NURSE PRACTITIONER-PSYCHIATRIC-KBHU

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 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. IHSC is committed to providing health care 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. Analytical skills and ability to navigate complex system
3. Strong interpersonal and active listening skills
4. Strong organizational and time management skills
5. Demonstrates strong problem solving, judgement and decision-making skills
6. Demonstrates Integrity, honesty, and cultural competency.

REQUIRED EDUCATION AND EXPERIENCE

1. Graduate from an accredited Psychiatric Mental Health Nurse Practitioner (PMHNP) program located in the United States the District of Columbia, or a U.S. territory. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
2. A minimum of one year of clinical provider experience in direct patient care as a board certified PMHNP. The government may waive the one-year experience requirement based on the receiving site's ability to mentor and teach the newly licensed provider.

3. Experience in a detention/correctional or residential health care setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current RN and Advanced Practice Registered Nurse (as a Psychiatric Mental Health Nurse Practitioner) license in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Maintains current board certification as PMHNP by the American Nurse Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of ANCC or ANNP to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in the state in which the duty station is located to prescribe controlled medications.
6. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
7. 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 guidelines.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English and Spanish (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 and multi-lingual 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).
12. Comprehensive knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills.
13. Knowledge of forensic psychiatry and nursing concepts and principles – preferred
14. Verbal and written proficiency in English and Spanish.

MAJOR DUTIES AND RESPONSIBILITIES

1. The PMHNP functions within the scope of his/her specialty under the clinical oversight of the Chief of Psychiatry, the Clinical Director (or designee), a designated consulting psychiatrist, and in accordance with a completed IHSC Scope of Practice agreement.
2. The PMHNP operates under well-accepted practices and principles of psychiatric and medical care providers and in accordance with the IHSC Scope of Practice and as outlined in IHSC Policy. The incumbent consults with the Clinical Director (or designee), Psychiatrist, and other behavioral health providers for management of complex psychiatric conditions and in accordance with IHSC policy.
3. The PMHNP works independently and as a member of a multi-disciplinary team. The incumbent coordinates mental health patient care, off-site referrals, and collaborative duties through scheduled appointments, sick call, or walk-ins.
4. The PMHNP diagnoses and treats acute and chronic psychiatric disorders. This includes providing counseling, support, and prescribing various medications in accordance with the approved IHSC Scope of Practice and in accordance with IHSC policy.
5. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
6. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
7. Orders and interprets diagnostic and therapeutic tests relative to the detainee's psychiatric needs.
8. Provides urgent or emergent mental health evaluation and initiates appropriate action based upon IHSC operating memorandums and policies, to include emergent use of involuntary chemical restraint.
9. Follows IHSC policies in the management of significant mental illness including prevention of homicidal/suicidal ideation, plan or intent.
10. Provides tele-psychiatry services in accordance with IHSC policy for patients at other IHSC facilities as required, and only in the states the provider is licensed, to include:
    a. Working with the patient's local primary care provider (PCP) to coordinate care for any identified medical concerns.
    b. Using IHSC video teleconferencing equipment and electronic medical records (EMR) software to examine and record the patient's plan of care.
11. If a Medical Housing Unit is onsite, may admit, discharge, and perform daily rounds on patients and notify Clinical Director (or designee) of any abnormal findings.
12. Provides relevant health education to detainees verbally and/or with handouts.
13. Completes all initial, annual and ad hoc training as required/assigned.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, the position.
17. Performs record keeping functions in accordance with program policies and position.
18. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.

19. Solicits and reviews mental health records for detainees.
20. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
23. Adheres to IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position. Participates in quality assurance/quality improvement activities as assigned.
24. Participates in the Peer Review process as required.
25. Attends general/mental health staff meetings

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.
4. The incumbent will be required to provide on-call mental health duty coverage as needed after regular work hours and may need to return to the facility outside of normal work hours for urgent mental health needs.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness for Duty 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.

Contract Staff:_____ _____
Sign / Print Date

Witness:_____ _____
Sign / Print Date

SOCIAL WORKER-KROME-KBHU

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 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. Master's Degree in Social Work from a program accredited by the Council on Social Work Education (CSWE).
2. Minimum of one-year experience as a Licensed Clinical Social Worker, at the independent level as recognized in the state licensed, whereby clinical supervision is not required.

REQIURED LICENSURE / CERTIFICATION

1. A current, permanent, full and unrestricted license to practice clinical social work independently in the state where the duty station is located.
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart

1 May 2018

Association®.

5. Experience implementing and managing a new mental health treatment program and/or a Modified Therapeutic Community treatment model.(Preferred, not required)
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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. Verbal and written proficiency in English and Spanish.
5. Ability to implement and manage a new, multi-disciplinary mental health treatment unit.
6. Possess a strong understanding of the Modified Therapeutic Community treatment model.
7. Knowledge of a diverse set of group and individual therapeutic modalities (examples include, but are not limited to: art, music, drama, creative-writing, life skills, etc.).
8. Ability to work in a multi-cultural and multi-lingual environment.
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 and Spanish (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 moderate 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. Provides direction and oversight to multi-disciplinary team in the implementation and management of a new mental health treatment unit.
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. Assesses and evaluates the mental health of residents according to DSM V diagnosis and refer to outside treatment facilities if necessary.

1 May 2018

6. 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.
7. Provides weekly reports/updates on individuals on SMI list to HQ mental health department.
8. Provides weekly reports/updates on individuals housed in segregation and report to HQ Behavioral Health Unit.
9. Provides brief counseling, psychotherapy, behavioral analysis, and substance abuse education, as required by ICE Residential Standards.
10. 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.
11. Provides mental health treatment to individuals that present with signs/symptoms of suicidal, dangerous, or psychotic behaviors.
12. Provides post-discharge follow up for individuals returning from inpatient mental health treatment.
13. Serves as the suicide prevention program coordinator.
14. Possesses a high level of skill in assessing, recognizing, and treating behavioral or other mental health conditions that interfere with successful treatment.
15. Serves as a mental health consultant to other health professionals at the facility.
16. Provides education and training to medical, ICE, and contract staff.
17. Responsible for all case management which may involve community treatment placement, hospital placement, or other after care situations.
18. Coordinates and monitors program functions including Post Order Custody Reviews (POCR), and Availability of Health Care Programs.
19. Obtains information to assist IHSC in responding to external inquiries regarding ICE Case Management Unit related issues.
20. Develops training/education materials as required.
21. 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.
22. Utilizes EHR system for completing treatment authorization request, case entry and exit reports.
23. 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.

1 May 2018

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 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.

1 May 2018

Employee:_____ _____

Sign / Print Date

Witness:_____ _____

Sign / Print Date

1 May 2018

REGISTERED NURSE – PSYCHIATRIC- KBHU

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 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. 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.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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. Verbal and written proficiency in English and Spanish.
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 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. 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. 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.
   Coordinates health care needs of patients with multidisciplinary team members and coordinates referrals to off-site providers as required.
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.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.
23. 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.
24. May serve as clinic coordinator to ensure effective and efficient clinical operations.
25. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
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.

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 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

Lost, Stolen or Compromised Personal Identity Verification Card (PIV)

ICE PIV card holders are required to immediately notify the ICE HSPD-12 program office when their DHS issued PIV card has been lost, stolen or the Public Key Infrastructure (PKI) certificates are compromised. Failure to report could adversely affect physical and logical access to ICE facilities and systems.

Before any ICE PIV cardholder can be issued a replacement PIV card, they must complete and submit the Report of Survey (ROS). When completing the ROS, cardholders shall ensure the serial number (if known) and acquisition date (card issuance date) are included in the applicable data fields. If the serial number or issuance date of a PIV card is unknown, please contact the ICE HSPD-12 program office at (b)(6); (b)(7)(C)

Following a successful submission of the ROS, the cardholder will be notified by the HSPD-12 office via email on where to obtain a replacement PIV card and once their PIV profile has been set for reissuance.

Lost/Compromised PIV Cards
In cases where the PIV card has been misplaced or lost, the individual will notify and advise the ICE Service Desk and the ICE HSPD-12 program office that their PIV card has been lost.

- The ICE Service Desk will create a service ticket number and provide a temporary 24-hour user name and password for continued access to the ICE network.
- The ICE HSPD-12 program office will immediately revoke the certificates on the PIV card and disable all physical accesses programmed on the PIV card.

Stolen PIV cards
In addition to the above notification requirements, a PIV cardholder shall file a police report with the law enforcement agency in the jurisdiction where the theft occurred when a PIV card has been stolen.

- A police report is required to be uploaded with the ROS. If a report is not immediately available, the police report/case file number shall be provided in the applicable data field.

To determine the location of the nearest PCIF, cardholders should consult the DHS Nationwide PIV Card Issuance Facility Listing.

HSPD-12 Program Office
U.S. Immigration and Customs Enforcement
Office of Professional Responsibility (OPR)
Physical Security Operations Unit (PSO)

1/31/2017

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00007	See Block 16C	(b)(7)(E)	

6. ISSUED BY CODE ICE/DCR

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite 930
WASHINGTON DC 20536

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

STG INTERNATIONAL INC
ATTN (b)(6); (b)(7)(C)
99 CANAL CENTER PLAZA
SUITE 500
ALEXANDRIA VA 22314

CODE 1795704030000 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

X 10A. MODIFICATION OF CONTRACT/ORDER NO. (b)(7)(E)

10B. DATED *(SEE ITEM 13)* 02/20/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)* Net Increase: (b)(4)
See Schedule

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

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Funding Only Action

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

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

DUNS Number: 179570403
COR: (b)(6); (b)(7)(C)
Phone
Email

ACOR: (b)(6); (b)(7)(C)
Phone
Email

ACOR: (b)(6); (b)(7)(C)
Phone:

Continued ...

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		(b)(6); (b)(7)(C)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(b)(6); (b)(7)(C) *(Signature of Contracting Officer)*	

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Email: (b)(6); (b)(7)(C) COR: Ramond (b)(6); (b)(7)(C) Phone: (b)(6); (b)(7)(C) Email: Contracting Officer: (b)(6); (b)(7)(C) Phone: (b)(6); (b)(7)(C) Email: There is one (1) requisition associated with this modification: (b)(7)(E) The purpose of P00007 is the following: 1. Provide funding in the total amount of (b)(7)(E) to CLIN 0001. As a result, the total obligated amount on CLIN 0001 has increased: From (b)(4) By: To: 2. As a result, the total obligated amount on (b)(7)(E) has increased: Fro (b)(4) By: To: 3. The ceiling for this contract remains (b)(4) Exempt Action: Y Sensitive Award: PII Delivery Location Code: ICE/ERO ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536 Period of Performance: 02/20/2018 to 06/28/2023 Change Item 0001 to read as follows(amount shown is the obligated amount):				
0001	Base Year - IHSC Medical Staffing Services Period of Performance: 06/29/2018 - 06/28/2019 Fully Funded Obligation Amoun (b)(4) Incrementally Funded Amount: Continued ...				(b)(4)

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ----- --- Accounting Info: (b)(4); (b)(7)(E) ----- --- Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 11

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00008	See Block 16C	(b)(7)(E)	

6. ISSUED BY CODE ICE/DCR

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite 930
WASHINGTON DC 20536

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

STG INTERNATIONAL INC
ATTN (b)(6); (b)(7)(C)
99 CANAL CENTER PLAZA
SUITE 500
ALEXANDRIA VA 22314

CODE 1795704030000 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

X 10A. MODIFICATION OF CONTRACT/ORDER NO. (b)(7)(E)

10B. DATED *(SEE ITEM 13)* 02/20/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)* See Schedule — Net Increase: (b)(4)

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

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Mutual Agreement of Both Parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: 179570403
COR: (b)(6); (b)(7)(C)
Phone
Email

ACOR: (b)(6); (b)(7)(C)
Phone
Email

ACOR: (b)(6); (b)(7)(C)
Phone:

Continued ...

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
For (b)(6); (b)(7)(C) President & CEO	(b)(6); (b)(7)(C)

15B (b)(6); (b)(7)(C)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (b)(6); (b)(7)(C)	16C. DATE SIGNED
	12/14/2018	(Signature of Contracting Officer)	12/14/2018

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Email: (b)(6); (b)(7)(C) COR: (b)(6); (b)(7)(C) Phone Email Contracting Officer: (b)(6); (b)(7)(C) Phone: (b)(6); (b)(7)(C) Email: There is one (1) requisition associated with this modification: (b)(7)(E) For a complete breakdown of this modification see the attached pages 10 and 11. Attachments associated with this modification: 1) Updated Contract (b)(7)(E) - Sections B-H (see conformed attachment) 2) J-2 QASP 3) PD Assistant Nurse Manager 4) STGi Site Staffing and Bill Rates As a result, the total obligated amount on (b)(7)(E) has increased: From: (b)(4) By: To: As a result, the total contract value of (b)(7)(E) has decreased: From: (b)(4) By: To: Exempt Action: Y Sensitive Award: PII Delivery Location Code: ICE/ERO ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536 Period of Performance: 02/20/2018 to 01/28/2023 Change Item 0001 to read as follows(amount shown is the obligated amount): 0001 Base Year - IHSC Medical Staffing Services Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 06/29/2018 - 06/28/2019 Fully Funded Obligation Amou (b)(4) Incrementally Funded Amount: Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Accounting Info: (b)(4); (b)(7)(E) ----- --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ----- --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Change Item 0002 to read as follows(amount shown is the obligated amount):				
0002	Dilley Facility Period of Performance: 06/29/2018 - 06/28/2019 Estimated Hours Per Year (EHPY): (b)(4) Continued ...				(b)(4)

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	This is a Labor Hour CLIN Fully Funded Obligation Amou (b)(4) Incrementally Funded Amount: Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ----- --- Change Item 1001 to read as follows(amount shown is the obligated amount):				
1001	Option Year 1 - IHSC Medical Staffing Services Period of Performance: 06/29/2019 - 06/28/2020 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 1001 to 1003 and 1005 to 1022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include: Adelanto Facility - (b)(4) Alexandria Facilit Berks Facility - E Buffalo Facility - Caroline County Fa Cibola County Faci El Paso Facility - Elizabeth Facility Eloy Facility - EH Florence Facility - Houston Facility - Jena Facility - EH Joe Corley Facilit Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Krome Facility - EHP (b)(4) Laguna Niguel Facili LA Staging Facility Montgomery Facility Pearsall Facility - Port Isabel Facility San Diego Facility - Santa Ana Facility - Tacoma Facility - EH Taylor Facility - EH Varick Facility - EH Washington DC (HQ) F York Facility - EHPY Amount: (b)(4) Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 1002 to read as follows(amount shown is the obligated amount):				
1002	Option Year 1 - Dilley Facility Period of Performance: 06/29/2019 - 06/28/2020 Estimated Hours Per Year (EHPY): (b)(4) This is a Labor Hour CLIN Amount: (b)(4) tion Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 2001 to read as follows(amount shown is the obligated amount):				0.00
2001	Option Year 2 - IHSC Medical Staffing Services Period of Performance: 06/29/2020 - 06/28/2021 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 2001 to 2003 and 2005 to 2022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	include: Adelanto Facility - (b)(4) Alexandria Facility Berks Facility - EH Buffalo Facility - Caroline County Fac Cibola County Facil El Paso Facility - Elizabeth Facility Eloy Facility - EHI Florence Facility - Houston Facility - Jena Facility - EHI Joe Corley Facility Krome Facility - EH Laguna Niguel Facil LA Staging Facility Montgomery Facility Pearsall Facility - Port Isabel Facilit San Diego Facility Santa Ana Facility Tacoma Facility - H Taylor Facility - H Varick Facility - H Washington DC (HQ) York Facility - EHI Amount: (b)(4) tion Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 2002 to read as follows(amount shown is the obligated amount):				
2002	Option Year 2 - Dilley Facility Period of Performance: 06/29/2020 - 06/28/2021 Estimated Hours Per Year (EHPY): (b)(4) This is a Labor Hour CLIN Amount: (b)(4) Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 3001 to read as follows(amount shown Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	is the obligated amount):				
3001	Option Year 3 - IHSC Medical Staffing Services Period of Performance: 06/29/2021 - 06/28/2022 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 3001 to 3003 and 3005 to 3022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include: Adelanto Facility - (b)(4) Alexandria Facilit Berks Facility - EI Buffalo Facility - Caroline County Fa Cibola County Faci El Paso Facility - Elizabeth Facility Eloy Facility - EH Florence Facility - Houston Facility - Jena Facility - EH Joe Corley Facilit Krome Facility - E Laguna Niguel Faci LA Staging Facilit Montgomery Facilit Pearsall Facility - Port Isabel Facili San Diego Facility Santa Ana Facility Tacoma Facility - I Taylor Facility - I Varick Facility - I Washington DC (HQ) York Facility - EH Amount: (b)(4) (Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 3002 to read as follows(amount shown Continued ...				0.00

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	is the obligated amount):				
3002	Option Year 3 - Dilley Facility Period of Performance: 06/29/2021 - 06/28/2022 Estimated Hours Per Year (EHPY): (b)(4) This is a Labor Hour CLIN Amount: (b)(4) (Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE				0.00
	Change Item 4001 to read as follows(amount shown is the obligated amount):				
4001	Option Year 4 - IHSC Medical Staffing Services Period of Performance: 06/29/2022-01/28/2023 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 4001 to 4003 and 4005 to 4022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include: Adelanto Facility (b)(4) Alexandria Facilit Berks Facility - E Buffalo Facility - Caroline County Fa Cibola County Faci El Paso Facility - Elizabeth Facility Eloy Facility - EH Florence Facility Houston Facility - Jena Facility - EH Joe Corley Facilit Krome Facility - E Laguna Niguel Faci LA Staging Facilit Montgomery Facilit Pearsall Facility Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Port Isabel Facilit (b)(4) San Diego Facility Santa Ana Facility Tacoma Facility - E Taylor Facility - E Varick Facility - E Washington DC (HQ) York Facility - EHP Amount: (b)(4) ption Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 4002 to read as follows(amount shown is the obligated amount):				
4002	Option Year 4 - Dilley Facility Period of Performance: 06/29/2022-01/28/2023 Estimated Hours Per Year (EHPY): (b)(4) This is a Labor Hour CLIN Amount: (b)(4) (Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 4003 to read as follows(amount shown is the obligated amount):				0.00
4003	Option Year 4 - NTE Travel Period of Performance: 06/29/2022-01/28/2023 This is a Cost-Reimbursable CLIN Amount: (b)(4) Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE				0.00

The purpose of P00008 is the following:

1. Update Administrative Contracting Officer from (b)(6); (b)(7)(C)
2. Update Contracting Officer's Representative from LCMD (b)(6); (b)(7)(C) to LCMD (b)(6); (b)(7)(C)
3. The contract period of performance is revised from 02/20/2018-06/28/2023 to 02/20/2018-01/28/2023;
4. The following changes are made to the contract (Sections B through H):
   - Remove H.5 Insurance Requirements, and add clause FAR 52.237-7 - Indemnification and Medical Liability Insurance;
   - Update C.20 Security Requirements
5. Update the performance requirement for the Competency Assessment metric in Attachment J-2 QASP from ten days to thirty days.
6. Changes in Staffing and Labor Rates are reflected in the attachment "STGi Site Staffing and Bill Rates";
7. The following CLINs are modified:

CLIN 0001
- The total CLIN value decreases from (b)(4)

CLIN 0002
- The total obligated amount of this CLIN increases from (b)(4) to (b)(4)
- The total CLIN value increases from $ (b)(4)

CLIN 1001
- The total CLIN value decreases from (b)(4)

CLIN 1002
- The total CLIN value increases from (b)(4)

CLIN 2001
- The total CLIN value decreases from (b)(4)

CLIN 2002
- The total CLIN value increases from (b)(4)

CLIN 3001
- The total CLIN value decreases from (b)(4)

CLIN 3002

- The total CLIN value increases from (b)(4)

CLIN 4001

- The total CLIN value decreases from (b)(4) (b)(4)

CLIN 4002

- The total CLIN value decreases from (b)(4) (b)(4)

8. As a result, the total obligated amount on (b)(7)(E) has increased:

Fro (b)(4)
By:
To:

9. As a result, the total contract value of (b)(7)(E) has decreased:

Fro (b)(4)
By:
To:

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.

GENERAL

The United States Immigration and Customs Enforcement (ICE) has determined that

performance of the tasks as described in this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

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.

BACKGROUND INVESTIGATIONS

Contract employees (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 Personnel Security Unit. Prospective Contractor employees, whether a replacement, addition, subcontractor employee, or vendor employee, shall submit the following security vetting documentation to OPR-PSU, in coordination with the Contracting Officer Representative (COR), within 10 days of notification by OPR-PSU of nomination by the COR and initiation of an Electronic Questionnaire for Investigation Processing (e-QIP) in the Office of Personnel Management (OPM) automated on-line system.

1. Standard Form 85P (Standard Form 85PS (With supplement to 85P required for armed positions)), "Questionnaire for Public Trust Positions" Form completed on-line and archived by applicant in their OPM e-QIP account.

2. Signature Release Forms (Three total) generated by OPM e-QIP upon completion of Questionnaire (e-signature recommended/acceptable – instructions provided to

applicant by OPR-PSU). Completed on-line and archived by applicant in their OPM e-QIP account.

3. Two (2) SF 87 (Rev. March 2013) Fingerprint Cards. **(Two Original Cards sent via COR to OPR-PSU)**

4. Foreign National Relatives or Associates Statement. **(This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)**

5. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act" **(This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)**

6. Optional Form 306 Declaration for Federal Employment **(This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)**

7. Two additional documents may be applicable if applicant was born abroad and/or if work is in a Detention Environment. If applicable, additional form(s) and instructions will be provided to applicant.

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 not be required to submit a complete security packet. Information on record will be reviewed and considered for use under Contractor Fitness Reciprocity if applicable.

An adequate and current investigation is one where the investigation is not more than five years old, meets the contract risk level requirement, and applicant has not had a break in service of more than two years.

Required information for submission of security packet will be provided by OPR-PSU at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU as notified via the COR.

To ensure adequate background investigative coverage, contract support applicants must reside in the United States or its Territories. Additionally, applicants are required to have resided within the Unites States or its Territories for three or more years out of the last five (ICE retains the right to deem an applicant ineligible due to insufficient background coverage). This time-line is assessed based on the signature date of the standard form questionnaire submitted for the applied position. Applicants falling under the following situations may be exempt from the

residency requirement: 1) work or worked for the U.S. Government in foreign countries in federal civilian or military capacities; 2) were or are dependents accompanying a federal civilian or a military employee serving in foreign countries so long as they were or are authorized by the U.S. Government to accompany their federal civilian or military sponsor in the foreign location; 3) worked as a contractor employee, volunteer, consultant or intern on behalf of the federal government overseas, where stateside coverage can be obtained to complete the background investigation; 4) studied abroad at a U.S. affiliated college or university; or 5) have a current and adequate background investigation (commensurate with the position risk/sensitivity levels) completed for a federal or contractor employee position, barring any break in federal employment or federal sponsorship.

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.

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 a DHS 11000-25 with ICE supplemental page will be submitted to PSU to initiate a new investigation.

Transfers will be accomplished by submitting a DHS 11000-25 with ICE supplemental page indicating "Contract Change."

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, or whom ICE determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

REQUIRED REPORTING:

The Contractor will notify OPR-PSU, via the COR, of terminations/resignations of contract

employees under the contract within five days of occurrence. The Contractor will return any ICE issued identification cards and building passes, of terminated/ resigned 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, via 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, via 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.

CORs will submit reports to psu-industrial-security@ice.dhs.gov

Contractors, who are involved with management and/or use of information/ data deemed "sensitive" to include 'law enforcement sensitive" are required to complete the DHS Form 11000-6-Sensitive but Unclassified Information NDA for contractor access to sensitive information. The NDA will be administered by the COR to the all contract personnel within 10 calendar days of the entry on duty date. The completed form shall remain on file with the COR for purpose of administration and inspection.

Sensitive information is information not otherwise categorized by statute or regulation that if disclosed could have an adverse impact on the welfare or privacy of individuals or on the welfare or conduct of Federal programs or other programs or operations essential to the national interest. Examples of sensitive information include personal data such as Social Security numbers; trade secrets; system vulnerability information; pre-solicitation procurement documents, such as statements of work; and information pertaining to law enforcement investigative methods; similarly, detailed reports related to computer security deficiencies in internal controls are also sensitive information because of the potential damage that could be caused by the misuse of this information. All sensitive information must be protected from loss, misuse, modification, and unauthorized access in accordance with DHS Management Directive 11042.1 -DHS Policy for Sensitive Information and ICE Policy 4003, Safeguarding Law Enforcement Sensitive Information."

Any unauthorized disclosure of information should be reported to ICE.ADSEC@ICE.dhs.gov.

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.

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.

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.* Contractor 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).

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, systems rules of behavior, to include Unauthorized Disclosure Training, available on PALMS or by contacting ICE.ADSEC@ICE.dhs.gov. 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, or its equivalent, 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 independent government timekeeping system in use at the site. In the event that the timeclock, or its equivalent, is non-operational, the Technical Monitor on-site will manually input the required times on the timecard or otherwise document hours worked. This issue must be reported in writing by email to the technical monitor within 24 hours of occurrence.

(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 within 24 hours of occurrence and submit to the local Technical Monitor via email. The government timekeeping system is how hours worked are verified. If the GTM does not have the data (time cards or equivalent) hours cannot be verified. Exceptions may be granted on a case by case basis by the Contracting Officer.

(e) A seven-minute grace period may be used by a contract employee to avoid a late clock-in or clock-out for a scheduled shift under certain limited circumstances. The intent of this seven-minute grace period is to accommodate an employee that does not have immediate access to the timeclock by the beginning or end of their scheduled shift (e.g., line of employees at the timeclock). This seven-minute grace period does not apply for any other instances requiring the employee's use of the timeclock (e.g., approved breaks/meals or end of shift). This grace period only applies at the beginning or end of a contract employee's shift; up to seven minutes after the scheduled start or time.

The seven-minute grace period does not apply to billable time before scheduled shift start or end times and does not apply to time before or after the shift ending time. The seven-minute grace period does not apply to the time prior to a shift ending. The contractor employee cannot use this period to clock out "early" unless previously authorized by the Government. At no time shall the use of the timeclock result in unapproved overtime. All overtime requires the appropriate government pre-approvals in accordance with Government and contractor policy. Excessive use of the seven-minute grace period by contract employees will be monitored and appropriate disciplinary action may be taken in accordance with the contractor's established rules regarding excessive absenteeism/lateness (which includes time and frequency guidelines).

Please see the below chart for reference:

Scheduled Shift Start Time	Actual Clock in Time	Description	Time recorded on e-timesheet
0700	Any time before 0700	If authorized and working	Actual start time occurring before 0700
0700	Any time before 0700	If not authorized and not working	0700
0700	0705	Within 7 min	0700
0700	0710	Outside 7 min	0710

Scheduled Shift End Time	Actual Clock out Time	Description	Time recorded on e-timesheet
0500	Any time after 0500	If authorized and working	Actual time occurring after 0500
0500	Any time after 0500	If not authorized and not working	0500
0500	0455	Unallowable unless previously authorized	
0500	0505	Within 7 min	0500
0500	0510	Outside 7 min	0510

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 FAR 52.237-7; and
5. Background Investigations; all employees are cleared in accordance with Section C-8.

C-33. IHSC INVOICING.

Invoicing for hours worked is the last stage of a month long timekeeping process. The complete process for submitting invoices and providing the corresponding supporting documentation is outlined below. The Contractor will submit 100% accurate invoicing each month to Consolidation Invoice for processing. In addition to the requirements noted in **G-4: INVOICING /PAYMENT**, Contractor shall comply with the following process requirements:

Step 1 - Documenting Contractor Hours Worked

1. Each contractor is required to utilize the government independent timekeeping system in place at each site to record hours worked by clocking in at the beginning of shift, clocking out for their break, clocking in at the end of their break and clocking out at their end of shift.
2. For sites where the government independent timekeeping system requires a punch card recording system, each contractor is required to complete an e-Timesheet (attached) and submit to their Government Technical Monitor no later than the first day of the following month. When completing the e-Timesheets contractors should only account for the Authorized and Verified time.
    a. Authorized Time – Time staff were scheduled to work or time worked outside of the posted schedule whereby written approval received by the GTM to work.
    b. Verified Time – Time that is documented by the government timekeeping system or that is documented as authorized by the GTM.

Step 2 – Hours Worked List

1. The vendor will produce an Hours Worked List (in Microsoft Excel) of only the contract staff for which they intend to invoice the government for each month, and send the list to the COR's individual email box.
2. The Hours Worked list (in Microsoft Excel) will consist of six columns and will be formatted to fit the specific criteria outlined below.
    a. Column A - Site Name – The site names must exactly match as indicated here:
        1. Alexandria
        2. Berks
        3. Buffalo
        4. Dilley
        5. El Paso
        6. Elizabeth
        7. Eloy

8. Florence
9. Houston
10. Jena
11. Krome
12. LA Staging
13. Pearsall
14. Port Isabel
15. San Diego
16. Santa Ana
17. Stewart
18. Tacoma
19. Taylor
20. Varick
21. Washington
22. York

b. Column B - Position Code – Use established position codes provided by the CORs. Any number in a position code less than 10 must be represented by two digits. For example, 1=01, 2=02, 3=03, etc. Please see the attached document "Hours Worked-Formatting Example" for examples on how to format position codes. Ensure there are no duplicates for position codes with the exception of:
    i. Two people utilizing the same position code because one was terminated or resigned and another person worked during the same invoice period under the position code.
    ii. A conversion occurred in the same invoice period.
c. Column C - Labor Category – The labor categories must follow the exact format as listed in the attached document "Hours Worked-Formatting Example".
d. Column D - Employee Name – "Last Name, First Name".
e. Column E - Month – Invoice Month – Spell out the full name of the month.
f. Column F - Year – Use four digits when representing the year ex. 2018.

3. The Hours Worked List will be provided to the CORs via their individual email boxes on the 5th business day of each month for the previous month's hours worked.

Step 3 – Hours Worked Verification Report

1. The GTMs will verify hours worked submitted via the e-Timesheet based on the time clock punch cards or its equivalent for all contract staff listed in the Hours Worked list.
2. By the 13th business day of the month following the invoiced period of performance, the COR(s) will submit to the vendor (in excel and PDF format), an Hours Worked Verification Report which contains the hours worked that the government can verify and support for invoice payment based on the independent government timekeeping system. The Hours Worked Verification Report will provide the additional information:
    a. Regular Hours
    b. Overtime Hours
    c. OT Billable to the Gov.

d. On-Call Hours
e. Phone Call Hours
f. Verified By (the name listed here is the GTM that verified the hours worked).
g. Comments

3. The vendor will review and reconcile the PDF and promptly notify the CORs of any errors or discrepancies. The vendor and the CORS shall reconcile the Hours Worked Verification Report prior to submission of an invoice.

Step 4 – Invoice Submission

The monthly invoice will include the invoice and corresponding supporting documentation. The invoice has two parts, an invoice cover page and the hours worked.

1. Invoice Cover Page. (PDF). This cover page 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 and bank information for payment. This document must also be signed by the authorized contractor representative as 100% true and accurate.

2. Hours Worked. The hours worked section of the monthly invoice will be structured accordingly: hours worked will be reported by IHSC site with each site containing the following subcategories: Regular Hours, Overtime Hours and On-Call/Phone Call Hours.

   The Regular Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges. The list of staff for each section will be grouped according to labor category

   The Overtime Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges.

   The On-Call/Phone Call Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges.

   Regular Hours, Overtime Hours and On-Call/Phone-Call Hours will have subtotals for each and a grand total will be provided for each individual site.

3. Supporting Documentation - Hours Worked Verification Report (PDF) - Contractor will provide, along with the invoice, the Hours Worked Verification Report. This document

will be provided to the contractor by the CORs monthly by the 13th business day of each month.

4. The vendor's submission of the invoice with the supporting documentation (Hours Worked Verification Report) constitutes as acceptance of the document by the vendor as true and accurate, except to any discrepancies or errors which the vendor raises within 30 days. In this regard, the vendor will have 30 days from the date of the official notification that the Government submitted the invoice for payment to identify and notify the CORs of any ambiguities/discrepancies that the vendor determines to be in the Hours Worked Verification Report. Any ambiguities/discrepancies received within the 30 days will be handled on a case-by-case basis and will be corrected on the next available invoice submitted. The Contractor releases the Government of any liability for ambiguities/discrepancies raised after 30 days from the date the Government processes the invoice for payment.

Invoice Rejection

When an invoice is rejected by the program office the vendor will resubmit to Invoice Consolidation the corrected invoice and corresponding supporting documentation with a new and unique invoice number after having corrected any issues identified by the program office.

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)

PAGE INTENTIONALLY LEFT BLANK.

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, three (3) one (1) year option periods, and one (1) 7 month option period.

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:
TBD
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-2864
Email: TBD

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: (b)(6); (b)(7)(C)
Email:

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

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: (b)(6); (b)(7)(C)
Email:

Eric Wishner

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

LCDR Michelle L. Hohensee
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: (b)(6); (b)(7)(C)
Email:

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.

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. RESERVED

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. <u>SUBMITTAL REQUIREMENTS</u>. 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

FAR Clause	Description	Year
52-219-8	Notice of Price Evaluation for HUBZone Small Business Concerns	OCT 2014
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

FAR Clause	Description	Year
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
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)

52.237-7 INDEMNIFICATION AND MEDICAL LIABILITY INSURANCE. (JAN 1997)

(a) It is expressly agreed and understood that this is a nonpersonal services contract, as defined in Federal Acquisition Regulation (FAR) 37.101, under which the professional services rendered by the Contractor are rendered in its capacity as an independent contractor. The Government may evaluate the quality of professional and administrative services provided, but retains no control over professional aspects of the services rendered, including by example, the Contractor's professional medical judgment, diagnosis, or specific medical treatments. The Contractor shall be solely liable for and expressly agrees to indemnify the Government with respect to any liability producing acts or omissions by it or by its employees or agents. The Contractor shall maintain during the term of this contract liability insurance issued by a responsible insurance carrier of not less than the following amount(s) per specialty per occurrence: Minimum coverage shall be $5 million per incident and $10 million per aggregate.

(b) An apparently successful offeror, upon request by the Contracting Officer, shall furnish prior to contract award evidence of its insurability concerning the medical liability insurance required by paragraph (a) of this clause.

(c) Liability insurance may be on either an occurrences basis or on a claims-made basis. If the policy is on a claims-made basis, an extended reporting endorsement (tail) for a period of not less than 3 years after the end of the contract term must also be provided.

(d) Evidence of insurance documenting the required coverage for each health care provider who will perform under this contract shall be provided to the Contracting Officer prior to the commencement of services under this contract. If the insurance is on a claims-made basis and evidence of an extended reporting endorsement is not provided prior to the commencement of services, evidence of such endorsement shall be provided to the Contracting Officer prior to the expiration of this contract. Final payment under this contract shall be withheld until evidence of the extended reporting endorsement is provided to the Contracting Officer.

(e) The policies evidencing required insurance shall also contain an endorsement to the effect that any cancellation or material change adversely affecting the Government's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer. If, during the performance period of the contract the Contractor changes insurance providers, the Contractor must provide evidence that the Government will be indemnified to the limits specified in paragraph (a) of this clause, for the entire period of the contract, either under the new policy, or a combination of old and new policies.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in all subcontracts under this contract for health care services and shall require such subcontractors to provide evidence of and maintain insurance in accordance with paragraph (a) of this clause. At least 5 days before the commencement of work by any subcontractor, the Contractor shall furnish to the Contracting Officer evidence of such insurance.

(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

HSAR Clause	Description	Year
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)

SAFEGUARDING OF SENSITIVE INFORMATION (MAR 2015)

(a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor employees (hereafter referred to collectively as "Contractor"). The Contractor shall insert the substance of this clause in all subcontracts.

(b) *Definitions*. As used in this clause—

"Personally Identifiable Information (PII)" means information that can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, either alone, or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important for an agency to recognize that non-personally identifiable information can become personally identifiable information whenever additional information is made publicly available—in any medium and from any source—that, combined with other available information, could be used to identify an individual.

PII is a subset of sensitive information. Examples of PII include, but are not limited to: name, date of birth, mailing address, telephone number, Social Security number (SSN), email address, zip code, account numbers, certificate/license numbers, vehicle identifiers including license plates, uniform resource locators (URLs), static Internet protocol addresses, biometric identifiers such as fingerprint, voiceprint, iris scan, photographic facial images, or any other unique identifying number or characteristic, and any information where it is reasonably foreseeable that the information will be linked with other information to identify the individual.

"Sensitive Information" is defined in HSAR clause 3052.204-71, Contractor Employee Access, as 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 DHS (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 DHS (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.

"Sensitive Information Incident" is an incident that includes the known, potential, or suspected exposure, loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or unauthorized access or attempted access of any Government system, Contractor system, or sensitive information.

"Sensitive Personally Identifiable Information (SPII)" is a subset of PII, which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Some forms of PII are sensitive as stand-alone elements. Examples of such PII include: Social Security numbers (SSN), driver's license or state identification number, Alien Registration Numbers (A-number), financial account number, and biometric identifiers such as fingerprint, voiceprint, or iris scan. Additional examples include any groupings of information that contain an individual's name or other unique identifier plus one or more of the following elements:

(1) Truncated SSN (such as last 4 digits)
(2) Date of birth (month, day, and year)
(3) Citizenship or immigration status
(4) Ethnic or religious affiliation
(5) Sexual orientation
(6) Criminal History
(7) Medical Information
(8) System authentication information such as mother's maiden name, account passwords or personal identification numbers (PIN)

Other PII may be "sensitive" depending on its context, such as a list of employees and their performance ratings or an unlisted home address or phone number. In contrast, a business card or public telephone directory of agency employees contains PII but is not sensitive.

(c) *Authorities.* The Contractor shall follow all current versions of Government policies and guidance accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors, or available upon request from the Contracting Officer, including but not limited to:

(1) DHS Management Directive 11042.1 Safeguarding Sensitive But Unclassified (for Official Use Only) Information
(2) DHS Sensitive Systems Policy Directive 4300A
(3) DHS 4300A Sensitive Systems Handbook and Attachments
(4) DHS Security Authorization Process Guide
(5) DHS Handbook for Safeguarding Sensitive Personally Identifiable Information
(6) DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program
(7) DHS Information Security Performance Plan (current fiscal year)

(8) DHS Privacy Incident Handling Guidance
(9) Federal Information Processing Standard (FIPS) 140-2 Security Requirements for Cryptographic Modules accessible at http://csrc.nist.gov/groups/STM/cmvp/standards.html
(10) National Institute of Standards and Technology (NIST) Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations accessible at http://csrc.nist.gov/publications/PubsSPs.html
(11) NIST Special Publication 800-88 Guidelines for Media Sanitization accessible at http://csrc.nist.gov/publications/PubsSPs.html

(d) *Handling of Sensitive Information.* Contractor compliance with this clause, as well as the policies and procedures described below, is required.

(1) Department of Homeland Security (DHS) policies and procedures on Contractor personnel security requirements are set forth in various Management Directives (MDs), Directives, and Instructions. *MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information* describes how Contractors must handle sensitive but unclassified information. DHS uses the term "FOR OFFICIAL USE ONLY" to identify sensitive but unclassified information that is not otherwise categorized by statute or regulation. Examples of sensitive information that are categorized by statute or regulation are PCII, SSI, etc. The *DHS Sensitive Systems Policy Directive 4300A* and the *DHS 4300A Sensitive Systems Handbook* provide the policies and procedures on security for Information Technology (IT) resources. The *DHS Handbook for Safeguarding Sensitive Personally Identifiable Information* provides guidelines to help safeguard SPII in both paper and electronic form. *DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program* establishes procedures, program responsibilities, minimum standards, and reporting protocols for the DHS Personnel Suitability and Security Program.

(2) The Contractor shall not use or redistribute any sensitive information processed, stored, and/or transmitted by the Contractor except as specified in the contract.

(3) All Contractor employees with access to sensitive information shall execute *DHS Form 11000-6, Department of Homeland Security Non-Disclosure Agreement (NDA),* as a condition of access to such information. The Contractor shall maintain signed copies of the NDA for all employees as a record of compliance. The Contractor shall provide copies of the signed NDA to the Contracting Officer's Representative (COR) no later than two (2) days after execution of the form.

(4) The Contractor's invoicing, billing, and other recordkeeping systems maintained to support financial or other administrative functions shall not maintain SPII. It is acceptable to maintain in these systems the names, titles and contact information for the COR or other Government personnel associated with the administration of the contract, as needed.

(e) *Authority to Operate*. The Contractor shall not input, store, process, output, and/or transmit sensitive information within a Contractor IT system without an Authority to Operate (ATO) signed by the Headquarters or Component CIO, or designee, in consultation with the Headquarters or Component Privacy Officer. Unless otherwise specified in the ATO letter, the ATO is valid for three (3) years. The Contractor shall adhere to current Government policies, procedures, and

guidance for the Security Authorization (SA) process as defined below.

(1) Complete the Security Authorization process. The SA process shall proceed according to the *DHS Sensitive Systems Policy Directive 4300A* (Version 11.0, April 30, 2014), or any successor publication, *DHS 4300A Sensitive Systems Handbook* (Version 9.1, July 24, 2012), or any successor publication, and the *Security Authorization Process Guide* including templates.

(i) Security Authorization Process Documentation. SA documentation shall be developed using the Government provided Requirements Traceability Matrix and Government security documentation templates. SA documentation consists of the following: Security Plan, Contingency Plan, Contingency Plan Test Results, Configuration Management Plan, Security Assessment Plan, Security Assessment Report, and Authorization to Operate Letter. Additional documents that may be required include a Plan(s) of Action and Milestones and Interconnection Security Agreement(s). During the development of SA documentation, the Contractor shall submit a signed SA package, validated by an independent third party, to the COR for acceptance by the Headquarters or Component CIO, or designee, at least thirty (30) days prior to the date of operation of the IT system. The Government is the final authority on the compliance of the SA package and may limit the number of resubmissions of a modified SA package. Once the ATO has been accepted by the Headquarters or Component CIO, or designee, the Contracting Officer shall incorporate the ATO into the contract as a compliance document. The Government's acceptance of the ATO does not alleviate the Contractor's responsibility to ensure the IT system controls are implemented and operating effectively.

(ii) Independent Assessment. Contractors shall have an independent third party validate the security and privacy controls in place for the system(s). The independent third party shall review and analyze the SA package, and report on technical, operational, and management level deficiencies as outlined in *NIST Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations*. The Contractor shall address all deficiencies before submitting the SA package to the Government for acceptance.

(iii) Support the completion of the Privacy Threshold Analysis (PTA) as needed. As part of the SA process, the Contractor may be required to support the Government in the completion of the PTA. The requirement to complete a PTA is triggered by the creation, use, modification, upgrade, or disposition of a Contractor IT system that will store, maintain and use PII, and must be renewed at least every three (3) 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 all support necessary to assist the Department in completing the PIA in a timely manner and shall ensure that project management plans and schedules include time for the completion of the PTA, PIA, and SORN (to the extent required) as milestones. Support in this context includes responding timely to requests for information from the Government about the use, access, storage, and maintenance of PII on the Contractor's system, and providing timely review of relevant compliance documents for factual accuracy. Information on the DHS privacy compliance process, including PTAs, PIAs, and SORNs, is accessible at http://www.dhs.gov/privacy-compliance.

(2) *Renewal of ATO.* Unless otherwise specified in the ATO letter, the ATO shall be renewed

every three (3) years. The Contractor is required to update its SA package as part of the ATO renewal process. The Contractor shall update its SA package by one of the following methods: (1) Updating the SA documentation in the DHS automated information assurance tool for acceptance by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls; or (2) Submitting an updated SA package directly to the COR for approval by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls. The 90 day review process is independent of the system production date and therefore it is important that the Contractor build the review into project schedules. The reviews may include onsite visits that involve physical or logical inspection of the Contractor environment to ensure controls are in place.

(3) *Security Review.* The Government may elect to conduct random periodic reviews to ensure that the security requirements contained in this contract are being implemented and enforced. The Contractor shall afford DHS, the Office of the Inspector General, and other Government organizations access to the Contractor's facilities, installations, operations, documentation, databases and personnel used in the performance of this contract. The Contractor shall, through the Contracting Officer and COR, contact the Headquarters or Component CIO, or designee, to coordinate and participate in review and inspection activity by Government organizations external to the DHS. Access shall be provided, to the extent necessary as determined by the Government, for the Government to carry out a program of inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of Government data or the function of computer systems used in performance of this contract and to preserve evidence of computer crime.

(4) *Continuous Monitoring.* All Contractor-operated systems that input, store, process, output, and/or transmit sensitive information shall meet or exceed the continuous monitoring requirements identified in the *Fiscal Year 2014 DHS Information Security Performance Plan,* or successor publication. The plan is updated on an annual basis. The Contractor shall also store monthly continuous monitoring data at its location for a period not less than one year from the date the data is created. The data shall be encrypted in accordance with *FIPS 140-2 Security Requirements for Cryptographic Modules* and shall not be stored on systems that are shared with other commercial or Government entities. The Government may elect to perform continuous monitoring and IT security scanning of Contractor systems from Government tools and infrastructure.

(5) *Revocation of ATO.* In the event of a sensitive information incident, the Government may suspend or revoke an existing ATO (either in part or in whole). If an ATO is suspended or revoked in accordance with this provision, the Contracting Officer may direct the Contractor to take additional security measures to secure sensitive information. These measures may include restricting access to sensitive information on the Contractor IT system under this contract. Restricting access may include disconnecting the system processing, storing, or transmitting the sensitive information from the Internet or other networks or applying additional security controls.

(6) *Federal Reporting Requirements.* Contractors operating information systems on behalf of the Government or operating systems containing sensitive information shall comply with Federal reporting requirements. Annual and quarterly data collection will be coordinated by the

Government. Contractors shall provide the COR with requested information within three (3) business days of receipt of the request. Reporting requirements are determined by the Government and are defined in the *Fiscal Year 2014 DHS Information Security Performance Plan,* or successor publication. The Contractor shall provide the Government with all information to fully satisfy Federal reporting requirements for Contractor systems.

(f) *Sensitive Information Incident Reporting Requirements.*

(1) All known or suspected sensitive information incidents shall be reported to the Headquarters or Component Security Operations Center (SOC) within one hour of discovery in accordance with *4300A Sensitive Systems Handbook Incident Response and Reporting* requirements. When notifying the Headquarters or Component SOC, the Contractor shall also notify the Contracting Officer, COR, Headquarters or Component Privacy Officer, and US-CERT using the contact information identified in the contract. If the incident is reported by phone or the Contracting Officer's email address is not immediately available, the Contractor shall contact the Contracting Officer immediately after reporting the incident to the Headquarters or Component SOC. The Contractor shall not include any sensitive information in the subject or body of any e-mail. To transmit sensitive information, the Contractor shall use *FIPS 140-2 Security Requirements for Cryptographic Modules* compliant encryption methods to protect sensitive information in attachments to email. Passwords shall not be communicated in the same email as the attachment. A sensitive information incident shall not, by itself, be interpreted as evidence that the Contractor has failed to provide adequate information security safeguards for sensitive information, or has otherwise failed to meet the requirements of the contract.

(2) If a sensitive information incident involves PII or SPII, in addition to the reporting requirements in *4300A Sensitive Systems Handbook Incident Response and Reporting*, Contractors shall also provide as many of the following data elements that are available at the time the incident is reported, with any remaining data elements provided within 24 hours of submission of the initial incident report:

(i) Data Universal Numbering System (DUNS);
(ii) Contract numbers affected unless all contracts by the company are affected;
(iii) Facility CAGE code if the location of the event is different than the prime contractor location;
(iv) Point of contact (POC) if different than the POC recorded in the System for Award Management (address, position, telephone, email);
(v) Contracting Officer POC (address, telephone, email);
(vi) Contract clearance level;
(vii) Name of subcontractor and CAGE code if this was an incident on a subcontractor network;
(viii) Government programs, platforms or systems involved;
(ix) Location(s) of incident;
(x) Date and time the incident was discovered;
(xi) Server names where sensitive information resided at the time of the incident, both at the Contractor and subcontractor level;
(xii) Description of the Government PII and/or SPII contained within the system;

(xiii) Number of people potentially affected and the estimate or actual number of records exposed and/or contained within the system; and
(xiv) Any additional information relevant to the incident.

(g) *Sensitive Information Incident Response Requirements.*

(1) All determinations related to sensitive information incidents, including response activities, notifications to affected individuals and/or Federal agencies, and related services (e.g., credit monitoring) will be made in writing by the Contracting Officer in consultation with the Headquarters or Component CIO and Headquarters or Component Privacy Officer.

(2) The Contractor shall provide full access and cooperation for all activities determined by the Government to be required to ensure an effective incident response, including providing all requested images, log files, and event information to facilitate rapid resolution of sensitive information incidents.

(3) Incident response activities determined to be required by the Government may include, but are not limited to, the following:

(i) Inspections,
(ii) Investigations,
(iii) Forensic reviews, and
(iv) Data analyses and processing.

(4) The Government, at its sole discretion, may obtain the assistance from other Federal agencies and/or third-party firms to aid in incident response activities.

(h) *Additional PII and/or SPII Notification Requirements*.

(1) The Contractor shall have in place procedures and the capability to notify any individual whose PII resided in the Contractor IT system at the time of the sensitive information incident not later than 5 business days after being directed to notify individuals, unless otherwise approved by the Contracting Officer. The method and content of any notification by the Contractor shall be coordinated with, and subject to prior written approval by the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, utilizing the *DHS Privacy Incident Handling Guidance*. The Contractor shall not proceed with notification unless the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, has determined in writing that notification is appropriate.

(2) Subject to Government analysis of the incident and the terms of its instructions to the Contractor regarding any resulting notification, the notification method may consist of letters to affected individuals sent by first class mail, electronic means, or general public notice, as approved by the Government. Notification may require the Contractor's use of address verification and/or address location services. At a minimum, the notification shall include:

(i) A brief description of the incident;

(ii) A description of the types of PII and SPII involved;
(iii) A statement as to whether the PII or SPII was encrypted or protected by other means;
(iv) Steps individuals may take to protect themselves;
(v) What the Contractor and/or the Government are doing to investigate the incident, to mitigate the incident, and to protect against any future incidents; and
(vi) Information identifying who individuals may contact for additional information.

(i) *Credit Monitoring Requirements*. In the event that a sensitive information incident involves PII or SPII, the Contractor may be required to, as directed by the Contracting Officer:

(1) Provide notification to affected individuals as described above; and/or

(2) Provide credit monitoring services to individuals whose data was under the control of the Contractor or resided in the Contractor IT system at the time of the sensitive information incident for a period beginning the date of the incident and extending not less than 18 months from the date the individual is notified. Credit monitoring services shall be provided from a company with which the Contractor has no affiliation. At a minimum, credit monitoring services shall include:

(i) Triple credit bureau monitoring;
(ii) Daily customer service;
(iii) Alerts provided to the individual for changes and fraud; and
(iv) Assistance to the individual with enrollment in the services and the use of fraud alerts; and/or;

(3) Establish a dedicated call center. Call center services shall include:

(i) A dedicated telephone number to contact customer service within a fixed period;
(ii) Information necessary for registrants/enrollees to access credit reports and credit scores;
(iii) Weekly reports on call center volume, issue escalation (i.e., those calls that cannot be handled by call center staff and must be resolved by call center management or DHS, as appropriate), and other key metrics;
(iv) Escalation of calls that cannot be handled by call center staff to call center management or DHS, as appropriate;
(v) Customized FAQs, approved in writing by the Contracting Officer in coordination with the Headquarters or Component Chief Privacy Officer; and
(vi) Information for registrants to contact customer service representatives and fraud resolution representatives for credit monitoring assistance.

(j) *Certification of Sanitization of Government and Government-Activity-Related Files and Information.* As part of contract closeout, the Contractor shall submit the certification to the COR and the Contracting Officer following the template provided in *NIST Special Publication 800-88 Guidelines for Media Sanitization*.

INFORMATION TECHNOLOGY SECURITY AND PRIVACY TRAINING (MAR 2015)

(a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor

employees (hereafter referred to collectively as "Contractor"). The Contractor shall insert the substance of this clause in all subcontracts.

(b) *Security Training Requirements.*

(1) All users of Federal information systems are required by Title 5, Code of Federal Regulations, Part 930.301, Subpart C, as amended, to be exposed to security awareness materials annually or whenever system security changes occur, or when the user's responsibilities change. The DHS requires that Contractor employees take an annual Information Technology Security Awareness Training course before accessing sensitive information under the contract. Unless otherwise specified, the training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the contract shall complete the training before accessing sensitive information under the contract. The training is accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, initial training certificates for each Contractor and subcontractor employee shall be provided to the Contracting Officer's Representative (COR) not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(2) The DHS Rules of Behavior apply to every DHS employee, Contractor and subcontractor that will have access to DHS systems and sensitive information. The DHS Rules of Behavior shall be signed before accessing DHS systems and sensitive information. The DHS Rules of Behavior is a document that informs users of their responsibilities when accessing DHS systems and holds users accountable for actions taken while accessing DHS systems and using DHS Information Technology resources capable of inputting, storing, processing, outputting, and/or transmitting sensitive information. The DHS Rules of Behavior is accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors. Unless otherwise specified, the DHS Rules of Behavior shall be signed within thirty (30) days of contract award. Any new Contractor employees assigned to the contract shall also sign the DHS Rules of Behavior before accessing DHS systems and sensitive information. The Contractor shall maintain signed copies of the DHS Rules of Behavior for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, the Contractor shall e-mail copies of the signed DHS Rules of Behavior to the COR not later than thirty (30) days after contract award for each employee. The DHS Rules of Behavior will be reviewed annually and the COR will provide notification when a review is required.

(c) *Privacy Training Requirements.* All Contractor and subcontractor employees that will have access to Personally Identifiable Information (PII) and/or Sensitive PII (SPII) are required to take *Privacy at DHS: Protecting Personal Information* before accessing PII and/or SPII. The training is accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors. Training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the

contract shall also complete the training before accessing PII and/or SPII. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Initial training certificates for each Contractor and subcontractor employee shall be provided to the COR not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(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

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 9

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00009	See Block 16C	See Schedule	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
ICE/DCR			

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite 930
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

STG INTERNATIONAL INC
ATTN MICHELLE S LEE
99 CANAL CENTER PLAZA
SUITE 500
ALEXANDRIA VA 22314

CODE 1795704030000 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO. 70CDCR18C00000003

10B. DATED *(SEE ITEM 13)* 02/20/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

Net Increase: $16,193,633.20

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

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* By mutual agreement of both parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: 179570403
COR: CAPT Thomas Hochberg
Phone: 202-732-5949
Email: Thomas.Hochberg@ice.dhs.gov

ACOR: Eric Wishner
Phone: 202-732-3547
Email: Eric.Wishner@ice.dhs.gov

ACOR: LCDR Michelle L. Hohensee
Phone: 202-732-4308
Continued ...

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
For Michelle S. Lee, President & CEO	IAN SOMPPI

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	1/29/2019	*(Signature of Contracting Officer)*	02/04/2019

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Email: Michelle.L.Hohensee@ice.dhs.gov ACOR: Ramond D. Burries Phone: 202-732-5506 Email: Ramond.D.Burries@ice.dhs.gov Contracting Officer: Ian Somppi Phone: 202-732-1066 Email: ian.somppi@ice.dhs.gov There are two (2) requisitions associated with this modification: 192119FHQIHSCSTG1.01 and 192119FHQIHSCSTG1.02 The purpose of this modification is the following: A) Provide funding in the amount of $16,193,633.20 to CLIN 0001. The total obligation for CLIN 0001 increases from $23,600,936.73 by $16,193,633.20 to $39,794,569.93. The total CLIN value does not change. B) Clarify the Major Duties and Responsibilities required for the Nurse Practitioner-Pediatric (APP), to explicitly include the Vaccine for Children Program (VFC). Attachments associated with this modification: 1) Updated J-3 - Position Description: Nurse Practitioner-Pediatric (APP) The total obligated amount on 70CDCR18C00000003 has increased: From: $31,731,865.35 By: $16,193,633.20 To: $47,925,498.55 The total contract value of 70CDCR18C00000003 does not change, remaining $448,417,236.96. Exempt Action: Y Sensitive Award: PII Period of Performance: 02/20/2018 to 01/28/2023 Change Item 0001 to read as follows(amount shown is the obligated amount): Base Year - IHSC Medical Staffing Services Period of Performance: 06/29/2018 - 06/28/2019 Continued ...				
0001					16,193,633.20

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Fully Funded Obligation Amount: $72,264,177.60 Incrementally Funded Amount: $39,794,569.93 Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Requisition No: 192118FHQCMCP0229.1, 192118FHQIHSCNEW1.00, 192118FHQIHSCNEW1.1, 192118FHQIHSCNEW2.0, 192118FHQIHSCNEW3.0, 192119FHQIHSCSTG1.01, 192119FHQIHSCSTG1.02 Accounting Info: EROHLTH-HCS E1 31-15-00-000 18-06-0600-00-00-00-00 GE-25-28-00- ------ --- 000000 Funded: $0.00 Accounting Info: EROHLTH-HCS E1 31-15-00-000 18-06-0600-00-00-00-00 GE-25-28-00- ------ --- 000000 Funded: $0.00 Accounting Info: EROHLTH-HCS E1 31-15-00-000 18-06-0600-00-00-00-00 GE-25-28-00- ------ --- 000000 Funded: $0.00 Accounting Info: NONE000-000 E1 31-59-00-000 18-06-0300-00-00-00-00 GE-25-76-00- ------ --- 000000 Funded: $0.00 Accounting Info: CETEAM0-000 E1 81-31-00-000 18-06-0300-00-00-00-00 GE-25-76-00- ------ --- 000000 Funded: $0.00 Accounting Info: NONE000-000 E1 31-59-00-000 18-06-0300-00-00-00-00 GE-25-76-00- ------ --- 000000 Funded: $0.00 Accounting Info: EROHLTH-HCS E1 31-15-00-000 18-06-0600-00-00-00-00 GE-25-28-00- ------ --- 000000 Funded: $0.00 Accounting Info: EROHLTH-HCS E1 31-15-00-000 18-06-0600-00-00-00-00 GE-25-28-00- ------ --- 000000 Funded: $15,459,699.00 Continued ...				

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: RER9001-000 R7 31-15-00-000 18-06-0600-00-00-00-00 GE-25-28-00- ------ --- 000000 Funded: $733,934.20				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 11

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00010	04/01/2019	(b)(7)(E)	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
ICE/DCR			

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite 930
WASHINGTON DC 20536

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

STG INTERNATIONAL INC
ATTN (b)(6); (b)(7)(C)
99 CANAL CENTER PLAZA
SUITE 500
ALEXANDRIA VA 22314

CODE	1795704030000	FACILITY CODE	

(x)	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
X	10A. MODIFICATION OF CONTRACT/ORDER NO. (b)(7)(E)
	10B. DATED *(SEE ITEM 13)* 02/20/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

Net Increase: (b)(4)

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

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Mutual Agreement of Both Parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: 179570403
COR: (b)(6); (b)(7)(C)
Phone
Email

COR: (b)(6); (b)(7)(C)
Phone
Email

COR: (b)(6); (b)(7)(C)
Phone
Continued ...

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
For (b)(6); (b)(7)(C) & CEO	(b)(6); (b)(7)(C)
15B. C *(Signature of person authorized to sign)*	15C. DATE SIGNED 3/29/2019
ICA *(Signature of Contracting Officer)*	16C. DATE SIGNED 03/29/2019

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Email: (b)(6); (b)(7)(C) COR: (b)(6); (b)(7)(C) Phone Email Contracting Officer: (b)(6); (b)(7)(C) Phone: (b)(6); (b)(7)(C) Email: The requisitions associated with this modification is (b)(7)(E) SEE PAGES 10-11 FOR ALL THE CLIN AND CONTRACTUAL CHANGES ASSOCIATED WITH THIS MODIFICATION. Delivery Location Code: ICE/ERO ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536 Period of Performance: 02/20/2018 to 05/28/2022 Change Item 0001 to read as follows(amount shown is the obligated amount):				
0001	Base Year - IHSC Medical Staffing Services Period of Performance: 06/29/2018 - 06/28/2019 Fully Funded Obligation Amoun (b)(4) Incrementally Funded Amount: Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Continued ...				(b)(7)(E)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funded: (b)(4) Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ----- --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Change Item 0002 to read as follows(amount shown is the obligated amount):				
0002	Dilley Facility Period of Performance: 06/29/2018 - 06/28/2019 Estimated Hours Per Year (EHPY): (b)(4) This is a Labor Hour CLIN Fully Funded Obligation Amount (b)(4) Incrementally Funded Amount: $ Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL Continued ...				(b)(4)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	HEALTH CARE Accounting Info: (b)(4); (b)(7)(E) ----- --- Accounting Info: (b)(4); (b)(7)(E) ------ --- Accounting Info: (b)(4); (b)(7)(E) ----- --- Change Item 1001 to read as follows(amount shown is the obligated amount):				
1001	Option Year 1 - IHSC Medical Staffing Services Period of Performance: 06/29/2019 - 06/28/2020 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 1001 to 1003 and 1005 to 1022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include: Adelanto Facility (b)(4) Alexandria Facilit Berks Facility - E Buffalo Facility - Caroline County Fa Cibola County Faci Dilley Facility - El Paso Facility - Elizabeth Facility Eloy Facility - EH Florence Facility Houston Facility - Jena Facility - EH Joe Corley Facilit Continued ...				0.00

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Krome Facility - E(b)(4) Laguna Niguel Faci LA Staging Facilit Montgomery Facilit Pearsall Facility Port Isabel Facili San Diego Facility Santa Ana Facility Tacoma Facility - Taylor Facility - Varick Facility - Washington DC (HQ) Facility (includes Custody Resource Coordinators) - EHPY: (b)(4) York Facility - EHPY: (b)(4) Amount: (b)(4) (Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 1002 to read as follows(amount shown is the obligated amount):				
1002	Option Year 1 - Dilley Facility (Moved to CLIN 1001) Period of Performance: 06/29/2019 - 06/28/2020 The scope of work for this CLIN is now 0 hours and has no value. This is a Labor Hour CLIN Amount: $0.00(Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 2001 to read as follows(amount shown is the obligated amount):				0.00
2001	Option Year 2 - IHSC Medical Staffing Services Period of Performance: 06/29/2020 - 06/28/2021 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 2001 to 2003 and 2005 to 2022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include: Adelanto Facility - (b)(4) Alexandria Facility Berks Facility - EH Buffalo Facility - H Caroline County Fac Cibola County Facil Dilley Facility - E El Paso Facility - H Elizabeth Facility Eloy Facility - EHP Florence Facility - Houston Facility - H Jena Facility - EHP Joe Corley Facility Krome Facility - EH Laguna Niguel Facil LA Staging Facility Montgomery Facility Pearsall Facility - Port Isabel Facilit San Diego Facility Santa Ana Facility Tacoma Facility - E Taylor Facility - E Varick Facility - E Washington DC (HQ) Facility (includes Custody Resource Coordinators) - EHPY: (b)(4) York Facility - EHPY: (b)(4) Amount: (b)(4) Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 2002 to read as follows(amount shown is the obligated amount):				
2002	Option Year 2 - Dilley Facility (Moved to CLIN 2001) Period of Performance: 06/29/2020 - 06/28/2021 The scope of work for this CLIN is now 0 hours and has no value. Amount: $0.00(Option Line Item) 30 Days After Award Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 3001 to read as follows(amount shown is the obligated amount):				
3001	Option Year 3 - IHSC Medical Staffing Services Period of Performance: 06/29/2021 - 05/28/2022 This is a Labor Hour CLIN The proposed rates and other information in the incorporated proposal which applied to CLINs 3001 to 3003 and 3005 to 3022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include: Adelanto Facility - E (b)(4) Alexandria Facility - Berks Facility - EHPY Buffalo Facility - EH Caroline County Facil Cibola County Facilit Dilley Facility - EHP El Paso Facility - EH Elizabeth Facility - Eloy Facility - EHPY: Florence Facility - E Houston Facility - EH Jena Facility - EHPY: Joe Corley Facility - Krome Facility - EHPY Laguna Niguel Facilit LA Staging Facility - Montgomery Facility - Pearsall Facility - E Port Isabel Facility San Diego Facility - Santa Ana Facility - Tacoma Facility - EHP Taylor Facility - EHP Varick Facility - EHP Washington DC (HQ) Facility (includes Custody Resource Coordinators) - EHPY: (b)(4) York Facility - EHPY: (b)(4) Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount: (b)(4) Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 3002 to read as follows(amount shown is the obligated amount):				
3002	Option Year 3 - Dilley Facility (Moved to CLIN 3001) Period of Performance: 06/29/2021 - 05/28/2022 The scope of work for this CLIN is now 0 hours and has no value. Amount: $0.00(Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 3003 to read as follows(amount shown is the obligated amount):				0.00
3003	Option Year 3 - NTE Travel Period of Performance: 06/29/2021 - 05/28/2022 This is a Cost-Reimbursable CLIN Amount: (b)(4) (Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 4001 to read as follows(amount shown is the obligated amount):				0.00
4001	Option Year 4 - IHSC Medical Staffing Services The scope of work for this CLIN is now 0 hours and has no value. Amount: $0.00(Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 4002 to read as follows(amount shown is the obligated amount): Continued ...				0.00

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
4002	Option Year 4 - Dilley Facility The scope of work for this CLIN is now 0 hours and has no value. Amount: $0.00(Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Change Item 4003 to read as follows(amount shown is the obligated amount):				0.00
4003	Option Year 4 - NTE Travel The scope of work for this CLIN is now 0 hours and has no value. Amount: $0.00(Option Line Item) 30 Days After Award Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE				0.00

The purpose of P00010 is the following:

1. The contract period of performance is revised from 02/20/2018-01/28/2023 to 02/20/2018-05/28/2022.

2. The following changes are made to the contract (Sections B through H):

   - Update C-26 Time Clock to reemphasize that clocking out prior to the end of a schedule shift is not allowable unless previously authorized by the GTM.
   - Update C.33 – IHSC Invoicing has been updated to provide more clarity and reflect updates to sites and the invoicing process.

3. Increase contract rates for APP, BHP, Physician, and RN labor categories at all sites with the exception of Dilley. Additionally, the rates for Contract Coordinator at Buffalo and Houston are increased as well as the rates for Psychiatric-Mental Health Registered Nurse at Krome and San Diego.

   The agree upon increases in rates are required to be solely for employee compensation, fringe benefits and shift/on-call differentials for the associated labor categories. There is no associated increase in G&A, Overhead, Profit, or any other non-compensation elements. The Government reserves the right, at any time, to conduct audits, including pay stub reviews of some or all employees in these labor categories to ensure compliance with the terms of this rate increase.

4. Change FTE counts across various sites due to changes in mission needs. These changes are tracked in the Site Staffing and Bill Rates document attached to this modification.

5. Combine CLIN series X001 and X002 to streamline invoice payment.

6. The following CLINs are modified:

CLIN 0001

- The total obligated amount of this CLIN increases from (b)(4) by (b)(4)
- The total CLIN value increases from (b)(4) to (b)(4)

CLIN 0002

- The total obligated amount of this CLIN increases from (b)(4) (b)(4)

CLIN 1001

- The total CLIN value increases from (b)(4) to (b)(4)

CLIN 1002

- The total CLIN value decreases from (b)(4)
- The services for this CLIN are moved to CLIN 1001

CLIN 2001

- The total CLIN value increases from (b)(4) to (b)(4)

CLIN 2002

- The total CLIN value decreases fro (b)(4)
- The services for this CLIN are moved to CLIN 2001

CLIN 3001

- The total CLIN value increases from (b)(4) o (b)(4)
- The period of performance for this CLIN is now 06/29/2021-05/28/2022

CLIN 3002

- The total CLIN value decreases from (b)(4)
- The services for this CLIN are moved to CLIN 3001

CLIN 3003

- The period of performance for this CLIN is now 06/29/2021-05/28/2022

CLIN 4001

- The total CLIN value decreases from (b)(4)

CLIN 4002

- The total CLIN value decreases from (b)(4)

CLIN 4003

- The total CLIN value decreases from (b)(4)

8. As a result, the total obligated amount on (b)(7)(E) has increased:

Fro (b)(4)
By:
To:

9. As a result, the total contract value of (b)(7)(E) has decreased:

Fro (b)(4)
By:
To:

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.

GENERAL

The United States Immigration and Customs Enforcement (ICE) has determined that

performance of the tasks as described in this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information, and that the Contractor will adhere to the following.

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.

BACKGROUND INVESTIGATIONS

Contract employees (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 Personnel Security Unit. Prospective Contractor employees, whether a replacement, addition, subcontractor employee, or vendor employee, shall submit the following security vetting documentation to OPR-PSU, in coordination with the Contracting Officer Representative (COR), within 10 days of notification by OPR-PSU of nomination by the COR and initiation of an Electronic Questionnaire for Investigation Processing (e-QIP) in the Office of Personnel Management (OPM) automated on-line system.

1. Standard Form 85P (Standard Form 85PS (With supplement to 85P required for armed positions)), "Questionnaire for Public Trust Positions" Form completed on-line and archived by applicant in their OPM e-QIP account.

2. Signature Release Forms (Three total) generated by OPM e-QIP upon completion of Questionnaire (e-signature recommended/acceptable – instructions provided to

applicant by OPR-PSU). Completed on-line and archived by applicant in their OPM e-QIP account.

3. Two (2) SF 87 (Rev. March 2013) Fingerprint Cards. **(Two Original Cards sent via COR to OPR-PSU)**

4. Foreign National Relatives or Associates Statement. **(This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)**

5. DHS 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act" **(This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)**

6. Optional Form 306 Declaration for Federal Employment **(This document sent as an attachment in an e-mail to applicant from OPR-PSU – must be signed and archived into applicant's OPM e-QIP account prior to electronic "Release" of data via on-line account)**

7. Two additional documents may be applicable if applicant was born abroad and/or if work is in a Detention Environment. If applicable, additional form(s) and instructions will be provided to applicant.

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 not be required to submit a complete security packet. Information on record will be reviewed and considered for use under Contractor Fitness Reciprocity if applicable.

An adequate and current investigation is one where the investigation is not more than five years old, meets the contract risk level requirement, and applicant has not had a break in service of more than two years.

Required information for submission of security packet will be provided by OPR-PSU at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU as notified via the COR.

To ensure adequate background investigative coverage, contract support applicants must reside in the United States or its Territories. Additionally, applicants are required to have resided within the Unites States or its Territories for three or more years out of the last five (ICE retains the right to deem an applicant ineligible due to insufficient background coverage). This time-line is assessed based on the signature date of the standard form questionnaire submitted for the applied position. Applicants falling under the following situations may be exempt from the

residency requirement: 1) work or worked for the U.S. Government in foreign countries in federal civilian or military capacities; 2) were or are dependents accompanying a federal civilian or a military employee serving in foreign countries so long as they were or are authorized by the U.S. Government to accompany their federal civilian or military sponsor in the foreign location; 3) worked as a contractor employee, volunteer, consultant or intern on behalf of the federal government overseas, where stateside coverage can be obtained to complete the background investigation; 4) studied abroad at a U.S. affiliated college or university; or 5) have a current and adequate background investigation (commensurate with the position risk/sensitivity levels) completed for a federal or contractor employee position, barring any break in federal employment or federal sponsorship.

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.

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 a DHS 11000-25 with ICE supplemental page will be submitted to PSU to initiate a new investigation.

Transfers will be accomplished by submitting a DHS 11000-25 with ICE supplemental page indicating "Contract Change."

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, or whom ICE determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

REQUIRED REPORTING:

The Contractor will notify OPR-PSU, via the COR, of terminations/resignations of contract

employees under the contract within five days of occurrence. The Contractor will return any ICE issued identification cards and building passes, of terminated/ resigned 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, via 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, via 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.

CORs will submit reports to psu-industrial-security@ice.dhs.gov

Contractors, who are involved with management and/or use of information/ data deemed "sensitive" to include 'law enforcement sensitive" are required to complete the DHS Form 11000-6-Sensitive but Unclassified Information NDA for contractor access to sensitive information. The NDA will be administered by the COR to the all contract personnel within 10 calendar days of the entry on duty date. The completed form shall remain on file with the COR for purpose of administration and inspection.

Sensitive information is information not otherwise categorized by statute or regulation that if disclosed could have an adverse impact on the welfare or privacy of individuals or on the welfare or conduct of Federal programs or other programs or operations essential to the national interest. Examples of sensitive information include personal data such as Social Security numbers; trade secrets; system vulnerability information; pre-solicitation procurement documents, such as statements of work; and information pertaining to law enforcement investigative methods; similarly, detailed reports related to computer security deficiencies in internal controls are also sensitive information because of the potential damage that could be caused by the misuse of this information. All sensitive information must be protected from loss, misuse, modification, and unauthorized access in accordance with DHS Management Directive 11042.1 -DHS Policy for Sensitive Information and ICE Policy 4003, Safeguarding Law Enforcement Sensitive Information."

Any unauthorized disclosure of information should be reported to ICE.ADSEC@ICE.dhs.gov.

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.

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.

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.* Contractor 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).

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, systems rules of behavior, to include Unauthorized Disclosure Training, available on PALMS or by contacting ICE.ADSEC@ICE.dhs.gov. 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, or its equivalent, 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 independent government timekeeping system in use at the site. In the event that the timeclock, or its equivalent, is non-operational, the Technical Monitor on-site will manually input the required times on the timecard or otherwise document hours worked. This issue must be reported in writing by email to the technical monitor within 24 hours of occurrence.

(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 within 24 hours of occurrence and submit to the local Technical Monitor via email. The government timekeeping system is how hours worked are verified. If the GTM does not have the data (time cards or equivalent) hours cannot be verified. Exceptions may be granted on a case by case basis by the Contracting Officer.

(e) A seven-minute grace period may be used by a contract employee to avoid a late clock-in or clock-out for a scheduled shift under certain limited circumstances. The intent of this seven-minute grace period is to accommodate an employee that does not have immediate access to the timeclock by the beginning or end of their scheduled shift (e.g., line of employees at the timeclock). This seven-minute grace period does not apply for any other instances requiring the employee's use of the timeclock (e.g., approved breaks/meals or end of shift). This grace period only applies at the beginning or end of a contract employee's shift; up to seven minutes after the scheduled start or time.

The seven-minute grace period does not apply to billable time before scheduled shift start or end times and does not apply to time before or after the shift ending time. The seven-minute grace period does not apply to the time prior to a shift ending. The contractor employee cannot use this period to clock out "early" unless previously authorized by the Government. At no time shall the use of the timeclock result in unapproved overtime. All overtime requires the appropriate government pre-approvals in accordance with Government and contractor policy. Excessive use of the seven-minute grace period by contract employees will be monitored and appropriate disciplinary action may be taken in accordance with the contractor's established rules regarding excessive absenteeism/lateness (which includes time and frequency guidelines).

Please see the below table for reference:

Scheduled Shift Start Time	Actual Clock in Time	Description	Time recorded on e-timesheet
0700	Any time before 0700	If authorized and working	Actual start time occurring before 0700
0700	Any time before 0700	If not authorized and not working	0700
0700	0705	Within 7 min	0700
0700	0710	Outside 7 min	0710

Scheduled Shift End Time	Actual Clock out Time	Description	Time recorded on e-timesheet
0500	Any time after 0500	If authorized and working	Actual time occurring after 0500
0500	Any time after 0507	If not authorized and not working	0500
0500	0505	Within 7 min	0500

*clocking out anytime prior to the end of the scheduled shift is not allowed unless previously authorized

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 FAR 52.237-7; and
5. Background Investigations; all employees are cleared in accordance with Section C-8.

C-33. IHSC INVOICING.

Invoicing for hours worked is the last stage of a month long timekeeping process. The complete process for submitting invoices and providing the corresponding supporting documentation is outlined below. The Contractor will submit 100% accurate invoicing each month to Consolidation Invoice for processing. In addition to the requirements noted in **G-4: INVOICING /PAYMENT**, Contractor shall comply with the following process requirements:

Step 1 - Documenting Contractor Hours Worked

1. Each contractor is required to utilize the government independent timekeeping system in place at each site to record hours worked by clocking in at the beginning of shift, clocking out for their break, clocking in at the end of their break and clocking out at their end of shift.
2. For sites where the government independent timekeeping system requires a punch card recording system, each contractor is required to complete an e-Timesheet (attached) and submit to their Government Technical Monitor no later than the first day of the following month. When completing the e-Timesheets contractors should only account for the Authorized and Verified time per the e-Timesheet Chart in section C-26.
    a. Authorized Time – Time staff were scheduled to work or time worked outside of the posted schedule whereby written approval received by the GTM to work.
    b. Verified Time – Time that is documented by the government timekeeping system or that is documented as authorized by the GTM.

Step 2 – Hours Worked List

1. The vendor will produce an Hours Worked List (in Microsoft Excel) of only the contract staff for which they intend to invoice the government for each month, and send the list to the COR's individual email box.
2. The Hours Worked list (in Microsoft Excel) will consist of six columns and will be formatted to fit the specific criteria outlined below.
    a. Column A - Site Name – The site names must exactly match as indicated here:
        1. Alexandria
        2. Berks
        3. Buffalo
        4. Caroline
        5. Dilley
        6. El Paso
        7. Elizabeth
        8. Eloy

9. Florence
10. Houston
11. Jena
12. Krome
13. LA Staging
14. Montgomery
15. Pearsall
16. Port Isabel
17. San Diego
18. Santa Ana

19. Tacoma
20. Taylor
21. Varick
22. Washington
23. York

b. Column B - Position Code – Use established position codes provided by the IHSC Program Analysts or CORs. Any number in a position code less than 10 must be represented by two digits. For example, 1=01, 2=02, 3=03, etc. Please see the attached document "Hours Worked-Formatting Example" for examples on how to format position codes. Ensure there are no duplicates for position codes with the exception of:
    i. Two people utilizing the same position code because one was terminated or resigned and another person worked during the same invoice period under the position code.
    ii. A conversion occurred in the same invoice period.
c. Column C - Labor Category – The labor categories must follow the exact format as listed in the attached document "Hours Worked-Formatting Example".
d. Column D - Employee Name – "Last Name, First Name".
e. Column E - Month – Invoice Month – Spell out the full name of the month.
f. Column F - Year – Use four digits when representing the year ex. 2018.

3. The Hours Worked List will be provided to the CORs via their individual email boxes on the 5th business day of each month for the previous month's hours worked.

Step 3 – Hours Worked Verification Report

1. The GTMs will verify hours worked submitted via the e-Timesheet based on the time clock punch cards or its equivalent for all contract staff listed in the Hours Worked list.
2. By the 13th business day of the month, the COR(s) will submit to the vendor (in excel and PDF format), an Hours Worked Verification Report (HWVR). The HWVR contains the hours worked according to the contract employee's submitted e-timesheet that have been verified and authorized and signed by the local GTM The Hours Worked Verification Report will provide the additional information:
    a. Regular Hours

b. Overtime Hours
c. OT Billable to the Gov.
d. Vendor (This should always state STGi)
e. Supplemental (This is to differentiate between a regular and supplemental invoice)
f. Verified By (the name listed here is the GTM that verified the hours worked).
g. Comments

3. The vendor will review and reconcile the HWVR and promptly notify the CORs of any errors or discrepancies. The vendor and the CORS shall reconcile the Hours Worked Verification Report prior to submission of an invoice.

Step 4 – Invoice Submission

The monthly invoice will include two separate documents the invoice and corresponding supporting documentation. The invoice document has two sections, an invoice cover page and the hours worked.

1. Invoice Cover Page. (PDF). This cover page 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 and bank information for payment. This document must also be signed by the authorized contractor representative as 100% true and accurate.

Hours Worked. The hours worked section of the monthly invoice will be structured accordingly: hours worked will be invoiced by IHSC site with each site containing the following subcategories: Regular Hours

The Regular Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges. The list of staff for each section will be grouped according to labor category

The Overtime Hours section is further divided by Direct Labor and Current Period. The Direct Labor section includes subcategories: Labor Category and Employee Name (Last, First). The Current Period section includes subcategories: Labor Hours, Bill Rate and Total Charges.

Regular Hours and Overtime Hours will have subtotals for each and a grand total will be provided for each individual site.

2. Supporting Documentation - Hours Worked Verification Report (PDF) - Contractor will provide, along with the invoice, the Hours Worked Verification Report. This document will be provided to the contractor by the CORs by the 13th business day of each month.

3. The vendor's submission of the invoice with the Hours Worked Verification Report constitutes acceptance of the Hours Worked Verification Report by the vendor as true and accurate, except to any discrepancies or errors which the vendor raises within 30 days. In this regard, the vendor will have 30 days from the date of the official notification that the Government submitted the invoice for payment to identify and notify the CORs of any ambiguities/discrepancies that the vendor determines to be in the Hours Worked Verification Report. Any ambiguities/discrepancies received within the 30 days will be handled on a case-by-case basis and, if determined to be necessary, will be corrected on the next available invoice submitted. The Contractor releases the Government of any liability for ambiguities/discrepancies raised after 30 days from the date the Government processes the invoice for payment.

Invoice Rejection

When an invoice is rejected by the program office the vendor will resubmit to Invoice Consolidation the corrected invoice and corresponding supporting documentation with a new and unique invoice number after having corrected any issues identified by the program office.

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)

PAGE INTENTIONALLY LEFT BLANK.

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, two (2) one (1) year option periods, and one (1) eleven (11) month option period.

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:
TBD
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-2864
Email: TBD

Administrative Contracting Officer
Ian Somppi
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-2408
Email: ian.somppi@ice.dhs.gov

Contracting Officer
William (BJ) Quigley
Office of Acquisition Management
Detention Compliance and Removals
801 I Street, NW
Washington, D.C. 20536
Phone: 202-732-2120
Email: William.Quigley@ice.dhs.gov

Contracting Officer Representatives
CAPT Thomas Hochberg
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: 202-732-5949
Email: Thomas.Hochberg@ice.dhs.gov

Eric Wishner

ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: 202-732-3547
Email: Eric.Wishner@ice.dhs.gov

LCDR Michelle L. Hohensee
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
500 12th St., SW
Washington, D.C. 20536
Phone: 202-321-8048
Email: Michelle.L.Hohensee@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.

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. <u>TECHNICAL DIRECTION</u>.

(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. RESERVED

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

FAR Clause	Description	Year
52-219-8	Notice of Price Evaluation for HUBZone Small Business Concerns	OCT 2014
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

FAR Clause	Description	Year
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
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)

52.237-7 INDEMNIFICATION AND MEDICAL LIABILITY INSURANCE. (JAN 1997)

(a) It is expressly agreed and understood that this is a nonpersonal services contract, as defined in Federal Acquisition Regulation (FAR) 37.101, under which the professional services rendered by the Contractor are rendered in its capacity as an independent contractor. The Government may evaluate the quality of professional and administrative services provided, but retains no control over professional aspects of the services rendered, including by example, the Contractor's professional medical judgment, diagnosis, or specific medical treatments. The Contractor shall be solely liable for and expressly agrees to indemnify the Government with respect to any liability producing acts or omissions by it or by its employees or agents. The Contractor shall maintain during the term of this contract liability insurance issued by a responsible insurance carrier of not less than the following amount(s) per specialty per occurrence: Minimum coverage shall be $5 million per incident and $10 million per aggregate.

(b) An apparently successful offeror, upon request by the Contracting Officer, shall furnish prior to contract award evidence of its insurability concerning the medical liability insurance required by paragraph (a) of this clause.

(c) Liability insurance may be on either an occurrences basis or on a claims-made basis. If the policy is on a claims-made basis, an extended reporting endorsement (tail) for a period of not less than 3 years after the end of the contract term must also be provided.

(d) Evidence of insurance documenting the required coverage for each health care provider who will perform under this contract shall be provided to the Contracting Officer prior to the commencement of services under this contract. If the insurance is on a claims-made basis and evidence of an extended reporting endorsement is not provided prior to the commencement of services, evidence of such endorsement shall be provided to the Contracting Officer prior to the expiration of this contract. Final payment under this contract shall be withheld until evidence of the extended reporting endorsement is provided to the Contracting Officer.

(e) The policies evidencing required insurance shall also contain an endorsement to the effect that any cancellation or material change adversely affecting the Government's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer. If, during the performance period of the contract the Contractor changes insurance providers, the Contractor must provide evidence that the Government will be indemnified to the limits specified in paragraph (a) of this clause, for the entire period of the contract, either under the new policy, or a combination of old and new policies.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in all subcontracts under this contract for health care services and shall require such subcontractors to provide evidence of and maintain insurance in accordance with paragraph (a) of this clause. At least 5 days before the commencement of work by any subcontractor, the Contractor shall furnish to the Contracting Officer evidence of such insurance.

(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

HSAR Clause	Description	Year
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)

SAFEGUARDING OF SENSITIVE INFORMATION (MAR 2015)

(a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor employees (hereafter referred to collectively as "Contractor"). The Contractor shall insert the substance of this clause in all subcontracts.

(b) *Definitions*. As used in this clause—

"Personally Identifiable Information (PII)" means information that can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, either alone, or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important for an agency to recognize that non-personally identifiable information can become personally identifiable information whenever additional information is made publicly available—in any medium and from any source—that, combined with other available information, could be used to identify an individual.

PII is a subset of sensitive information. Examples of PII include, but are not limited to: name, date of birth, mailing address, telephone number, Social Security number (SSN), email address, zip code, account numbers, certificate/license numbers, vehicle identifiers including license plates, uniform resource locators (URLs), static Internet protocol addresses, biometric identifiers such as fingerprint, voiceprint, iris scan, photographic facial images, or any other unique identifying number or characteristic, and any information where it is reasonably foreseeable that the information will be linked with other information to identify the individual.

"Sensitive Information" is defined in HSAR clause 3052.204-71, Contractor Employee Access, as 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 DHS (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 DHS (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.

"Sensitive Information Incident" is an incident that includes the known, potential, or suspected exposure, loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or unauthorized access or attempted access of any Government system, Contractor system, or sensitive information.

"Sensitive Personally Identifiable Information (SPII)" is a subset of PII, which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Some forms of PII are sensitive as stand-alone elements. Examples of such PII include: Social Security numbers (SSN), driver's license or state identification number, Alien Registration Numbers (A-number), financial account number, and biometric identifiers such as fingerprint, voiceprint, or iris scan. Additional examples include any groupings of information that contain an individual's name or other unique identifier plus one or more of the following elements:

(1) Truncated SSN (such as last 4 digits)
(2) Date of birth (month, day, and year)
(3) Citizenship or immigration status
(4) Ethnic or religious affiliation
(5) Sexual orientation
(6) Criminal History
(7) Medical Information
(8) System authentication information such as mother's maiden name, account passwords or personal identification numbers (PIN)

Other PII may be "sensitive" depending on its context, such as a list of employees and their performance ratings or an unlisted home address or phone number. In contrast, a business card or public telephone directory of agency employees contains PII but is not sensitive.

(c) *Authorities.* The Contractor shall follow all current versions of Government policies and guidance accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors, or available upon request from the Contracting Officer, including but not limited to:

(1) DHS Management Directive 11042.1 Safeguarding Sensitive But Unclassified (for Official Use Only) Information
(2) DHS Sensitive Systems Policy Directive 4300A
(3) DHS 4300A Sensitive Systems Handbook and Attachments
(4) DHS Security Authorization Process Guide
(5) DHS Handbook for Safeguarding Sensitive Personally Identifiable Information
(6) DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program
(7) DHS Information Security Performance Plan (current fiscal year)

(8) DHS Privacy Incident Handling Guidance
(9) Federal Information Processing Standard (FIPS) 140-2 Security Requirements for Cryptographic Modules accessible at http://csrc.nist.gov/groups/STM/cmvp/standards.html
(10) National Institute of Standards and Technology (NIST) Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations accessible at http://csrc.nist.gov/publications/PubsSPs.html
(11) NIST Special Publication 800-88 Guidelines for Media Sanitization accessible at http://csrc.nist.gov/publications/PubsSPs.html

(d) *Handling of Sensitive Information.* Contractor compliance with this clause, as well as the policies and procedures described below, is required.

(1) Department of Homeland Security (DHS) policies and procedures on Contractor personnel security requirements are set forth in various Management Directives (MDs), Directives, and Instructions. *MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information* describes how Contractors must handle sensitive but unclassified information. DHS uses the term "FOR OFFICIAL USE ONLY" to identify sensitive but unclassified information that is not otherwise categorized by statute or regulation. Examples of sensitive information that are categorized by statute or regulation are PCII, SSI, etc. The *DHS Sensitive Systems Policy Directive 4300A* and the *DHS 4300A Sensitive Systems Handbook* provide the policies and procedures on security for Information Technology (IT) resources. The *DHS Handbook for Safeguarding Sensitive Personally Identifiable Information* provides guidelines to help safeguard SPII in both paper and electronic form. *DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program* establishes procedures, program responsibilities, minimum standards, and reporting protocols for the DHS Personnel Suitability and Security Program.

(2) The Contractor shall not use or redistribute any sensitive information processed, stored, and/or transmitted by the Contractor except as specified in the contract.

(3) All Contractor employees with access to sensitive information shall execute *DHS Form 11000-6, Department of Homeland Security Non-Disclosure Agreement (NDA),* as a condition of access to such information. The Contractor shall maintain signed copies of the NDA for all employees as a record of compliance. The Contractor shall provide copies of the signed NDA to the Contracting Officer's Representative (COR) no later than two (2) days after execution of the form.

(4) The Contractor's invoicing, billing, and other recordkeeping systems maintained to support financial or other administrative functions shall not maintain SPII. It is acceptable to maintain in these systems the names, titles and contact information for the COR or other Government personnel associated with the administration of the contract, as needed.

(e) *Authority to Operate*. The Contractor shall not input, store, process, output, and/or transmit sensitive information within a Contractor IT system without an Authority to Operate (ATO) signed by the Headquarters or Component CIO, or designee, in consultation with the Headquarters or Component Privacy Officer. Unless otherwise specified in the ATO letter, the ATO is valid for three (3) years. The Contractor shall adhere to current Government policies, procedures, and

guidance for the Security Authorization (SA) process as defined below.

(1) Complete the Security Authorization process. The SA process shall proceed according to the *DHS Sensitive Systems Policy Directive 4300A* (Version 11.0, April 30, 2014), or any successor publication, *DHS 4300A Sensitive Systems Handbook* (Version 9.1, July 24, 2012), or any successor publication, and the *Security Authorization Process Guide* including templates.

(i) Security Authorization Process Documentation. SA documentation shall be developed using the Government provided Requirements Traceability Matrix and Government security documentation templates. SA documentation consists of the following: Security Plan, Contingency Plan, Contingency Plan Test Results, Configuration Management Plan, Security Assessment Plan, Security Assessment Report, and Authorization to Operate Letter. Additional documents that may be required include a Plan(s) of Action and Milestones and Interconnection Security Agreement(s). During the development of SA documentation, the Contractor shall submit a signed SA package, validated by an independent third party, to the COR for acceptance by the Headquarters or Component CIO, or designee, at least thirty (30) days prior to the date of operation of the IT system. The Government is the final authority on the compliance of the SA package and may limit the number of resubmissions of a modified SA package. Once the ATO has been accepted by the Headquarters or Component CIO, or designee, the Contracting Officer shall incorporate the ATO into the contract as a compliance document. The Government's acceptance of the ATO does not alleviate the Contractor's responsibility to ensure the IT system controls are implemented and operating effectively.

(ii) Independent Assessment. Contractors shall have an independent third party validate the security and privacy controls in place for the system(s). The independent third party shall review and analyze the SA package, and report on technical, operational, and management level deficiencies as outlined in *NIST Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations*. The Contractor shall address all deficiencies before submitting the SA package to the Government for acceptance.

(iii) Support the completion of the Privacy Threshold Analysis (PTA) as needed. As part of the SA process, the Contractor may be required to support the Government in the completion of the PTA. The requirement to complete a PTA is triggered by the creation, use, modification, upgrade, or disposition of a Contractor IT system that will store, maintain and use PII, and must be renewed at least every three (3) 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 all support necessary to assist the Department in completing the PIA in a timely manner and shall ensure that project management plans and schedules include time for the completion of the PTA, PIA, and SORN (to the extent required) as milestones. Support in this context includes responding timely to requests for information from the Government about the use, access, storage, and maintenance of PII on the Contractor's system, and providing timely review of relevant compliance documents for factual accuracy. Information on the DHS privacy compliance process, including PTAs, PIAs, and SORNs, is accessible at http://www.dhs.gov/privacy-compliance.

(2) *Renewal of ATO.* Unless otherwise specified in the ATO letter, the ATO shall be renewed

every three (3) years. The Contractor is required to update its SA package as part of the ATO renewal process. The Contractor shall update its SA package by one of the following methods: (1) Updating the SA documentation in the DHS automated information assurance tool for acceptance by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls; or (2) Submitting an updated SA package directly to the COR for approval by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls. The 90 day review process is independent of the system production date and therefore it is important that the Contractor build the review into project schedules. The reviews may include onsite visits that involve physical or logical inspection of the Contractor environment to ensure controls are in place.

(3) *Security Review.* The Government may elect to conduct random periodic reviews to ensure that the security requirements contained in this contract are being implemented and enforced. The Contractor shall afford DHS, the Office of the Inspector General, and other Government organizations access to the Contractor's facilities, installations, operations, documentation, databases and personnel used in the performance of this contract. The Contractor shall, through the Contracting Officer and COR, contact the Headquarters or Component CIO, or designee, to coordinate and participate in review and inspection activity by Government organizations external to the DHS. Access shall be provided, to the extent necessary as determined by the Government, for the Government to carry out a program of inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of Government data or the function of computer systems used in performance of this contract and to preserve evidence of computer crime.

(4) *Continuous Monitoring.* All Contractor-operated systems that input, store, process, output, and/or transmit sensitive information shall meet or exceed the continuous monitoring requirements identified in the *Fiscal Year 2014 DHS Information Security Performance Plan,* or successor publication. The plan is updated on an annual basis. The Contractor shall also store monthly continuous monitoring data at its location for a period not less than one year from the date the data is created. The data shall be encrypted in accordance with *FIPS 140-2 Security Requirements for Cryptographic Modules* and shall not be stored on systems that are shared with other commercial or Government entities. The Government may elect to perform continuous monitoring and IT security scanning of Contractor systems from Government tools and infrastructure.

(5) *Revocation of ATO.* In the event of a sensitive information incident, the Government may suspend or revoke an existing ATO (either in part or in whole). If an ATO is suspended or revoked in accordance with this provision, the Contracting Officer may direct the Contractor to take additional security measures to secure sensitive information. These measures may include restricting access to sensitive information on the Contractor IT system under this contract. Restricting access may include disconnecting the system processing, storing, or transmitting the sensitive information from the Internet or other networks or applying additional security controls.

(6) *Federal Reporting Requirements.* Contractors operating information systems on behalf of the Government or operating systems containing sensitive information shall comply with Federal reporting requirements. Annual and quarterly data collection will be coordinated by the

Government. Contractors shall provide the COR with requested information within three (3) business days of receipt of the request. Reporting requirements are determined by the Government and are defined in the *Fiscal Year 2014 DHS Information Security Performance Plan,* or successor publication. The Contractor shall provide the Government with all information to fully satisfy Federal reporting requirements for Contractor systems.

(f) *Sensitive Information Incident Reporting Requirements.*

(1) All known or suspected sensitive information incidents shall be reported to the Headquarters or Component Security Operations Center (SOC) within one hour of discovery in accordance with *4300A Sensitive Systems Handbook Incident Response and Reporting* requirements. When notifying the Headquarters or Component SOC, the Contractor shall also notify the Contracting Officer, COR, Headquarters or Component Privacy Officer, and US-CERT using the contact information identified in the contract. If the incident is reported by phone or the Contracting Officer's email address is not immediately available, the Contractor shall contact the Contracting Officer immediately after reporting the incident to the Headquarters or Component SOC. The Contractor shall not include any sensitive information in the subject or body of any e-mail. To transmit sensitive information, the Contractor shall use *FIPS 140-2 Security Requirements for Cryptographic Modules* compliant encryption methods to protect sensitive information in attachments to email. Passwords shall not be communicated in the same email as the attachment. A sensitive information incident shall not, by itself, be interpreted as evidence that the Contractor has failed to provide adequate information security safeguards for sensitive information, or has otherwise failed to meet the requirements of the contract.

(2) If a sensitive information incident involves PII or SPII, in addition to the reporting requirements in *4300A Sensitive Systems Handbook Incident Response and Reporting*, Contractors shall also provide as many of the following data elements that are available at the time the incident is reported, with any remaining data elements provided within 24 hours of submission of the initial incident report:

(i) Data Universal Numbering System (DUNS);
(ii) Contract numbers affected unless all contracts by the company are affected;
(iii) Facility CAGE code if the location of the event is different than the prime contractor location;
(iv) Point of contact (POC) if different than the POC recorded in the System for Award Management (address, position, telephone, email);
(v) Contracting Officer POC (address, telephone, email);
(vi) Contract clearance level;
(vii) Name of subcontractor and CAGE code if this was an incident on a subcontractor network;
(viii) Government programs, platforms or systems involved;
(ix) Location(s) of incident;
(x) Date and time the incident was discovered;
(xi) Server names where sensitive information resided at the time of the incident, both at the Contractor and subcontractor level;
(xii) Description of the Government PII and/or SPII contained within the system;

(xiii) Number of people potentially affected and the estimate or actual number of records exposed and/or contained within the system; and
(xiv) Any additional information relevant to the incident.

(g) *Sensitive Information Incident Response Requirements.*

(1) All determinations related to sensitive information incidents, including response activities, notifications to affected individuals and/or Federal agencies, and related services (e.g., credit monitoring) will be made in writing by the Contracting Officer in consultation with the Headquarters or Component CIO and Headquarters or Component Privacy Officer.

(2) The Contractor shall provide full access and cooperation for all activities determined by the Government to be required to ensure an effective incident response, including providing all requested images, log files, and event information to facilitate rapid resolution of sensitive information incidents.

(3) Incident response activities determined to be required by the Government may include, but are not limited to, the following:

(i) Inspections,
(ii) Investigations,
(iii) Forensic reviews, and
(iv) Data analyses and processing.

(4) The Government, at its sole discretion, may obtain the assistance from other Federal agencies and/or third-party firms to aid in incident response activities.

(h) *Additional PII and/or SPII Notification Requirements*.

(1) The Contractor shall have in place procedures and the capability to notify any individual whose PII resided in the Contractor IT system at the time of the sensitive information incident not later than 5 business days after being directed to notify individuals, unless otherwise approved by the Contracting Officer. The method and content of any notification by the Contractor shall be coordinated with, and subject to prior written approval by the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, utilizing the *DHS Privacy Incident Handling Guidance*. The Contractor shall not proceed with notification unless the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, has determined in writing that notification is appropriate.

(2) Subject to Government analysis of the incident and the terms of its instructions to the Contractor regarding any resulting notification, the notification method may consist of letters to affected individuals sent by first class mail, electronic means, or general public notice, as approved by the Government. Notification may require the Contractor's use of address verification and/or address location services. At a minimum, the notification shall include:

(i) A brief description of the incident;

(ii) A description of the types of PII and SPII involved;
(iii) A statement as to whether the PII or SPII was encrypted or protected by other means;
(iv) Steps individuals may take to protect themselves;
(v) What the Contractor and/or the Government are doing to investigate the incident, to mitigate the incident, and to protect against any future incidents; and
(vi) Information identifying who individuals may contact for additional information.

(i) *Credit Monitoring Requirements*. In the event that a sensitive information incident involves PII or SPII, the Contractor may be required to, as directed by the Contracting Officer:

(1) Provide notification to affected individuals as described above; and/or

(2) Provide credit monitoring services to individuals whose data was under the control of the Contractor or resided in the Contractor IT system at the time of the sensitive information incident for a period beginning the date of the incident and extending not less than 18 months from the date the individual is notified. Credit monitoring services shall be provided from a company with which the Contractor has no affiliation. At a minimum, credit monitoring services shall include:

(i) Triple credit bureau monitoring;
(ii) Daily customer service;
(iii) Alerts provided to the individual for changes and fraud; and
(iv) Assistance to the individual with enrollment in the services and the use of fraud alerts; and/or;

(3) Establish a dedicated call center. Call center services shall include:

(i) A dedicated telephone number to contact customer service within a fixed period;
(ii) Information necessary for registrants/enrollees to access credit reports and credit scores;
(iii) Weekly reports on call center volume, issue escalation (i.e., those calls that cannot be handled by call center staff and must be resolved by call center management or DHS, as appropriate), and other key metrics;
(iv) Escalation of calls that cannot be handled by call center staff to call center management or DHS, as appropriate;
(v) Customized FAQs, approved in writing by the Contracting Officer in coordination with the Headquarters or Component Chief Privacy Officer; and
(vi) Information for registrants to contact customer service representatives and fraud resolution representatives for credit monitoring assistance.

(j) *Certification of Sanitization of Government and Government-Activity-Related Files and Information.* As part of contract closeout, the Contractor shall submit the certification to the COR and the Contracting Officer following the template provided in *NIST Special Publication 800-88 Guidelines for Media Sanitization*.

INFORMATION TECHNOLOGY SECURITY AND PRIVACY TRAINING (MAR 2015)

(a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor

employees (hereafter referred to collectively as "Contractor"). The Contractor shall insert the substance of this clause in all subcontracts.

(b) *Security Training Requirements*.

(1) All users of Federal information systems are required by Title 5, Code of Federal Regulations, Part 930.301, Subpart C, as amended, to be exposed to security awareness materials annually or whenever system security changes occur, or when the user's responsibilities change. The DHS requires that Contractor employees take an annual Information Technology Security Awareness Training course before accessing sensitive information under the contract. Unless otherwise specified, the training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the contract shall complete the training before accessing sensitive information under the contract. The training is accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, initial training certificates for each Contractor and subcontractor employee shall be provided to the Contracting Officer's Representative (COR) not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(2) The DHS Rules of Behavior apply to every DHS employee, Contractor and subcontractor that will have access to DHS systems and sensitive information. The DHS Rules of Behavior shall be signed before accessing DHS systems and sensitive information. The DHS Rules of Behavior is a document that informs users of their responsibilities when accessing DHS systems and holds users accountable for actions taken while accessing DHS systems and using DHS Information Technology resources capable of inputting, storing, processing, outputting, and/or transmitting sensitive information. The DHS Rules of Behavior is accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors. Unless otherwise specified, the DHS Rules of Behavior shall be signed within thirty (30) days of contract award. Any new Contractor employees assigned to the contract shall also sign the DHS Rules of Behavior before accessing DHS systems and sensitive information. The Contractor shall maintain signed copies of the DHS Rules of Behavior for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, the Contractor shall e-mail copies of the signed DHS Rules of Behavior to the COR not later than thirty (30) days after contract award for each employee. The DHS Rules of Behavior will be reviewed annually and the COR will provide notification when a review is required.

(c) *Privacy Training Requirements.* All Contractor and subcontractor employees that will have access to Personally Identifiable Information (PII) and/or Sensitive PII (SPII) are required to take *Privacy at DHS: Protecting Personal Information* before accessing PII and/or SPII. The training is accessible at http://www.dhs.gov/dhs-security-and-training-requirements-contractors. Training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the

contract shall also complete the training before accessing PII and/or SPII. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Initial training certificates for each Contractor and subcontractor employee shall be provided to the COR not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(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

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00011	See Block 16C		

6. ISSUED BY CODE ICE/DCR

ICE/Detention Compliance & Removals
Immigration and Customs Enforcement
Office of Acquisition Management
801 I Street, NW Suite 930
WASHINGTON DC 20536

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

STG INTERNATIONAL INC
ATTN (b)(6); (b)(7)(C)
99 CANAL CENTER PLAZA
SUITE 500
ALEXANDRIA VA 22314

CODE 1795704030000 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x (b)(7)(E) CT/ORDER NO.

10B. DATED *(SEE ITEM 13)* 02/20/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
See Schedule

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

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* Mutual Agreement of Both Parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

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

DUNS Number: 179570403
COR: (b)(6); (b)(7)(C)
Phone
Email

COR: (b)(6); (b)(7)(C)
Phon
Emai

COR: (b)(6); (b)(7)(C)
Phon

Continued ...

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
(b)(6); (b)(7)(C) Fo nt & CEO	(b)(6); (b)(7)(C)
15B *(Signature of person authorized to sign)*	15C. DATE SIGNED 4/25/2019
CA *(Signature of Contracting Officer)*	16C. DATE SIGNED 04/29/2019

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

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

Email: (b)(6); (b)(7)(C)

COR: (b)(6); (b)(7)(C)
Phone
Email

Contracting Officer: (b)(6); (b)(7)(C)
Phone: (b)(6); (b)(7)(C)
Email:

There is no requisition associated with this action.

The purpose of P00011 is the following:

1. Change FTE counts across various sites due to changes in mission needs. These changes are tracked in the Site Staffing and Bill Rates document attached to this modification.

2. Establish a contract hourly rate for Dentist and the Dental Hygienist at San Diego.

3. Establish the Position Description and an hourly rate for Custody Resource Coordinator Level III for Aurora Colorado. At this time, not FTE increase is associated with this labor category.

4. Establish Option Period hourly rates for various labor categories, added through modification, which were not established at the time of incorporation.

5. Medical Services at Santa Ana will not be required. All FTE will be decreased to 0. This action was effective April 16, 2019.

6. Effective May 16, 2019, medical services at LA Staging will no longer be required. All FTE will be decreased to 0. Notification of this change was provided April 16, 2019 in accordance with Section C.15(M) of the Statement of Work.

The total obligated amount of (b)(7)(E) does not change:

The total contract value of (b)(7)(E) does not change.

Continued ...

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 02/20/2018 to 05/28/2022				

PHYSICIAN ASSISTANT

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. Analytical skills and ability to navigate complex system
3. Strong interpersonal and active listening skills
4. Strong organizational and time management skills
5. Demonstrates strong problem solving, judgement and decision making skills.
6. Demonstrates Integrity, honesty, and cultural competency.
7. Verbal and written proficiency in Spanish (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. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
1. 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.

2. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of NCCPA to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in state in which the duty station is located to prescribe controlled medications.
6. This position does not require privileging by IHSC.
7. 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. 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.
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 direct care to detainees/patients via scheduled appointments, emergency or urgent care visits.
2. Consults with the physician/Clinical Director for complex medical and/or psychiatric patietns as required by IHSC policy. Complete orders recommended/authorized by the physician.
3. Provides infirmary care including admission, discharge, and daily rounds for detainees/patients that require higher level of medical care and monitoring.
4. Performs comprehensive history and physical evaluations, behavioral health care, and minor outpatient surgical procedures for detainees/patients as required by IHSC policy, or as required for detainee medical complaint.
5. Works within and performs functions as outlined in the IHSC Advanced Practice Provider (APP) Scope of Practice and the Controlled Prescribing Scope of Practice for APPs.
6. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
7. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when ordering/dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
8. Coordinates health care needs of detainees/patients including referrals to off-site consultants.
9. Orders and interprets diagnostic and therapeutic tests relative to the resident's age-specific needs.
10. Interprets Tuberculin skin tests (TSTs) and diagnostic studies, manages Direct Observation Therapy (DOT) for treatment of active or latent tuberculosis.
11. Takes appropriate infection control actions in accordance with IHSC policy and guidance.
12. Adheres to universal precautions and properly disposes of all sharps.
13. Utilizes and documents interpretation and/or translation and/or assisted communication services as needed to ensure ability to communicate with detainees or others who are Limited English Proficient (LEP) or have a communication disability or impediment.
14. Provides relevant patient health education to detainees verbally and/or with handouts.
15. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
17. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Completes all training as required/assigned.
19. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
20. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
21. Completes all training as required/assigned.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.

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. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
26. 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.
27. Attends and participates in general/medical staff meetings.
28. Participates in the APP peer review process
29. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
30. Assists with mentoring and orienting new NPs or PAs as required.
31. 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 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

REGISTERED NURSE

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 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. 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 of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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. Verbal and written proficiency in Spanish
2. Ability 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. .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 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

STG International, Inc.
IHSC Staffing Model and Bill Rates
70CDCR18C00000003 AS OF 6/25/2018

POSITION	STATE	BASE CONTRACTUAL FTES	ADJUSTMENT P0000X	P000X CONTRACTUAL FTES	ANNUAL MAXIMUM HOURS	BASE - BILL RATE
ALEXANDRIA STAGING FACILITY (AX)						
Administrative Assistant	LA	1.0		1.0	2,080	$ (b)(4)
APP - Nurse Practitioner / Physicians Assistant	LA	2.0		2.0	2,080	$
BHP - Social Worker / Psychologist	LA	0.0	1.0	1.0	2,080	
Contract Coordinator	LA	1.0	0.0	1.0	2,080	$
Licensed Vocational/Practical Nurse	LA	5.0	4.0	9.0	2,080	$
Medical Records Technician	LA	3.0	1.0	4.0	2,080	$
Pharmacist	LA	0.0	1.0	1.0	2,080	
Pharmacy Technician	LA	1.0		1.0	2,080	$
Radiology Technician	LA	2.0		2.0	2,080	$
Registered Nurse	LA	14.0	3.0	17.0	2,080	$
Subtotal		**29.0**	**10.0**	**39.0**		
BERKS COUNTY FAMILY RESIDENTIAL SHELTER (BE)						
Administrative Assistant	PA	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	PA	2.0		2.0	2,080	$
BHP - Social Worker / Psychologist	PA	3.0		3.0	2,080	$
Contract Coordinator (Shared with York)	PA	0.8		0.8	2,080	$
Licensed Vocational/Practical Nurse	PA	4.0		4.0	2,080	$
Medical Records Technician	PA	1.0		1.0	2,080	$
Registered Nurse	PA	7.0	2.0	9.0	2,080	$
Subtotal		**18.8**	**2.0**	**20.8**		
BUFFALO FEDERAL DETENTION FACILITY (BU)						
Administrative Assistant	NY	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	NY	3.0	1.0	4.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant -Part Time	NY	1.0	-1.0	0.0	1,040	$
BHP -Social Worker / Psychologist	NY	1.0		1.0	2,080	$
Contract Coordinator	NY	1.0		1.0	2,080	$
Dental Assistant	NY	1.0		1.0	2,080	$
Dentist	NY	0.0	1.0	1.0	2,080	
Licensed Vocational/Practical Nurse	NY	3.0		3.0	2,080	$
Medical Records Technician	NY	3.0	1.0	4.0	2,080	$
Pharmacy Technician	NY	1.0		1.0	2,080	$
Psychiatrist- Part Time	NY	1.0		1.0	1,040	$
Registered Nurse	NY	11.0		11.0	2,080	$
Subtotal		**27.0**	**2.0**	**29.0**		
CIBOLA COUNTY CORRECTIONAL CENTER (CI)						
Custody Resource Coordinator	NM	0.0	1.0	1.0	2080	
Subtotal		**0.0**	**1.0**	**1.0**		
DILLEY - STFRC (DY)						
Adminstrative Assistant	TX	2.0		2.0	2,080	$
APP - Family Nurse Practitioner/Physician Assistant	TX	12.0		12.0	2,080	$
APP - Nurse Practitioner-Pediatric-Immunizations	TX	1.0		1.0	2,080	$
BHP - Social Worker / Psychologist	TX	20.0		20.0	2,080	$
Certified Medical Assistant-Immunization	TX	2.0		2.0	2,080	$
Clinical Services Manager	TX	1.0		1.0	2,080	$
Contract Coordinator	TX	1.0		1.0	2,080	$
Dental Assistant	TX	2.0		2.0	2,080	$
Dentist	TX	2.0		2.0	2,080	$
Dental Hygienist	TX	1.0		1.0	2,080	$
Family Practice Physician/Pediatrician	TX	1.0	1.0	2.0	2,080	$
Licensed Vocational Nurse	TX	17.0		17.0	2,080	$
Licensed Vocational Nurse-S	TX	3.0		3.0	2,080	$
Licensed Vocational Nurse-Immunization-S	TX	3.0		3.0	2,080	$
Medical Records Technician	TX	6.0		6.0	2,080	$
Nurse Manager	TX	1.0		1.0	2,080	$
Pediatrician	TX	1.0		1.0	2,080	$
Pharmacist	TX	2.0		2.0	2,080	$
Psychiatrist	TX	2.0		2.0	2,080	$
Pharmacy Technician	TX	3.0		3.0	2,080	$
Registered Nurse	**TX**	**25.0**		**25.0**	2,080	$
Registered Nurse-S	TX	5.0		5.0	2,080	$
Radiology Technician	TX	2.0		2.0	2,080	$
Registered Nurse-Immunizations	TX	5.0		5.0	2,080	$
Subtotal		**120.0**	**1.0**	**121.0**		
EL PASO ICE MEDICAL REFERRAL CENTER (EP)						
Administrative Assistant	TX	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	TX	3.0	1.0	4.0	2,080	$
APP - Nurse Practitioner - Mental Health	TX	0.0	1.0	1.0	2,080	
BHP - Social Worker/Psychologist	TX	0.0	1.0	1.0	2,080	
Contract Coordinator	TX	1.0		1.0	2,080	$
Dental Assistant	TX	1.0		1.0	2,080	$
Dentist	TX	1.0	-1.0	0.0	2,080	$
Licensed Vocational/Practical Nurse	TX	6.0		6.0	2,080	$
Medical Records Technician	TX	3.0		3.0	2,080	$
Pharmacist	TX	1.0	-1.0	0.0	2,080	$
Pharmacy Technician	TX	1.0		1.0	2,080	$
Physician	TX	0.0	1.0	1.0	2,080	TBD
Physician - Part Time	TX	0.0	1.0	1.0	1,040	TBD

Psychiatrist	TX	1.0		1.0	2,080	$	(b)(4)
Radiology Technician	TX	0.0	1.0	1.0	2,080		
Registered Nurse		8.0	1.0	9.0	2,080	$	
Subtotal		**27.0**	**5.0**	**32.0**			
ELIZABETH ICE MEDICAL FACILITY (ET)							
Administrative Assistant	NJ	1.0		1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	NJ	2.0	-1.0	1.0	2,080	$	
Contract Coordinator (Shared with Varick)	NJ	0.8		0.8	2,080	$	
Licensed Vocational/Practical Nurse	NJ	2.0		2.0	2,080	$	
Physician	NJ	0.0	1.0	1.0	2,080		
Psychiatrist- Part Time	NJ	1.0		1.0	1,040	$	
Registered Nurse	NJ	5.0	1.0	6.0	2,080	$	
Subtotal		**11.8**	**1.0**	**12.8**			
ELOY ICE MEDICAL FACILITY (EY)							
Administrative Assistant	AZ	1.0		1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	AZ	6.0		6.0	2,080	$	
BHP - Social Worker / Psychologist	AZ	3.0	2.0	5.0	2,080	$	
Contract Coordinator	AZ	1.0		1.0	2,080	$	
Dental Assistant	AZ	1.0		1.0	2,080	$	
Dentist	AZ	1.0		1.0	2,080	$	
Licensed Vocational/Practical Nurse	AZ	12.0		12.0	2,080	$	
Medical Records Technician	AZ	6.0		6.0	2,080	$	
Pharmacist (Part-Time)	AZ	0.0	1.0	1.0	2,080		
Pharmacy Technician	AZ	2.0		2.0	2,080	$	
Psychiatrist	AZ	1.0		1.0	2,080	$	
Psychiatrist- **Part Time**	AZ	1.0		1.0	1,040	$	
Physician	AZ	1.0		1.0	2,080	$	
Radiology Technician	AZ	1.0		1.0	2,080	$	
Registered Nurse	AZ	17.0	4.0	21.0	2,080	$	
Subtotal		**54.0**	**7.0**	**61.0**			
FLORENCE ICE MEDICAL FACILITY (FL)							
Administrative Assistant	AZ	1.0		1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	AZ	1.0		1.0	2,080	$	
BHP - Social Worker / Psychologist	AZ	1.0	1.0	2.0	2,080	$	
Contract Coordinator	AZ	1.0		1.0	2,080	$	
Licensed Vocational/Practical Nurse	AZ	10.0	-4.0	6.0	2,080	$	
Medical Records Technician	AZ	6.0	-2.0	4.0	2,080	$	
Pharmacy Technician	AZ	1.0		1.0	2,080	$	
Physician	AZ	0.0	1.0	1.0	2,080		
Psychiatrist- Part Time	AZ	1.0		1.0	1,040	$	
Radiology Technician	AZ	0.0	1.0	1.0	2,080		
Registered Nurse	AZ	9.0	2.0	11.0	2,080	$	
Subtotal		**31.0**	**-1.0**	**30.0**			
HOUSTON - CCA HOUSTON CDF (HN)							
Administrative Assistant	TX	1.0		1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	TX	2.0	2.0	4.0	2,080	$	
BHP - Social Worker / Psychologist	TX	1.0		1.0	2,080	$	
Contract Coordinator	TX	1.0		1.0	2,080	$	
Dental Assistant	TX	1.0		1.0	2,080	$	
Licensed Vocational/Practical Nurse	TX	6.0	-2.0	4.0	2,080	$	
Medical Records Technician	TX	4.0		4.0	2,080	$	
Pharmacist	TX	0.0	1.0	1.0	2,080		
Pharmacy Technician	TX	2.0		2.0	2,080	$	
Physician	TX	0.0	1.0	1.0	2,080		
Psychiatrist	TX	1.0		1.0	2,080	$	
Radiology Technician	TX	0.0	2.0	2.0	2,080		
Registered Nurse	TX	8.0	6.0	14.0	2,080	$	
Subtotal		**27.0**	**10.0**	**37.0**			
JENA ICE DETENTION FACILITY (JE)							
Administrative Assistant	LA	1.0		1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	LA	5.0		5.0	2,080	$	
APP - Nurse Practitioner - Mental Health	LA	0.0	1.0	1.0	2,080		
BHP - Social Worker / Psychologist	LA	2.0	1.0	3.0	2,080	$	
Contract Coordinator	LA	1.0		1.0	2,080	$	
Dental Assistant	LA	1.0		1.0	2,080	$	
Licensed Vocational/Practical Nurse	LA	10.0		10.0	2,080	$	
Medical Records Technician	LA	6.0		6.0	2,080	$	
Pharmacist	LA	0.0	2.0	2.0	2,080		
Pharmacy Technician	LA	2.0		2.0	2,080	$	
Physician	LA	1.0		1.0	2,080	$	
Psychiatrist	LA	1.0		1.0	2,080	$	
Radiology Technician	LA	2.0		2.0	2,080	$	
Registered Nurse	LA	15.0	4.0	19.0	2,080	$	
Subtotal		**47.0**	**8.0**	**55.0**			
JOE CORLEY DETENTION CENTER (CO)							
Custody Resource Coordinator	TX	**0.0**	**1.0**	**1.0**	2,080		
Subtotal		**0.0**	**1.0**	**1.0**			
KROME ICE MEDICAL REFERRAL CENTER (KR)							
Administrative Assistant	FL	1.0		1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	FL	1.0		1.0	2,080	$	
BHP - Social Worker / Psychologist	FL	4.0	1.0	5.0	2,080	$	
Contract Coordinator	FL	1.0		1.0	2,080	$	
Licensed Vocational/Practical Nurse	FL	3.0	5.0	8.0	2,080	$	
Medical Records Technician	FL	1.0		1.0	2,080	$	
Pharmacy Technician	FL	2.0		2.0	2,080	$	
Physician	FL	1.0		1.0	2,080	$	
Psychiatric-Mental Health Registered Nurse	FL	9.0		9.0	2,080	$	

						(b)(4)
Psychiatrist	FL	1.0	1.0	2.0	2,080	$
Radiology Technician	FL	0.0	1.0	1.0	2,080	
Registered Nurse	FL	10.0	-1.0	9.0	2,080	$
Subtotal		**34.0**	**7.0**	**41.0**		
LOS ANGELES STAGING (LA)						
Administrative Assistant	CA	1.0		1.0	2,080	$
Contract Coordinator (Shared with Santa Ana)	CA	0.8		0.8	2,080	$
Licensed Vocational/Practical Nurse	CA	5.0		5.0	2,080	$
Medical Records Technician	CA	3.0	-1.0	2.0	2,080	$
Registered Nurse	CA	6.0		6.0	2,080	$
Subtotal		**15.8**	**-1.0**	**14.8**		
PEARSALL SOUTH TEXAS DETENTION COMPLEX (PE)						
Administrative Assistant	TX	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	TX	4.0	1.0	5.0	2,080	$
BHP - Social Worker / Psychologist	TX	3.0		3.0	2,080	$
Contract Coordinator	TX	1.0		1.0	2,080	$
Dental Assistant	TX	2.0		2.0	2,080	$
Dentist - Part Time	TX	0.0	1.0	1.0	1,040	
Licensed Vocational/Practical Nurse	TX	18.0	-3.0	15.0	2,080	$
Medical Records Technician	TX	6.0		6.0	2,080	$
Pharmacist - Part Time	TX	0.0	1.0	1.0	1,040	
Pharmacy Technician	TX	2.0		2.0	2,080	$
Physician	TX	1.0		1.0	2,080	$
Psychiatrist	TX	1.0		1.0	2,080	$
Radiology Technician	TX	0.0	2.0	2.0	2,080	
Registered Nurse	TX	13.0	7.0	20.0	2,080	$
Subtotal		**52.0**	**9.0**	**61.0**		
PORT ISABEL ICE MEDICAL FACILITY (PI)						
Administrative Assistant	TX	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	TX	5.0	-1.0	4.0	2,080	$
BHP - Social Worker / Psychologist	TX	2.0		2.0	2,080	$
Certified Nurses Assistant	TX	1.0		1.0	2,080	$
Contract Coordinator	TX	1.0		1.0	2,080	$
Dental Assistant	TX	1.0		1.0	2,080	$
Licensed Vocational/Practical Nurse	TX	13.0		13.0	2,080	$
Medical Records Technician	TX	6.0	-1.0	5.0	2,080	$
Pharmacist - Part Time	TX	0.0	1.0	1.0	1,040	
Pharmacy Technician	TX	2.0		2.0	2,080	$
Physician	TX	1.0		1.0	2,080	$
Psychiatrist	TX	1.0		1.0	2,080	$
Radiology Technician	TX	3.0		3.0	2,080	$
Registered Nurse	TX	21.0	-1.0	20.0	2,080	$
Subtotal		**58.0**	**-2.0**	**56.0**		
SAN DIEGO ICE MEDICAL REFERRAL CENTER (SD)						
Administrative Assistant	CA	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	CA	3.0	4.0	7.0	2,080	$
BHP - Social Worker / Psychologist	CA	3.0	-1.0	2.0	2,080	$
Contract Coordinator	CA	1.0		1.0	2,080	$
Dental Assistant	CA	1.0		1.0	2,080	$
Licensed Vocational/Practical Nurse	CA	9.0		9.0	2,080	$
Medical Records Technician	CA	5.0	1.0	6.0	2,080	$
Pharmacy Technician	CA	1.0	1.0	2.0	2,080	$
Physician	CA	1.0	-1.0	0.0	2,080	$
Psychiatric-Mental Health Registered Nurse	CA	7.0		7.0	2,080	$
Psychiatrist	CA	1.0		1.0	2,080	$
Public Health Analyst	CA	0.0	1.0	1.0	2,080	
Radiology Technician	CA	0.0	1.0	1.0	2,080	
Registered Nurse	CA	12.0	1.0	13.0	2,080	$
Subtotal		**45.0**	**7.0**	**52.0**		
SANTA ANA ICE STAGING FACILITY (SA)						
Administrative Assistant	CA	1.0	-1.0	0.0	2,080	$
Contract Coordinator (Shared with LA Staging)	CA	0.2		0.2	2,080	$
Licensed Vocational/Practical Nurse	CA	2.0	1.0	3.0	2,080	$
Registered Nurse	CA	0.0	3.0	3.0	2,080	
Subtotal		**3.2**	**3.0**	**6.2**		
STEWART ICE MEDICAL FACILITY (ST)						
Administrative Assistant	GA	2.0		2.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	GA	5.0	3.0	8.0	2,080	$
APP - Nurse Practitioner - Mental Health	GA	0.0	1.0	1.0	2,080	
BHP - Social Worker / Psychologist	GA	1.0	3.0	4.0	2,080	$
Contract Coordinator	GA	1.0		1.0	2,080	$
Dental Assistant	GA	2.0		2.0	2,080	$
Dentist	GA	1.0		1.0	2,080	$
Dentist - Part Time	GA	0.0	1.0	1.0	2,080	
Licensed Vocational/Practical Nurse	GA	11.0		11.0	2,080	$
Medical Records Technician	GA	6.0		6.0	2,080	$
Pharmacy Technician	GA	2.0		2.0	2,080	$
Physician	GA	1.0		1.0	2,080	$
Psychiatrist	GA	1.0		1.0	2,080	$
Radiology Technician	GA	0.0	1.0	1.0	2,080	
Registered Nurse	GA	18.0	7.0	25.0	2,080	$
Subtotal		**51.0**	**16.0**	**67.0**		
TACOMA NORTHWEST DETENTION FACILITY (TC)						
Administrative Assistant	WA	1.0		1.0	2,080	$
APP - Nurse Practitioner / Physicians Assistant	WA	2.0	2.0	4.0	2,080	$
BHP - Social Worker / Psychologist	WA	1.0	1.0	2.0	2,080	$
Contract Coordinator	WA	1.0		1.0	2,080	$

Dental Assistant	WA	1.0		1.0	2,080	$	(b)(4)
Dentist - **Part Time**	WA	1.0		1.0	1,040	$	
Licensed Vocational/Practical Nurse	WA	7.0		7.0	2,080	$	
Medical Records Technician	WA	5.0		5.0	2,080	$	
Pharmacy Technician	WA	2.0		2.0	2,080	$	
Physician	WA	1.0		1.0	2,080	$	
Psychiatrist	WA	1.0		1.0	2,080	$	
Psychiatrist- **Part Time**	WA	1.0		1.0	1,040	$	
Radiology Technician	WA	0.0	1.0	1.0	2,080		
Registered Nurse	WA	8.0	13.0	21.0	2,080	$	
Subtotal		**32.0**	**17.0**	**49.0**			
TAYLOR ICE MEDICAL FACILITY (TR)							
Administrative Assistant	TX	2.0	-1.0	1.0	2,080	$	
APP - Nurse Practitioner / Physicians Assistant	TX	3.0		3.0	2,080	$	
BHP - Social Worker / Psychologist	TX	2.0	-1.0	1.0	2,080	$	
Contract Coordinator	TX	1.0		1.0	2,080	$	
COR Assistant	TX	0.0	1.0	1.0	2,080		
Dental Assistant	TX	1.0		1.0	2,080	$	
Licensed Vocational/Practical Nurse	TX	3.0		3.0	2,080	$	
Medical Records Technician	TX	3.0		3.0	2,080	$	
Pharmacy Technician	TX	1.0		1.0	2,080	$	
Physician	TX	1.0		1.0	2,080	$	
Psychiatrist	TX	1.0		1.0	2,080	$	
Registered Nurse	TX	11.0	-1.0	10.0	2,080	$	
Subtotal		**29.0**	**-2.0**	**27.0**			
VARICK ICE STAGING FACILITY (VK)							
Administrative Assistant	NY	1.0		1.0	2,080	$	
Contract Coordinator (Shared with Elizabeth)	NY	0.2		0.2	2,080	$	
Registered Nurse	NY	2.0	1.0	3.0	2,080	$	
Subtotal		**3.2**	**1.0**	**4.2**			
WASHINGTON DC HEADQUARTERS (HQ)							
Behavioral Health Clinical Consultant	DC	0.0	1.0	1.0	2,000		
BHP - Social Worker	DC	1.0	-1.0	0.0	2,000	$	
Contract Coordinator	DC	1.0		1.0	2,080	$	
Compliance Monitoring Specialist	DC	0.0	2.0	2.0	2,000		
Credentialing Assistant	DC	1.0	2.0	3.0	2,000	$	
Executive A.A.- Accounts Manager	DC	2.0	-1.0	1.0	2,000	$	
Executive A.A.- Mgmt. Analyst	DC	3.0		3.0	2,000	$	
Executive A.A. - Program Assistant	DC	3.0	-2.0	1.0	2,000	$	
Health Informatics Analyst	DC	1.0		1.0	2,000	$	
Health Information Data Specialist	DC	5.0	-4.0	1.0	2,000	$	
Health Information Management Technician (@Jena)	DC	0.0	1.0	1.0	2,000		
Health Information Management Technician (@Stewart)	DC	0.0	1.0	1.0	2,000		
Provider Relations	DC	1.0	1.0	2.0	2,000	$	
OutpatientCode Reviewer and Document Specialist	DC	0.0	2.0	2.0	2,000		
Registered Nurse Risk Manager	DC	0.0	1.0	1.0	2,000		
Subtotal		**18.0**	**3.0**	**21.0**			
YORK TRANSFER OPERATIONS PROGRAM (YK)							
Contract Coordinator (Shared with Berks)	PA	0.2		0.2	2,080	$	
Licensed Vocational/Practical Nurse	PA	2		2	2,080	$	
Medical Records Technician	PA	1		1	2,080	$	
Registered Nurse	PA	2		2	2,080	$	
Subtotal		**5.2**	**0**	**5.2**			

GRAND TOTAL	**739.0**	**105.0**	**844.0**

J-2 – Quality Assurance Surveillance Plan (QASP)

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

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.

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/detainee 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 Financial Service Center (VA FSC) on behalf of IHSC directly to the medical provider(s).

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/detainees 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/detainee 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

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. Script Care coordinates reimbursement through the VA Financial Services Center 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/detainees:

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/detainee. 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/detainee.
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.
e. Over the counter medications are generally not a covered benefit through Script Care.

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.

J-5 Workforce Health

Staff Health File

Staff health files for each worker must be maintained on site, by the Health Services Administrator or the employer's designee. Staff health files for each staff member must be maintained n a locked cabinet in accordance with the following laws: (a) The Privacy Act of 1974, 5 USC 552a, in the DHS | Handbook for Safeguarding Sensitive Personally Identifiable Information; (b) the Office of Personnel Management, Employee Medical Records System of Records, 75 Federal Register 35099 (June 21, 2010); and (c) in the Department of Labor, Office of Workers' Compensation Programs, Federal Employees' Compensation Act File System of Records, 77 Federal Register 1738, (January 11, 2012); and (d) in any other applicable system. The staff member's health file should contain the following documents:

- Initial and annual TB infection screening results;
- Vaccination records and/or declination documentation as applicable;
- OSHA's Form 301, Injury and Illness Incident Form;
- Bloodborne pathogen (BBP) exposure documentation;
- Annual respirator medical clearance documentation;
- Annual respirator fit test results;
- Annual radiation exposure records (for applicable staff; quarterly records and investigational documents if exposure is outside of policy limits);
- Radiation exposure records from outside employer if moonlighting (for applicable staff);
- Pregnancy declaration (for radiation safety, if applicable); and
- Other staff health documents.

Prior to performing any duties, all contract personnel working at IHSC medical clinics must provide documentation regarding the following:

1. History of testing for tuberculosis (TB) within the last 12 months. The accepted two TB infection screening methods are:

    a. Two-step tuberculin skin test (TST) within three weeks of each other.

    b. Single-step FDA-approved Interferon-Gamma Release Assay (IGRA).
    - If both TST results are negative, or if the IGRA is negative, the person is considered not TB infected at the time of hire.
    - The TST booster effect: A person infected with TB years ago may have a negative reaction to an initial TST and a positive reaction to the second TST. This is attributed to the immune stimulation from the first TST and is called the "booster effect." The two-step TST method confirms old TB infection and should not be interpreted as a TST conversion (i.e., going from negative to positive after an exposure). The IGRA test does not create the "booster effect."
    - Staff member with TB infection: If the first or second TST result is positive,

if the IGRA is positive, or if the person had a previously positive test for TB infection, the person is considered TB infected. The staff member must provide documentation of the TB infection to the Health Services Administrator (HSA).

- Staff members with TB infection should have documentation of a chest x-ray with findings that are not suggestive of TB disease, or documentation of completed treatment for TB infection or TB disease, if applicable.

2. On an annual basis and at own expense, the contractor shall provide a current (TST) or (IGRA) test result if the employee previously tested negative for TB infection. If the employee previously tested positive for TB infection, the staff member should be evaluated for TB symptoms by his or her usual source of health care or by the contractor's employee health program. If the staff member is diagnosed with TB infection or presumptive TB disease, he or she should be managed by his or her usual source of health care and in accordance with Centers for Disease Control and Prevention (CDC) guidelines.

3. Hepatitis B vaccine
   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 hepatitis B virus (HBV); or

   b. Refuse the vaccination series for medical reasons and submit a completed Hepatitis B Vaccine Declination Form to the HSA.

4. Highly Recommended Vaccinations for Health Care Workers

   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.

   - Hepatitis
   - Varicella
   - Measles, Mumps, Rubella (MMR)
   - Tetanus toxoid, reduced diphtheria toxoid and acellular pertussis (Tdap)
   - 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: Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP).

U.S. Immigration and Customs Enforcement

Enforcement and Removal Operations
ICE Health Service Corps

Declaration of Pregnancy Form

***This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter, or you may write your own letter.**

Declaration of Pregnancy To: Radiation Safety

In accordance with the NRC's regulations in 10CFR20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in the Month and Year indicated below:

_____

Month & Year of Conception

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem {unless the dose has already been exceeded between the time of conception and submitting this letter}. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

Signature of Person Declaring Pregnancy

_____

Name (PRINTED) of Person Declaring Pregnancy

_____

Date

_____

ICE Health Service Corps
Enforcement and Removal Operations
U.S. Department of Homeland Security
500 12th Street, SW
Washington, D.C. 20536

U.S. Immigration and Customs Enforcement

IHSC Hepatitis B Declination Form

I understand that due to my potential occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been informed that I should be vaccinated with the hepatitis vaccine through my usual source of health care. I decline the hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have potential occupational exposure to blood or potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I will obtain the vaccination series through my usual source of health care and will sumit appropriate documentation.

_____ _____

Printed Name of Employee Date

_____

Signature of Employee

_____ _____

HSA Date

_____

Facility

J-6 Credentialing and Privileging

4-1. Establishment of Credentials Portfolios

a. The Office of the AMD establishes credentials portfolios for all IHSC Licensed Independent Practitioners prior to their working in the clinic.

b. For all contract physicians, dentist and behavioral health providers who deliver services on site, IHSC must receive education, training, experience and competency documents, including licensure and certifications, before contract 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/Core 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) Board certification

(6) Cardio-Pulmonary Resuscitation (CPR) certification

c. Section III – Experience and Current Competency

(1) Peer References (letters of reference written by peer of the same discipline)

(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 accomplished by website and/or 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 Electronically sent via email to the facility).

b. Termination of employment (portfolio is Electronically archiveed.)

4-6. Storage. Credentials portfolios are maintained electronically and may also 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 electronically 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 addresses 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.

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
Colaborative Practice Agreement			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	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

J-12-Discipline Shift Requirements

Discipline	Shift (1)	Shift (2)	Shift (3)	On Call Yes/No	Weekend/Holidays
AA	X			No	No
MRT	X	X	X	No	Yes
MA/CNA	X	X	X	No	Yes
Rad Tech	X	X	X	No	Yes
LPN/LVN	X	X	X	No	Yes
RN	X	X	X	No	Yes
BHP	X	X		Yes	Yes
APP	X	X	X	Yes	Yes
Dentist	X			Yes	No
RDH/DA	X			No	No
Physician/Psychiatrist	X			Yes	No
Pharmacist	X	X		Yes	No
Pharmacy Tech	X	X		No	No

All disciplines may be required to report to work 24/7 based on the mission, changing health care needs, legislation, or other circumstances that dictate changes in schedule.

Shifts: 1) 0700-1530 On Call Hours: 2101- 0659
2) 1500-2330
3) 2300-0730

All overtime must be pre-approved by the GMT prior to the overtime occurring

Note: HQ staff schedule will be determined by onsite GTM. Core hours are 0600-1800.

From: (b)(6); (b)(7)(C)
To:
Cc:
Subject: Changed Post RFP
Date: Friday, June 29, 2018 4:22:38 PM
Attachments: Contract-Nurse Practitioner-Family.docx
Contract-Nurse Practitioner-Pediatric.docx
Contract-Physician Assistant.docx
Contract-Psychiatrist.docx
Contract-Radiology Technologist.docx

(b)(6); (b)(7)(C)

Attached are the PDs that have been changed since the RFP was released.

Thanks

(b)(6);

(b)(6); (b)(7)(C) LCSW, BCD
Contracting Officer's Representative
Health Operations Unit
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-73(b)(6); (b)(7)(C)
Cell: 202-641

(b)(5)

Warning: This document is UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. No portion of this report should be furnished to the media, either in written or verbal form.

REGISTERED NURSE

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 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. 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 of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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. Verbal and written proficiency in Spanish
2. Ability 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. .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 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

12 February 2016

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 COR.* *No other criteria other than "filled", "vacant", or "on hold" as per the 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 (unless "on hold") 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 APPs < 90% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I BHPs < 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-PharmD-CC < 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 Initiation 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) to PSU and fingerprint cards to the CORs within ten (10) calendar days after receiving notice of e-QIP initiation. Exceptions may be granted on a case by case basis, only if approved in writing by COR.	Number of complete (no missing standard documentation) e-QIP packets received by PSU and fingerprint cards to the CORs 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 e-QIP (security) packets to PSU and fingerprint cards to the CORs 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 five (5) business days before the employee is on-site and working. Exceptions may be granted on a case by case basis, only	The number of complete and incomplete credentialing packets received, no less than five business 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 email. Other methods of surveillance may be	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
	if approved in writing by COR.		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. Exceptions may be granted on a case by case basis, only if approved in writing by COR.	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 thirty (30) 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*	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.

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
	position code.				
Deliverables	100% of deliverables in F-4 – Deliverables Table will be completed by due date.	Date of receipt of deliverables and their corresponding due date.	E-mail receipt to all COR's email boxes or other method as required	100 % receipt of completed deliverables	< 100% compliance will result in 0.25% **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.

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

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) 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:

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

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 8 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For

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

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

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

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

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

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

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

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive 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

$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 05-2353 (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

I
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

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).

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)

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 05-2567 (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).

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 15-5215 (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.

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.

J-1 –Preliminary Site Staffing Matrix

Site Location	Staffing Discipline	Position	Position Code
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse	AX-LPN-1
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse	AX-LPN-2
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse	AX-LPN-3
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse	AX-LPN-4
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse	AX-LPN-5
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	AX-C-LPN-1
Alexandria	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	AX-C-LPN-2
Alexandria	MLP	Nurse Practitioner / Physicians Assistant	AX-MLP-1
Alexandria	MLP	Nurse Practitioner / Physicians Assistant	AX-MLP-2
Alexandria	RN	Registered Nurse	AX-RN-1
Alexandria	RN	Registered Nurse	AX-RN-2
Alexandria	RN	Registered Nurse	AX-RN-3
Alexandria	RN	Registered Nurse	AX-RN-4
Alexandria	RN	Registered Nurse	AX-RN-5
Alexandria	RN	Registered Nurse	AX-RN-6
Alexandria	RN	Registered Nurse	AX-RN-7
Alexandria	RN	Registered Nurse	AX-RN-8
Alexandria	RN	Registered Nurse	AX-RN-9
Alexandria	RN	Registered Nurse	AX-RN-10
Alexandria	RN	Registered Nurse	AX-RN-11
Alexandria	RN	Registered Nurse	AX-RN-12
Alexandria	RN	Registered Nurse	AX-RN-13
Alexandria	RN	Registered Nurse	AX-RN-14
Alexandria	RN	Registered Nurse-Casual	AX-C-RN-1
Alexandria	RN	Registered Nurse-Casual	AX-C-RN-2
Alexandria	RN	Registered Nurse-Casual	AX-C-RN-3
Alexandria	Technician/Assistants	Administrative Assistant	AX-AA-1
Alexandria	Technician/Assistants	Medical Records Technician	AX-MRT-1
Alexandria	Technician/Assistants	Medical Records Technician	AX-MRT-2
Alexandria	Technician/Assistants	Medical Records Technician	AX-MRT-3
Alexandria	Technician/Assistants	Pharmacy Technician	AX-PT-1
Alexandria	Technician/Assistants	Radiology Technician	AX-RT-1

Site Location	Staffing Discipline	Position	Position Code
Alexandria	Technician/Assistants	Radiology Technician	AX-RT-2
Berks	LVN/LPN	Licensed Vocational/Practical Nurse	BE-LPN-1
Berks	LVN/LPN	Licensed Vocational/Practical Nurse	BE-LPN-2
Berks	LVN/LPN	Licensed Vocational/Practical Nurse	BE-LPN-3
Berks	LVN/LPN	Licensed Vocational/Practical Nurse	BE-LPN-4
Berks	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	BE-C-LPN-1
Berks	MHP	Social Worker / Psychologist	BE-MHP-1
Berks	MHP	Social Worker / Psychologist	BE-MHP-2
Berks	MHP	Social Worker / Psychologist	BE-MHP-3
Berks	MLP	Nurse Practitioner / Physicians Assistant	BE-MLP-1
Berks	MLP	Nurse Practitioner / Physicians Assistant	BE-MLP-2
Berks	RN	Registered Nurse	BE-RN-1
Berks	RN	Registered Nurse	BE-RN-2
Berks	RN	Registered Nurse	BE-RN-3
Berks	RN	Registered Nurse	BE-RN-4
Berks	RN	Registered Nurse	BE-RN-5
Berks	RN	Registered Nurse	BE-RN-6
Berks	RN	Registered Nurse	BE-RN-7
Berks	RN	Registered Nurse-Casual	BE-C-RN-1
Berks	RN	Registered Nurse-Casual	BE-C-RN-2
Berks	RN	Registered Nurse-Casual	BE-C-RN-3
Berks	Technician/Assistants	Administrative Assistant	BE-AA-1
Berks	Technician/Assistants	Medical Records Technician	BE-MRT-1
Buffalo	LVN/LPN	Licensed Vocational/Practical Nurse	BU-LPN-1
Buffalo	LVN/LPN	Licensed Vocational/Practical Nurse	BU-LPN-2
Buffalo	LVN/LPN	Licensed Vocational/Practical Nurse	BU-LPN-3
Buffalo	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	BU-C-LPN-1
Buffalo	MD/DO-DDS-Pharm	Psychiatrist- **Part Time**	BU-P-MD-1-PT
Buffalo	MHP	Social Worker / Psychologist	BU-MHP-1
Buffalo	MLP	Nurse Practitioner / Physicians Assistant	BU-MLP-1
Buffalo	MLP	Nurse Practitioner / Physicians Assistant	BU-MLP-2

Site Location	Staffing Discipline	Position	Position Code
Buffalo	MLP	Nurse Practitioner / Physicians Assistant	BU-MLP-3
Buffalo	MLP	Nurse Practitioner / Physicians Assistant **-Part Time**	BU-MLP-4-PT
Buffalo	RN	Registered Nurse	BU-RN-1
Buffalo	RN	Registered Nurse	BU-RN-2
Buffalo	RN	Registered Nurse	BU-RN-3
Buffalo	RN	Registered Nurse	BU-RN-4
Buffalo	RN	Registered Nurse	BU-RN-5
Buffalo	RN	Registered Nurse	BU-RN-6
Buffalo	RN	Registered Nurse	BU-RN-7
Buffalo	RN	Registered Nurse	BU-RN-8
Buffalo	RN	Registered Nurse	BU-RN-9
Buffalo	RN	Registered Nurse	BU-RN-10
Buffalo	RN	Registered Nurse	BU-RN-11
Buffalo	RN	Registered Nurse-Casual	BU-C-RN-1
Buffalo	RN	Registered Nurse-Casual	BU-C-RN-2
Buffalo	Technician/Assistants	Administrative Assistant	BU-AA-1
Buffalo	Technician/Assistants	Dental Assistant	BU-DA-1
Buffalo	Technician/Assistants	Medical Records Technician	BU-MRT-1
Buffalo	Technician/Assistants	Medical Records Technician	BU-MRT-2
Buffalo	Technician/Assistants	Medical Records Technician	BU-MRT-3
Buffalo	Technician/Assistants	Pharmacy Technician	BU-PT-1
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse	EP-LPN-1
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse	EP-LPN-2
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse	EP-LPN-3
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse	EP-LPN-4
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse	EP-LPN-5
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse	EP-LPN-6
El Paso	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	EP-C-LPN-1
El Paso	MD/DO-DDS-Pharm	Dentist	EP-DDS-1
El Paso	MD/DO-DDS-Pharm	Pharmacist	EP-PH-1
El Paso	MD/DO-DDS-Pharm	Psychiatrist	EP-P-MD-1
El Paso	MLP	Nurse Practitioner / Physicians Assistant	EP-MLP-1
El Paso	MLP	Nurse Practitioner / Physicians	EP-MLP-2

Site Location	Staffing Discipline	Position	Position Code
		Assistant	
El Paso	MLP	Nurse Practitioner / Physicians Assistant	EP-MLP-3
El Paso	RN	Registered Nurse	EP-RN-1
El Paso	RN	Registered Nurse	EP-RN-2
El Paso	RN	Registered Nurse	EP-RN-3
El Paso	RN	Registered Nurse	EP-RN-4
El Paso	RN	Registered Nurse	EP-RN-5
El Paso	RN	Registered Nurse	EP-RN-6
El Paso	RN	Registered Nurse	EP-RN-7
El Paso	RN	Registered Nurse	EP-RN-8
El Paso	RN	Registered Nurse-Casual	EP-C-RN-1
El Paso	RN	Registered Nurse-Casual	EP-C-RN-2
El Paso	RN	Registered Nurse-Casual	EP-C-RN-3
El Paso	Technician/Assistants	Administrative Assistant	EP-AA-1
El Paso	Technician/Assistants	Dental Assistant	EP-DA-1
El Paso	Technician/Assistants	Medical Records Technician	EP-MRT-1
El Paso	Technician/Assistants	Medical Records Technician	EP-MRT-2
El Paso	Technician/Assistants	Medical Records Technician	EP-MRT-3
El Paso	Technician/Assistants	Pharmacy Technician	EP-PT-1
Elizabeth	LVN/LPN	Licensed Vocational/Practical Nurse	ET-LPN-1
Elizabeth	LVN/LPN	Licensed Vocational/Practical Nurse	ET-LPN-2
Elizabeth	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	ET-C-LPN-1
Elizabeth	MD/DO-DDS-Pharm	Psychiatrist- **Part Time**	ET-P-MD-1-PT
Elizabeth	MLP	Nurse Practitioner / Physicians Assistant	ET-MLP-1
Elizabeth	MLP	Nurse Practitioner / Physicians Assistant	ET-MLP-2
Elizabeth	RN	Registered Nurse	ET-RN-1
Elizabeth	RN	Registered Nurse	ET-RN-2
Elizabeth	RN	Registered Nurse	ET-RN-3
Elizabeth	RN	Registered Nurse	ET-RN-4
Elizabeth	RN	Registered Nurse	ET-RN-5
Elizabeth	RN	Registered Nurse-Casual	ET-C-RN-1
Elizabeth	RN	Registered Nurse-Casual	ET-C-RN-2
Elizabeth	Technician/Assistants	Administrative Assistant	ET-AA-1

Site Location	Staffing Discipline	Position	Position Code
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-1
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-2
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-3
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-4
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-5
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-6
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-7
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-8
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-9
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-10
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-11
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse	EY-LPN-12
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	EY-C-LPN-1
Eloy	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	EY-C-LPN-2
Eloy	MD/DO-DDS-Pharm	Dentist	EY-DDS-1
Eloy	MD/DO-DDS-Pharm	Psychiatrist	EY-P-MD-1
Eloy	MD/DO-DDS-Pharm	Psychiatrist- **Part Time**	EY-P-MD-2-PT
Eloy	MD/DO-DDS-Pharm	Staff Physician	EY-MD-1
Eloy	MHP	Social Worker / Psychologist	EY-MHP-1
Eloy	MHP	Social Worker / Psychologist	EY-MHP-2
Eloy	MHP	Social Worker / Psychologist	EY-MHP-3
Eloy	MLP	Nurse Practitioner / Physicians Assistant	EY-MLP-1
Eloy	MLP	Nurse Practitioner / Physicians Assistant	EY-MLP-2
Eloy	MLP	Nurse Practitioner / Physicians Assistant	EY-MLP-3
Eloy	MLP	Nurse Practitioner / Physicians Assistant	EY-MLP-4
Eloy	MLP	Nurse Practitioner / Physicians Assistant	EY-MLP-5
Eloy	MLP	Nurse Practitioner / Physicians Assistant	EY-MLP-6
Eloy	RN	Registered Nurse	EY-RN-1
Eloy	RN	Registered Nurse	EY-RN-2
Eloy	RN	Registered Nurse	EY-RN-3

Site Location	Staffing Discipline	Position	Position Code
Eloy	RN	Registered Nurse	EY-RN-4
Eloy	RN	Registered Nurse	EY-RN-5
Eloy	RN	Registered Nurse	EY-RN-6
Eloy	RN	Registered Nurse	EY-RN-7
Eloy	RN	Registered Nurse	EY-RN-8
Eloy	RN	Registered Nurse	EY-RN-9
Eloy	RN	Registered Nurse	EY-RN-10
Eloy	RN	Registered Nurse	EY-RN-11
Eloy	RN	Registered Nurse	EY-RN-12
Eloy	RN	Registered Nurse	EY-RN-13
Eloy	RN	Registered Nurse	EY-RN-14
Eloy	RN	Registered Nurse	EY-RN-15
Eloy	RN	Registered Nurse	EY-RN-16
Eloy	RN	Registered Nurse	EY-RN-17
Eloy	RN	Registered Nurse-Casual	EY-C-RN-1
Eloy	RN	Registered Nurse-Casual	EY-C-RN-2
Eloy	RN	Registered Nurse-Casual	EY-C-RN-3
Eloy	RN	Registered Nurse-Casual	EY-C-RN-4
Eloy	Technician/Assistants	Administrative Assistant	EY-AA-1
Eloy	Technician/Assistants	Dental Assistant	EY-DA-1
Eloy	Technician/Assistants	Medical Records Technician	EY-MRT-1
Eloy	Technician/Assistants	Medical Records Technician	EY-MRT-2
Eloy	Technician/Assistants	Medical Records Technician	EY-MRT-3
Eloy	Technician/Assistants	Medical Records Technician	EY-MRT-4
Eloy	Technician/Assistants	Medical Records Technician	EY-MRT-5
Eloy	Technician/Assistants	Medical Records Technician	EY-MRT-6
Eloy	Technician/Assistants	Pharmacy Technician	EY-PT-1
Eloy	Technician/Assistants	Pharmacy Technician	EY-PT-2
Eloy	Technician/Assistants	Radiology Technician	EY-RT-1
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-1
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-2
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-3
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-4
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-5
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-6
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-7

Site Location	Staffing Discipline	Position	Position Code
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-8
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-9
Florence	LVN/LPN	Licensed Vocational/Practical Nurse	FL-LPN-10
Florence	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	FL-C-LPN-1
Florence	MD/DO-DDS-Pharm	Psychiatrist- **Part Time**	FL-P-MD-1-PT
Florence	MHP	Social Worker / Psychologist	FL-MHP-1
Florence	MLP	Nurse Practitioner / Physicians Assistant	FL-MLP-1
Florence	RN	Registered Nurse	FL-RN-1
Florence	RN	Registered Nurse	FL-RN-2
Florence	RN	Registered Nurse	FL-RN-3
Florence	RN	Registered Nurse	FL-RN-4
Florence	RN	Registered Nurse	FL-RN-5
Florence	RN	Registered Nurse	FL-RN-6
Florence	RN	Registered Nurse	FL-RN-7
Florence	RN	Registered Nurse	FL-RN-8
Florence	RN	Registered Nurse	FL-RN-9
Florence	RN	Registered Nurse-Casual	FL-C-RN-1
Florence	RN	Registered Nurse-Casual	FL-C-RN-2
Florence	Technician/Assistants	Administrative Assistant	FL-AA-1
Florence	Technician/Assistants	Medical Records Technician	FL-MRT-1
Florence	Technician/Assistants	Medical Records Technician	FL-MRT-2
Florence	Technician/Assistants	Medical Records Technician	FL-MRT-3
Florence	Technician/Assistants	Medical Records Technician	FL-MRT-4
Florence	Technician/Assistants	Medical Records Technician	FL-MRT-5
Florence	Technician/Assistants	Medical Records Technician	FL-MRT-6
Florence	Technician/Assistants	Pharmacy Technician	FL-PT-1
Houston	LVN/LPN	Licensed Vocational/Practical Nurse	HN-LPN-1
Houston	LVN/LPN	Licensed Vocational/Practical Nurse	HN-LPN-2
Houston	LVN/LPN	Licensed Vocational/Practical Nurse	HN-LPN-3
Houston	LVN/LPN	Licensed Vocational/Practical Nurse	HN-LPN-4
Houston	LVN/LPN	Licensed Vocational/Practical Nurse	HN-LPN-5
Houston	LVN/LPN	Licensed Vocational/Practical Nurse	HN-LPN-6
Houston	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	HN-C-LPN-1

Site Location	Staffing Discipline	Position	Position Code
Houston	MD/DO-DDS-Pharm	Psychiatrist	HN-P-MD-1
Houston	MHP	Social Worker / Psychologist	HN-MHP-1
Houston	MLP	Nurse Practitioner / Physicians Assistant	HN-MLP-1
Houston	MLP	Nurse Practitioner / Physicians Assistant	HN-MLP-2
Houston	RN	Registered Nurse	HN-RN-1
Houston	RN	Registered Nurse	HN-RN-2
Houston	RN	Registered Nurse	HN-RN-3
Houston	RN	Registered Nurse	HN-RN-4
Houston	RN	Registered Nurse	HN-RN-5
Houston	RN	Registered Nurse	HN-RN-6
Houston	RN	Registered Nurse	HN-RN-7
Houston	RN	Registered Nurse	HN-RN-8
Houston	RN	Registered Nurse-Casual	HN-C-RN-1
Houston	RN	Registered Nurse-Casual	HN-C-RN-2
Houston	Technician/Assistants	Administrative Assistant	HN-AA-1
Houston	Technician/Assistants	Dental Assistant	HN-DA-1
Houston	Technician/Assistants	Medical Records Technician	HN-MRT-1
Houston	Technician/Assistants	Medical Records Technician	HN-MRT-2
Houston	Technician/Assistants	Medical Records Technician	HN-MRT-3
Houston	Technician/Assistants	Medical Records Technician	HN-MRT-4
Houston	Technician/Assistants	Pharmacy Technician	HN-PT-1
Houston	Technician/Assistants	Pharmacy Technician	HN-PT-2
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-1
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-2
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-3
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-4
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-5
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-6
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-7
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-8
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-9
Jena	LVN/LPN	Licensed Vocational/Practical Nurse	JE-LPN-10
Jena	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	JE-C-LPN-1

Site Location	Staffing Discipline	Position	Position Code
Jena	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	JE-C-LPN-2
Jena	MD/DO-DDS-Pharm	Psychiatrist	JE-P-MD-1
Jena	MD/DO-DDS-Pharm	Staff Physician	JE-MD-1
Jena	MHP	Social Worker / Psychologist	JE-MHP-1
Jena	MHP	Social Worker / Psychologist	JE-MHP-2
Jena	MLP	Nurse Practitioner / Physicians Assistant	JE-MLP-1
Jena	MLP	Nurse Practitioner / Physicians Assistant	JE-MLP-2
Jena	MLP	Nurse Practitioner / Physicians Assistant	JE-MLP-3
Jena	MLP	Nurse Practitioner / Physicians Assistant	JE-MLP-4
Jena	MLP	Nurse Practitioner / Physicians Assistant	JE-MLP-5
Jena	RN	Registered Nurse	JE-RN-1
Jena	RN	Registered Nurse	JE-RN-2
Jena	RN	Registered Nurse	JE-RN-3
Jena	RN	Registered Nurse	JE-RN-4
Jena	RN	Registered Nurse	JE-RN-5
Jena	RN	Registered Nurse	JE-RN-6
Jena	RN	Registered Nurse	JE-RN-7
Jena	RN	Registered Nurse	JE-RN-8
Jena	RN	Registered Nurse	JE-RN-9
Jena	RN	Registered Nurse	JE-RN-10
Jena	RN	Registered Nurse	JE-RN-11
Jena	RN	Registered Nurse	JE-RN-12
Jena	RN	Registered Nurse	JE-RN-13
Jena	RN	Registered Nurse	JE-RN-14
Jena	RN	Registered Nurse	JE-RN-15
Jena	RN	Registered Nurse-Casual	JE-C-RN-1
Jena	RN	Registered Nurse-Casual	JE-C-RN-2
Jena	Technician/Assistants	Administrative Assistant	JE-AA-1
Jena	Technician/Assistants	Dental Assistant	JE-DA-1
Jena	Technician/Assistants	Medical Records Technician	JE-MRT-1
Jena	Technician/Assistants	Medical Records Technician	JE-MRT-2

Site Location	Staffing Discipline	Position	Position Code
Jena	Technician/Assistants	Medical Records Technician	JE-MRT-3
Jena	Technician/Assistants	Medical Records Technician	JE-MRT-4
Jena	Technician/Assistants	Medical Records Technician	JE-MRT-5
Jena	Technician/Assistants	Medical Records Technician	JE-MRT-6
Jena	Technician/Assistants	Pharmacy Technician	JE-PT-1
Jena	Technician/Assistants	Pharmacy Technician	JE-PT-2
Jena	Technician/Assistants	Radiology Technician	JE-RT-1
Jena	Technician/Assistants	Radiology Technician	JE-RT-2
Krome	LVN/LPN	Licensed Vocational/Practical Nurse	KR-LPN-1
Krome	LVN/LPN	Licensed Vocational/Practical Nurse	KR-LPN-2
Krome	LVN/LPN	Licensed Vocational/Practical Nurse	KR-LPN-3
Krome	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	KR-C-LPN-1
Krome	MD/DO-DDS-Pharm	Psychiatrist	KR-P-MD-1
Krome	MD/DO-DDS-Pharm	Staff Physician	KR-MD-1
Krome	MHP	Social Worker / Psychologist	KR-MHP-1
Krome	MHP	Social Worker / Psychologist	KR-MHP-2
Krome	MHP	Social Worker / Psychologist	KR-MHP-3
Krome	MHP	Social Worker / Psychologist	KR-MHP-4
Krome	MLP	Nurse Practitioner / Physicians Assistant	KR-MLP-1
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-1
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-2
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-3
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-4
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-5
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-6
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-7
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-8
Krome	RN	Psychiatric-Mental Health Nursing	KR-P-RN-9
Krome	RN	Registered Nurse	KR-RN-1
Krome	RN	Registered Nurse	KR-RN-2
Krome	RN	Registered Nurse	KR-RN-3
Krome	RN	Registered Nurse	KR-RN-4
Krome	RN	Registered Nurse	KR-RN-5
Krome	RN	Registered Nurse	KR-RN-6

Site Location	Staffing Discipline	Position	Position Code
Krome	RN	Registered Nurse	KR-RN-7
Krome	RN	Registered Nurse	KR-RN-8
Krome	RN	Registered Nurse	KR-RN-9
Krome	RN	Registered Nurse	KR-RN-10
Krome	RN	Registered Nurse-Casual	KR-C-RN-1
Krome	RN	Registered Nurse-Casual	KR-C-RN-2
Krome	RN	Registered Nurse-Casual	KR-C-RN-3
Krome	Technician/Assistants	Administrative Assistant	KR-AA-1
Krome	Technician/Assistants	Medical Records Technician	KR-MRT-1
Krome	Technician/Assistants	Pharmacy Technician	KR-PT-1
Krome	Technician/Assistants	Pharmacy Technician	KR-PT-2
LA Staging	LVN/LPN	Licensed Vocational/Practical Nurse	LA-LPN-1
LA Staging	LVN/LPN	Licensed Vocational/Practical Nurse	LA-LPN-2
LA Staging	LVN/LPN	Licensed Vocational/Practical Nurse	LA-LPN-3
LA Staging	LVN/LPN	Licensed Vocational/Practical Nurse	LA-LPN-4
LA Staging	LVN/LPN	Licensed Vocational/Practical Nurse	LA-LPN-5
LA Staging	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	LA-C-LPN-1
LA Staging	RN	Registered Nurse	LA-RN-1
LA Staging	RN	Registered Nurse	LA-RN-2
LA Staging	RN	Registered Nurse	LA-RN-3
LA Staging	RN	Registered Nurse	LA-RN-4
LA Staging	RN	Registered Nurse	LA-RN-5
LA Staging	RN	Registered Nurse	LA-RN-6
LA Staging	RN	Registered Nurse-Casual	LA-C-RN-1
LA Staging	RN	Registered Nurse-Casual	LA-C-RN-2
LA Staging	Technician/Assistants	Administrative Assistant	LA-AA-1
LA Staging	Technician/Assistants	Medical Records Technician	LA-MRT-1
LA Staging	Technician/Assistants	Medical Records Technician	LA-MRT-2
LA Staging	Technician/Assistants	Medical Records Technician	LA-MRT-3
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-1
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-2
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-3
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-4
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-5
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-6

Site Location	Staffing Discipline	Position	Position Code
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-7
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-8
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-9
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-10
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-11
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-12
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-13
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-14
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-15
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-16
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-17
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse	PE-LPN-18
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	PE-C-LPN-1
Pearsall	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	PE-C-LPN-2
Pearsall	MD/DO-DDS-Pharm	Psychiatrist	PE-P-MD-1
Pearsall	MD/DO-DDS-Pharm	Staff Physician	PE-MD-1
Pearsall	MHP	Social Worker / Psychologist	PE-MHP-1
Pearsall	MHP	Social Worker / Psychologist	PE-MHP-2
Pearsall	MHP	Social Worker / Psychologist	PE-MHP-3
Pearsall	MLP	Nurse Practitioner / Physicians Assistant	PE-MLP-1
Pearsall	MLP	Nurse Practitioner / Physicians Assistant	PE-MLP-2
Pearsall	MLP	Nurse Practitioner / Physicians Assistant	PE-MLP-3
Pearsall	MLP	Nurse Practitioner / Physicians Assistant	PE-MLP-4
Pearsall	RN	Registered Nurse	PE-RN-1
Pearsall	RN	Registered Nurse	PE-RN-2
Pearsall	RN	Registered Nurse	PE-RN-3
Pearsall	RN	Registered Nurse	PE-RN-4
Pearsall	RN	Registered Nurse	PE-RN-5
Pearsall	RN	Registered Nurse	PE-RN-6
Pearsall	RN	Registered Nurse	PE-RN-7
Pearsall	RN	Registered Nurse	PE-RN-8

Site Location	Staffing Discipline	Position	Position Code
Pearsall	RN	Registered Nurse	PE-RN-9
Pearsall	RN	Registered Nurse	PE-RN-10
Pearsall	RN	Registered Nurse	PE-RN-11
Pearsall	RN	Registered Nurse	PE-RN-12
Pearsall	RN	Registered Nurse	PE-RN-13
Pearsall	RN	Registered Nurse-Casual	PE-C-RN-1
Pearsall	RN	Registered Nurse-Casual	PE-C-RN-2
Pearsall	RN	Registered Nurse-Casual	PE-C-RN-3
Pearsall	RN	Registered Nurse-Casual	PE-C-RN-4
Pearsall	Technician/Assistants	Administrative Assistant	PE-AA-1
Pearsall	Technician/Assistants	Dental Assistant	PE-DA-1
Pearsall	Technician/Assistants	Dental Assistant	PE-DA-2
Pearsall	Technician/Assistants	Medical Records Technician	PE-MRT-1
Pearsall	Technician/Assistants	Medical Records Technician	PE-MRT-2
Pearsall	Technician/Assistants	Medical Records Technician	PE-MRT-3
Pearsall	Technician/Assistants	Medical Records Technician	PE-MRT-4
Pearsall	Technician/Assistants	Medical Records Technician	PE-MRT-5
Pearsall	Technician/Assistants	Medical Records Technician	PE-MRT-6
Pearsall	Technician/Assistants	Pharmacy Technician	PE-PT-1
Pearsall	Technician/Assistants	Pharmacy Technician	PE-PT-2
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-1
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-2
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-3
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-4
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-5
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-6
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-7
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-8
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-9
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-10
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-11
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-12
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse	PI-LPN-13
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	PI-C-LPN-1
Port Isabel	LVN/LPN	Licensed Vocational/Practical Nurse-	PI-C-LPN-2

Site Location	Staffing Discipline	Position	Position Code
		Casual	
Port Isabel	MD/DO-DDS-Pharm	Psychiatrist	PI-P-MD-1
Port Isabel	MD/DO-DDS-Pharm	Staff Physician	PI-MD-1
Port Isabel	MHP	Social Worker / Psychologist	PI-MHP-1
Port Isabel	MHP	Social Worker / Psychologist	PI-MHP-2
Port Isabel	MLP	Nurse Practitioner / Physicians Assistant	PI-MLP-1
Port Isabel	MLP	Nurse Practitioner / Physicians Assistant	PI-MLP-2
Port Isabel	MLP	Nurse Practitioner / Physicians Assistant	PI-MLP-3
Port Isabel	MLP	Nurse Practitioner / Physicians Assistant	PI-MLP-4
Port Isabel	MLP	Nurse Practitioner / Physicians Assistant	PI-MLP-5
Port Isabel	RN	Registered Nurse	PI-RN-1
Port Isabel	RN	Registered Nurse	PI-RN-2
Port Isabel	RN	Registered Nurse	PI-RN-3
Port Isabel	RN	Registered Nurse	PI-RN-4
Port Isabel	RN	Registered Nurse	PI-RN-5
Port Isabel	RN	Registered Nurse	PI-RN-6
Port Isabel	RN	Registered Nurse	PI-RN-7
Port Isabel	RN	Registered Nurse	PI-RN-8
Port Isabel	RN	Registered Nurse	PI-RN-9
Port Isabel	RN	Registered Nurse	PI-RN-10
Port Isabel	RN	Registered Nurse	PI-RN-11
Port Isabel	RN	Registered Nurse	PI-RN-12
Port Isabel	RN	Registered Nurse	PI-RN-13
Port Isabel	RN	Registered Nurse	PI-RN-14
Port Isabel	RN	Registered Nurse	PI-RN-15
Port Isabel	RN	Registered Nurse	PI-RN-16
Port Isabel	RN	Registered Nurse	PI-RN-17
Port Isabel	RN	Registered Nurse	PI-RN-18
Port Isabel	RN	Registered Nurse	PI-RN-19
Port Isabel	RN	Registered Nurse	PI-RN-20
Port Isabel	RN	Registered Nurse	PI-RN-21
Port Isabel	RN	Registered Nurse-Casual	PI-C-RN-1

Site Location	Staffing Discipline	Position	Position Code
Port Isabel	RN	Registered Nurse-Casual	PI-C-RN-2
Port Isabel	RN	Registered Nurse-Casual	PI-C-RN-3
Port Isabel	RN	Registered Nurse-Casual	PI-C-RN-4
Port Isabel	Technician/Assistants	Administrative Assistant	PI-AA-1
Port Isabel	Technician/Assistants	Certified Nurses Assistant	PI-CNA-1
Port Isabel	Technician/Assistants	Dental Assistant	PI-DA-1
Port Isabel	Technician/Assistants	Medical Records Technician	PI-MRT-1
Port Isabel	Technician/Assistants	Medical Records Technician	PI-MRT-2
Port Isabel	Technician/Assistants	Medical Records Technician	PI-MRT-3
Port Isabel	Technician/Assistants	Medical Records Technician	PI-MRT-4
Port Isabel	Technician/Assistants	Medical Records Technician	PI-MRT-5
Port Isabel	Technician/Assistants	Medical Records Technician	PI-MRT-6
Port Isabel	Technician/Assistants	Pharmacy Technician	PI-PT-1
Port Isabel	Technician/Assistants	Pharmacy Technician	PI-PT-2
Port Isabel	Technician/Assistants	Radiology Technician	PI-RT-1
Port Isabel	Technician/Assistants	Radiology Technician	PI-RT-2
Port Isabel	Technician/Assistants	Radiology Technician	PI-RT-3
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-1
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-2
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-3
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-4
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-5
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-6
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-7
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-8
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse	SD-LPN-9
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	SD-C-LPN-1
San Diego	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	SD-C-LPN-2
San Diego	MD/DO-DDS-Pharm	Staff Physician	SD-MD-1
San Diego	MD/DO-DDS-Pharm	Psychiatrist	SD-P-MD-1
San Diego	MHP	Social Worker / Psychologist	SD-MHP-1
San Diego	MHP	Social Worker / Psychologist	SD-MHP-2
San Diego	MHP	Social Worker / Psychologist	SD-MHP-3
San Diego	MLP	Nurse Practitioner / Physicians	SD-MLP-1

Site Location	Staffing Discipline	Position	Position Code
		Assistant	
San Diego	MLP	Nurse Practitioner / Physicians Assistant	SD-MLP-2
San Diego	MLP	Nurse Practitioner / Physicians Assistant	SD-MLP-3
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-1
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-2
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-3
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-4
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-5
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-6
San Diego	RN	Psychiatric-Mental Health Nursing	SD-P-RN-7
San Diego	RN	Registered Nurse	SD-RN-1
San Diego	RN	Registered Nurse	SD-RN-2
San Diego	RN	Registered Nurse	SD-RN-3
San Diego	RN	Registered Nurse	SD-RN-4
San Diego	RN	Registered Nurse	SD-RN-5
San Diego	RN	Registered Nurse	SD-RN-6
San Diego	RN	Registered Nurse	SD-RN-7
San Diego	RN	Registered Nurse	SD-RN-8
San Diego	RN	Registered Nurse	SD-RN-9
San Diego	RN	Registered Nurse	SD-RN-10
San Diego	RN	Registered Nurse	SD-RN-11
San Diego	RN	Registered Nurse	SD-RN-12
San Diego	RN	Registered Nurse-Casual	SD-C-RN-1
San Diego	RN	Registered Nurse-Casual	SD-C-RN-2
San Diego	RN	Registered Nurse-Casual	SD-C-RN-3
San Diego	RN	Registered Nurse-Casual	SD-C-RN-4
San Diego	Technician/Assistants	Administrative Assistant	SD-AA-1
San Diego	Technician/Assistants	Dental Assistant	SD-DA-1
San Diego	Technician/Assistants	Medical Records Technician	SD-MRT-1
San Diego	Technician/Assistants	Medical Records Technician	SD-MRT-2
San Diego	Technician/Assistants	Medical Records Technician	SD-MRT-3
San Diego	Technician/Assistants	Medical Records Technician	SD-MRT-4
San Diego	Technician/Assistants	Medical Records Technician	SD-MRT-5
San Diego	Technician/Assistants	Pharmacy Technician	SD-PT-1

Site Location	Staffing Discipline	Position	Position Code
Santa Ana	LVN/LPN	Licensed Vocational/Practical Nurse	SA-LPN-1
Santa Ana	LVN/LPN	Licensed Vocational/Practical Nurse	SA-LPN-2
Santa Ana	Technician/Assistants	Administrative Assistant	SA-AA-1
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-1
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-2
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-3
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-4
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-5
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-6
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-7
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-8
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-9
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-10
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse	ST-LPN-11
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	ST-C-LPN-1
Stewart	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	ST-C-LPN-2
Stewart	MD/DO-DDS-Pharm	Dentist	ST-DDS-1
Stewart	MD/DO-DDS-Pharm	Psychiatrist	ST-P-MD-1
Stewart	MD/DO-DDS-Pharm	Staff Physician	ST-MD-1
Stewart	MHP	Social Worker / Psychologist	ST-MHP-1
Stewart	MLP	Nurse Practitioner / Physicians Assistant	ST-MLP-1
Stewart	MLP	Nurse Practitioner / Physicians Assistant	ST-MLP-2
Stewart	MLP	Nurse Practitioner / Physicians Assistant	ST-MLP-3
Stewart	MLP	Nurse Practitioner / Physicians Assistant	ST-MLP-4
Stewart	MLP	Nurse Practitioner / Physicians Assistant	ST-MLP-5
Stewart	RN	Registered Nurse	ST-RN-1
Stewart	RN	Registered Nurse	ST-RN-2
Stewart	RN	Registered Nurse	ST-RN-3
Stewart	RN	Registered Nurse	ST-RN-4
Stewart	RN	Registered Nurse	ST-RN-5

Site Location	Staffing Discipline	Position	Position Code
Stewart	RN	Registered Nurse	ST-RN-6
Stewart	RN	Registered Nurse	ST-RN-7
Stewart	RN	Registered Nurse	ST-RN-8
Stewart	RN	Registered Nurse	ST-RN-9
Stewart	RN	Registered Nurse	ST-RN-10
Stewart	RN	Registered Nurse	ST-RN-11
Stewart	RN	Registered Nurse	ST-RN-12
Stewart	RN	Registered Nurse	ST-RN-13
Stewart	RN	Registered Nurse	ST-RN-14
Stewart	RN	Registered Nurse	ST-RN-15
Stewart	RN	Registered Nurse	ST-RN-16
Stewart	RN	Registered Nurse	ST-RN-17
Stewart	RN	Registered Nurse	ST-RN-18
Stewart	RN	Registered Nurse-Casual	ST-C-RN-1
Stewart	RN	Registered Nurse-Casual	ST-C-RN-2
Stewart	RN	Registered Nurse-Casual	ST-C-RN-3
Stewart	RN	Registered Nurse-Casual	ST-C-RN-4
Stewart	Technician/Assistants	Administrative Assistant	ST-AA-1
Stewart	Technician/Assistants	Administrative Assistant	ST-AA-2
Stewart	Technician/Assistants	Dental Assistant	ST-DA-1
Stewart	Technician/Assistants	Dental Assistant	ST-DA-2
Stewart	Technician/Assistants	Medical Records Technician	ST-MRT-1
Stewart	Technician/Assistants	Medical Records Technician	ST-MRT-2
Stewart	Technician/Assistants	Medical Records Technician	ST-MRT-3
Stewart	Technician/Assistants	Medical Records Technician	ST-MRT-4
Stewart	Technician/Assistants	Medical Records Technician	ST-MRT-5
Stewart	Technician/Assistants	Medical Records Technician	ST-MRT-6
Stewart	Technician/Assistants	Pharmacy Technician	ST-PT-1
Stewart	Technician/Assistants	Pharmacy Technician	ST-PT-2
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-1
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-2
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-3
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-4
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-5
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-6
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse	TC-LPN-7

Site Location	Staffing Discipline	Position	Position Code
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	TC-C-LPN-1
Tacoma	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	TC-C-LPN-2
Tacoma	MD/DO-DDS-Pharm	Dentist - **Part Time**	TC-DDS-1-PT
Tacoma	MD/DO-DDS-Pharm	Psychiatrist	TC-P-MD-1
Tacoma	MD/DO-DDS-Pharm	Psychiatrist- **Part Time**	TC-P-MD-2-PT
Tacoma	MD/DO-DDS-Pharm	Staff Physician	TC-MD-1
Tacoma	MHP	Social Worker / Psychologist	TC-MHP-1
Tacoma	MLP	Nurse Practitioner / Physicians Assistant	TC-MLP-1
Tacoma	MLP	Nurse Practitioner / Physicians Assistant	TC-MLP-2
Tacoma	RN	Registered Nurse	TC-RN-1
Tacoma	RN	Registered Nurse	TC-RN-2
Tacoma	RN	Registered Nurse	TC-RN-3
Tacoma	RN	Registered Nurse	TC-RN-4
Tacoma	RN	Registered Nurse	TC-RN-5
Tacoma	RN	Registered Nurse	TC-RN-6
Tacoma	RN	Registered Nurse	TC-RN-7
Tacoma	RN	Registered Nurse	TC-RN-8
Tacoma	RN	Registered Nurse-Casual	TC-C-RN-1
Tacoma	RN	Registered Nurse-Casual	TC-C-RN-2
Tacoma	RN	Registered Nurse-Casual	TC-C-RN-3
Tacoma	RN	Registered Nurse-Casual	TC-C-RN-4
Tacoma	Technician/Assistants	Administrative Assistant	TC-AA-1
Tacoma	Technician/Assistants	Dental Assistant	TC-DA-1
Tacoma	Technician/Assistants	Medical Records Technician	TC-MRT-1
Tacoma	Technician/Assistants	Medical Records Technician	TC-MRT-2
Tacoma	Technician/Assistants	Medical Records Technician	TC-MRT-3
Tacoma	Technician/Assistants	Medical Records Technician	TC-MRT-4
Tacoma	Technician/Assistants	Medical Records Technician	TC-MRT-5
Tacoma	Technician/Assistants	Pharmacy Technician	TC-PT-1
Tacoma	Technician/Assistants	Pharmacy Technician	TC-PT-2
Taylor	LVN/LPN	Licensed Vocational/Practical Nurse	TR-LPN-1
Taylor	LVN/LPN	Licensed Vocational/Practical Nurse	TR-LPN-2
Taylor	LVN/LPN	Licensed Vocational/Practical Nurse	TR-LPN-3

Site Location	Staffing Discipline	Position	Position Code
Taylor	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	TR-C-LPN-1
Taylor	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	TR-C-LPN-2
Taylor	MD/DO-DDS-Pharm	Psychiatrist	TR-P-MD-1
Taylor	MD/DO-DDS-Pharm	Staff Physician	TR-MD-1
Taylor	MHP	Social Worker / Psychologist	TR-MHP-1
Taylor	MHP	Social Worker / Psychologist	TR-MHP-2
Taylor	MLP	Nurse Practitioner / Physicians Assistant	TR-MLP-1
Taylor	MLP	Nurse Practitioner / Physicians Assistant	TR-MLP-2
Taylor	MLP	Nurse Practitioner / Physicians Assistant	TR-MLP-3
Taylor	MLP	Nurse Practitioner / Physicians Assistant-Casual	TR-C-MLP-1
Taylor	MLP	Nurse Practitioner / Physicians Assistant-Casual	TR-C-MLP-2
Taylor	RN	Registered Nurse	TR-RN-1
Taylor	RN	Registered Nurse	TR-RN-2
Taylor	RN	Registered Nurse	TR-RN-3
Taylor	RN	Registered Nurse	TR-RN-4
Taylor	RN	Registered Nurse	TR-RN-5
Taylor	RN	Registered Nurse	TR-RN-6
Taylor	RN	Registered Nurse	TR-RN-7
Taylor	RN	Registered Nurse	TR-RN-8
Taylor	RN	Registered Nurse	TR-RN-9
Taylor	RN	Registered Nurse	TR-RN-10
Taylor	RN	Registered Nurse	TR-RN-11
Taylor	RN	Registered Nurse-Casual	TR-C-RN-1
Taylor	RN	Registered Nurse-Casual	TR-C-RN-2
Taylor	Technician/Assistants	Administrative Assistant	TR-AA-1
Taylor	Technician/Assistants	Administrative Assistant	TR-AA-2
Taylor	Technician/Assistants	Dental Assistant	TR-DA-1
Taylor	Technician/Assistants	Medical Records Technician	TR-MRT-1
Taylor	Technician/Assistants	Medical Records Technician	TR-MRT-2
Taylor	Technician/Assistants	Medical Records Technician	TR-MRT-3
Taylor	Technician/Assistants	Pharmacy Technician	TR-PT-1

Site Location	Staffing Discipline	Position	Position Code
Varick	RN	Registered Nurse	VK-RN-1
Varick	RN	Registered Nurse	VK-RN-2
Varick	RN	Registered Nurse-Casual	VK-C-RN-1
Varick	Technician/Assistants	Administrative Assistant	VK-AA-1
Washington, DC	Behavioral Health Unit (BH)	Executive A.A. - Program Assistant	HQ-BH-1
Washington, DC	Behavioral Health Unit (BH)	Social Worker	HQ-BH-2
Washington, DC	Chief of Staff (COS)	Executive A.A.- Mgmt. Analyst	HQ-COS-1
Washington, DC	COS-Resource Management Unit (RMU)	Executive A.A. - Program Assistant	HQ-COS/RMU-1
Washington, DC	Deputy Assistant Administrator (DAD)-Administration	Executive A.A.- Mgmt. Analyst	HQ-DAD-1
Washington, DC	Deputy Assistant Administrator (DAD) - Medical	Credentialing Assistant	HQ-DMD-2
Washington, DC	Deputy Assistant Administrator (DAD) - Medical	Executive A.A.- Mgmt. Analyst	HQ-DMD-1
Washington, DC	Medical Case Management (MCM)	Executive A.A.- Accounts Manager	HQ-MCM-1
Washington, DC	Medical Quality Management (MQM)	Executive A.A. - Program Assistant	HQ-MQM-1
Washington, DC	Medical Quality Management (MQM)	Health Informatics Analyst	HQ-MQM-2
Washington, DC	Medical Quality Management (MQM)	Health Information Data Specialist	HQ-MQM-3
Washington, DC	Medical Quality Management (MQM)	Health Information Data Specialist	HQ-MQM-4
Washington, DC	Medical Quality Management (MQM)	Health Information Data Specialist	HQ-MQM-5
Washington, DC	Medical Quality Management (MQM)	Health Information Data Specialist	HQ-MQM-6
Washington, DC	Medical Quality Management (MQM)	Health Information Data Specialist	HQ-MQM-7
Washington, DC	Resource Management Unit (RMU)	Executive A.A.- Accounts Manager	HQ-RMU-2

Site Location	Staffing Discipline	Position	Position Code
Washington, DC	Resource Management Unit (RMU)	Provider Relations	HQ-RMU-1
York	LVN/LPN	Licensed Vocational/Practical Nurse	YK-LVN-1
York	LVN/LPN	Licensed Vocational/Practical Nurse	YK-LVN-2
York	LVN/LPN	Licensed Vocational/Practical Nurse-Casual	YK-C-LPN-1
York	RN	Registered Nurse	YK-RN-1
York	RN	Registered Nurse	YK-RN-2
York	Technician/Assistants	Medical Records Technician	YK-MRT-1

STAFFING MATRIX – STFRC

Site Location	Staffing Category	Position	Position Code
Dilley	Technician/Assistants	Administrative Assistant	DY-AA-01
Dilley	Technician/Assistants	Administrative Assistant	DY-AA-02
Dilley	MD/DO-DDS-Pharm	Clinical Services Manager	DY-CSM-01
Dilley	Technician/Assistants	Contract Manager	DY-CM-01
Dilley	Technician/Assistants	Dental Assistant	DY-DA-01
Dilley	Technician/Assistants	Dental Assistant	DY-DA-02
Dilley	MD/DO-DDS-Pharm	Dentist	DY-DDS-01
Dilley	MD/DO-DDS-Pharm	Dentist	DY-DDS-02
Dilley	Technician/Assistants	Dental Hygienist	DY-DH-01
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-01
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-02
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-03
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-04
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-05
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-06
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-07
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-08
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-09
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-10
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-11
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-12

Site Location	Staffing Category	Position	Position Code
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-13
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-14
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-15
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-16
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-17
Dilley	LVN	Licensed Vocational Nurse-S	DY-LPN-S-01
Dilley	LVN	Licensed Vocational Nurse-S	DY-LPN-S-02
Dilley	LVN	Licensed Vocational Nurse-S	DY-LPN-S-03
Dilley	MD/DO-DDS-Pharm	Family Practice Physician/Pediatrician	DY-MD-01
Dilley	MD/DO-DDS-Pharm	Pediatrician	DY-MD-02
Dilley	MHP	Social Worker / Psychologist	DY-MHP-01
Dilley	MHP	Social Worker / Psychologist	DY-MHP-02
Dilley	MHP	Social Worker / Psychologist	DY-MHP-03
Dilley	MHP	Social Worker / Psychologist	DY-MHP-04
Dilley	MHP	Social Worker / Psychologist	DY-MHP-05
Dilley	MHP	Social Worker / Psychologist	DY-MHP-06
Dilley	MHP	Social Worker / Psychologist	DY-MHP-07
Dilley	MHP	Social Worker / Psychologist	DY-MHP-08
Dilley	MHP	Social Worker / Psychologist	DY-MHP-09
Dilley	MHP	Social Worker / Psychologist	DY-MHP-10
Dilley	MHP	Social Worker / Psychologist	DY-MHP-11
Dilley	MHP	Social Worker / Psychologist	DY-MHP-12
Dilley	MHP	Social Worker / Psychologist	DY-MHP-13
Dilley	MHP	Social Worker / Psychologist	DY-MHP-14
Dilley	MHP	Social Worker / Psychologist	DY-MHP-15
Dilley	MHP	Social Worker / Psychologist	DY-MHP-16
Dilley	MHP	Social Worker / Psychologist	DY-MHP-17
Dilley	MHP	Social Worker / Psychologist	DY-MHP-18
Dilley	MHP	Social Worker / Psychologist	DY-MHP-19
Dilley	MHP	Social Worker / Psychologist	DY-MHP-20
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-01
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-02
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-03

Site Location	Staffing Category	Position	Position Code
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-04
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-05
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-06
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-07
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-08
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-09
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-10
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-11
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-12
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-01
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-02
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-03
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-04
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-05
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-06
Dilley	RN	Nurse Manager	DY-NM-01
Dilley	MD/DO-DDS-Pharm	Pharmacist	DY-PH-01
Dilley	MD/DO-DDS-Pharm	Pharmacist	DY-PH-02
Dilley	MD/DO-DDS-Pharm	Psychiatrist	DY-P-MD-01
Dilley	MD/DO-DDS-Pharm	Psychiatrist	DY-P-MD-02
Dilley	Technician/Assistants	Pharmacy Technician	DY-PT-01
Dilley	Technician/Assistants	Pharmacy Technician	DY-PT-02
Dilley	Technician/Assistants	Pharmacy Technician	DY-PT-03
Dilley	RN	Registered Nurse	DY-RN-01
Dilley	RN	Registered Nurse	DY-RN-02
Dilley	RN	Registered Nurse	DY-RN-03
Dilley	RN	Registered Nurse	DY-RN-04
Dilley	RN	Registered Nurse	DY-RN-05
Dilley	RN	Registered Nurse	DY-RN-06

Site Location	Staffing Category	Position	Position Code
Dilley	RN	Registered Nurse	DY-RN-07
Dilley	RN	Registered Nurse	DY-RN-08
Dilley	RN	Registered Nurse	DY-RN-09
Dilley	RN	Registered Nurse	DY-RN-10
Dilley	RN	Registered Nurse	DY-RN-11
Dilley	RN	Registered Nurse	DY-RN-12
Dilley	RN	Registered Nurse	DY-RN-13
Dilley	RN	Registered Nurse	DY-RN-14
Dilley	RN	Registered Nurse	DY-RN-15
Dilley	RN	Registered Nurse	DY-RN-16
Dilley	RN	Registered Nurse	DY-RN-17
Dilley	RN	Registered Nurse	DY-RN-18
Dilley	RN	Registered Nurse	DY-RN-19
Dilley	RN	Registered Nurse	DY-RN-20
Dilley	RN	Registered Nurse	DY-RN-21
Dilley	RN	Registered Nurse	DY-RN-22
Dilley	RN	Registered Nurse	DY-RN-23
Dilley	RN	Registered Nurse	DY-RN-24
Dilley	RN	Registered Nurse	DY-RN-25
Dilley	RN	Registered Nurse-S	DY-RN-S-01
Dilley	RN	Registered Nurse-S	DY-RN-S-02
Dilley	RN	Registered Nurse-S	DY-RN-S-03
Dilley	RN	Registered Nurse-S	DY-RN-S-04
Dilley	RN	Registered Nurse-S	DY-RN-S-05
Dilley	Technician/Assistants	Radiology Technician	DY-RT-01
Dilley	Technician/Assistants	Radiology Technician	DY-RT-02
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-01
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-02
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-03
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-04
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-05
Dilley	MLP	Nurse Practitioner-Pediatric-Immunizations	DY-V-P-NP-01
Dilley	LVN	Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-01
Dilley	LVN	Licensed Vocational Nurse-	DY-V-LVN-S-02

Site Location	Staffing Category	Position	Position Code
		Immunization-S	
Dilley	LVN	Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-03
Dilley	Technician/Assistants	Certified Medical Assistant-Immunization	DY-V-CMA-01
Dilley	Technician/Assistants	Certified Medical Assistant-Immunization	DY-V-CMA-02

Location	Staffing Category	Position	Position Code
Dilley	Technician/Assistants	Adminstrative Assistant	DY-AA-01
Dilley	Technician/Assistants	Adminstrative Assistant	DY-AA-02
Dilley	MD/DO-DDS-Pharm	Clinical Services Manager	DY-CSM-01
Dilley	Technician/Assistants	Contract Coordinator	DY-CC-01
Dilley	Technician/Assistants	Dental Assistant	DY-DA-01
Dilley	Technician/Assistants	Dental Assistant	DY-DA-02
Dilley	MD/DO-DDS-Pharm	Dentist	DY-DDS-01
Dilley	MD/DO-DDS-Pharm	Dentist	DY-DDS-02
Dilley	Technician/Assistants	Dental Hygienist	DY-DH-01
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-01
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-02
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-03
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-04
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-05
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-06
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-07
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-08
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-09
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-10
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-11
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-12
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-13
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-14
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-15
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-16
Dilley	LVN	Licensed Vocational Nurse	DY-LPN-17
Dilley	LVN	Licensed Vocational Nurse-S	DY-LPN-S-01
Dilley	LVN	Licensed Vocational Nurse-S	DY-LPN-S-02
Dilley	LVN	Licensed Vocational Nurse-S	DY-LPN-S-03
Dilley	MD/DO-DDS-Pharm	Family Practice Physician/Pediatrician	DY-MD-01

Location	Staffing Category	Position	Position Code
Dilley	MD/DO-DDS-Pharm	Pediatrician	DY-MD-02
Dilley	MHP	Social Worker / Psychologist	DY-MHP-01
Dilley	MHP	Social Worker / Psychologist	DY-MHP-02
Dilley	MHP	Social Worker / Psychologist	DY-MHP-03
Dilley	MHP	Social Worker / Psychologist	DY-MHP-04
Dilley	MHP	Social Worker / Psychologist	DY-MHP-05
Dilley	MHP	Social Worker / Psychologist	DY-MHP-06
Dilley	MHP	Social Worker / Psychologist	DY-MHP-07
Dilley	MHP	Social Worker / Psychologist	DY-MHP-08
Dilley	MHP	Social Worker / Psychologist	DY-MHP-09
Dilley	MHP	Social Worker / Psychologist	DY-MHP-10
Dilley	MHP	Social Worker / Psychologist	DY-MHP-11
Dilley	MHP	Social Worker / Psychologist	DY-MHP-12
Dilley	MHP	Social Worker / Psychologist	DY-MHP-13
Dilley	MHP	Social Worker / Psychologist	DY-MHP-14
Dilley	MHP	Social Worker / Psychologist	DY-MHP-15
Dilley	MHP	Social Worker / Psychologist	DY-MHP-16
Dilley	MHP	Social Worker / Psychologist	DY-MHP-17
Dilley	MHP	Social Worker / Psychologist	DY-MHP-18
Dilley	MHP	Social Worker / Psychologist	DY-MHP-19
Dilley	MHP	Social Worker / Psychologist	DY-MHP-20
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-01
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-02
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-03
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-04
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-05
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-06
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-07
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-08
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-09

Location	Staffing Category	Position	Position Code
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-10
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-11
Dilley	MLP	Family Nurse Practitioner/Physician Assistant	DY-MLP-12
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-01
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-02
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-03
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-04
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-05
Dilley	Technician/Assistants	Medical Records Technician	DY-MRT-06
Dilley	RN	Nurse Manager	DY-NM-01
Dilley	MD/DO-DDS-Pharm	Pharmacist	DY-PH-01
Dilley	MD/DO-DDS-Pharm	Pharmacist	DY-PH-02
Dilley	MD/DO-DDS-Pharm	Psychiatrist	DY-P-MD-01
Dilley	MD/DO-DDS-Pharm	Psychiatrist	DY-P-MD-02
Dilley	Technician/Assistants	Pharmacy Technician	DY-PT-01
Dilley	Technician/Assistants	Pharmacy Technician	DY-PT-02
Dilley	Technician/Assistants	Pharmacy Technician	DY-PT-03
Dilley	RN	Registered Nurse	DY-RN-01
Dilley	RN	Registered Nurse	DY-RN-02
Dilley	RN	Registered Nurse	DY-RN-03
Dilley	RN	Registered Nurse	DY-RN-04
Dilley	RN	Registered Nurse	DY-RN-05
Dilley	RN	Registered Nurse	DY-RN-06
Dilley	RN	Registered Nurse	DY-RN-07
Dilley	RN	Registered Nurse	DY-RN-08
Dilley	RN	Registered Nurse	DY-RN-09
Dilley	RN	Registered Nurse	DY-RN-10
Dilley	RN	Registered Nurse	DY-RN-11
Dilley	RN	Registered Nurse	DY-RN-12
Dilley	RN	Registered Nurse	DY-RN-13

Location	Staffing Category	Position	Position Code
Dilley	RN	Registered Nurse	DY-RN-14
Dilley	RN	Registered Nurse	DY-RN-15
Dilley	RN	Registered Nurse	DY-RN-16
Dilley	RN	Registered Nurse	DY-RN-17
Dilley	RN	Registered Nurse	DY-RN-18
Dilley	RN	Registered Nurse	DY-RN-19
Dilley	RN	Registered Nurse	DY-RN-20
Dilley	RN	Registered Nurse	DY-RN-21
Dilley	RN	Registered Nurse	DY-RN-22
Dilley	RN	Registered Nurse	DY-RN-23
Dilley	RN	Registered Nurse	DY-RN-24
Dilley	RN	Registered Nurse	DY-RN-25
Dilley	RN	Registered Nurse-S	DY-RN-S-01
Dilley	RN	Registered Nurse-S	DY-RN-S-02
Dilley	RN	Registered Nurse-S	DY-RN-S-03
Dilley	RN	Registered Nurse-S	DY-RN-S-04
Dilley	RN	Registered Nurse-S	DY-RN-S-05
Dilley	Technician/Assistants	Radiology Technician	DY-RT-01
Dilley	Technician/Assistants	Radiology Technician	DY-RT-02
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-01
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-02
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-03
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-04
Dilley	RN	Registered Nurse-Immunizations	DY-V-RN-05
Dilley	MLP	Nurse Practitioner-Pediatric-Immunizations	DY-V-P-NP-01
Dilley	LVN	Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-01
Dilley	LVN	Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-02
Dilley	LVN	Licensed Vocational Nurse-Immunization-S	DY-V-LVN-S-03
Dilley	Technician/Assistants	Certified Medical Assistant-Immunization	DY-V-CMA-01
Dilley	Technician/Assistants	Certified Medical Assistant-Immunization	DY-V-CMA-02

Location	Staffing Category	Position	Position Code

Number of Productive Hours per FTE = 2080
Number of Productive Hours per PTE = 1040

Explaination of the Postion Code

The first two letters are a two letter abbreviation for the site.

If a -P- is present this indicates the doctor required is a psychiatrist
The next set of letters indicates the position type. MLP = Mid level provider and may be filled by a Nurse Practitioner or a Physicians Assistant.
MHP=Mental Health Provider and may be filled by a Social Worker or Psychologist.
If a -S- is present it indicates that Spanish language fluency is required for this position. The Position Column will also indicate -S for Spanish fluency req
The next set of number(s) is used as a unique identifier for the specific postion among a set of similar positions. For example this numer is used to identify one of five RN at 'X" site.
If -PT is present at the end of the position code it indicates this position is Part Time. The Position Column will also indicate a part time position.

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%

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.

J-3 Position Descriptions

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

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.

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-ICLI-00042 2692

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-ICLI-00042 2700

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		

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** _____

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

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.

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-ICLI-00042 2692

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-ICLI-00042 2700

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		

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** _____

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

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

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

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

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

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

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