

**REQUEST FOR AUTHORIZATION OF  
ADDITIONAL CLASSIFICATION AND RATE**

CHECK APPROPRIATE BOX  
 SERVICE CONTRACT  
 CONSTRUCTION CONTRACT

OMB Control Number: 9000-0066  
 Expiration Date: 5/31/2025

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0066. We estimate that it will take .5 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

**INSTRUCTIONS: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16, KEEP A PENDING COPY, AND SUBMIT THE REQUEST, IN QUADRUPPLICATE, TO THE CONTRACTING OFFICER.**

1. TO: ADMINISTRATOR, WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, DC 20210	2. FROM: (REPORTING OFFICE)
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3. CONTRACTOR Webb County			4. DATE OF REQUEST	
5. CONTRACT NUMBER 70CDCR18DIG000010	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD 07/02/2018	8. DATE CONTRACT WORK STARTED 07/02/2018	9. DATE OPTION EXERCISED (IF APPLICABLE) (SERVICE CONTRACT ONLY) 07/01/2023*

10. SUBCONTRACTOR (IF ANY)  
CoreCivic

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)  
Detention services for Federal inmates or detainees to include custody, control, accountability, medical, and subsistence services.

12. LOCATION (CITY, COUNTY, AND STATE)  
Laredo Processing Center, Laredo, Webb County, Texas

13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION  
 NUMBER: 2015-5239, Revision 22\* DATED: 12/27/2022

a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS (Service contracts only) <i>(Use reverse or attach additional sheets, if necessary)</i>	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS
<p><b>Proposed Classification: RECREATION SUPERVISOR FGE: GS-8</b></p> <p>Description: The Recreation Supervisor is responsible for planning and supervising the recreational program for the facility. Plans and coordinates special events such as tournaments and contests, and participates in the development of recreational activities that meet the needs, interests and abilities of the inmate/resident population. Supervises recreation staff in the performance of their duties. Supervises the proper issuance, storage and inventory of equipment. Maintains a physical inventory of recreational supplies and equipment. A complete job description is attached.</p> <p>Rationale: This position was conformed in 2020 and we are requesting a new conformance. This position is one grade higher than the entry level Recreation Specialist position, a GS-7, in the Recreation Occupations category that has a required rate of \$20.85 per hour. Using the indexing procedure, the new wage rate for this position would be lower than the Recreation Specialist wage rate. To avoid inequity, we are requesting re-conformance using the same guidelines which were approved in the 2020 request (Recreation Specialist + 11%). The proposed wage rate of \$23.14 per hour was calculated by multiplying the Recreation Specialist wage rate by the percentage increase to the higher grade, in accordance with the SCA Conformance Guide, Appendix C. Previous approval is attached.</p>	<b>\$23.14</b>	<b>\$4.57</b>

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)	15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE
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16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE 	TITLE Recreation Supervisor	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input checked="" type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE
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**TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SERVICE CONTRACT LABOR STANDARDS) OR FAR 22.406-3 (CONSTRUCTION WAGE RATE REQUIREMENTS))**

THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.  
*(Send 3 copies to the Department of Labor)*

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE	TITLE AND COMMERCIAL TELEPHONE NUMBER	DATE SUBMITTED
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\*New Wage Determination incorporated via Mod. P00021 effective 07/01/2023 on the contract anniversary date.



March 23, 2020

Mr. Brandon J. Harrell  
Contracting Officer  
U.S. Immigration and Customs Enforcement  
801 I Street, NW, Room 9141, Mailstop 5750  
Washington, DC 20536-5750

Dear Mr. Harrell:

This is in response to your March 18, 2020, conformance request for a classifications and wage rates not listed on Wage Determination (WD) 2015-5239 (Rev. 6), dated January 10, 2018. This revision is applicable to contract number 70CDCR18DIG000010 for detention services for Federal inmates located in Laredo, Webb County, Texas.

The following classifications and hourly wages rates are approved:

<u>Classifications</u>	<u>Rates</u>
Mental Health Coordinator, P/T	\$33.56
Manager, Learning and Development	\$22.60
Assistant Shift Supervisor	\$18.41
Recreation Supervisor	\$16.43
Senior Detention Officer	\$15.69

The conformed classifications and wage rates are in addition to the fringe benefits rate listed on the WD, and is retroactive to the commencement date of the contract.

If you have any questions, please contact this office at 202-693-0073.

Sincerely,

*Miriam Marte*

Miriam Marte  
Branch Chief  
Branch of Service Contract  
Wage Determinations

Job Title	Job Code
<b>RECREATION SUPERVISOR</b>	<b>2149</b>

Department	EEO Code	EEO Category	FLSA Status	Full Time	Part Time
06	009	SW	Non-Exempt	X	N/A

**SUMMARY:**

The Recreation Supervisor is responsible for planning and supervising the recreational program for the facility. Plans and coordinates special events such as tournaments and contests, and participates in the development of recreational activities that meet the needs, interests and abilities of the inmate/resident population.

**ESSENTIAL FUNCTIONS:**

The incumbent should be able to perform all of the following functions at a pace and level of performance consistent with the job performance requirements.

1. Supervises recreation staff in the performance of their duties and evaluates as prescribed by facility and company policy to include, training new employees, evaluating performance and preparing written performance appraisals, listening to concerns and effectively resolving disputes or issues, taking corrective or disciplinary action, developing work schedules, monitoring work assignments, and approving leave requests.
2. Monitors and supervises inmate/resident recreation activities and craft shop operations to ensure compliance with applicable policies, procedures and standards.
3. Plans and coordinates special events; oversees activities to ensure successful event(s) in accordance with the safety and security of facility operations.
4. Participates in the development of recreational activities that meet the needs, interests and abilities of the inmate/resident population.
5. Arranges for the proper equipment and facilities to be available in designated areas as required. Conducts regular inspections of recreational areas to ensure the safety, security and sanitation in accordance with policy, procedure and applicable regulations. Directs staff to correct any issues detected.
6. Keeps abreast of trends in recreational program planning to attain the maximum utilization of resources and facilities.
7. Officiates at and teaches athletic games.

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Revised November 2017

**\*Note:** These qualifications apply to employees hired or transferred into this position beginning November 21, 2017; however, where partner approval is required prior to implementing a new or revised job description, these qualifications will apply to employees hired or transferred into this position on and after the date of partner approval.

Job Title	Job Code
<b>RECREATION SUPERVISOR</b>	<b>2149</b>

8. Monitors recreation program budget, and maintains a physical inventory of recreational supplies, equipment and/or related materials. Orders replacement items in a timely manner, and requisitions appropriate purchases within the guidelines of facility purchasing procedures. Supervises the proper use, issuance, storage and inventory of equipment to avoid waste, loss, and/or damage to equipment. Ensures tools and equipment are in proper working order.
9. Monitors safety practices and the preparation and dissemination of safety and accident reports as required by policy and procedure; takes appropriate action in cases of serious and unusual incidents and emergencies.
10. Prepares correspondence, statistical reports, inventories, logs and/or other documents in a timely manner. Maintains documents and records in accordance with company and facility file retention and storage procedures.
11. Escorts inmates/residents or coordinates the movement of inmates/residents to and from different areas for recreation activities.
12. Domestic U.S. travel may be required.

### **QUALIFICATIONS\*:**

Graduate from an accredited college or university with a Bachelor's degree in Recreational Management, Kinesiology, Physical Education or an acceptable related field is required. One year of experience in the supervision of recreation or leisure activities is required. Experience in a correctional setting is preferred. Additional related recreation experience may be substituted for the required education on a year-for-year basis. Experience with Microsoft Office applications or other similar software applications is required. A valid driver's license is required.

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Revised November 2017

\*Note: These qualifications apply to employees hired or transferred into this position beginning November 21, 2017; however, where partner approval is required prior to implementing a new or revised job description, these qualifications will apply to employees hired or transferred into this position on and after the date of partner approval.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

Job Title	Job Code	Department	Full Time	Part Time
Recreation Supervisor	2149	06	X	N/A

GROUP I (Number of hours in an 8-hour day)		Intermittent	Constant		
Sitting		<2			
Standing		>4			
Walking		>2			
GROUP II	Weight	N/A	Occasionally	Frequently	Continuously
Lifting up to	50			X	
Carrying up to	50			X	
Pushing up to	50		X		
Pulling up to	50		X		
GROUP III	N/A	Occasionally	Frequently	Continuously	
Squatting		X			
Bending			X		
Kneeling		X			
Reaching			X		
Twisting			X		
Crawling		X			
Ladder Climbing		X			
Stair Climbing		X			
Other Climbing - Describe:	X				
GROUP IV	N/A	Occasionally	Frequently	Continuously	
Walking on rough ground		X			
Exposure to changes of temperature or humidity			X		
Exposure to dust, fumes or gases			X		
Being near moving machinery		X			
Working from heights	X				
Exposure to Infectious Diseases		X			
Driving		X			
Mental Alertness				X	

**OTHER CHARACTERISTICS:**

Use of the following equipment:

Telephone, copier, computer, facsimile.

Athletic and exercise equipment.

**Travel:** Frequent local ground travel.

**Additional Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally lift and/or move up to 50 lbs.

Specific vision abilities requirements include close, color, distance and peripheral vision; depth perception; and ability to adjust focus.