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U.S. DEPARTMENT OF LABOR  
OFFICE OF THE SOLICITOR  
WASHINGTON 25

June 25, 1964

MEMORANDUM #60

TO : AGENCIES ADMINISTERING STATUTES REFERRED TO IN 29 CFR,  
SUBTITLE A, PART 5.

FROM : Charles Donahue *CD*  
Solicitor of Labor.

SUBJECT : Semiannual Enforcement Reports

Reference is made to Section 5.7 of Regulations, Part 5, issued by the Department of Labor pursuant to Reorganization Plan No. 14 of 1950 (29 CFR, Subtitle A), dealing with "Reports to the Secretary of Labor". Section 5.7(b) specifically covers "Semiannual enforcement reports" and provides as follows:

"To assist the Secretary of Labor in fulfilling his responsibilities under Reorganization Plan 14 of 1950, Federal agencies shall furnish the Secretary by July 15 and January 15 of each year semiannual reports on compliance with and enforcement of the labor standards provisions of the Davis-Bacon Act and related acts covering the periods of January 1 through June 30 and July 1 through December 31, respectively. These reports should include the number of employee interviews conducted, the amount of restitution effected, the number of workers who received such restitution, any liquidated damages assessed, other corrective measures taken (such as "letters of notice"), and other pertinent data."

To facilitate compliance with the above reporting requirement, we are enclosing copies of a suggested form, the use of which we think will not only aid the various Federal agencies involved, but will also make possible uniform and meaningful reporting. Should changes

cc: Divisions, Districts; Messrs. Saylor, Gregory, Connet &  
Mrs. Zimmerman; Policy Book

in the enclosed proposed reporting form be subsequently deemed advisable on the basis of our mutual experience therewith, appropriate amendments will be made. In the meantime, all agencies are earnestly requested to utilize this form in making their semiannual enforcement reports to this Department.

We realize that the subject reporting requirement was published in the Federal Register on January 4, 1964 (effective February 3, 1964), as part of our Revised Regulations, Parts 1, 3, and 5. Because of the time element thus involved, the first semiannual report will be due January 15, 1965, covering the six-month period July 1 through December 31, 1964.

Attachments:

Copies of recommended reporting form.

Semi-Annual Labor Compliance Report  
To the Department of Labor  
Pursuant to Section 5.7(b) of  
Regulations, Part 5

Date \_\_\_\_\_

This report covers period from \_\_\_\_\_ to \_\_\_\_\_, 19\_\_.

- I. a. Number of contracts awarded subject to labor standards statutes \_\_\_\_\_.
- b. Number of contracts on which preconstruction letters were sent \_\_\_\_\_.
- c. Number of contracts on which preconstruction conferences were held \_\_\_\_\_.
- d. Number of contracts on which letters of notice were sent to contractors emphasizing importance of future compliance \_\_\_\_\_.
- II. a. Total gross payroll amount \_\_\_\_\_.
- b. Number of employee interviews conducted \_\_\_\_\_: 1. Written \_\_\_\_\_  
2. Oral \_\_\_\_\_
- c. Amount of wage restitution made under Davis-Bacon and Related Acts \$ \_\_\_\_\_; under Contract Work Hours Standards Act \$ \_\_\_\_\_.
- d. Total number of workers who received restitution payments \_\_\_\_\_.
- e. Amount of liquidated damages assessed for violations of Contract Work Hours Standards Act \$ \_\_\_\_\_.
- f. Number of complaints received alleging violations of the contract labor standards requirements \_\_\_\_\_.
- III. a. Number of visits to field offices by the contracting agency's Washington headquarters personnel to review labor standards compliance program \_\_\_\_\_.
- b. Number of visits to contract sites by Division, District, or Regional Offices of agency to review labor standards compliance program \_\_\_\_\_.

IV. Remarks

(Signed) \_\_\_\_\_ Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Agency

(See reverse side for Report Preparation Instructions)

## REPORT PREPARATION INSTRUCTIONS

- Ia. Include contracts awarded during the period, all or part of which were subject to the coverage of any of the statutes listed in 29 CFR 5.1.
- IIa. Total gross payroll amount is the sum of all gross payments made to laborers and mechanics during the reporting period. Contractor's Weekly Payroll Statement forms used by most agencies require that the gross payroll amount be shown on the Payroll Statement. This item requires merely the totalling of those gross amounts.
- IIb. Written interviews (which can be facilitated by use of employee interview forms) should be supported by interview statements on file.
- IIc. "Davis-Bacon and Related Acts" refers to all prevailing wage statutes listed in 29 CFR 5.1, whereas the Contract Work Hours Standards Act has reference to daily and weekly overtime.
- IIf. This item refers to complaints and inquiries from all sources, including employees, unions, the agency's Washington headquarters, the Department of Labor, or members of Congress.
- IIIa&b "Visit" as referred to in these items means a visit to an activity by one or more persons for an in-depth review of labor standards compliance procedures.