

U.S. Department Of Labor Employment And Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u>  A-541 Headquarters. Staff A-546 All Field Staff A-547 SAC; Lab. Com; FCA	<u>Subject:</u> Records and Reports REAUTHORIZATION BY OMB OF ETA FORMS 671 AND 9039  <u>Code:</u> 907
Symbols: PMG:AV		Action: Immediate

**PURPOSE:** To advise all Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff that Office of Management and Budget (OMB) approval for the ETA Forms 671, Apprenticeship Agreement, and 9039, Complaint Form, will expire on May 31, 1998. Employment & Training Administration (ETA), Bureau of Apprenticeship and Training (BAT) will be seeking approval from OMB for a revision of ETA Form 671 and an extension of ETA 9039 information collection associated with these ETA forms. You will be notified of OMB approval and newly assigned expiration dates as soon as we hear from OMB.

**BACKGROUND:** With the new ruling of the Paperwork Reduction Act (PRA) of 1995, (Public Law 104-13, May 22, 1995), all Agencies are required to announce through a 60-day Preclearance Consultation Notice in the Federal Register their intent to seek OMB review of reporting requirements. The goals of the PRA are to reduce to the extent practicable and appropriate the burden on respondents.

ETA/BAT's Preclearance Consultation Notice was published in the Federal Register on November 19, 1997. (See Attachment.) This Notice allows the public 60 days to review and comment on the proposed extension of the reporting requirements regarding registered apprenticeship programs under Title 29 CFR Part 29, Labor Standards for the Registration of Apprenticeship Programs (ETA-671, Apprenticeship Agreement Form) and Title 29 CFR Part 30, Equal Employment Opportunity in Apprenticeship and Training (ETA -9039, Complaint Form - Equal Employment Opportunity in Apprenticeship Programs).

After January 20, 1998, the Bureau will review any comments received. Those comments, if any, will then be incorporated in the PRA submission package to OMB. A second Federal Register Notice will be published by the Office of the Assistant Secretary for Administration and Management (OASAM) allowing the public an additional 30 days to review and comment on the submission. OMB will simultaneously review the submission during this 30-day period. An additional 30 days (making OMB's period of review 60 days) can be used by OMB before rendering a decision and granting an approval of 6 months to 3 years.

For additional information contact Anna Velez, PMG Program Analyst at 202/219-5921 x 110.

Attachment: Federal Register, Vol. 62, No. 223, Notices, Thursday, November 19, 1997, pp. 61830 - 61832.

DEPARTMENT OF LABOR

Employment and Training Administration

Labor Standards for the Registration of Apprenticeship Programs-- Equal Employment Opportunity in Apprenticeship and Training; Comment Request

ACTION: Notice.

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SUMMARY: The Department of Labor, as part of its continuing effort to reduce paperwork and respondent burden conducts a pre-clearance consultation program to provide the general public and Federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act of 1995 (PRA95) (44 U.S.C. 3506(c)(2)(A)). This program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection

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Requirements on respondents can be properly assessed. Currently, the Employment and Training Administration is soliciting comments concerning the proposed revision of the collection of the information regarding registered apprenticeship programs under Title 29 CFR Part 29 (Labor Standards for the Registration of Apprenticeship Programs) and the extension of the collection of the information under CFR part 30 (Equal Employment Opportunity in Apprenticeship and Training).

DATES: Written comments must be submitted to the office listed in the addressee section below on or before January 20, 1998. The Department of Labor is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submissions of responses.

ADDRESSES: Anthony Swoope, Director, Bureau of Apprenticeship and Training,  
200 Constitution Ave., N.W., Room 4649, Washington, DC 20210;  
E-mail Internet address: Swoope@doleta.gov; Telephone number: (202)  
219-5921 (this is not a toll-free number); Fax number: (202)219-  
5011(this is not a toll-free number).

#### SUPPLEMENTARY INFORMATION:

##### I. Background

The National Apprenticeship Act of 1937 authorizes and directs the Secretary of Labor to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices, to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies engaged in the formulation and promotion of standards of apprenticeship, and to cooperate with the Office of Education under the Department of Health, Education, and Welfare. Section 2 of the Act authorizes the Secretary of Labor to "publish information relating to existing and proposed labor standards of apprenticeship," and to "appoint national advisory committees" (29 U.S.C. 50a).

Title 29 CFR part 29 sets forth labor standards to safeguard the welfare of apprentices, and to extend the application of such standards by prescribing policies and procedures concerning registration, for certain Federal purposes, of acceptable apprenticeship programs with the U.S Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training. These labor standards, policies and procedures cover the registration, cancellation, and deregistration of apprenticeship programs and of apprenticeship agreements; the recognition of a State agency as the appropriate agency for registering local apprenticeship programs for certain Federal purposes; and matters relating thereto.

Title 29 CFR Part 30 sets forth policies and procedures to promote equality of opportunity in apprenticeship programs registered with the U.S. Department of Labor and recognized State apprenticeship agencies. These policies and procedures apply to recruitment and selection of apprentices, and to all conditions of employment and training during apprenticeship. The procedures provide for review of apprenticeship programs, for registering apprenticeship programs, for processing complaints, and for deregistering non-complying apprenticeship programs. This part also provides policies and procedures for continuation or withdrawal of recognition of State agencies which register apprenticeship programs for Federal purposes.

##### II. Current Actions

Recordkeeping and data collection activities regarding registered apprenticeship are by-products of the registration system. Organizations which apply for apprenticeship sponsorship enter into an agreement with the Federal Government or cognizant State government to operate their proposed programs consistent with 29 CFR parts 29 and 30. Apprenticeship sponsors are not required to file reports regarding their apprentices other than individual registration and update information as an apprentice moves through their program. As requested by the Office of Management and Budget, a revision is being made to the Apprenticeship Agreement Form, ETA 671, to include a statement regarding the voluntary disclosure of the social security number by the apprentice. Also, as requested by the

Solicitor's Office of the U.S. Department of Labor, another revision to the form includes a statement informing the apprentice that the information contained on the Apprenticeship Agreement Form, is included in the Apprenticeship Management System. The information on this form is protected in accordance with the Privacy Act.

Type of Review: Revision.

Agency: Employment and Training Administration.

Title: Title 29 CFR part 29, Labor Standards for the Registration of Apprenticeship Programs.

OMB Number: 1205-0223 for 29 CFR part 29.

Type of Review: Extension.

Agency: Employment and Training Administration.

Title: Title 29 CFR part 30, Equal Employment Opportunity in Apprenticeship and Training. OMB Number: 1205-0224 for 29 CFR Part 30.

Recordkeeping: Apprenticeship sponsors are required to keep accurate records on the qualifications of each applicant pertaining to determination of compliance with these regulations. Records must be retained, where appropriate, regarding affirmative action plans and evidence that qualification standards have been validated. State Apprenticeship Councils are also obligated to keep adequate records pertaining to determination of compliance with these regulations. All of the above records are required to be maintained for five years. If this information was not required, there would be no documentation that the apprenticeship programs were being operated in a nondiscriminatory manner. Many apprenticeship programs are 4 years or more in duration; therefore, it is important to maintain the records for at least 5 years.

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Section	Total respondents	Frequency	Total responses	Average time per response	Burden
Summary of Burden for 29 CFR Part 29					
Sec. 29.3	94,041	1-time	94,041	1/4 hour	23,510
Sec. 29.6	62,940	1-time	62,940	1/12 hour	5,245
Sec. 29.5	1,906	1-time	3,600	2 hours	3,812
Sec. 29.7	40	1-time	40	1/12 hour	3
Sec. 29.12	30	1-time	30	2 hours	60
Sec. 29.13	-----	-----	-----	-----	-----
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Total	-----	-----	160,651	-----	32,630
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Summary of Burden for 30 CFR Part 29					
Sec. 30.3	1,024	1-time	1,024	1/2 hour	512
Sec. 30.4	247	1-time	247	1 hour	247
Sec. 30.5	3,662	1-time/applicant	3,662	1/2 hour	1,834
Sec. 30.6	50	1-time	50	5 hours	250
Sec. 30.8	35,848	1-time	35,848	1 minute	597
Sec. 30.8	30	1-time/program	17,924	5 minutes	1,494
Sec. 30.11	35,848	1-time	35,848	Hand-out	-----
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ETA 9039	50	1-time	50	1/2 hour	25
Sec. 30.15	30	1-time	(1)	-----	-----
				-	-----
Sec. 30.19	30	varies	-----	-----	-----
				-	-----
Total	-----	-----	94,653	-----	4,959
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(1) Completed.

Comments submitted in response to this notice will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they will also become a matter of public record.

Dated: November 14, 1997.

Anthony Swoope, Director, Bureau of Apprenticeship and Training.

[FR Doc. 97-30360 Filed 11-18-97; 8:45 am]

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