest	MAY 2014
52.232-22	Limitation of Funds	APR 1984
52.232-23	Assignment of Claims	MAY 2014
52.232-24	Prohibition of Assignment of Claims	MAY 2014
52.232-25	Prompt Payment	JUL 2013
52.232-33	Payment by Electronic Funds Transfer-- System for Award Management	JUL 2013
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013

FAR Clause	Description	Year
52.233-1	Disputes	MAY 2014
52.233-3	Protest after Award	AUG 1996
52.233-4	Applicable Law For Breach Of Contract Claim	OCT 2004
52.237-2	Protection of Government Buildings, Equipment, and Vegetation	APR 1984
52.237-3	Continuity of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.243-7	Notification of Changes	APR 1984
52.243-3	Changes – Time-and-Materials or Labor-Hours	SEPT 2000
52.244-2	Subcontracts	OCT 2010
52.244-5	Competition in Subcontracting	DEC 1996
52.245-1	Government Property	APR 2012
52.246-25	Limitation of Liability -- Services	FEB 1997
52.247-1	Commercial Bill of Lading Notations	FEB 2006
52.247-67	Submission of Transportation Documents for Audit	FEB 2006
52.249-14	Excusable Delays	APR 1984
52.253-1	Computer Generated Forms	JAN 1991

52.204-1 -- Approval of Contract. (DEC. 1989)

This contract is subject to the written approval of a Contracting Officer and shall not be binding until so approved.

(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 30 days.

(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 thirty (30) days*;* provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 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 and 6 months.

(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.

This Statement is for Information Only:
It is not a Wage Determination

Employee Class	Monetary Wage -- Fringe Benefits

(End of Clause)

HSAR Clause	Description	Year
3052.203-70	Instructions for Contractor Disclosure of Violations	SEPT 2012
3052.205-70	Advertisements, Publicizing Awards, and Releases	SEPT 2012
3052.219-70	Small Business Subcontracting Plan Reporting	JUN 2006
3052.222-70	Strikes or picketing affecting timely completion of the contract work.	DEC 2003
3052.222-71	Strikes or picketing affecting access to a DHS facility	DEC 2003

3052.204-70 Security requirements for unclassified information technology resources. (JUN. 2006)

(a) The Contractor shall be responsible for Information Technology (IT) security for all systems connected to a DHS network or operated by the Contractor for DHS, regardless of location. This clause applies to all or any part of the contract that includes information technology resources or services for which the Contractor must have physical or electronic access to sensitive information contained in DHS unclassified systems that directly support the agency's mission.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract.

(1) Within 30 days after contract award, the contractor shall submit for approval its IT Security Plan, which shall be consistent with and further detail the approach contained in the offeror's proposal. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.

(2) The Contractor's IT Security Plan shall comply with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.); the Government Information Security Reform Act of 2000; and the Federal Information Security Management Act of 2002; and with Federal policies and procedures that include, but are not limited to, OMB Circular A-130.

(3) The security plan shall specifically include instructions regarding handling and protecting sensitive information at the Contractor's site (including any information stored, processed, or transmitted using the Contractor's computer systems), and the secure management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems.

(c) Examples of tasks that require security provisions include—
(1) Acquisition, transmission or analysis of data owned by DHS with significant replacement cost should the contractor's copy be corrupted; and

(2) Access to DHS networks or computers at a level beyond that granted the general public (e.g., such as bypassing a firewall).

(d) At the expiration of the contract, the contractor shall return all sensitive DHS information and IT resources provided to the contractor during the contract, and certify that all non-public DHS information has been purged from any contractor-owned system. Components shall conduct reviews to ensure that the security requirements in the contract are implemented and enforced.

(e) Within 6 months after contract award, the contractor shall submit written proof of IT Security accreditation to DHS for approval by the DHS Contracting Officer. Accreditation will proceed according to the criteria of the DHS Sensitive System Policy Publication, 4300A (Version 2.1, July 26, 2004) or any replacement publication, which the Contracting Officer will provide upon request. This accreditation will include a final security plan, risk assessment, security test and evaluation, and disaster recovery plan/continuity of operations plan. This accreditation, when accepted by the Contracting Officer, shall be incorporated into the contract as a compliance document. The contractor shall comply with the approved accreditation documentation.

(End of clause)

3052.204-71 Contractor employee access. (SEPT. 2012)

(a) Sensitive Information, as used in this clause, means any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All Contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the Contractor to prohibit individuals from working on the contract if the Government deems their initial or continued employment contrary to the

public interest for any reason, including, but not limited to, carelessness, and insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those Contractor employees authorized access to sensitive information, the Contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(g) Before receiving access to IT resources under this contract the individual must receive a security briefing, which the Contracting Officer's Technical Representative (COTR) will arrange, and complete any nondisclosure agreement furnished by DHS.

(h) The Contractor shall have access only to those areas of DHS information technology resources explicitly stated in this contract or approved by the COTR in writing as necessary for performance of the work under this contract. Any attempts by Contractor personnel to gain access to any information technology resources not expressly authorized by the statement of work, other terms and conditions in this contract, or as approved in writing by the COTR, is strictly prohibited. In the event of violation of this provision, DHS will take appropriate actions with regard to the contract and the individual(s) involved.

(i) Contractor access to DHS networks from a remote location is a temporary privilege for mutual convenience while the Contractor performs business for the DHS Component. It is not a right, a guarantee of access, a condition of the contract, or Government Furnished Equipment (GFE).

(j) Contractor access will be terminated for unauthorized use. The Contractor agrees to hold and save DHS harmless from any unauthorized use and agrees not to request additional time or money under the contract for any delays resulting from unauthorized use or access.

(k) Non-U.S. citizens shall not be authorized to access or assist in the development, operation, management or maintenance of Department IT systems under the contract, unless a waiver has been granted by the Head of the Component or designee, with the concurrence of both the Department's Chief Security Officer (CSO) and the Chief Information Officer (CIO) or their designees. Within DHS Headquarters, the waiver may be granted only with the approval of both the CSO and the CIO or their designees. In order for a waiver to be granted:

(1) There must be a compelling reason for using this individual as opposed to a U. S. citizen; and

(2) The waiver must be in the best interest of the Government.

(l) Contractors shall identify in their proposals the names and citizenship of all non-U.S. citizens proposed to work under the contract. Any additions or deletions of non-U.S. citizens after contract award shall also be reported to the Contracting Officer.

3052.215-70 Key personnel or facilities. (DEC 2003)

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract:

Program Manager
Assistant/Alternate Program Manager

(End of clause)

(END OF SECTION I)

SECTION J – LIST OF ATTACHMENTS

Attachment Number	Name
J-1	Preliminary Site Staffing Matrix
J-2	QASP
J-3	Position Description
J-4	Offsite and Emergent Care
J-5	Employee Health
J-6	Credentialing and Privileging
J-7	IHSC Locations
J-8	Orientation Checklist
J-9	Document Checklist
J-10	Contractor Exit Clearance Checklist
J-11	Site Status Report
J-12	Discipline Shift Requirements
J-13	Medical Staffing Price Proposal (Volume III)
J-14	DOL Service Wage Rate Determinations
J-15	STGi Successful Proposal (Volume I and Volume II)
J-16	Signed Amendments

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

Incorporated by reference. See Contractor's proposal, Volume II.

(End of Section K)

WD 15-2229 (Rev.-3) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-2229
Revision No.: 3
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: Louisiana

Area: Louisiana Parishes of Acadia, Caldwell, Catahoula, Concordia, Franklin, Grant, Rapides, Tensas

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.28
01012 - Accounting Clerk II		14.20
01013 - Accounting Clerk III		15.45
01020 - Administrative Assistant		16.21
01035 - Court Reporter		12.81
01051 - Data Entry Operator I		10.30
01052 - Data Entry Operator II		11.37
01060 - Dispatcher, Motor Vehicle		14.08
01070 - Document Preparation Clerk		10.20
01090 - Duplicating Machine Operator		10.20
01111 - General Clerk I		10.13
01112 - General Clerk II		11.06
01113 - General Clerk III		13.19
01120 - Housing Referral Assistant		14.59
01141 - Messenger Courier		8.31
01191 - Order Clerk I		11.12
01192 - Order Clerk II		13.15
01261 - Personnel Assistant (Employment) I		12.53
01262 - Personnel Assistant (Employment) II		14.03
01263 - Personnel Assistant (Employment) III		16.08
01270 - Production Control Clerk		22.69
01290 - Rental Clerk		12.58
01300 - Scheduler, Maintenance		11.45
01311 - Secretary I		11.45
01312 - Secretary II		12.81
01313 - Secretary III		14.59
01320 - Service Order Dispatcher		18.30
01410 - Supply Technician		16.21

01420 - Survey Worker	12.55
01460 - Switchboard Operator/Receptionist	9.39
01531 - Travel Clerk I	11.07
01532 - Travel Clerk II	12.10
01533 - Travel Clerk III	13.01
01611 - Word Processor I	11.02
01612 - Word Processor II	12.43
01613 - Word Processor III	13.77
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.10
05010 - Automotive Electrician	17.86
05040 - Automotive Glass Installer	16.72
05070 - Automotive Worker	16.72
05110 - Mobile Equipment Servicer	14.63
05130 - Motor Equipment Metal Mechanic	19.00
05160 - Motor Equipment Metal Worker	17.23
05190 - Motor Vehicle Mechanic	19.00
05220 - Motor Vehicle Mechanic Helper	13.30
05250 - Motor Vehicle Upholstery Worker	15.77
05280 - Motor Vehicle Wrecker	16.72
05310 - Painter, Automotive	17.86
05340 - Radiator Repair Specialist	16.72
05370 - Tire Repairer	10.79
05400 - Transmission Repair Specialist	19.00
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.42
07041 - Cook I	9.57
07042 - Cook II	11.64
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.58
07210 - Meat Cutter	12.42
07260 - Waiter/Waitress	7.39
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.78
09040 - Furniture Handler	9.79
09080 - Furniture Refinisher	13.78
09090 - Furniture Refinisher Helper	10.26
09110 - Furniture Repairer, Minor	12.17
09130 - Upholsterer	13.78
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	7.78
11060 - Elevator Operator	8.37
11090 - Gardener	10.60
11122 - Housekeeping Aide	8.95
11150 - Janitor	8.95
11210 - Laborer, Grounds Maintenance	9.50
11240 - Maid or Houseman	7.40
11260 - Pruner	8.03
11270 - Tractor Operator	9.81
11330 - Trail Maintenance Worker	9.50
11360 - Window Cleaner	9.50
12000 - Health Occupations	
12010 - Ambulance Driver	16.23
12011 - Breath Alcohol Technician	16.60
12012 - Certified Occupational Therapist Assistant	21.27
12015 - Certified Physical Therapist Assistant	21.27
12020 - Dental Assistant	13.27
12025 - Dental Hygienist	32.85
12030 - EKG Technician	22.64
12035 - Electroneurodiagnostic Technologist	22.64
12040 - Emergency Medical Technician	16.23

12071 - Licensed Practical Nurse I		14.84
12072 - Licensed Practical Nurse II		16.60
12073 - Licensed Practical Nurse III		18.51
12100 - Medical Assistant		13.28
12130 - Medical Laboratory Technician		14.84
12160 - Medical Record Clerk		13.00
12190 - Medical Record Technician		14.84
12195 - Medical Transcriptionist		12.23
12210 - Nuclear Medicine Technologist		34.07
12221 - Nursing Assistant I		9.49
12222 - Nursing Assistant II		10.67
12223 - Nursing Assistant III		11.64
12224 - Nursing Assistant IV		13.07
12235 - Optical Dispenser		15.54
12236 - Optical Technician		14.84
12250 - Pharmacy Technician		14.75
12280 - Phlebotomist		13.07
12305 - Radiologic Technologist		21.06
12311 - Registered Nurse I		20.97
12312 - Registered Nurse II		25.63
12313 - Registered Nurse II, Specialist		25.63
12314 - Registered Nurse III		31.01
12315 - Registered Nurse III, Anesthetist		31.01
12316 - Registered Nurse IV		37.16
12317 - Scheduler (Drug and Alcohol Testing)		20.57
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		14.24
13012 - Exhibits Specialist II		17.64
13013 - Exhibits Specialist III		21.58
13041 - Illustrator I		14.24
13042 - Illustrator II		17.64
13043 - Illustrator III		21.58
13047 - Librarian		19.54
13050 - Library Aide/Clerk		11.34
13054 - Library Information Technology Systems Administrator		17.64
13058 - Library Technician		14.24
13061 - Media Specialist I		12.73
13062 - Media Specialist II		14.24
13063 - Media Specialist III		15.88
13071 - Photographer I		12.61
13072 - Photographer II		15.05
13073 - Photographer III		19.31
13074 - Photographer IV		21.54
13075 - Photographer V		26.06
13110 - Video Teleconference Technician		12.73
14000 - Information Technology Occupations		
14041 - Computer Operator I		14.71
14042 - Computer Operator II		16.45
14043 - Computer Operator III		19.02
14044 - Computer Operator IV		21.11
14045 - Computer Operator V		23.44
14071 - Computer Programmer I		20.16
14072 - Computer Programmer II		26.93
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		14.71
14160 - Personal Computer Support Technician		21.11

15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.34
15020 - Aircrew Training Devices Instructor (Rated)	35.50
15030 - Air Crew Training Devices Instructor (Pilot)	39.05
15050 - Computer Based Training Specialist / Instructor	26.93
15060 - Educational Technologist	22.25
15070 - Flight Instructor (Pilot)	39.05
15080 - Graphic Artist	19.28
15090 - Technical Instructor	14.52
15095 - Technical Instructor/Course Developer	17.75
15110 - Test Proctor	12.55
15120 - Tutor	12.55
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.82
16030 - Counter Attendant	7.82
16040 - Dry Cleaner	9.44
16070 - Finisher, Flatwork, Machine	7.82
16090 - Presser, Hand	7.82
16110 - Presser, Machine, Drycleaning	7.82
16130 - Presser, Machine, Shirts	7.82
16160 - Presser, Machine, Wearing Apparel, Laundry	7.82
16190 - Sewing Machine Operator	9.98
16220 - Tailor	10.54
16250 - Washer, Machine	8.36
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.53
19040 - Tool And Die Maker	20.67
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.55
21030 - Material Coordinator	19.94
21040 - Material Expediter	19.94
21050 - Material Handling Laborer	9.98
21071 - Order Filler	10.22
21080 - Production Line Worker (Food Processing)	13.55
21110 - Shipping Packer	14.78
21130 - Shipping/Receiving Clerk	14.78
21140 - Store Worker I	10.18
21150 - Stock Clerk	15.63
21210 - Tools And Parts Attendant	13.55
21410 - Warehouse Specialist	13.55
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.60
23021 - Aircraft Mechanic I	22.48
23022 - Aircraft Mechanic II	23.60
23023 - Aircraft Mechanic III	24.79
23040 - Aircraft Mechanic Helper	14.31
23050 - Aircraft, Painter	18.56
23060 - Aircraft Servicer	16.96
23080 - Aircraft Worker	18.00
23110 - Appliance Mechanic	16.53
23120 - Bicycle Repairer	10.79
23125 - Cable Splicer	21.63
23130 - Carpenter, Maintenance	15.37
23140 - Carpet Layer	15.26
23160 - Electrician, Maintenance	20.63
23181 - Electronics Technician Maintenance I	23.64
23182 - Electronics Technician Maintenance II	25.66
23183 - Electronics Technician Maintenance III	27.97
23260 - Fabric Worker	14.03
23290 - Fire Alarm System Mechanic	17.64
23310 - Fire Extinguisher Repairer	12.69

23311 - Fuel Distribution System Mechanic	17.64
23312 - Fuel Distribution System Operator	15.16
23370 - General Maintenance Worker	14.45
23380 - Ground Support Equipment Mechanic	22.48
23381 - Ground Support Equipment Servicer	16.96
23382 - Ground Support Equipment Worker	18.00
23391 - Gunsmith I	12.69
23392 - Gunsmith II	15.26
23393 - Gunsmith III	17.64
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.74
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.63
23430 - Heavy Equipment Mechanic	20.92
23440 - Heavy Equipment Operator	14.67
23460 - Instrument Mechanic	17.64
23465 - Laboratory/Shelter Mechanic	16.53
23470 - Laborer	9.98
23510 - Locksmith	16.53
23530 - Machinery Maintenance Mechanic	17.89
23550 - Machinist, Maintenance	19.85
23580 - Maintenance Trades Helper	12.29
23591 - Metrology Technician I	17.64
23592 - Metrology Technician II	18.65
23593 - Metrology Technician III	19.67
23640 - Millwright	18.14
23710 - Office Appliance Repairer	16.53
23760 - Painter, Maintenance	15.37
23790 - Pipefitter, Maintenance	22.63
23810 - Plumber, Maintenance	21.41
23820 - Pneudraulic Systems Mechanic	17.64
23850 - Rigger	17.64
23870 - Scale Mechanic	15.26
23890 - Sheet-Metal Worker, Maintenance	19.40
23910 - Small Engine Mechanic	15.26
23931 - Telecommunications Mechanic I	18.33
23932 - Telecommunications Mechanic II	21.33
23950 - Telephone Lineman	18.33
23960 - Welder, Combination, Maintenance	15.95
23965 - Well Driller	17.64
23970 - Woodcraft Worker	17.64
23980 - Woodworker	13.83
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.48
24580 - Child Care Center Clerk	13.66
24610 - Chore Aide	8.88
24620 - Family Readiness And Support Services Coordinator	15.60
24630 - Homemaker	14.50
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.33
25040 - Sewage Plant Operator	17.25
25070 - Stationary Engineer	18.33
25190 - Ventilation Equipment Tender	12.31
25210 - Water Treatment Plant Operator	17.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.01
27007 - Baggage Inspector	10.44
27008 - Corrections Officer	18.05
27010 - Court Security Officer	15.65
27030 - Detection Dog Handler	13.86

27040 - Detention Officer		18.05
27070 - Firefighter		14.63
27101 - Guard I		10.44
27102 - Guard II		13.86
27131 - Police Officer I		14.91
27132 - Police Officer II		16.57
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		10.29
28042 - Carnival Equipment Repairer		11.33
28043 - Carnival Worker		7.27
28210 - Gate Attendant/Gate Tender		13.41
28310 - Lifeguard		11.95
28350 - Park Attendant (Aide)		15.00
28510 - Recreation Aide/Health Facility Attendant		10.95
28515 - Recreation Specialist		14.49
28630 - Sports Official		11.95
28690 - Swimming Pool Operator		13.04
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		15.26
29020 - Hatch Tender		15.26
29030 - Line Handler		15.26
29041 - Stevedore I		14.03
29042 - Stevedore II		16.53
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	24.67
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	27.16
30021 - Archeological Technician I		15.24
30022 - Archeological Technician II		17.04
30023 - Archeological Technician III		23.02
30030 - Cartographic Technician		23.02
30040 - Civil Engineering Technician		20.83
30061 - Drafter/CAD Operator I		16.60
30062 - Drafter/CAD Operator II		18.58
30063 - Drafter/CAD Operator III		20.71
30064 - Drafter/CAD Operator IV		25.48
30081 - Engineering Technician I		13.44
30082 - Engineering Technician II		15.24
30083 - Engineering Technician III		17.04
30084 - Engineering Technician IV		21.11
30085 - Engineering Technician V		25.83
30086 - Engineering Technician VI		31.43
30090 - Environmental Technician		21.11
30210 - Laboratory Technician		20.71
30240 - Mathematical Technician		21.11
30361 - Paralegal/Legal Assistant I		17.37
30362 - Paralegal/Legal Assistant II		21.54
30363 - Paralegal/Legal Assistant III		26.33
30364 - Paralegal/Legal Assistant IV		31.86
30390 - Photo-Optics Technician		23.02
30461 - Technical Writer I		21.11
30462 - Technical Writer II		25.83
30463 - Technical Writer III		31.25
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 Surface Programs	(see 2)	18.83
30621 - Weather Observer, Senior	(see 2)	21.11

31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.34
31030 - Bus Driver	15.33
31043 - Driver Courier	13.59
31260 - Parking and Lot Attendant	7.99
31290 - Shuttle Bus Driver	13.87
31310 - Taxi Driver	11.20
31361 - Truckdriver, Light	13.87
31362 - Truckdriver, Medium	15.33
31363 - Truckdriver, Heavy	17.36
31364 - Truckdriver, Tractor-Trailer	17.36
99000 - Miscellaneous Occupations	
99030 - Cashier	7.79
99050 - Desk Clerk	8.97
99095 - Embalmer	22.34
99251 - Laboratory Animal Caretaker I	10.98
99252 - Laboratory Animal Caretaker II	11.76
99310 - Mortician	22.34
99410 - Pest Controller	12.60
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	12.77
99711 - Recycling Specialist	13.44
99730 - Refuse Collector	11.43
99810 - Sales Clerk	11.67
99820 - School Crossing Guard	11.43
99830 - Survey Party Chief	16.21
99831 - Surveying Aide	10.00
99832 - Surveying Technician	14.74
99840 - Vending Machine Attendant	13.88
99841 - Vending Machine Repairer	16.48
99842 - Vending Machine Repairer Helper	13.88

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 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

** 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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (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 retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 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 Wage and Hour Division, U.S. Department of Labor, 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 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 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.

WD 05-2381 (Rev.-17) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director
Division of Wage Determinations

Wage Determination No.: 2005-2381
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.

State: New York

Area: New York Counties of Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.06
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		19.07
01020 - Administrative Assistant		21.45
01040 - Court Reporter		22.64
01051 - Data Entry Operator I		12.32
01052 - Data Entry Operator II		13.68
01060 - Dispatcher, Motor Vehicle		17.67
01070 - Document Preparation Clerk		14.56
01090 - Duplicating Machine Operator		14.56
01111 - General Clerk I		13.57
01112 - General Clerk II		13.91
01113 - General Clerk III		15.71
01120 - Housing Referral Assistant		19.89
01141 - Messenger Courier		11.67
01191 - Order Clerk I		13.16
01192 - Order Clerk II		16.05
01261 - Personnel Assistant (Employment) I		15.64
01262 - Personnel Assistant (Employment) II		17.49
01263 - Personnel Assistant (Employment) III		19.51
01270 - Production Control Clerk		19.51
01280 - Receptionist		14.53
01290 - Rental Clerk		14.96
01300 - Scheduler, Maintenance		15.94
01311 - Secretary I		15.94
01312 - Secretary II		17.84
01313 - Secretary III		19.89
01320 - Service Order Dispatcher		14.69
01410 - Supply Technician		21.45

01420 - Survey Worker	16.79
01531 - Travel Clerk I	11.57
01532 - Travel Clerk II	12.21
01533 - Travel Clerk III	12.89
01611 - Word Processor I	14.73
01612 - Word Processor II	16.53
01613 - Word Processor III	18.49
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.13
05010 - Automotive Electrician	19.24
05040 - Automotive Glass Installer	18.40
05070 - Automotive Worker	18.40
05110 - Mobile Equipment Servicer	16.67
05130 - Motor Equipment Metal Mechanic	20.13
05160 - Motor Equipment Metal Worker	18.40
05190 - Motor Vehicle Mechanic	20.13
05220 - Motor Vehicle Mechanic Helper	15.74
05250 - Motor Vehicle Upholstery Worker	17.52
05280 - Motor Vehicle Wrecker	18.40
05310 - Painter, Automotive	19.24
05340 - Radiator Repair Specialist	18.57
05370 - Tire Repairer	14.97
05400 - Transmission Repair Specialist	20.13
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.58
07041 - Cook I	12.45
07042 - Cook II	14.97
07070 - Dishwasher	10.55
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.50
07260 - Waiter/Waitress	11.40
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.67
09040 - Furniture Handler	12.95
09080 - Furniture Refinisher	19.67
09090 - Furniture Refinisher Helper	14.89
09110 - Furniture Repairer, Minor	16.86
09130 - Upholsterer	19.67
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.26
11060 - Elevator Operator	11.62
11090 - Gardener	15.36
11122 - Housekeeping Aide	11.62
11150 - Janitor	11.69
11210 - Laborer, Grounds Maintenance	13.00
11240 - Maid or Houseman	9.23
11260 - Pruner	12.03
11270 - Tractor Operator	14.85
11330 - Trail Maintenance Worker	13.00
11360 - Window Cleaner	12.64
12000 - Health Occupations	
12010 - Ambulance Driver	14.44
12011 - Breath Alcohol Technician	14.86
12012 - Certified Occupational Therapist Assistant	19.10
12015 - Certified Physical Therapist Assistant	19.10
12020 - Dental Assistant	15.02
12025 - Dental Hygienist	27.58
12030 - EKG Technician	23.22
12035 - Electroneurodiagnostic Technologist	23.22
12040 - Emergency Medical Technician	14.44
12071 - Licensed Practical Nurse I	18.19
12072 - Licensed Practical Nurse II	20.43

12073 - Licensed Practical Nurse III		22.77
12100 - Medical Assistant		14.39
12130 - Medical Laboratory Technician		14.96
12160 - Medical Record Clerk		13.74
12190 - Medical Record Technician		15.37
12195 - Medical Transcriptionist		16.67
12210 - Nuclear Medicine Technologist		29.18
12221 - Nursing Assistant I		9.76
12222 - Nursing Assistant II		10.98
12223 - Nursing Assistant III		11.97
12224 - Nursing Assistant IV		13.44
12235 - Optical Dispenser		21.01
12236 - Optical Technician		15.78
12250 - Pharmacy Technician		13.41
12280 - Phlebotomist		14.77
12305 - Radiologic Technologist		22.51
12311 - Registered Nurse I		25.22
12312 - Registered Nurse II		29.83
12313 - Registered Nurse II, Specialist		29.83
12314 - Registered Nurse III		36.10
12315 - Registered Nurse III, Anesthetist		36.10
12316 - Registered Nurse IV		43.25
12317 - Scheduler (Drug and Alcohol Testing)		20.36
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.45
13012 - Exhibits Specialist II		25.17
13013 - Exhibits Specialist III		27.49
13041 - Illustrator I		20.34
13042 - Illustrator II		25.04
13043 - Illustrator III		27.35
13047 - Librarian		25.37
13050 - Library Aide/Clerk		11.31
13054 - Library Information Technology Systems Administrator		21.84
13058 - Library Technician		15.07
13061 - Media Specialist I		15.77
13062 - Media Specialist II		17.63
13063 - Media Specialist III		19.66
13071 - Photographer I		14.77
13072 - Photographer II		17.54
13073 - Photographer III		21.73
13074 - Photographer IV		24.00
13075 - Photographer V		25.73
13110 - Video Teleconference Technician		17.71
14000 - Information Technology Occupations		
14041 - Computer Operator I		16.38
14042 - Computer Operator II		18.33
14043 - Computer Operator III		20.44
14044 - Computer Operator IV		23.31
14045 - Computer Operator V		25.55
14071 - Computer Programmer I		24.12
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		16.38
14160 - Personal Computer Support Technician		23.31
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		28.76
15020 - Aircrew Training Devices Instructor (Rated)		34.78

15030 - Air Crew Training Devices Instructor (Pilot)	41.67
15050 - Computer Based Training Specialist / Instructor	30.38
15060 - Educational Technologist	31.16
15070 - Flight Instructor (Pilot)	41.67
15080 - Graphic Artist	21.73
15090 - Technical Instructor	22.88
15095 - Technical Instructor/Course Developer	27.97
15110 - Test Proctor	18.46
15120 - Tutor	18.46
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.62
16030 - Counter Attendant	8.62
16040 - Dry Cleaner	10.32
16070 - Finisher, Flatwork, Machine	8.62
16090 - Presser, Hand	8.62
16110 - Presser, Machine, Drycleaning	8.62
16130 - Presser, Machine, Shirts	8.62
16160 - Presser, Machine, Wearing Apparel, Laundry	8.62
16190 - Sewing Machine Operator	10.91
16220 - Tailor	11.48
16250 - Washer, Machine	9.20
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.54
19040 - Tool And Die Maker	22.77
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.40
21030 - Material Coordinator	20.73
21040 - Material Expediter	20.73
21050 - Material Handling Laborer	11.56
21071 - Order Filler	13.96
21080 - Production Line Worker (Food Processing)	15.53
21110 - Shipping Packer	13.35
21130 - Shipping/Receiving Clerk	13.35
21140 - Store Worker I	12.60
21150 - Stock Clerk	15.95
21210 - Tools And Parts Attendant	15.53
21410 - Warehouse Specialist	15.53
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.01
23021 - Aircraft Mechanic I	24.77
23022 - Aircraft Mechanic II	25.99
23023 - Aircraft Mechanic III	27.21
23040 - Aircraft Mechanic Helper	18.82
23050 - Aircraft, Painter	22.97
23060 - Aircraft Servicer	21.20
23080 - Aircraft Worker	22.38
23110 - Appliance Mechanic	20.53
23120 - Bicycle Repairer	16.47
23125 - Cable Splicer	31.00
23130 - Carpenter, Maintenance	19.25
23140 - Carpet Layer	20.69
23160 - Electrician, Maintenance	25.37
23181 - Electronics Technician Maintenance I	22.74
23182 - Electronics Technician Maintenance II	23.75
23183 - Electronics Technician Maintenance III	24.85
23260 - Fabric Worker	18.51
23290 - Fire Alarm System Mechanic	21.68
23310 - Fire Extinguisher Repairer	17.45
23311 - Fuel Distribution System Mechanic	27.31
23312 - Fuel Distribution System Operator	21.96
23370 - General Maintenance Worker	19.57
23380 - Ground Support Equipment Mechanic	24.77

23381 - Ground Support Equipment Servicer	21.20
23382 - Ground Support Equipment Worker	22.38
23391 - Gunsmith I	17.45
23392 - Gunsmith II	19.57
23393 - Gunsmith III	21.68
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.59
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.65
23430 - Heavy Equipment Mechanic	21.68
23440 - Heavy Equipment Operator	21.96
23460 - Instrument Mechanic	22.20
23465 - Laboratory/Shelter Mechanic	20.53
23470 - Laborer	13.44
23510 - Locksmith	19.88
23530 - Machinery Maintenance Mechanic	20.75
23550 - Machinist, Maintenance	20.78
23580 - Maintenance Trades Helper	16.09
23591 - Metrology Technician I	22.20
23592 - Metrology Technician II	23.27
23593 - Metrology Technician III	24.38
23640 - Millwright	23.78
23710 - Office Appliance Repairer	20.63
23760 - Painter, Maintenance	19.67
23790 - Pipefitter, Maintenance	25.88
23810 - Plumber, Maintenance	23.36
23820 - Pneudraulic Systems Mechanic	21.68
23850 - Rigger	23.01
23870 - Scale Mechanic	20.63
23890 - Sheet-Metal Worker, Maintenance	25.33
23910 - Small Engine Mechanic	18.81
23931 - Telecommunications Mechanic I	27.34
23932 - Telecommunications Mechanic II	28.71
23950 - Telephone Lineman	27.16
23960 - Welder, Combination, Maintenance	20.58
23965 - Well Driller	21.59
23970 - Woodcraft Worker	21.68
23980 - Woodworker	19.93
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.03
24580 - Child Care Center Clerk	13.76
24610 - Chore Aide	9.81
24620 - Family Readiness And Support Services Coordinator	13.87
24630 - Homemaker	15.30
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.77
25040 - Sewage Plant Operator	20.20
25070 - Stationary Engineer	23.77
25190 - Ventilation Equipment Tender	17.67
25210 - Water Treatment Plant Operator	20.20
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.89
27007 - Baggage Inspector	15.59
27008 - Corrections Officer	25.60
27010 - Court Security Officer	25.40
27030 - Detection Dog Handler	18.54
27040 - Detention Officer	25.60
27070 - Firefighter	25.70
27101 - Guard I	15.59
27102 - Guard II	18.54
27131 - Police Officer I	24.89

27132 - Police Officer II		27.68
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		11.62
28042 - Carnival Equipment Repairer		12.04
28043 - Carnival Equpment Worker		9.59
28210 - Gate Attendant/Gate Tender		14.17
28310 - Lifeguard		10.82
28350 - Park Attendant (Aide)		15.85
28510 - Recreation Aide/Health Facility Attendant		11.57
28515 - Recreation Specialist		18.51
28630 - Sports Official		12.63
28690 - Swimming Pool Operator		17.64
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		26.13
29020 - Hatch Tender		26.13
29030 - Line Handler		26.13
29041 - Stevedore I		24.72
29042 - Stevedore II		27.56
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	24.67
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	27.16
30021 - Archeological Technician I		18.82
30022 - Archeological Technician II		21.05
30023 - Archeological Technician III		26.06
30030 - Cartographic Technician		26.06
30040 - Civil Engineering Technician		23.33
30061 - Drafter/CAD Operator I		18.82
30062 - Drafter/CAD Operator II		21.05
30063 - Drafter/CAD Operator III		23.47
30064 - Drafter/CAD Operator IV		28.88
30081 - Engineering Technician I		16.76
30082 - Engineering Technician II		18.85
30083 - Engineering Technician III		21.61
30084 - Engineering Technician IV		27.09
30085 - Engineering Technician V		31.56
30086 - Engineering Technician VI		32.84
30090 - Environmental Technician		19.35
30210 - Laboratory Technician		19.73
30240 - Mathematical Technician		26.54
30361 - Paralegal/Legal Assistant I		20.54
30362 - Paralegal/Legal Assistant II		26.28
30363 - Paralegal/Legal Assistant III		32.12
30364 - Paralegal/Legal Assistant IV		38.86
30390 - Photo-Optics Technician		26.06
30461 - Technical Writer I		23.54
30462 - Technical Writer II		28.78
30463 - Technical Writer III		32.68
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 Surface Programs	(see 3)	23.78
30621 - Weather Observer, Senior	(see 3)	26.06
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.90
31030 - Bus Driver		16.49
31043 - Driver Courier		12.52
31260 - Parking and Lot Attendant		11.68
31290 - Shuttle Bus Driver		13.40

31310 - Taxi Driver	11.47
31361 - Truckdriver, Light	12.84
31362 - Truckdriver, Medium	17.67
31363 - Truckdriver, Heavy	17.89
31364 - Truckdriver, Tractor-Trailer	17.89
99000 - Miscellaneous Occupations	
99030 - Cashier	10.81
99050 - Desk Clerk	11.03
99095 - Embalmer	30.13
99251 - Laboratory Animal Caretaker I	11.88
99252 - Laboratory Animal Caretaker II	12.67
99310 - Mortician	30.13
99410 - Pest Controller	16.89
99510 - Photofinishing Worker	13.19
99710 - Recycling Laborer	16.06
99711 - Recycling Specialist	19.35
99730 - Refuse Collector	15.51
99810 - Sales Clerk	14.74
99820 - School Crossing Guard	12.08
99830 - Survey Party Chief	21.46
99831 - Surveying Aide	13.44
99832 - Surveying Technician	18.45
99840 - Vending Machine Attendant	13.39
99841 - Vending Machine Repairer	16.28
99842 - Vending Machine Repairer Helper	13.39

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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 5 years, 4 weeks after 10 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

1) 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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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 05-2447 (Rev.-18) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director
Division of Wage Determinations

Wage Determination No.: 2005-2447
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 Equpment 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 Surface Programs	(see 2)	20.75
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:

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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 ordance, 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 ordance, (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 ordance, 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 ordance, 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 05-2511 (Rev.-21) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director
Division of Wage Determinations

Wage Determination No.: 2005-2511
Revision No.: 21
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 Mexico, Texas

Area: New Mexico Counties of Chaves, Dona Ana, Eddy, Grant, Hidalgo, Lincoln, Luna, Otero, Sierra
Texas Counties of Culberson, El Paso, Hudspeth

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.78
01012 - Accounting Clerk II		14.46
01013 - Accounting Clerk III		16.18
01020 - Administrative Assistant		17.66
01040 - Court Reporter		15.70
01051 - Data Entry Operator I		9.57
01052 - Data Entry Operator II		10.56
01060 - Dispatcher, Motor Vehicle		13.41
01070 - Document Preparation Clerk		11.19
01090 - Duplicating Machine Operator		11.19
01111 - General Clerk I		9.61
01112 - General Clerk II		10.49
01113 - General Clerk III		11.77
01120 - Housing Referral Assistant		14.98
01141 - Messenger Courier		8.76
01191 - Order Clerk I		10.48
01192 - Order Clerk II		11.44
01261 - Personnel Assistant (Employment) I		12.80
01262 - Personnel Assistant (Employment) II		14.44
01263 - Personnel Assistant (Employment) III		15.99
01270 - Production Control Clerk		16.69
01280 - Receptionist		9.47
01290 - Rental Clerk		10.50
01300 - Scheduler, Maintenance		12.00
01311 - Secretary I		12.01
01312 - Secretary II		13.43
01313 - Secretary III		14.98
01320 - Service Order Dispatcher		11.77

01410 - Supply Technician	17.23
01420 - Survey Worker	13.70
01531 - Travel Clerk I	11.16
01532 - Travel Clerk II	12.20
01533 - Travel Clerk III	13.00
01611 - Word Processor I	12.87
01612 - Word Processor II	14.45
01613 - Word Processor III	16.16
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	16.41
05010 - Automotive Electrician	15.40
05040 - Automotive Glass Installer	14.37
05070 - Automotive Worker	14.37
05110 - Mobile Equipment Servicer	12.32
05130 - Motor Equipment Metal Mechanic	16.41
05160 - Motor Equipment Metal Worker	14.37
05190 - Motor Vehicle Mechanic	17.31
05220 - Motor Vehicle Mechanic Helper	11.29
05250 - Motor Vehicle Upholstery Worker	13.34
05280 - Motor Vehicle Wrecker	14.37
05310 - Painter, Automotive	15.40
05340 - Radiator Repair Specialist	14.37
05370 - Tire Repairer	11.33
05400 - Transmission Repair Specialist	16.41
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.51
07041 - Cook I	9.61
07042 - Cook II	11.41
07070 - Dishwasher	7.37
07130 - Food Service Worker	8.06
07210 - Meat Cutter	11.04
07260 - Waiter/Waitress	7.30
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.73
09040 - Furniture Handler	8.80
09080 - Furniture Refinisher	15.73
09090 - Furniture Refinisher Helper	11.05
09110 - Furniture Repairer, Minor	13.15
09130 - Upholsterer	15.73
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.07
11060 - Elevator Operator	8.07
11090 - Gardener	12.04
11122 - Housekeeping Aide	9.02
11150 - Janitor	9.02
11210 - Laborer, Grounds Maintenance	9.02
11240 - Maid or Houseman	7.74
11260 - Pruner	7.79
11270 - Tractor Operator	11.51
11330 - Trail Maintenance Worker	9.02
11360 - Window Cleaner	10.45
12000 - Health Occupations	
12010 - Ambulance Driver	12.83
12011 - Breath Alcohol Technician	14.94
12012 - Certified Occupational Therapist Assistant	22.21
12015 - Certified Physical Therapist Assistant	21.09
12020 - Dental Assistant	12.61
12025 - Dental Hygienist	27.43
12030 - EKG Technician	25.42
12035 - Electroneurodiagnostic Technologist	25.42
12040 - Emergency Medical Technician	12.83
12071 - Licensed Practical Nurse I	16.95

12072 - Licensed Practical Nurse II		18.96
12073 - Licensed Practical Nurse III		21.15
12100 - Medical Assistant		10.86
12130 - Medical Laboratory Technician		13.77
12160 - Medical Record Clerk		13.27
12190 - Medical Record Technician		14.84
12195 - Medical Transcriptionist		14.31
12210 - Nuclear Medicine Technologist		33.37
12221 - Nursing Assistant I		9.26
12222 - Nursing Assistant II		10.41
12223 - Nursing Assistant III		11.36
12224 - Nursing Assistant IV		12.75
12235 - Optical Dispenser		11.21
12236 - Optical Technician		9.30
12250 - Pharmacy Technician		13.41
12280 - Phlebotomist		13.52
12305 - Radiologic Technologist		23.81
12311 - Registered Nurse I		23.99
12312 - Registered Nurse II		28.64
12313 - Registered Nurse II, Specialist		28.64
12314 - Registered Nurse III		34.65
12315 - Registered Nurse III, Anesthetist		34.65
12316 - Registered Nurse IV		41.55
12317 - Scheduler (Drug and Alcohol Testing)		21.37
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		19.15
13012 - Exhibits Specialist II		23.08
13013 - Exhibits Specialist III		27.03
13041 - Illustrator I		19.15
13042 - Illustrator II		23.08
13043 - Illustrator III		27.03
13047 - Librarian		24.46
13050 - Library Aide/Clerk		11.49
13054 - Library Information Technology Systems Administrator		22.09
13058 - Library Technician		17.24
13061 - Media Specialist I		15.83
13062 - Media Specialist II		17.83
13063 - Media Specialist III		19.88
13071 - Photographer I		12.93
13072 - Photographer II		16.45
13073 - Photographer III		20.57
13074 - Photographer IV		24.45
13075 - Photographer V		27.88
13110 - Video Teleconference Technician		14.70
14000 - Information Technology Occupations		
14041 - Computer Operator I		13.67
14042 - Computer Operator II		15.46
14043 - Computer Operator III		17.25
14044 - Computer Operator IV		19.17
14045 - Computer Operator V		21.22
14071 - Computer Programmer I	(see 1)	21.43
14072 - Computer Programmer II	(see 1)	26.56
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		13.67
14160 - Personal Computer Support Technician		22.41
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		26.13

15020 - Aircrew Training Devices Instructor (Rated)	32.14
15030 - Air Crew Training Devices Instructor (Pilot)	37.89
15050 - Computer Based Training Specialist / Instructor	26.13
15060 - Educational Technologist	32.13
15070 - Flight Instructor (Pilot)	37.89
15080 - Graphic Artist	19.52
15090 - Technical Instructor	18.06
15095 - Technical Instructor/Course Developer	22.09
15110 - Test Proctor	14.58
15120 - Tutor	14.58
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.64
16030 - Counter Attendant	7.64
16040 - Dry Cleaner	9.31
16070 - Finisher, Flatwork, Machine	7.64
16090 - Presser, Hand	7.64
16110 - Presser, Machine, Drycleaning	7.64
16130 - Presser, Machine, Shirts	7.64
16160 - Presser, Machine, Wearing Apparel, Laundry	7.64
16190 - Sewing Machine Operator	9.84
16220 - Tailor	10.41
16250 - Washer, Machine	8.19
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.73
19040 - Tool And Die Maker	20.26
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	10.91
21030 - Material Coordinator	16.69
21040 - Material Expediter	16.69
21050 - Material Handling Laborer	9.14
21071 - Order Filler	10.49
21080 - Production Line Worker (Food Processing)	10.91
21110 - Shipping Packer	10.48
21130 - Shipping/Receiving Clerk	10.49
21140 - Store Worker I	8.93
21150 - Stock Clerk	12.82
21210 - Tools And Parts Attendant	10.91
21410 - Warehouse Specialist	10.91
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.14
23021 - Aircraft Mechanic I	23.82
23022 - Aircraft Mechanic II	26.14
23023 - Aircraft Mechanic III	27.45
23040 - Aircraft Mechanic Helper	16.39
23050 - Aircraft, Painter	18.67
23060 - Aircraft Servicer	19.25
23080 - Aircraft Worker	20.78
23110 - Appliance Mechanic	16.14
23120 - Bicycle Repairer	11.33
23125 - Cable Splicer	21.87
23130 - Carpenter, Maintenance	15.73
23140 - Carpet Layer	14.64
23160 - Electrician, Maintenance	18.27
23181 - Electronics Technician Maintenance I	19.57
23182 - Electronics Technician Maintenance II	21.02
23183 - Electronics Technician Maintenance III	22.67
23260 - Fabric Worker	13.46
23290 - Fire Alarm System Mechanic	16.62
23310 - Fire Extinguisher Repairer	12.26
23311 - Fuel Distribution System Mechanic	19.79
23312 - Fuel Distribution System Operator	15.20
23370 - General Maintenance Worker	14.64

23380 - Ground Support Equipment Mechanic	23.82
23381 - Ground Support Equipment Servicer	19.25
23382 - Ground Support Equipment Worker	20.78
23391 - Gunsmith I	12.26
23392 - Gunsmith II	14.64
23393 - Gunsmith III	16.96
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.12
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	17.24
23430 - Heavy Equipment Mechanic	17.80
23440 - Heavy Equipment Operator	16.96
23460 - Instrument Mechanic	18.50
23465 - Laboratory/Shelter Mechanic	15.73
23470 - Laborer	9.14
23510 - Locksmith	15.73
23530 - Machinery Maintenance Mechanic	16.96
23550 - Machinist, Maintenance	16.31
23580 - Maintenance Trades Helper	11.27
23591 - Metrology Technician I	18.50
23592 - Metrology Technician II	19.66
23593 - Metrology Technician III	20.93
23640 - Millwright	17.46
23710 - Office Appliance Repairer	15.62
23760 - Painter, Maintenance	14.67
23790 - Pipefitter, Maintenance	17.63
23810 - Plumber, Maintenance	16.55
23820 - Pneudraulic Systems Mechanic	16.96
23850 - Rigger	16.96
23870 - Scale Mechanic	14.64
23890 - Sheet-Metal Worker, Maintenance	15.63
23910 - Small Engine Mechanic	14.64
23931 - Telecommunications Mechanic I	21.99
23932 - Telecommunications Mechanic II	23.51
23950 - Telephone Lineman	19.48
23960 - Welder, Combination, Maintenance	16.96
23965 - Well Driller	16.96
23970 - Woodcraft Worker	16.96
23980 - Woodworker	12.26
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	10.49
24610 - Chore Aide	8.29
24620 - Family Readiness And Support Services Coordinator	11.01
24630 - Homemaker	12.70
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.71
25040 - Sewage Plant Operator	17.19
25070 - Stationary Engineer	18.43
25190 - Ventilation Equipment Tender	12.83
25210 - Water Treatment Plant Operator	17.19
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.20
27007 - Baggage Inspector	10.38
27008 - Corrections Officer	18.66
27010 - Court Security Officer	18.66
27030 - Detection Dog Handler	14.84
27040 - Detention Officer	18.66
27070 - Firefighter	19.83
27101 - Guard I	10.38
27102 - Guard II	14.84

27131 - Police Officer I		21.41
27132 - Police Officer II		23.78
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		11.64
28042 - Carnival Equipment Repairer		12.69
28043 - Carnival Equpment Worker		8.45
28210 - Gate Attendant/Gate Tender		13.37
28310 - Lifeguard		11.90
28350 - Park Attendant (Aide)		14.96
28510 - Recreation Aide/Health Facility Attendant		10.92
28515 - Recreation Specialist		14.10
28630 - Sports Official		11.92
28690 - Swimming Pool Operator		16.36
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		17.06
29020 - Hatch Tender		17.06
29030 - Line Handler		17.06
29041 - Stevedore I		15.68
29042 - Stevedore II		18.98
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		18.13
30022 - Archeological Technician II		20.27
30023 - Archeological Technician III		25.11
30030 - Cartographic Technician		25.12
30040 - Civil Engineering Technician		19.04
30061 - Drafter/CAD Operator I		15.03
30062 - Drafter/CAD Operator II		16.81
30063 - Drafter/CAD Operator III		19.99
30064 - Drafter/CAD Operator IV		26.25
30081 - Engineering Technician I		15.71
30082 - Engineering Technician II		17.63
30083 - Engineering Technician III		20.27
30084 - Engineering Technician IV		24.96
30085 - Engineering Technician V		29.90
30086 - Engineering Technician VI		36.17
30090 - Environmental Technician		19.33
30210 - Laboratory Technician		19.91
30240 - Mathematical Technician		24.90
30361 - Paralegal/Legal Assistant I		16.54
30362 - Paralegal/Legal Assistant II		20.49
30363 - Paralegal/Legal Assistant III		25.07
30364 - Paralegal/Legal Assistant IV		30.33
30390 - Photo-Optics Technician		22.90
30461 - Technical Writer I		26.05
30462 - Technical Writer II		31.87
30463 - Technical Writer III		38.56
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 Surface Programs	(see 3)	19.99
30621 - Weather Observer, Senior	(see 3)	20.83
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		9.98
31030 - Bus Driver		15.52
31043 - Driver Courier		11.32
31260 - Parking and Lot Attendant		7.85

31290 - Shuttle Bus Driver	12.39
31310 - Taxi Driver	10.33
31361 - Truckdriver, Light	12.39
31362 - Truckdriver, Medium	14.19
31363 - Truckdriver, Heavy	17.82
31364 - Truckdriver, Tractor-Trailer	17.82
99000 - Miscellaneous Occupations	
99030 - Cashier	7.93
99050 - Desk Clerk	10.35
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	9.70
99252 - Laboratory Animal Caretaker II	10.76
99310 - Mortician	22.69
99410 - Pest Controller	14.84
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	11.26
99711 - Recycling Specialist	14.37
99730 - Refuse Collector	9.72
99810 - Sales Clerk	10.14
99820 - School Crossing Guard	8.48
99830 - Survey Party Chief	17.09
99831 - Surveying Aide	11.84
99832 - Surveying Technician	13.97
99840 - Vending Machine Attendant	9.87
99841 - Vending Machine Repairer	12.54
99842 - Vending Machine Repairer Helper	9.87

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

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

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(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
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(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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 ordance, (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 ordance, 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 ordance, 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 05-2353 (Rev.-17) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2005-2353
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.

State: New Jersey

Area: New Jersey Counties of Essex, Hudson, Morris, Sussex, Union

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		30.93
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		25.79
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.82
01112 - General Clerk II		17.49
01113 - General Clerk III		19.01
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.87
01191 - Order Clerk I		16.49
01192 - Order Clerk II		21.31
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04
01300 - Scheduler, Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.82
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		30.93
01420 - Survey Worker		21.64

01531 - Travel Clerk I	15.98
01532 - Travel Clerk II	17.31
01533 - Travel Clerk III	18.79
01611 - Word Processor I	17.62
01612 - Word Processor II	19.79
01613 - Word Processor III	22.13
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	28.43
05010 - Automotive Electrician	28.50
05040 - Automotive Glass Installer	27.31
05070 - Automotive Worker	27.31
05110 - Mobile Equipment Servicer	24.42
05130 - Motor Equipment Metal Mechanic	29.68
05160 - Motor Equipment Metal Worker	27.31
05190 - Motor Vehicle Mechanic	29.68
05220 - Motor Vehicle Mechanic Helper	23.15
05250 - Motor Vehicle Upholstery Worker	26.12
05280 - Motor Vehicle Wrecker	27.31
05310 - Painter, Automotive	28.50
05340 - Radiator Repair Specialist	27.31
05370 - Tire Repairer	17.92
05400 - Transmission Repair Specialist	29.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.64
07041 - Cook I	15.07
07042 - Cook II	16.80
07070 - Dishwasher	9.45
07130 - Food Service Worker	12.58
07210 - Meat Cutter	19.20
07260 - Waiter/Waitress	12.67
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.00
09040 - Furniture Handler	16.73
09080 - Furniture Refinisher	22.00
09090 - Furniture Refinisher Helper	18.56
09110 - Furniture Repairer, Minor	20.16
09130 - Upholsterer	22.00
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.85
11060 - Elevator Operator	12.85
11090 - Gardener	19.39
11122 - Housekeeping Aide	15.70
11150 - Janitor	15.70
11210 - Laborer, Grounds Maintenance	15.89
11240 - Maid or Houseman	13.34
11260 - Pruner	14.75
11270 - Tractor Operator	19.39
11330 - Trail Maintenance Worker	15.89
11360 - Window Cleaner	16.86
12000 - Health Occupations	
12010 - Ambulance Driver	22.53
12011 - Breath Alcohol Technician	22.61
12012 - Certified Occupational Therapist Assistant	24.12
12015 - Certified Physical Therapist Assistant	22.28
12020 - Dental Assistant	16.75
12025 - Dental Hygienist	35.31
12030 - EKG Technician	28.65
12035 - Electroneurodiagnostic Technologist	28.65
12040 - Emergency Medical Technician	22.53
12071 - Licensed Practical Nurse I	20.52
12072 - Licensed Practical Nurse II	24.34
12073 - Licensed Practical Nurse III	24.48

12100 - Medical Assistant		16.66
12130 - Medical Laboratory Technician		20.63
12160 - Medical Record Clerk		18.00
12190 - Medical Record Technician		20.55
12195 - Medical Transcriptionist		19.09
12210 - Nuclear Medicine Technologist		36.93
12221 - Nursing Assistant I		12.37
12222 - Nursing Assistant II		13.91
12223 - Nursing Assistant III		15.82
12224 - Nursing Assistant IV		16.79
12235 - Optical Dispenser		24.64
12236 - Optical Technician		16.64
12250 - Pharmacy Technician		14.58
12280 - Phlebotomist		16.79
12305 - Radiologic Technologist		28.08
12311 - Registered Nurse I		32.76
12312 - Registered Nurse II		38.41
12313 - Registered Nurse II, Specialist		38.41
12314 - Registered Nurse III		49.39
12315 - Registered Nurse III, Anesthetist		49.39
12316 - Registered Nurse IV		59.22
12317 - Scheduler (Drug and Alcohol Testing)		26.17
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		27.03
13012 - Exhibits Specialist II		33.49
13013 - Exhibits Specialist III		40.95
13041 - Illustrator I		26.51
13042 - Illustrator II		33.23
13043 - Illustrator III		40.60
13047 - Librarian		36.42
13050 - Library Aide/Clerk		15.79
13054 - Library Information Technology Systems Administrator		32.65
13058 - Library Technician		25.62
13061 - Media Specialist I		23.57
13062 - Media Specialist II		26.35
13063 - Media Specialist III		29.39
13071 - Photographer I		21.29
13072 - Photographer II		24.10
13073 - Photographer III		32.88
13074 - Photographer IV		41.88
13075 - Photographer V		50.02
13110 - Video Teleconference Technician		24.33
14000 - Information Technology Occupations		
14041 - Computer Operator I		19.00
14042 - Computer Operator II		21.26
14043 - Computer Operator III		23.71
14044 - Computer Operator IV		26.35
14045 - Computer Operator V		29.17
14071 - Computer Programmer I	(see 1)	27.56
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		19.00
14160 - Personal Computer Support Technician		26.35
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		39.54
15020 - Aircrew Training Devices Instructor (Rated)		43.75
15030 - Air Crew Training Devices Instructor (Pilot)		52.46

15050 - Computer Based Training Specialist / Instructor	39.54
15060 - Educational Technologist	35.73
15070 - Flight Instructor (Pilot)	52.46
15080 - Graphic Artist	31.85
15090 - Technical Instructor	30.07
15095 - Technical Instructor/Course Developer	36.67
15110 - Test Proctor	23.24
15120 - Tutor	23.24
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.62
16030 - Counter Attendant	11.62
16040 - Dry Cleaner	14.30
16070 - Finisher, Flatwork, Machine	11.62
16090 - Presser, Hand	11.62
16110 - Presser, Machine, Drycleaning	11.62
16130 - Presser, Machine, Shirts	11.62
16160 - Presser, Machine, Wearing Apparel, Laundry	11.62
16190 - Sewing Machine Operator	15.19
16220 - Tailor	16.04
16250 - Washer, Machine	12.60
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.89
19040 - Tool And Die Maker	30.07
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.28
21030 - Material Coordinator	23.51
21040 - Material Expediter	23.51
21050 - Material Handling Laborer	13.57
21071 - Order Filler	14.92
21080 - Production Line Worker (Food Processing)	17.28
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	15.06
21150 - Stock Clerk	18.88
21210 - Tools And Parts Attendant	18.10
21410 - Warehouse Specialist	18.10
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.79
23021 - Aircraft Mechanic I	27.11
23022 - Aircraft Mechanic II	29.58
23023 - Aircraft Mechanic III	30.66
23040 - Aircraft Mechanic Helper	22.98
23050 - Aircraft, Painter	26.03
23060 - Aircraft Servicer	24.93
23080 - Aircraft Worker	26.07
23110 - Appliance Mechanic	23.37
23120 - Bicycle Repairer	17.92
23125 - Cable Splicer	36.53
23130 - Carpenter, Maintenance	29.89
23140 - Carpet Layer	27.98
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	24.19
23182 - Electronics Technician Maintenance II	25.36
23183 - Electronics Technician Maintenance III	26.40
23260 - Fabric Worker	28.00
23290 - Fire Alarm System Mechanic	23.94
23310 - Fire Extinguisher Repairer	22.51
23311 - Fuel Distribution System Mechanic	29.00
23312 - Fuel Distribution System Operator	26.13
23370 - General Maintenance Worker	23.69
23380 - Ground Support Equipment Mechanic	27.11
23381 - Ground Support Equipment Servicer	24.93

23382 - Ground Support Equipment Worker	26.07
23391 - Gunsmith I	22.51
23392 - Gunsmith II	25.12
23393 - Gunsmith III	27.25
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.93
23430 - Heavy Equipment Mechanic	26.10
23440 - Heavy Equipment Operator	34.30
23460 - Instrument Mechanic	30.35
23465 - Laboratory/Shelter Mechanic	26.21
23470 - Laborer	13.74
23510 - Locksmith	20.95
23530 - Machinery Maintenance Mechanic	23.76
23550 - Machinist, Maintenance	19.79
23580 - Maintenance Trades Helper	15.09
23591 - Metrology Technician I	30.35
23592 - Metrology Technician II	31.54
23593 - Metrology Technician III	32.68
23640 - Millwright	30.87
23710 - Office Appliance Repairer	22.91
23760 - Painter, Maintenance	26.50
23790 - Pipefitter, Maintenance	31.12
23810 - Plumber, Maintenance	31.90
23820 - Pneudraulic Systems Mechanic	27.25
23850 - Rigger	25.59
23870 - Scale Mechanic	25.12
23890 - Sheet-Metal Worker, Maintenance	29.46
23910 - Small Engine Mechanic	20.07
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	32.90
23960 - Welder, Combination, Maintenance	22.17
23965 - Well Driller	25.11
23970 - Woodcraft Worker	27.25
23980 - Woodworker	20.41
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.41
24610 - Chore Aide	10.32
24620 - Family Readiness And Support Services Coordinator	14.59
24630 - Homemaker	20.13
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.03
25040 - Sewage Plant Operator	25.19
25070 - Stationary Engineer	29.03
25190 - Ventilation Equipment Tender	23.71
25210 - Water Treatment Plant Operator	25.36
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.12
27007 - Baggage Inspector	17.98
27008 - Corrections Officer	30.97
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	30.97
27070 - Firefighter	31.42
27101 - Guard I	17.98
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94

28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		13.27
28042 - Carnival Equipment Repairer		13.85
28043 - Carnival Equpment Worker		10.96
28210 - Gate Attendant/Gate Tender		16.49
28310 - Lifeguard		13.40
28350 - Park Attendant (Aide)		18.46
28510 - Recreation Aide/Health Facility Attendant		18.95
28515 - Recreation Specialist		22.88
28630 - Sports Official		14.69
28690 - Swimming Pool Operator		20.05
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		29.08
29020 - Hatch Tender		29.08
29030 - Line Handler		29.08
29041 - Stevedore I		27.56
29042 - Stevedore II		32.96
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	27.82
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	30.63
30021 - Archeological Technician I		19.69
30022 - Archeological Technician II		22.02
30023 - Archeological Technician III		27.27
30030 - Cartographic Technician		27.27
30040 - Civil Engineering Technician		25.21
30061 - Drafter/CAD Operator I		19.69
30062 - Drafter/CAD Operator II		22.02
30063 - Drafter/CAD Operator III		24.55
30064 - Drafter/CAD Operator IV		30.20
30081 - Engineering Technician I		19.98
30082 - Engineering Technician II		22.47
30083 - Engineering Technician III		25.28
30084 - Engineering Technician IV		31.22
30085 - Engineering Technician V		38.08
30086 - Engineering Technician VI		46.20
30090 - Environmental Technician		21.65
30210 - Laboratory Technician		21.37
30240 - Mathematical Technician		27.04
30361 - Paralegal/Legal Assistant I		23.36
30362 - Paralegal/Legal Assistant II		28.94
30363 - Paralegal/Legal Assistant III		35.39
30364 - Paralegal/Legal Assistant IV		42.84
30390 - Photo-Optics Technician		27.27
30461 - Technical Writer I		26.41
30462 - Technical Writer II		32.29
30463 - Technical Writer III		39.16
30491 - Unexploded Ordnance (UXO) Technician I		25.63
30492 - Unexploded Ordnance (UXO) Technician II		31.02
30493 - Unexploded Ordnance (UXO) Technician III		37.18
30494 - Unexploded (UXO) Safety Escort		25.63
30495 - Unexploded (UXO) Sweep Personnel		25.63
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	24.55
30621 - Weather Observer, Senior	(see 2)	27.27
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		16.40
31030 - Bus Driver		21.88
31043 - Driver Courier		18.39
31260 - Parking and Lot Attendant		10.05
31290 - Shuttle Bus Driver		17.81
31310 - Taxi Driver		13.23

31361 - Truckdriver, Light	19.53
31362 - Truckdriver, Medium	20.63
31363 - Truckdriver, Heavy	24.52
31364 - Truckdriver, Tractor-Trailer	24.52
99000 - Miscellaneous Occupations	
99030 - Cashier	10.53
99050 - Desk Clerk	13.34
99095 - Embalmer	30.19
99251 - Laboratory Animal Caretaker I	12.33
99252 - Laboratory Animal Caretaker II	13.11
99310 - Mortician	34.82
99410 - Pest Controller	17.08
99510 - Photofinishing Worker	16.23
99710 - Recycling Laborer	19.78
99711 - Recycling Specialist	22.59
99730 - Refuse Collector	18.36
99810 - Sales Clerk	14.70
99820 - School Crossing Guard	14.08
99830 - Survey Party Chief	22.53
99831 - Surveying Aide	16.33
99832 - Surveying Technician	20.42
99840 - Vending Machine Attendant	19.31
99841 - Vending Machine Repairer	22.06
99842 - Vending Machine Repairer Helper	19.31

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 5 years, 4 weeks after 15 years, and 5 weeks after 25 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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).

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 ordance, 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 ordance, (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 ordance, 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 ordance, 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 15-5469 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-5469
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.

State: Arizona

Area: Arizona Counties of Maricopa, Pinal

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.85
01012 - Accounting Clerk II		16.68
01013 - Accounting Clerk III		18.65
01020 - Administrative Assistant		25.36
01035 - Court Reporter		18.40
01041 - Customer Service Representative I		12.48
01042 - Customer Service Representative II		14.03
01043 - Customer Service Representative III		15.31
01051 - Data Entry Operator I		12.52
01052 - Data Entry Operator II		13.66
01060 - Dispatcher, Motor Vehicle		16.40
01070 - Document Preparation Clerk		14.29
01090 - Duplicating Machine Operator		14.29
01111 - General Clerk I		12.53
01112 - General Clerk II		13.67
01113 - General Clerk III		15.34
01120 - Housing Referral Assistant		20.78
01141 - Messenger Courier		13.22
01191 - Order Clerk I		13.55
01192 - Order Clerk II		15.60
01261 - Personnel Assistant (Employment) I		14.98
01262 - Personnel Assistant (Employment) II		16.76
01263 - Personnel Assistant (Employment) III		18.69
01270 - Production Control Clerk		20.26
01290 - Rental Clerk		14.97
01300 - Scheduler, Maintenance		16.66
01311 - Secretary I		16.66
01312 - Secretary II		18.64
01313 - Secretary III		20.78

01320 - Service Order Dispatcher	14.32
01410 - Supply Technician	25.36
01420 - Survey Worker	16.63
01460 - Switchboard Operator/Receptionist	12.97
01531 - Travel Clerk I	13.47
01532 - Travel Clerk II	14.54
01533 - Travel Clerk III	15.65
01611 - Word Processor I	13.82
01612 - Word Processor II	15.78
01613 - Word Processor III	17.54
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.17
05010 - Automotive Electrician	20.30
05040 - Automotive Glass Installer	19.42
05070 - Automotive Worker	19.42
05110 - Mobile Equipment Servicer	16.62
05130 - Motor Equipment Metal Mechanic	22.69
05160 - Motor Equipment Metal Worker	19.62
05190 - Motor Vehicle Mechanic	21.59
05220 - Motor Vehicle Mechanic Helper	15.12
05250 - Motor Vehicle Upholstery Worker	18.14
05280 - Motor Vehicle Wrecker	19.62
05310 - Painter, Automotive	22.12
05340 - Radiator Repair Specialist	19.58
05370 - Tire Repairer	14.21
05400 - Transmission Repair Specialist	21.59
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.36
07041 - Cook I	11.55
07042 - Cook II	13.38
07070 - Dishwasher	9.16
07130 - Food Service Worker	10.17
07210 - Meat Cutter	16.58
07260 - Waiter/Waitress	9.75
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.50
09040 - Furniture Handler	10.88
09080 - Furniture Refinisher	16.50
09090 - Furniture Refinisher Helper	12.16
09110 - Furniture Repairer, Minor	14.59
09130 - Upholsterer	16.50
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.97
11060 - Elevator Operator	10.97
11090 - Gardener	14.26
11122 - Housekeeping Aide	11.10
11150 - Janitor	11.10
11210 - Laborer, Grounds Maintenance	10.73
11240 - Maid or Houseman	9.59
11260 - Pruner	10.14
11270 - Tractor Operator	13.68
11330 - Trail Maintenance Worker	10.73
11360 - Window Cleaner	12.00
12000 - Health Occupations	
12010 - Ambulance Driver	14.54
12011 - Breath Alcohol Technician	18.71
12012 - Certified Occupational Therapist Assistant	24.60
12015 - Certified Physical Therapist Assistant	18.94
12020 - Dental Assistant	17.37
12025 - Dental Hygienist	37.17
12030 - EKG Technician	23.19

12035 - Electroneurodiagnostic Technologist		23.19
12040 - Emergency Medical Technician		14.54
12071 - Licensed Practical Nurse I		18.40
12072 - Licensed Practical Nurse II		20.58
12073 - Licensed Practical Nurse III		22.96
12100 - Medical Assistant		15.37
12130 - Medical Laboratory Technician		19.61
12160 - Medical Record Clerk		14.42
12190 - Medical Record Technician		16.33
12195 - Medical Transcriptionist		17.76
12210 - Nuclear Medicine Technologist		37.05
12221 - Nursing Assistant I		11.00
12222 - Nursing Assistant II		12.36
12223 - Nursing Assistant III		13.49
12224 - Nursing Assistant IV		15.15
12235 - Optical Dispenser		16.93
12236 - Optical Technician		16.34
12250 - Pharmacy Technician		15.54
12280 - Phlebotomist		14.12
12305 - Radiologic Technologist		26.77
12311 - Registered Nurse I		26.93
12312 - Registered Nurse II		33.08
12313 - Registered Nurse II, Specialist		33.08
12314 - Registered Nurse III		40.02
12315 - Registered Nurse III, Anesthetist		40.02
12316 - Registered Nurse IV		47.96
12317 - Scheduler (Drug and Alcohol Testing)		23.09
12320 - Substance Abuse Treatment Counselor		20.02
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		17.08
13012 - Exhibits Specialist II		21.08
13013 - Exhibits Specialist III		25.71
13041 - Illustrator I		18.79
13042 - Illustrator II		23.18
13043 - Illustrator III		28.27
13047 - Librarian		23.13
13050 - Library Aide/Clerk		14.20
13054 - Library Information Technology Systems Administrator		20.92
13058 - Library Technician		14.61
13061 - Media Specialist I		15.06
13062 - Media Specialist II		16.86
13063 - Media Specialist III		18.79
13071 - Photographer I		14.99
13072 - Photographer II		17.27
13073 - Photographer III		21.32
13074 - Photographer IV		26.01
13075 - Photographer V		31.55
13090 - Technical Order Library Clerk		15.43
13110 - Video Teleconference Technician		18.35
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.04
14042 - Computer Operator II		17.51
14043 - Computer Operator III		20.13
14044 - Computer Operator IV		22.75
14045 - Computer Operator V		24.82
14071 - Computer Programmer I	(see 1)	23.00
14072 - Computer Programmer II	(see 1)	24.90
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		15.04
14160 - Personal Computer Support Technician		22.75
14170 - System Support Specialist		30.04
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		29.46
15020 - Aircrew Training Devices Instructor (Rated)		36.56
15030 - Air Crew Training Devices Instructor (Pilot)		41.08
15050 - Computer Based Training Specialist / Instructor		29.46
15060 - Educational Technologist		24.10
15070 - Flight Instructor (Pilot)		41.08
15080 - Graphic Artist		21.68
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		41.08
15086 - Maintenance Test Pilot, Rotary Wing		41.08
15088 - Non-Maintenance Test/Co-Pilot		41.08
15090 - Technical Instructor		21.52
15095 - Technical Instructor/Course Developer		26.32
15110 - Test Proctor		17.38
15120 - Tutor		17.38
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.47
16030 - Counter Attendant		9.47
16040 - Dry Cleaner		11.81
16070 - Finisher, Flatwork, Machine		9.47
16090 - Presser, Hand		9.47
16110 - Presser, Machine, Drycleaning		9.47
16130 - Presser, Machine, Shirts		9.47
16160 - Presser, Machine, Wearing Apparel, Laundry		9.47
16190 - Sewing Machine Operator		12.60
16220 - Tailor		13.39
16250 - Washer, Machine		10.29
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.41
19040 - Tool And Die Maker		23.01
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.87
21030 - Material Coordinator		19.58
21040 - Material Expediter		19.58
21050 - Material Handling Laborer		11.94
21071 - Order Filler		12.24
21080 - Production Line Worker (Food Processing)		14.87
21110 - Shipping Packer		14.52
21130 - Shipping/Receiving Clerk		14.52
21140 - Store Worker I		9.54
21150 - Stock Clerk		15.01
21210 - Tools And Parts Attendant		14.87
21410 - Warehouse Specialist		14.87
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		28.54
23019 - Aircraft Logs and Records Technician		21.42
23021 - Aircraft Mechanic I		27.13
23022 - Aircraft Mechanic II		28.54
23023 - Aircraft Mechanic III		30.04
23040 - Aircraft Mechanic Helper		17.74
23050 - Aircraft, Painter		25.24
23060 - Aircraft Servicer		21.42
23070 - Aircraft Survival Flight Equipment Technician		25.24
23080 - Aircraft Worker		23.32
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		23.32

23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	27.13
23110 - Appliance Mechanic	19.53
23120 - Bicycle Repairer	14.21
23125 - Cable Splicer	32.19
23130 - Carpenter, Maintenance	18.23
23140 - Carpet Layer	15.94
23160 - Electrician, Maintenance	20.14
23181 - Electronics Technician Maintenance I	19.80
23182 - Electronics Technician Maintenance II	25.62
23183 - Electronics Technician Maintenance III	27.74
23260 - Fabric Worker	16.17
23290 - Fire Alarm System Mechanic	21.78
23310 - Fire Extinguisher Repairer	16.49
23311 - Fuel Distribution System Mechanic	29.33
23312 - Fuel Distribution System Operator	20.70
23370 - General Maintenance Worker	17.48
23380 - Ground Support Equipment Mechanic	27.13
23381 - Ground Support Equipment Servicer	21.42
23382 - Ground Support Equipment Worker	23.32
23391 - Gunsmith I	16.49
23392 - Gunsmith II	19.71
23393 - Gunsmith III	22.93
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.29
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.34
23430 - Heavy Equipment Mechanic	21.94
23440 - Heavy Equipment Operator	21.23
23460 - Instrument Mechanic	24.18
23465 - Laboratory/Shelter Mechanic	21.33
23470 - Laborer	11.94
23510 - Locksmith	20.70
23530 - Machinery Maintenance Mechanic	25.00
23550 - Machinist, Maintenance	19.50
23580 - Maintenance Trades Helper	13.00
23591 - Metrology Technician I	24.18
23592 - Metrology Technician II	25.44
23593 - Metrology Technician III	26.78
23640 - Millwright	23.72
23710 - Office Appliance Repairer	19.75
23760 - Painter, Maintenance	17.32
23790 - Pipefitter, Maintenance	22.95
23810 - Plumber, Maintenance	21.79
23820 - Pneudraulic Systems Mechanic	22.93
23850 - Rigger	22.93
23870 - Scale Mechanic	19.71
23890 - Sheet-Metal Worker, Maintenance	18.40
23910 - Small Engine Mechanic	16.52
23931 - Telecommunications Mechanic I	24.86
23932 - Telecommunications Mechanic II	29.69
23950 - Telephone Lineman	20.05
23960 - Welder, Combination, Maintenance	17.37
23965 - Well Driller	22.93
23970 - Woodcraft Worker	22.93
23980 - Woodworker	16.18
24000 - Personal Needs Occupations	
24550 - Case Manager	15.56
24570 - Child Care Attendant	10.73
24580 - Child Care Center Clerk	16.79
24610 - Chore Aide	10.71

24620 - Family Readiness And Support Services Coordinator	15.56
24630 - Homemaker	18.38
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.78
25040 - Sewage Plant Operator	23.36
25070 - Stationary Engineer	23.78
25190 - Ventilation Equipment Tender	14.81
25210 - Water Treatment Plant Operator	23.36
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.60
27007 - Baggage Inspector	11.56
27008 - Corrections Officer	19.52
27010 - Court Security Officer	20.90
27030 - Detection Dog Handler	16.13
27040 - Detention Officer	19.52
27070 - Firefighter	22.91
27101 - Guard I	11.56
27102 - Guard II	16.13
27131 - Police Officer I	27.88
27132 - Police Officer II	30.98
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.84
28042 - Carnival Equipment Repairer	15.17
28043 - Carnival Worker	9.89
28210 - Gate Attendant/Gate Tender	14.95
28310 - Lifeguard	11.90
28350 - Park Attendant (Aide)	16.73
28510 - Recreation Aide/Health Facility Attendant	12.21
28515 - Recreation Specialist	19.79
28630 - Sports Official	13.33
28690 - Swimming Pool Operator	19.72
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	21.40
29020 - Hatch Tender	21.40
29030 - Line Handler	21.40
29041 - Stevedore I	18.88
29042 - Stevedore II	23.60
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.33
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.74
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.34
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.84
30023 - Archeological Technician III	24.25
30030 - Cartographic Technician	24.59
30040 - Civil Engineering Technician	23.72
30051 - Cryogenic Technician I	24.53
30052 - Cryogenic Technician II	27.09
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.84
30063 - Drafter/CAD Operator III	22.12
30064 - Drafter/CAD Operator IV	26.82
30081 - Engineering Technician I	16.02
30082 - Engineering Technician II	17.98
30083 - Engineering Technician III	21.48
30084 - Engineering Technician IV	25.33
30085 - Engineering Technician V	30.27
30086 - Engineering Technician VI	34.64
30090 - Environmental Technician	22.20
30095 - Evidence Control Specialist	22.14

30210 - Laboratory Technician		22.92
30221 - Latent Fingerprint Technician I		23.03
30222 - Latent Fingerprint Technician II		25.42
30240 - Mathematical Technician		24.69
30361 - Paralegal/Legal Assistant I		21.19
30362 - Paralegal/Legal Assistant II		25.09
30363 - Paralegal/Legal Assistant III		30.61
30364 - Paralegal/Legal Assistant IV		37.15
30375 - Petroleum Supply Specialist		27.09
30390 - Photo-Optics Technician		24.69
30395 - Radiation Control Technician		27.09
30461 - Technical Writer I		22.49
30462 - Technical Writer II		27.51
30463 - Technical Writer III		31.24
30491 - Unexploded Ordnance (UXO) Technician I		23.72
30492 - Unexploded Ordnance (UXO) Technician II		28.70
30493 - Unexploded Ordnance (UXO) Technician III		34.40
30494 - Unexploded (UXO) Safety Escort		23.72
30495 - Unexploded (UXO) Sweep Personnel		23.72
30501 - Weather Forecaster I		24.53
30502 - Weather Forecaster II		29.83
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	22.12
30621 - Weather Observer, Senior	(see 2)	24.12
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		28.70
31020 - Bus Aide		8.99
31030 - Bus Driver		17.45
31043 - Driver Courier		13.84
31260 - Parking and Lot Attendant		10.32
31290 - Shuttle Bus Driver		15.35
31310 - Taxi Driver		11.07
31361 - Truckdriver, Light		15.35
31362 - Truckdriver, Medium		18.71
31363 - Truckdriver, Heavy		19.29
31364 - Truckdriver, Tractor-Trailer		19.29
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		13.99
99030 - Cashier		11.86
99050 - Desk Clerk		10.74
99095 - Embalmer		24.27
99130 - Flight Follower		23.72
99251 - Laboratory Animal Caretaker I		11.63
99252 - Laboratory Animal Caretaker II		13.33
99260 - Marketing Analyst		25.37
99310 - Mortician		28.19
99410 - Pest Controller		14.44
99510 - Photofinishing Worker		13.44
99710 - Recycling Laborer		19.97
99711 - Recycling Specialist		25.64
99730 - Refuse Collector		19.02
99810 - Sales Clerk		12.38
99820 - School Crossing Guard		8.94
99830 - Survey Party Chief		29.11
99831 - Surveying Aide		17.53
99832 - Surveying Technician		24.71
99840 - Vending Machine Attendant		14.89
99841 - Vending Machine Repairer		18.88
99842 - Vending Machine Repairer Helper		14.89

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

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

** 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)).

WD 15-5233 (Rev.-3) was first posted on www.wdol.gov on 01/19/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-5233
Revision No.: 3
Date Of Revision: 01/13/2016

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: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, San Jacinto, Waller

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.98
01012 - Accounting Clerk II		16.82
01013 - Accounting Clerk III		18.82
01020 - Administrative Assistant		25.91
01035 - Court Reporter		23.97
01041 - Customer Service Representative I		11.62
01042 - Customer Service Representative II		13.07
01043 - Customer Service Representative III		14.26
01051 - Data Entry Operator I		13.63
01052 - Data Entry Operator II		14.87
01060 - Dispatcher, Motor Vehicle		17.56
01070 - Document Preparation Clerk		13.41
01090 - Duplicating Machine Operator		13.41
01111 - General Clerk I		13.07
01112 - General Clerk II		14.60
01113 - General Clerk III		16.39
01120 - Housing Referral Assistant		20.69
01141 - Messenger Courier		13.54
01191 - Order Clerk I		14.87
01192 - Order Clerk II		16.76
01261 - Personnel Assistant (Employment) I		16.42
01262 - Personnel Assistant (Employment) II		18.37
01263 - Personnel Assistant (Employment) III		20.48
01270 - Production Control Clerk		21.01
01290 - Rental Clerk		14.75
01300 - Scheduler, Maintenance		16.59
01311 - Secretary I		16.59
01312 - Secretary II		18.57

01313 - Secretary III	20.69
01320 - Service Order Dispatcher	16.15
01410 - Supply Technician	25.91
01420 - Survey Worker	17.79
01460 - Switchboard Operator/Receptionist	12.59
01531 - Travel Clerk I	13.92
01532 - Travel Clerk II	15.00
01533 - Travel Clerk III	16.05
01611 - Word Processor I	14.71
01612 - Word Processor II	16.52
01613 - Word Processor III	18.48
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.76
05010 - Automotive Electrician	23.79
05040 - Automotive Glass Installer	21.96
05070 - Automotive Worker	21.96
05110 - Mobile Equipment Servicer	20.23
05130 - Motor Equipment Metal Mechanic	25.96
05160 - Motor Equipment Metal Worker	21.96
05190 - Motor Vehicle Mechanic	25.76
05220 - Motor Vehicle Mechanic Helper	19.40
05250 - Motor Vehicle Upholstery Worker	20.83
05280 - Motor Vehicle Wrecker	21.96
05310 - Painter, Automotive	23.79
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.76
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.06
07041 - Cook I	10.47
07042 - Cook II	11.97
07070 - Dishwasher	8.86
07130 - Food Service Worker	9.31
07210 - Meat Cutter	12.91
07260 - Waiter/Waitress	8.99
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.32
09040 - Furniture Handler	11.95
09080 - Furniture Refinisher	17.70
09090 - Furniture Refinisher Helper	14.58
09110 - Furniture Repairer, Minor	16.82
09130 - Upholsterer	18.32
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.90
11060 - Elevator Operator	9.24
11090 - Gardener	14.52
11122 - Housekeeping Aide	9.24
11150 - Janitor	9.24
11210 - Laborer, Grounds Maintenance	10.93
11240 - Maid or Houseman	8.76
11260 - Pruner	9.63
11270 - Tractor Operator	13.15
11330 - Trail Maintenance Worker	10.93
11360 - Window Cleaner	10.34
12000 - Health Occupations	
12010 - Ambulance Driver	15.90
12011 - Breath Alcohol Technician	15.90
12012 - Certified Occupational Therapist Assistant	26.06
12015 - Certified Physical Therapist Assistant	26.97
12020 - Dental Assistant	16.49
12025 - Dental Hygienist	35.17

12030 - EKG Technician		25.92
12035 - Electroneurodiagnostic Technologist		25.92
12040 - Emergency Medical Technician		15.90
12071 - Licensed Practical Nurse I		19.05
12072 - Licensed Practical Nurse II		21.32
12073 - Licensed Practical Nurse III		23.76
12100 - Medical Assistant		13.60
12130 - Medical Laboratory Technician		18.29
12160 - Medical Record Clerk		15.98
12190 - Medical Record Technician		17.91
12195 - Medical Transcriptionist		16.81
12210 - Nuclear Medicine Technologist		35.13
12221 - Nursing Assistant I		9.43
12222 - Nursing Assistant II		11.40
12223 - Nursing Assistant III		12.44
12224 - Nursing Assistant IV		13.96
12235 - Optical Dispenser		16.79
12236 - Optical Technician		15.29
12250 - Pharmacy Technician		19.18
12280 - Phlebotomist		14.63
12305 - Radiologic Technologist		26.70
12311 - Registered Nurse I		30.36
12312 - Registered Nurse II		38.37
12313 - Registered Nurse II, Specialist		38.37
12314 - Registered Nurse III		44.91
12315 - Registered Nurse III, Anesthetist		44.91
12316 - Registered Nurse IV		53.84
12317 - Scheduler (Drug and Alcohol Testing)		21.85
12320 - Substance Abuse Treatment Counselor		20.09
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		19.30
13012 - Exhibits Specialist II		24.74
13013 - Exhibits Specialist III		28.94
13041 - Illustrator I		19.30
13042 - Illustrator II		23.91
13043 - Illustrator III		30.12
13047 - Librarian		27.23
13050 - Library Aide/Clerk		11.52
13054 - Library Information Technology Systems Administrator		24.60
13058 - Library Technician		16.04
13061 - Media Specialist I		17.75
13062 - Media Specialist II		19.86
13063 - Media Specialist III		22.13
13071 - Photographer I		15.84
13072 - Photographer II		18.15
13073 - Photographer III		22.56
13074 - Photographer IV		27.49
13075 - Photographer V		33.07
13090 - Technical Order Library Clerk		14.47
13110 - Video Teleconference Technician		16.73
14000 - Information Technology Occupations		
14041 - Computer Operator I		17.31
14042 - Computer Operator II		19.37
14043 - Computer Operator III		21.59
14044 - Computer Operator IV		24.00
14045 - Computer Operator V		26.57
14071 - Computer Programmer I	(see 1)	26.04
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		17.31
14160 - Personal Computer Support Technician		24.00
14170 - System Support Specialist		32.92
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.08
15020 - Aircrew Training Devices Instructor (Rated)		40.02
15030 - Air Crew Training Devices Instructor (Pilot)		47.98
15050 - Computer Based Training Specialist / Instructor		33.08
15060 - Educational Technologist		30.39
15070 - Flight Instructor (Pilot)		47.98
15080 - Graphic Artist		26.72
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		43.62
15086 - Maintenance Test Pilot, Rotary Wing		43.62
15088 - Non-Maintenance Test/Co-Pilot		43.62
15090 - Technical Instructor		24.67
15095 - Technical Instructor/Course Developer		30.17
15110 - Test Proctor		20.27
15120 - Tutor		20.27
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.80
16030 - Counter Attendant		9.80
16040 - Dry Cleaner		12.58
16070 - Finisher, Flatwork, Machine		9.80
16090 - Presser, Hand		9.80
16110 - Presser, Machine, Drycleaning		9.80
16130 - Presser, Machine, Shirts		9.80
16160 - Presser, Machine, Wearing Apparel, Laundry		9.80
16190 - Sewing Machine Operator		13.34
16220 - Tailor		14.35
16250 - Washer, Machine		10.76
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		19.71
19040 - Tool And Die Maker		23.23
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.10
21030 - Material Coordinator		21.41
21040 - Material Expediter		21.41
21050 - Material Handling Laborer		12.26
21071 - Order Filler		11.47
21080 - Production Line Worker (Food Processing)		14.10
21110 - Shipping Packer		14.60
21130 - Shipping/Receiving Clerk		14.60
21140 - Store Worker I		11.79
21150 - Stock Clerk		16.70
21210 - Tools And Parts Attendant		14.10
21410 - Warehouse Specialist		14.10
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		31.26
23019 - Aircraft Logs and Records Technician		24.66
23021 - Aircraft Mechanic I		29.95
23022 - Aircraft Mechanic II		31.26
23023 - Aircraft Mechanic III		32.60
23040 - Aircraft Mechanic Helper		21.98
23050 - Aircraft, Painter		28.17
23060 - Aircraft Servicer		24.66
23070 - Aircraft Survival Flight Equipment Technician		28.17
23080 - Aircraft Worker		26.49
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		26.49

I
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II 29.95
23110 - Appliance Mechanic 18.61
23120 - Bicycle Repairer 15.30
23125 - Cable Splicer 27.87
23130 - Carpenter, Maintenance 19.71
23140 - Carpet Layer 19.83
23160 - Electrician, Maintenance 26.51
23181 - Electronics Technician Maintenance I 23.36
23182 - Electronics Technician Maintenance II 24.98
23183 - Electronics Technician Maintenance III 26.41
23260 - Fabric Worker 17.17
23290 - Fire Alarm System Mechanic 21.30
23310 - Fire Extinguisher Repairer 17.08
23311 - Fuel Distribution System Mechanic 20.96
23312 - Fuel Distribution System Operator 16.99
23370 - General Maintenance Worker 18.08
23380 - Ground Support Equipment Mechanic 29.95
23381 - Ground Support Equipment Servicer 24.66
23382 - Ground Support Equipment Worker 26.49
23391 - Gunsmith I 17.08
23392 - Gunsmith II 19.83
23393 - Gunsmith III 22.42
23410 - Heating, Ventilation And Air-Conditioning Mechanic 21.84
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) 22.80
23430 - Heavy Equipment Mechanic 21.77
23440 - Heavy Equipment Operator 19.26
23460 - Instrument Mechanic 25.87
23465 - Laboratory/Shelter Mechanic 21.21
23470 - Laborer 11.87
23510 - Locksmith 18.99
23530 - Machinery Maintenance Mechanic 24.33
23550 - Machinist, Maintenance 20.81
23580 - Maintenance Trades Helper 14.94
23591 - Metrology Technician I 25.87
23592 - Metrology Technician II 27.00
23593 - Metrology Technician III 28.16
23640 - Millwright 22.43
23710 - Office Appliance Repairer 18.99
23760 - Painter, Maintenance 18.99
23790 - Pipefitter, Maintenance 23.52
23810 - Plumber, Maintenance 22.97
23820 - Pneudraulic Systems Mechanic 22.42
23850 - Rigger 22.83
23870 - Scale Mechanic 19.83
23890 - Sheet-Metal Worker, Maintenance 19.95
23910 - Small Engine Mechanic 18.08
23931 - Telecommunications Mechanic I 23.89
23932 - Telecommunications Mechanic II 24.95
23950 - Telephone Lineman 25.52
23960 - Welder, Combination, Maintenance 20.27
23965 - Well Driller 22.76
23970 - Woodcraft Worker 22.42
23980 - Woodworker 16.54
24000 - Personal Needs Occupations
24550 - Case Manager 14.98
24570 - Child Care Attendant 10.65
24580 - Child Care Center Clerk 13.48

24610 - Chore Aide	8.09
24620 - Family Readiness And Support Services Coordinator	14.98
24630 - Homemaker	16.84
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	18.70
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	14.81
25210 - Water Treatment Plant Operator	18.32
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.50
27007 - Baggage Inspector	11.56
27008 - Corrections Officer	19.62
27010 - Court Security Officer	21.18
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	19.62
27070 - Firefighter	22.45
27101 - Guard I	11.56
27102 - Guard II	17.90
27131 - Police Officer I	24.19
27132 - Police Officer II	26.88
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.77
28042 - Carnival Equipment Repairer	12.82
28043 - Carnival Worker	8.62
28210 - Gate Attendant/Gate Tender	13.90
28310 - Lifeguard	12.38
28350 - Park Attendant (Aide)	15.55
28510 - Recreation Aide/Health Facility Attendant	11.35
28515 - Recreation Specialist	17.83
28630 - Sports Official	12.38
28690 - Swimming Pool Operator	17.44
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.13
29020 - Hatch Tender	22.13
29030 - Line Handler	22.13
29041 - Stevedore I	20.59
29042 - Stevedore II	23.65
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	41.14
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.37
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	31.25
30021 - Archeological Technician I	21.56
30022 - Archeological Technician II	25.47
30023 - Archeological Technician III	30.62
30030 - Cartographic Technician	30.62
30040 - Civil Engineering Technician	30.03
30051 - Cryogenic Technician I	24.49
30052 - Cryogenic Technician II	27.06
30061 - Drafter/CAD Operator I	21.56
30062 - Drafter/CAD Operator II	24.71
30063 - Drafter/CAD Operator III	27.56
30064 - Drafter/CAD Operator IV	33.10
30081 - Engineering Technician I	20.02
30082 - Engineering Technician II	22.48
30083 - Engineering Technician III	25.15
30084 - Engineering Technician IV	31.09
30085 - Engineering Technician V	38.65
30086 - Engineering Technician VI	46.10
30090 - Environmental Technician	29.96

30095 - Evidence Control Specialist		22.12
30210 - Laboratory Technician		25.92
30221 - Latent Fingerprint Technician I		23.96
30222 - Latent Fingerprint Technician II		26.47
30240 - Mathematical Technician		30.62
30361 - Paralegal/Legal Assistant I		22.52
30362 - Paralegal/Legal Assistant II		27.90
30363 - Paralegal/Legal Assistant III		34.12
30364 - Paralegal/Legal Assistant IV		41.27
30375 - Petroleum Supply Specialist		27.06
30390 - Photo-Optics Technician		30.62
30395 - Radiation Control Technician		27.06
30461 - Technical Writer I		23.41
30462 - Technical Writer II		28.64
30463 - Technical Writer III		34.93
30491 - Unexploded Ordnance (UXO) Technician I		26.15
30492 - Unexploded Ordnance (UXO) Technician II		31.64
30493 - Unexploded Ordnance (UXO) Technician III		37.92
30494 - Unexploded (UXO) Safety Escort		26.15
30495 - Unexploded (UXO) Sweep Personnel		26.15
30501 - Weather Forecaster I		24.49
30502 - Weather Forecaster II		29.80
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	26.35
30621 - Weather Observer, Senior	(see 2)	30.48
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		31.64
31020 - Bus Aide		13.07
31030 - Bus Driver		18.77
31043 - Driver Courier		14.03
31260 - Parking and Lot Attendant		9.17
31290 - Shuttle Bus Driver		15.28
31310 - Taxi Driver		12.40
31361 - Truckdriver, Light		15.28
31362 - Truckdriver, Medium		18.98
31363 - Truckdriver, Heavy		20.32
31364 - Truckdriver, Tractor-Trailer		20.32
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		15.43
99030 - Cashier		10.01
99050 - Desk Clerk		11.72
99095 - Embalmer		26.08
99130 - Flight Follower		26.15
99251 - Laboratory Animal Caretaker I		10.81
99252 - Laboratory Animal Caretaker II		11.78
99260 - Marketing Analyst		28.96
99310 - Mortician		29.08
99410 - Pest Controller		15.80
99510 - Photofinishing Worker		13.88
99710 - Recycling Laborer		16.46
99711 - Recycling Specialist		20.06
99730 - Refuse Collector		14.67
99810 - Sales Clerk		12.66
99820 - School Crossing Guard		10.96
99830 - Survey Party Chief		22.05
99831 - Surveying Aide		15.09
99832 - Surveying Technician		19.07
99840 - Vending Machine Attendant		12.00
99841 - Vending Machine Repairer		14.41
99842 - Vending Machine Repairer Helper		12.31

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

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

** 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)).

WD 15-5197 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-5197
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.

State: Louisiana

Area: Louisiana Parishes of Allen, Avoyelles, Beauregard, Evangeline, La Salle, Natchitoches, Sabine, Vernon, Winn

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.41
01012 - Accounting Clerk II		14.79
01013 - Accounting Clerk III		16.55
01020 - Administrative Assistant		16.21
01035 - Court Reporter		12.81
01041 - Customer Service Representative I		10.70
01042 - Customer Service Representative II		12.04
01043 - Customer Service Representative III		13.14
01051 - Data Entry Operator I		11.33
01052 - Data Entry Operator II		12.51
01060 - Dispatcher, Motor Vehicle		15.49
01070 - Document Preparation Clerk		10.20
01090 - Duplicating Machine Operator		10.20
01111 - General Clerk I		11.11
01112 - General Clerk II		12.12
01113 - General Clerk III		13.61
01120 - Housing Referral Assistant		14.59
01141 - Messenger Courier		8.31
01191 - Order Clerk I		12.22
01192 - Order Clerk II		13.34
01261 - Personnel Assistant (Employment) I		13.78
01262 - Personnel Assistant (Employment) II		15.43
01263 - Personnel Assistant (Employment) III		17.69
01270 - Production Control Clerk		22.69
01290 - Rental Clerk		12.58
01300 - Scheduler, Maintenance		11.45
01311 - Secretary I		11.45
01312 - Secretary II		12.81

01313 - Secretary III	14.59
01320 - Service Order Dispatcher	18.30
01410 - Supply Technician	16.21
01420 - Survey Worker	12.55
01460 - Switchboard Operator/Receptionist	10.33
01531 - Travel Clerk I	11.27
01532 - Travel Clerk II	12.32
01533 - Travel Clerk III	13.28
01611 - Word Processor I	11.02
01612 - Word Processor II	12.43
01613 - Word Processor III	13.77
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.10
05010 - Automotive Electrician	17.86
05040 - Automotive Glass Installer	16.72
05070 - Automotive Worker	16.72
05110 - Mobile Equipment Servicer	14.63
05130 - Motor Equipment Metal Mechanic	19.00
05160 - Motor Equipment Metal Worker	17.23
05190 - Motor Vehicle Mechanic	19.00
05220 - Motor Vehicle Mechanic Helper	13.30
05250 - Motor Vehicle Upholstery Worker	15.77
05280 - Motor Vehicle Wrecker	16.72
05310 - Painter, Automotive	17.86
05340 - Radiator Repair Specialist	16.72
05370 - Tire Repairer	10.79
05400 - Transmission Repair Specialist	19.00
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.42
07041 - Cook I	9.57
07042 - Cook II	11.64
07070 - Dishwasher	7.98
07130 - Food Service Worker	8.34
07210 - Meat Cutter	12.42
07260 - Waiter/Waitress	8.13
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.16
09040 - Furniture Handler	10.77
09080 - Furniture Refinisher	15.16
09090 - Furniture Refinisher Helper	11.29
09110 - Furniture Repairer, Minor	13.39
09130 - Upholsterer	15.16
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.56
11060 - Elevator Operator	8.56
11090 - Gardener	11.66
11122 - Housekeeping Aide	9.03
11150 - Janitor	9.03
11210 - Laborer, Grounds Maintenance	9.55
11240 - Maid or Houseman	8.14
11260 - Pruner	8.27
11270 - Tractor Operator	10.79
11330 - Trail Maintenance Worker	9.55
11360 - Window Cleaner	10.43
12000 - Health Occupations	
12010 - Ambulance Driver	16.23
12011 - Breath Alcohol Technician	16.60
12012 - Certified Occupational Therapist Assistant	23.30
12015 - Certified Physical Therapist Assistant	21.27
12020 - Dental Assistant	13.59
12025 - Dental Hygienist	32.85

12030 - EKG Technician		24.90
12035 - Electroneurodiagnostic Technologist		24.90
12040 - Emergency Medical Technician		16.23
12071 - Licensed Practical Nurse I		15.18
12072 - Licensed Practical Nurse II		16.99
12073 - Licensed Practical Nurse III		18.93
12100 - Medical Assistant		13.28
12130 - Medical Laboratory Technician		16.32
12160 - Medical Record Clerk		14.18
12190 - Medical Record Technician		15.87
12195 - Medical Transcriptionist		13.45
12210 - Nuclear Medicine Technologist		34.07
12221 - Nursing Assistant I		9.49
12222 - Nursing Assistant II		10.67
12223 - Nursing Assistant III		11.64
12224 - Nursing Assistant IV		13.07
12235 - Optical Dispenser		16.49
12236 - Optical Technician		15.18
12250 - Pharmacy Technician		14.75
12280 - Phlebotomist		13.07
12305 - Radiologic Technologist		22.06
12311 - Registered Nurse I		22.21
12312 - Registered Nurse II		27.17
12313 - Registered Nurse II, Specialist		27.17
12314 - Registered Nurse III		32.88
12315 - Registered Nurse III, Anesthetist		32.88
12316 - Registered Nurse IV		39.40
12317 - Scheduler (Drug and Alcohol Testing)		20.57
12320 - Substance Abuse Treatment Counselor		21.04
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		15.66
13012 - Exhibits Specialist II		19.40
13013 - Exhibits Specialist III		23.74
13041 - Illustrator I		15.66
13042 - Illustrator II		19.40
13043 - Illustrator III		23.74
13047 - Librarian		21.49
13050 - Library Aide/Clerk		12.47
13054 - Library Information Technology Systems Administrator		19.40
13058 - Library Technician		14.24
13061 - Media Specialist I		14.00
13062 - Media Specialist II		15.66
13063 - Media Specialist III		17.47
13071 - Photographer I		13.87
13072 - Photographer II		16.43
13073 - Photographer III		20.35
13074 - Photographer IV		23.69
13075 - Photographer V		28.67
13090 - Technical Order Library Clerk		16.43
13110 - Video Teleconference Technician		14.00
14000 - Information Technology Occupations		
14041 - Computer Operator I		14.71
14042 - Computer Operator II		16.45
14043 - Computer Operator III		19.02
14044 - Computer Operator IV		21.11
14045 - Computer Operator V		23.44
14071 - Computer Programmer I	(see 1)	20.16
14072 - Computer Programmer II	(see 1)	26.93
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		14.71
14160 - Personal Computer Support Technician		21.11
14170 - System Support Specialist		21.02
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		29.34
15020 - Aircrew Training Devices Instructor (Rated)		35.50
15030 - Air Crew Training Devices Instructor (Pilot)		40.55
15050 - Computer Based Training Specialist / Instructor		29.34
15060 - Educational Technologist		23.63
15070 - Flight Instructor (Pilot)		40.55
15080 - Graphic Artist		19.28
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		40.55
15086 - Maintenance Test Pilot, Rotary Wing		40.55
15088 - Non-Maintenance Test/Co-Pilot		40.55
15090 - Technical Instructor		15.97
15095 - Technical Instructor/Course Developer		19.53
15110 - Test Proctor		13.81
15120 - Tutor		13.81
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.26
16030 - Counter Attendant		8.26
16040 - Dry Cleaner		9.81
16070 - Finisher, Flatwork, Machine		8.26
16090 - Presser, Hand		8.26
16110 - Presser, Machine, Drycleaning		8.26
16130 - Presser, Machine, Shirts		8.26
16160 - Presser, Machine, Wearing Apparel, Laundry		8.26
16190 - Sewing Machine Operator		10.38
16220 - Tailor		10.95
16250 - Washer, Machine		8.69
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.18
19040 - Tool And Die Maker		22.74
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.91
21030 - Material Coordinator		19.94
21040 - Material Expediter		19.94
21050 - Material Handling Laborer		9.98
21071 - Order Filler		10.22
21080 - Production Line Worker (Food Processing)		14.91
21110 - Shipping Packer		16.26
21130 - Shipping/Receiving Clerk		16.26
21140 - Store Worker I		10.81
21150 - Stock Clerk		15.92
21210 - Tools And Parts Attendant		14.91
21410 - Warehouse Specialist		14.91
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		23.60
23019 - Aircraft Logs and Records Technician		17.34
23021 - Aircraft Mechanic I		22.48
23022 - Aircraft Mechanic II		23.60
23023 - Aircraft Mechanic III		24.79
23040 - Aircraft Mechanic Helper		14.42
23050 - Aircraft, Painter		20.07
23060 - Aircraft Servicer		17.34
23070 - Aircraft Survival Flight Equipment Technician		20.07
23080 - Aircraft Worker		18.72
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		18.72

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23092 - Aircrew Life Support Equipment (ALSE) Mechanic II 22.48
23110 - Appliance Mechanic 18.18
23120 - Bicycle Repairer 11.87
23125 - Cable Splicer 21.63
23130 - Carpenter, Maintenance 15.37
23140 - Carpet Layer 16.79
23160 - Electrician, Maintenance 20.63
23181 - Electronics Technician Maintenance I 25.40
23182 - Electronics Technician Maintenance II 27.24
23183 - Electronics Technician Maintenance III 28.96
23260 - Fabric Worker 15.43
23290 - Fire Alarm System Mechanic 19.40
23310 - Fire Extinguisher Repairer 13.96
23311 - Fuel Distribution System Mechanic 19.40
23312 - Fuel Distribution System Operator 15.90
23370 - General Maintenance Worker 14.45
23380 - Ground Support Equipment Mechanic 22.48
23381 - Ground Support Equipment Servicer 17.34
23382 - Ground Support Equipment Worker 18.72
23391 - Gunsmith I 13.96
23392 - Gunsmith II 16.79
23393 - Gunsmith III 19.40
23410 - Heating, Ventilation And Air-Conditioning Mechanic 17.74
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) 18.63
23430 - Heavy Equipment Mechanic 23.01
23440 - Heavy Equipment Operator 16.14
23460 - Instrument Mechanic 19.40
23465 - Laboratory/Shelter Mechanic 18.18
23470 - Laborer 9.98
23510 - Locksmith 18.18
23530 - Machinery Maintenance Mechanic 19.68
23550 - Machinist, Maintenance 20.77
23580 - Maintenance Trades Helper 12.29
23591 - Metrology Technician I 19.40
23592 - Metrology Technician II 20.52
23593 - Metrology Technician III 21.64
23640 - Millwright 19.95
23710 - Office Appliance Repairer 18.18
23760 - Painter, Maintenance 15.37
23790 - Pipefitter, Maintenance 22.63
23810 - Plumber, Maintenance 21.41
23820 - Pneudraulic Systems Mechanic 19.40
23850 - Rigger 19.40
23870 - Scale Mechanic 16.79
23890 - Sheet-Metal Worker, Maintenance 21.34
23910 - Small Engine Mechanic 16.79
23931 - Telecommunications Mechanic I 20.16
23932 - Telecommunications Mechanic II 21.34
23950 - Telephone Lineman 20.16
23960 - Welder, Combination, Maintenance 17.55
23965 - Well Driller 19.40
23970 - Woodcraft Worker 19.40
23980 - Woodworker 15.21
24000 - Personal Needs Occupations
24550 - Case Manager 15.60
24570 - Child Care Attendant 11.48
24580 - Child Care Center Clerk 13.66

24610 - Chore Aide	8.88
24620 - Family Readiness And Support Services Coordinator	15.60
24630 - Homemaker	15.60
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.16
25040 - Sewage Plant Operator	17.25
25070 - Stationary Engineer	20.16
25190 - Ventilation Equipment Tender	13.54
25210 - Water Treatment Plant Operator	17.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.01
27007 - Baggage Inspector	10.80
27008 - Corrections Officer	18.05
27010 - Court Security Officer	15.65
27030 - Detection Dog Handler	13.86
27040 - Detention Officer	18.05
27070 - Firefighter	14.63
27101 - Guard I	10.80
27102 - Guard II	13.86
27131 - Police Officer I	14.98
27132 - Police Officer II	16.65
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.32
28042 - Carnival Equipment Repairer	12.46
28043 - Carnival Worker	8.00
28210 - Gate Attendant/Gate Tender	13.41
28310 - Lifeguard	11.95
28350 - Park Attendant (Aide)	15.00
28510 - Recreation Aide/Health Facility Attendant	10.95
28515 - Recreation Specialist	15.67
28630 - Sports Official	11.95
28690 - Swimming Pool Operator	14.34
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.79
29020 - Hatch Tender	16.79
29030 - Line Handler	16.79
29041 - Stevedore I	15.43
29042 - Stevedore II	18.18
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	16.60
30022 - Archeological Technician II	18.58
30023 - Archeological Technician III	23.02
30030 - Cartographic Technician	23.02
30040 - Civil Engineering Technician	20.83
30051 - Cryogenic Technician I	22.53
30052 - Cryogenic Technician II	24.88
30061 - Drafter/CAD Operator I	16.60
30062 - Drafter/CAD Operator II	18.58
30063 - Drafter/CAD Operator III	20.71
30064 - Drafter/CAD Operator IV	25.48
30081 - Engineering Technician I	13.44
30082 - Engineering Technician II	15.24
30083 - Engineering Technician III	17.04
30084 - Engineering Technician IV	21.11
30085 - Engineering Technician V	25.83
30086 - Engineering Technician VI	31.43
30090 - Environmental Technician	21.11

30095 - Evidence Control Specialist		20.34
30210 - Laboratory Technician		20.71
30221 - Latent Fingerprint Technician I		22.53
30222 - Latent Fingerprint Technician II		24.88
30240 - Mathematical Technician		21.11
30361 - Paralegal/Legal Assistant I		17.37
30362 - Paralegal/Legal Assistant II		21.54
30363 - Paralegal/Legal Assistant III		26.33
30364 - Paralegal/Legal Assistant IV		31.86
30375 - Petroleum Supply Specialist		24.88
30390 - Photo-Optics Technician		23.02
30395 - Radiation Control Technician		24.88
30461 - Technical Writer I		21.11
30462 - Technical Writer II		25.83
30463 - Technical Writer III		31.25
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		22.53
30502 - Weather Forecaster II		27.40
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	20.71
30621 - Weather Observer, Senior	(see 2)	21.11
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		28.06
31020 - Bus Aide		11.34
31030 - Bus Driver		15.70
31043 - Driver Courier		13.59
31260 - Parking and Lot Attendant		8.79
31290 - Shuttle Bus Driver		13.87
31310 - Taxi Driver		11.20
31361 - Truckdriver, Light		13.87
31362 - Truckdriver, Medium		15.33
31363 - Truckdriver, Heavy		17.36
31364 - Truckdriver, Tractor-Trailer		17.36
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		13.68
99030 - Cashier		8.57
99050 - Desk Clerk		9.24
99095 - Embalmer		22.34
99130 - Flight Follower		23.19
99251 - Laboratory Animal Caretaker I		11.83
99252 - Laboratory Animal Caretaker II		12.94
99260 - Marketing Analyst		21.40
99310 - Mortician		22.34
99410 - Pest Controller		12.62
99510 - Photofinishing Worker		12.19
99710 - Recycling Laborer		12.77
99711 - Recycling Specialist		14.78
99730 - Refuse Collector		11.43
99810 - Sales Clerk		11.67
99820 - School Crossing Guard		12.18
99830 - Survey Party Chief		16.84
99831 - Surveying Aide		10.39
99832 - Surveying Technician		15.31
99840 - Vending Machine Attendant		13.88
99841 - Vending Machine Repairer		16.48
99842 - Vending Machine Repairer Helper		13.88

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 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

** 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)).

WD 15-5613 (Rev.-3) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-5613
Revision No.: 3
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: California

Area: California County of Los Angeles

OCCUPATION NOTES:

Heating, Air Conditioning, and Refrigeration services: Occupational wage rates and fringe benefits may be found on WD 1986-0879.

Laundry services: Occupational wage rates and fringe benefits may be found on WD 1977-1297.

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.83
01012 - Accounting Clerk II		17.77
01013 - Accounting Clerk III		20.27
01020 - Administrative Assistant		28.08
01035 - Court Reporter		21.92
01041 - Customer Service Representative I		13.86
01042 - Customer Service Representative II		15.57
01043 - Customer Service Representative III		16.98
01051 - Data Entry Operator I		13.16
01052 - Data Entry Operator II		14.35
01060 - Dispatcher, Motor Vehicle		22.41
01070 - Document Preparation Clerk		15.13
01090 - Duplicating Machine Operator		15.13
01111 - General Clerk I		12.94
01112 - General Clerk II		14.92
01113 - General Clerk III		17.43
01120 - Housing Referral Assistant		21.90
01141 - Messenger Courier		12.60
01191 - Order Clerk I		16.98
01192 - Order Clerk II		18.53

01261 - Personnel Assistant (Employment) I	18.07
01262 - Personnel Assistant (Employment) II	20.20
01263 - Personnel Assistant (Employment) III	22.53
01270 - Production Control Clerk	23.51
01290 - Rental Clerk	16.83
01300 - Scheduler, Maintenance	17.39
01311 - Secretary I	17.39
01312 - Secretary II	19.45
01313 - Secretary III	21.90
01320 - Service Order Dispatcher	19.54
01410 - Supply Technician	28.08
01420 - Survey Worker	19.93
01460 - Switchboard Operator/Receptionist	14.51
01531 - Travel Clerk I	14.72
01532 - Travel Clerk II	16.02
01533 - Travel Clerk III	17.21
01611 - Word Processor I	15.18
01612 - Word Processor II	16.87
01613 - Word Processor III	18.76
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.56
05010 - Automotive Electrician	22.18
05040 - Automotive Glass Installer	20.84
05070 - Automotive Worker	20.84
05110 - Mobile Equipment Servicer	19.16
05130 - Motor Equipment Metal Mechanic	23.56
05160 - Motor Equipment Metal Worker	20.84
05190 - Motor Vehicle Mechanic	23.56
05220 - Motor Vehicle Mechanic Helper	18.38
05250 - Motor Vehicle Upholstery Worker	20.40
05280 - Motor Vehicle Wrecker	20.84
05310 - Painter, Automotive	22.18
05340 - Radiator Repair Specialist	20.84
05370 - Tire Repairer	15.47
05400 - Transmission Repair Specialist	23.56
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.28
07041 - Cook I	13.83
07042 - Cook II	15.74
07070 - Dishwasher	10.29
07130 - Food Service Worker	11.20
07210 - Meat Cutter	15.92
07260 - Waiter/Waitress	9.85
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.45
09040 - Furniture Handler	13.66
09080 - Furniture Refinisher	20.45
09090 - Furniture Refinisher Helper	16.30
09110 - Furniture Repairer, Minor	18.74
09130 - Upholsterer	20.45
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.76
11060 - Elevator Operator	12.94
11090 - Gardener	19.21
11122 - Housekeeping Aide	13.84
11150 - Janitor	14.04
11210 - Laborer, Grounds Maintenance	14.40
11240 - Maid or Houseman	11.06
11260 - Pruner	13.27
11270 - Tractor Operator	17.13
11330 - Trail Maintenance Worker	14.40

11360 - Window Cleaner	15.77
12000 - Health Occupations	
12010 - Ambulance Driver	17.82
12011 - Breath Alcohol Technician	17.82
12012 - Certified Occupational Therapist Assistant	29.02
12015 - Certified Physical Therapist Assistant	29.37
12020 - Dental Assistant	17.34
12025 - Dental Hygienist	42.23
12030 - EKG Technician	30.63
12035 - Electroneurodiagnostic Technologist	30.63
12040 - Emergency Medical Technician	17.82
12071 - Licensed Practical Nurse I	19.32
12072 - Licensed Practical Nurse II	21.61
12073 - Licensed Practical Nurse III	24.09
12100 - Medical Assistant	15.35
12130 - Medical Laboratory Technician	20.02
12160 - Medical Record Clerk	17.59
12190 - Medical Record Technician	19.67
12195 - Medical Transcriptionist	21.29
12210 - Nuclear Medicine Technologist	40.19
12221 - Nursing Assistant I	11.21
12222 - Nursing Assistant II	12.61
12223 - Nursing Assistant III	13.75
12224 - Nursing Assistant IV	15.43
12235 - Optical Dispenser	17.80
12236 - Optical Technician	15.71
12250 - Pharmacy Technician	17.83
12280 - Phlebotomist	15.03
12305 - Radiologic Technologist	27.76
12311 - Registered Nurse I	31.47
12312 - Registered Nurse II	38.49
12313 - Registered Nurse II, Specialist	38.49
12314 - Registered Nurse III	48.20
12315 - Registered Nurse III, Anesthetist	48.20
12316 - Registered Nurse IV	57.77
12317 - Scheduler (Drug and Alcohol Testing)	25.09
12320 - Substance Abuse Treatment Counselor	15.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.83
13012 - Exhibits Specialist II	30.76
13013 - Exhibits Specialist III	37.63
13041 - Illustrator I	27.84
13042 - Illustrator II	34.51
13043 - Illustrator III	42.16
13047 - Librarian	34.58
13050 - Library Aide/Clerk	16.49
13054 - Library Information Technology Systems Administrator	31.23
13058 - Library Technician	22.40
13061 - Media Specialist I	22.40
13062 - Media Specialist II	25.04
13063 - Media Specialist III	27.92
13071 - Photographer I	17.95
13072 - Photographer II	20.08
13073 - Photographer III	26.61
13074 - Photographer IV	33.56
13075 - Photographer V	40.61
13090 - Technical Order Library Clerk	14.57
13110 - Video Teleconference Technician	22.09
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.82

14042 - Computer Operator II		19.93
14043 - Computer Operator III		22.89
14044 - Computer Operator IV		25.73
14045 - Computer Operator V		27.35
14071 - Computer Programmer I	(see 1)	27.42
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		17.82
14160 - Personal Computer Support Technician		25.73
14170 - System Support Specialist		33.06
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		34.73
15020 - Aircrew Training Devices Instructor (Rated)		42.03
15030 - Air Crew Training Devices Instructor (Pilot)		50.37
15050 - Computer Based Training Specialist / Instructor		34.73
15060 - Educational Technologist		36.57
15070 - Flight Instructor (Pilot)		50.37
15080 - Graphic Artist		26.72
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		43.94
15086 - Maintenance Test Pilot, Rotary Wing		43.94
15088 - Non-Maintenance Test/Co-Pilot		43.94
15090 - Technical Instructor		25.70
15095 - Technical Instructor/Course Developer		31.47
15110 - Test Proctor		20.77
15120 - Tutor		20.77
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.37
19040 - Tool And Die Maker		24.94
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		15.99
21030 - Material Coordinator		23.51
21040 - Material Expediter		23.51
21050 - Material Handling Laborer		13.02
21071 - Order Filler		13.31
21080 - Production Line Worker (Food Processing)		15.99
21110 - Shipping Packer		15.08
21130 - Shipping/Receiving Clerk		15.08
21140 - Store Worker I		11.65
21150 - Stock Clerk		17.13
21210 - Tools And Parts Attendant		15.99
21410 - Warehouse Specialist		15.99
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		33.86
23019 - Aircraft Logs and Records Technician		25.91
23021 - Aircraft Mechanic I		32.01
23022 - Aircraft Mechanic II		33.86
23023 - Aircraft Mechanic III		35.13
23040 - Aircraft Mechanic Helper		22.42
23050 - Aircraft, Painter		26.85
23060 - Aircraft Servicer		25.91
23070 - Aircraft Survival Flight Equipment Technician		26.85
23080 - Aircraft Worker		27.04
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		27.04
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II		32.01
23110 - Appliance Mechanic		20.11

23120 - Bicycle Repairer	15.47
23125 - Cable Splicer	36.12
23130 - Carpenter, Maintenance	27.67
23140 - Carpet Layer	21.12
23160 - Electrician, Maintenance	30.18
23181 - Electronics Technician Maintenance I	23.67
23182 - Electronics Technician Maintenance II	25.21
23183 - Electronics Technician Maintenance III	26.76
23260 - Fabric Worker	23.87
23290 - Fire Alarm System Mechanic	22.33
23310 - Fire Extinguisher Repairer	22.03
23311 - Fuel Distribution System Mechanic	28.53
23312 - Fuel Distribution System Operator	21.81
23370 - General Maintenance Worker	23.26
23380 - Ground Support Equipment Mechanic	32.01
23381 - Ground Support Equipment Servicer	25.91
23382 - Ground Support Equipment Worker	27.04
23391 - Gunsmith I	22.03
23392 - Gunsmith II	25.48
23393 - Gunsmith III	28.81
23430 - Heavy Equipment Mechanic	29.14
23440 - Heavy Equipment Operator	35.40
23460 - Instrument Mechanic	29.84
23465 - Laboratory/Shelter Mechanic	27.14
23470 - Laborer	12.49
23510 - Locksmith	22.20
23530 - Machinery Maintenance Mechanic	28.51
23550 - Machinist, Maintenance	25.41
23580 - Maintenance Trades Helper	14.82
23591 - Metrology Technician I	29.84
23592 - Metrology Technician II	31.61
23593 - Metrology Technician III	32.85
23640 - Millwright	28.00
23710 - Office Appliance Repairer	20.86
23760 - Painter, Maintenance	21.05
23790 - Pipefitter, Maintenance	28.31
23810 - Plumber, Maintenance	26.66
23820 - Pneudraulic Systems Mechanic	28.81
23850 - Rigger	28.45
23870 - Scale Mechanic	25.48
23890 - Sheet-Metal Worker, Maintenance	26.77
23910 - Small Engine Mechanic	20.44
23931 - Telecommunications Mechanic I	26.70
23932 - Telecommunications Mechanic II	28.30
23950 - Telephone Lineman	26.60
23960 - Welder, Combination, Maintenance	19.75
23965 - Well Driller	27.02
23970 - Woodcraft Worker	26.29
23980 - Woodworker	20.34
24000 - Personal Needs Occupations	
24550 - Case Manager	16.03
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.03
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.03
24630 - Homemaker	19.21
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	30.35
25040 - Sewage Plant Operator	31.71
25070 - Stationary Engineer	30.35

25190 - Ventilation Equipment Tender	21.27
25210 - Water Treatment Plant Operator	31.71
27000 - Protective Service Occupations	
27004 - Alarm Monitor	25.94
27007 - Baggage Inspector	13.15
27008 - Corrections Officer	31.01
27010 - Court Security Officer	32.50
27030 - Detection Dog Handler	23.77
27040 - Detention Officer	31.01
27070 - Firefighter	32.97
27101 - Guard I	13.15
27102 - Guard II	23.77
27131 - Police Officer I	37.92
27132 - Police Officer II	42.13
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.04
28042 - Carnival Equipment Repairer	15.11
28043 - Carnival Worker	10.64
28210 - Gate Attendant/Gate Tender	14.19
28310 - Lifeguard	13.61
28350 - Park Attendant (Aide)	15.88
28510 - Recreation Aide/Health Facility Attendant	11.58
28515 - Recreation Specialist	19.66
28630 - Sports Official	12.63
28690 - Swimming Pool Operator	18.67
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.76
29020 - Hatch Tender	25.76
29030 - Line Handler	25.76
29041 - Stevedore I	24.07
29042 - Stevedore II	27.45
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	40.65
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.03
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.87
30021 - Archeological Technician I	24.77
30022 - Archeological Technician II	26.63
30023 - Archeological Technician III	34.46
30030 - Cartographic Technician	34.46
30040 - Civil Engineering Technician	33.86
30051 - Cryogenic Technician I	28.51
30052 - Cryogenic Technician II	31.50
30061 - Drafter/CAD Operator I	24.86
30062 - Drafter/CAD Operator II	27.81
30063 - Drafter/CAD Operator III	31.00
30064 - Drafter/CAD Operator IV	38.15
30081 - Engineering Technician I	19.68
30082 - Engineering Technician II	22.09
30083 - Engineering Technician III	24.70
30084 - Engineering Technician IV	30.60
30085 - Engineering Technician V	37.43
30086 - Engineering Technician VI	45.29
30090 - Environmental Technician	27.72
30095 - Evidence Control Specialist	25.75
30210 - Laboratory Technician	23.13
30221 - Latent Fingerprint Technician I	36.31
30222 - Latent Fingerprint Technician II	40.08
30240 - Mathematical Technician	33.92
30361 - Paralegal/Legal Assistant I	21.83
30362 - Paralegal/Legal Assistant II	27.04
30363 - Paralegal/Legal Assistant III	33.08

30364 - Paralegal/Legal Assistant IV		40.03
30375 - Petroleum Supply Specialist		31.50
30390 - Photo-Optics Technician		33.92
30395 - Radiation Control Technician		31.50
30461 - Technical Writer I		23.62
30462 - Technical Writer II		28.89
30463 - Technical Writer III		34.96
30491 - Unexploded Ordnance (UXO) Technician I		25.83
30492 - Unexploded Ordnance (UXO) Technician II		31.26
30493 - Unexploded Ordnance (UXO) Technician III		37.46
30494 - Unexploded (UXO) Safety Escort		25.83
30495 - Unexploded (UXO) Sweep Personnel		25.83
30501 - Weather Forecaster I		28.51
30502 - Weather Forecaster II		34.70
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	31.00
30621 - Weather Observer, Senior	(see 2)	33.79
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		31.26
31020 - Bus Aide		13.63
31030 - Bus Driver		19.62
31043 - Driver Courier		13.27
31260 - Parking and Lot Attendant		9.72
31290 - Shuttle Bus Driver		14.48
31310 - Taxi Driver		13.23
31361 - Truckdriver, Light		14.48
31362 - Truckdriver, Medium		20.63
31363 - Truckdriver, Heavy		21.78
31364 - Truckdriver, Tractor-Trailer		21.78
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		15.24
99030 - Cashier		12.13
99050 - Desk Clerk		12.65
99095 - Embalmer		24.60
99130 - Flight Follower		25.83
99251 - Laboratory Animal Caretaker I		12.12
99252 - Laboratory Animal Caretaker II		13.29
99260 - Marketing Analyst		30.70
99310 - Mortician		34.35
99410 - Pest Controller		15.19
99510 - Photofinishing Worker		16.90
99710 - Recycling Laborer		23.13
99711 - Recycling Specialist		27.14
99730 - Refuse Collector		20.64
99810 - Sales Clerk		17.13
99820 - School Crossing Guard		10.46
99830 - Survey Party Chief		41.77
99831 - Surveying Aide		23.39
99832 - Surveying Technician		30.75
99840 - Vending Machine Attendant		13.35
99841 - Vending Machine Repairer		16.83
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, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

** 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)).

WD 15-2519 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-2519
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.

State: Texas

Area: Texas Counties of Brooks, Cameron, Dimmit, Duval, Hidalgo, Jim Hogg, Kenedy, La Salle, Maverick, Starr, Webb, Willacy, Zapata, Zavala

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.16
01012 - Accounting Clerk II		12.52
01013 - Accounting Clerk III		14.48
01020 - Administrative Assistant		16.86
01035 - Court Reporter		15.03
01051 - Data Entry Operator I		9.50
01052 - Data Entry Operator II		10.37
01060 - Dispatcher, Motor Vehicle		14.48
01070 - Document Preparation Clerk		10.46
01090 - Duplicating Machine Operator		10.46
01111 - General Clerk I		10.21
01112 - General Clerk II		11.16
01113 - General Clerk III		12.52
01120 - Housing Referral Assistant		16.69
01141 - Messenger Courier		9.90
01191 - Order Clerk I		9.70
01192 - Order Clerk II		10.59
01261 - Personnel Assistant (Employment) I		12.52
01262 - Personnel Assistant (Employment) II		15.33
01263 - Personnel Assistant (Employment) III		17.11
01270 - Production Control Clerk		13.34
01290 - Rental Clerk		12.52
01300 - Scheduler, Maintenance		12.90
01311 - Secretary I		12.90
01312 - Secretary II		14.43
01313 - Secretary III		16.10
01320 - Service Order Dispatcher		12.82
01410 - Supply Technician		16.86

01420 - Survey Worker	14.38
01460 - Switchboard Operator/Receptionist	9.51
01531 - Travel Clerk I	10.71
01532 - Travel Clerk II	11.73
01533 - Travel Clerk III	12.58
01611 - Word Processor I	10.10
01612 - Word Processor II	12.50
01613 - Word Processor III	14.48
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	13.72
05010 - Automotive Electrician	13.04
05040 - Automotive Glass Installer	12.21
05070 - Automotive Worker	12.21
05110 - Mobile Equipment Servicer	10.83
05130 - Motor Equipment Metal Mechanic	13.72
05160 - Motor Equipment Metal Worker	12.21
05190 - Motor Vehicle Mechanic	13.72
05220 - Motor Vehicle Mechanic Helper	10.29
05250 - Motor Vehicle Upholstery Worker	11.52
05280 - Motor Vehicle Wrecker	12.21
05310 - Painter, Automotive	13.04
05340 - Radiator Repair Specialist	12.21
05370 - Tire Repairer	10.10
05400 - Transmission Repair Specialist	13.72
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.31
07041 - Cook I	8.74
07042 - Cook II	9.34
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.27
07210 - Meat Cutter	10.65
07260 - Waiter/Waitress	8.11
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.19
09040 - Furniture Handler	9.08
09080 - Furniture Refinisher	13.38
09090 - Furniture Refinisher Helper	10.22
09110 - Furniture Repairer, Minor	11.78
09130 - Upholsterer	13.38
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	7.68
11060 - Elevator Operator	8.45
11090 - Gardener	11.16
11122 - Housekeeping Aide	8.27
11150 - Janitor	9.29
11210 - Laborer, Grounds Maintenance	9.04
11240 - Maid or Houseman	7.25
11260 - Pruner	8.21
11270 - Tractor Operator	10.68
11330 - Trail Maintenance Worker	9.04
11360 - Window Cleaner	9.87
12000 - Health Occupations	
12010 - Ambulance Driver	14.85
12011 - Breath Alcohol Technician	15.30
12012 - Certified Occupational Therapist Assistant	22.12
12015 - Certified Physical Therapist Assistant	22.99
12020 - Dental Assistant	13.22
12025 - Dental Hygienist	30.90
12030 - EKG Technician	24.42
12035 - Electroneurodiagnostic Technologist	24.42
12040 - Emergency Medical Technician	15.00

12071 - Licensed Practical Nurse I		15.52
12072 - Licensed Practical Nurse II		17.37
12073 - Licensed Practical Nurse III		19.38
12100 - Medical Assistant		10.95
12130 - Medical Laboratory Technician		14.36
12160 - Medical Record Clerk		12.34
12190 - Medical Record Technician		13.54
12195 - Medical Transcriptionist		14.16
12210 - Nuclear Medicine Technologist		34.71
12221 - Nursing Assistant I		8.74
12222 - Nursing Assistant II		9.82
12223 - Nursing Assistant III		10.72
12224 - Nursing Assistant IV		12.03
12235 - Optical Dispenser		15.79
12236 - Optical Technician		25.52
12250 - Pharmacy Technician		13.41
12280 - Phlebotomist		12.36
12305 - Radiologic Technologist		22.15
12311 - Registered Nurse I		25.88
12312 - Registered Nurse II		31.68
12313 - Registered Nurse II, Specialist		31.68
12314 - Registered Nurse III		38.30
12315 - Registered Nurse III, Anesthetist		38.30
12316 - Registered Nurse IV		45.94
12317 - Scheduler (Drug and Alcohol Testing)		20.92
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		17.38
13012 - Exhibits Specialist II		21.54
13013 - Exhibits Specialist III		26.37
13041 - Illustrator I		17.38
13042 - Illustrator II		21.54
13043 - Illustrator III		26.37
13047 - Librarian		23.88
13050 - Library Aide/Clerk		18.30
13054 - Library Information Technology Systems Administrator		21.54
13058 - Library Technician		13.22
13061 - Media Specialist I		15.54
13062 - Media Specialist II		17.38
13063 - Media Specialist III		19.39
13071 - Photographer I		14.67
13072 - Photographer II		16.41
13073 - Photographer III		20.35
13074 - Photographer IV		23.45
13075 - Photographer V		29.26
13110 - Video Teleconference Technician		15.43
14000 - Information Technology Occupations		
14041 - Computer Operator I		12.38
14042 - Computer Operator II		13.85
14043 - Computer Operator III		15.48
14044 - Computer Operator IV		17.27
14045 - Computer Operator V		19.18
14071 - Computer Programmer I	(see 1)	17.38
14072 - Computer Programmer II	(see 1)	20.63
14073 - Computer Programmer III	(see 1)	25.90
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	25.75
14102 - Computer Systems Analyst II	(see 1)	26.90
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		12.68
14160 - Personal Computer Support Technician		17.27

15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	23.41
15020 - Aircrew Training Devices Instructor (Rated)	28.33
15030 - Air Crew Training Devices Instructor (Pilot)	33.51
15050 - Computer Based Training Specialist / Instructor	23.41
15060 - Educational Technologist	29.50
15070 - Flight Instructor (Pilot)	33.51
15080 - Graphic Artist	17.26
15090 - Technical Instructor	16.83
15095 - Technical Instructor/Course Developer	19.52
15110 - Test Proctor	11.18
15120 - Tutor	11.18
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.93
16030 - Counter Attendant	7.93
16040 - Dry Cleaner	9.32
16070 - Finisher, Flatwork, Machine	7.93
16090 - Presser, Hand	7.93
16110 - Presser, Machine, Drycleaning	7.93
16130 - Presser, Machine, Shirts	7.93
16160 - Presser, Machine, Wearing Apparel, Laundry	7.93
16190 - Sewing Machine Operator	9.79
16220 - Tailor	10.31
16250 - Washer, Machine	8.31
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	13.84
19040 - Tool And Die Maker	16.75
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	10.16
21030 - Material Coordinator	14.22
21040 - Material Expediter	14.22
21050 - Material Handling Laborer	9.44
21071 - Order Filler	8.83
21080 - Production Line Worker (Food Processing)	10.22
21110 - Shipping Packer	10.00
21130 - Shipping/Receiving Clerk	10.00
21140 - Store Worker I	10.23
21150 - Stock Clerk	13.65
21210 - Tools And Parts Attendant	10.22
21410 - Warehouse Specialist	10.22
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	15.92
23021 - Aircraft Mechanic I	15.15
23022 - Aircraft Mechanic II	15.92
23023 - Aircraft Mechanic III	16.71
23040 - Aircraft Mechanic Helper	11.24
23050 - Aircraft, Painter	14.17
23060 - Aircraft Servicer	13.56
23080 - Aircraft Worker	13.59
23110 - Appliance Mechanic	12.88
23120 - Bicycle Repairer	9.40
23125 - Cable Splicer	18.01
23130 - Carpenter, Maintenance	12.88
23140 - Carpet Layer	13.27
23160 - Electrician, Maintenance	13.97
23181 - Electronics Technician Maintenance I	12.65
23182 - Electronics Technician Maintenance II	14.54
23183 - Electronics Technician Maintenance III	17.58
23260 - Fabric Worker	12.51
23290 - Fire Alarm System Mechanic	15.10
23310 - Fire Extinguisher Repairer	11.64

23311 - Fuel Distribution System Mechanic	15.18
23312 - Fuel Distribution System Operator	11.00
23370 - General Maintenance Worker	11.71
23380 - Ground Support Equipment Mechanic	15.15
23381 - Ground Support Equipment Servicer	13.56
23382 - Ground Support Equipment Worker	13.59
23391 - Gunsmith I	11.44
23392 - Gunsmith II	13.08
23393 - Gunsmith III	14.73
23410 - Heating, Ventilation And Air-Conditioning Mechanic	12.33
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	12.95
23430 - Heavy Equipment Mechanic	16.02
23440 - Heavy Equipment Operator	12.08
23460 - Instrument Mechanic	15.10
23465 - Laboratory/Shelter Mechanic	13.88
23470 - Laborer	8.14
23510 - Locksmith	12.88
23530 - Machinery Maintenance Mechanic	15.39
23550 - Machinist, Maintenance	12.75
23580 - Maintenance Trades Helper	10.16
23591 - Metrology Technician I	15.10
23592 - Metrology Technician II	15.98
23593 - Metrology Technician III	16.85
23640 - Millwright	15.10
23710 - Office Appliance Repairer	11.99
23760 - Painter, Maintenance	11.71
23790 - Pipefitter, Maintenance	13.23
23810 - Plumber, Maintenance	12.87
23820 - Pneudraulic Systems Mechanic	15.10
23850 - Rigger	15.77
23870 - Scale Mechanic	13.41
23890 - Sheet-Metal Worker, Maintenance	12.32
23910 - Small Engine Mechanic	13.41
23931 - Telecommunications Mechanic I	18.04
23932 - Telecommunications Mechanic II	18.94
23950 - Telephone Lineman	15.15
23960 - Welder, Combination, Maintenance	13.27
23965 - Well Driller	15.10
23970 - Woodcraft Worker	14.91
23980 - Woodworker	10.84
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.31
24580 - Child Care Center Clerk	9.66
24610 - Chore Aide	7.98
24620 - Family Readiness And Support Services Coordinator	9.22
24630 - Homemaker	12.27
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	16.40
25040 - Sewage Plant Operator	12.03
25070 - Stationary Engineer	16.40
25190 - Ventilation Equipment Tender	11.90
25210 - Water Treatment Plant Operator	12.03
27000 - Protective Service Occupations	
27004 - Alarm Monitor	12.46
27007 - Baggage Inspector	10.02
27008 - Corrections Officer	14.94
27010 - Court Security Officer	17.35
27030 - Detection Dog Handler	14.63

27040 - Detention Officer		14.94
27070 - Firefighter		17.58
27101 - Guard I		10.02
27102 - Guard II		14.63
27131 - Police Officer I		20.81
27132 - Police Officer II		24.06
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		9.64
28042 - Carnival Equipment Repairer		10.18
28043 - Carnival Worker		9.27
28210 - Gate Attendant/Gate Tender		12.73
28310 - Lifeguard		11.34
28350 - Park Attendant (Aide)		14.24
28510 - Recreation Aide/Health Facility Attendant		10.09
28515 - Recreation Specialist		12.23
28630 - Sports Official		11.34
28690 - Swimming Pool Operator		14.40
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		12.56
29020 - Hatch Tender		12.56
29030 - Line Handler		12.56
29041 - Stevedore I		12.20
29042 - Stevedore II		13.71
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		13.92
30022 - Archeological Technician II		14.74
30023 - Archeological Technician III		17.07
30030 - Cartographic Technician		17.08
30040 - Civil Engineering Technician		16.56
30061 - Drafter/CAD Operator I		13.11
30062 - Drafter/CAD Operator II		14.64
30063 - Drafter/CAD Operator III		16.36
30064 - Drafter/CAD Operator IV		18.60
30081 - Engineering Technician I		12.25
30082 - Engineering Technician II		13.77
30083 - Engineering Technician III		15.38
30084 - Engineering Technician IV		19.08
30085 - Engineering Technician V		22.36
30086 - Engineering Technician VI		27.40
30090 - Environmental Technician		19.00
30210 - Laboratory Technician		16.36
30240 - Mathematical Technician		18.17
30361 - Paralegal/Legal Assistant I		15.14
30362 - Paralegal/Legal Assistant II		17.38
30363 - Paralegal/Legal Assistant III		21.26
30364 - Paralegal/Legal Assistant IV		25.72
30390 - Photo-Optics Technician		18.17
30461 - Technical Writer I		18.17
30462 - Technical Writer II		20.91
30463 - Technical Writer III		24.95
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 Surface Programs	(see 2)	16.36
30621 - Weather Observer, Senior	(see 2)	18.17

31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.33
31030 - Bus Driver	13.68
31043 - Driver Courier	10.40
31260 - Parking and Lot Attendant	8.00
31290 - Shuttle Bus Driver	11.20
31310 - Taxi Driver	7.32
31361 - Truckdriver, Light	11.20
31362 - Truckdriver, Medium	12.07
31363 - Truckdriver, Heavy	14.67
31364 - Truckdriver, Tractor-Trailer	14.67
99000 - Miscellaneous Occupations	
99030 - Cashier	8.43
99050 - Desk Clerk	7.75
99095 - Embalmer	23.19
99251 - Laboratory Animal Caretaker I	13.71
99252 - Laboratory Animal Caretaker II	14.39
99310 - Mortician	23.19
99410 - Pest Controller	13.33
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	11.54
99711 - Recycling Specialist	13.78
99730 - Refuse Collector	11.00
99810 - Sales Clerk	10.71
99820 - School Crossing Guard	11.36
99830 - Survey Party Chief	18.99
99831 - Surveying Aide	12.91
99832 - Surveying Technician	15.88
99840 - Vending Machine Attendant	10.70
99841 - Vending Machine Repairer	12.14
99842 - Vending Machine Repairer Helper	10.70

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 10 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) 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 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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (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 retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 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 Wage and Hour Division, U.S. Department of Labor, 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 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 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.

WD 15-4503 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-4503
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.

State: Georgia

Area: Georgia Counties of Schley, Stewart, Talbot, Taylor, Troup, Webster

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.99
01012 - Accounting Clerk II		15.15
01013 - Accounting Clerk III		17.27
01020 - Administrative Assistant		18.90
01035 - Court Reporter		13.94
01041 - Customer Service Representative I		11.12
01042 - Customer Service Representative II		12.50
01043 - Customer Service Representative III		13.64
01051 - Data Entry Operator I		12.11
01052 - Data Entry Operator II		13.34
01060 - Dispatcher, Motor Vehicle		15.20
01070 - Document Preparation Clerk		11.59
01090 - Duplicating Machine Operator		11.59
01111 - General Clerk I		10.88
01112 - General Clerk II		11.87
01113 - General Clerk III		13.32
01120 - Housing Referral Assistant		15.55
01141 - Messenger Courier		10.22
01191 - Order Clerk I		11.73
01192 - Order Clerk II		12.79
01261 - Personnel Assistant (Employment) I		12.92
01262 - Personnel Assistant (Employment) II		14.45
01263 - Personnel Assistant (Employment) III		16.12
01270 - Production Control Clerk		19.01
01290 - Rental Clerk		10.51
01300 - Scheduler, Maintenance		12.47
01311 - Secretary I		12.47
01312 - Secretary II		13.94
01313 - Secretary III		15.55

01320 - Service Order Dispatcher	13.35
01410 - Supply Technician	18.90
01420 - Survey Worker	13.08
01460 - Switchboard Operator/Receptionist	10.89
01531 - Travel Clerk I	11.62
01532 - Travel Clerk II	12.49
01533 - Travel Clerk III	13.25
01611 - Word Processor I	11.10
01612 - Word Processor II	12.47
01613 - Word Processor III	14.44
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.32
05010 - Automotive Electrician	17.62
05040 - Automotive Glass Installer	15.94
05070 - Automotive Worker	15.94
05110 - Mobile Equipment Servicer	13.96
05130 - Motor Equipment Metal Mechanic	17.91
05160 - Motor Equipment Metal Worker	15.94
05190 - Motor Vehicle Mechanic	17.93
05220 - Motor Vehicle Mechanic Helper	13.86
05250 - Motor Vehicle Upholstery Worker	15.59
05280 - Motor Vehicle Wrecker	15.94
05310 - Painter, Automotive	16.98
05340 - Radiator Repair Specialist	15.94
05370 - Tire Repairer	11.23
05400 - Transmission Repair Specialist	17.91
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.07
07041 - Cook I	9.48
07042 - Cook II	11.27
07070 - Dishwasher	8.44
07130 - Food Service Worker	8.71
07210 - Meat Cutter	13.02
07260 - Waiter/Waitress	8.42
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.78
09040 - Furniture Handler	11.16
09080 - Furniture Refinisher	15.55
09090 - Furniture Refinisher Helper	13.03
09110 - Furniture Repairer, Minor	14.91
09130 - Upholsterer	16.78
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.71
11060 - Elevator Operator	8.71
11090 - Gardener	12.05
11122 - Housekeeping Aide	8.92
11150 - Janitor	8.92
11210 - Laborer, Grounds Maintenance	10.55
11240 - Maid or Houseman	8.46
11260 - Pruner	9.67
11270 - Tractor Operator	12.13
11330 - Trail Maintenance Worker	10.55
11360 - Window Cleaner	9.74
12000 - Health Occupations	
12010 - Ambulance Driver	15.77
12011 - Breath Alcohol Technician	16.16
12012 - Certified Occupational Therapist Assistant	22.17
12015 - Certified Physical Therapist Assistant	22.88
12020 - Dental Assistant	14.78
12025 - Dental Hygienist	32.84
12030 - EKG Technician	24.50

12035 - Electroneurodiagnostic Technologist		24.50
12040 - Emergency Medical Technician		15.77
12071 - Licensed Practical Nurse I		14.44
12072 - Licensed Practical Nurse II		16.16
12073 - Licensed Practical Nurse III		18.02
12100 - Medical Assistant		11.88
12130 - Medical Laboratory Technician		16.07
12160 - Medical Record Clerk		13.75
12190 - Medical Record Technician		16.16
12195 - Medical Transcriptionist		13.66
12210 - Nuclear Medicine Technologist		35.35
12221 - Nursing Assistant I		9.93
12222 - Nursing Assistant II		10.51
12223 - Nursing Assistant III		11.47
12224 - Nursing Assistant IV		12.88
12235 - Optical Dispenser		16.16
12236 - Optical Technician		14.44
12250 - Pharmacy Technician		13.41
12280 - Phlebotomist		12.63
12305 - Radiologic Technologist		23.01
12311 - Registered Nurse I		19.07
12312 - Registered Nurse II		23.33
12313 - Registered Nurse II, Specialist		23.33
12314 - Registered Nurse III		28.22
12315 - Registered Nurse III, Anesthetist		28.22
12316 - Registered Nurse IV		33.82
12317 - Scheduler (Drug and Alcohol Testing)		20.02
12320 - Substance Abuse Treatment Counselor		19.27
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.11
13012 - Exhibits Specialist II		24.91
13013 - Exhibits Specialist III		30.47
13041 - Illustrator I		20.60
13042 - Illustrator II		24.91
13043 - Illustrator III		30.47
13047 - Librarian		27.59
13050 - Library Aide/Clerk		11.53
13054 - Library Information Technology Systems Administrator		24.91
13058 - Library Technician		19.12
13061 - Media Specialist I		17.98
13062 - Media Specialist II		20.11
13063 - Media Specialist III		22.42
13071 - Photographer I		15.07
13072 - Photographer II		16.98
13073 - Photographer III		20.78
13074 - Photographer IV		25.54
13075 - Photographer V		30.88
13090 - Technical Order Library Clerk		14.48
13110 - Video Teleconference Technician		17.98
14000 - Information Technology Occupations		
14041 - Computer Operator I		13.49
14042 - Computer Operator II		15.09
14043 - Computer Operator III		16.83
14044 - Computer Operator IV		18.70
14045 - Computer Operator V		20.70
14071 - Computer Programmer I	(see 1)	20.24
14072 - Computer Programmer II	(see 1)	25.08
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		13.49
14160 - Personal Computer Support Technician		18.70
14170 - System Support Specialist		20.70
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		28.28
15020 - Aircrew Training Devices Instructor (Rated)		34.22
15030 - Air Crew Training Devices Instructor (Pilot)		41.01
15050 - Computer Based Training Specialist / Instructor		28.28
15060 - Educational Technologist		28.10
15070 - Flight Instructor (Pilot)		37.50
15080 - Graphic Artist		20.28
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		41.01
15086 - Maintenance Test Pilot, Rotary Wing		41.01
15088 - Non-Maintenance Test/Co-Pilot		41.01
15090 - Technical Instructor		21.88
15095 - Technical Instructor/Course Developer		26.77
15110 - Test Proctor		17.66
15120 - Tutor		17.66
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.56
16030 - Counter Attendant		8.56
16040 - Dry Cleaner		10.01
16070 - Finisher, Flatwork, Machine		8.56
16090 - Presser, Hand		8.56
16110 - Presser, Machine, Drycleaning		8.56
16130 - Presser, Machine, Shirts		8.56
16160 - Presser, Machine, Wearing Apparel, Laundry		8.56
16190 - Sewing Machine Operator		10.49
16220 - Tailor		10.97
16250 - Washer, Machine		9.05
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		19.86
19040 - Tool And Die Maker		24.06
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		12.67
21030 - Material Coordinator		19.01
21040 - Material Expediter		19.01
21050 - Material Handling Laborer		11.19
21071 - Order Filler		11.23
21080 - Production Line Worker (Food Processing)		12.67
21110 - Shipping Packer		13.77
21130 - Shipping/Receiving Clerk		13.77
21140 - Store Worker I		11.65
21150 - Stock Clerk		15.19
21210 - Tools And Parts Attendant		12.67
21410 - Warehouse Specialist		12.67
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		22.91
23019 - Aircraft Logs and Records Technician		18.35
23021 - Aircraft Mechanic I		21.82
23022 - Aircraft Mechanic II		22.91
23023 - Aircraft Mechanic III		24.07
23040 - Aircraft Mechanic Helper		16.04
23050 - Aircraft, Painter		20.66
23060 - Aircraft Servicer		18.35
23070 - Aircraft Survival Flight Equipment Technician		20.66
23080 - Aircraft Worker		19.49
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		19.49

23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	21.82
23110 - Appliance Mechanic	17.65
23120 - Bicycle Repairer	11.23
23125 - Cable Splicer	26.97
23130 - Carpenter, Maintenance	15.59
23140 - Carpet Layer	16.82
23160 - Electrician, Maintenance	18.91
23181 - Electronics Technician Maintenance I	21.41
23182 - Electronics Technician Maintenance II	22.84
23183 - Electronics Technician Maintenance III	24.08
23260 - Fabric Worker	15.98
23290 - Fire Alarm System Mechanic	18.48
23310 - Fire Extinguisher Repairer	15.10
23311 - Fuel Distribution System Mechanic	18.48
23312 - Fuel Distribution System Operator	15.10
23370 - General Maintenance Worker	16.13
23380 - Ground Support Equipment Mechanic	21.82
23381 - Ground Support Equipment Servicer	18.35
23382 - Ground Support Equipment Worker	19.49
23391 - Gunsmith I	15.53
23392 - Gunsmith II	17.61
23393 - Gunsmith III	19.72
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.82
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.76
23430 - Heavy Equipment Mechanic	18.30
23440 - Heavy Equipment Operator	14.76
23460 - Instrument Mechanic	18.48
23465 - Laboratory/Shelter Mechanic	18.67
23470 - Laborer	10.24
23510 - Locksmith	18.17
23530 - Machinery Maintenance Mechanic	18.72
23550 - Machinist, Maintenance	17.39
23580 - Maintenance Trades Helper	10.82
23591 - Metrology Technician I	18.48
23592 - Metrology Technician II	19.32
23593 - Metrology Technician III	20.12
23640 - Millwright	20.09
23710 - Office Appliance Repairer	16.76
23760 - Painter, Maintenance	15.59
23790 - Pipefitter, Maintenance	18.89
23810 - Plumber, Maintenance	18.04
23820 - Pneudraulic Systems Mechanic	18.48
23850 - Rigger	18.48
23870 - Scale Mechanic	16.82
23890 - Sheet-Metal Worker, Maintenance	17.45
23910 - Small Engine Mechanic	15.84
23931 - Telecommunications Mechanic I	21.44
23932 - Telecommunications Mechanic II	22.52
23950 - Telephone Lineman	16.91
23960 - Welder, Combination, Maintenance	15.29
23965 - Well Driller	17.74
23970 - Woodcraft Worker	18.48
23980 - Woodworker	15.10
24000 - Personal Needs Occupations	
24550 - Case Manager	13.70
24570 - Child Care Attendant	11.06
24580 - Child Care Center Clerk	13.83
24610 - Chore Aide	9.10

24620 - Family Readiness And Support Services Coordinator	13.70
24630 - Homemaker	15.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.48
25040 - Sewage Plant Operator	17.65
25070 - Stationary Engineer	18.48
25190 - Ventilation Equipment Tender	13.85
25210 - Water Treatment Plant Operator	17.65
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.33
27007 - Baggage Inspector	13.38
27008 - Corrections Officer	16.85
27010 - Court Security Officer	14.92
27030 - Detection Dog Handler	15.58
27040 - Detention Officer	16.85
27070 - Firefighter	15.68
27101 - Guard I	13.38
27102 - Guard II	15.58
27131 - Police Officer I	16.23
27132 - Police Officer II	18.04
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.96
28042 - Carnival Equipment Repairer	11.66
28043 - Carnival Worker	8.80
28210 - Gate Attendant/Gate Tender	12.90
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.42
28510 - Recreation Aide/Health Facility Attendant	10.53
28515 - Recreation Specialist	15.99
28630 - Sports Official	11.49
28690 - Swimming Pool Operator	17.09
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.82
29020 - Hatch Tender	16.82
29030 - Line Handler	16.82
29041 - Stevedore I	15.98
29042 - Stevedore II	17.65
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.14
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.29
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.96
30021 - Archeological Technician I	15.68
30022 - Archeological Technician II	17.53
30023 - Archeological Technician III	21.72
30030 - Cartographic Technician	21.72
30040 - Civil Engineering Technician	21.18
30051 - Cryogenic Technician I	23.46
30052 - Cryogenic Technician II	25.91
30061 - Drafter/CAD Operator I	15.68
30062 - Drafter/CAD Operator II	17.53
30063 - Drafter/CAD Operator III	19.55
30064 - Drafter/CAD Operator IV	24.06
30081 - Engineering Technician I	14.46
30082 - Engineering Technician II	16.24
30083 - Engineering Technician III	18.16
30084 - Engineering Technician IV	27.52
30085 - Engineering Technician V	33.30
30086 - Engineering Technician VI	33.30
30090 - Environmental Technician	21.72
30095 - Evidence Control Specialist	21.18

30210 - Laboratory Technician		18.48
30221 - Latent Fingerprint Technician I		23.46
30222 - Latent Fingerprint Technician II		25.91
30240 - Mathematical Technician		21.72
30361 - Paralegal/Legal Assistant I		18.70
30362 - Paralegal/Legal Assistant II		23.17
30363 - Paralegal/Legal Assistant III		28.34
30364 - Paralegal/Legal Assistant IV		34.29
30375 - Petroleum Supply Specialist		25.91
30390 - Photo-Optics Technician		23.24
30395 - Radiation Control Technician		25.91
30461 - Technical Writer I		21.18
30462 - Technical Writer II		25.91
30463 - Technical Writer III		31.35
30491 - Unexploded Ordnance (UXO) Technician I		24.23
30492 - Unexploded Ordnance (UXO) Technician II		29.32
30493 - Unexploded Ordnance (UXO) Technician III		35.14
30494 - Unexploded (UXO) Safety Escort		24.23
30495 - Unexploded (UXO) Sweep Personnel		24.23
30501 - Weather Forecaster I		23.46
30502 - Weather Forecaster II		28.54
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2,3)	20.94
30621 - Weather Observer, Senior	(see 2,3)	23.24
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		29.32
31020 - Bus Aide		10.27
31030 - Bus Driver		13.72
31043 - Driver Courier		11.99
31260 - Parking and Lot Attendant		10.32
31290 - Shuttle Bus Driver		12.77
31310 - Taxi Driver		10.53
31361 - Truckdriver, Light		12.77
31362 - Truckdriver, Medium		13.62
31363 - Truckdriver, Heavy		15.33
31364 - Truckdriver, Tractor-Trailer		15.33
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		14.30
99030 - Cashier		8.54
99050 - Desk Clerk		10.10
99095 - Embalmer		22.74
99130 - Flight Follower		24.23
99251 - Laboratory Animal Caretaker I		10.45
99252 - Laboratory Animal Caretaker II		11.23
99260 - Marketing Analyst		25.98
99310 - Mortician		22.74
99410 - Pest Controller		13.47
99510 - Photofinishing Worker		11.74
99710 - Recycling Laborer		13.35
99711 - Recycling Specialist		15.35
99730 - Refuse Collector		12.24
99810 - Sales Clerk		10.80
99820 - School Crossing Guard		12.85
99830 - Survey Party Chief		14.11
99831 - Surveying Aide		10.00
99832 - Surveying Technician		13.67
99840 - Vending Machine Attendant		16.37
99841 - Vending Machine Repairer		18.10
99842 - Vending Machine Repairer Helper		16.37

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)).

WD 05-2119 (Rev.-18) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director
Division of Wage Determinations

Wage Determination No.: 2005-2119
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: Florida

Area: Florida Counties of Collier, Dade, Monroe

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.11
01012 - Accounting Clerk II		16.24
01013 - Accounting Clerk III		18.17
01020 - Administrative Assistant		22.64
01040 - Court Reporter		18.82
01051 - Data Entry Operator I		12.92
01052 - Data Entry Operator II		14.09
01060 - Dispatcher, Motor Vehicle		16.82
01070 - Document Preparation Clerk		12.67
01090 - Duplicating Machine Operator		12.67
01111 - General Clerk I		12.62
01112 - General Clerk II		13.88
01113 - General Clerk III		15.59
01120 - Housing Referral Assistant		20.88
01141 - Messenger Courier		12.39
01191 - Order Clerk I		12.71
01192 - Order Clerk II		13.86
01261 - Personnel Assistant (Employment) I		15.88
01262 - Personnel Assistant (Employment) II		18.07
01263 - Personnel Assistant (Employment) III		20.30
01270 - Production Control Clerk		20.00
01280 - Receptionist		13.44
01290 - Rental Clerk		14.93
01300 - Scheduler, Maintenance		16.74
01311 - Secretary I		16.74
01312 - Secretary II		18.73
01313 - Secretary III		20.88
01320 - Service Order Dispatcher		14.66
01410 - Supply Technician		23.21
01420 - Survey Worker		18.82

01531 - Travel Clerk I	12.57
01532 - Travel Clerk II	13.48
01533 - Travel Clerk III	14.33
01611 - Word Processor I	13.30
01612 - Word Processor II	14.93
01613 - Word Processor III	16.98
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.44
05010 - Automotive Electrician	16.61
05040 - Automotive Glass Installer	15.52
05070 - Automotive Worker	15.52
05110 - Mobile Equipment Servicer	13.34
05130 - Motor Equipment Metal Mechanic	17.56
05160 - Motor Equipment Metal Worker	15.52
05190 - Motor Vehicle Mechanic	17.34
05220 - Motor Vehicle Mechanic Helper	12.24
05250 - Motor Vehicle Upholstery Worker	14.42
05280 - Motor Vehicle Wrecker	15.52
05310 - Painter, Automotive	16.62
05340 - Radiator Repair Specialist	15.52
05370 - Tire Repairer	11.41
05400 - Transmission Repair Specialist	17.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.65
07041 - Cook I	11.08
07042 - Cook II	12.90
07070 - Dishwasher	8.72
07130 - Food Service Worker	9.89
07210 - Meat Cutter	12.75
07260 - Waiter/Waitress	9.85
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.98
09040 - Furniture Handler	7.71
09080 - Furniture Refinisher	14.98
09090 - Furniture Refinisher Helper	11.03
09110 - Furniture Repairer, Minor	13.00
09130 - Upholsterer	16.48
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.80
11060 - Elevator Operator	10.39
11090 - Gardener	14.13
11122 - Housekeeping Aide	10.39
11150 - Janitor	10.39
11210 - Laborer, Grounds Maintenance	11.40
11240 - Maid or Houseman	9.59
11260 - Pruner	9.93
11270 - Tractor Operator	14.36
11330 - Trail Maintenance Worker	11.40
11360 - Window Cleaner	11.94
12000 - Health Occupations	
12010 - Ambulance Driver	15.34
12011 - Breath Alcohol Technician	17.33
12012 - Certified Occupational Therapist Assistant	26.46
12015 - Certified Physical Therapist Assistant	24.15
12020 - Dental Assistant	15.13
12025 - Dental Hygienist	31.91
12030 - EKG Technician	22.01
12035 - Electroneurodiagnostic Technologist	22.01
12040 - Emergency Medical Technician	15.34
12071 - Licensed Practical Nurse I	15.49
12072 - Licensed Practical Nurse II	17.33
12073 - Licensed Practical Nurse III	19.32

12100 - Medical Assistant		15.38
12130 - Medical Laboratory Technician		17.89
12160 - Medical Record Clerk		14.69
12190 - Medical Record Technician		15.38
12195 - Medical Transcriptionist		15.86
12210 - Nuclear Medicine Technologist		34.45
12221 - Nursing Assistant I		10.55
12222 - Nursing Assistant II		11.87
12223 - Nursing Assistant III		12.95
12224 - Nursing Assistant IV		14.53
12235 - Optical Dispenser		17.57
12236 - Optical Technician		15.24
12250 - Pharmacy Technician		15.84
12280 - Phlebotomist		14.53
12305 - Radiologic Technologist		25.46
12311 - Registered Nurse I		26.32
12312 - Registered Nurse II		29.80
12313 - Registered Nurse II, Specialist		29.80
12314 - Registered Nurse III		36.61
12315 - Registered Nurse III, Anesthetist		36.61
12316 - Registered Nurse IV		43.22
12317 - Scheduler (Drug and Alcohol Testing)		19.28
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		19.01
13012 - Exhibits Specialist II		23.54
13013 - Exhibits Specialist III		28.80
13041 - Illustrator I		20.64
13042 - Illustrator II		25.57
13043 - Illustrator III		31.27
13047 - Librarian		31.86
13050 - Library Aide/Clerk		12.37
13054 - Library Information Technology Systems Administrator		26.99
13058 - Library Technician		16.53
13061 - Media Specialist I		16.17
13062 - Media Specialist II		18.41
13063 - Media Specialist III		20.54
13071 - Photographer I		15.54
13072 - Photographer II		17.83
13073 - Photographer III		21.43
13074 - Photographer IV		27.00
13075 - Photographer V		32.66
13110 - Video Teleconference Technician		16.88
14000 - Information Technology Occupations		
14041 - Computer Operator I		16.41
14042 - Computer Operator II		18.36
14043 - Computer Operator III		20.47
14044 - Computer Operator IV		22.75
14045 - Computer Operator V		25.19
14071 - Computer Programmer I	(see 1)	22.76
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		16.41
14160 - Personal Computer Support Technician		22.75
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		31.48
15020 - Aircrew Training Devices Instructor (Rated)		38.08
15030 - Air Crew Training Devices Instructor (Pilot)		42.90

15050 - Computer Based Training Specialist / Instructor	31.48
15060 - Educational Technologist	26.06
15070 - Flight Instructor (Pilot)	42.90
15080 - Graphic Artist	25.96
15090 - Technical Instructor	21.38
15095 - Technical Instructor/Course Developer	26.16
15110 - Test Proctor	17.26
15120 - Tutor	17.26
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.62
16030 - Counter Attendant	9.62
16040 - Dry Cleaner	11.86
16070 - Finisher, Flatwork, Machine	9.62
16090 - Presser, Hand	9.62
16110 - Presser, Machine, Drycleaning	9.62
16130 - Presser, Machine, Shirts	9.62
16160 - Presser, Machine, Wearing Apparel, Laundry	9.62
16190 - Sewing Machine Operator	12.52
16220 - Tailor	13.18
16250 - Washer, Machine	10.41
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.51
19040 - Tool And Die Maker	22.29
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.81
21030 - Material Coordinator	19.02
21040 - Material Expediter	19.02
21050 - Material Handling Laborer	12.17
21071 - Order Filler	11.60
21080 - Production Line Worker (Food Processing)	14.81
21110 - Shipping Packer	14.81
21130 - Shipping/Receiving Clerk	14.81
21140 - Store Worker I	9.45
21150 - Stock Clerk	14.43
21210 - Tools And Parts Attendant	14.81
21410 - Warehouse Specialist	14.81
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.81
23021 - Aircraft Mechanic I	23.31
23022 - Aircraft Mechanic II	24.81
23023 - Aircraft Mechanic III	26.28
23040 - Aircraft Mechanic Helper	15.59
23050 - Aircraft, Painter	18.88
23060 - Aircraft Servicer	18.80
23080 - Aircraft Worker	20.33
23110 - Appliance Mechanic	18.53
23120 - Bicycle Repairer	11.41
23125 - Cable Splicer	24.61
23130 - Carpenter, Maintenance	17.55
23140 - Carpet Layer	17.33
23160 - Electrician, Maintenance	19.25
23181 - Electronics Technician Maintenance I	21.43
23182 - Electronics Technician Maintenance II	23.32
23183 - Electronics Technician Maintenance III	25.75
23260 - Fabric Worker	17.63
23290 - Fire Alarm System Mechanic	18.83
23310 - Fire Extinguisher Repairer	14.71
23311 - Fuel Distribution System Mechanic	20.59
23312 - Fuel Distribution System Operator	15.49
23370 - General Maintenance Worker	16.44
23380 - Ground Support Equipment Mechanic	23.31
23381 - Ground Support Equipment Servicer	18.80

23382 - Ground Support Equipment Worker	20.33
23391 - Gunsmith I	14.71
23392 - Gunsmith II	17.40
23393 - Gunsmith III	19.85
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.01
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.23
23430 - Heavy Equipment Mechanic	19.94
23440 - Heavy Equipment Operator	18.20
23460 - Instrument Mechanic	18.69
23465 - Laboratory/Shelter Mechanic	18.62
23470 - Laborer	11.51
23510 - Locksmith	16.19
23530 - Machinery Maintenance Mechanic	22.48
23550 - Machinist, Maintenance	18.00
23580 - Maintenance Trades Helper	13.11
23591 - Metrology Technician I	18.69
23592 - Metrology Technician II	19.89
23593 - Metrology Technician III	21.08
23640 - Millwright	21.19
23710 - Office Appliance Repairer	17.94
23760 - Painter, Maintenance	17.51
23790 - Pipefitter, Maintenance	20.20
23810 - Plumber, Maintenance	19.23
23820 - Pneudraulic Systems Mechanic	19.85
23850 - Rigger	19.85
23870 - Scale Mechanic	17.40
23890 - Sheet-Metal Worker, Maintenance	18.24
23910 - Small Engine Mechanic	15.16
23931 - Telecommunications Mechanic I	23.92
23932 - Telecommunications Mechanic II	25.46
23950 - Telephone Lineman	21.16
23960 - Welder, Combination, Maintenance	18.69
23965 - Well Driller	18.71
23970 - Woodcraft Worker	19.85
23980 - Woodworker	14.71
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.81
24580 - Child Care Center Clerk	15.33
24610 - Chore Aide	9.40
24620 - Family Readiness And Support Services Coordinator	14.45
24630 - Homemaker	17.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.01
25040 - Sewage Plant Operator	20.16
25070 - Stationary Engineer	19.01
25190 - Ventilation Equipment Tender	12.90
25210 - Water Treatment Plant Operator	20.16
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.47
27007 - Baggage Inspector	10.61
27008 - Corrections Officer	25.15
27010 - Court Security Officer	28.50
27030 - Detection Dog Handler	18.11
27040 - Detention Officer	25.15
27070 - Firefighter	26.09
27101 - Guard I	10.61
27102 - Guard II	18.11
27131 - Police Officer I	30.90
27132 - Police Officer II	34.34

28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		13.37
28042 - Carnival Equipment Repairer		14.74
28043 - Carnival Equpment Worker		9.40
28210 - Gate Attendant/Gate Tender		14.63
28310 - Lifeguard		13.49
28350 - Park Attendant (Aide)		16.39
28510 - Recreation Aide/Health Facility Attendant		11.96
28515 - Recreation Specialist		20.30
28630 - Sports Official		13.04
28690 - Swimming Pool Operator		19.77
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		22.76
29020 - Hatch Tender		22.76
29030 - Line Handler		22.76
29041 - Stevedore I		20.86
29042 - Stevedore II		24.67
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	37.85
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	26.10
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	28.74
30021 - Archeological Technician I		15.98
30022 - Archeological Technician II		18.25
30023 - Archeological Technician III		24.98
30030 - Cartographic Technician		25.86
30040 - Civil Engineering Technician		24.73
30061 - Drafter/CAD Operator I		18.66
30062 - Drafter/CAD Operator II		20.89
30063 - Drafter/CAD Operator III		23.28
30064 - Drafter/CAD Operator IV		28.66
30081 - Engineering Technician I		17.93
30082 - Engineering Technician II		21.92
30083 - Engineering Technician III		24.53
30084 - Engineering Technician IV		27.90
30085 - Engineering Technician V		34.13
30086 - Engineering Technician VI		41.29
30090 - Environmental Technician		19.85
30210 - Laboratory Technician		18.62
30240 - Mathematical Technician		25.86
30361 - Paralegal/Legal Assistant I		17.91
30362 - Paralegal/Legal Assistant II		22.18
30363 - Paralegal/Legal Assistant III		27.14
30364 - Paralegal/Legal Assistant IV		32.83
30390 - Photo-Optics Technician		25.86
30461 - Technical Writer I		23.25
30462 - Technical Writer II		28.46
30463 - Technical Writer III		31.36
30491 - Unexploded Ordnance (UXO) Technician I		24.06
30492 - Unexploded Ordnance (UXO) Technician II		29.10
30493 - Unexploded Ordnance (UXO) Technician III		34.89
30494 - Unexploded (UXO) Safety Escort		24.06
30495 - Unexploded (UXO) Sweep Personnel		24.06
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	23.28
30621 - Weather Observer, Senior	(see 2)	25.86
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		9.78
31030 - Bus Driver		15.04
31043 - Driver Courier		14.92
31260 - Parking and Lot Attendant		9.46
31290 - Shuttle Bus Driver		16.45
31310 - Taxi Driver		10.67

31361 - Truckdriver, Light	16.45
31362 - Truckdriver, Medium	17.99
31363 - Truckdriver, Heavy	19.54
31364 - Truckdriver, Tractor-Trailer	19.54
99000 - Miscellaneous Occupations	
99030 - Cashier	9.31
99050 - Desk Clerk	10.67
99095 - Embalmer	22.48
99251 - Laboratory Animal Caretaker I	10.75
99252 - Laboratory Animal Caretaker II	11.86
99310 - Mortician	24.52
99410 - Pest Controller	14.45
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	15.31
99711 - Recycling Specialist	19.30
99730 - Refuse Collector	13.33
99810 - Sales Clerk	12.45
99820 - School Crossing Guard	11.80
99830 - Survey Party Chief	18.80
99831 - Surveying Aide	10.24
99832 - Surveying Technician	16.78
99840 - Vending Machine Attendant	12.85
99841 - Vending Machine Repairer	16.68
99842 - Vending Machine Repairer Helper	12.85

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 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

1) 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 ordance, 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 ordance, (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 ordance, 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 ordance, 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 15-5291 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-5291
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.

State: Texas

Area: Texas County of Frio

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.28
01012 - Accounting Clerk II		13.77
01013 - Accounting Clerk III		15.93
01020 - Administrative Assistant		18.55
01035 - Court Reporter		15.28
01041 - Customer Service Representative I		10.13
01042 - Customer Service Representative II		11.40
01043 - Customer Service Representative III		12.44
01051 - Data Entry Operator I		10.45
01052 - Data Entry Operator II		11.41
01060 - Dispatcher, Motor Vehicle		15.47
01070 - Document Preparation Clerk		11.51
01090 - Duplicating Machine Operator		11.51
01111 - General Clerk I		11.23
01112 - General Clerk II		12.28
01113 - General Clerk III		13.77
01120 - Housing Referral Assistant		17.02
01141 - Messenger Courier		9.90
01191 - Order Clerk I		10.67
01192 - Order Clerk II		11.65
01261 - Personnel Assistant (Employment) I		13.71
01262 - Personnel Assistant (Employment) II		15.34
01263 - Personnel Assistant (Employment) III		17.11
01270 - Production Control Clerk		14.67
01290 - Rental Clerk		12.52
01300 - Scheduler, Maintenance		13.65
01311 - Secretary I		13.65
01312 - Secretary II		15.28
01313 - Secretary III		17.02

01320 - Service Order Dispatcher	13.82
01410 - Supply Technician	18.55
01420 - Survey Worker	14.38
01460 - Switchboard Operator/Receptionist	10.46
01531 - Travel Clerk I	11.56
01532 - Travel Clerk II	12.48
01533 - Travel Clerk III	13.23
01611 - Word Processor I	10.10
01612 - Word Processor II	12.50
01613 - Word Processor III	14.48
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	15.09
05010 - Automotive Electrician	14.15
05040 - Automotive Glass Installer	13.23
05070 - Automotive Worker	13.23
05110 - Mobile Equipment Servicer	11.42
05130 - Motor Equipment Metal Mechanic	14.98
05160 - Motor Equipment Metal Worker	13.23
05190 - Motor Vehicle Mechanic	14.98
05220 - Motor Vehicle Mechanic Helper	10.52
05250 - Motor Vehicle Upholstery Worker	12.32
05280 - Motor Vehicle Wrecker	13.23
05310 - Painter, Automotive	14.15
05340 - Radiator Repair Specialist	13.23
05370 - Tire Repairer	10.10
05400 - Transmission Repair Specialist	14.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	9.92
07041 - Cook I	9.09
07042 - Cook II	10.27
07070 - Dishwasher	7.98
07130 - Food Service Worker	8.00
07210 - Meat Cutter	11.72
07260 - Waiter/Waitress	8.92
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.19
09040 - Furniture Handler	9.08
09080 - Furniture Refinisher	13.38
09090 - Furniture Refinisher Helper	10.22
09110 - Furniture Repairer, Minor	11.78
09130 - Upholsterer	13.38
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.45
11060 - Elevator Operator	8.45
11090 - Gardener	12.28
11122 - Housekeeping Aide	9.10
11150 - Janitor	9.93
11210 - Laborer, Grounds Maintenance	9.94
11240 - Maid or Houseman	7.98
11260 - Pruner	9.03
11270 - Tractor Operator	11.75
11330 - Trail Maintenance Worker	9.94
11360 - Window Cleaner	10.86
12000 - Health Occupations	
12010 - Ambulance Driver	16.34
12011 - Breath Alcohol Technician	16.83
12012 - Certified Occupational Therapist Assistant	24.33
12015 - Certified Physical Therapist Assistant	25.29
12020 - Dental Assistant	13.43
12025 - Dental Hygienist	30.97
12030 - EKG Technician	26.86

12035 - Electroneurodiagnostic Technologist		26.86
12040 - Emergency Medical Technician		16.50
12071 - Licensed Practical Nurse I		15.92
12072 - Licensed Practical Nurse II		17.81
12073 - Licensed Practical Nurse III		19.85
12100 - Medical Assistant		12.05
12130 - Medical Laboratory Technician		15.80
12160 - Medical Record Clerk		12.34
12190 - Medical Record Technician		13.54
12195 - Medical Transcriptionist		15.58
12210 - Nuclear Medicine Technologist		38.18
12221 - Nursing Assistant I		9.61
12222 - Nursing Assistant II		10.80
12223 - Nursing Assistant III		11.79
12224 - Nursing Assistant IV		13.23
12235 - Optical Dispenser		15.79
12236 - Optical Technician		25.52
12250 - Pharmacy Technician		14.75
12280 - Phlebotomist		13.19
12305 - Radiologic Technologist		23.86
12311 - Registered Nurse I		25.88
12312 - Registered Nurse II		31.68
12313 - Registered Nurse II, Specialist		31.68
12314 - Registered Nurse III		38.30
12315 - Registered Nurse III, Anesthetist		38.30
12316 - Registered Nurse IV		45.94
12317 - Scheduler (Drug and Alcohol Testing)		22.06
12320 - Substance Abuse Treatment Counselor		15.19
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		17.38
13012 - Exhibits Specialist II		21.54
13013 - Exhibits Specialist III		26.37
13041 - Illustrator I		17.38
13042 - Illustrator II		21.54
13043 - Illustrator III		26.37
13047 - Librarian		23.88
13050 - Library Aide/Clerk		18.30
13054 - Library Information Technology Systems Administrator		21.54
13058 - Library Technician		13.22
13061 - Media Specialist I		15.54
13062 - Media Specialist II		17.38
13063 - Media Specialist III		19.39
13071 - Photographer I		14.67
13072 - Photographer II		16.41
13073 - Photographer III		20.35
13074 - Photographer IV		23.99
13075 - Photographer V		29.26
13090 - Technical Order Library Clerk		12.61
13110 - Video Teleconference Technician		15.43
14000 - Information Technology Occupations		
14041 - Computer Operator I		12.38
14042 - Computer Operator II		13.85
14043 - Computer Operator III		15.48
14044 - Computer Operator IV		17.27
14045 - Computer Operator V		19.18
14071 - Computer Programmer I	(see 1)	17.38
14072 - Computer Programmer II	(see 1)	20.63
14073 - Computer Programmer III	(see 1)	25.90
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	25.75

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		12.68
14160 - Personal Computer Support Technician		17.27
14170 - System Support Specialist		19.71
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		23.56
15020 - Aircrew Training Devices Instructor (Rated)		28.52
15030 - Air Crew Training Devices Instructor (Pilot)		34.18
15050 - Computer Based Training Specialist / Instructor		23.56
15060 - Educational Technologist		29.50
15070 - Flight Instructor (Pilot)		34.18
15080 - Graphic Artist		17.26
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		34.18
15086 - Maintenance Test Pilot, Rotary Wing		34.18
15088 - Non-Maintenance Test/Co-Pilot		34.18
15090 - Technical Instructor		17.73
15095 - Technical Instructor/Course Developer		21.47
15110 - Test Proctor		12.30
15120 - Tutor		12.30
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.54
16030 - Counter Attendant		8.54
16040 - Dry Cleaner		10.25
16070 - Finisher, Flatwork, Machine		8.54
16090 - Presser, Hand		8.54
16110 - Presser, Machine, Drycleaning		8.54
16130 - Presser, Machine, Shirts		8.54
16160 - Presser, Machine, Wearing Apparel, Laundry		8.54
16190 - Sewing Machine Operator		10.77
16220 - Tailor		11.34
16250 - Washer, Machine		9.05
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		15.22
19040 - Tool And Die Maker		18.43
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		11.18
21030 - Material Coordinator		15.64
21040 - Material Expediter		15.64
21050 - Material Handling Laborer		10.38
21071 - Order Filler		9.71
21080 - Production Line Worker (Food Processing)		11.18
21110 - Shipping Packer		11.00
21130 - Shipping/Receiving Clerk		11.00
21140 - Store Worker I		10.74
21150 - Stock Clerk		14.70
21210 - Tools And Parts Attendant		11.18
21410 - Warehouse Specialist		11.18
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		17.51
23019 - Aircraft Logs and Records Technician		14.92
23021 - Aircraft Mechanic I		16.67
23022 - Aircraft Mechanic II		17.51
23023 - Aircraft Mechanic III		18.38
23040 - Aircraft Mechanic Helper		12.36
23050 - Aircraft, Painter		15.59
23060 - Aircraft Servicer		14.92
23070 - Aircraft Survival Flight Equipment Technician		15.59
23080 - Aircraft Worker		14.95
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		14.95

23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	16.67
23110 - Appliance Mechanic	14.17
23120 - Bicycle Repairer	10.34
23125 - Cable Splicer	19.81
23130 - Carpenter, Maintenance	14.17
23140 - Carpet Layer	14.60
23160 - Electrician, Maintenance	15.37
23181 - Electronics Technician Maintenance I	13.92
23182 - Electronics Technician Maintenance II	15.99
23183 - Electronics Technician Maintenance III	19.34
23260 - Fabric Worker	13.76
23290 - Fire Alarm System Mechanic	16.61
23310 - Fire Extinguisher Repairer	12.80
23311 - Fuel Distribution System Mechanic	16.70
23312 - Fuel Distribution System Operator	12.10
23370 - General Maintenance Worker	12.88
23380 - Ground Support Equipment Mechanic	16.67
23381 - Ground Support Equipment Servicer	14.92
23382 - Ground Support Equipment Worker	14.95
23391 - Gunsmith I	12.58
23392 - Gunsmith II	14.39
23393 - Gunsmith III	16.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	13.56
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	14.25
23430 - Heavy Equipment Mechanic	17.62
23440 - Heavy Equipment Operator	13.29
23460 - Instrument Mechanic	16.61
23465 - Laboratory/Shelter Mechanic	15.27
23470 - Laborer	8.95
23510 - Locksmith	14.17
23530 - Machinery Maintenance Mechanic	16.93
23550 - Machinist, Maintenance	14.03
23580 - Maintenance Trades Helper	10.75
23591 - Metrology Technician I	16.61
23592 - Metrology Technician II	17.58
23593 - Metrology Technician III	18.54
23640 - Millwright	16.61
23710 - Office Appliance Repairer	13.19
23760 - Painter, Maintenance	12.88
23790 - Pipefitter, Maintenance	14.55
23810 - Plumber, Maintenance	14.16
23820 - Pneudraulic Systems Mechanic	16.61
23850 - Rigger	17.35
23870 - Scale Mechanic	14.75
23890 - Sheet-Metal Worker, Maintenance	13.55
23910 - Small Engine Mechanic	14.75
23931 - Telecommunications Mechanic I	19.84
23932 - Telecommunications Mechanic II	20.83
23950 - Telephone Lineman	16.67
23960 - Welder, Combination, Maintenance	14.60
23965 - Well Driller	16.61
23970 - Woodcraft Worker	16.40
23980 - Woodworker	11.92
24000 - Personal Needs Occupations	
24550 - Case Manager	10.14
24570 - Child Care Attendant	8.71
24580 - Child Care Center Clerk	10.63
24610 - Chore Aide	8.52

24620 - Family Readiness And Support Services Coordinator	10.14
24630 - Homemaker	12.27
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.04
25040 - Sewage Plant Operator	13.23
25070 - Stationary Engineer	18.04
25190 - Ventilation Equipment Tender	13.09
25210 - Water Treatment Plant Operator	13.23
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.71
27007 - Baggage Inspector	11.02
27008 - Corrections Officer	16.43
27010 - Court Security Officer	18.26
27030 - Detection Dog Handler	15.18
27040 - Detention Officer	16.43
27070 - Firefighter	17.58
27101 - Guard I	11.02
27102 - Guard II	15.18
27131 - Police Officer I	20.81
27132 - Police Officer II	24.06
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.60
28042 - Carnival Equipment Repairer	11.20
28043 - Carnival Worker	9.27
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.34
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	13.45
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	14.47
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	13.82
29020 - Hatch Tender	13.82
29030 - Line Handler	13.82
29041 - Stevedore I	13.42
29042 - Stevedore II	15.08
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	14.42
30022 - Archeological Technician II	16.10
30023 - Archeological Technician III	18.78
30030 - Cartographic Technician	18.79
30040 - Civil Engineering Technician	17.65
30051 - Cryogenic Technician I	23.14
30052 - Cryogenic Technician II	25.55
30061 - Drafter/CAD Operator I	14.42
30062 - Drafter/CAD Operator II	16.10
30063 - Drafter/CAD Operator III	18.00
30064 - Drafter/CAD Operator IV	20.46
30081 - Engineering Technician I	13.48
30082 - Engineering Technician II	15.15
30083 - Engineering Technician III	16.92
30084 - Engineering Technician IV	20.99
30085 - Engineering Technician V	24.60
30086 - Engineering Technician VI	30.14
30090 - Environmental Technician	19.00
30095 - Evidence Control Specialist	20.89

30210 - Laboratory Technician		18.00
30221 - Latent Fingerprint Technician I		23.14
30222 - Latent Fingerprint Technician II		25.55
30240 - Mathematical Technician		19.99
30361 - Paralegal/Legal Assistant I		16.27
30362 - Paralegal/Legal Assistant II		19.12
30363 - Paralegal/Legal Assistant III		23.39
30364 - Paralegal/Legal Assistant IV		28.29
30375 - Petroleum Supply Specialist		25.55
30390 - Photo-Optics Technician		19.99
30395 - Radiation Control Technician		25.55
30461 - Technical Writer I		19.99
30462 - Technical Writer II		23.00
30463 - Technical Writer III		27.45
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		23.14
30502 - Weather Forecaster II		28.14
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	18.00
30621 - Weather Observer, Senior	(see 2)	19.99
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		28.06
31020 - Bus Aide		9.33
31030 - Bus Driver		13.68
31043 - Driver Courier		11.44
31260 - Parking and Lot Attendant		8.80
31290 - Shuttle Bus Driver		12.32
31310 - Taxi Driver		8.05
31361 - Truckdriver, Light		12.32
31362 - Truckdriver, Medium		13.28
31363 - Truckdriver, Heavy		16.14
31364 - Truckdriver, Tractor-Trailer		16.14
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		13.68
99030 - Cashier		9.01
99050 - Desk Clerk		8.53
99095 - Embalmer		23.19
99130 - Flight Follower		23.19
99251 - Laboratory Animal Caretaker I		15.08
99252 - Laboratory Animal Caretaker II		15.83
99260 - Marketing Analyst		33.05
99310 - Mortician		23.19
99410 - Pest Controller		14.66
99510 - Photofinishing Worker		12.19
99710 - Recycling Laborer		12.69
99711 - Recycling Specialist		15.16
99730 - Refuse Collector		12.10
99810 - Sales Clerk		10.71
99820 - School Crossing Guard		12.30
99830 - Survey Party Chief		20.89
99831 - Surveying Aide		14.20
99832 - Surveying Technician		17.47
99840 - Vending Machine Attendant		11.77
99841 - Vending Machine Repairer		13.35
99842 - Vending Machine Repairer Helper		11.77

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

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

** 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)).

WD 05-2057 (Rev.-18) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2005-2057
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: California

Area: California Counties of Imperial, San Diego

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.61
01012 - Accounting Clerk II		17.52
01013 - Accounting Clerk III		19.61
01020 - Administrative Assistant		25.04
01040 - Court Reporter		19.16
01051 - Data Entry Operator I		15.00
01052 - Data Entry Operator II		16.37
01060 - Dispatcher, Motor Vehicle		19.16
01070 - Document Preparation Clerk		14.63
01090 - Duplicating Machine Operator		14.63
01111 - General Clerk I		13.54
01112 - General Clerk II		15.34
01113 - General Clerk III		17.22
01120 - Housing Referral Assistant		20.30
01141 - Messenger Courier		12.23
01191 - Order Clerk I		14.73
01192 - Order Clerk II		16.08
01261 - Personnel Assistant (Employment) I		18.29
01262 - Personnel Assistant (Employment) II		20.67
01263 - Personnel Assistant (Employment) III		23.10
01270 - Production Control Clerk		22.89
01280 - Receptionist		13.16
01290 - Rental Clerk		16.09
01300 - Scheduler, Maintenance		17.28
01311 - Secretary I		17.28
01312 - Secretary II		18.08
01313 - Secretary III		20.30
01320 - Service Order Dispatcher		17.60
01410 - Supply Technician		24.51
01420 - Survey Worker		19.16

01531 - Travel Clerk I	13.51
01532 - Travel Clerk II	14.76
01533 - Travel Clerk III	16.21
01611 - Word Processor I	16.07
01612 - Word Processor II	18.04
01613 - Word Processor III	20.18
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.21
05010 - Automotive Electrician	22.37
05040 - Automotive Glass Installer	21.55
05070 - Automotive Worker	21.55
05110 - Mobile Equipment Servicer	19.83
05130 - Motor Equipment Metal Mechanic	23.16
05160 - Motor Equipment Metal Worker	21.55
05190 - Motor Vehicle Mechanic	22.75
05220 - Motor Vehicle Mechanic Helper	18.60
05250 - Motor Vehicle Upholstery Worker	20.75
05280 - Motor Vehicle Wrecker	21.55
05310 - Painter, Automotive	22.79
05340 - Radiator Repair Specialist	21.55
05370 - Tire Repairer	15.52
05400 - Transmission Repair Specialist	23.16
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.40
07041 - Cook I	12.84
07042 - Cook II	13.58
07070 - Dishwasher	9.46
07130 - Food Service Worker	10.31
07210 - Meat Cutter	15.71
07260 - Waiter/Waitress	9.71
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.94
09040 - Furniture Handler	14.32
09080 - Furniture Refinisher	19.94
09090 - Furniture Refinisher Helper	16.57
09110 - Furniture Repairer, Minor	18.49
09130 - Upholsterer	19.94
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.96
11060 - Elevator Operator	12.96
11090 - Gardener	17.18
11122 - Housekeeping Aide	12.96
11150 - Janitor	12.96
11210 - Laborer, Grounds Maintenance	13.92
11240 - Maid or Houseman	9.85
11260 - Pruner	13.45
11270 - Tractor Operator	14.90
11330 - Trail Maintenance Worker	13.92
11360 - Window Cleaner	14.20
12000 - Health Occupations	
12010 - Ambulance Driver	18.34
12011 - Breath Alcohol Technician	20.17
12012 - Certified Occupational Therapist Assistant	25.81
12015 - Certified Physical Therapist Assistant	27.54
12020 - Dental Assistant	17.68
12025 - Dental Hygienist	40.91
12030 - EKG Technician	26.42
12035 - Electroneurodiagnostic Technologist	26.42
12040 - Emergency Medical Technician	18.34
12071 - Licensed Practical Nurse I	19.25
12072 - Licensed Practical Nurse II	21.53
12073 - Licensed Practical Nurse III	24.01

12100 - Medical Assistant		14.37
12130 - Medical Laboratory Technician		20.67
12160 - Medical Record Clerk		15.16
12190 - Medical Record Technician		16.54
12195 - Medical Transcriptionist		19.21
12210 - Nuclear Medicine Technologist		36.75
12221 - Nursing Assistant I		10.38
12222 - Nursing Assistant II		11.67
12223 - Nursing Assistant III		12.74
12224 - Nursing Assistant IV		14.30
12235 - Optical Dispenser		21.24
12236 - Optical Technician		16.53
12250 - Pharmacy Technician		17.36
12280 - Phlebotomist		14.34
12305 - Radiologic Technologist		30.68
12311 - Registered Nurse I		29.75
12312 - Registered Nurse II		35.92
12313 - Registered Nurse II, Specialist		35.92
12314 - Registered Nurse III		42.67
12315 - Registered Nurse III, Anesthetist		42.67
12316 - Registered Nurse IV		51.14
12317 - Scheduler (Drug and Alcohol Testing)		24.55
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.91
13012 - Exhibits Specialist II		25.91
13013 - Exhibits Specialist III		31.68
13041 - Illustrator I		21.12
13042 - Illustrator II		26.16
13043 - Illustrator III		32.00
13047 - Librarian		28.91
13050 - Library Aide/Clerk		13.29
13054 - Library Information Technology Systems Administrator		26.11
13058 - Library Technician		17.77
13061 - Media Specialist I		18.84
13062 - Media Specialist II		21.07
13063 - Media Specialist III		23.50
13071 - Photographer I		16.33
13072 - Photographer II		18.44
13073 - Photographer III		22.63
13074 - Photographer IV		27.68
13075 - Photographer V		33.49
13110 - Video Teleconference Technician		17.71
14000 - Information Technology Occupations		
14041 - Computer Operator I		17.02
14042 - Computer Operator II		19.04
14043 - Computer Operator III		21.22
14044 - Computer Operator IV		23.58
14045 - Computer Operator V		26.11
14071 - Computer Programmer I	(see 1)	27.62
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		17.02
14160 - Personal Computer Support Technician		23.58
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		30.51
15020 - Aircrew Training Devices Instructor (Rated)		36.91
15030 - Air Crew Training Devices Instructor (Pilot)		44.25

15050 - Computer Based Training Specialist / Instructor	30.51
15060 - Educational Technologist	30.67
15070 - Flight Instructor (Pilot)	44.25
15080 - Graphic Artist	23.93
15090 - Technical Instructor	26.13
15095 - Technical Instructor/Course Developer	31.96
15110 - Test Proctor	21.83
15120 - Tutor	21.83
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.79
16030 - Counter Attendant	9.79
16040 - Dry Cleaner	12.02
16070 - Finisher, Flatwork, Machine	9.79
16090 - Presser, Hand	9.79
16110 - Presser, Machine, Drycleaning	9.79
16130 - Presser, Machine, Shirts	9.79
16160 - Presser, Machine, Wearing Apparel, Laundry	9.79
16190 - Sewing Machine Operator	12.81
16220 - Tailor	13.55
16250 - Washer, Machine	10.49
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.94
19040 - Tool And Die Maker	23.80
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.88
21030 - Material Coordinator	22.89
21040 - Material Expediter	22.89
21050 - Material Handling Laborer	13.07
21071 - Order Filler	15.33
21080 - Production Line Worker (Food Processing)	18.88
21110 - Shipping Packer	14.04
21130 - Shipping/Receiving Clerk	14.04
21140 - Store Worker I	12.48
21150 - Stock Clerk	16.40
21210 - Tools And Parts Attendant	18.88
21410 - Warehouse Specialist	18.88
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.52
23021 - Aircraft Mechanic I	25.55
23022 - Aircraft Mechanic II	26.52
23023 - Aircraft Mechanic III	27.54
23040 - Aircraft Mechanic Helper	18.88
23050 - Aircraft, Painter	22.46
23060 - Aircraft Servicer	21.08
23080 - Aircraft Worker	21.88
23110 - Appliance Mechanic	20.66
23120 - Bicycle Repairer	15.52
23125 - Cable Splicer	26.10
23130 - Carpenter, Maintenance	22.28
23140 - Carpet Layer	18.15
23160 - Electrician, Maintenance	23.07
23181 - Electronics Technician Maintenance I	22.59
23182 - Electronics Technician Maintenance II	23.97
23183 - Electronics Technician Maintenance III	27.60
23260 - Fabric Worker	20.80
23290 - Fire Alarm System Mechanic	23.50
23310 - Fire Extinguisher Repairer	19.48
23311 - Fuel Distribution System Mechanic	27.67
23312 - Fuel Distribution System Operator	21.35
23370 - General Maintenance Worker	19.20
23380 - Ground Support Equipment Mechanic	25.55
23381 - Ground Support Equipment Servicer	21.08

23382 - Ground Support Equipment Worker	21.88
23391 - Gunsmith I	19.48
23392 - Gunsmith II	22.16
23393 - Gunsmith III	24.85
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.57
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.46
23430 - Heavy Equipment Mechanic	28.70
23440 - Heavy Equipment Operator	28.86
23460 - Instrument Mechanic	24.17
23465 - Laboratory/Shelter Mechanic	23.51
23470 - Laborer	12.27
23510 - Locksmith	20.96
23530 - Machinery Maintenance Mechanic	24.66
23550 - Machinist, Maintenance	20.86
23580 - Maintenance Trades Helper	16.57
23591 - Metrology Technician I	24.17
23592 - Metrology Technician II	25.25
23593 - Metrology Technician III	30.26
23640 - Millwright	29.26
23710 - Office Appliance Repairer	21.74
23760 - Painter, Maintenance	21.93
23790 - Pipefitter, Maintenance	24.76
23810 - Plumber, Maintenance	23.93
23820 - Pneudraulic Systems Mechanic	24.85
23850 - Rigger	23.07
23870 - Scale Mechanic	21.03
23890 - Sheet-Metal Worker, Maintenance	23.06
23910 - Small Engine Mechanic	21.12
23931 - Telecommunications Mechanic I	26.33
23932 - Telecommunications Mechanic II	27.33
23950 - Telephone Lineman	26.11
23960 - Welder, Combination, Maintenance	23.82
23965 - Well Driller	24.96
23970 - Woodcraft Worker	24.85
23980 - Woodworker	18.60
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.87
24580 - Child Care Center Clerk	19.94
24610 - Chore Aide	10.20
24620 - Family Readiness And Support Services Coordinator	17.12
24630 - Homemaker	20.77
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.02
25040 - Sewage Plant Operator	26.45
25070 - Stationary Engineer	27.02
25190 - Ventilation Equipment Tender	19.72
25210 - Water Treatment Plant Operator	26.45
27000 - Protective Service Occupations	
27004 - Alarm Monitor	24.53
27007 - Baggage Inspector	13.86
27008 - Corrections Officer	29.73
27010 - Court Security Officer	31.17
27030 - Detection Dog Handler	23.51
27040 - Detention Officer	29.73
27070 - Firefighter	27.18
27101 - Guard I	13.86
27102 - Guard II	23.51
27131 - Police Officer I	35.16
27132 - Police Officer II	39.06

28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		15.20
28042 - Carnival Equipment Repairer		16.19
28043 - Carnival Equpment Worker		10.89
28210 - Gate Attendant/Gate Tender		15.62
28310 - Lifeguard		13.53
28350 - Park Attendant (Aide)		17.38
28510 - Recreation Aide/Health Facility Attendant		12.67
28515 - Recreation Specialist		21.52
28630 - Sports Official		13.84
28690 - Swimming Pool Operator		17.11
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		28.99
29020 - Hatch Tender		28.99
29030 - Line Handler		28.99
29041 - Stevedore I		27.21
29042 - Stevedore II		30.76
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	38.91
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	29.55
30021 - Archeological Technician I		20.59
30022 - Archeological Technician II		22.84
30023 - Archeological Technician III		28.30
30030 - Cartographic Technician		28.30
30040 - Civil Engineering Technician		25.89
30061 - Drafter/CAD Operator I		20.42
30062 - Drafter/CAD Operator II		22.84
30063 - Drafter/CAD Operator III		25.47
30064 - Drafter/CAD Operator IV		31.34
30081 - Engineering Technician I		18.88
30082 - Engineering Technician II		21.19
30083 - Engineering Technician III		23.70
30084 - Engineering Technician IV		29.36
30085 - Engineering Technician V		35.91
30086 - Engineering Technician VI		43.45
30090 - Environmental Technician		22.65
30210 - Laboratory Technician		21.62
30240 - Mathematical Technician		27.79
30361 - Paralegal/Legal Assistant I		21.72
30362 - Paralegal/Legal Assistant II		26.91
30363 - Paralegal/Legal Assistant III		32.91
30364 - Paralegal/Legal Assistant IV		39.82
30390 - Photo-Optics Technician		28.30
30461 - Technical Writer I		23.46
30462 - Technical Writer II		28.69
30463 - Technical Writer III		34.71
30491 - Unexploded Ordnance (UXO) Technician I		24.73
30492 - Unexploded Ordnance (UXO) Technician II		29.92
30493 - Unexploded Ordnance (UXO) Technician III		35.87
30494 - Unexploded (UXO) Safety Escort		24.73
30495 - Unexploded (UXO) Sweep Personnel		24.73
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	25.47
30621 - Weather Observer, Senior	(see 2)	28.30
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		14.37
31030 - Bus Driver		17.56
31043 - Driver Courier		13.59
31260 - Parking and Lot Attendant		10.07
31290 - Shuttle Bus Driver		14.66
31310 - Taxi Driver		12.33

31361 - Truckdriver, Light	14.66
31362 - Truckdriver, Medium	18.11
31363 - Truckdriver, Heavy	20.85
31364 - Truckdriver, Tractor-Trailer	20.85
99000 - Miscellaneous Occupations	
99030 - Cashier	12.02
99050 - Desk Clerk	10.60
99095 - Embalmer	21.58
99251 - Laboratory Animal Caretaker I	13.87
99252 - Laboratory Animal Caretaker II	14.55
99310 - Mortician	23.74
99410 - Pest Controller	14.26
99510 - Photofinishing Worker	16.54
99710 - Recycling Laborer	19.84
99711 - Recycling Specialist	24.10
99730 - Refuse Collector	18.98
99810 - Sales Clerk	13.18
99820 - School Crossing Guard	11.77
99830 - Survey Party Chief	28.85
99831 - Surveying Aide	18.84
99832 - Surveying Technician	26.23
99840 - Vending Machine Attendant	14.19
99841 - Vending Machine Repairer	16.89
99842 - Vending Machine Repairer Helper	14.09

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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 ordance, 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 ordance, (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 ordance, 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 ordance, 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 15-2047 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-2047
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.

State: California

Area: California County of Orange
OCCUPATION NOTES:

Heating, Air Conditioning and Refrigeration: Wage rates and fringe benefits can be found on Wage Determinations 1986-0879.

Laundry: Wage rates and fringe benefits can be found on Wage Determination 1977-1297.

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.83
01012 - Accounting Clerk II		17.77
01013 - Accounting Clerk III		20.27
01020 - Administrative Assistant		28.08
01035 - Court Reporter		19.93
01051 - Data Entry Operator I		12.26
01052 - Data Entry Operator II		13.37
01060 - Dispatcher, Motor Vehicle		22.41
01070 - Document Preparation Clerk		13.75
01090 - Duplicating Machine Operator		13.75
01111 - General Clerk I		11.76
01112 - General Clerk II		14.92
01113 - General Clerk III		17.43
01120 - Housing Referral Assistant		21.90
01141 - Messenger Courier		11.45
01191 - Order Clerk I		16.98
01192 - Order Clerk II		18.53
01261 - Personnel Assistant (Employment) I		18.07
01262 - Personnel Assistant (Employment) II		20.20
01263 - Personnel Assistant (Employment) III		22.53
01270 - Production Control Clerk		23.51

01290 - Rental Clerk	16.83
01300 - Scheduler, Maintenance	17.39
01311 - Secretary I	17.39
01312 - Secretary II	19.45
01313 - Secretary III	21.90
01320 - Service Order Dispatcher	19.54
01410 - Supply Technician	26.82
01420 - Survey Worker	19.93
01460 - Switchboard Operator/Receptionist	14.51
01531 - Travel Clerk I	14.72
01532 - Travel Clerk II	16.02
01533 - Travel Clerk III	17.21
01611 - Word Processor I	15.18
01612 - Word Processor II	16.87
01613 - Word Processor III	18.76
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.56
05010 - Automotive Electrician	22.18
05040 - Automotive Glass Installer	20.84
05070 - Automotive Worker	20.84
05110 - Mobile Equipment Servicer	19.16
05130 - Motor Equipment Metal Mechanic	23.56
05160 - Motor Equipment Metal Worker	20.84
05190 - Motor Vehicle Mechanic	23.56
05220 - Motor Vehicle Mechanic Helper	18.38
05250 - Motor Vehicle Upholstery Worker	20.40
05280 - Motor Vehicle Wrecker	20.84
05310 - Painter, Automotive	22.18
05340 - Radiator Repair Specialist	20.84
05370 - Tire Repairer	15.47
05400 - Transmission Repair Specialist	23.56
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.28
07041 - Cook I	12.91
07042 - Cook II	14.31
07070 - Dishwasher	10.29
07130 - Food Service Worker	11.20
07210 - Meat Cutter	15.92
07260 - Waiter/Waitress	9.85
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	20.45
09040 - Furniture Handler	13.66
09080 - Furniture Refinisher	20.45
09090 - Furniture Refinisher Helper	16.30
09110 - Furniture Repairer, Minor	18.74
09130 - Upholsterer	20.45
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.76
11060 - Elevator Operator	11.76
11090 - Gardener	19.21
11122 - Housekeeping Aide	12.58
11150 - Janitor	14.04
11210 - Laborer, Grounds Maintenance	14.40
11240 - Maid or Houseman	10.16
11260 - Pruner	13.27
11270 - Tractor Operator	17.13
11330 - Trail Maintenance Worker	14.40
11360 - Window Cleaner	15.77
12000 - Health Occupations	
12010 - Ambulance Driver	17.82
12011 - Breath Alcohol Technician	17.82

12012 - Certified Occupational Therapist Assistant		26.38
12015 - Certified Physical Therapist Assistant		26.70
12020 - Dental Assistant		17.27
12025 - Dental Hygienist		38.39
12030 - EKG Technician		28.14
12035 - Electroneurodiagnostic Technologist		28.14
12040 - Emergency Medical Technician		17.82
12071 - Licensed Practical Nurse I		18.43
12072 - Licensed Practical Nurse II		20.68
12073 - Licensed Practical Nurse III		23.72
12100 - Medical Assistant		14.82
12130 - Medical Laboratory Technician		19.73
12160 - Medical Record Clerk		16.07
12190 - Medical Record Technician		18.53
12195 - Medical Transcriptionist		19.35
12210 - Nuclear Medicine Technologist		36.54
12221 - Nursing Assistant I		10.19
12222 - Nursing Assistant II		11.46
12223 - Nursing Assistant III		12.50
12224 - Nursing Assistant IV		14.03
12235 - Optical Dispenser		17.00
12236 - Optical Technician		15.71
12250 - Pharmacy Technician		17.83
12280 - Phlebotomist		14.03
12305 - Radiologic Technologist		25.24
12311 - Registered Nurse I		31.47
12312 - Registered Nurse II		38.49
12313 - Registered Nurse II, Specialist		38.49
12314 - Registered Nurse III		48.20
12315 - Registered Nurse III, Anesthetist		48.20
12316 - Registered Nurse IV		57.77
12317 - Scheduler (Drug and Alcohol Testing)		25.09
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		24.83
13012 - Exhibits Specialist II		30.76
13013 - Exhibits Specialist III		37.63
13041 - Illustrator I		27.84
13042 - Illustrator II		34.51
13043 - Illustrator III		42.16
13047 - Librarian		31.80
13050 - Library Aide/Clerk		16.49
13054 - Library Information Technology Systems Administrator		28.71
13058 - Library Technician		22.40
13061 - Media Specialist I		20.36
13062 - Media Specialist II		22.76
13063 - Media Specialist III		25.38
13071 - Photographer I		17.95
13072 - Photographer II		20.08
13073 - Photographer III		26.61
13074 - Photographer IV		33.56
13075 - Photographer V		40.61
13110 - Video Teleconference Technician		20.08
14000 - Information Technology Occupations		
14041 - Computer Operator I		17.82
14042 - Computer Operator II		19.93
14043 - Computer Operator III		22.89
14044 - Computer Operator IV		25.73
14045 - Computer Operator V		27.35
14071 - Computer Programmer I	(see 1)	27.42
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		17.82
14160 - Personal Computer Support Technician		25.73
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		34.73
15020 - Aircrew Training Devices Instructor (Rated)		42.03
15030 - Air Crew Training Devices Instructor (Pilot)		50.37
15050 - Computer Based Training Specialist / Instructor		34.73
15060 - Educational Technologist		36.09
15070 - Flight Instructor (Pilot)		50.37
15080 - Graphic Artist		26.72
15090 - Technical Instructor		25.70
15095 - Technical Instructor/Course Developer		31.47
15110 - Test Proctor		20.77
15120 - Tutor		20.77
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		18.52
19040 - Tool And Die Maker		23.95
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		14.54
21030 - Material Coordinator		23.51
21040 - Material Expediter		23.51
21050 - Material Handling Laborer		13.02
21071 - Order Filler		13.31
21080 - Production Line Worker (Food Processing)		14.54
21110 - Shipping Packer		15.08
21130 - Shipping/Receiving Clerk		15.08
21140 - Store Worker I		11.53
21150 - Stock Clerk		17.13
21210 - Tools And Parts Attendant		14.54
21410 - Warehouse Specialist		14.54
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.78
23021 - Aircraft Mechanic I		29.10
23022 - Aircraft Mechanic II		30.78
23023 - Aircraft Mechanic III		31.94
23040 - Aircraft Mechanic Helper		20.38
23050 - Aircraft, Painter		24.41
23060 - Aircraft Servicer		23.55
23080 - Aircraft Worker		24.58
23110 - Appliance Mechanic		20.11
23120 - Bicycle Repairer		15.47
23125 - Cable Splicer		32.84
23130 - Carpenter, Maintenance		27.67
23140 - Carpet Layer		21.12
23160 - Electrician, Maintenance		30.18
23181 - Electronics Technician Maintenance I		23.67
23182 - Electronics Technician Maintenance II		25.21
23183 - Electronics Technician Maintenance III		26.76
23260 - Fabric Worker		23.87
23290 - Fire Alarm System Mechanic		22.33
23310 - Fire Extinguisher Repairer		20.03
23311 - Fuel Distribution System Mechanic		25.94
23312 - Fuel Distribution System Operator		19.83
23370 - General Maintenance Worker		23.26
23380 - Ground Support Equipment Mechanic		29.10
23381 - Ground Support Equipment Servicer		23.55

23382 - Ground Support Equipment Worker	24.58
23391 - Gunsmith I	20.03
23392 - Gunsmith II	23.16
23393 - Gunsmith III	26.19
23430 - Heavy Equipment Mechanic	28.30
23440 - Heavy Equipment Operator	32.18
23460 - Instrument Mechanic	27.13
23465 - Laboratory/Shelter Mechanic	24.67
23470 - Laborer	12.49
23510 - Locksmith	20.69
23530 - Machinery Maintenance Mechanic	27.12
23550 - Machinist, Maintenance	25.41
23580 - Maintenance Trades Helper	14.82
23591 - Metrology Technician I	27.13
23592 - Metrology Technician II	28.74
23593 - Metrology Technician III	31.63
23640 - Millwright	25.45
23710 - Office Appliance Repairer	20.86
23760 - Painter, Maintenance	21.05
23790 - Pipefitter, Maintenance	25.74
23810 - Plumber, Maintenance	24.24
23820 - Pneudraulic Systems Mechanic	26.19
23850 - Rigger	26.81
23870 - Scale Mechanic	23.16
23890 - Sheet-Metal Worker, Maintenance	24.34
23910 - Small Engine Mechanic	18.70
23931 - Telecommunications Mechanic I	26.30
23932 - Telecommunications Mechanic II	27.86
23950 - Telephone Lineman	24.18
23960 - Welder, Combination, Maintenance	19.75
23965 - Well Driller	24.56
23970 - Woodcraft Worker	23.90
23980 - Woodworker	18.49
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.03
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.03
24630 - Homemaker	19.21
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.59
25040 - Sewage Plant Operator	28.83
25070 - Stationary Engineer	27.59
25190 - Ventilation Equipment Tender	19.34
25210 - Water Treatment Plant Operator	28.83
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.77
27007 - Baggage Inspector	13.15
27008 - Corrections Officer	31.01
27010 - Court Security Officer	31.00
27030 - Detection Dog Handler	23.77
27040 - Detention Officer	31.01
27070 - Firefighter	29.97
27101 - Guard I	13.15
27102 - Guard II	23.77
27131 - Police Officer I	36.78
27132 - Police Officer II	40.87
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.76
28042 - Carnival Equipment Repairer	13.74

28043 - Carnival Worker		9.67
28210 - Gate Attendant/Gate Tender		14.16
28310 - Lifeguard		13.48
28350 - Park Attendant (Aide)		15.83
28510 - Recreation Aide/Health Facility Attendant		11.56
28515 - Recreation Specialist		19.61
28630 - Sports Official		12.61
28690 - Swimming Pool Operator		16.97
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		23.42
29020 - Hatch Tender		23.42
29030 - Line Handler		23.42
29041 - Stevedore I		21.88
29042 - Stevedore II		24.95
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	39.85
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	27.98
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	30.26
30021 - Archeological Technician I		22.52
30022 - Archeological Technician II		24.21
30023 - Archeological Technician III		34.46
30030 - Cartographic Technician		34.46
30040 - Civil Engineering Technician		30.78
30061 - Drafter/CAD Operator I		24.86
30062 - Drafter/CAD Operator II		27.81
30063 - Drafter/CAD Operator III		31.00
30064 - Drafter/CAD Operator IV		38.15
30081 - Engineering Technician I		19.68
30082 - Engineering Technician II		22.09
30083 - Engineering Technician III		24.70
30084 - Engineering Technician IV		30.60
30085 - Engineering Technician V		37.43
30086 - Engineering Technician VI		45.29
30090 - Environmental Technician		27.72
30210 - Laboratory Technician		23.13
30240 - Mathematical Technician		33.92
30361 - Paralegal/Legal Assistant I		21.83
30362 - Paralegal/Legal Assistant II		27.04
30363 - Paralegal/Legal Assistant III		33.08
30364 - Paralegal/Legal Assistant IV		40.03
30390 - Photo-Optics Technician		33.92
30461 - Technical Writer I		23.62
30462 - Technical Writer II		28.89
30463 - Technical Writer III		34.96
30491 - Unexploded Ordnance (UXO) Technician I		25.32
30492 - Unexploded Ordnance (UXO) Technician II		30.64
30493 - Unexploded Ordnance (UXO) Technician III		36.72
30494 - Unexploded (UXO) Safety Escort		25.32
30495 - Unexploded (UXO) Sweep Personnel		25.32
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	30.42
30621 - Weather Observer, Senior	(see 2)	33.79
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		13.63
31030 - Bus Driver		19.62
31043 - Driver Courier		13.27
31260 - Parking and Lot Attendant		9.39
31290 - Shuttle Bus Driver		14.48
31310 - Taxi Driver		13.23
31361 - Truckdriver, Light		14.48
31362 - Truckdriver, Medium		20.63

31363 - Truckdriver, Heavy	21.78
31364 - Truckdriver, Tractor-Trailer	21.78
99000 - Miscellaneous Occupations	
99030 - Cashier	12.13
99050 - Desk Clerk	12.65
99095 - Embalmer	23.19
99251 - Laboratory Animal Caretaker I	11.02
99252 - Laboratory Animal Caretaker II	12.08
99310 - Mortician	34.35
99410 - Pest Controller	15.19
99510 - Photofinishing Worker	16.36
99710 - Recycling Laborer	21.03
99711 - Recycling Specialist	24.67
99730 - Refuse Collector	18.76
99810 - Sales Clerk	17.13
99820 - School Crossing Guard	9.51
99830 - Survey Party Chief	37.97
99831 - Surveying Aide	21.26
99832 - Surveying Technician	27.95
99840 - Vending Machine Attendant	12.77
99841 - Vending Machine Repairer	15.42
99842 - Vending Machine Repairer Helper	12.77

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

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

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(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

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

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving 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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (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 retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 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 Wage

and Hour Division, U.S. Department of Labor, 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 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 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.

WD 05-2567 (Rev.-21) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2005-2567
Revision No.: 21
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: Washington

Area: Washington Counties of Lewis, Pierce, Thurston

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.56
01012 - Accounting Clerk II		17.47
01013 - Accounting Clerk III		19.54
01020 - Administrative Assistant		23.72
01040 - Court Reporter		19.01
01051 - Data Entry Operator I		14.37
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		22.39
01070 - Document Preparation Clerk		13.60
01090 - Duplicating Machine Operator		13.60
01111 - General Clerk I		12.68
01112 - General Clerk II		14.80
01113 - General Clerk III		16.82
01120 - Housing Referral Assistant		21.81
01141 - Messenger Courier		13.25
01191 - Order Clerk I		14.60
01192 - Order Clerk II		15.94
01261 - Personnel Assistant (Employment) I		16.87
01262 - Personnel Assistant (Employment) II		18.88
01263 - Personnel Assistant (Employment) III		21.05
01270 - Production Control Clerk		21.10
01280 - Receptionist		14.47
01290 - Rental Clerk		16.18
01300 - Scheduler, Maintenance		17.49
01311 - Secretary I		17.49
01312 - Secretary II		19.57
01313 - Secretary III		21.81
01320 - Service Order Dispatcher		17.13
01410 - Supply Technician		23.37
01420 - Survey Worker		19.01

01531 - Travel Clerk I	13.37
01532 - Travel Clerk II	14.50
01533 - Travel Clerk III	15.60
01611 - Word Processor I	17.01
01612 - Word Processor II	19.09
01613 - Word Processor III	21.35
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.34
05010 - Automotive Electrician	22.06
05040 - Automotive Glass Installer	19.83
05070 - Automotive Worker	21.36
05110 - Mobile Equipment Servicer	19.93
05130 - Motor Equipment Metal Mechanic	22.82
05160 - Motor Equipment Metal Worker	21.36
05190 - Motor Vehicle Mechanic	22.78
05220 - Motor Vehicle Mechanic Helper	19.20
05250 - Motor Vehicle Upholstery Worker	20.65
05280 - Motor Vehicle Wrecker	21.36
05310 - Painter, Automotive	22.06
05340 - Radiator Repair Specialist	21.36
05370 - Tire Repairer	14.81
05400 - Transmission Repair Specialist	22.82
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.16
07041 - Cook I	13.11
07042 - Cook II	15.75
07070 - Dishwasher	9.68
07130 - Food Service Worker	11.19
07210 - Meat Cutter	21.24
07260 - Waiter/Waitress	12.34
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.20
09040 - Furniture Handler	16.86
09080 - Furniture Refinisher	19.20
09090 - Furniture Refinisher Helper	16.86
09110 - Furniture Repairer, Minor	18.01
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.98
11060 - Elevator Operator	11.98
11090 - Gardener	18.28
11122 - Housekeeping Aide	14.53
11150 - Janitor	15.32
11210 - Laborer, Grounds Maintenance	15.07
11240 - Maid or Houseman	11.48
11260 - Pruner	13.84
11270 - Tractor Operator	17.43
11330 - Trail Maintenance Worker	15.07
11360 - Window Cleaner	16.44
12000 - Health Occupations	
12010 - Ambulance Driver	21.63
12011 - Breath Alcohol Technician	20.83
12012 - Certified Occupational Therapist Assistant	24.67
12015 - Certified Physical Therapist Assistant	23.12
12020 - Dental Assistant	18.72
12025 - Dental Hygienist	45.08
12030 - EKG Technician	29.94
12035 - Electroneurodiagnostic Technologist	29.94
12040 - Emergency Medical Technician	21.26
12071 - Licensed Practical Nurse I	18.57
12072 - Licensed Practical Nurse II	20.78
12073 - Licensed Practical Nurse III	23.17

12100 - Medical Assistant		16.54
12130 - Medical Laboratory Technician		20.78
12160 - Medical Record Clerk		16.33
12190 - Medical Record Technician		18.27
12195 - Medical Transcriptionist		19.48
12210 - Nuclear Medicine Technologist		39.01
12221 - Nursing Assistant I		12.06
12222 - Nursing Assistant II		13.58
12223 - Nursing Assistant III		14.80
12224 - Nursing Assistant IV		16.61
12235 - Optical Dispenser		19.98
12236 - Optical Technician		18.57
12250 - Pharmacy Technician		18.96
12280 - Phlebotomist		16.61
12305 - Radiologic Technologist		32.53
12311 - Registered Nurse I		29.46
12312 - Registered Nurse II		36.05
12313 - Registered Nurse II, Specialist		36.05
12314 - Registered Nurse III		43.61
12315 - Registered Nurse III, Anesthetist		43.61
12316 - Registered Nurse IV		52.28
12317 - Scheduler (Drug and Alcohol Testing)		25.80
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		21.17
13012 - Exhibits Specialist II		26.22
13013 - Exhibits Specialist III		32.07
13041 - Illustrator I		20.46
13042 - Illustrator II		25.34
13043 - Illustrator III		31.00
13047 - Librarian		31.19
13050 - Library Aide/Clerk		13.60
13054 - Library Information Technology Systems Administrator		26.06
13058 - Library Technician		18.78
13061 - Media Specialist I		18.32
13062 - Media Specialist II		20.53
13063 - Media Specialist III		22.87
13071 - Photographer I		20.35
13072 - Photographer II		22.76
13073 - Photographer III		28.20
13074 - Photographer IV		34.50
13075 - Photographer V		41.74
13110 - Video Teleconference Technician		20.43
14000 - Information Technology Occupations		
14041 - Computer Operator I		18.22
14042 - Computer Operator II		20.39
14043 - Computer Operator III		22.73
14044 - Computer Operator IV		25.25
14045 - Computer Operator V		27.97
14071 - Computer Programmer I	(see 1)	24.47
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		18.22
14160 - Personal Computer Support Technician		25.25
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		34.20
15020 - Aircrew Training Devices Instructor (Rated)		41.38
15030 - Air Crew Training Devices Instructor (Pilot)		49.60

15050 - Computer Based Training Specialist / Instructor	34.20
15060 - Educational Technologist	30.07
15070 - Flight Instructor (Pilot)	49.60
15080 - Graphic Artist	25.73
15090 - Technical Instructor	26.41
15095 - Technical Instructor/Course Developer	30.26
15110 - Test Proctor	21.33
15120 - Tutor	21.33
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.87
16030 - Counter Attendant	9.87
16040 - Dry Cleaner	12.41
16070 - Finisher, Flatwork, Machine	9.87
16090 - Presser, Hand	9.87
16110 - Presser, Machine, Drycleaning	9.87
16130 - Presser, Machine, Shirts	9.87
16160 - Presser, Machine, Wearing Apparel, Laundry	9.87
16190 - Sewing Machine Operator	13.23
16220 - Tailor	14.04
16250 - Washer, Machine	10.81
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	25.86
19040 - Tool And Die Maker	29.25
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.87
21030 - Material Coordinator	21.10
21040 - Material Expediter	21.10
21050 - Material Handling Laborer	15.41
21071 - Order Filler	14.20
21080 - Production Line Worker (Food Processing)	19.87
21110 - Shipping Packer	18.13
21130 - Shipping/Receiving Clerk	18.13
21140 - Store Worker I	15.39
21150 - Stock Clerk	19.42
21210 - Tools And Parts Attendant	19.87
21410 - Warehouse Specialist	19.87
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.37
23021 - Aircraft Mechanic I	28.50
23022 - Aircraft Mechanic II	29.37
23023 - Aircraft Mechanic III	30.25
23040 - Aircraft Mechanic Helper	22.11
23050 - Aircraft, Painter	27.52
23060 - Aircraft Servicer	24.97
23080 - Aircraft Worker	26.38
23110 - Appliance Mechanic	24.65
23120 - Bicycle Repairer	14.81
23125 - Cable Splicer	31.68
23130 - Carpenter, Maintenance	27.65
23140 - Carpet Layer	24.79
23160 - Electrician, Maintenance	28.34
23181 - Electronics Technician Maintenance I	28.33
23182 - Electronics Technician Maintenance II	29.58
23183 - Electronics Technician Maintenance III	30.61
23260 - Fabric Worker	23.47
23290 - Fire Alarm System Mechanic	26.78
23310 - Fire Extinguisher Repairer	22.12
23311 - Fuel Distribution System Mechanic	26.36
23312 - Fuel Distribution System Operator	24.00
23370 - General Maintenance Worker	24.19
23380 - Ground Support Equipment Mechanic	28.50
23381 - Ground Support Equipment Servicer	24.97

23382 - Ground Support Equipment Worker	26.38
23391 - Gunsmith I	22.12
23392 - Gunsmith II	24.79
23393 - Gunsmith III	26.78
23410 - Heating, Ventilation And Air-Conditioning Mechanic	27.43
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.31
23430 - Heavy Equipment Mechanic	27.81
23440 - Heavy Equipment Operator	30.74
23460 - Instrument Mechanic	29.28
23465 - Laboratory/Shelter Mechanic	25.88
23470 - Laborer	14.21
23510 - Locksmith	25.61
23530 - Machinery Maintenance Mechanic	27.15
23550 - Machinist, Maintenance	24.25
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	29.28
23592 - Metrology Technician II	30.22
23593 - Metrology Technician III	31.11
23640 - Millwright	27.73
23710 - Office Appliance Repairer	25.88
23760 - Painter, Maintenance	25.88
23790 - Pipefitter, Maintenance	29.77
23810 - Plumber, Maintenance	27.42
23820 - Pneudraulic Systems Mechanic	26.78
23850 - Rigger	26.78
23870 - Scale Mechanic	24.79
23890 - Sheet-Metal Worker, Maintenance	29.27
23910 - Small Engine Mechanic	23.95
23931 - Telecommunications Mechanic I	27.36
23932 - Telecommunications Mechanic II	28.25
23950 - Telephone Lineman	24.51
23960 - Welder, Combination, Maintenance	26.32
23965 - Well Driller	32.28
23970 - Woodcraft Worker	26.78
23980 - Woodworker	22.12
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.29
24580 - Child Care Center Clerk	15.32
24610 - Chore Aide	10.74
24620 - Family Readiness And Support Services Coordinator	14.74
24630 - Homemaker	18.02
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.38
25040 - Sewage Plant Operator	28.22
25070 - Stationary Engineer	26.38
25190 - Ventilation Equipment Tender	20.48
25210 - Water Treatment Plant Operator	28.22
27000 - Protective Service Occupations	
27004 - Alarm Monitor	22.98
27007 - Baggage Inspector	13.73
27008 - Corrections Officer	23.46
27010 - Court Security Officer	29.42
27030 - Detection Dog Handler	15.36
27040 - Detention Officer	23.51
27070 - Firefighter	31.09
27101 - Guard I	13.73
27102 - Guard II	22.54
27131 - Police Officer I	33.70
27132 - Police Officer II	37.44

28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		12.43
28042 - Carnival Equipment Repairer		13.23
28043 - Carnival Equpment Worker		10.02
28210 - Gate Attendant/Gate Tender		14.84
28310 - Lifeguard		12.47
28350 - Park Attendant (Aide)		16.01
28510 - Recreation Aide/Health Facility Attendant		11.98
28515 - Recreation Specialist		18.46
28630 - Sports Official		12.53
28690 - Swimming Pool Operator		15.27
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		29.78
29020 - Hatch Tender		29.78
29030 - Line Handler		29.78
29041 - Stevedore I		28.19
29042 - Stevedore II		31.09
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	38.17
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	26.32
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	28.99
30021 - Archeological Technician I		22.27
30022 - Archeological Technician II		24.91
30023 - Archeological Technician III		30.86
30030 - Cartographic Technician		30.86
30040 - Civil Engineering Technician		28.02
30061 - Drafter/CAD Operator I		22.27
30062 - Drafter/CAD Operator II		24.91
30063 - Drafter/CAD Operator III		27.78
30064 - Drafter/CAD Operator IV		34.17
30081 - Engineering Technician I		20.07
30082 - Engineering Technician II		22.53
30083 - Engineering Technician III		25.20
30084 - Engineering Technician IV		31.22
30085 - Engineering Technician V		38.19
30086 - Engineering Technician VI		46.21
30090 - Environmental Technician		28.91
30210 - Laboratory Technician		25.04
30240 - Mathematical Technician		30.86
30361 - Paralegal/Legal Assistant I		22.87
30362 - Paralegal/Legal Assistant II		28.34
30363 - Paralegal/Legal Assistant III		32.99
30364 - Paralegal/Legal Assistant IV		35.62
30390 - Photo-Optics Technician		30.86
30461 - Technical Writer I		26.15
30462 - Technical Writer II		31.99
30463 - Technical Writer III		38.71
30491 - Unexploded Ordnance (UXO) Technician I		24.26
30492 - Unexploded Ordnance (UXO) Technician II		29.35
30493 - Unexploded Ordnance (UXO) Technician III		35.18
30494 - Unexploded (UXO) Safety Escort		24.26
30495 - Unexploded (UXO) Sweep Personnel		24.26
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	23.99
30621 - Weather Observer, Senior	(see 2)	27.77
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		15.18
31030 - Bus Driver		19.68
31043 - Driver Courier		17.32
31260 - Parking and Lot Attendant		11.13
31290 - Shuttle Bus Driver		18.43
31310 - Taxi Driver		13.29

31361 - Truckdriver, Light	18.43
31362 - Truckdriver, Medium	21.42
31363 - Truckdriver, Heavy	22.63
31364 - Truckdriver, Tractor-Trailer	22.63
99000 - Miscellaneous Occupations	
99030 - Cashier	12.33
99050 - Desk Clerk	10.88
99095 - Embalmer	26.13
99251 - Laboratory Animal Caretaker I	12.24
99252 - Laboratory Animal Caretaker II	13.02
99310 - Mortician	28.38
99410 - Pest Controller	20.11
99510 - Photofinishing Worker	13.73
99710 - Recycling Laborer	21.32
99711 - Recycling Specialist	24.48
99730 - Refuse Collector	19.73
99810 - Sales Clerk	13.82
99820 - School Crossing Guard	15.61
99830 - Survey Party Chief	28.70
99831 - Surveying Aide	16.46
99832 - Surveying Technician	22.56
99840 - Vending Machine Attendant	15.97
99841 - Vending Machine Repairer	19.80
99842 - Vending Machine Repairer Helper	17.44

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

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties

within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

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

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

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

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

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

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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 ordance, 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 ordance, (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 ordance, 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 ordance, 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 15-5215 (Rev.-3) was first posted on www.wdol.gov on 01/12/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-5215
Revision No.: 3
Date Of Revision: 01/05/2016

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: Texas

Area: Texas Counties of Bastrop, Caldwell, Hays, Travis, Williamson

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.10
01012 - Accounting Clerk II		15.83
01013 - Accounting Clerk III		17.70
01020 - Administrative Assistant		23.98
01035 - Court Reporter		21.66
01041 - Customer Service Representative I		11.43
01042 - Customer Service Representative II		12.86
01043 - Customer Service Representative III		14.03
01051 - Data Entry Operator I		12.99
01052 - Data Entry Operator II		14.59
01060 - Dispatcher, Motor Vehicle		18.58
01070 - Document Preparation Clerk		13.65
01090 - Duplicating Machine Operator		13.65
01111 - General Clerk I		13.30
01112 - General Clerk II		14.51
01113 - General Clerk III		16.28
01120 - Housing Referral Assistant		22.35
01141 - Messenger Courier		12.23
01191 - Order Clerk I		14.49
01192 - Order Clerk II		15.73
01261 - Personnel Assistant (Employment) I		17.29
01262 - Personnel Assistant (Employment) II		19.34
01263 - Personnel Assistant (Employment) III		21.57
01270 - Production Control Clerk		21.11
01290 - Rental Clerk		14.07
01300 - Scheduler, Maintenance		17.78
01311 - Secretary I		17.78
01312 - Secretary II		20.08
01313 - Secretary III		22.35

01320 - Service Order Dispatcher	16.05
01410 - Supply Technician	23.98
01420 - Survey Worker	16.01
01460 - Switchboard Operator/Receptionist	12.79
01531 - Travel Clerk I	11.56
01532 - Travel Clerk II	12.48
01533 - Travel Clerk III	13.23
01611 - Word Processor I	15.42
01612 - Word Processor II	17.31
01613 - Word Processor III	19.37
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.11
05010 - Automotive Electrician	17.85
05040 - Automotive Glass Installer	18.00
05070 - Automotive Worker	16.92
05110 - Mobile Equipment Servicer	14.83
05130 - Motor Equipment Metal Mechanic	18.79
05160 - Motor Equipment Metal Worker	16.92
05190 - Motor Vehicle Mechanic	18.79
05220 - Motor Vehicle Mechanic Helper	13.73
05250 - Motor Vehicle Upholstery Worker	15.77
05280 - Motor Vehicle Wrecker	16.92
05310 - Painter, Automotive	17.85
05340 - Radiator Repair Specialist	16.92
05370 - Tire Repairer	11.75
05400 - Transmission Repair Specialist	18.80
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.50
07041 - Cook I	10.54
07042 - Cook II	12.10
07070 - Dishwasher	9.08
07130 - Food Service Worker	9.92
07210 - Meat Cutter	15.03
07260 - Waiter/Waitress	9.00
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	15.27
09040 - Furniture Handler	10.21
09080 - Furniture Refinisher	15.27
09090 - Furniture Refinisher Helper	12.00
09110 - Furniture Repairer, Minor	13.83
09130 - Upholsterer	16.53
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.11
11060 - Elevator Operator	10.34
11090 - Gardener	14.10
11122 - Housekeeping Aide	10.34
11150 - Janitor	10.34
11210 - Laborer, Grounds Maintenance	11.11
11240 - Maid or Houseman	9.09
11260 - Pruner	10.13
11270 - Tractor Operator	13.06
11330 - Trail Maintenance Worker	11.11
11360 - Window Cleaner	11.34
12000 - Health Occupations	
12010 - Ambulance Driver	18.12
12011 - Breath Alcohol Technician	18.12
12012 - Certified Occupational Therapist Assistant	26.18
12015 - Certified Physical Therapist Assistant	24.07
12020 - Dental Assistant	17.32
12025 - Dental Hygienist	41.16
12030 - EKG Technician	25.57

12035 - Electroneurodiagnostic Technologist		25.57
12040 - Emergency Medical Technician		18.12
12071 - Licensed Practical Nurse I		17.79
12072 - Licensed Practical Nurse II		19.90
12073 - Licensed Practical Nurse III		22.20
12100 - Medical Assistant		14.55
12130 - Medical Laboratory Technician		17.43
12160 - Medical Record Clerk		13.69
12190 - Medical Record Technician		15.32
12195 - Medical Transcriptionist		16.75
12210 - Nuclear Medicine Technologist		35.60
12221 - Nursing Assistant I		10.67
12222 - Nursing Assistant II		12.00
12223 - Nursing Assistant III		13.10
12224 - Nursing Assistant IV		14.70
12235 - Optical Dispenser		13.97
12236 - Optical Technician		13.84
12250 - Pharmacy Technician		15.07
12280 - Phlebotomist		14.70
12305 - Radiologic Technologist		25.86
12311 - Registered Nurse I		23.29
12312 - Registered Nurse II		28.49
12313 - Registered Nurse II, Specialist		28.49
12314 - Registered Nurse III		34.47
12315 - Registered Nurse III, Anesthetist		34.47
12316 - Registered Nurse IV		41.31
12317 - Scheduler (Drug and Alcohol Testing)		22.45
12320 - Substance Abuse Treatment Counselor		17.09
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		19.55
13012 - Exhibits Specialist II		25.78
13013 - Exhibits Specialist III		27.60
13041 - Illustrator I		19.55
13042 - Illustrator II		25.78
13043 - Illustrator III		27.60
13047 - Librarian		26.39
13050 - Library Aide/Clerk		13.80
13054 - Library Information Technology Systems Administrator		23.85
13058 - Library Technician		16.88
13061 - Media Specialist I		17.19
13062 - Media Specialist II		19.24
13063 - Media Specialist III		21.44
13071 - Photographer I		16.60
13072 - Photographer II		18.57
13073 - Photographer III		23.01
13074 - Photographer IV		28.15
13075 - Photographer V		34.06
13090 - Technical Order Library Clerk		17.33
13110 - Video Teleconference Technician		17.63
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.08
14042 - Computer Operator II		16.87
14043 - Computer Operator III		19.19
14044 - Computer Operator IV		21.32
14045 - Computer Operator V		23.61
14071 - Computer Programmer I	(see 1)	25.43
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	

14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.08
14160 - Personal Computer Support Technician		22.53
14170 - System Support Specialist		27.97
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		31.00
15020 - Aircrew Training Devices Instructor (Rated)		37.51
15030 - Air Crew Training Devices Instructor (Pilot)		44.67
15050 - Computer Based Training Specialist / Instructor		31.03
15060 - Educational Technologist		33.26
15070 - Flight Instructor (Pilot)		44.67
15080 - Graphic Artist		22.13
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		35.95
15086 - Maintenance Test Pilot, Rotary Wing		35.95
15088 - Non-Maintenance Test/Co-Pilot		35.95
15090 - Technical Instructor		21.85
15095 - Technical Instructor/Course Developer		26.73
15110 - Test Proctor		17.64
15120 - Tutor		17.85
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.54
16030 - Counter Attendant		8.54
16040 - Dry Cleaner		10.42
16070 - Finisher, Flatwork, Machine		8.54
16090 - Presser, Hand		8.54
16110 - Presser, Machine, Drycleaning		8.54
16130 - Presser, Machine, Shirts		8.54
16160 - Presser, Machine, Wearing Apparel, Laundry		8.54
16190 - Sewing Machine Operator		11.08
16220 - Tailor		11.80
16250 - Washer, Machine		9.05
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		15.27
19040 - Tool And Die Maker		22.62
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		13.38
21030 - Material Coordinator		20.34
21040 - Material Expediter		20.34
21050 - Material Handling Laborer		10.99
21071 - Order Filler		12.19
21080 - Production Line Worker (Food Processing)		13.28
21110 - Shipping Packer		13.88
21130 - Shipping/Receiving Clerk		13.88
21140 - Store Worker I		11.19
21150 - Stock Clerk		14.78
21210 - Tools And Parts Attendant		13.38
21410 - Warehouse Specialist		13.38
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		27.02
23019 - Aircraft Logs and Records Technician		20.96
23021 - Aircraft Mechanic I		25.25
23022 - Aircraft Mechanic II		27.02
23023 - Aircraft Mechanic III		28.23
23040 - Aircraft Mechanic Helper		18.15
23050 - Aircraft, Painter		23.87
23060 - Aircraft Servicer		20.96
23070 - Aircraft Survival Flight Equipment Technician		23.87
23080 - Aircraft Worker		22.48
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I		22.48

23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	25.25
23110 - Appliance Mechanic	17.96
23120 - Bicycle Repairer	12.85
23125 - Cable Splicer	22.30
23130 - Carpenter, Maintenance	18.84
23140 - Carpet Layer	18.35
23160 - Electrician, Maintenance	22.47
23181 - Electronics Technician Maintenance I	19.03
23182 - Electronics Technician Maintenance II	22.11
23183 - Electronics Technician Maintenance III	23.31
23260 - Fabric Worker	16.29
23290 - Fire Alarm System Mechanic	19.78
23310 - Fire Extinguisher Repairer	16.19
23311 - Fuel Distribution System Mechanic	18.63
23312 - Fuel Distribution System Operator	14.44
23370 - General Maintenance Worker	16.53
23380 - Ground Support Equipment Mechanic	25.25
23381 - Ground Support Equipment Servicer	20.96
23382 - Ground Support Equipment Worker	22.48
23391 - Gunsmith I	16.19
23392 - Gunsmith II	18.59
23393 - Gunsmith III	20.88
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.55
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.27
23430 - Heavy Equipment Mechanic	18.35
23440 - Heavy Equipment Operator	16.84
23460 - Instrument Mechanic	20.88
23465 - Laboratory/Shelter Mechanic	19.76
23470 - Laborer	11.18
23510 - Locksmith	16.76
23530 - Machinery Maintenance Mechanic	23.60
23550 - Machinist, Maintenance	18.78
23580 - Maintenance Trades Helper	12.69
23591 - Metrology Technician I	20.88
23592 - Metrology Technician II	22.06
23593 - Metrology Technician III	23.33
23640 - Millwright	20.57
23710 - Office Appliance Repairer	17.77
23760 - Painter, Maintenance	15.27
23790 - Pipefitter, Maintenance	23.74
23810 - Plumber, Maintenance	22.44
23820 - Pneudraulic Systems Mechanic	20.88
23850 - Rigger	20.88
23870 - Scale Mechanic	18.59
23890 - Sheet-Metal Worker, Maintenance	20.87
23910 - Small Engine Mechanic	16.24
23931 - Telecommunications Mechanic I	24.08
23932 - Telecommunications Mechanic II	25.29
23950 - Telephone Lineman	25.07
23960 - Welder, Combination, Maintenance	16.84
23965 - Well Driller	22.41
23970 - Woodcraft Worker	20.88
23980 - Woodworker	13.30
24000 - Personal Needs Occupations	
24550 - Case Manager	16.30
24570 - Child Care Attendant	9.89
24580 - Child Care Center Clerk	12.33
24610 - Chore Aide	8.79

24620 - Family Readiness And Support Services Coordinator	13.57
24630 - Homemaker	16.64
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.95
25040 - Sewage Plant Operator	18.13
25070 - Stationary Engineer	21.95
25190 - Ventilation Equipment Tender	15.87
25210 - Water Treatment Plant Operator	18.13
27000 - Protective Service Occupations	
27004 - Alarm Monitor	16.97
27007 - Baggage Inspector	12.13
27008 - Corrections Officer	19.12
27010 - Court Security Officer	21.19
27030 - Detection Dog Handler	16.19
27040 - Detention Officer	19.12
27070 - Firefighter	23.37
27101 - Guard I	12.13
27102 - Guard II	16.19
27131 - Police Officer I	24.49
27132 - Police Officer II	27.20
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.43
28042 - Carnival Equipment Repairer	12.24
28043 - Carnival Worker	9.23
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.26
28515 - Recreation Specialist	16.07
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	15.96
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.18
29020 - Hatch Tender	17.18
29030 - Line Handler	17.18
29041 - Stevedore I	16.14
29042 - Stevedore II	18.25
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	20.39
30022 - Archeological Technician II	22.81
30023 - Archeological Technician III	28.27
30030 - Cartographic Technician	28.27
30040 - Civil Engineering Technician	23.47
30051 - Cryogenic Technician I	25.92
30052 - Cryogenic Technician II	25.78
30061 - Drafter/CAD Operator I	18.92
30062 - Drafter/CAD Operator II	21.16
30063 - Drafter/CAD Operator III	23.60
30064 - Drafter/CAD Operator IV	28.80
30081 - Engineering Technician I	14.89
30082 - Engineering Technician II	16.71
30083 - Engineering Technician III	18.69
30084 - Engineering Technician IV	23.16
30085 - Engineering Technician V	28.33
30086 - Engineering Technician VI	34.27
30090 - Environmental Technician	22.39
30095 - Evidence Control Specialist	21.19

30210 - Laboratory Technician		21.89
30221 - Latent Fingerprint Technician I		18.88
30222 - Latent Fingerprint Technician II		20.85
30240 - Mathematical Technician		26.21
30361 - Paralegal/Legal Assistant I		20.07
30362 - Paralegal/Legal Assistant II		27.87
30363 - Paralegal/Legal Assistant III		30.42
30364 - Paralegal/Legal Assistant IV		36.80
30375 - Petroleum Supply Specialist		25.92
30390 - Photo-Optics Technician		26.21
30395 - Radiation Control Technician		25.92
30461 - Technical Writer I		23.06
30462 - Technical Writer II		28.21
30463 - Technical Writer III		34.13
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		23.47
30502 - Weather Forecaster II		28.54
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	23.60
30621 - Weather Observer, Senior	(see 2)	26.21
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		28.06
31020 - Bus Aide		12.66
31030 - Bus Driver		17.20
31043 - Driver Courier		13.89
31260 - Parking and Lot Attendant		9.73
31290 - Shuttle Bus Driver		14.99
31310 - Taxi Driver		12.05
31361 - Truckdriver, Light		14.99
31362 - Truckdriver, Medium		16.05
31363 - Truckdriver, Heavy		17.28
31364 - Truckdriver, Tractor-Trailer		17.28
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		13.68
99030 - Cashier		9.98
99050 - Desk Clerk		9.93
99095 - Embalmer		24.61
99130 - Flight Follower		23.19
99251 - Laboratory Animal Caretaker I		11.20
99252 - Laboratory Animal Caretaker II		12.16
99260 - Marketing Analyst		35.44
99310 - Mortician		27.05
99410 - Pest Controller		17.07
99510 - Photofinishing Worker		11.95
99710 - Recycling Laborer		15.78
99711 - Recycling Specialist		18.56
99730 - Refuse Collector		14.39
99810 - Sales Clerk		11.50
99820 - School Crossing Guard		11.06
99830 - Survey Party Chief		19.45
99831 - Surveying Aide		13.36
99832 - Surveying Technician		17.11
99840 - Vending Machine Attendant		11.69
99841 - Vending Machine Repairer		14.17
99842 - Vending Machine Repairer Helper		11.69

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

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

** 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)).

WD 05-2375 (Rev.-17) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director
Division of Wage Determinations

Wage Determination No.: 2005-2375
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.

State: New York

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

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

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.11
01012 - Accounting Clerk II		19.61
01013 - Accounting Clerk III		21.89
01020 - Administrative Assistant		30.93
01040 - Court Reporter		21.64
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		25.79
01070 - Document Preparation Clerk		15.56
01090 - Duplicating Machine Operator		15.56
01111 - General Clerk I		14.82
01112 - General Clerk II		17.49
01113 - General Clerk III		18.82
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		12.92
01191 - Order Clerk I		18.05
01192 - Order Clerk II		21.67
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		23.51
01280 - Receptionist		15.67
01290 - Rental Clerk		18.04

01300 - Scheduler, Maintenance	21.57
01311 - Secretary I	21.57
01312 - Secretary II	24.82
01313 - Secretary III	26.92
01320 - Service Order Dispatcher	20.50
01410 - Supply Technician	30.93
01420 - Survey Worker	21.64
01531 - Travel Clerk I	15.98
01532 - Travel Clerk II	17.31
01533 - Travel Clerk III	18.79
01611 - Word Processor I	17.62
01612 - Word Processor II	19.79
01613 - Word Processor III	22.13
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	28.29
05010 - Automotive Electrician	28.50
05040 - Automotive Glass Installer	27.31
05070 - Automotive Worker	27.31
05110 - Mobile Equipment Servicer	24.42
05130 - Motor Equipment Metal Mechanic	30.31
05160 - Motor Equipment Metal Worker	27.31
05190 - Motor Vehicle Mechanic	29.68
05220 - Motor Vehicle Mechanic Helper	23.15
05250 - Motor Vehicle Upholstery Worker	26.12
05280 - Motor Vehicle Wrecker	27.31
05310 - Painter, Automotive	28.50
05340 - Radiator Repair Specialist	27.31
05370 - Tire Repairer	18.22
05400 - Transmission Repair Specialist	29.68
07000 - Food Preparation And Service Occupations	
07010 - Baker	19.55
07041 - Cook I	17.97
07042 - Cook II	19.55
07070 - Dishwasher	14.67
07130 - Food Service Worker	14.67
07210 - Meat Cutter	19.55
07260 - Waiter/Waitress	15.50
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.14
09040 - Furniture Handler	16.07
09080 - Furniture Refinisher	21.14
09090 - Furniture Refinisher Helper	17.75
09110 - Furniture Repairer, Minor	19.44
09130 - Upholsterer	21.14
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.92
11060 - Elevator Operator	14.92
11090 - Gardener	18.74
11122 - Housekeeping Aide	15.70
11150 - Janitor	15.70
11210 - Laborer, Grounds Maintenance	15.89
11240 - Maid or Houseman	13.98
11260 - Pruner	14.75
11270 - Tractor Operator	18.02
11330 - Trail Maintenance Worker	15.89
11360 - Window Cleaner	16.95
12000 - Health Occupations	
12010 - Ambulance Driver	24.99
12011 - Breath Alcohol Technician	24.87
12012 - Certified Occupational Therapist Assistant	24.12
12015 - Certified Physical Therapist Assistant	22.28
12020 - Dental Assistant	16.75

12025 - Dental Hygienist		35.31
12030 - EKG Technician		28.65
12035 - Electroneurodiagnostic Technologist		28.65
12040 - Emergency Medical Technician		24.99
12071 - Licensed Practical Nurse I		21.76
12072 - Licensed Practical Nurse II		24.34
12073 - Licensed Practical Nurse III		24.48
12100 - Medical Assistant		16.66
12130 - Medical Laboratory Technician		20.63
12160 - Medical Record Clerk		18.00
12190 - Medical Record Technician		20.55
12195 - Medical Transcriptionist		19.01
12210 - Nuclear Medicine Technologist		36.93
12221 - Nursing Assistant I		12.37
12222 - Nursing Assistant II		14.72
12223 - Nursing Assistant III		15.82
12224 - Nursing Assistant IV		16.79
12235 - Optical Dispenser		24.64
12236 - Optical Technician		16.64
12250 - Pharmacy Technician		14.58
12280 - Phlebotomist		16.79
12305 - Radiologic Technologist		28.08
12311 - Registered Nurse I		32.76
12312 - Registered Nurse II		38.41
12313 - Registered Nurse II, Specialist		38.41
12314 - Registered Nurse III		49.39
12315 - Registered Nurse III, Anesthetist		49.39
12316 - Registered Nurse IV		59.22
12317 - Scheduler (Drug and Alcohol Testing)		26.17
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		27.03
13012 - Exhibits Specialist II		33.49
13013 - Exhibits Specialist III		40.95
13041 - Illustrator I		26.51
13042 - Illustrator II		32.31
13043 - Illustrator III		39.22
13047 - Librarian		37.25
13050 - Library Aide/Clerk		15.79
13054 - Library Information Technology Systems Administrator		32.65
13058 - Library Technician		25.62
13061 - Media Specialist I		23.57
13062 - Media Specialist II		26.35
13063 - Media Specialist III		29.39
13071 - Photographer I		21.29
13072 - Photographer II		24.10
13073 - Photographer III		32.88
13074 - Photographer IV		38.49
13075 - Photographer V		46.55
13110 - Video Teleconference Technician		24.33
14000 - Information Technology Occupations		
14041 - Computer Operator I		19.00
14042 - Computer Operator II		21.26
14043 - Computer Operator III		23.71
14044 - Computer Operator IV		26.94
14045 - Computer Operator V		29.17
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	19.00
14160 - Personal Computer Support Technician	26.94
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	39.54
15020 - Aircrew Training Devices Instructor (Rated)	43.75
15030 - Air Crew Training Devices Instructor (Pilot)	52.46
15050 - Computer Based Training Specialist / Instructor	39.54
15060 - Educational Technologist	33.02
15070 - Flight Instructor (Pilot)	52.46
15080 - Graphic Artist	35.27
15090 - Technical Instructor	31.44
15095 - Technical Instructor/Course Developer	38.34
15110 - Test Proctor	25.30
15120 - Tutor	25.30
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.62
16030 - Counter Attendant	11.62
16040 - Dry Cleaner	14.30
16070 - Finisher, Flatwork, Machine	11.62
16090 - Presser, Hand	11.62
16110 - Presser, Machine, Drycleaning	11.62
16130 - Presser, Machine, Shirts	11.62
16160 - Presser, Machine, Wearing Apparel, Laundry	11.62
16190 - Sewing Machine Operator	15.19
16220 - Tailor	16.04
16250 - Washer, Machine	12.60
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.89
19040 - Tool And Die Maker	24.21
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.96
21030 - Material Coordinator	23.51
21040 - Material Expediter	23.51
21050 - Material Handling Laborer	16.41
21071 - Order Filler	15.58
21080 - Production Line Worker (Food Processing)	16.96
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	15.06
21150 - Stock Clerk	18.88
21210 - Tools And Parts Attendant	16.96
21410 - Warehouse Specialist	16.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.79
23021 - Aircraft Mechanic I	27.11
23022 - Aircraft Mechanic II	29.58
23023 - Aircraft Mechanic III	30.66
23040 - Aircraft Mechanic Helper	21.89
23050 - Aircraft, Painter	24.18
23060 - Aircraft Servicer	23.97
23080 - Aircraft Worker	25.01
23110 - Appliance Mechanic	21.38
23120 - Bicycle Repairer	17.13
23125 - Cable Splicer	36.53
23130 - Carpenter, Maintenance	29.89
23140 - Carpet Layer	27.98
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	24.19
23182 - Electronics Technician Maintenance II	29.17
23183 - Electronics Technician Maintenance III	31.14
23260 - Fabric Worker	28.00

23290 - Fire Alarm System Mechanic	21.67
23310 - Fire Extinguisher Repairer	22.51
23311 - Fuel Distribution System Mechanic	29.94
23312 - Fuel Distribution System Operator	27.20
23370 - General Maintenance Worker	24.67
23380 - Ground Support Equipment Mechanic	27.11
23381 - Ground Support Equipment Servicer	23.97
23382 - Ground Support Equipment Worker	25.01
23391 - Gunsmith I	22.51
23392 - Gunsmith II	25.12
23393 - Gunsmith III	27.25
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.97
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.93
23430 - Heavy Equipment Mechanic	26.10
23440 - Heavy Equipment Operator	34.38
23460 - Instrument Mechanic	30.86
23465 - Laboratory/Shelter Mechanic	26.21
23470 - Laborer	15.95
23510 - Locksmith	20.70
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	20.81
23580 - Maintenance Trades Helper	16.90
23591 - Metrology Technician I	30.86
23592 - Metrology Technician II	33.34
23593 - Metrology Technician III	34.56
23640 - Millwright	31.22
23710 - Office Appliance Repairer	22.95
23760 - Painter, Maintenance	25.47
23790 - Pipefitter, Maintenance	32.88
23810 - Plumber, Maintenance	32.93
23820 - Pneudraulic Systems Mechanic	27.25
23850 - Rigger	24.36
23870 - Scale Mechanic	25.12
23890 - Sheet-Metal Worker, Maintenance	30.55
23910 - Small Engine Mechanic	19.30
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	32.90
23960 - Welder, Combination, Maintenance	23.02
23965 - Well Driller	24.89
23970 - Woodcraft Worker	25.89
23980 - Woodworker	19.50
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.87
24580 - Child Care Center Clerk	17.30
24610 - Chore Aide	12.67
24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	19.21
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	29.03
25040 - Sewage Plant Operator	27.01
25070 - Stationary Engineer	29.03
25190 - Ventilation Equipment Tender	23.71
25210 - Water Treatment Plant Operator	27.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.12
27007 - Baggage Inspector	17.98
27008 - Corrections Officer	30.97
27010 - Court Security Officer	30.66

27030 - Detection Dog Handler		20.36
27040 - Detention Officer		30.97
27070 - Firefighter		31.42
27101 - Guard I		17.98
27102 - Guard II		20.36
27131 - Police Officer I		32.37
27132 - Police Officer II		35.94
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		17.13
28042 - Carnival Equipment Repairer		17.97
28043 - Carnival Equpment Worker		14.67
28210 - Gate Attendant/Gate Tender		16.49
28310 - Lifeguard		13.13
28350 - Park Attendant (Aide)		18.46
28510 - Recreation Aide/Health Facility Attendant		18.95
28515 - Recreation Specialist		22.88
28630 - Sports Official		14.69
28690 - Swimming Pool Operator		20.98
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		29.90
29020 - Hatch Tender		29.90
29030 - Line Handler		29.90
29041 - Stevedore I		26.22
29042 - Stevedore II		32.85
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	40.33
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	27.82
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	30.63
30021 - Archeological Technician I		19.69
30022 - Archeological Technician II		22.02
30023 - Archeological Technician III		27.27
30030 - Cartographic Technician		27.27
30040 - Civil Engineering Technician		25.21
30061 - Drafter/CAD Operator I		19.69
30062 - Drafter/CAD Operator II		22.02
30063 - Drafter/CAD Operator III		24.55
30064 - Drafter/CAD Operator IV		30.20
30081 - Engineering Technician I		19.98
30082 - Engineering Technician II		22.47
30083 - Engineering Technician III		25.28
30084 - Engineering Technician IV		31.22
30085 - Engineering Technician V		38.08
30086 - Engineering Technician VI		46.07
30090 - Environmental Technician		22.90
30210 - Laboratory Technician		21.67
30240 - Mathematical Technician		26.78
30361 - Paralegal/Legal Assistant I		23.36
30362 - Paralegal/Legal Assistant II		28.94
30363 - Paralegal/Legal Assistant III		35.39
30364 - Paralegal/Legal Assistant IV		42.84
30390 - Photo-Optics Technician		27.27
30461 - Technical Writer I		27.81
30462 - Technical Writer II		33.91
30463 - Technical Writer III		41.04
30491 - Unexploded Ordnance (UXO) Technician I		25.63
30492 - Unexploded Ordnance (UXO) Technician II		31.02
30493 - Unexploded Ordnance (UXO) Technician III		37.18
30494 - Unexploded (UXO) Safety Escort		25.63
30495 - Unexploded (UXO) Sweep Personnel		25.63
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	24.55
30621 - Weather Observer, Senior	(see 2)	27.27

31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	19.89
31043 - Driver Courier	16.75
31260 - Parking and Lot Attendant	10.97
31290 - Shuttle Bus Driver	17.80
31310 - Taxi Driver	15.21
31361 - Truckdriver, Light	17.80
31362 - Truckdriver, Medium	18.87
31363 - Truckdriver, Heavy	24.52
31364 - Truckdriver, Tractor-Trailer	24.52
99000 - Miscellaneous Occupations	
99030 - Cashier	10.95
99050 - Desk Clerk	16.69
99095 - Embalmer	28.51
99251 - Laboratory Animal Caretaker I	16.32
99252 - Laboratory Animal Caretaker II	17.14
99310 - Mortician	34.64
99410 - Pest Controller	18.75
99510 - Photofinishing Worker	16.23
99710 - Recycling Laborer	19.78
99711 - Recycling Specialist	22.59
99730 - Refuse Collector	18.36
99810 - Sales Clerk	14.70
99820 - School Crossing Guard	15.07
99830 - Survey Party Chief	23.68
99831 - Surveying Aide	15.48
99832 - Surveying Technician	20.42
99840 - Vending Machine Attendant	19.20
99841 - Vending Machine Repairer	23.47
99842 - Vending Machine Repairer Helper	18.98

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 5 years, 4 weeks after 10 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

1) 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 ordance, 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 ordance, (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 ordance, 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 ordance, 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 15-4281 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-4281
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: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Prince George's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		16.59
01012 - Accounting Clerk II		18.61
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01035 - Court Reporter		21.84
01041 - Customer Service Representative I		14.40
01042 - Customer Service Representative II		16.18
01043 - Customer Service Representative III		17.66
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		18.42
01070 - Document Preparation Clerk		14.70
01090 - Duplicating Machine Operator		14.70
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		14.98
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		24.23
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07

01311 - Secretary I	18.07
01312 - Secretary II	20.18
01313 - Secretary III	25.29
01320 - Service Order Dispatcher	16.98
01410 - Supply Technician	31.41
01420 - Survey Worker	20.03
01460 - Switchboard Operator/Receptionist	14.43
01531 - Travel Clerk I	13.46
01532 - Travel Clerk II	14.46
01533 - Travel Clerk III	15.53
01611 - Word Processor I	15.63
01612 - Word Processor II	17.67
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	27.70
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.14
07041 - Cook I	13.81
07042 - Cook II	16.06
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	19.19
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	11.59
11090 - Gardener	17.52
11122 - Housekeeping Aide	12.23
11150 - Janitor	12.23
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.40
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	13.80
12000 - Health Occupations	
12010 - Ambulance Driver	21.63
12011 - Breath Alcohol Technician	21.35
12012 - Certified Occupational Therapist Assistant	25.42
12015 - Certified Physical Therapist Assistant	23.57

12020 - Dental Assistant		17.98
12025 - Dental Hygienist		44.75
12030 - EKG Technician		30.44
12035 - Electroneurodiagnostic Technologist		30.44
12040 - Emergency Medical Technician		21.63
12071 - Licensed Practical Nurse I		19.07
12072 - Licensed Practical Nurse II		21.35
12073 - Licensed Practical Nurse III		24.13
12100 - Medical Assistant		16.36
12130 - Medical Laboratory Technician		18.08
12160 - Medical Record Clerk		18.80
12190 - Medical Record Technician		21.04
12195 - Medical Transcriptionist		20.12
12210 - Nuclear Medicine Technologist		37.60
12221 - Nursing Assistant I		11.74
12222 - Nursing Assistant II		13.19
12223 - Nursing Assistant III		14.40
12224 - Nursing Assistant IV		16.16
12235 - Optical Dispenser		20.17
12236 - Optical Technician		17.38
12250 - Pharmacy Technician		18.12
12280 - Phlebotomist		17.18
12305 - Radiologic Technologist		32.31
12311 - Registered Nurse I		27.64
12312 - Registered Nurse II		33.44
12313 - Registered Nurse II, Specialist		33.44
12314 - Registered Nurse III		40.13
12315 - Registered Nurse III, Anesthetist		40.13
12316 - Registered Nurse IV		48.10
12317 - Scheduler (Drug and Alcohol Testing)		23.90
12320 - Substance Abuse Treatment Counselor		27.04
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		21.37
13012 - Exhibits Specialist II		26.46
13013 - Exhibits Specialist III		32.37
13041 - Illustrator I		20.48
13042 - Illustrator II		25.38
13043 - Illustrator III		31.03
13047 - Librarian		36.09
13050 - Library Aide/Clerk		14.86
13054 - Library Information Technology Systems Administrator		32.58
13058 - Library Technician		20.09
13061 - Media Specialist I		20.60
13062 - Media Specialist II		23.05
13063 - Media Specialist III		25.70
13071 - Photographer I		16.65
13072 - Photographer II		18.90
13073 - Photographer III		23.67
13074 - Photographer IV		28.65
13075 - Photographer V		33.76
13090 - Technical Order Library Clerk		18.67
13110 - Video Teleconference Technician		21.25
14000 - Information Technology Occupations		
14041 - Computer Operator I		18.92
14042 - Computer Operator II		21.18
14043 - Computer Operator III		23.60
14044 - Computer Operator IV		26.22
14045 - Computer Operator V		29.05
14071 - Computer Programmer I	(see 1)	26.36
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		18.92
14160 - Personal Computer Support Technician		26.22
14170 - System Support Specialist		36.86
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		36.47
15020 - Aircrew Training Devices Instructor (Rated)		44.06
15030 - Air Crew Training Devices Instructor (Pilot)		52.81
15050 - Computer Based Training Specialist / Instructor		36.47
15060 - Educational Technologist		35.31
15070 - Flight Instructor (Pilot)		52.81
15080 - Graphic Artist		29.48
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		48.72
15086 - Maintenance Test Pilot, Rotary Wing		48.72
15088 - Non-Maintenance Test/Co-Pilot		48.72
15090 - Technical Instructor		27.59
15095 - Technical Instructor/Course Developer		33.74
15110 - Test Proctor		22.22
15120 - Tutor		22.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.37
16030 - Counter Attendant		10.37
16040 - Dry Cleaner		13.33
16070 - Finisher, Flatwork, Machine		10.37
16090 - Presser, Hand		10.37
16110 - Presser, Machine, Drycleaning		10.37
16130 - Presser, Machine, Shirts		10.37
16160 - Presser, Machine, Wearing Apparel, Laundry		10.37
16190 - Sewing Machine Operator		14.28
16220 - Tailor		15.13
16250 - Washer, Machine		11.37
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.25
19040 - Tool And Die Maker		25.72
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		18.02
21030 - Material Coordinator		24.23
21040 - Material Expediter		24.23
21050 - Material Handling Laborer		13.83
21071 - Order Filler		15.09
21080 - Production Line Worker (Food Processing)		18.02
21110 - Shipping Packer		16.20
21130 - Shipping/Receiving Clerk		16.20
21140 - Store Worker I		11.96
21150 - Stock Clerk		17.21
21210 - Tools And Parts Attendant		18.02
21410 - Warehouse Specialist		18.02
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		29.93
23019 - Aircraft Logs and Records Technician		21.74
23021 - Aircraft Mechanic I		28.41
23022 - Aircraft Mechanic II		29.93
23023 - Aircraft Mechanic III		31.38
23040 - Aircraft Mechanic Helper		19.29
23050 - Aircraft, Painter		27.20
23060 - Aircraft Servicer		21.74
23070 - Aircraft Survival Flight Equipment Technician		27.20

23080 - Aircraft Worker	23.11
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.11
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	28.41
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	28.62
23130 - Carpenter, Maintenance	21.66
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	27.43
23182 - Electronics Technician Maintenance II	29.12
23183 - Electronics Technician Maintenance III	30.68
23260 - Fabric Worker	21.04
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	19.38
23311 - Fuel Distribution System Mechanic	25.09
23312 - Fuel Distribution System Operator	21.32
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	28.41
23381 - Ground Support Equipment Servicer	21.74
23382 - Ground Support Equipment Worker	23.11
23391 - Gunsmith I	19.38
23392 - Gunsmith II	22.54
23393 - Gunsmith III	25.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.28
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	27.69
23430 - Heavy Equipment Mechanic	24.16
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	24.85
23465 - Laboratory/Shelter Mechanic	23.93
23470 - Laborer	14.98
23510 - Locksmith	23.21
23530 - Machinery Maintenance Mechanic	25.43
23550 - Machinist, Maintenance	24.69
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	24.85
23592 - Metrology Technician II	26.18
23593 - Metrology Technician III	27.46
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	25.89
23810 - Plumber, Maintenance	24.52
23820 - Pneudraulic Systems Mechanic	25.20
23850 - Rigger	25.20
23870 - Scale Mechanic	22.54
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	30.15
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	25.20
23980 - Woodworker	19.38
24000 - Personal Needs Occupations	
24550 - Case Manager	17.64

24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.86
24620 - Family Readiness And Support Services Coordinator	17.64
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	30.03
25040 - Sewage Plant Operator	22.92
25070 - Stationary Engineer	30.03
25190 - Ventilation Equipment Tender	21.44
25210 - Water Treatment Plant Operator	22.92
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.91
27007 - Baggage Inspector	13.98
27008 - Corrections Officer	25.08
27010 - Court Security Officer	26.37
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	25.08
27070 - Firefighter	26.52
27101 - Guard I	13.98
27102 - Guard II	20.57
27131 - Police Officer I	28.19
27132 - Police Officer II	31.32
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Worker	9.24
28210 - Gate Attendant/Gate Tender	14.31
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	16.02
28510 - Recreation Aide/Health Facility Attendant	11.68
28515 - Recreation Specialist	19.84
28630 - Sports Official	12.75
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.44
29020 - Hatch Tender	25.44
29030 - Line Handler	25.44
29041 - Stevedore I	23.44
29042 - Stevedore II	26.66
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.38
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.16
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30051 - Cryogenic Technician I	24.48
30052 - Cryogenic Technician II	27.04
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61

30086 - Engineering Technician VI		52.76
30090 - Environmental Technician		27.41
30095 - Evidence Control Specialist		22.10
30210 - Laboratory Technician		23.38
30221 - Latent Fingerprint Technician I		31.51
30222 - Latent Fingerprint Technician II		34.81
30240 - Mathematical Technician		28.94
30361 - Paralegal/Legal Assistant I		21.36
30362 - Paralegal/Legal Assistant II		26.47
30363 - Paralegal/Legal Assistant III		32.36
30364 - Paralegal/Legal Assistant IV		39.16
30375 - Petroleum Supply Specialist		27.04
30390 - Photo-Optics Technician		27.98
30395 - Radiation Control Technician		27.04
30461 - Technical Writer I		24.12
30462 - Technical Writer II		29.52
30463 - Technical Writer III		35.72
30491 - Unexploded Ordnance (UXO) Technician I		25.24
30492 - Unexploded Ordnance (UXO) Technician II		30.53
30493 - Unexploded Ordnance (UXO) Technician III		36.60
30494 - Unexploded (UXO) Safety Escort		25.24
30495 - Unexploded (UXO) Sweep Personnel		25.24
30501 - Weather Forecaster I		24.48
30502 - Weather Forecaster II		29.77
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2,3)	25.19
30621 - Weather Observer, Senior	(see 2,3)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		30.53
31020 - Bus Aide		14.32
31030 - Bus Driver		20.85
31043 - Driver Courier		15.38
31260 - Parking and Lot Attendant		10.07
31290 - Shuttle Bus Driver		16.83
31310 - Taxi Driver		13.98
31361 - Truckdriver, Light		16.83
31362 - Truckdriver, Medium		18.28
31363 - Truckdriver, Heavy		19.96
31364 - Truckdriver, Tractor-Trailer		19.96
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		14.89
99030 - Cashier		10.03
99050 - Desk Clerk		12.08
99095 - Embalmer		25.36
99130 - Flight Follower		25.24
99251 - Laboratory Animal Caretaker I		12.43
99252 - Laboratory Animal Caretaker II		13.59
99260 - Marketing Analyst		33.51
99310 - Mortician		34.10
99410 - Pest Controller		17.69
99510 - Photofinishing Worker		13.20
99710 - Recycling Laborer		19.20
99711 - Recycling Specialist		23.54
99730 - Refuse Collector		17.01
99810 - Sales Clerk		12.09
99820 - School Crossing Guard		14.77
99830 - Survey Party Chief		23.14
99831 - Surveying Aide		14.38
99832 - Surveying Technician		21.99
99840 - Vending Machine Attendant		15.48
99841 - Vending Machine Repairer		19.67

99842 - Vending Machine Repairer Helper 15.48

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

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

WD 05-2455 (Rev.-18) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2005-2455
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 Adams, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.67
01012 - Accounting Clerk II		15.34
01013 - Accounting Clerk III		17.16
01020 - Administrative Assistant		21.55
01040 - Court Reporter		17.62
01051 - Data Entry Operator I		11.40
01052 - Data Entry Operator II		12.65
01060 - Dispatcher, Motor Vehicle		16.31
01070 - Document Preparation Clerk		13.07
01090 - Duplicating Machine Operator		13.07
01111 - General Clerk I		12.66
01112 - General Clerk II		14.68
01113 - General Clerk III		16.47
01120 - Housing Referral Assistant		20.66
01141 - Messenger Courier		10.55
01191 - Order Clerk I		11.40
01192 - Order Clerk II		14.84
01261 - Personnel Assistant (Employment) I		15.29
01262 - Personnel Assistant (Employment) II		17.62
01263 - Personnel Assistant (Employment) III		18.39
01270 - Production Control Clerk		21.16
01280 - Receptionist		13.07
01290 - Rental Clerk		15.62
01300 - Scheduler, Maintenance		15.89
01311 - Secretary I		16.56
01312 - Secretary II		18.52
01313 - Secretary III		20.66
01320 - Service Order Dispatcher		14.55
01410 - Supply Technician		21.55
01420 - Survey Worker		17.16

01531 - Travel Clerk I	12.01
01532 - Travel Clerk II	12.88
01533 - Travel Clerk III	13.80
01611 - Word Processor I	13.07
01612 - Word Processor II	15.62
01613 - Word Processor III	17.62
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.92
05010 - Automotive Electrician	17.89
05040 - Automotive Glass Installer	17.17
05070 - Automotive Worker	17.17
05110 - Mobile Equipment Servicer	15.68
05130 - Motor Equipment Metal Mechanic	18.81
05160 - Motor Equipment Metal Worker	17.17
05190 - Motor Vehicle Mechanic	18.32
05220 - Motor Vehicle Mechanic Helper	16.42
05250 - Motor Vehicle Upholstery Worker	16.42
05280 - Motor Vehicle Wrecker	17.17
05310 - Painter, Automotive	17.89
05340 - Radiator Repair Specialist	17.17
05370 - Tire Repairer	13.29
05400 - Transmission Repair Specialist	18.52
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.53
07041 - Cook I	11.72
07042 - Cook II	13.11
07070 - Dishwasher	8.89
07130 - Food Service Worker	9.23
07210 - Meat Cutter	14.73
07260 - Waiter/Waitress	9.47
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.27
09040 - Furniture Handler	13.45
09080 - Furniture Refinisher	17.27
09090 - Furniture Refinisher Helper	14.41
09110 - Furniture Repairer, Minor	15.85
09130 - Upholsterer	17.27
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.58
11060 - Elevator Operator	10.50
11090 - Gardener	14.61
11122 - Housekeeping Aide	11.55
11150 - Janitor	10.50
11210 - Laborer, Grounds Maintenance	12.25
11240 - Maid or Houseman	8.97
11260 - Pruner	11.39
11270 - Tractor Operator	13.98
11330 - Trail Maintenance Worker	12.25
11360 - Window Cleaner	11.14
12000 - Health Occupations	
12010 - Ambulance Driver	13.02
12011 - Breath Alcohol Technician	17.12
12012 - Certified Occupational Therapist Assistant	19.82
12015 - Certified Physical Therapist Assistant	18.94
12020 - Dental Assistant	12.75
12025 - Dental Hygienist	26.80
12030 - EKG Technician	23.66
12035 - Electroneurodiagnostic Technologist	23.66
12040 - Emergency Medical Technician	13.02
12071 - Licensed Practical Nurse I	16.54
12072 - Licensed Practical Nurse II	18.50
12073 - Licensed Practical Nurse III	20.63

12100 - Medical Assistant		13.05
12130 - Medical Laboratory Technician		16.64
12160 - Medical Record Clerk		13.01
12190 - Medical Record Technician		14.62
12195 - Medical Transcriptionist		15.74
12210 - Nuclear Medicine Technologist		31.92
12221 - Nursing Assistant I		9.95
12222 - Nursing Assistant II		11.19
12223 - Nursing Assistant III		12.21
12224 - Nursing Assistant IV		13.70
12235 - Optical Dispenser		13.04
12236 - Optical Technician		13.64
12250 - Pharmacy Technician		13.41
12280 - Phlebotomist		13.97
12305 - Radiologic Technologist		25.47
12311 - Registered Nurse I		23.70
12312 - Registered Nurse II		28.99
12313 - Registered Nurse II, Specialist		28.99
12314 - Registered Nurse III		35.07
12315 - Registered Nurse III, Anesthetist		35.07
12316 - Registered Nurse IV		42.03
12317 - Scheduler (Drug and Alcohol Testing)		21.20
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		18.85
13012 - Exhibits Specialist II		23.36
13013 - Exhibits Specialist III		28.57
13041 - Illustrator I		18.85
13042 - Illustrator II		23.36
13043 - Illustrator III		28.57
13047 - Librarian		25.86
13050 - Library Aide/Clerk		10.26
13054 - Library Information Technology Systems Administrator		23.36
13058 - Library Technician		15.58
13061 - Media Specialist I		16.85
13062 - Media Specialist II		18.85
13063 - Media Specialist III		21.02
13071 - Photographer I		14.38
13072 - Photographer II		16.07
13073 - Photographer III		17.47
13074 - Photographer IV		24.37
13075 - Photographer V		29.49
13110 - Video Teleconference Technician		16.85
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.31
14042 - Computer Operator II		17.13
14043 - Computer Operator III		19.14
14044 - Computer Operator IV		21.23
14045 - Computer Operator V		23.67
14071 - Computer Programmer I	(see 1)	21.49
14072 - Computer Programmer II	(see 1)	26.32
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	26.73
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.31
14160 - Personal Computer Support Technician		21.23
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		26.73
15020 - Aircrew Training Devices Instructor (Rated)		32.34
15030 - Air Crew Training Devices Instructor (Pilot)		38.76

15050 - Computer Based Training Specialist / Instructor	26.73
15060 - Educational Technologist	27.44
15070 - Flight Instructor (Pilot)	38.76
15080 - Graphic Artist	20.04
15090 - Technical Instructor	18.68
15095 - Technical Instructor/Course Developer	22.85
15110 - Test Proctor	16.16
15120 - Tutor	16.16
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)	17.26
19040 - Tool And Die Maker	20.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.23
21030 - Material Coordinator	21.16
21040 - Material Expediter	21.16
21050 - Material Handling Laborer	13.69
21071 - Order Filler	14.10
21080 - Production Line Worker (Food Processing)	15.23
21110 - Shipping Packer	15.54
21130 - Shipping/Receiving Clerk	15.54
21140 - Store Worker I	12.55
21150 - Stock Clerk	15.71
21210 - Tools And Parts Attendant	15.23
21410 - Warehouse Specialist	15.23
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.26
23021 - Aircraft Mechanic I	22.25
23022 - Aircraft Mechanic II	24.26
23023 - Aircraft Mechanic III	25.37
23040 - Aircraft Mechanic Helper	16.94
23050 - Aircraft, Painter	21.19
23060 - Aircraft Servicer	19.07
23080 - Aircraft Worker	20.12
23110 - Appliance Mechanic	16.51
23120 - Bicycle Repairer	13.29
23125 - Cable Splicer	28.86
23130 - Carpenter, Maintenance	19.72
23140 - Carpet Layer	14.87
23160 - Electrician, Maintenance	21.70
23181 - Electronics Technician Maintenance I	21.08
23182 - Electronics Technician Maintenance II	22.20
23183 - Electronics Technician Maintenance III	23.28
23260 - Fabric Worker	18.69
23290 - Fire Alarm System Mechanic	20.23
23310 - Fire Extinguisher Repairer	17.17
23311 - Fuel Distribution System Mechanic	21.20
23312 - Fuel Distribution System Operator	17.17
23370 - General Maintenance Worker	18.17
23380 - Ground Support Equipment Mechanic	22.25
23381 - Ground Support Equipment Servicer	19.07

23382 - Ground Support Equipment Worker	20.12
23391 - Gunsmith I	17.17
23392 - Gunsmith II	19.20
23393 - Gunsmith III	21.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.12
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.12
23430 - Heavy Equipment Mechanic	19.96
23440 - Heavy Equipment Operator	19.91
23460 - Instrument Mechanic	21.20
23465 - Laboratory/Shelter Mechanic	20.21
23470 - Laborer	13.50
23510 - Locksmith	20.21
23530 - Machinery Maintenance Mechanic	23.31
23550 - Machinist, Maintenance	20.08
23580 - Maintenance Trades Helper	16.15
23591 - Metrology Technician I	21.20
23592 - Metrology Technician II	22.21
23593 - Metrology Technician III	23.22
23640 - Millwright	21.20
23710 - Office Appliance Repairer	21.79
23760 - Painter, Maintenance	17.27
23790 - Pipefitter, Maintenance	21.51
23810 - Plumber, Maintenance	19.79
23820 - Pneudraulic Systems Mechanic	21.20
23850 - Rigger	21.20
23870 - Scale Mechanic	19.20
23890 - Sheet-Metal Worker, Maintenance	20.79
23910 - Small Engine Mechanic	18.23
23931 - Telecommunications Mechanic I	23.94
23932 - Telecommunications Mechanic II	25.07
23950 - Telephone Lineman	26.78
23960 - Welder, Combination, Maintenance	19.96
23965 - Well Driller	20.23
23970 - Woodcraft Worker	21.20
23980 - Woodworker	16.79
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.08
24580 - Child Care Center Clerk	13.81
24610 - Chore Aide	10.37
24620 - Family Readiness And Support Services Coordinator	13.77
24630 - Homemaker	15.36
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.90
25040 - Sewage Plant Operator	21.25
25070 - Stationary Engineer	21.90
25190 - Ventilation Equipment Tender	16.21
25210 - Water Treatment Plant Operator	21.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.19
27007 - Baggage Inspector	10.78
27008 - Corrections Officer	23.51
27010 - Court Security Officer	23.51
27030 - Detection Dog Handler	12.06
27040 - Detention Officer	23.51
27070 - Firefighter	20.82
27101 - Guard I	10.74
27102 - Guard II	12.06
27131 - Police Officer I	26.33
27132 - Police Officer II	29.60

28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		11.57
28042 - Carnival Equipment Repairer		12.13
28043 - Carnival Equpment Worker		9.41
28210 - Gate Attendant/Gate Tender		13.18
28310 - Lifeguard		11.87
28350 - Park Attendant (Aide)		14.74
28510 - Recreation Aide/Health Facility Attendant		10.09
28515 - Recreation Specialist		16.90
28630 - Sports Official		11.74
28690 - Swimming Pool Operator		19.88
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		18.22
29020 - Hatch Tender		18.22
29030 - Line Handler		18.22
29041 - Stevedore I		17.27
29042 - Stevedore II		19.19
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		17.78
30022 - Archeological Technician II		19.91
30023 - Archeological Technician III		25.33
30030 - Cartographic Technician		27.18
30040 - Civil Engineering Technician		24.90
30061 - Drafter/CAD Operator I		19.61
30062 - Drafter/CAD Operator II		21.93
30063 - Drafter/CAD Operator III		24.46
30064 - Drafter/CAD Operator IV		30.09
30081 - Engineering Technician I		16.63
30082 - Engineering Technician II		18.68
30083 - Engineering Technician III		20.76
30084 - Engineering Technician IV		25.91
30085 - Engineering Technician V		33.77
30086 - Engineering Technician VI		39.86
30090 - Environmental Technician		26.50
30210 - Laboratory Technician		18.51
30240 - Mathematical Technician		27.18
30361 - Paralegal/Legal Assistant I		19.18
30362 - Paralegal/Legal Assistant II		23.77
30363 - Paralegal/Legal Assistant III		29.08
30364 - Paralegal/Legal Assistant IV		35.18
30390 - Photo-Optics Technician		27.18
30461 - Technical Writer I		22.76
30462 - Technical Writer II		27.84
30463 - Technical Writer III		33.68
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 Surface Programs	(see 2)	24.46
30621 - Weather Observer, Senior	(see 2)	27.18
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		10.26
31030 - Bus Driver		15.40
31043 - Driver Courier		13.67
31260 - Parking and Lot Attendant		9.86
31290 - Shuttle Bus Driver		14.53
31310 - Taxi Driver		11.09

31361 - Truckdriver, Light	14.53
31362 - Truckdriver, Medium	15.68
31363 - Truckdriver, Heavy	18.87
31364 - Truckdriver, Tractor-Trailer	18.87
99000 - Miscellaneous Occupations	
99030 - Cashier	8.99
99050 - Desk Clerk	11.08
99095 - Embalmer	26.11
99251 - Laboratory Animal Caretaker I	13.48
99252 - Laboratory Animal Caretaker II	14.16
99310 - Mortician	29.78
99410 - Pest Controller	17.46
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	14.43
99711 - Recycling Specialist	16.47
99730 - Refuse Collector	13.41
99810 - Sales Clerk	11.61
99820 - School Crossing Guard	11.71
99830 - Survey Party Chief	19.39
99831 - Surveying Aide	12.63
99832 - Surveying Technician	17.30
99840 - Vending Machine Attendant	15.83
99841 - Vending Machine Repairer	18.18
99842 - Vending Machine Repairer Helper	15.83

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 10 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 ordance, 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.

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** 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.

J-5 Employee Health

Employee Health File

Employee health files for each employee must be maintained on site, by the Health Services Administrator or the employer's designee. Health files are maintained in a locked cabinet in accordance with DHS and ICE Privacy Policies, the Privacy Act of 1974, and contain the following documents:

- Initial and annual TB infection screening results
- Vaccination records including results, titers and Immunization Declination Form(s)
- OSHA 301 Incident forms
- Blood borne pathogen exposure documentation
- Annual respirator medical clearance
- Annual respirator fit test results
- Other employee health documents

Prior to performing any duties, all contract personnel must provide documentation regarding the following:

1. History of testing for tuberculosis (TB) within the last 12 months:
    a. chest x-ray if employee has a history of LTBI, treatment history for LTBI or TB disease, if applicable;
    b. Additionally, on an annual basis and at own expense, contractor shall provide a current TST or IGRA test result if the employee previously tested negative for LTBI, evaluation for TB symptoms if the employee previously tested positive for LTBI, and follow up as appropriate in accordance with Centers for Disease Control and Prevention (CDC) guidelines.

2. Hepatitis B
   The Occupational Safety and Health Administration (OSHA) Blood borne pathogens (BBP) Standard requires employers to provide employees at risk of occupational exposure to blood and other potentially infectious material (OPIM) with the Hepatitis B vaccination series. Health staff must do one of the following:
    a. Complete the Hepatitis B vaccination series prior to performing work on the contract; and provide documentation of the vaccination series or titer results that confirm immunity to HBV; or

    b. Refuse the vaccination series for medical reasons and complete the Immunization Declination Form.

Highly Recommended Vaccinations for Health Care Workers

2020-ICLLI-00042 5619

On the basis of documented nosocomial transmission, health care workers are considered to be at significant risk for acquiring or transmitting Hepatitis B, measles, mumps, rubella, varicella and seasonal influenza. All of these diseases are vaccine-preventable. Therefore, the following vaccinations are highly recommended for health staff. If staff decline or refuse any of these recommended vaccines, an Immunization Declination Form is required.

- Hepatitis A
- Hepatitis B
- Varicella
- Measles, Mumps, Rubella (MMR)
- Diphtheria, tetanus, a-cellular pertussis (DTAP)
- Annual seasonal influenza

Health staff provides immunization documentation or titer results for these diseases to the HSA or the employer's designee for placement in the employee health file. For more details refer to: CDCs *Immunization of Health-Care Workers: Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC)*

Immunization Declination Form

I understand that my risk of exposure due to lack of immunizations may place me at risk with the following vaccine-preventable diseases, puts me at risk of acquiring the disease. I have had the opportunity to be vaccinated, however, I choose to decline the vaccination(s) checked below at this time. I understand that by declining vaccine protection, I continue to be at risk of acquiring the disease and I hold the government harmless in the event of infection.

In the event of exposure I understand that I may be required to not enter the facility for at least the incubation period of the disease to which I have been exposed. In some cases that may be for a period of up to a month or longer.

Type	**Reason**
☐Measles, Mumps, Rubella (MMR)	_____
☐Varicella (VZW)	_____
☐Hepatitis A	_____
☐Hepatitis B	_____
☐Influenza	_____
☐H1N1	_____
☐Tetanus / Pertussis / Tdap	_____
☐Other _____	_____

Signed: _____ Date:_____

Printed Name: _____

Title: _____

J-6 Credentialing and Privileging

4-1. Establishment of Credentials Portfolios

a. The Office of the AMD establishes credentials portfolios for all IHSC staff prior to their working in the clinic.

b. For all contract physicians and behavioral health providers who deliver services on site, IHSC must receive education, training, experience and competency documents, including licensure and certifications, before contracts for services are negotiated or privileges are granted.

c. NOTE: The decision to hire any health care provider will be based on the review of a complete verified credentials portfolio.

4-2. Format. The complete credentials portfolio consists of four sections.

a. Section I – Privileges

(1) IHSC Application/Privileges (see forms below)

(2) Health Statement

(3) Malpractice Insurance

b. Section II – Education

(1) License (ALL state licenses, active/inactive/current/expired/ valid/non-valid) within any U.S. state, territory, commonwealth, possession.

(2) Professional School Diplomas

(3) Internship documents

(4) Residency documents

(5) Preceptorship documents

(6) Board certification

(7) Cardio-Pulmonary Resuscitation (CPR) certification

c. Section III – Experience and Current Competency

(1) References (letters of reference written within the past three months)

(2) Competency Checklist by discipline

(3) Scope of Practice Checklist/Competency Assessment forms for Staff

d. Section IV – Personal Information

(1) Miscellaneous

(2) Curriculum vitae/ Resume

(3) Continuing Professional Education

(4) Letters of Appreciation

(5) Documentation of all personnel actions (letters of counseling, reprimands, etc.)

NOTE: Each section is identified by a cover sheet with the contents under the cover sheet. Each credentials portfolio is labeled with the provider's name (last name, first name, middle initial) and profession. This is located on the front cover.

4-3. Primary Source Verification. All credentials documents are verified at the primary source for proof of authenticity. This verification is in writing and is included with the referenced document in the credentials portfolio. Interim source verification may be accomplished by telephone. See sections 5-1 and 5-2 below for additional information.

4-4. Maintenance. Maintenance of the credentials portfolio involves:

a. Ensuring all documents are included and up to date.

b. Adding documents as needed.

c. Accepting renewed documents and placing them in the proper section.

d. Verifying any renewed document.

e. Replacing worn portfolio covers.

4-5. Transfer. The credentials portfolio is the property of the government. A credentials portfolio will be transferred for the following reasons only:

a. Transfer of any employee within the contract (portfolio is mailed to the receiving facility).

b. Termination of employment (portfolio is sent to, credentials archives.)

4-6. Storage. Credentials portfolios will be stored in a locked cabinet on-site at all times for

the duration of the contract. At the end of the contract, they will be archived as per the COR's instruction.

4-7. Release of Information. A portfolio will not be transferred to anyone outside of the site without special permission of the employee and concurrence of the COR.

5. PROCEDURES:

5-1. Procedures for Primary Source Verification

a. Obtain a photocopy of the document from the applicant/employee.

b. Obtain a signed and notarized Authorization for Release of Information from applicant/employee.

c. Request, in writing, verification of the document from the primary source. Be sure to obtain addressed of schools, hospitals, etc. from the applicant/ employee.

d. Many primary sources require a processing fee. Each site Administrator, and or his or her designee, will establish a mechanism at the local level for payment of those fees.

5-2. Procedures for Telephonic Primary Source Verification

a. Obtain a photocopy of the document from the applicant/employee.

b. Obtain a signed and notarized Authorization for Release of Information from applicant/employee.

c. For licenses, call the State Board of Examiners (Medical, Dental, Nursing, Physician Assistant). This is usually located in the capital city of the state.

d. For schools, call the Office of the Registrar.

e. For residencies, internships, etc. obtain the name of contact from provider.

f. Upon making contact with the primary source, request verification of the document.

g. Record the following information on front of the photocopy of the document.

(1) Date and time of call

(2) Organization contacted

(3) Name of the verifier (they usually will not give their last name)

(4) What the verifier says (License is current and active with no actions pending or license expired on 3-3-2010.)

(5) Sign your name.

h. Request address for obtaining written verification.

i. Notes:

(1) All telephonic verification must be followed by letter or electronic mail verification.

(2) All non-expiring documents need only to be verified once. All documents that expire (licenses, certification. etc.) will be verified after each renewal.

J-7 IHSC FACILITY LOCATIONS

ICE FACILITY NAME	ADDRRESS
ALEXANDRIA STAGING FACILITY	96 George Thompson Drive, Alexandria, LA 71303
BERKS- CTY FAMILY RESIDENTIAL CENTER	1040 Berks Road; Leesport, PA 19533
BUFFALO FEDERRAL DETENTION FACILITY	4250 Federal Drive; Batavia NY 14020
ELIZABETH- ICE MEDICAL FACILITY	625 Evans Street, Elizabeth, NJ 07201
EL PASO- ICE MEDICAL REFERRAL CENTER	8915 Montana Ave., El Paso, TX 79925
ELOY- ICE MEDICAL FACILITY	1705 E. Hanna Road Eloy, AZ 85232
FLORENCE- ICE MEDICAL FACILITY	3250 N Pinal Pkwy, Florence, AZ 85143
HOUSTON- CCA-HOUSTON CDF	15850 Export Plaza Drive, Houston TX 77032
JENA- ICE DETENTION FACILITY	830 Pinehill Road, Jena, LA 71342
KROME- ICE MEDICAL REFERRAL CENTER	18201 SW 12 Street, Miami, FL 33194
LOS ANGELES STAGING	300 N Los Angeles Street Rm B-18 Los Angeles,
PEARSALL- SOUTH TX DETENTION COMPLEX	566 Veteran Drive, Pearsall, TX 78061
PORT ISABEL- ICE MEDICAL FACILITY	27991 Buena Vista Blvd, Los Fresnos TX 78566
SAN DIEGO- ICE MEDICAL REFERRAL CENTER	446 Alta Road Suite 5400, San Diego, CA 92158
SANTA ANA- ICE STAGING FACILITY	34 Civic Center Plaza, B-047, Santa Ana, CA 92701
SOUTH TEXAS FAMILY RESIDENTIAL CENTER/DILLEY	300 El Rancho Way, Dilley TX 78017
STEWART- ICE MEDICAL FACILITY	79 Holder Rd., Lumpkin, GA 31815
TACOMA- NORTHWEST DETENTION FACILITY	1623 E. J Street Tacoma, WA 98421
TAYLOR- ICE MEDICAL FACILITY	1001 Welch Street Taylor, TX 76574
VARICK- ICE STAGING FACILITY	201 Varick Street; NY, NY 10014
YORK- TRANSFER OPERATIONS PROGRAM	3400 Concord Road York, PA 17402
HEADQUARTERS IHSC (ADMIN ONLY)	500 12th Street SW, Washington, DC 20536

FACILITY ORIENTATION CHECKLIST
HD 500

FACILITY:_____

NAME: _____ **DATE REPORTED TO FACILITY**_____

POSITION _____

TOPICS	BY	DATE COMPLETED	INITIALS (SUPERVISOR/ PRECEPTORS)
AGENCY OVERVIEW			
IHSC 101 (Mission/Vision/Values)	HSA/COR/MSM		
ICE AFOD / Facility Warden	HSA/COR/MSM		
Other ICE /Custody Staff	HSA/COR/MSM		
CHAIN OF COMMAND			
Department of Homeland Security	HSA/COR/MSM		
Immigration & Customs Enforcement	HSA/COR/MSM		
Organizational charts (ICE/ERO, IHSC, Local facility)	HSA/COR/MSM		
***FACILITY INFORMATION** (Site Specific)			
Facility Tour (introductions to facility leadership)	HSA/COR/MSM		
Access to Facility & Parking	HSA/COR/MSM		
Computer Access Request (complete form)	HSA/COR/MSM		
Detainee/Resident rules and regulations	HSA/COR/MSM		
Hours of Operation	HSA/COR/MSM		
ID(s): Facility, PIV	HSA/COR/MSM		
Contraband	HSA/COR/MSM		
Security (procedures and regulations)	HSA/COR/MSM		
Supervision of Residents	HSA/COR/MSM		
***PERSONNEL** *(**provide copies for on-site file)*			
Awards *(as applicable)*	HSA/COR/MSM		
Professional Education (CME/CEU)**	HSA/COR/MSM		
Credentialing verification (certification, licensure, degree)**	HSA/COR/MSM		
Emergency Contact Information**	HSA/COR/MSM		
Employee Assistance Program (EAP)	HSA/COR/MSM		
Employee Health Record (vaccines, declination statement)**	HSA/COR/MSM?		
Employees' rights and responsibilities	HSA/COR/MSM		
Dress code/ wear of uniform (National Policy)	HSA/COR/MSM		
Grievance Process	HSA/COR/MSM		
Government travel card (as applicable)	HSA/COR/MSM		
Government Passport (as applicable)	HSA/COR/MSM		
Outside activity form	HSA/COR/MSM		
Official travel (Concur)	HSA/COR/MSM		
Leave Policy (Absence reporting Time & attendance Scheduling)	HSACOR/MSM		
Performance review (COER, PWP, contractor)	HSA/COR/MSM		

2020-ICLLI-00042 5627

TOPICS	BY	DATE COMPLETED	INITIALS (SUPERVISOR/ PRECEPTORS)
Personnel policy manual x GS-*link* x PHS-*link* x Contract-see employer personnel manual	HSA/COR/MSM		
PHS Officers information	HSA/COR/MSM		
Position Description**	HSA/COR/MSM		
Privileging **	HSA/COR/MSM		
POLICIES AND PROCEDURES			
Environment of Care Manual	HSA/COR/MSM		
Grievance process (National & local policy)	HSA/COR/MSM		
ICE policy	HSA/COR/MSM		
IHSC National Policy Manual	HSA/COR/MSM		
Local Operating Procedure Manual	HSA/COR/MSM		
Mandatory Report of Child Abuse and Neglect (Family Residential Facilities)	HSA/COR/MSM		
MedPar Process (Referral system)	HSA/COR/MSM		
Contact information for community resources used by facility	HSA/COR/MSM		
National Formulary	Pharmacist		
Nursing Guidelines	Nurse Manager		
Quality Management Manual / Program	PI Coordinator		
Clinical Practice Guidelines (providers only)	CD/ staff physician		
Protocols (vitals, blood sugars, etc)	CD/ Staff physician		
UpToDate (providers only)	CD / Staff physican		
ACCREDITATIONS *(as applicable)*			
American Correctional Association	HSA/COR/MSM		
Family Residential Standards	HSA/COR/MSM		
National Commission on Correctional Health Care	HSA/COR/MSM		
Performance Based National Detention Standards	HSA/COR/MSM		
ADMINISTRATION			
After Hours Responsibilities (on-call)	HSA/COR/MSM		
Collateral duty assignments	HSA/COR/MSM		
Contract staff (COR & technical monitor roles), Overtime	HSA/COR/MSM		
Daily Assignments	HSA/COR/MSM		
Legal Issues: What to do if you are being sued?	HSA/COR/MSM		
Health care services scope	HSA/COR/MSM		
Prohibition against providing legal advice or legal counsel	HSA/COR/MSM		
Meetings/ shift report: Staff/Job Specific	HSA/COR/MSM		
NHSC loan repayment	HSA/COR/MSM		
Patient Rights/Confidentiality of Patient Info	HSA/COR/MSM		
Privacy Act Exemption	HSA/COR/MSM		
Telephone Interpretation services	HSA/COR/MSM		
Telephone/Telephone Etiquette	HSA/COR/MSM		

2020-ICLLI-00042 5628

TOPICS	BY	DATE COMPLETED	INITIALS (SUPERVISOR/ PRECEPTORS)
Use of Office Equipment: x FAX x Copy Machines x Printers	HSA/COR/MSM		
INFORMATION TECHNOLOGY			
Electronic Health Record Guides	eCW SuperUser		
Electronic Health Record support	eCW Super User		
E-Mail access, Internet, SharePoint, drives	HSA/COR/MSM		
e-mail group access (as applicable)	HSA/COR/MSM		
ICE Service desk-(on-line & phone)	HSA/COR/MSM		
HEALTH AND SAFETY (SAFETY PROCEDURES)			
Adverse weather	HSA/COR/MSM		
Biohazardous Waste Management Plan (Site Specific)	HSA/COR/MSM		
Bomb Threats/ Disaster/ Facility Evacuation / Fire Prevention/ Man Down Drills	H&S officer		
Emergency Recall procedures (facility recall tree)	HSA/COR/MSM		
Eye wash station, Sharps Disposal, First Aid Kits, & Spill Kits	H&S officer		
Hazardous Materials / MSDS	H&S officer		
Incident Reporting	PPT		
Lock Down (water/electrical/oxygen shut-off)	H&S officer		
OSHA form 300 (awareness)	Poster		
Radiation/Dosimeter	H&S officer		
INFECTION CONTROL			
Infection Control Manual and other official guidance documents	ICO		
Exposure Control Plan & Post Exposure Control Plan	ICO		
Hand Hygiene	ICO		
Managing Communicable Diseases and infestations: TB/Varicella/Scabies/Lice	ICO		
Respiratory Protection Program	ICO		

PRECEPTORS

Signature / initials name _____ **Signature / initials name** _____

Signature / initials name _____ **Signature / initials name** _____

HSA Signature name _____ **Employee Signature name** _____

2020-ICLLI-00042 5629

Personnel Documents Document Title	Credentialing Documents											Privileging Documents Privileged (LIP)				
	Administrative Assistant	Medical Records Tech	Nurse Practitioners	Physician Assistant	Registered Nurses	LVN / LPN / CMA / C.N.A	Radiology Technician	Pharmacist	Pharmacy Technician	Dental Assistant	Dental Hygienist	All Physicians	Psychiatrist	Psychologist	Dentist	Social Worker
Section I - Privileges																
Application for Privileges												X	X	X	X	X
IHSC Privilege Letter												X	X	X	X	X
Peer Review			X	X	X	X						X	X	X	X	X
Statement of Health and Ability	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Statement of Confidentiality	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ackn of Policy Understanding (local, national, residential standards)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Statement of Risk and Responsibility	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Malpractice Insurance			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Release of Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section II - Education																
Professional School Diploma (primary source verified)			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Internship / Residency Documents/Preceptor Documents												X	X			
Professional License / Certification (primary source verified)			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Board Certification												X	X	X	X	
National Practitioner Database												X	X	X	X	X
AHA Heartsaver® CPR AED **or** BLS for Healthcare Providers® Certification	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section III - Experience and Current Competency																
HSD-500 Facility Orientation Checklist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Scope of Practice			X	X	X	X	X		X	X	X					
Competency Checklist	X	X	X	X	X	X	X	X	X	X	X					
Section IV - Professional Information																
Position Description (signed)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Evaluations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CV/Resume	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Personnel Actions (Awards/Letters of Appreciation/Letters of Counseling)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Contact	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Employee Health Record / Leave File	Administrative Assistant	Medical Records Tech	Nurse Practitioners	Physician Assistant	Registered Nurses	LVN / LPN / CMA / C.N.A	Radiology Technician	Pharmacist	Pharmacy Technician	Dental Assistant	Dental Hygienist	All Physicians	Psychiatrist	Psychologist	Dentist	Social Worker
Section I - TB Screening/Fit Testing																
TB Screening	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Respirator fit test results	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Respirator Medical Clearance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Blood borne pathogen exposure documentation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section II - Vaccination Records																
Influenza	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vaccine Records/ Immunity Status (MMR, Hep B, Hep A, Varicella)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section III - General Medical Records																
Ishihara Colour Deficiency Test			X	X	X	X						X				
OSHA 301/ Incident Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Medical Waivers/ADA Accomodations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Misc - Progress Notes; Bloodborne Pathogen Exposure Documentation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section IV - Annual Leave																
Vendor Leave Forms			X	X	X			X			X	X	X	X	X	X
Leave Related Medical Documentation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Training File	Administrative Assistant	Medical Records Tech	Nurse Practitioners	Physician Assistant	Registered Nurses	LVN / LPN / CMA / C.N.A	Radiology Technician	Pharmacist	Pharmacy Technician	Dental Assistant	Dental Hygienist	All Physicians	Psychiatrist	Psychologist	Dentist	Social Worker
Section I - Annual In-House Training In-services																
Certificates of Completion	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Post-Tests/Self-Study Modules	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section II - Virtual University																
Certificates	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section III - CEUs																
Documentation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section IV - Miscellaneous Training Documents																
Vendor policy - Standards of Conduct (signed)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Miscellaneous Documents	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

CONTRACTOR EMPLOYEE SEPARATION CLEARANCE CHECKLIST

INSTRUCTIONS

This checklist applies to the separation of contractor employees. This checklist SHALL be completed **PRIOR** to the separation date by the ICE Point of Contact (ICE/POC) (i.e., Contracting Officer (CO), or Contract Officer's Representative (COR)).

1. The ICE/POC shall complete all parts of this checklist for the separating contractor employee, including Contractor Company Name or Subcontract or Company Name.

2. The ICE/POC shall ensure the departing contractor employee's FULL name (including middle name) is deactivated in the ICE on-line telephone system ("TELE") and his or her Voice Mail account is removed from the local phone system and local telephone lists.

3. The ICE/POC shall send an electronic mail (email) message to "Voice, Communications", IF the contractor employee was issued a calling card, providing the contractor employee's card number. The ICE/POC shall destroy (shred the card) the calling card after notification has been made.

4. The **Local Property Officer (LPO)** shall ensure the return of any Government Furnished Property (GFP), is returned for disposition to include but not limited to:

    a. all computer equipment (desktops, notebooks, palm PC, etc.)
    b. media and publications (CD's , DVD's, etc.)
    c. official credentials, and official passports
    d. smart cards and associated readers, cameras, mobile devices, pagers, phone calling cards
    e. any other government owned item(s) to the Local Property Officer (LPO) for disposition.

    The LPO shall take possession of all accountable GFP issued to the departing contractor employee, if the government maintains the official government property records. (Example: Complete form G-570, for all property issued to a contractor.) The LPO shall notify the ICE /POC if the contractor employee did not return all GFP. The LPO shall complete Part II and return the signed form to the ICE/POC. Email/facsimile is acceptable.

5. The LPO shall complete an **"**ICE Service Catalog" then the Personnel Exit Request" to close out all user accounts (LAN access and all related system (all systems that contractors had access to should be spelled out in this request with user ID's if known/application user accounts, this can include VPN access, IRMNET domain access (normal and administrative), FFMS, Blackberry/iPhone accounts to be deactivated. Requests are submitted via https://servicedesk.ice.dhs.gov/ServiceDesk/ServiceDesk.aspx.

6. **Office Chief of Information (OCIO).** The OCIO shall suspend the contractor employee's access to all systems authorized access, such as TECS, ACS, and others. OCIO will send an email "Separation Confirmation" message to the ICE/POC and all ICE LAN Administrators and Systems Control Officers confirming that the individual's access to all systems has been suspended.

7. The ICE/POC shall annotate any additional instructions for clearance in Part III (e.g., mailroom, parking permit, library, and passport). Separate local instructions may be attached.

8. The ICE/POC is responsible for destroying the Personal Identity Verification (PIV) card AND turning it into ICE Physical Security. **PIV cards must be rendered inoperable prior to being sent to Physical Security.** To render the PIV card inoperable: Using a standard hole punch, make three holes in the card: one through the integrated circuit chip; one through the upper left of the facial image, making sure to destroy part of the photograph as well as the magnetic stripe on the back of the card; and one through the expiration date found in the top right corner of the card; then mail to PSU at the address listed under Security Requirements.

SECURITY REQUIREMENTS:

The ICE/POC shall ensure:

- Keys (e.g.,building, and office) are turned in/collected by ICE/POC or local Resource Management (administrative) Division.
- Return **PIV*** and Access control badge ID cards to:
  Immigration & Customs Enforcement
  OPR/SMU/Physical Security
  950 L'Enfant Plaza, SW, MS 5501
  Washington, DC 20536-5501

2020-ICLLI-00042 5633

9. **ADDITIONAL CLEARANCE PROCEDURES**
Annotate any special clearance instructions. The applicable office shall complete the form and return it to the CPOC.

Passports issued by the Office of International Affairs must be returned to:
Immigration & Customs Enforcement
Washington, DC 20536

10. The ICE/POC shall email that the following has been completed along with a scanned copy of the completed checklist:

- Contractor employee name and reason for leaving ICE is included in email notification.
- Destroy Classified Courier Card - retain card number and date destroyed.
- Contractor employee with SCI Access is terminating employment with ICE.

Send email to ICE Departure Notification (mailto:ICEDepartureNotification@fins3.dhs.gov) that will notify the following groups OPR, ADSEC, SSO, and ICE Personnel Security); and retain a copy in the contract file.

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

CONTRACTOR EMPLOYEE SEPARATION CLEARANCE CHECKLIST

The ICE/POC (i.e., Contracting Officer or Contract Officer's Representative (COR)) shall complete this form for all departing U.S. Immigration and Customs Enforcement (ICE) contractor employees **prior** to departure.

PART I - TO BE COMPLETED BY THE ICE POC

1. Contractor Employee's Type/Printed Name:

   _____

2. Company Name and Address:

   _____

   _____

3. Contract Number/Task Order: _____

PART II - TO BE COMPLETED BY THE LOCAL PROPERTY OFFICER (LPO) AT YOUR LOCATION

Laptops, PEDS (includes mobile devices & mobile chargers, blackberries, etc.), air cards, mobile computing devices (thumb drives, external hard drives, etc.), PDAs, voice mailboxes, Secure ID tokens, online reference subscription services, and Government Emergency Telecommunications (GETS) Card are deactivated and recovered.

I certify to the best of my knowledge that I have returned all government furnished property and information.

4. Departure Date: _____

5. Departing Contractor Printed Name & Employee Signature:

   _____ _____

6. Printed Name & Signature of LPO (i.e., Contracting Officer Representative (COR) and/or Contracting Officer (CO)):

   _____ _____

7. Date of Signature: _____

☐ Submit request through **"ICE Service Catalog,"** then **"Personnel Exit Request**" at https://servicedesk.ice.dhs.gov/ServiceDesk/ServiceDesk.aspx to close out all user accounts (LAN access and all related system (all systems that contractor had access to should be spelled out in this request with user ID's if known/application user access accounts, this can include VPN access, IRMNET domain access (normal and administrative), Blackberry/iPhone accounts to be deactivated.))

☐ Submit request to be removed from systems (FFMS, PRISM, WebView, ePMO, etc.) that OCIO service desk is not responsible for to the system owner. List systems below:

PART III - TO BE COMPLETED BY THE ICE/POC

Physical Security:

☐ Keys (building/office) recovered. Turned into Resource Management (administrative) Division.

☐ PIV Card/Access control badge ID cards recovered and rendered inoperable.

Administrative Security:

☐ Classified Courier Card destroyed.

PART IV - TO BE COMPLETED BY THE ICE/POC

☐ E-mail notification sent to ICE Departure Notification (this will notify the following groups OPR, ADSEC, SSO, ICE Personnel Security, and ICE Physical Security) at mailto:ICEDepartureNotification@fins3.dhs.gov.

The ICE/POC shall e-mail that the following has been completed along with a scanned copy of the completed checklist:

- Contractor employee name and reason for leaving ICE is included in email notification.
- Destroy Classified Courier Card - retain card number and date destroyed.
- Contractor employee with SCI Access is terminating employment with ICE.

ICE POC shall retain a copy of the completed checklist and email from OCIO service ticket # _____ completion confirmation in the contract file; as well as email a copy to your local Resource Management (administrative) Division for removal from mail groups, office rosters, etc.

8. ICE/POC (Point of Contact) (i.e., Contracting Officer Representative (COR) and/or Contracting Officer (CO)) Type/Printed Name & Email Address:

   _____

9. Phone Number: _____

10. Date: _____

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Alexandria		Licensed Vocational/Practical Nurse	AX-LPN-1			
Alexandria		Licensed Vocational/Practical Nurse	AX-LPN-2			
Alexandria		Licensed Vocational/Practical Nurse	AX-LPN-3			
Alexandria		Licensed Vocational/Practical Nurse	AX-LPN-4			
Alexandria		Licensed Vocational/Practical Nurse	AX-LPN-5			
Alexandria		Licensed Vocational/Practical Nurse-Casual	AX-C-LPN-1			
Alexandria		Licensed Vocational/Practical Nurse-Casual	AX-C-LPN-2			
Alexandria		Nurse Practitioner / Physicians Assistant	AX-MLP-1			
Alexandria		Nurse Practitioner / Physicians Assistant	AX-MLP-2			
Alexandria		Registered Nurse	AX-RN-1			
Alexandria		Registered Nurse	AX-RN-2			
Alexandria		Registered Nurse	AX-RN-3			
Alexandria		Registered Nurse	AX-RN-4			
Alexandria		Registered Nurse	AX-RN-5			
Alexandria		Registered Nurse	AX-RN-6			
Alexandria		Registered Nurse	AX-RN-7			
Alexandria		Registered Nurse	AX-RN-8			
Alexandria		Registered Nurse	AX-RN-9			
Alexandria		Registered Nurse	AX-RN-10			
Alexandria		Registered Nurse	AX-RN-11			
Alexandria		Registered Nurse	AX-RN-12			
Alexandria		Registered Nurse-Casual	AX-C-RN-1			
Alexandria		Registered Nurse-Casual	AX-C-RN-2			
Alexandria		Registered Nurse-Casual	AX-C-RN-3			
Alexandria		Administrative Assistant	AX-AA-1			
Alexandria		Medical Records Technician	AX-MRT-1			
Alexandria		Medical Records Technician	AX-MRT-2			
Alexandria		Medical Records Technician	AX-MRT-3			
Alexandria		Pharmacy Technician	AX-PT-1			
Alexandria		Radiology Technician	AX-RT-1			
Alexandria		Radiology Technician	AX-RT-2			
Berks		Licensed Vocational/Practical Nurse	BE-LPN-1			
Berks		Licensed Vocational/Practical Nurse	BE-LPN-2			
Berks		Licensed Vocational/Practical Nurse	BE-LPN-3			
Berks		Licensed Vocational/Practical Nurse	BE-LPN-4			
Berks		Social Worker / Psychologist	BE-MHP-1			
Berks		Social Worker / Psychologist	BE-MHP-2			
Berks		Social Worker / Psychologist	BE-MHP-3			
Berks		Nurse Practitioner / Physicians Assistant	BE-MLP-1			
Berks		Registered Nurse	BE-RN-1			
Berks		Registered Nurse	BE-RN-2			
Berks		Registered Nurse	BE-RN-3			
Berks		Registered Nurse	BE-RN-4			
Berks		Registered Nurse	BE-RN-5			
Berks		Registered Nurse	BE-RN-6			
Berks		Registered Nurse	BE-RN-7			
Berks		Registered Nurse-Casual	BE-C-RN-1			
Berks		Registered Nurse-Casual	BE-C-RN-2			
Berks		Registered Nurse-Casual	BE-C-RN-3			
Berks		Administrative Assistant	BE-AA-1			
Berks		Medical Records Technician	BE-MRT-1			
Buffalo		Licensed Vocational/Practical Nurse	BU-LPN-1			
Buffalo		Licensed Vocational/Practical Nurse	BU-LPN-2			
Buffalo		Licensed Vocational/Practical Nurse	BU-LPN-3			
Buffalo		Psychiatrist- **Part Time**	BU-P-MD-1-PT			
Buffalo		Social Worker / Psychologist	BU-MHP-1			
Buffalo		Nurse Practitioner / Physicians Assistant	BU-MLP-1			
Buffalo		Nurse Practitioner / Physicians Assistant	BU-MLP-2			
Buffalo		Nurse Practitioner / Physicians Assistant	BU-MLP-3			
Buffalo		Nurse Practitioner / Physicians Assistant **-Part Time**	BU-MLP-4-PT			
Buffalo		Registered Nurse	BU-RN-1			
Buffalo		Registered Nurse	BU-RN-2			
Buffalo		Registered Nurse	BU-RN-3			
Buffalo		Registered Nurse	BU-RN-4			
Buffalo		Registered Nurse	BU-RN-5			
Buffalo		Registered Nurse	BU-RN-6			
Buffalo		Registered Nurse	BU-RN-7			
Buffalo		Registered Nurse	BU-RN-8			
Buffalo		Registered Nurse	BU-RN-9			
Buffalo		Registered Nurse-Casual	BU-C-RN-1			
Buffalo		Registered Nurse-Casual	BU-C-RN-2			
Buffalo		Administrative Assistant	BU-AA-1			
Buffalo		Dental Assistant	BU-DA-1			
Buffalo		Medical Records Technician	BU-MRT-1			
Buffalo		Medical Records Technician	BU-MRT-2			
Buffalo		Medical Records Technician	BU-MRT-3			
Buffalo		Pharmacy Technician	BU-PT-1			
Dilley		Adminstrative Assistant	DY-AA-01			
Dilley		Adminstrative Assistant	DY-AA-02			
Dilley		Clinical Services Manager	DY-CSM-01			
Dilley		Contract Manager	DY-CM-01			
Dilley		Dental Assistant	DY-DA-01			
Dilley		Dental Assistant	DY-DA-02			
Dilley		Dentist	DY-DDS-01			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Dilley		Dentist	DY-DDS-02			
Dilley		Dental Hygienist	DY-DH-01			
Dilley		Licensed Vocational Nurse	DY-LPN-01			
Dilley		Licensed Vocational Nurse	DY-LPN-02			
Dilley		Licensed Vocational Nurse	DY-LPN-03			
Dilley		Licensed Vocational Nurse	DY-LPN-04			
Dilley		Licensed Vocational Nurse	DY-LPN-05			
Dilley		Licensed Vocational Nurse	DY-LPN-06			
Dilley		Licensed Vocational Nurse	DY-LPN-07			
Dilley		Licensed Vocational Nurse	DY-LPN-08			
Dilley		Licensed Vocational Nurse	DY-LPN-09			
Dilley		Licensed Vocational Nurse	DY-LPN-10			
Dilley		Licensed Vocational Nurse	DY-LPN-11			
Dilley		Licensed Vocational Nurse	DY-LPN-12			
Dilley		Licensed Vocational Nurse	DY-LPN-13			
Dilley		Licensed Vocational Nurse	DY-LPN-14			
Dilley		Licensed Vocational Nurse	DY-LPN-15			
Dilley		Licensed Vocational Nurse	DY-LPN-16			
Dilley		Licensed Vocational Nurse	DY-LPN-17			
Dilley		Family Practice Physician/Pediatrician	DY-MD-01			
Dilley		Pediatrician	DY-MD-02			
Dilley		Social Worker / Psychologist	DY-MHP-01			
Dilley		Social Worker / Psychologist	DY-MHP-02			
Dilley		Social Worker / Psychologist	DY-MHP-03			
Dilley		Social Worker / Psychologist	DY-MHP-04			
Dilley		Social Worker / Psychologist	DY-MHP-05			
Dilley		Social Worker / Psychologist	DY-MHP-06			
Dilley		Social Worker / Psychologist	DY-MHP-07			
Dilley		Social Worker / Psychologist	DY-MHP-08			
Dilley		Social Worker / Psychologist	DY-MHP-09			
Dilley		Social Worker / Psychologist	DY-MHP-10			
Dilley		Social Worker / Psychologist	DY-MHP-11			
Dilley		Social Worker / Psychologist	DY-MHP-12			
Dilley		Social Worker / Psychologist	DY-MHP-13			
Dilley		Social Worker / Psychologist	DY-MHP-14			
Dilley		Social Worker / Psychologist	DY-MHP-15			
Dilley		Social Worker / Psychologist	DY-MHP-16			
Dilley		Social Worker / Psychologist	DY-MHP-17			
Dilley		Social Worker / Psychologist	DY-MHP-18			
Dilley		Social Worker / Psychologist	DY-MHP-19			
Dilley		Social Worker / Psychologist	DY-MHP-20			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-01			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-02			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-03			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-04			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-05			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-06			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-07			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-08			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-09			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-10			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-11			
Dilley		Family Nurse Practitioner/Physician Assistant	DY-MLP-12			
Dilley		Medical Records Technician	DY-MRT-01			
Dilley		Medical Records Technician	DY-MRT-02			
Dilley		Medical Records Technician	DY-MRT-03			
Dilley		Medical Records Technician	DY-MRT-04			
Dilley		Medical Records Technician	DY-MRT-05			
Dilley		Medical Records Technician	DY-MRT-06			
Dilley		Nurse Manager	DY-NM-01			
Dilley		Pharmacist	DY-PH-01			
Dilley		Pharmacist	DY-PH-02			
Dilley		Psychiatrist	DY-P-MD-01			
Dilley		Psychiatrist	DY-P-MD-02			
Dilley		Pharmacy Technician	DY-PT-01			
Dilley		Pharmacy Technician	DY-PT-02			
Dilley		Pharmacy Technician	DY-PT-03			
Dilley		Registered Nurse	DY-RN-01			
Dilley		Registered Nurse	DY-RN-02			
Dilley		Registered Nurse	DY-RN-03			
Dilley		Registered Nurse	DY-RN-04			
Dilley		Registered Nurse	DY-RN-05			
Dilley		Registered Nurse	DY-RN-06			
Dilley		Registered Nurse	DY-RN-07			
Dilley		Registered Nurse	DY-RN-08			
Dilley		Registered Nurse	DY-RN-09			
Dilley		Registered Nurse	DY-RN-10			
Dilley		Registered Nurse	DY-RN-11			
Dilley		Registered Nurse	DY-RN-12			
Dilley		Registered Nurse	DY-RN-13			
Dilley		Registered Nurse	DY-RN-14			
Dilley		Registered Nurse	DY-RN-15			
Dilley		Registered Nurse	DY-RN-16			
Dilley		Registered Nurse	DY-RN-17			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Dilley		Registered Nurse	DY-RN-18			
Dilley		Registered Nurse	DY-RN-19			
Dilley		Registered Nurse	DY-RN-20			
Dilley		Registered Nurse	DY-RN-21			
Dilley		Registered Nurse	DY-RN-22			
Dilley		Registered Nurse	DY-RN-23			
Dilley		Registered Nurse	DY-RN-24			
Dilley		Registered Nurse	DY-RN-25			
Dilley		Radiology Technician	DY-RT-01			
Dilley		Radiology Technician	DY-RT-02			
Dilley		Registered Nurse-Immunizations	DY-V-RN-01			
Dilley		Registered Nurse-Immunizations	DY-V-RN-02			
Dilley		Registered Nurse-Immunizations	DY-V-RN-03			
Dilley		Registered Nurse-Immunizations	DY-V-RN-04			
Dilley		Registered Nurse-Immunizations	DY-V-RN-05			
Dilley		Nurse Practitioner-Pediatric-Immunizations	DY-V-P-NP-01			
Dilley		Licensed Vocational Nurse-Immunization	DY-V-LVN-01			
Dilley		Licensed Vocational Nurse-Immunization	DY-V-LVN-02			
Dilley		Licensed Vocational Nurse-Immunization	DY-V-LVN-03			
Dilley		Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-01			
Dilley		Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-02			
Dilley		Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-03			
Dilley		Certified Medical Assistant-Immunization	DY-V-CMA-01			
Dilley		Certified Medical Assistant-Immunization	DY-V-CMA-02			
El Paso		Licensed Vocational/Practical Nurse	EP-LPN-1			
El Paso		Licensed Vocational/Practical Nurse	EP-LPN-2			
El Paso		Licensed Vocational/Practical Nurse	EP-LPN-3			
El Paso		Licensed Vocational/Practical Nurse	EP-LPN-4			
El Paso		Licensed Vocational/Practical Nurse	EP-LPN-5			
El Paso		Licensed Vocational/Practical Nurse	EP-LPN-6			
El Paso		Licensed Vocational/Practical Nurse-Casual	EP-C-LPN-1			
El Paso		Dentist	EP-DDS-1			
El Paso		Pharmacist	EP-PH-1			
El Paso		Psychiatrist	EP-P-MD-1			
El Paso		Nurse Practitioner / Physicians Assistant	EP-MLP-1			
El Paso		Nurse Practitioner / Physicians Assistant	EP-MLP-2			
El Paso		Nurse Practitioner / Physicians Assistant	EP-MLP-3			
El Paso		Registered Nurse	EP-RN-1			
El Paso		Registered Nurse	EP-RN-2			
El Paso		Registered Nurse	EP-RN-3			
El Paso		Registered Nurse	EP-RN-4			
El Paso		Registered Nurse	EP-RN-5			
El Paso		Registered Nurse	EP-RN-6			
El Paso		Registered Nurse	EP-RN-7			
El Paso		Registered Nurse	EP-RN-8			
El Paso		Registered Nurse-Casual	EP-C-RN-1			
El Paso		Registered Nurse-Casual	EP-C-RN-2			
El Paso		Registered Nurse-Casual	EP-C-RN-3			
El Paso		Administrative Assistant	EP-AA-1			
El Paso		Dental Assistant	EP-DA-1			
El Paso		Medical Records Technician	EP-MRT-1			
El Paso		Medical Records Technician	EP-MRT-2			
El Paso		Medical Records Technician	EP-MRT-3			
El Paso		Pharmacy Technician	EP-PT-1			
Elizabeth		Licensed Vocational/Practical Nurse	ET-LPN-1			
Elizabeth		Licensed Vocational/Practical Nurse	ET-LPN-2			
Elizabeth		Psychiatrist- **Part Time**	ET-P-MD-1-PT			
Elizabeth		Nurse Practitioner / Physicians Assistant	ET-MLP-1			
Elizabeth		Nurse Practitioner / Physicians Assistant	ET-MLP-2			
Elizabeth		Registered Nurse	ET-RN-1			
Elizabeth		Registered Nurse	ET-RN-2			
Elizabeth		Registered Nurse	ET-RN-3			
Elizabeth		Registered Nurse	ET-RN-4			
Elizabeth		Registered Nurse	ET-RN-5			
Elizabeth		Registered Nurse-Casual	ET-C-RN-1			
Elizabeth		Registered Nurse-Casual	ET-C-RN-2			
Elizabeth		Administrative Assistant	ET-AA-1			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-1			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-2			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-3			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-4			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-5			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-6			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-7			
Eloy		Licensed Vocational/Practical Nurse	EY-LPN-8			
Eloy		Licensed Vocational/Practical Nurse-Casual	EY-C-LPN-1			
Eloy		Licensed Vocational/Practical Nurse-Casual	EY-C-LPN-2			
Eloy		Dentist	EY-DDS-1			
Eloy		Psychiatrist	EY-P-MD-1			
Eloy		Psychiatrist- **Part Time**	EY-P-MD-2-PT			
Eloy		Staff Physician	EY-MD-1			
Eloy		Social Worker / Psychologist	EY-MHP-1			
Eloy		Social Worker / Psychologist	EY-MHP-2			
Eloy		Nurse Practitioner / Physicians Assistant	EY-MLP-1			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Eloy		Nurse Practitioner / Physicians Assistant	EY-MLP-2			
Eloy		Nurse Practitioner / Physicians Assistant	EY-MLP-3			
Eloy		Nurse Practitioner / Physicians Assistant	EY-MLP-4			
Eloy		Nurse Practitioner / Physicians Assistant	EY-MLP-5			
Eloy		Registered Nurse	EY-RN-1			
Eloy		Registered Nurse	EY-RN-2			
Eloy		Registered Nurse	EY-RN-3			
Eloy		Registered Nurse	EY-RN-4			
Eloy		Registered Nurse	EY-RN-5			
Eloy		Registered Nurse	EY-RN-6			
Eloy		Registered Nurse	EY-RN-7			
Eloy		Registered Nurse	EY-RN-8			
Eloy		Registered Nurse	EY-RN-9			
Eloy		Registered Nurse	EY-RN-10			
Eloy		Registered Nurse	EY-RN-11			
Eloy		Registered Nurse	EY-RN-12			
Eloy		Registered Nurse	EY-RN-13			
Eloy		Registered Nurse	EY-RN-14			
Eloy		Registered Nurse	EY-RN-15			
Eloy		Registered Nurse	EY-RN-16			
Eloy		Registered Nurse	EY-RN-17			
Eloy		Registered Nurse-Casual	EY-C-RN-1			
Eloy		Registered Nurse-Casual	EY-C-RN-2			
Eloy		Registered Nurse-Casual	EY-C-RN-3			
Eloy		Registered Nurse-Casual	EY-C-RN-4			
Eloy		Administrative Assistant	EY-AA-1			
Eloy		Dental Assistant	EY-DA-1			
Eloy		Medical Records Technician	EY-MRT-1			
Eloy		Medical Records Technician	EY-MRT-2			
Eloy		Medical Records Technician	EY-MRT-3			
Eloy		Medical Records Technician	EY-MRT-4			
Eloy		Medical Records Technician	EY-MRT-5			
Eloy		Medical Records Technician	EY-MRT-6			
Eloy		Pharmacy Technician	EY-PT-1			
Eloy		Pharmacy Technician	EY-PT-2			
Eloy		Radiology Technician	EY-RT-1			
Florence		Licensed Vocational/Practical Nurse	FL-LPN-1			
Florence		Licensed Vocational/Practical Nurse	FL-LPN-2			
Florence		Licensed Vocational/Practical Nurse	FL-LPN-3			
Florence		Licensed Vocational/Practical Nurse	FL-LPN-4			
Florence		Licensed Vocational/Practical Nurse	FL-LPN-5			
Florence		Licensed Vocational/Practical Nurse	FL-LPN-6			
Florence		Licensed Vocational/Practical Nurse-Casual	FL-C-LPN-1			
Florence		Psychiatrist- **Part Time**	FL-P-MD-1-PT			
Florence		Social Worker / Psychologist	FL-MHP-1			
Florence		Nurse Practitioner / Physicians Assistant	FL-MLP-1			
Florence		Registered Nurse	FL-RN-1			
Florence		Registered Nurse	FL-RN-2			
Florence		Registered Nurse	FL-RN-3			
Florence		Registered Nurse	FL-RN-4			
Florence		Registered Nurse	FL-RN-5			
Florence		Registered Nurse	FL-RN-6			
Florence		Registered Nurse	FL-RN-7			
Florence		Registered Nurse	FL-RN-8			
Florence		Registered Nurse	FL-RN-9			
Florence		Registered Nurse-Casual	FL-C-RN-1			
Florence		Administrative Assistant	FL-AA-1			
Florence		Medical Records Technician	FL-MRT-1			
Florence		Medical Records Technician	FL-MRT-2			
Florence		Medical Records Technician	FL-MRT-3			
Florence		Medical Records Technician	FL-MRT-4			
Florence		Medical Records Technician	FL-MRT-5			
Florence		Medical Records Technician	FL-MRT-6			
Florence		Pharmacy Technician	FL-PT-1			
Houston		Licensed Vocational/Practical Nurse	HN-LPN-1			
Houston		Licensed Vocational/Practical Nurse	HN-LPN-2			
Houston		Licensed Vocational/Practical Nurse	HN-LPN-3			
Houston		Licensed Vocational/Practical Nurse	HN-LPN-4			
Houston		Licensed Vocational/Practical Nurse	HN-LPN-5			
Houston		Licensed Vocational/Practical Nurse	HN-LPN-6			
Houston		Licensed Vocational/Practical Nurse-Casual	HN-C-LPN-1			
Houston		Psychiatrist	HN-P-MD-1			
Houston		Social Worker / Psychologist	HN-MHP-1			
Houston		Nurse Practitioner / Physicians Assistant	HN-MLP-1			
Houston		Nurse Practitioner / Physicians Assistant	HN-MLP-2			
Houston		Registered Nurse	HN-RN-1			
Houston		Registered Nurse	HN-RN-2			
Houston		Registered Nurse	HN-RN-3			
Houston		Registered Nurse	HN-RN-4			
Houston		Registered Nurse	HN-RN-5			
Houston		Registered Nurse	HN-RN-6			
Houston		Registered Nurse	HN-RN-7			
Houston		Registered Nurse	HN-RN-8			
Houston		Registered Nurse-Casual	HN-C-RN-1			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Houston		Administrative Assistant	HN-AA-1			
Houston		Dental Assistant	HN-DA-1			
Houston		Medical Records Technician	HN-MRT-1			
Houston		Medical Records Technician	HN-MRT-2			
Houston		Medical Records Technician	HN-MRT-3			
Houston		Medical Records Technician	HN-MRT-4			
Houston		Pharmacy Technician	HN-PT-1			
Houston		Pharmacy Technician	HN-PT-2			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-1			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-2			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-3			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-4			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-5			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-6			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-7			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-8			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-9			
Jena		Licensed Vocational/Practical Nurse	JE-LPN-10			
Jena		Licensed Vocational/Practical Nurse-Casual	JE-C-LPN-1			
Jena		Licensed Vocational/Practical Nurse-Casual	JE-C-LPN-2			
Jena		Psychiatrist	JE-P-MD-1			
Jena		Staff Physician	JE-MD-1			
Jena		Social Worker / Psychologist	JE-MHP-1			
Jena		Social Worker / Psychologist	JE-MHP-2			
Jena		Nurse Practitioner / Physicians Assistant	JE-MLP-1			
Jena		Nurse Practitioner / Physicians Assistant	JE-MLP-2			
Jena		Nurse Practitioner / Physicians Assistant	JE-MLP-3			
Jena		Nurse Practitioner / Physicians Assistant	JE-MLP-4			
Jena		Nurse Practitioner / Physicians Assistant	JE-MLP-5			
Jena		Registered Nurse	JE-RN-1			
Jena		Registered Nurse	JE-RN-2			
Jena		Registered Nurse	JE-RN-3			
Jena		Registered Nurse	JE-RN-4			
Jena		Registered Nurse	JE-RN-5			
Jena		Registered Nurse	JE-RN-6			
Jena		Registered Nurse	JE-RN-7			
Jena		Registered Nurse	JE-RN-8			
Jena		Registered Nurse	JE-RN-9			
Jena		Registered Nurse	JE-RN-10			
Jena		Registered Nurse	JE-RN-11			
Jena		Registered Nurse	JE-RN-12			
Jena		Registered Nurse	JE-RN-13			
Jena		Registered Nurse	JE-RN-14			
Jena		Registered Nurse	JE-RN-15			
Jena		Registered Nurse-Casual	JE-C-RN-1			
Jena		Registered Nurse-Casual	JE-C-RN-2			
Jena		Administrative Assistant	JE-AA-1			
Jena		Dental Assistant	JE-DA-1			
Jena		Medical Records Technician	JE-MRT-1			
Jena		Medical Records Technician	JE-MRT-2			
Jena		Medical Records Technician	JE-MRT-3			
Jena		Medical Records Technician	JE-MRT-4			
Jena		Medical Records Technician	JE-MRT-5			
Jena		Medical Records Technician	JE-MRT-6			
Jena		Pharmacy Technician	JE-PT-1			
Jena		Pharmacy Technician	JE-PT-2			
Jena		Radiology Technician	JE-RT-1			
Jena		Radiology Technician	JE-RT-2			
Krome		Licensed Vocational/Practical Nurse	KR-LPN-1			
Krome		Licensed Vocational/Practical Nurse	KR-LPN-2			
Krome		Licensed Vocational/Practical Nurse	KR-LPN-3			
Krome		Psychiatrist	KR-P-MD-1			
Krome		Staff Physician	KR-MD-1			
Krome		Social Worker / Psychologist	KR-MHP-1			
Krome		Social Worker / Psychologist	KR-MHP-2			
Krome		Nurse Practitioner / Physicians Assistant	KR-MLP-1			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-1			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-2			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-3			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-4			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-5			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-6			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-7			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-8			
Krome		Psychiatric-Mental Health Nursing	KR-P-RN-9			
Krome		Registered Nurse	KR-RN-1			
Krome		Registered Nurse	KR-RN-2			
Krome		Registered Nurse	KR-RN-3			
Krome		Registered Nurse	KR-RN-4			
Krome		Registered Nurse	KR-RN-5			
Krome		Registered Nurse	KR-RN-6			
Krome		Registered Nurse	KR-RN-7			
Krome		Registered Nurse	KR-RN-8			
Krome		Registered Nurse-Casual	KR-C-RN-1			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Krome		Registered Nurse-Casual	KR-C-RN-2			
Krome		Registered Nurse-Casual	KR-C-RN-3			
Krome		Administrative Assistant	KR-AA-1			
Krome		Medical Records Technician	KR-MRT-1			
Krome		Pharmacy Technician	KR-PT-1			
Krome		Pharmacy Technician	KR-PT-2			
LA Staging		Licensed Vocational/Practical Nurse	LA-LPN-1			
LA Staging		Licensed Vocational/Practical Nurse	LA-LPN-2			
LA Staging		Licensed Vocational/Practical Nurse	LA-LPN-3			
LA Staging		Licensed Vocational/Practical Nurse	LA-LPN-4			
LA Staging		Licensed Vocational/Practical Nurse	LA-LPN-5			
LA Staging		Registered Nurse	LA-RN-2			
LA Staging		Registered Nurse	LA-RN-3			
LA Staging		Registered Nurse	LA-RN-5			
LA Staging		Registered Nurse	LA-RN-4			
LA Staging		Registered Nurse	LA-RN-1			
LA Staging		Registered Nurse-Casual	LA-C-RN-1			
LA Staging		Registered Nurse-Casual	LA-C-RN-2			
LA Staging		Administrative Assistant	LA-AA-1			
LA Staging		Medical Records Technician	LA-MRT-1			
LA Staging		Medical Records Technician	LA-MRT-2			
LA Staging		Medical Records Technician	LA-MRT-3			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-1			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-2			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-3			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-4			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-5			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-6			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-7			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-8			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-9			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-10			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-11			
Pearsall		Licensed Vocational/Practical Nurse	PE-LPN-12			
Pearsall		Licensed Vocational/Practical Nurse-Casual	PE-C-LPN-1			
Pearsall		Licensed Vocational/Practical Nurse-Casual	PE-C-LPN-2			
Pearsall		Psychiatrist	PE-P-MD-1			
Pearsall		Staff Physician	PE-MD-1			
Pearsall		Social Worker / Psychologist	PE-MHP-1			
Pearsall		Social Worker / Psychologist	PE-MHP-2			
Pearsall		Nurse Practitioner / Physicians Assistant	PE-MLP-1			
Pearsall		Nurse Practitioner / Physicians Assistant	PE-MLP-2			
Pearsall		Nurse Practitioner / Physicians Assistant	PE-MLP-3			
Pearsall		Nurse Practitioner / Physicians Assistant	PE-MLP-4			
Pearsall		Registered Nurse	PE-RN-1			
Pearsall		Registered Nurse	PE-RN-2			
Pearsall		Registered Nurse	PE-RN-3			
Pearsall		Registered Nurse	PE-RN-4			
Pearsall		Registered Nurse	PE-RN-5			
Pearsall		Registered Nurse	PE-RN-6			
Pearsall		Registered Nurse	PE-RN-7			
Pearsall		Registered Nurse	PE-RN-8			
Pearsall		Registered Nurse	PE-RN-9			
Pearsall		Registered Nurse	PE-RN-10			
Pearsall		Registered Nurse	PE-RN-11			
Pearsall		Registered Nurse	PE-RN-12			
Pearsall		Registered Nurse-Casual	PE-C-RN-1			
Pearsall		Registered Nurse-Casual	PE-C-RN-2			
Pearsall		Registered Nurse-Casual	PE-C-RN-3			
Pearsall		Registered Nurse-Casual	PE-C-RN-4			
Pearsall		Administrative Assistant	PE-AA-1			
Pearsall		Dental Assistant	PE-DA-1			
Pearsall		Dental Assistant	PE-DA-2			
Pearsall		Medical Records Technician	PE-MRT-1			
Pearsall		Medical Records Technician	PE-MRT-2			
Pearsall		Medical Records Technician	PE-MRT-3			
Pearsall		Medical Records Technician	PE-MRT-4			
Pearsall		Medical Records Technician	PE-MRT-5			
Pearsall		Medical Records Technician	PE-MRT-6			
Pearsall		Pharmacy Technician	PE-PT-1			
Pearsall		Pharmacy Technician	PE-PT-2			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-1			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-2			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-3			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-4			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-5			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-6			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-7			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-8			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-9			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-10			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-11			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-12			
Port Isabel		Licensed Vocational/Practical Nurse	PI-LPN-13			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Port Isabel		Licensed Vocational/Practical Nurse-Casual	PI-C-LPN-1			
Port Isabel		Licensed Vocational/Practical Nurse-Casual	PI-C-LPN-2			
Port Isabel		Psychiatrist	PI-P-MD-1			
Port Isabel		Staff Physician	PI-MD-1			
Port Isabel		Social Worker / Psychologist	PI-MHP-1			
Port Isabel		Social Worker / Psychologist	PI-MHP-2			
Port Isabel		Nurse Practitioner / Physicians Assistant	PI-MLP-1			
Port Isabel		Nurse Practitioner / Physicians Assistant	PI-MLP-2			
Port Isabel		Nurse Practitioner / Physicians Assistant	PI-MLP-3			
Port Isabel		Nurse Practitioner / Physicians Assistant	PI-MLP-4			
Port Isabel		Registered Nurse	PI-RN-1			
Port Isabel		Registered Nurse	PI-RN-2			
Port Isabel		Registered Nurse	PI-RN-3			
Port Isabel		Registered Nurse	PI-RN-4			
Port Isabel		Registered Nurse	PI-RN-5			
Port Isabel		Registered Nurse	PI-RN-6			
Port Isabel		Registered Nurse	PI-RN-7			
Port Isabel		Registered Nurse	PI-RN-8			
Port Isabel		Registered Nurse	PI-RN-9			
Port Isabel		Registered Nurse	PI-RN-10			
Port Isabel		Registered Nurse	PI-RN-11			
Port Isabel		Registered Nurse	PI-RN-12			
Port Isabel		Registered Nurse	PI-RN-13			
Port Isabel		Registered Nurse	PI-RN-14			
Port Isabel		Registered Nurse	PI-RN-15			
Port Isabel		Registered Nurse	PI-RN-16			
Port Isabel		Registered Nurse	PI-RN-17			
Port Isabel		Registered Nurse	PI-RN-18			
Port Isabel		Registered Nurse	PI-RN-19			
Port Isabel		Registered Nurse-Casual	PI-C-RN-1			
Port Isabel		Registered Nurse-Casual	PI-C-RN-2			
Port Isabel		Registered Nurse-Casual	PI-C-RN-3			
Port Isabel		Registered Nurse-Casual	PI-C-RN-4			
Port Isabel		Administrative Assistant	PI-AA-1			
Port Isabel		Certified Nurses Assistant	PI-MA-1			
Port Isabel		Dental Assistant	PI-DA-1			
Port Isabel		Medical Records Technician	PI-MRT-1			
Port Isabel		Medical Records Technician	PI-MRT-2			
Port Isabel		Medical Records Technician	PI-MRT-3			
Port Isabel		Medical Records Technician	PI-MRT-4			
Port Isabel		Medical Records Technician	PI-MRT-5			
Port Isabel		Medical Records Technician	PI-MRT-6			
Port Isabel		Pharmacy Technician	PI-PT-1			
Port Isabel		Pharmacy Technician	PI-PT-2			
Port Isabel		Radiology Technician	PI-RT-1			
Port Isabel		Radiology Technician	PI-RT-2			
Port Isabel		Radiology Technician	PI-RT-3			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-1			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-2			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-3			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-4			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-5			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-6			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-7			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-8			
San Diego		Licensed Vocational/Practical Nurse	SD-LPN-9			
San Diego		Licensed Vocational/Practical Nurse-Casual	SD-C-LPN-1			
San Diego		Psychiatrist	SD-P-MD-1			
San Diego		Social Worker / Psychologist	SD-MHP-1			
San Diego		Social Worker / Psychologist	SD-MHP-2			
San Diego		Social Worker / Psychologist	SD-MHP-3			
San Diego		Nurse Practitioner / Physicians Assistant	SD-MLP-1			
San Diego		Nurse Practitioner / Physicians Assistant	SD-MLP-2			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-1			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-2			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-3			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-4			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-5			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-6			
San Diego		Psychiatric-Mental Health Nursing	SD-P-RN-7			
San Diego		Registered Nurse	SD-RN-1			
San Diego		Registered Nurse	SD-RN-2			
San Diego		Registered Nurse	SD-RN-3			
San Diego		Registered Nurse	SD-RN-4			
San Diego		Registered Nurse	SD-RN-5			
San Diego		Registered Nurse	SD-RN-6			
San Diego		Registered Nurse	SD-RN-7			
San Diego		Registered Nurse	SD-RN-8			
San Diego		Registered Nurse-Casual	SD-C-RN-1			
San Diego		Registered Nurse-Casual	SD-C-RN-2			
San Diego		Registered Nurse-Casual	SD-C-RN-3			
San Diego		Registered Nurse-Casual	SD-C-RN-4			
San Diego		Administrative Assistant	SD-AA-1			
San Diego		Dental Assistant	SD-DA-1			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
San Diego		Medical Records Technician	SD-MRT-1			
San Diego		Medical Records Technician	SD-MRT-2			
San Diego		Medical Records Technician	SD-MRT-3			
San Diego		Medical Records Technician	SD-MRT-4			
San Diego		Medical Records Technician	SD-MRT-5			
San Diego		Pharmacy Technician	SD-PT-1			
Santa Ana		Licensed Vocational/Practical Nurse	SA-LPN-1			
Santa Ana		Licensed Vocational/Practical Nurse	SA-LPN-2			
Santa Ana		Administrative Assistant	SA-AA-1			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-1			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-2			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-3			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-4			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-5			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-6			
Stewart		Licensed Vocational/Practical Nurse	ST-LPN-7			
Stewart		Licensed Vocational/Practical Nurse-Casual	ST-C-LPN-1			
Stewart		Licensed Vocational/Practical Nurse-Casual	ST-C-LPN-2			
Stewart		Dentist	ST-DDS-1			
Stewart		Psychiatrist	ST-P-MD-1			
Stewart		Staff Physician	ST-MD-1			
Stewart		Social Worker / Psychologist	ST-MHP-1			
Stewart		Nurse Practitioner / Physicians Assistant	ST-MLP-1			
Stewart		Nurse Practitioner / Physicians Assistant	ST-MLP-2			
Stewart		Nurse Practitioner / Physicians Assistant	ST-MLP-3			
Stewart		Nurse Practitioner / Physicians Assistant	ST-MLP-4			
Stewart		Nurse Practitioner / Physicians Assistant	ST-MLP-5			
Stewart		Registered Nurse	ST-RN-1			
Stewart		Registered Nurse	ST-RN-2			
Stewart		Registered Nurse	ST-RN-3			
Stewart		Registered Nurse	ST-RN-4			
Stewart		Registered Nurse	ST-RN-5			
Stewart		Registered Nurse	ST-RN-6			
Stewart		Registered Nurse	ST-RN-7			
Stewart		Registered Nurse	ST-RN-8			
Stewart		Registered Nurse	ST-RN-9			
Stewart		Registered Nurse	ST-RN-10			
Stewart		Registered Nurse	ST-RN-11			
Stewart		Registered Nurse	ST-RN-12			
Stewart		Registered Nurse	ST-RN-13			
Stewart		Registered Nurse	ST-RN-14			
Stewart		Registered Nurse	ST-RN-15			
Stewart		Registered Nurse	ST-RN-16			
Stewart		Registered Nurse	ST-RN-17			
Stewart		Registered Nurse	ST-RN-18			
Stewart		Registered Nurse-Casual	ST-C-RN-1			
Stewart		Registered Nurse-Casual	ST-C-RN-2			
Stewart		Administrative Assistant	ST-AA-1			
Stewart		Administrative Assistant	ST-AA-2			
Stewart		Dental Assistant	ST-DA-1			
Stewart		Dental Assistant	ST-DA-2			
Stewart		Medical Records Technician	ST-MRT-1			
Stewart		Medical Records Technician	ST-MRT-2			
Stewart		Medical Records Technician	ST-MRT-3			
Stewart		Medical Records Technician	ST-MRT-4			
Stewart		Medical Records Technician	ST-MRT-5			
Stewart		Medical Records Technician	ST-MRT-6			
Stewart		Pharmacy Technician	ST-PT-1			
Stewart		Pharmacy Technician	ST-PT-2			
Tacoma		Licensed Vocational/Practical Nurse	TC-LPN-1			
Tacoma		Licensed Vocational/Practical Nurse	TC-LPN-2			
Tacoma		Licensed Vocational/Practical Nurse	TC-LPN-3			
Tacoma		Licensed Vocational/Practical Nurse-Casual	TC-C-LPN-1			
Tacoma		Dentist - **Part Time**	TC-DDS-1-PT			
Tacoma		Psychiatrist	TC-P-MD-1			
Tacoma		Psychiatrist- **Part Time**	TC-P-MD-2-PT			
Tacoma		Staff Physician	TC-MD-1			
Tacoma		Social Worker / Psychologist	TC-MHP-1			
Tacoma		Nurse Practitioner / Physicians Assistant	TC-MLP-1			
Tacoma		Registered Nurse	TC-RN-1			
Tacoma		Registered Nurse	TC-RN-2			
Tacoma		Registered Nurse	TC-RN-3			
Tacoma		Registered Nurse	TC-RN-4			
Tacoma		Registered Nurse	TC-RN-5			
Tacoma		Registered Nurse	TC-RN-6			
Tacoma		Registered Nurse	TC-RN-7			
Tacoma		Registered Nurse	TC-RN-8			
Tacoma		Registered Nurse-Casual	TC-C-RN-1			
Tacoma		Administrative Assistant	TC-AA-1			
Tacoma		Dental Assistant	TC-DA-1			
Tacoma		Medical Records Technician	TC-MRT-1			
Tacoma		Medical Records Technician	TC-MRT-2			
Tacoma		Medical Records Technician	TC-MRT-3			
Tacoma		Medical Records Technician	TC-MRT-4			

Location	Name- Last, First	Position	Position Code	Status	Filled Date or Vacancy Date	Notes
Tacoma		Medical Records Technician	TC-MRT-5			
Tacoma		Pharmacy Technician	TC-PT-1			
Tacoma		Pharmacy Technician	TC-PT-2			
Taylor		Licensed Vocational/Practical Nurse	TR-LPN-1			
Taylor		Licensed Vocational/Practical Nurse	TR-LPN-2			
Taylor		Licensed Vocational/Practical Nurse	TR-LPN-3			
Taylor		Licensed Vocational/Practical Nurse-Casual	TR-C-LPN-1			
Taylor		Licensed Vocational/Practical Nurse-Casual	TR-C-LPN-2			
Taylor		Psychiatrist	TR-P-MD-1			
Taylor		Staff Physician	TR-MD-1			
Taylor		Social Worker / Psychologist	TR-MHP-1			
Taylor		Social Worker / Psychologist	TR-MHP-2			
Taylor		Nurse Practitioner / Physicians Assistant	TR-MLP-1			
Taylor		Nurse Practitioner / Physicians Assistant	TR-MLP-2			
Taylor		Nurse Practitioner / Physicians Assistant	TR-MLP-3			
Taylor		Nurse Practitioner / Physicians Assistant	TR-MLP-4			
Taylor		Registered Nurse	TR-RN-1			
Taylor		Registered Nurse	TR-RN-2			
Taylor		Registered Nurse	TR-RN-3			
Taylor		Registered Nurse	TR-RN-4			
Taylor		Registered Nurse	TR-RN-5			
Taylor		Registered Nurse	TR-RN-6			
Taylor		Registered Nurse	TR-RN-7			
Taylor		Registered Nurse	TR-RN-8			
Taylor		Registered Nurse-Casual	TR-C-RN-1			
Taylor		Registered Nurse-Casual	TR-C-RN-2			
Taylor		Administrative Assistant	TR-AA-1			
Taylor		Administrative Assistant	TR-AA-2			
Taylor		Dental Assistant	TR-DA-1			
Taylor		Medical Records Technician	TR-MRT-1			
Taylor		Medical Records Technician	TR-MRT-2			
Taylor		Medical Records Technician	TR-MRT-3			
Taylor		Pharmacy Technician	TR-PT-1			
Varick		Registered Nurse	VK-RN-1			
Varick		Registered Nurse	VK-RN-2			
Varick		Registered Nurse-Casual	VK-C-RN-1			
Varick		Administrative Assistant	VK-AA-1			
Washington, DC		Executive A.A. - Program Assistant	HQ-BH-1			
Washington, DC		Social Worker	HQ-BH-2			
Washington, DC		Executive A.A.- Mgmt. Analyst	HQ-COS-1			
Washington, DC		Executive A.A. - Program Assistant	HQ-COS/RMU-1			
Washington, DC		Executive A.A.- Mgmt. Analyst	HQ-DAD-1			
Washington, DC		Credentialing Assistant	HQ-DMD-2			
Washington, DC		Executive A.A.- Mgmt. Analyst	HQ-DMD-1			
Washington, DC		Executive A.A.- Accounts Manager	HQ-MCM-1			
Washington, DC		Executive A.A. - Program Assistant	HQ-MQM-1			
Washington, DC		Health Informatics Analyst	HQ-MQM-2			
Washington, DC		Health Information Data Specialist	HQ-MQM-3			
Washington, DC		Health Information Data Specialist	HQ-MQM-4			
Washington, DC		Health Information Data Specialist	HQ-MQM-5			
Washington, DC		Executive A.A.- Accounts Manager	HQ-RMU-2			
Washington, DC		Provider Relations	HQ-RMU-1			
York		Licensed Vocational/Practical Nurse	YK-LVN-1			
York		Licensed Vocational/Practical Nurse	YK-LVN-2			
York		Registered Nurse	YK-RN-1			
York		Registered Nurse	YK-RN-2			
York		Medical Records Technician	YK-MRT-1			

Contract Mod #	Date	Position Code +/-	Date of E-QIP initiation Request	> or < 30 days	COR Exception

Nursing Call outs				Backfill					Was 50% of the shift covered?	
Last Name	First Name	Date	Shift/hrs	Y/N?	Last Name	First Name	Date	Shift/hrs covered	Y/N	

Last Name	First Name	Position Code	Position	Date of eQIP Initiation	Date completed e-QIP Packet Mailed to PSU	> or < 10 days ?

Last Name	First Name	Position Code	Position	Date of Favorable fit. Det.	Date Complete Privileging Packet Arrived	Date Complete Credentialing Packet Arrived	Start Date	Number of Days Privileging	Number of Days Credentialing	Number of Days to Start	COR Approved Extension?

Last Name	First Name	Position Code	Position	Discipline	CA Start Date	CA Completion Date	Orientation Completion Date

J-2 – Quality Assurance Surveillance Plan (QASP)

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
Staffing*	Vendor shall have scheduled* and working* on-site*, 100% of the position codes listed in J-1-Site Staffing Matrix and as updated in future contract modifications. according to J-3– Position Descriptions.	The count of the number of position codes listed as vacant or filled as per J-11-Site Status Report *An employee shall keep the same position code for the duration they are employed on the contract unless otherwise approved in writing by the Contracting Officer's Representative.* *No other criteria other than filled, vacant, as per J-11 Site Status Report is used to describe the status of a position code.* *Unfilled position codes-due to a contract modification, will be exempt from assessment for 45 days from the date of modification, On day 46 it will be reported as filled or vacant on the J-11 Site Status Report.*	J-11-Site Status Report. Vendor shall provide the competed report to the government weekly. Other methods of surveillance may be used.	100% of position codes at each site as per J-11-Site Status Report will be scheduled and working on-site. Contractor must submit a waiver for consideration to the COR/CO to fill a vacant full time position code with part time or temporary staff (multiple or single employee). Waivers will be evaluated on a case by case basis and shall not exceed 60 days without written permission from the COR/CO. No site may exceed 20% part time or temporary assigned staff at any given time.	The monthly amount invoiced per site will be reduced by the sum of deductions applicable to each labor category at that site. LVN/LPNs < 85% = 0.25% < 80% = 0.50% < 75% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I RNs < 88% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I MLPs < 90% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I MHPs < 90% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I Techs/Assistants < 92% = 0.25% < 87% = 0.50% < 82% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I MD/DO-DDS-Pharm < 75% = 0.25% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I Site Specific Critical levels for each facility are

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
					identified on the QASP Appendix 1.
e-QIP Submission for Contract Modification - Staff Additions - Vacancy	The Contractor will have thirty (30) calendar days from the date of the fully executed contract modification, or effective date of a vacancy, to submit an e-QIP initiation request (with position code) for qualified candidates for those positions. The e-QIP Submission, and Start Date Functional Area timelines are applicable thereafter to staff added under a contract modification, or vacancy.	The number of calendar days from the date of the fully executed contract modification, or vacancy, until the submission of e-QIP initiation request for qualified candidates for those positions.	J-11-Site Status Report. Vendor shall provide the competed report to the government weekly. Other methods of surveillance may be used.	100% of contract modification staff additions, or vacancies, will have e-QIP initiation requests submitted for qualified candidates within thirty (30) calendar days.	Metrics will be reported in CPARS.
Backfill* For Nursing Staff	The Contractor will provide RN and LVN/LPN backfill for contractor Shift-Call-Out's*	Count of the number of Shift - Call Out's successfully and unsuccessfully backfilled. ***A Call Out shift will be considered successfully backfilled if 50% of that shift has been staffed***	J-11-Site Status Report. Vendor shall provide the completed report to the government weekly. Other methods of surveillance may be used.	100% of Shift - Call Out's requiring backfill will receive backfill.	Metrics will be reported in CPARS.

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
e-QIP Submission	Vendor shall ensure candidate submits a complete (no missing standard documentation) e-QIP security packet (electronic and hard copy) to the IHSC COR within ten (10) calendar days after receiving notice of e-QIP initiation. Hard copy e-QIP packets will be mailed to the IHSC COR utilizing a mail tracking method through the U.S.P.S, FedEx, UPS or other service provider of equal scope and ability.	Number of complete (no missing standard documentation) e-QIP packets received by the IHSC COR within ten (10) calendar days of notification of e-QIP initiation.	J-11-Site Status Report. Vendor shall provide the competed report to the government weekly. Other methods of surveillance may be used.	100% of candidates submit complete electronic and hard copy e-QIP (security) packets to the IHSC COR s within ten (10) calendar days after receiving notice of e-QIP initiation.	Metrics will be reported in CPARS.
Start Dates	Contractor shall ensure staff are on-site and working (start date) within thirty (30) calendar days of notification of initial favorable fitness determination. Exceptions may be granted on a case by case basis, only if approved in writing by COR.	Number of calendar days between notification of initial favorable fitness determination and when that employee is on-site and working.	J-11-Site Status Report. Vendor shall provide the competed report to the government weekly. Other methods of surveillance may be used.	100% of start dates (on-site and working) shall occur within thirty (30) calendar days of notification of initial favorable fitness determination.	Metrics will be reported in CPARS.
Credentialing *	The Vendor shall submit, to on-site Key Personnel, and for the Government Technical Monitors review, a complete credentialing packet for each employee hired, no less than three (3) calendar days before the employee is on-site and working.	The number of complete and incomplete credentialing packets received, no less than three calendar days before the employee is on-site and working.	Government Technical Monitor will review credentialing packet documentation received from the vendor through on-site Key Personnel each month. Government Technical Monitor will document and report their findings to the COR's via	100% of credentialing packets are complete when reviewed by the Government Technical Monitor Prior to the start of contract staff.	Metrics will be reported in CPARS.

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
			email. Other methods of surveillance may be used.		
Privileging* for Licensed Independent Providers (LIP's)	Contractor shall present the government with a complete privileging packet, as per J-6-Credentialing and Privileging, no less than ten (10) Business days before start date.	Number of complete and incomplete privilege application packets received ten (10) Business days before start date of candidate.	J-11-Site Status Report. Contractor shall provide this competed report to the government weekly. Other methods of surveillance may be used.	100%. The government will be provided a complete and accurate privileging application ten (10) Business days prior to candidate's start date.	Metrics will be reported in CPARS.
Competency Assessment (CA)	Vendor staff shall complete the Competency Assessment with no discrepancies between the PD performance requirements and actual demonstrated performance during the CA period within ten (10) working days. *Staff not successfully completing the CA will be not be considered as qualified.* *Position codes assigned to staff unsuccessfully completing their CA will be considered as having been vacant as of the prior effective date of resignation or termination assigned to that position code.*	Number of successful/ unsuccessful, discipline specific, competency assessments completed.	The Vendor shall report to the government on a weekly basis the status of their staff currently in the competency assessment period by name and position code. To include start date and scheduled end date of the assessment period. Staff not completing the orientation and competency assessment will be clearly identified in J-11-Site Status Report. Other methods of surveillance may be used.	100% of staff completing the competency assessment demonstrates no discrepancies between the PD performance requirements and actual demonstrated performance.	Metrics will be reported in CPARS.
Deliverables	100% of deliverables in F-4 –	Date of receipt of deliverables and	E-mail receipt to IHSCCOR mailbox	100 % receipt of completed	< 100% compliance will result in 0.25%

2020-ICLLI-00042 5654

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
	Deliverables Table will be completed by due date.	their corresponding due date.	or other method as required	deliverables	**withholding** of the entire monthly invoice.

1. The Contractor is responsible for performance of ALL terms and conditions of the contract. The performance measures outlined in this QASP will be used to determine Contractor performance in each Functional Area.

2. The Government performs surveillance to determine Contractor performance and guide the Contracting Officer as to withholding or deduction, if any. Withholdings or Deductions, when applied, will be a sum of applicable withholdings or deductions for each functional area.

3. Where an asterisk is present next to a word in the QASP there is a corresponding definition in Contract Section C-34 – Glossary, specific to the implementation of the QASP.

4. Within 48 hours of the occurrence of Critical-level deficient performance, the Contractor must provide a corrective action plan to the COR and Contracting Officer. During a period of Critical-level deficient performance, the Contractor will provide the COR and Contracting Officer daily updates describing all actions taken to address and correct the deficient performance, and the results of those actions. Upon providing notice to the Contractor, the Government may utilize all resources available, including other contractors, in order to fill critical-level staffing shortages until the government is satisfied that the Contractor is able to resume acceptable performance.

5. Funds may be deducted from a monthly invoice as per the QASP. The Contractor will be notified immediately if such a situation arises. The Contracting Officer in consultation with the ICE Program Office will determine the amount of any deduction. The assessment of deductions does not preclude the Contracting Officer from initiating other applicable contract actions and remedies.

6. For facilities experiencing Critical staffing shortages, the Government may incur additional costs to transfer or re-locate, in-process, and house detainees in alternate facilities. For facilities with guaranteed minimum bed-space, in addition to the costs noted above, the Government will also incur costs for unused bed-space.

The following locations include guaranteed minimum bed-spaces:

Sites with Guaranteed Minimums	
Site	**Guaranteed Minimum**
Alexandria	1,170
Buffalo (Batavia)	400
El Paso	650
Elizabeth	285
Florence	374
Houston	750
Jena	1,170
Krome	450
Pearsall	1,350
Port Isabel	800
Stewart	1,600
Tacoma	1,181

The Government retains the right to file claims against the Contractor for costs associated with unused bed-spaces which are directly associated with the Contractor's Critical staffing levels.

7. For the purpose of this QASP, all Contractor staff at the Washington, D.C. location are assigned to the Assistants/Technician Staffing Category.

8. For Functional Areas noting CPARS reporting: (a) CPARS will be reported for the Contractor's overall successes in maintaining acceptable quality levels; and (b) CPARS will be reported for the Contractor's consistent or repeated failures to meet acceptable quality levels.

Definitions:

20% Rule: This is only applicable to positions that are required to be filled at 2080 hours. It is not applicable to backfill for call outs due to illness for example or for FMLA etc. This rule is meant to limit the burden on the government for the training and orientation (and associated lack of productivity) for an inordinate number of part-time staff. Staff identified on the Site Staffing Matrix as Part Time (1040 hrs) are excluded from the 20% Rule as well.

Critical: Staffing levels have dropped below levels required to maintain full compliance with American Correctional Association (ACA), National Commission on Correctional Healthcare (NCCH) standards, or Family Residential Standards. These staffing levels put the facilities at risk for reducing or suspending detainee intake, relocating detainee population or reducing services provided at the facility.

Deduction: Amount of monthly invoice reduction as the result of a deficiency. Amounts deducted are not recoverable.

Field positions: All positions, other than Headquarters positions located in Washington, DC.

Head Quarters (HQ): All Headquarters positions located in Washington DC.

Less Than Full Performance: Staffing levels have dropped below the optimal levels required to maintain full compliance with American Correctional Association (ACA), National Commission on Correctional Healthcare (NCCH) standards or Family Residential Standards (FRS). This level of performance negatively impacts morale for both the Contractor and Federal employees, and may also affect the quality of care at the sites. It is important that the contractor provide 100% staffing.

Withholding: Amount of monthly invoice payment withheld pending correction of a deficiency. Funds withheld from payment are recoverable if the COR and Contracting Officer confirm resolution/correction, and should be included in the next month's invoice.

2020-ICLLI-00042 5656

J-3 Position Descriptions

ADMINISTRATIVE ASSISTANT

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Associates Degree strongly preferred, however a High School Diploma is minimally acceptable criteria.
2. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION:

1. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients and co-workers.
3. Ability to work in a multi-cultural and multi-lingual environment and ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to manage time effectively, prioritize tasks and communicate clearly with a basic knowledge of medical terminology.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to navigate in an electronic work environment including electronic health records, web based trainings and communications.
7. Knowledge of basic office equipment/technology usage; including telephone, copy machine, scanner, computer, printer and ability to trouble shoot basic office equipment issues.
8. Knowledge of, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Types a variety of materials in the form of memoranda, meeting minutes, letters, briefing materials and reports.
2. Establishes and maintains office files, databases and creates electronic spreadsheets which may include the management of timesheets, leave requests, contract documents, and invoices. Reviews files to meet current needs and periodically reviews materials for disposition.
3. Maintains confidentiality of medical records, Personally Identifiable Information (PII), personnel issues and other sensitive office matters. Keeps all file systems containing PII secured per IHSC and ICE policy.
4. Arranges for meetings, including making reservations for conference rooms and notifying participants. When necessary, attends meetings and prepares reports of the proceedings.
5. Receives and screens visitors and telephone calls to the medical facility, referring callers to the Health Services Administrator or other clinic staff as appropriate.
6. Personally takes care of many matters and questions including answering substantive questions not requiring research or technical knowledge.
7. Maintains HSA/AHSA calendar and schedules appointments and meetings as directed. Reminds HSA/AHSA of appointments and provided briefs on the matters to be considered before the scheduled meetings. On own initiative, reschedules appointments when it becomes apparent that the HSA/AHSA will not be able to meet previous engagements.
8. Receives and screens all incoming correspondence and directives to keep aware of the activities of the office. Determines those that can be acted upon personally and takes necessary action. When necessary uses initiative to obtain clarification or instructions from originating offices.

9. Controls incoming and outgoing correspondence and action documents, following up to ensure that deadlines are met for responses.
10. Receives requests for information, advising when material can be furnished and prepares it personally or follows up to ensure it is prepared within deadlines. Assembles, compiles, and summarizes information from files and documents in the office or other available sources for use by the supervisor or other staff members.
11. Performs record keeping functions in accordance with program policies and position.
10. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
11. Completes and passes all discipline specific competencies testing, initially and annually.
12. Completes all initial, annual and ad hoc training as required/assigned.
13. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
14. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
15. Attends and participates in general/medical staff meetings.
16. Maintains awareness of, and adheres to, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
17. Other duties as assigned.

ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; you may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary. (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.

8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

CERTIFIED NURSING ASSISTANT

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

It is the responsibility of the Certified Nursing Assistant to adhere to policies and procedures as stated in the IHSC Policies and Procedures Manual and IHSC National Guidance.

MISSION

IHSCs mission is to manage and provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional and detention health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and support the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities that are in place.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Education sufficient to qualify to take the Pearson Vue's CNA Certification Exam.
2. One year experience performing the functions as a CAN in an outpatient ambulatory healthcare setting.

REQURED LICENSURE / CERTIFICATION

1. Active, unrestricted certification as a Certified Nursing Assistant in the State of Texas.

2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice and certification.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to medical emergencies.
4. Evaluates health care needs of residents and assists RN in the development of nursing care plans to meet those needs.
5. Assists with gathering resident data during sick call and medical appointments.
6. Obtains medical information on residents using pre-established questionnaire and appropriately refers abnormal findings or responses or stated medical problems to the RN, mid-level provider or physician.
7. Provide patient/resident education as appropriate.
8. May coordinate health care needs of residents with healthcare team and referrals to off-site providers as appropriate for facility.
9. Assures a safe and clean working environment at all times.
10. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
11. Must adhere to principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
12. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.

13. Performs record keeping functions in accordance with program policies and position.
14. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
15. Completes and passes all discipline specific competencies testing, initially and annually.
16. Completes all initial, annual and ad hoc training as required/assigned.
17. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; you may be required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

CLINICAL SERVICES MANAGER (CSM)

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong leadership skills.
3. Excellent interpersonal skills.
4. Critical thinking skills
5. Cultural competency.
6. Integrity and honesty.
7. Verbal and written proficiency in Spanish (preferred, not required).
8. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or,
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:

a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and
b. Permanent certification by the Educational Commission for Foreign Medical

Graduates (ECFMG).
3. A minimum of six years post residency experience providing direct patient care as a board certified physician in Family Medicine or Pediatrics.
A minimum of three years' experience in the provision of clinical supervision and leadership to other medical professionals and ancillary clinic staff.

REQURED LICENSURE / CERTIFICATION

1. Current, full, and unrestricted license to practice medicine in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to licensure must be reported to employer immediately.
2. Current Board certification in Family Medicine or Pediatrics by the American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) approved board
All other board certified candidates must be presented to the IHSC Medical Director for concurrence.
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Expert knowledge of the current standards of practice in clinical medicine.
2. Ability to serve proficiently as a clinical expert, providing technical assistance and consultation to clinic medical staff.
3. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to provide input for congressional inquiries and to effectively communicate with Federal Agencies and other organizations as indicated.
5. Mastery of managerial and administrative practices, to include expertise in routine management of ambulatory clinic functioning and responsibilities.
6. High degree of independence, initiative, clinical judgment, and follow-through on a wide range of sensitive, complex, and clinical issues.
7. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
8. Knowledge of issues confronting the healthcare delivery system, including specific problems and concerns of special population groups.
9. Knowledge of program policies and guidelines, and operating procedures relating to healthcare delivery systems.
10. Knowledge of organizations and responsibilities of all levels of government operations.
11. Ability to work in a multi-cultural and multi-lingual environment.
12. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
13. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
14. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.

15. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
16. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
17. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
18. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the on-site medical authority within the scope of services provided by IHSC.
2. Clinical supervisory authority over mid-level providers as well as the nursing staff and pharmacy.
3. Responsible for developing and coordinating all aspects of healthcare delivery at his/her assigned facility.
4. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges
5. Provides age appropriate screening, treatment, and patient instruction pertinent to the discipline and facility setting for acute and chronic conditions.
6. Assures appropriate diagnostic and therapeutic tests and services are available, utilized and monitored.
7. Acts as initial reviewer for all outside referrals/consults to specialty services not offered at the local facility.
8. Conducts daily rounds on patients in the Medical Housing Unit.
9. May be expected to respond to and or coordinate response to medical emergencies.
10. Seeks guidance from the IHSC Medical Director, Associate Medical Director, Regional Clinical Directors or other IHSC senior leadership as appropriate.
11. Serves as chairperson of local performance improvement and pharmacy and therapeutics committee.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned..
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility during non-core hours to provide care.
2. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging residents or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor . Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

CONTRACT COORDINATOR

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking and organizational skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's Degree, from an accredited school reviewed by the Department of Education, in Nursing, Health Care Administration, Public Health or a related field.
2. Minimum three (3) years of supervisory experience in a complex health care setting as an administrator with strong business and management skills in a complex health care setting.
3. If the candidate is a Registered Nurse; graduated from an accredited Nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory.

25, March 2016

REQUIRED LICENSURE/CERTIFICATION

1. If the candidate is a Registered Nurse; maintains current, active and unrestricted license to practice as a Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of a broad range of concepts related to effective supervision, staff administration and Human Recourses.
2. Ability to effectively schedule, manage and team-build with a multidisciplinary workforce.
3. Knowledge of staff development and basic adult learner teaching skills.
4. Knowledge of the licensing and certification requirements for the professional disciplines operating in the clinic.
5. Knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills, thereby requiring continuing professional clinical support.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
14. If a Registered Nurse; knowledge of a wide range of complex nursing concepts, principles, and practices to perform nursing assessments of considerable diversity to include mental health, medical surgical, ambulatory and emergency nursing care.

MAJOR DUTIES AND RESPONSIBILITIES

1. As Key Personnel, provides a broad range of front line supervision and management to all Vendor staff under their purview.
2. Plans, schedules, assigns, and directs contract staff.
3. Performs personnel and Human Resources related functions.

25, March 2016

4. Completes staff evaluations annually and preferably bi-annually.
5. Establishes and maintains a strong and positive working relationship with the on-site Government Technical Monitor (GTM).
6. Works closely with the GTM to ensure Contract staff orientation, training and competency assessments are completed with no interruptions to the daily operations.
7. Produces reports regarding contractor productivity and monitors contractor compliance with IHSC policy for all contract staff at the site.
8. Reviews identified patient records to assess treatment progress, adequacy of record keeping, and implementation of appropriate clinical guidelines and policy compliance.
9. Meets regularly with government technical monitor to ensure coordination and collaboration of staffing.
10. Conducts in-services for contract staff on subjects on areas within clinical prevue or related to contractor business.
11. Leads or delegates the orientation and training of new contract nursing personnel to protocols, requirements, and the specifics of the patient population.
12. Serves as a team member for analyzing established protocol practices and identifying areas for improvement.
13. Participates with developing recommendations for improved efficiency of patient care.
14. Assists with program/project design activities, strategy development, problem resolution, and project implementation.
15. Performs record keeping functions in accordance with program policies and position.
16. Maintains high level of functional proficiency and ease of use utilizing agency's electronic health records.
17. Completes and passes all discipline specific competencies testing, initially and annually.
18. Completes all initial, annual and ad hoc training as required/assigned.
19. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
20. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
21. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
22. Attends and participates in general/medical staff meetings.
23. If the candidate is a Registered Nurse; performs duties as a Registered Nurse (see Registered Nurse Position Description) in times of critical needs within the agency.
24. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to be available telephonically and/or to report to the facility during non-duty hours.
3. This full time position requires availability to work days, evenings and nights, as well as weekends and holidays.

SECURITY REQUIREMENTS

25, March 2016

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee:_____ _____
Sign / Print Date

Witness:_____ _____
Sign / Print Date

25, March 2016

CREDENTIALING ASSISTANT

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

It is the responsibility of the Credentialing Assistant to adhere to policies and procedures as stated in the IHSC Policies and Procedures Manual and IHSC National Guidance.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Strong attention to detail.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree required.
2. One (1) year credentialing experience, preferably in the medical/healthcare environment.
3. Experience in automated credentialing systems.

REQUIRED LICENSURE/CERTIFICATION:

1. Certified Provider Credentialing Specialist (CPCS) by the National Association Medical Staff Services.
2. This position does not require privileging by IHSC.
3. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the credentialing and privileging process, requirements and scope of practice.
2. Ability to manage multiple tasks, to prioritize needs and expedite credentialing upon request.
3. Strong communication skills with a focus on customer service.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including web based research, training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Responsible for all functions related to healthcare worker and other contractor staff credentialing, re-credentialing and privileging in accordance with regulatory/compliance guidelines as well as IHSC requirements.
2. Responsible for obtaining and verifying credentials, certifications, state licensures, and other professional credentials as well as maintaining on-going checks to ensure that all credentials remain current.
3. Responsible for the accuracy and integrity of the credential/privileging files, whether in hard copy or electronic form.
4. Initiates and follows through on all aspects of the credentialing process, including initial and re-credentialing, for all healthcare and other staff as needed.
5. Prepares and generates healthcare worker and other staff credentialing/privileging packets and provides guidance to ensure timely completion.
6. Conduct various background checks from a wide variety of sources as needed to verify the credentials and suitability of candidates, including but not limited to: NPDB, OIG/GSA, National Sex Offender Registry, and the National Student Clearinghouse.
7. Maintains new hire as well as on-going credential files for IHSC staff, and makes them accessible as needed. Ensure they contain evidence of all certifications required, including training requirements.
8. Responsible for updating and maintaining the currency of all credential files. Verify that annual or other training/licensure is completed on a timely basis, and that credential files are updated to reflect the current status of all staff

9. Produce monthly and ad hoc reports to identify any missing data or credentials, any credentials/certifications that are lapsing, and the status of employees' credential files
10. Verify/validate employment experience, education, licensure, residency and other training, specialty board certification or current eligibility, and any other information from a resume, curriculum vitae, etc. as needed.
11. Document all work performed to ensure that all information is properly recorded and tracked
12. Works closely with Contractor recruiting staff as needed to provide updates on the status of activities and notify them of the outcome of research.
13. Completes all initial, annual and ad hoc training as required/assigned.
14. Maintains patient confidentiality, and confidentiality of all records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
15. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
16. Attends and participates in general/medical staff meetings.
17. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

DENTAL ASSISTANT

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to manage and provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a Dental Assistant Program accredited by the Commission on Dental Accreditation (CODA), preferred but not required.
2. One year experience as a Registered Dental Assistant

REQUIRED LICENSURE/CERTIFICATION:

1. Registered Dental Assistant by the State Board of Dental Examiners (SBDE) in the state in which the duty station is located.

2. Dental Assistant National Board (DANB) certification is preferred, but not required.
3. X-ray certification is required per state board regulations within the state of practice.
4. This position does not require privileging by IHSC.
5. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of American Dental Association and Center for Disease Control and Prevention standards regarding dental care and related issues.
2. Ability to perform four-handed dentistry and must have good finger dexterity and arm-hand steadiness.
3. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Knowledge and understanding of dental materials used in the dental clinic and the ability to properly mix and manipulate these materials per manufacturer's recommendations.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Receives and schedules patients for treatment in dental clinic.
4. Obtains and records information related to medical-dental history of patient; routes patients for medical services when required.
5. Maintains dental equipment in a clean and operative condition at all times.
6. Performs optimum sterilization and/or disinfection procedures including but not limited to proper instrument preparation, processing and sterilization, autoclave operation, maintenance and monitoring procedures to include spore testing as per National Policy and Procedure, IHSC Dental Health Services Operations Manual and the Center for Disease Control (CDC) guidelines.

7. Performs operatory clean-up procedures including surface disinfection, waterline and suction treatment, proper sharps handling and disposal methods in accordance with CDC guidelines
8. Makes preparations for general dentistry and oral surgery performed in the dental clinic by preparing instruments, equipment and materials using aseptic technique and protective barriers.
9. Assists in monitoring patient for signs of adverse reaction to treatment.
10. Packages tissue specimens and routes to pathological laboratory per standard protocol.
11. Changes and removes surgical dressings and removes sutures as directed.
12. Applies the concepts of four-handed dentistry to maintain a field of operation through the use of retraction, suction, irrigation, drying, placing and removing cotton rolls and shields, lighting, etc., during the following dental procedures:
a. Oral Surgery
b. Restorative
c. Periodontal
d. Endodontic
13. Provides patient education per dentist for all types of post treatment care including specialized instructions.
14. In the absence of the Dentist and/or Dental Hygienist, the Dental Assistant will provide support services to the medical clinic. This may include, but is not limited to performing vital signs, triage and other duties within the scope of dental assistant practice.
15. Prepares health history and consent forms for dental procedures.
16. Operates and maintains dental X-ray equipment to take intra-and extra-oral radiographs and maintains radiology certification and training per state requirement.
17. Makes sure all precautions are being carried out so that the patients, as well as the dental staff, are receiving the smallest amount of radiation as possible.
18. Maintains use of dosimetry badge in accordance with Contractor recommendations while on duty.
19. Responsible for documenting all x-rays performed by the incumbent. Files x-ray reports and x-ray jackets in the appropriate place.
20. Maintains an up to date quality control system on the x-ray machines and processor.
21. Develops and finishes film when necessary; prepares, maintains and disposes of all processing chemicals per industry standards.
22. Takes preliminary impressions, pours and trims models from impressions, constructs base plates and bite rims when necessary.
23. Assist in maintaining daily/ monthly statistics and preparing reports as needed.
24. Provides oral hygiene education.
25. Triages dental patients and determine appropriate referral.
26. Maintains all required logs/ inventories to include but not limited to biopsy log, sharps log, tool log, chemical inventory, post-operative evaluation log, etc.
27. Maintains tool inventory control at all times.
28. Orders and stores dental supplies.
29. May be expected to respond to and or coordinate response to medical emergencies.
30. Performs record keeping functions in accordance with program policies and position.
31. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
32. Completes and passes all discipline specific competencies testing, initially and annually.
33. Completes all initial, annual and ad hoc training as required/assigned.

34. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
35. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
36. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
37. Attends and participates in general/medical staff meetings.
38. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

DENTAL HYGIENIST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to manage medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a Dental Hygienist program accredited by American Dental Association, Commission on Dental Accreditation located in a State, the District of Columbia, or a U.S. territory.
2. A minimum of one year experience as a Dental Hygienist is required.

REQUIRED LICENSURE/CERTIFICATION:

1. Registered Dental Hygienist (RDH) required within the state in which the duty station is located.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Dental Hygienist scope of practice.
2. Knowledge of American Dental Association and Center for Disease Control and Prevention standards regarding dental care and related issues.
3. Ability to perform four-handed dentistry and must have good finger dexterity and arm-hand steadiness.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Reviews patient's medical and dental history for evidence of past and present conditions such as medical illness and use of drugs which may complicate or alter dental hygiene treatment.
4. Examines the teeth and surrounding tissue for evidence of plaque and periodontal disease and chart findings: inspects the mouth and throat for evidence of disease such as oral cancer; reviews routine x-rays to identify tooth structures, calculus, and abnormalities such as cavities and deep periodontal pockets.
5. Refers abnormalities such as cavities; traumatic occlusion, and suspicious lesions to the dentist. Prepares dental hygiene treatment plans for patient including assessment of the problem, type of oral hygiene care required, and the sequence of appointments needed to complete treatment.

6. Performs a complete oral prophylaxis on ambulatory and non-ambulatory patients. Performs deep sub gingival scaling, root planning, and curettage under local anesthesia. Polishes the teeth and applies stannous fluoride for hypersensitivity and caries prevention.
7. Assists the dentist by making repairs and adjustments to the teeth by smoothing rough edges of restorations, removing overhanging margins of fillings, reducing sharp edges of fractured teeth, polishing and finishing amalgam restorations, and inserting temporary fillings in teeth.
8. Provides chair side patient education in oral hygiene, brushing and flossing techniques, and periodontal aids which increase the amount of stimulation to the teeth.
9. Plans and adapts instructions in home care techniques, tailoring them to the oral hygiene needs and oral problems of individual patients. Explains to patients the causes of periodontal disease and tooth decay, and the importance of diet as it relates to oral and systemic health.
10. Presents lectures and demonstrations in oral health care to various patient groups such as diabetics, hemodialysis patients, and drug or alcohol dependent patients, using slides denture models, toothbrushes, charts, and other education materials.
11. Exposes, develops and processes radiographs on patients including bite wing, periodical and panoramic x-rays. Adjusts voltage, amperage, and timing of x-ray equipment. Selects type of radiograph that will be necessary for patient's mouth. Positions film and machine to insure coverage of area to be x-rayed. Mounts and labels X-rays.
12. May be expected to respond to and or coordinate response to medical emergencies.
13. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

ON CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

DENTIST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a Doctor of Dental Surgery (DDS) or Doctor of Medicine in Dentistry (DMD) program located in a State, the District of Columbia, or a U.S. territory accredited by American Dental Association, Commission on Dental Accreditation.
2. One year of recent work experience in the United States as a licensed practicing dentist.
3. Oral surgery experience is mandatory.

REQUIRED LICENSURE/CERTIFICATION:

1. Hold and maintain a full, current and unrestricted license to practice dentistry independently in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification in General Dentistry or other specialty preferred but not required.
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Broad functions of dentistry: diagnosis, treatment, prevention, and emergency care; application of multiple distinct skills, knowledge and abilities in the care of one or more patients.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES & RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Conducts a program of primary dental care with responsibility for examination, diagnosis and treatment of patients.
4. Provides dental treatment and advice to patients as indicated.
5. Documents electronically case history, diagnosis and pertinent clinical information.
6. Examines patients, utilizes diagnostic equipment as appropriate, interpreting results for diagnosis; establish diagnose(s) and performs necessary treatment, carrying out such follow- up treatment as may be indicated.

7. Makes sure all precautions are being carried out so that the patients, as well as the dental staff, are receiving the smallest amount of radiation as possible. Maintains use of dosimeter badge in accordance with Contractor recommendations while on duty.
8. Responsible for documenting all x-rays performed by the dental assistant.
9. Refers patients with conditions/treatments which are beyond the scope of the on-site primary care services to an appropriate off-site dental facility for care or refers for consultation to dental, surgical or other adjunct services confirmation of diagnosis and treatment procedures.
10. Prescribes and/or dispenses required appropriate medication to patients.
11. Seeks advice and consultation as required.
12. Provides professional dental supervision to the assigned staff.
13. Directs and participates in preventive dental health programs.
14. Serve as a resource advisor to IHSC staff on dental health.
15. Provides dental radiological services.
14. Performs record keeping functions in accordance with program policies and position.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes and passes all discipline specific competencies testing, initially and annually.
17. Completes all initial, annual and ad hoc training as required/assigned.
18. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
19. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
20. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
21. Attends and participates in general/medical staff meetings.
22. Other duties as assigned.

ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to be available telephonically during non-duty hours.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.

4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

EXECUTIVE ADMINISTRATIVE ASSISTANT: Account Manager

INTRODUCTION:

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MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's Degree, or
2. A combination of education, training and experience which provides the desired knowledge skills and abilities to perform the positions duties and responsibilities.
3. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION:

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
3. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
4. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
5. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
6. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Performs record keeping functions in accordance with program policies and position.
2. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
3. Completes all initial, annual and ad hoc training as required/assigned.
4. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
5. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
6. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
7. Attends and participates in general/medical staff meetings.
8. Other duties as assigned.

DUTY HOURS/ON CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Physically capable of performing duties and responsibilities as listed above.

2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

EXECUTIVE ADMINISTRATIVE ASSISTANT: Management Analyst

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

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ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. High level of attention to detail.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's Degree, or
2. A combination of education, training and experience which provides the desired knowledge skills and abilities to perform the positions duties and responsibilities.
3. Minimum of six months of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION:

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
3. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
4. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
5. Proficiency with Adobe Acrobat Pro.
6. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
7. Ability to create and edit documents using Microsoft Office Tools
8. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Screen calls and visitors, handling routine requests, referring appropriately to the Unit or staff member.
2. Schedules appointments and makes commitments for assigned office to attend meetings, etc.
3. Provides management assistance to IHSC leadership as follows: calendar management, drafting and editing documents for management consideration, research regulations and other requirements, project management and project status updates.
4. Knowledgeable in areas of Administration and database management.
5. Receives incoming correspondence, determines proper action, and routes to the appropriate person or office (i.e. Taskings/other short tum around reports).
6. Responds to inquiries of a routine, non-technical nature
7. Follows-up with staff or other offices to assure that responses are prepared timely.
8. Manages, prepares, and trends reports for large data files using Microsoft products.
9. Receives requests for information, and for both ad hoc and recurring reports.
10. Assembles data from a variety of sources and compiles statistics for use in response.
11. Formats information, and assures that results are clear and understandable.
12. Prepares correspondence for the signature of the Assistant Director, Deputy Assistant
13. Director(s) and Branch Chief(s), and maintains records and files required by the office.
14. Reviews outgoing correspondence and reports prepared for signature, ensuring proper format, mathematical correctness, correct grammar, and necessary coordination.
15. Works with authors to resolve problems.
16. Explain non-technical policies and procedures used in office to managers and staff
17. Conducts periodic training to update those throughout office on administrative procedures, and recommends changes as necessary.
18. Makes arrangements for travel, meetings, conferences, etc. for visits to organization, makes transportation and hotel arrangements, notifies subordinate organizations, prepares agenda and other materials needed for the meeting/conference.
19. Performs record keeping functions in accordance with program policies and position.

20. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
21. Completes all initial, annual and ad hoc training as required/assigned.
22. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
23. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
24. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
25. Attends and participates in general/medical staff meetings.
26. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

EXECUTIVE ADMINISTRATIVE ASSISTANT: PROGRAM ASSISTANT

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

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ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. High level of attention to detail.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's Degree, or
2. A combination of education, training and experience which provides the desired knowledge skills and abilities to perform the positions duties and responsibilities.
3. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION:

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
3. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
4. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
5. Proficiency with Adobe Acrobat Pro.
6. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
7. Ability to create and edit documents using Microsoft Office Tools
8. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Screen calls and visitors, handling routine requests, referring appropriately to the Unit or staff member.
2. Schedules appointments and makes commitments for assigned office to attend meetings, etc.
3. Provides management assistance to IHSC leadership as follows: calendar management, drafting and editing documents for management consideration, research regulations and other requirements, project management and project status updates.
4. Knowledgeable in areas of Administration and database management.
5. Receives incoming correspondence, determines proper action, and routes to the appropriate person or office (i.e. Taskings/other short tum around reports).
6. Responds to inquiries of a routine, non-technical nature
7. Follows-up with staff or other offices to assure that responses are prepared timely.
8. Manages, prepares, and trends reports for large data files using Microsoft products.
9. Receives requests for information, and for both ad hoc and recurring reports.
10. Assembles data from a variety of sources and compiles statistics for use in response.
11. Formats information, and assures that results are clear and understandable.
12. Prepares correspondence for the signature of the Assistant Director, Deputy Assistant
13. Director(s) and Branch Chief(s), and maintains records and files required by the office.
14. Reviews outgoing correspondence and reports prepared for signature, ensuring proper format, mathematical correctness, correct grammar, and necessary coordination.
15. Works with authors to resolve problems.
16. Explain non-technical policies and procedures used in office to managers and staff
17. Conducts periodic training to update those throughout office on administrative procedures, and recommends changes as necessary.
18. Makes arrangements for travel, meetings, conferences, etc. for visits to organization, makes transportation and hotel arrangements, notifies subordinate organizations, prepares agenda and other materials needed for the meeting/conference.
19. Performs record keeping functions in accordance with program policies and position.

20. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
21. Completes all initial, annual and ad hoc training as required/assigned.
22. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
23. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
24. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
25. Attends and participates in general/medical staff meetings.
26. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

FAMILY NURSE PRACTIONER

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

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ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Family Nurse Practitioner program located in a State, the District of Columbia, or a U.S. territory.
2. A minimum of one year of clinical provider experience in direct patient care as a certified family nurse practitioner, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.

REQUIRED LICENSURE/CERTIFICATION:

1. Current certification as Family Nurse Practitioner by ANCC or AANP.
2. Must have an unrestricted, current RN and Advanced Practice Registered Nurse license in the state in which the duty satiation is located. Any changes to license must be reported to employer immediately
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.
4. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Functions independently to perform age appropriate history and physicals for acute, chronic and complex medical conditions.
5. Performs physical examinations, to include but not limited to gynecologic exams, EKGs, and/or neurological exams on all ages as needed.
6. Assess, treat and evaluate residents who represent with medical complaints during sick call, walk-ins and/or chronic care clinics.

7. Provides emergency and First Aid treatment to include but not limited to suturing, when required.
8. Performs minor surgical procedures as needed.
9. Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
10. On a weekly or as needed basis, reviews/re-evaluates cases requiring ongoing medical/pharmaceutical intervention.
11. Complete orders recommended/authorized by the physician.
12. Plant and reads tuberculin skin test (purified protein derivative – PPD) and provides Direct Observation Therapy (DOT) of INH/B6 to those residents requiring it.
13. Provides relevant patient health education to residents verbally and/or with handouts.
14. Collaborate with the multidisciplinary team members regarding the health care needs of the residents and coordinate referrals to off-site providers as required.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
16. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
17. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
18. Collect blood, urine, sputum, culture specimens, etc. and performs laboratory analysis for early detection of communicable and/or other contagious diseases.
19. Orders and interprets appropriate diagnostic and therapeutic tests and provides necessary treatment and/or medications as required.
20. Initiate direct and indirect action to isolate and quarantine cases and provide health, safety and treatment/management for all employees and residents at the facility when contagious/communicable illnesses have been identified.
21. If an Infirmary (Medical Health Unit) is onsite, may do daily rounds on patients and notify the Physician, or Clinical Director of any abnormal findings. Additionally, the clinician may see individuals who are in locked/segregated status in their designated housing area or are housed in segregation units.
22. May assist with providing radiological services according to the scope of practice in the state licensed. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
23. Consult with Clinical Director or staff physician for management of complex medical conditions.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
28. Attends and participates in general/medical staff meetings.

29. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. This position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.

SECUIRITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

NURSE PRACTITIONER - PEDIATRIC

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required)

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Nurse Practitioner program located in a State, the District of Columbia, or a U.S. territory.
2. A minimum of one year of clinical provider experience in direct patient care as a Certified Pediatric Nurse Practitioner, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.
3. A minimum of one year experience with pediatric immunization

REQURED LICENSURE/CERTIFICATION

1. Certified Pediatric Nurse Practitioner – Primary Care (CPNP-PC) by the Pediatric Nursing Certification Board (PNCB) or;
2. Board Certification through the American Nurses Credentialing Center (ANCC) as Pediatric Primary Care Nurse Practitioner (PPCNP-BC)
3. Must have an unrestricted, current RN and Advanced Practice Registered Nurse license in the state in which the duty satiation is located. Any changes to license must be reported to employer immediately
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
5. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of pediatric immunization schedule(s) and appropriate application and contraindications.
2. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to pediatric patient care.
3. Knowledge of drugs and therapeutics when prescribing and dispensing medication to pediatric population (as allowed through state licensure).
4. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
5. Ability to properly use equipment, materials and supplies in simple pediatric diagnostic and treatment procedures.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the implementation, oversight, clinical management, and operations of immunization program.
2. Provides direct care to pediatric patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.

3. Primarily provides direct care to pediatric population, but may provide treatment of persons throughout the life span as permitted within scope of practice.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Functions independently to perform age appropriate history and physicals for acute, chronic and complex medical conditions.
6. Performs physical examinations appropriate to age and developmental stage.
7. Assess, treat and evaluate pediatric patients who represent with medical complaints during sick call, walk-ins and/or chronic care clinics.
8. Provides emergency and First Aid treatment to include but not limited to suturing, when required.
9. Performs minor surgical procedures as needed.
10. Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
11. On a weekly or as needed basis, reviews/re-evaluates cases requiring ongoing medical/pharmaceutical intervention.
12. Complete orders recommended/authorized by the physician.
13. Plant and reads tuberculin skin test (purified protein derivative – PPD) and provides Direct Observation Therapy (DOT) of INH/B6 to those residents requiring it.
14. Provides relevant health education to residents and residents parents verbally and/or with handouts.
15. Collaborate with the multidisciplinary team members regarding the health care needs of the residents and coordinate referrals to off-site providers as required.
16. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among residents.
17. Collect blood, urine, sputum, culture specimens, etc. and performs laboratory analysis for early detection of communicable and/or other contagious diseases.
18. Orders and interprets appropriate diagnostic and therapeutic tests and provides necessary treatment and/or medications as required.
19. Initiate direct and indirect action to isolate and quarantine cases and provide health, safety and treatment/management for all employees and residents at the facility when contagious/communicable illnesses have been identified.
20. If an Infirmary (Medical Health Unit) is onsite, may do daily rounds on patients and notify the Physician, or Clinical Director of any abnormal findings.
21. May assist with providing radiological services according to the scope of practice in the state licensed. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
22. Consult with Clinical Director or Pediatrician for management of complex medical conditions.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.

27. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
28. Attends and participates in general/medical staff meetings.
29. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to be available telephonically when off site.
2. This full time position requires availability to work day and evening shifts. Availability during weekends and holiday may also be required.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

HEALTH INFORMATICS ANALYST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in Health Information Management. or,
2. A Bachelor's degree with a major in business administration, health care administration, finance or health economics with a combination of education, training and experience which provides the desired knowledge, skills and abilities necessary to perform the position's duties and responsibilities.
3. Minimum of five years of experience working within a healthcare setting in a health informatics role with similar duties as responsibilities as contained herein.

REQUIRED LICENSURE/CERTIFICATION:

1. Registered Health Information Administrator (RHIA®) through the American Health Information Management Association (AHIMA).
2. This position does not require privileging by IHSC.
3. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and experience in collecting data, determining accuracy and appropriateness of data based on policy and processes.
2. Ability to create and retrieve reports from electronic health records system.
3. Ability to identify a range of health information management/medical records issues and refer to the appropriate staff and management.
4. Knowledge of the basic principles of standard medical record procedures, methods, and requirements to perform a full range of routine medical records management.
5. Must be able to type on a computer key board at minimum of 40 words per minute.
6. Ability to manage multiple, complex projects.
7. Ability to coordinate projects from the concept stage to completion.
8. Knowledge of computer systems documentation.
9. Knowledge of medical terminology.
10. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
11. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
12. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
13. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
14. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES & RESPONSIBILITIES:

1. Provides assistance in assessing, planning, organizing, implementing, and evaluating systems processes and application to patient care.
2. Assist management in planning, collecting, aggregating, analyzing and disseminating patient information and aggregate clinical data.
3. Evaluation of the impact of information on the clinical process, clinical outcome, organizations, and resources.
4. Create and develop essential department reports and deliverables to ensure timely dissemination of accurate information to organizational decision-makers.
5. Assist staff to fully utilize the electronic health record information systems and processes.
6. Accurately reviews data quality and other documents according to IHSC policy and procedures to ensure reported data is accurate and reliable.
7. Inputs data into various data collection systems for statistical analysis.
8. Performs monitoring and documentation in accordance with contract requirements.

9. Possess a working knowledge of IHSC facility medical protocols, policies, procedures, regulatory standards and guidelines.
10. Effectively recognize and verify accuracy of data in the electronic health record.
11. Demonstrate efficiency with electronic health records process flow.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes all initial, annual and ad hoc training as required/assigned.
15. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
16. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
17. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
18. Attends and participates in general/medical staff meetings.
19. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS (for HQ):

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

HEALTH INFORMATION DATA SPECIALIST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. AAS/AS in Health Information Science or,
2. AAS/AS in Nursing and combination of education, training and experience which provides the desired knowledge, skills and abilities necessary to perform the position's duties and responsibilities.
3. Minimum of three years' experience working in a healthcare setting with electronic medical record processes and International Classification for Diseases-Clinical Modification Coding (ICD- 9/ICD-10).
4. Minimum three years' experience in with certification as a required.

REQUIRED LICENSURE/CERTIFICATION:

1. Certified Coding Associate (CCA) by the American Health Information Management Association (AHIMA), or
2. Certified Coding Specialist (CCS), by the American Health Information Management Association (AHIMA) or
3. Certified Coding Specialist-Physician-based (CCS-P) by the American Health Information Management Association (AHIMA),
4. Certified Health Data Analyst (CHDA®), preferred but not required.
5. This position does not require privileging by IHSC.
6. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and experience in collecting data, determining accuracy and appropriateness of data based on policy and processes.
2. Ability to create and retrieve reports from electronic health records system.
3. Ability to identify a range of health information management/medical records issues and refer to the appropriate staff and management.
4. Knowledge of the basic principles of standard medical record procedures, methods, and requirements to perform a full range of routine medical records management.
5. Must be able to type on a computer key board at minimum of 40 words per minute.
6. Ability to manage multiple, complex projects.
7. Ability to coordinate projects from the concept stage to completion.
8. Knowledge of computer systems documentation.
9. Knowledge of medical terminology.
10. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
11. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
12. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
13. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
14. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Perform electronic medical record quality checks for demographics and other specified data.
2. Accurately and routinely reviews data quality in electronic health record and other documents according to IHSC policy and procedures.
3. Monitor the electronic health record system for IHSC clinical sites, to include tracking compliance with scheduled appointments and other activities; provide reports as required and requested.
4. Performs data entry into various data collection systems for statistical analysis.

5. Assist management in planning, collecting, aggregating, analyzing and disseminating patient information and aggregate clinical data.
6. Teach, instruct, and provide guidance to providers and staff regarding ICD- 9/ICD-10 and CPT coding, usage, and documentation requirements.
7. Assist and guide IHSC in steps required to prepare staff for changes related to ICD-10 coding and documentation requirements.
8. Provides assistance in assessing, planning, organizing, implementing, and evaluating systems processes and applications related to patient care.
9. Assist staff to fully utilize the electronic health record information systems and processes.
10. Will train and educate staff in informal and formal settings including development of training goals, objectives, and lesson plans on proper use of and troubleshooting issues related to electronic health record, current ICD and CPT coding
11. Performs monitoring and documentation in accordance with contract requirements
12. Possess a working knowledge of facility medical protocols, policies, procedures, regulatory standards and guidelines
13. Effectively recognize and verify accuracy of data in the electronic health record
14. Demonstrate efficiency with electronic health records process flow
15. Performs record keeping functions in accordance with program policies and position.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
17. Completes all initial, annual and ad hoc training as required/assigned.
18. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
19. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
20. Attends and participates in general/medical staff meetings.
21. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.

4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

LICENSED VOCATIONAL NURSE/ LICENSED PRACTICAL NURSE (LVN/LPN)

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an approved, accredited Vocational/Practical Nurse program located in a State, the District of Columbia, or a U.S. territory.
2. Must have a minimum of one year experience in a hospital, medical office or outpatient clinical setting.

REQUIRED LICENSURE/CERTIFICATION:

1. Maintains current, active and unrestricted LVN/LPN license by the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES & RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Evaluates health care needs of residents and assists RN in the development of nursing care plans to meet those needs.
5. Assists with gathering resident data during sick call and medical appointments.
6. Obtains medical information on residents using pre-established questionnaire and appropriately refers abnormal findings or responses or stated medical problems to the RN, mid-level provider or physician.
7. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
8. Provide patient/resident education as appropriate.
9. May coordinate health care needs of residents with healthcare team and referrals to off-site providers as appropriate for facility.

10. Assures a safe and clean working environment at all times.
11. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
12. Provides radiological services in accordance with scope of practice and state licensure. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
13. Collect laboratory specimens as requested per IHSC policy and procedures.
14. Administers medications and treatments as ordered/recommended in accordance with scope of practice and state licensure.
15. Must adhere to practical nursing principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
16. Must adhere to medication administration guidelines, understand pharmaceutical agents and their desired effect recognize adverse effects and take appropriate corrective measures.
17. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
18. Performs record keeping functions in accordance with program policies and position.
19. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
20. Completes and passes all discipline specific competencies testing, initially and annually.
21. Completes all initial, annual and ad hoc training as required/assigned.
22. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
23. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
24. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
25. Attends and participates in general/medical staff meetings.
26. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

LICENSED VOCATIONAL NURSE- IMMUNIZATION-SPANISH LANGUAGE FLUENCY

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish required.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an approved, accredited Vocational/Practical Nurse program located in a State, the District of Columbia, or a U.S. territory.
2. Must have a minimum of one year experience in a hospital, medical office or outpatient clinical setting.
3. Previous vaccination experience required.
4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQURED LICENSURE/CERTIFICATION

1. Maintains current, active and unrestricted LVN/LPN license by the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Maintains professional clinical skills via continuing education opportunities as required by the state of practice.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of current vaccine preventable diseases, immunization guidelines, and vaccination schedules for all ages including state, federal and international requirements.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment, working with residents to overcome barriers to obtaining health care.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English and Spanish (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Proficiency in, common Microsoft Office applications, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
11. Must pass initial Security Investigation by ICE prior to first day on duty and maintain clearance for the duration of employment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, and/or certification.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Educates residents about the importance of immunizations, following recommended immunization schedules, possible side effects of immunizations, and aftercare.
5. Prepares vaccines according to manufacturer’s instructions and administer them using safe and proper techniques and a system of double checks to ensure accuracy.
6. Administers and evaluates tuberculosis skin tests and refers clients as needed per protocol.

7. Completes appropriate vaccination and resident health records to ensure correct vaccines are administered and documented.
8. Monitors the immunization status and requirements of residents diagnosed with HIV, Hepatitis Band C in accordance with the State and County Health Department guidelines and best clinical practice.
9. Handles and disposes of biological, sharps, and other required supplies in a safe and secure manner.
10. Serves as a resource for medical personnel regarding the administration of required immunizations using current state and federal (CDC) standards.
11. Reports cases of suspected abuse and neglect of children and adults to the proper authorities in accordance with department policy and state law.
12. Evaluates health care needs of residents and assists RN in the development of nursing care plans to meet those needs.
13. Assists with gathering resident data during sick call and medical appointments.
14. Obtains medical information on residents using pre-established questionnaire and appropriately refers abnormal findings or responses or stated medical problems to the RN, mid-level provider or physician.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident education as appropriate.
17. May coordinate health care needs of residents with healthcare team and referrals to off-site providers as appropriate for facility.
18. Assures a safe and clean working environment at all times.
19. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
20. Provides radiological services in accordance with scope of practice and state licensure. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
21. Collect laboratory specimens as requested per IHSC policy and procedures.
22. Administers medications and treatments as ordered/recommended in accordance with scope of practice and state licensure.
23. Must adhere to practical nursing principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
24. Must adhere to medication administration guidelines, understand pharmaceutical agents and their desired effect recognize adverse effects and take appropriate corrective measures.
25. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
26. Performs record keeping functions in accordance with program policies and position.
27. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
28. Completes and passes all discipline specific competencies testing, initially and annually.
29. Completes all initial, annual and ad hoc training as required/assigned.
30. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities. Educates residents on their rights related to privacy of medical information.
31. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational

Memoranda and accreditation standards as prescribed by ICE/IHSC.
32. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
33. Attends and participates in general/medical staff meetings.
34. Based on the facility needs, may be required to perform duties similar but not limited to those in this position description.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

MEDICAL ASSISTANT

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSCs mission is to manage and provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional and detention health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and support the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities that are in place.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish preferred.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Minimum Education: High School Graduate
2. Graduate of an approved Medical Assistant Program located in a State, the District of Columbia, or a U.S. Territory.
3. Must have a minimum of one year of experience as a medical assistant in a clinical setting.
4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQURED LICENSURE / CERTIFICATION

1. Active, unrestricted certification as a Medical Assistant. Certified by one of the following: Certified Medical Assistant (CMA) by the American Association of Medical Assistants

(AAMA), Registered Medical Assistant by the American Society of Medical Technologists (AMT), Certified Clinical Medical Assistant (CCMA) by the National Healthcareer Association (NHA), National Certified Medical Assistant (NCMA) by the National Center for Competency Testing (NCCT), or National Registered title of Certified Medical Assistant (NRCMA) by the National Health Association for Health Professionals
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice and certification.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to medical emergencies.
4. Obtains medical histories and completes necessary charting requirements including vital signs on residents entering the Family Residential facility. Any medical problems are referred to the RN, NP/PA, and/or Physician.
5. Assists with gathering resident data during sick call, medical appointments, and emergencies. Data includes medical complaints and vital signs.
6. Assists with minor surgical procedures.
7. If performing as an EKG/ECG technician must be cross trained to fill this role.
8. Assists with collecting laboratory samples as required. Practical knowledge of laboratory procedures and guidelines.
9. Knowledge of medical supply par levels and able to assist the HSA or designee in ordering required supplies.

10. Assures a safe and clean working environment at all times.
11. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
12. Must adhere to principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
13. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
14. Performs record keeping functions in accordance with program policies and position.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes and passes all discipline specific competencies testing, initially and annually.
17. Completes all initial, annual and ad hoc training as required/assigned.
18. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
19. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
20. Attends and participates in general/medical staff meetings.
21. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.

7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

MEDICAL RECORDS TECHNICIAN

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. High School Diploma or GED equivalent.
2. Minimum of one year experience in a healthcare setting as a medical record technician, medical record clerk, unit secretary, or similar position where the processing of electronic medical/health records was part of the daily responsibilities.

REQUIRED LICENSURE/CERTIFICATION:

1. This position does not require privileging by IHSC.

2. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the basic principles of standard electronic medical record procedures, methods, and requirements to perform a full range of routine medical records management.
2. Knowledge of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process electronic medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
3. Knowledge of medical terminology.
4. Ability to manage high volume of medical records daily to include intake, discharge, and requests for records from outside sources.
5. Ability to recognize information inconsistencies and take appropriate action to resolve.
6. Ability to maintain an electronic medical record system and ensure compliance with all regulatory agencies that provide governance and guidance on handling medical records in an appropriate manner.
7. Ability to work in a multi-cultural and multi-lingual environment.
8. Ability to work approximately 90% of time using computers, scanners, and printers and literate in their usage.
9. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
10. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
11. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
12. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
13. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
14. Knowledge of, and a high level of proficiency in common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
15. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Prepares, updates, and maintains a medical record for each patient ensuring accuracy of information.
2. Maintains appointment system for patients and clinical staff where applicable.
3. Tracks compliance with scheduled patient appointments, making timely reminders notices, or calls to the clinic and IHSC staff prior to each appointment where applicable.
4. Determines coding for relevant medical record forms from appropriate references.
5. Files/scans laboratory, radiology, and other reports in appropriate sections of the electronic medical record within prescribed time period.
6. Routes clinical reports to appropriate clinic staff within prescribed time period.
7. Archives clinical information from the medical record within prescribed time period in accordance with established IHSC policy and procedures.

8. Corresponds with outside medical facilities and Contractors to request pertinent medical information to place in the medical record using appropriate and authorized ICE and IHSC forms. Tracks requests and performs follow-up ensuring receipt of information requested.
9. Reviews all documentation for completeness and routes incomplete documents to the appropriate provider for correction prior to placing/scanning in the medical records.
10. Retrieves and transports required and requested medical records to the appropriate provider throughout the medical facility using appropriate IHSC policy and procedures to maintain privacy.
11. Uses multiple mediums to process a variety of narrative and tabular material (e.g., correspondence, tabular data, reports, etc.) to prepare, update, and maintain a medical record and provide required and requested information to appropriate medical personnel.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains a high level of proficiency and ease of use utilizing electronic health records.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work days, evenings, as well as weekends and holidays. Night shifts may be, but are generally not required. (Site specific).
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.

4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

REGISTERED NURSE - NURSE MANAGER

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCACATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory.
2. Bachelor's Degree in Nursing preferred but not required.
3. Minimum six (6) years professional nursing experience.
4. Minimum (3) years supervisory experience.

REQUIRED LICENSURE/CERTIFICATION:

1. Maintains current, active and unrestricted license to practice as a Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of a wide range of complex nursing concepts, principles, and practices to perform nursing assessments of considerable diversity to include mental health, medical surgical, ambulatory and emergency nursing care.
2. Knowledge of team building principles.
3. Knowledge of staff development and basic adult learner teaching skills.
4. Knowledge of the Nurse Practice Act for the licensing state and/or the state in which one practices nursing.
5. Knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills, thereby requiring continuing professional clinical support.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides front line supervision of patient care provided by all nursing staff including nursing assistants or technicians/medical assistants.
2. Plans, schedules, assigns, and directs nursing care and evaluates efforts independently.
3. Plans and/or collaborates patient care interventions with other health care professionals using in-depth knowledge of the specific patient's status, anticipating physiological and/or psychological appropriate or adverse responses.
4. Evaluates and revises patient treatment plans at appropriate intervals in collaboration with other members of the healthcare team.

5. Reviews identified patient records to assess treatment progress, adequacy of record keeping, and implementation of appropriate clinical guidelines.
6. Reports all major changes of patient status to appropriate providers in a timely manner.
7. Meets regularly with multidisciplinary treatment team members to discuss proposed revisions of medical treatment.
8. Serves as a liaison while maintaining collaborative relationships with members of other healthcare disciplines.
9. Conducts staff in-services on general and complex subjects with improvement of nursing and medical care as expected outcomes.
10. Coordinates nursing care with other on site staff.
11. Assists physician and mid-level providers with outpatient, inpatient, and emergency care procedures for patients.
12. Coordinates the treatment and transport, if necessary, of acutely ill or injured patients.
13. Leads the orientation and training of new nursing personnel to protocols, requirements, and the specifics of the patient population.
14. Provides appropriate health teaching and counseling to provide reinforcement and guidance to minimize protocol deviations.
15. Serves as a team member for analyzing established protocol practices and identifying areas for improvement.
16. Participates with developing recommendations for improved efficiency of patient care.
17. Assists with program/project design activities, strategy development, problem resolution, and project implementation.
18. Performs duties as a Registered Nurse (see Registered Nurse Position Description) in times of critical needs within the agency.
14. Performs record keeping functions in accordance with program policies and position.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes and passes all discipline specific competencies testing, initially and annually.
17. Completes all initial, annual and ad hoc training as required/assigned.
18. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
19. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
20. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
21. Attends and participates in general/medical staff meetings.
22. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.

2. This full time position requires availability to work days, evenings, as well as weekends and holidays Night shifts may be, but are generally not required.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions are on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PHARMACIST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. B.S. in Pharmacology or Pharm. D. degree from a program that is accredited by the American Council on Pharmaceutical Education.
2. Minimum of one year experience as a licensed practicing pharmacist.

REQUIRED LICENSURE/CERTIFICATION:

1. Permanent, full, and unrestricted pharmacist license in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Expert knowledge of pharmacology, pharmaceutics, pharmacokinetics and all management aspects related to the practice of pharmacy in a clinic/infirmary setting.
2. Knowledge of and competent in understanding and communicating pharmaceutical nomenclature, including generic, chemical & trade names, Latin abbreviations, dosage forms, drug strengths, formulations & English-Metric equivalents.
3. Knowledge of grammar, spelling & punctuation to identify and correct errors to insure accurate copy.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES & RESPONSIBILITIES:

1. Responsible for managing all pharmaceutical activities including the purchase, inventory, control, and record keeping of all Drug Enforcement Administration (DEA) controlled substances stored in the pharmacy.
2. Responsible for securing and maintaining a current facility DEA Registration Number and maintaining necessary legal records on controlled substance items.
3. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
4. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
5. May be expected to respond to and or coordinate response to medical emergencies.

6. Reads individual prescriptions and determines the name of the drug, strength, and dosage of drugs to be dispensed.
7. Adjusts prescription instructions and drug quantities to correspond to strengths and dosage forms stocked at the medical clinic.
8. Correlates instructions on the prescription with pharmacy policy limitations and notes such on the prescription.
9. Types accurate and concise labels that precisely convey provider's instructions to the patients.
10. Fills prescriptions by obtaining the correct drug stock, counting the correct amount of medication, placing the medication in smaller containers, and affixing the prescription label and all appropriate auxiliary labels.
11. Counsels patients on the appropriate use of medication(s), utilizing the patient's native language if possible, or medication information handouts in the patient's native language if available.
12. Based on the substantive knowledge and familiarity with a wide range of articles stocked in the pharmacy, screens all prescriptions upon receipt concerning availability of drug & dosage prescribed.
13. If drug requested is not on formulary, discusses therapeutic options with the provider suggesting drugs listed in the program formulary where possible.
14. If a non-formulary drug is deemed necessary, assists the provider in filling out a non-formulary request form and obtaining approval where necessary.
15. Answers routine inquiries from doctors, nurses, & other staff on the availability of specific items, e.g., drugs in stock, new drugs on order, & dosage forms available in the pharmacy.
16. Answers questions concerning drug reactions, drug interactions, new drugs, etc.
17. Packages bulk drugs (liquids, tablets, capsules, ointments & creams, etc.) into specific quantities and various sized containers.
18. Operates tablet and capsule counting machines and labeling machines for the purpose of repackaging drugs.
19. Records all prepacking information including lot number, expiration date, manufacturer, current date, and initials.
20. Fills all requisitioned items from other areas of the clinic. If the medication is not available in the requested quantity, makes necessary computations to provide the order in a different unit of measure.
21. Prepares bulk compounds and packages a variety of simple solutions & products, most of which are for external application, such as mouthwashes & disinfecting agents, etc.
22. Places orders for supplies from appropriate sources and tracks supply usage to minimize out of stock items or excess inventories.
23. Assists nursing department in locating sources for hard-to-find items and places orders for nursing supplies based on levels established by that department. Researches supply Contractors to find most economical sources for each item (within procurement guidelines).
24. Receives pharmaceutical supplies & checks receipts against requisitions. Checks for shortage, breakage, deterioration & expiration dates. Discrepancies found are reported to the supplier.
25. Inspects stock to determine frequency of re-ordering drug items, maintenance of current pricing & proper stock rotation. Withdraws outdated drugs, determines proper disposition (destruction or credit returns) & prepares necessary paperwork to initiate proper action.

26. Is responsible for general orderliness, cleanliness & maintenance of pharmacy equipment.
27. Participates in monthly & annual inventory of pharmacy service as required.
28. On a daily basis checks the medicine cabinet & all areas of the clinic where night pharmacy service is available.
29. Responsible for refilling any missing pharmacy drug or supply item used during the night.
30. Inspects & logs the temperature of all clinic areas where any types of pharmaceuticals are stored.
31. On a monthly basis gathers all pharmacy statistical information required to collaborate a complete, monthly report and routes that report through the HSA to MSM.
32. Also, on a monthly basis, inventories all controlled substances and inspects all clinic areas where pharmaceuticals are stored.
33. Responsible for supervising Pharmacy Technician(s).
34. Performs record keeping functions in accordance with program policies and position.
35. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
36. Completes and passes all discipline specific competencies testing, initially and annually.
37. Completes all initial, annual and ad hoc training as required/assigned.
38. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
39. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
40. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
41. Attends and participates in general/medical staff meetings.
42. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to be available telephonically during non-duty hours.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.

4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PHARMACY TECHNICIAN

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a pharmacy technician program accredited by The American Society of Health System Pharmacists (ASHP).
2. Minimum of one year experience as a Certified Pharmacy Technician.

REQUIRED LICENSURE/CERTIFICATION:

1. Certified by The Pharmacy Technician Certification Board (PTCB)
2. This position does not require privileging by IHSC.

3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of (1) pharmaceutical nomenclature, (2) formulas, strengths, and dosage forms of drugs; (3) pharmaceutical systems of weights and measures; (4) operation and care of a variety of pharmaceutical equipment; (5) receipt, storage, and order of pharmaceuticals, bulk compounding, preparation of sterile solutions, and setting up prescriptions for a final check by a pharmacist.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES & RESPONSIBILITIES:

1. Performs all duties related to preparation and dispensing of medication orders.
2. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
3. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Reads individual prescriptions and determines the name of the drug, strength, and dosage of drugs to be dispensed. Correlates instructions on the prescription with pharmacy policy limitations and notes such on the prescription.
6. Sets up prescriptions by obtaining the correct drug stock, counting the correct amount of medication, and placing this medication in smaller containers. After the prescription has been filled, all contents and the label are set aside in order for a final check by a pharmacist.
7. Consults with the Clinical Services Manager or clinical pharmacist directly to clarify a prescription problem. This indicates that the technician has the knowledge and experience to recognize a problem in which a physician or a pharmacist must be contacted to clarify or change a medication order.
8. Required to use judgment and experience to determine when a pharmacist is to be immediately alerted to a therapeutic problem.

9. When the technician is asked to act on dispensing instructions from a prescription, they can act and prioritize the requests.
10. The technician has sufficient experience with the type of requests and their critical nature to be able to know when to proceed and when to immediately alert a pharmacist for follow-up.
11. Sets up medications needed for new orders and arranges for a pharmacist to check all preceding steps.
12. Receives supplies and checks receipts against requisitions.
13. Checks for shortages, breakage, deterioration and expiration dates. Discrepancies found are reported to the pharmacist.
14. Performs computer entry of vouchers or invoices into various program applications for monitoring pharmacy expenditures and generating reports. Determines appropriate stock levels as well as the critical nature of different drugs and the consequences of being short on these supplies.
15. Consults with a pharmacist to prevent inventory problems and prepares requisitions accordingly.
16. Withdraws outdated drugs, determines proper disposition (destruction or credit returns) and prepares necessary paper work to initiate proper action.
17. Places supply orders through mandatory government and non-government sources, which include data entry into computer applications for figuring the total dollar value and generating a quarterly report, and determine the kind of packaging and shipping required for such items.
18. Makes necessary changes to quantities requested depending on stock levels to avoid total depletion and notifies a pharmacist of any discrepancies found in the requisition.
19. Packages bulk drugs, which include liquids, tablets, capsules, ointments and creams, etc. into specific quantities and various size containers.
20. Operates various types of equipment such as tablet and capsule counting machines and labeling machines.
21. Records all prepackage information including lot number, expiration date, manufacturer, current date, initials (incumbent), and sets them aside for final check by a registered pharmacist.
22. On a daily basis checks the medicine cabinet and all areas of the clinic where night pharmacy service is available. Responsible for refilling any missing pharmacy drugs or supply items used during the night.
23. Inspects and logs the temperature of all refrigerators that contain any type of pharmaceutical reports problems.
24. As directed, or in conjunction with a pharmacist, conducts orientations, for new staff, to pharmacy policy and practice within the clinic.
25. Keeps staff appraised of changes in protocols, drug recalls, etc. that may affect patient safety.
26. Utilizes a personal computer to enter and tabulate data for the monthly workload record.
27. Manipulates data spreadsheet software in order to provide statistical analysis of the workload. Prepares quarterly reports, which identify trends in usage, peculiarities, and discrepancies.
28. Collects daily as required or works with a pharmacist to provide workload data, tabulates onto workload sheets, prepares figures for entry into a statistical program, and enters data into that program.
29. Is familiar with the statistical program that has been designed specifically for this location as well as others for basic spreadsheet capabilities and uses standard techniques.

30. Is fully familiar with all aspects of the program to include adding new patients, doctors, and drugs to the databases as well as editing prescriptions and querying the program for data related to drug usage and workload statistics.
31. Adds new patients to the pill line and updates current patients when orders are renewed. Prepares computer generated medication administration record (MAR) for patients on the pill line.
32. Adds new patients to the Isoniazid tuberculosis prophylaxis directly observed therapy (DOT) list (if separate from the regular pill line).
33. Clean equipment and work areas in the pharmacy.
34. Performs record keeping functions in accordance with program policies and position.
35. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
36. Completes and passes all discipline specific competencies testing, initially and annually.
37. Completes all initial, annual and ad hoc training as required/assigned.
38. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
39. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
40. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
41. Attends and participates in general/medical staff meetings.
42. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. On-call availability is not required for this position.
2. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary

(exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PYSCHIATRIC-MENTAL HEALTH NURSING (RN-BC)

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.
MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Minimum one year psychiatric nursing experience as a licensed registered nurse, in a hospital, medical office or residential setting.

REQUIRED LICENSURE/CERTIFICATION:

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification in Psychiatric Nursing by the American Nurses Credentialing Center (ANCC).
3. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.
5. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Assesses and identifies high risk symptoms/behaviors in patients to include suicidal risk, homicidal risk, and verbally/physical difficult detainees.
5. Assesses patient learning needs, and develops a plan of care based on identified needs.
6. Observes, interprets and documents all pertinent patient behaviors.
7. Demonstrates an understanding of psychiatric conditions as defined in the DSM-V in planning nursing care for patients. Must appropriately document patient/resident encounters electronically according to current standards of care using electronic health records.

8. Performs individual and group patient education/instruction to facilitate meeting the health needs of patients and preventing disability or disease.
9. Maintains a therapeutic relationship with patients and differentiates therapeutic action from social interactions.
10. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
11. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
12. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
13. Provides screening of residents during intake per IHSC established policies and procedures.
14. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
15. Draws labs as requested and collects laboratory specimens.
16. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
17. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
18. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
19. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
20. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
21. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
22. Provide patient/resident health education as appropriate
23. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
24. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
25. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
26. May serve as clinic coordinator to ensure effective and efficient clinical operations.
27. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
30. Completes and passes all discipline specific competencies testing, initially and annually.
31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.

34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.
36. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PHYSICIAN ASSISTANT

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Physician Assistant program located in a State, the District of Columbia, or a U.S. territory. Must be accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) or one of its predecessors.
2. Must have a minimum of one year of clinical provider experience in direct patient care as a licensed Physician Assistant, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.

REQUIRED LICENSURE/CERTIFICATION:

1. Must have an unrestricted, current Physician Assistant license in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification as a Physician Assistant by the American Board of Medical Specialties (ABMS) or National Commission on Certification of Physician Assistants (NCCPA).
- *Candidates not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.*
- *Physician Assistants not completing board certification within 18 months of hire will not be considered qualified.*
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of and ability to apply professional principles, procedures, and techniques for Physician Assistants to patient care.
2. Applies knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES & RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.

2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. May be required to see patients outside of his/her expertise but within his/her scope of practice.
5. Completes age appropriate history and physical assessment for routine, acute, chronic and complex medical conditions.
6. Performs physical assessments on patients, to include but not limited to gynecologic, EKGs, and/or neurological exams.
7. Assess, treat and evaluate patients who represent with medical complaints during sick call, walk-ins and/or chronic care clinics.
8. Provides emergency and First Aid treatment to include but not limited to suturing, when required.
9. Performs minor surgical procedures as needed.
10. Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
11. On a weekly or as needed basis, reviews/re-evaluates cases requiring ongoing medical/pharmaceutical intervention.
12. Complete orders recommended/authorized by the physician.
13. Plant and reads tuberculin skin test (purified protein derivative – PPD) and provides Direct Observation Therapy (DOT) of INH/B6 to those residents requiring it.
14. Provides relevant patient health education to residents verbally and/or with handouts.
15. Documents and update medical/psychiatric Problem List in the resident's medical record and initiates a treatment plan.
16. Collaborate with the multidisciplinary team members regarding the health care needs of the residents and coordinate referrals to off-site providers as required.
17. Maintains safety when ordering/dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among residents.
18. Properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
19. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
20. Collect blood, urine, sputum, culture specimens, etc. and performs laboratory analysis for early detection of communicable and/or other contagious diseases.
21. Orders and interprets diagnostic and therapeutic tests relative to the resident's age-specific needs.
22. Initiate direct and indirect action to isolate and quarantine cases and provide health, safety and treatment/management for all employees and patients at the facility when contagious/communicable illnesses have been identified.
23. If a Short Stay Medical Health Unit is onsite, incumbent may do daily rounds on patients and notify the Clinical Director, Staff Physician, or Clinical Services Manager of any abnormal findings.
24. May assist with providing radiological services according to the scope of practice in the state licensed. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
25. Consult with Clinical Services Manage, Clinical Director or staff physician for management of complex medical conditions.
26. Performs record keeping functions in accordance with program policies and position.

27. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
28. Completes and passes all discipline specific competencies testing, initially and annually.
29. Completes all initial, annual and ad hoc training as required/assigned.
30. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
31. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
32. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
33. Attends and participates in general/medical staff meetings.
34. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. This full time position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PROVIDER RELATIONS

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

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ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Strong attention to detail.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in healthcare administration, business or financial management, Or
2. A minimum five years of experience in claims management, benefit, or third party administration and served in a leadership role with strong supervisory skills

REQUIRED LICENSURE/CERTIFICATION:

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work in a multi-cultural and multi-lingual environment.
2. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
3. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
4. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
5. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
6. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
7. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Serve as the primary point of contact and liaison for Veterans Administration (VA) Financial Services Center (FSC) issues relating to pharmacy benefits and claims, medical claims processing and resolution, and provider reimbursement
2. Develop, evaluate and coordinate an organization wide Utilization Management Program and related functions to ensure adherence to industry practices in eligibility verification, authorization of care and treatment, utilization review, case management, discharge planning, continued stay review and focused review
3. Identify potential areas for improvement in the managed care delivery system that warrants re-engineering to create efficiencies, marketing and increase cost containment controls and ensure the provision of necessary and appropriate health care
4. Ensure that the managed care and claims information management system(s) comply with appropriate federal requirements and guidelines as set by the DHHS, Department of Homeland Security (DHS) and accrediting agencies such as The Joint Commission (TJC), American Correctional Association (ACA), and National Commission on Correctional Healthcare (NCCHC)
5. Initiate and manage the medical claims audits and contacts the appropriate federal authorities when deemed appropriate and necessary
6. Establish systems and mechanisms to identify potential fraud, waste and abuse.
7. Evaluate, assess and recommend reimbursement methodologies and procedures.
8. Interface with detention facilities when necessary to explain IHSC policy and VA FSC guidance
9. Assist VA FSC when necessary in coordinating and obtaining information pertaining to Medical Provider Authorization Requests (MedPARs) or information pertaining to eligibility in the alien tracking system.
10. Conduct performance reviews of Contractor s and providers and report results to the Executive Council.
11. Serve as the point of contact and liaison for the IHSC pharmacy benefits network.
12. Coordinate the purchase or rental of durable medical equipment (DME) for detainees in ICE custody

13. Performs record keeping functions in accordance with program policies and position.
14. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of all records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PSYCHIATRIST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or;
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
    a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and
    b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).

3. Minimum of one year experience as a licensed practicing psychiatrist.

REQUIRED LICENSURE/CERTIFICATION:

1. Permanent, full, and unrestricted license to practice medicine independently in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). Or,
3. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). within 18 months of hiring.
4. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.

Please note:

- *Effective January 1, 2012, ABPN will require a physician to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty or ACGME-accredited subspecialty.*
- *Graduates can take the ABPN Certification Examination as many times as allowed during the seven-year period.*
- *Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.*
- *Individuals who do not become certified during the seven-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC (90 CME credits, 24 self-assessment CME credits, and one PIP Unit that includes a clinical and feedback module) in order to be credentialed to take the ABPN Certification Examination.*

5. This position requires privileging by IHSC.
6. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the indications and contraindications, complications and techniques in the various psychiatric treatment and diagnostic modalities.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.

9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.
5. Offers comprehensive psycho-educational information with each medication/somatic treatment regarding the patient's mental illness, emotional disturbance or behavior disorder, treatment goals, potential benefits and the risk of treatment, self-monitoring aids, and identifies support groups for therapeutic assistance.
6. Utilizes the evidence-based algorithms for decision-making regarding patient assessment and medication management.
7. Utilizes Assessment of Involuntary Movement Scale (AIMS) is used if identified treatment carries the risk of inducing a movement disorder.
8. Adheres to medical standards in accordance with IHSC policies, American Psychiatric Association standards, and legal requirements.
9. Determines the need for core treatment and specialty services for identified patients in a full range of psychiatric problems.
10. Performs various diagnostic and treatment procedures, including cognitive and behavioral psychotherapy, supportive individual and group psychotherapy, somatic therapies (including the use of traditional and atypical drugs).
11. Provides professional, recovery based psychiatric care considerate of cultural and ethnic diversity and focuses on empowering individuals to change their own lives.
12. Assures patients are treated with dignity and are consulted when evaluating and/or revising treatment and services.
13. Utilizes evidence-based practices to promote recovery, reduces stigma and unconditionally enhance the quality of life.
14. Assures a positive therapeutic milieu exists during treatment and emphasizes recovery goals.
15. Participates in comprehensive performance improvement and utilization management plans to include:

- Quality and appropriateness of services,
- Evaluation of patient-based functions,
- Decreasing the escalation of healthcare costs, and
- Improvement in patient outcomes.

16. Prepares or oversees the preparation of documentation, testimony, and written orders needed for care, treatment, medical records, legal actions, referrals, performance development, credentials/privileges, and administrative requirements.
17. Provides expert guidance to the Director and other staff in all matters pertaining to mental health treatment (modalities and medications), and mental health programs both domestic and international.
18. Analyzes public health care trends, in the mental health area, of related special population groups and assists in developing and implementing policies and guidelines to improve mental health services of such groups.
19. Assumes responsibility for the non-psychiatric medical evaluation, diagnosis and treatment of patients for whom she or he is responsible in the absence of non-psychiatric physicians in emergency situations and within incumbent's competency and scope of practice.
20. Provides clinical supervision to mental health staff.
21. Spends at least 60% of time in direct patient care to meet the performance targets set by the IHSC.
22. Provides specialized medical services to "outpatients" and provides medical care to inpatients in facilities with a short stay unit. Specific duties involve all aspects of health care delivery. The incumbent will work in concert with both facility staff and consultant specialists in various clinical areas.
23. Acts as a mental health consultant to medial staff, providing oversight and direction related to the provision of mental health care.
24. Examines and orders appropriate diagnostic testing and provides necessary treatment and/or medications as required. Refers selected cases to consultant specialists when necessary. Refers residents requiring hospitalization to a community hospital and to an appropriate admitting physician.
25. Ensures that proper evaluations and treatments are carried out and documented. Incumbent shall constantly monitor and evaluate the quality of patient care, providing data to the departmental Performance Improvement program, and other agencies or committees as required.
26. May be required to see patients who are not in the category of his/her expertise but within his or her scope of practice.
27. Assures proper maintenance of medical records, preparation of reports, etc., as related to the area of responsibility. Makes recommendations on matters of policy, procedures, training, personnel, and equipment as related to specific area of responsibility.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
30. Completes and passes all discipline specific competencies testing, initially and annually.
31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.

36. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
2. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

PSYCHOLOGIST

INTRODUCTION:

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IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. A Doctoral Degree in Psychology from a graduate program accredited by the American Psychological Association.
2. Minimum one year of clinical practice at the licensed independent level as a clinical psychologist.

REQUIRED LICENSURE/CERTIFICATION:

1. Hold a full, current and unrestricted license at the Doctoral level for the independent practice

of Psychology issued by the state in which the duty station is located. Any changes to license must be reported to employer.
2. Meet requirements for inclusion in the National Registry of Psychologist Providers if graduated after 1 January 1982. Meet requirements for Health Service Psychologist or Health Service Provider under appropriate the state of practice statue, if Doctoral degree was received prior to 1 January 1992.
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILL, AND ABILITIES:

1. Knowledge of specific functions of Psychology to include but not limited to: Observation, Description, Testing, Evaluation, Interpretation, Diagnosis and Treatment.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Provides psychological assessment and evaluations.
5. Provides appropriate referral to outside treatment facilities for those cases of extremely severe mental disturbance.
6. Provides referral, identification, and evaluation for those identified as having a significant mental illness using Mental Health Review Form (IHSC-883).
7. Provides on-site counseling, psychotherapy, behavioral analysis, substance abuse education, and therapy as required.

8. Possesses a high level of skill in assessing, recognizing, and treating problems of adjustment, and maladaptive behavior or other conditions which interfere with successful treatment; referring such patients to the appropriate mental health facility for intensive mental health care.
9. Determines the need for and provide direct mental health services to patients with identified mental health and substance abuse problems utilizing psycho educational and treatment modalities as appropriate in the treatment of mental disorders.
10. Will assist the Clinical Director, Staff Physician or Clinical Services Manager/designees in providing orientation and guidance to medical staff on Detoxification of Chemically Dependent individuals and actions to take if a person is suspected of being chemically dependent on drugs or alcohol upon intake or during custody.
11. Reports status to a physician or psychiatrist if the expected outcome of drug therapy is not being achieved.
12. Utilizes the multi-disciplinary approach in the treatment planning process for detainees identified with mental health problems.
13. Provides consultation to medical, ICE, contract staff regarding issues that include, but are not limited to risk assessment for violence, housing recommendations for handling difficult, demanding, and mentally ill persons.
14. Serves as a mental health and substance abuse consultant to other health professionals at the facility.
15. Provides education and training to ICE and medical staff in the area of mental health to include, but not limited to, suicide prevention, hunger strike, abuse and neglect and victims of torture.
16. Facilitates contacts between the patient and his/her social support systems.
17. Establishes and maintains liaison with other health services professionals and mental health organizations.
18. Performs record keeping functions in accordance with program policies and position.
19. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
20. Completes and passes all discipline specific competencies testing, initially and annually.
21. Completes all initial, annual and ad hoc training as required/assigned.
22. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
23. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
24. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
25. Attends and participates in general/medical staff meetings.
26. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
2. This full time position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.

3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

RADIOLOGY TECHNOLOGIST

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a certificate or Associate's Degree Radiology Technician program accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT).
2. One year experience as a certified (license if required) Radiology Technologist.

REQUIRED LICENSURE/CERTIFICATION:

1. Current National Certification through the American Registry of Radiologic Technologists (AART).

2. State licensure if required by the state in which the duty station is located.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of radiation protection standards, devices, and techniques including concepts of accumulated dosage and genetic changes, effects of radiation on living organisms, and the effects of X-ray technique on patient and operator exposure in order to assure that adequate safeguards are maintained.
2. Knowledge of basic physics including the concepts of energy, electric power, and types of electrical circuits, construction and the use of X-ray tubes and the properties of X-rays in order to understand the operation of the X-ray equipment, make changes to standard procedures to compensate for equipment aging, and determine when maintenance or repair is needed.
3. Knowledge and proficiency of medical terminology.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Takes radiologic images of head, trunk, and extremities for routine physical examinations and for diagnosis of illness or injuries.
5. Sets up X-ray rooms, deviates from the standard positioning and adapts a position to meet the needs of the patient.
6. Evaluates x-ray to ensure that films are artifact free, correctly developed and are the best films that can be taken. Calls significant findings to the attention of the physician or ordering health care provider.

7. Ensures all precautions are taken so that the patient and radiology personnel are receiving the smallest amount of radiation as possible. Maintains use of dosimeter badge in accordance with Contractor recommendations while on duty.
8. Responsible for logging in and documenting all x-rays performed by the incumbent. Files x-ray reports and x-ray jackets in the appropriate place.
9. Maintains an up to date quality control system on the x-ray machines and processor.
10. Confers with radiologist to establish requirements of nonstandard examinations and determines technical factors, positioning, number and thickness cut of scans, etc., to satisfy the requirements.
11. Advises radiologist or referring physician of results of examination and provides them with a preliminary diagnostic evaluation. Notifies them of significant scans requiring their immediate attention and visualization while patient is undergoing examination.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.
20. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts (site specific). Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.

3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

REGISTERED NURSE - PSYCHIATRIC

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Minimum one year psychiatric nursing experience as a licensed registered nurse, in a hospital, medical office or residential setting.

REQURED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification in Psychiatric Nursing by the American Nurses Credentialing Center (ANCC).
3. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
5. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Assesses and identifies high risk symptoms/behaviors in patients to include suicidal risk, homicidal risk, and verbally/physical difficult detainees.
5. Assesses patient learning needs, and develops a plan of care based on identified needs.
6. Observes, interprets and documents all pertinent patient behaviors.
7. Demonstrates an understanding of psychiatric conditions as defined in the DSM-V in planning nursing care for patients. Must appropriately document patient/resident encounters electronically according to current standards of care using electronic health records.

8. Performs individual and group patient education/instruction to facilitate meeting the health needs of patients and preventing disability or disease.
9. Maintains a therapeutic relationship with patients and differentiates therapeutic action from social interactions.
10. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
11. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
12. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
13. Provides screening of residents during intake per IHSC established policies and procedures.
14. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
15. Draws labs as requested and collects laboratory specimens.
16. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
17. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
18. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
19. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
20. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
21. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
22. Provide patient/resident health education as appropriate.
23. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
24. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
25. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
26. May serve as clinic coordinator to ensure effective and efficient clinical operations.
27. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
30. Completes and passes all discipline specific competencies testing, initially and annually.
31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.

34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.
36. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts; availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

REGISTERED NURSE (RN)

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Minimum one (1) year of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.

REQUIRED LICENSURE/CERTIFICATION:

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies. Must appropriately document patient/resident encounters electronically according to current standards of care using electronic health records.
4. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
5. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
6. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
7. Provides screening of residents during intake per IHSC established policies and procedures.
8. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
9. Draws labs as requested and collects laboratory specimens.

10. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
11. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
12. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
13. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
14. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident health education as appropriate
17. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
18. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
19. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
20. May serve as clinic coordinator to ensure effective and efficient clinical operations.
21. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
22. Performs record keeping functions in accordance with program policies and position.
23. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
24. Completes and passes all discipline specific competencies testing, initially and annually.
25. Completes all initial, annual and ad hoc training as required/assigned.
26. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
27. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
28. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
29. Attends and participates in general/medical staff meetings.
30. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts; availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor . Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

REGISTERED NURSE – IMMUNIZATIONS

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Two years of nursing experience, preferably in a physician's office or hospital or similar setting conducting immunization clinics.
3. Knowledge of current vaccine preventable diseases, immunization guidelines, vaccination schedules for all ages, state, federal and international requirements.

4. Medication, administration guidelines, and pharmaceutical agents and their desired and adverse effects in order to recognize untoward effects and take appropriate corrective measures.

REQURED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Assesses and evaluates the immunization status and needs of residents through the knowledge of current vaccine preventable disease, immunization guidelines, vaccination schedules, state, federal, and international requirements, and client medical history. Interprets international immunization records.
5. Educates residents about the importance of immunization, following recommended immunization schedules, possible side effects of immunizations, and aftercare.
6. Prepares vaccines according to manufacturer’s instructions and administers them using safe and proper techniques and a system of double checks to ensure accuracy.

7. Administers and evaluates tuberculosis skin tests and refers clients as needed per protocol.
8. Completes appropriate va ccin atio n a nd res iden t healt h records to ensure correct vaccines are administered and documented.
9. Monitors the immunization status and requirements of residents diagnosed with HIV, Hepatitis B and C in accordance with the State and County Health Department guidelines and best clinical practice.
10. Reports cases of suspected abuse or neglect of children and adults to the proper authorities in accordance with department policy and state law.
11. Provides travel consultation by assessing routine, required, and recommended immunizations for international travel.
12. Develops and implements individualized care plans for client education, prophylaxis, and referrals as needed.
13. Serves as a resource for medical personnel regarding the administration and assessment of required immunizations using current state and federal (CDC) standards.
14. Provides immunization expertise via training in Vaccination Clinic activities to newly hired nurses and staff.
15. Serves as liaison with local county health departments to assess new immunization needs and to administer required immunizations, tuberculosis tests and blood work.
16. Makes specific individual nursing judgment using immunization guidelines and Center for Disease Control resources.
17. Must conduct annual inspection of clinic to ensure compliance with guidelines for vaccine storage and handling procedures, screening and documentation methods, and to ensure that providers have the most current immunization resource materials available.
18. May maintain and audit Material Data Safety Sheets (MDSS).
19. Based on facility needs, may be required to perform duties similar to but not limited to those in this position description.
20. Must appropriately document patient/encounters electronically according to current standards of care using electronic health records.
21. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
22. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
23. Provides assessment and treatment of patients during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
24. Provides screening of patients during intake per IHSC established policies and procedures.
25. Obtains medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
26. Draws labs as requested and collects laboratory specimens.
27. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
28. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
29. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
30. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
31. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.

32. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
33. Provide patient health education as appropriate.
34. Coordinates health care needs of patients with multidisciplinary team members and coordinates referrals to off-site providers as required.
35. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
36. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
37. May serve as clinic coordinator to ensure effective and efficient clinical operations.
38. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
39. Performs record keeping functions in accordance with program policies and position.
40. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
41. Completes and passes all discipline specific competencies testing, initially and annually.
42. Completes all initial, annual and ad hoc training as required/assigned.
43. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
44. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
45. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
46. Attends and participates in general/medical staff meetings.
47. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor . Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

SOCIAL WORKER

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Master's Degree in Social Work from a program accredited by the Council on Social Work Education (CSWE).
2. Minimum of one (1) year experience as a Licensed Clinical Social Worker, at the independent level as recognized in the state licensed, whereby clinical supervision is not required.

REQUIRED LICENSURE/CERTIFICATION:

1. A current, permanent, full and unrestricted license to practice social work in the state where the duty station is located.
2. This position requires the candidate to practice independently according to the state in which they are licensed.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the case management process commensurate with training and education at the master's level.
2. Knowledge of and experience in the indications and contraindications, complications and techniques in the various social work treatment and diagnostic modalities.
3. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Assesses and evaluates the mental health of residents according to DSM V diagnosis and refer to outside treatment facilities if necessary.
5. Works in conjunction with ICE/OPLA legal counsel providing written evaluation reports on the mental health status of individuals placed on SMI (Seriously Mental Illness) List.
6. Provides weekly reports/updates on individuals on SMI list to HQ mental health department.

7. Provides weekly reports/updates on individuals housed in segregation and report to HQ Behavioral Health Unit.
8. Provides brief counseling, psychotherapy, behavioral analysis, and substance abuse education, as required by ICE Residential Standards.
9. Provides mental health treatment to individuals that are present with signs/symptoms of sexual or physical assault, abuse, and/or neglect using the multidisciplinary approach.
10. Provides mental health treatment to individuals that present with signs/symptoms of suicidal, dangerous, or psychotic behaviors.
11. Provides post-discharge follow up for individuals returning from inpatient mental health treatment.
12. Serves as the suicide prevention program coordinator.
13. Possesses a high level of skill in assessing, recognizing, and treating behavioral or other mental health conditions that interfere with successful treatment.
14. Serves as a mental health consultant to other health professionals at the facility.
15. Provides education and training to medical, ICE, and contract staff.
16. Responsible for all case management which may involve community treatment placement, hospital placement, or other after care situations.
17. Coordinates and monitors program functions including Post Order Custody Reviews (POCR), and Availability of Health Care Programs.
18. Obtains information to assist IHSC in responding to external inquiries regarding ICE Case Management Unit related issues.
19. Develops training/education materials as required.
20. Coordinate with HQ Behavioral Health Unit for continuity of care for placement in, or treatment of, residents in appropriate settings as required by the conditions of release outlined by ICE.
21. Utilizes EHR system for completing treatment authorization request, case entry and exit reports.
22. Assists the case manager in the development of detail oriented research into availability of
20. Assists the local performance improvement coordinator in completion of clinical performance improvement activities/risk identification and management directly related to mental health healthcare in countries worldwide.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
28. Attends and participates in general/medical staff meetings.
29. Other duties as assigned.

DUTY HOURS/ON-CALL REQUIREMENTS:

1. This full time position requires availability to work days, evenings, as well as weekends and holidays Night shifts may be, but are generally not required.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor . Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ _____
Sign/Print Date

Witness: _____ _____
Sign/Print Date

STAFF PHYSICAN

INTRODUCTION:

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or,
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:

a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and

b. permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).

3. Minimum of one year experience as a licensed physician.

REQUIRED LICENSURE/CERTIFICATION:

1. Current, full, and unrestricted license to practice medicine in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to licensure must be reported to employer immediately.
2. Current Board certification in an appropriate primary care specialty (internal medicine, family medicine, emergency medicine) by an American Board of Medical Specialists (ABMS) or American Osteopathic Association (AOA) approved board
• *Candidates not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.*
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Expert knowledge of the clinical medicine and the current standards of practice.
2. Ability and proficiency to serve as a clinical expert in the provision of technical assistance and consultation, and management of clinically oriented staff.
3. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to provide input for congressional inquiries and to effectively communicate with Federal Agencies and other organizations as indicated.
5. Mastery of managerial and administrative practices, to include expertise in routine management of ambulatory clinic functioning and responsibilities.
6. High degree of independence, initiative, clinical judgment, and follow-through on a wide range of sensitive, complex, and clinical issues.
7. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
8. Knowledge of issues confronting the healthcare delivery system, including specific problems and concerns of special population groups.
9. Knowledge of program policies and guidelines, and operating procedures relating to healthcare delivery systems.
10. Knowledge of organizations and responsibilities of all levels of government operations.
11. Ability to work in a multi-cultural and multi-lingual environment.
12. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
13. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
14. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
15. Ability to establish and maintain positive working relationships in a multidisciplinary environment.

16. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
17. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
18. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILTIES:

1. Serves as the on-site medical authority within the scope of services provided by IHSC.
2. Clinical supervisory authority over mid-level providers as well as the nursing staff and pharmacy.
3. Responsible for developing and coordinating all aspects of healthcare delivery at his/her assigned facility.
4. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
5. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
6. Conducts physical assessments, initial and follow-up assessments for acute and chronic medical condition.
7. Assures appropriate diagnostic and therapeutic tests and services are available, utilized and monitored.
8. Acts as initial reviewer for all outside referrals/consults to specialty services not offered at the local facility.
9. If a Medical Health Unit is onsite, conducts daily rounds on patients.
10. May be expected to respond to and or coordinate response to medical emergencies.
11. Seeks guidance from the IHSC Medical Director, Associate Medical Director, Regional Clinical Directors or other IHSC senior leadership as appropriate.
12. Serves as chairperson of local performance improvement and pharmacy and therapeutics committee.
13. Performs record keeping functions in accordance with program policies and position.
14. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
15. Completes and passes all discipline specific competencies testing, initially and annually.
16. Completes all initial, annual and ad hoc training as required/assigned.
17. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
19. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
20. Attends and participates in general/medical staff meetings.
21. Other duties as assigned.

ON-CALL RESPONSIBILITIES:

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.

SECURITY REQUIREMENTS:

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS:

This is a contract position and supervisory controls will be set forth by the Contractor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____ **_____**
Sign/Print **Date**

Witness: _____ **_____**
Sign/Print **Date**

J-4 Offsite and Emergent Care

A. Medical services shall submit a Medical Payment Authorization Request (MedPAR) to IHSC for payment for off-site medical care (e.g. offsite lab testing, eyeglasses, prosthetics, hospitalizations, emergency visits). Medical services shall enter payment authorization requests electronically as outlined in the MedPAR User Guide.

B. Medical services shall furnish twenty-four (24) hour emergency medical care and facility emergency evacuation procedures. In an emergency, as determined by medical services, and shall obtain the medical treatment required. Medical services shall have access to an offsite emergency medical provider at all times. The Health Authority of medical services shall notify the organization listed below as soon as possible, and in no case more than seventy-two (72) hours after resident receipt of such care. Authorized
payment for all offsite medical services for the initial emergency need and for medical care required beyond the initial emergency situation will be made by the Veterans Administration Franchise Service Center (VA FSC) on behalf of IHSC directly to the medical provider(s).

IHSC VA Financial Services Center
PO Box 149345
Austin, TX 78714-9345
Phone: (800) 479-0523
Fax: (512) 460-5538

C. Medical services shall allow IHSC Field Medical Coordinators, Managed Care Coordinators or any ICE personnel reasonable access to its facility and medical records of ICE residents for the purpose of liaison activities with the local IGSA Health Authority and associated Service Provider departments in accordance with HIPAA privacy exception at 45 C.F.R. §§ 164.512 (k)(5)(i).

D. Medical services shall provide ICE resident medical records to ICE whether created by medical services or its sub-Service Provider/Contractor upon request from the Contracting Officer's Representative or Contracting Officer in accordance with HIPAA privacy exception at 45 C.F.R. §§ 164.512 (k)(5)(i), which allows disclosure without consent to a correctional institution or a law enforcement official having lawful custody of an inmate or other individual if the correctional institution or such law enforcement official represents that such protected health information is necessary for:

a. The provision of health care to such individuals;
b. The health and safety of such individual or other inmates;
c. The health and safety of the officers or employees of or others at the correctional institution;
d. The health and safety of such individuals and officers or other persons responsible for the transporting of inmates or their transfer from one institution, facility, or setting to another;
e. Law enforcement on the premises of the correctional institution; and
f. The administration and maintenance of the safety, security, and good order of the correctional institution.
g. Conducting a quality improvement / quality of care review consistent with an established

2020-ICLLI-00042 5805

quality improvement (medical quality management) program and interfacing with the IHSC quality improvement program consistent with federal, state, and local laws.

E. Medical services shall direct offsite medical providers to submit all medical invoices for authorized payment for medical, dental, and mental health services to the following address:

VA Financial Services Center
PO Box 149345
Austin, TX 78714-9345 (800) 479-0523

F. The VA Financial Services Center provides prescription drug reimbursement for individuals in the custody of ICE Prescriptions are filled at local pharmacies which are part of the Script Care Network (or other designated Pharmacy Benefits
Manager). Below is the process for obtaining prescriptions for ICE residents:

a. Medical services shall request a group number which should be used at the pharmacy in conjunction with the BIN# 004410 and Processor Control # IHSC assigned by Script Care Network to designate this is an ICE
resident. The custodial facility should either fax or take a copy of the prescription to their participating pharmacy and indicate that this is an ICE resident.
b. The pharmacy shall run the prescription through the Script Care network for processing.
c. Formulary prescriptions will be dispensed; however, there will be no need for an exchange of cash between the pharmacy and custodial facility as the pharmacy will receive payment directly from Script Care.
d. Non-Formulary prescriptions will follow the same procedure as formulary prescriptions; however, non-formulary medications will require prior authorization. The custodial facility will fax the Drug Prior Authorization Request Form to Script Care to 409-833-7435. The authorization will be loaded into the Script Care network and the pharmacy will receive a call indicating that the prescription has been approved. Non-Formulary urgent requests must be submitted in the above manner except an X should be placed on the form marked for URGENT REQUEST and faxed to 409-923-7391. The authorization shall be loaded into the Script Care network and the pharmacy shall receive a call indicating the prescription has been approved.

For further information regarding the Script Care Network please contact the VA Financial Services Center at 800-479-0523 or Script Care directly at 800-880-9988.