



AUG 18 1995

MEMORANDUM NO. 184

MEMORANDUM FOR ALL CONTRACTING AGENCIES OF THE FEDERAL  
GOVERNMENT AND THE DISTRICT OF COLUMBIA

FROM:

*for Eileen Gann*  
MARIA ECHAVESTE  
Administrator

SUBJECT:

Availability of Davis-Bacon and Service Contract  
Act Prevailing Wage Training Materials

Background

Over the past few years, the Wage and Hour Division has prepared several resource materials to assist Federal procurement agencies and other interested parties to gain knowledge of the Davis-Bacon and Related Acts and the McNamara-O'Hara Service Contract Act. Use of these materials has been highlighted in several training conferences conducted by the Wage and Hour Division for its prevailing wage customers. While we hope to continue organizing and conducting such training conferences, we recognize that resource constraints may limit the number of conferences we are able to conduct, as well as the extent of procurement agency participation. In order to maximize the availability and use of training materials in a tight budget environment, we have arranged for the publication of relevant tools.

Training Materials

The following materials are recommended for procurement officials with wage determination, compliance, and/or enforcement responsibilities under the Davis-Bacon and Related Acts and the Service Contract Act:

**Davis-Bacon Prevailing Wage Training Book (New)**

This volume provides extensive information concerning the Davis-Bacon and Related Acts. The training manual (previously provided to training conference participants only) includes distinct chapters on: 1) coverage under the Davis-Bacon and Related Acts; 2) determination of prevailing wages (including Davis-Bacon wage surveys); 3) the processes for obtaining wage determinations (including electronic means) and adding classifications; 4) compliance and enforcement principles and processes; and 5) the process for appealing wage rate, coverage, and compliance determinations.

### **Service Contract Prevailing Wage Training Book (New)**

This volume provides extensive information concerning the McNamara-O'Hara Service Contract Act (SCA). The training manual (previously provided to training conference participants only) includes distinct chapters on: 1) coverage under the SCA; 2) SCA surveys and wage determinations (including "blanket" and "consolidated" wage determinations); 3) overview of the SCA conformance process (see below for more detailed resource materials utilized in training conferences); 4) 4C/Arms Length and Substantial Variance Hearings; 5) compliance and enforcement principles and processes; and 6) the process for appealing wage rate, coverage, and compliance determinations.

### **Service Contract Act Conformances Resource Book (New)**

This volume provides a comprehensive set of tools that facilitate the development and processing of SCA conformance requests. The publication includes both flow chart and narrative description of the process, a glossary of terms, guide to developing job descriptions, guidelines for determining Federal Grade Equivalency, and schedule of percentage wage rate differences by grade. Use of this document requires a current edition of the Service Contract Act Directory Of Occupations.

### **The Service Contract Act Conformances Task Book (New)**

Distributed with the Resource Book, this volume provides a complete self-instructional training course in the use of conformance tools.

### **Service Contract Act Directory OF Occupations (Fourth Edition)**

The Service Contract Act Directory Of Occupations (the Directory) provides a common vocabulary for occupations most often the subject of SCA wage determinations. This reference material provides standard titles and definitions for over 300 occupations. Included are the Federal Grade Equivalencies for most of the occupations listed. The Directory has become an essential tool in the development, use, and enforcement of SCA wage determinations and conformances. Annual supplements are provided to subscribers.

### Order Information and Inquiries

Each of the publications listed above is available from the Superintendent of Documents, U.S. Government Printing Office. Orders may be placed directly by calling (202) 512-1800. Inquiries regarding any of these publications and ideas for improvement may be provided to Nila Stovall (SCA: 202-219-7531 X168) and Phil Gloss (DB: 202-219-7531 X137).