

STANDARD FORM 1444
(REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND
RATE)

and

BASIC INSTRUCTIONS

on

CONFORMANCE PROCESS

HOW TO COMPLETE SF1444

<u>Block #</u>	<u>Instructions</u>
1.	Pre-printed on form.
2.	To be completed by federal agency--contracting office mailing address.

Contractor completes items 3-15:

3. Enter complete contractor's name
4. Enter date of request.
5. Enter government's contract number.
6. Enter date bid opened. Obtain from prime contractor. If not sure, call Contracting Officer to obtain.
7. Enter date of prime's contract award. If not sure, call Contracting Officer to obtain.
8. Enter date prime's contract work started.
9. Enter date contract option was exercised (if applicable).
10. Enter name and address of subcontractor (if any).
11. Enter summary of project's statement of work.
12. Enter location of project work (city, county, and state).
13. List numbers and dates of all applicable wage determinations (consult contract).
- 13a. List proposed classification-painter—specify if it's a special type such as roller, spray, etc. For a power equipment operator, show type of equipment, horsepower, size of bucket, equipment weight, etc.
- 13b. Enter the proposed wage rate.
- 13c. Enter the required fringe benefits already established on the applicable wage determination.
14. Enter the signature(s) and title(s) of the subcontractor's representative, if any. (Attach additional sheet if necessary.)
15. Enter the signature and title of the prime contractor representative.
16. Signature and title of affected employee. If there is an official representative of the employees who are working under the proposed conformed rates, contact that individual and inform him/her of the conformance proposal. Ask that individual to sign block 16 on SF-1444, and indicate whether or not there is agreement with the conformance proposal, and the reasons for the position. Also, make sure the block in item 16 is checked.
 - A. If there is no duly elected representative (such as a union rep.), ask each employee working in the class being conformed to sign a separate sheet, indicating agreement or disagreement with the proposal. These employees also must be offered an opportunity to explain their position(s).
 - B. If no employees have been hired yet or no representative is available, indicate in block 16.

Once the contractor has completed the form, send it to the Contractor Industrial Relations Technician that receives the certified payroll. DO NOT send directly to the Department of Labor's Wage and Hour Division.

The Federal agency Contracting Officer completes the bottom of the form.

NOTE: The Department of Labor generally will not approve requests for apprentices, trainees and foreman. Apprentices or trainees (by whatever name) are permitted to work at a rate less