

D/L Memo Book

**U.S. DEPARTMENT OF LABOR
OFFICE OF THE SOLICITOR
WASHINGTON 20210**

NOVEMBER 15, 1965

MEMORANDUM # 65

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

**FROM : Charles Donahue *CD*
Solicitor of Labor**

SUBJECT : Semi-annual Enforcement Reports

This memorandum supersedes our All Agency Memorandum No. 60, dated June 25, 1964, regarding the semi-annual enforcement reports required by Section 5.7(b) of Regulations, Part 5.

Section 5.7(b) has been amended changing the due dates of the subject reports, and prescribing a new reporting form. (See 30 F.R. 13136). These changes were made after consultation with agency representatives.

The attached form is prescribed for use by all reporting agencies in submitting the semi-annual enforcement reports. However, should the use of the new form for the January 31, 1966, report create undue hardship, the use of the old form is permissible.

Attachments:
Copies of prescribed reporting form.

Not distributed to field

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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 prime construction contracts awarded _____.
- b. Total dollar amount of prime construction contracts awarded \$_____.
- c. Number of preconstruction conferences which included explanation of labor standards requirements _____.
- d. Number of preconstruction letters sent contractors advising of labor standards requirements _____.

II. a. Number of Complaints Received From

- (1) Employees _____.
- (2) Unions _____.
- (3) All Other Sources _____.

b. Number of Investigations Initiated

- (1) Number of recorded employee interviews _____.
- (2) Number of Limited Investigations _____.
- (3) Number of Full Scale Investigations _____.
- (4) Number of Contractors found in violation _____.

c. Restitution and Liquidated Damages

- (1) Restitution made under Davis-Bacon and related Acts \$_____.
- (2) Restitution made under Contract Work Hours Standards Act \$_____.
- (3) Amounts of liquidated damages assessed under the Contract Work Hours Standards Act \$_____.
- (4) Number of workers receiving wage restitution _____.

III. Remarks

Signed

 Name

 Title

 Agency

*See Reverse Side

Instructions

Agencies having separate procurement branches shall submit separate reports. For example DOD will submit separate reports for Corps of Engineers, Department of the Army, Department of the Navy, Air Force etc.

I.a Include construction, alteration or repair contracts let by agency and/or (where applicable) its operating and management contractors. Include Federally-assisted contracts requiring Davis-Bacon-type minimum rates.

II.b(1) A recorded interview should include not only the employee's responses as to his duties, classification, and hourly rates paid [including overtime rates], but also any details available as to what work the employee was actually performing, and what tools, if any, he was using.

II.b(3) Full Scale Investigation
An investigation, complete and detailed, into the administration of labor standards provisions of the construction contract when there is reason to believe there has been violation of contract clauses.

III. Include under remarks a summary of any compliance procedures and practices not covered in the report.