

**BULLETIN 98 - 07**

**Date: June 18, 1998**

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

**PURPOSE:** To advise all Office of Apprenticeship Training, Employer Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff of Notices of Action issued by the Office of Management and Budget (OMB) for ETA Forms 671, Apprenticeship Agreement, and 9039, Complaint Form. The expiration dates for these forms are November 30, 1999 and May 31, 1998, respectively.

**BACKGROUND:** The goals of the Paperwork Reduction Act (PRA), Public Law 104-13 of May 22, 1995, are to reduce to the extent practicable and appropriate the burden on respondents. According to the 1995 PRA, all Agencies are required to announce their intent to seek OMB review of reporting requirements through a Preclearance Consultation Notice in the Federal Register. The notice allows the public 60 days to review and comment on the proposed new collection, revision, extension, or reinstatement of the information collection. (See Bulletin 98-01, dated January 8, 1998.) The Bureau complied with the PRA in its submissions.

The Notices of Action for ETA Forms 671 and 9039 have been stipulated based on the Bureau complying with the terms and/or conditions issued by OMB. The Notices are sent as attachments to this Bulletin. OMB reserves the right to suspend or deny the collection of data and the use of the Bureau's forms if these are not met. While the Bureau will be addressing all these terms and/or conditions, it will be placing special emphasis on the following: Government Performance Results Act (GPRA) activities, data linkages to School-to-Work and School-to-Apprenticeship activities, universal electronic reporting of ETA Forms 671 and 9039 and the plan for evaluating issues facing women who seek apprenticeships. More information about these OMB requirements will be forthcoming.

OMB has only authorized the Bureau to use ETA Forms 671 and 9039 for the collection of data. These forms will display the OMB control numbers 1205-0223 and 1205-0224 with the forms current expiration dates, respectively.

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

Attachments: 1205-0223 OMB Notice of Action, 1205-0224 OMB Notice of Action

**NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION**

(1 of 2 ETA 671)

Todd Owen 05/19/1998  
Departmental Clearance Officer  
Department of Labor  
200 Constitution Avenue N.W.  
Room N-1301  
Washington, DC 20210

In accordance with the Paperwork Reduction Act, OMB has taken the following action on your request for the extension of approval of an information collection received on 03/19/1998.

TITLE: Labor Standards for the Registration of Apprenticeship Programs -- Title 29 CFR Part 29

AGENCY FORM NUMBER(S): ETA-671

ACTION: APPROVED  
OMB NO.: 1205-0223  
EXPIRATION DATE: 11/30/1999

| <b>BURDEN</b>  | <b>RESPONSES</b> | <b>BURDEN HOURS</b> | <b>BURDEN COSTS</b> |
|----------------|------------------|---------------------|---------------------|
| Previous       | 181,879          | 38,697              | 0                   |
| New            | 158,957          | 32,630              | 0                   |
| Difference     | -22,922          | -6,067              | 0                   |
| Program Change |                  | 0                   | 0                   |
| Adjustment     |                  | -6,067              | 0                   |

**TERMS OF CLEARANCE:** Approved. DOL agrees to meet the following terms: 1) OMB commends ETA for having the AIMS Y2K compliant for the BAT system and expects that the new oracle-based MIS system that is scheduled to be in place 18 months from this clearance will be Y2K compliant prior to its implementation; 2) BAT will work closely with SAC States, the Federal Committee on Apprenticeship (if it is re-chartered), and other stakeholders in the development of the AIMS successor system. The new MIS system should be designed to include participation by SAC States to the maximum extent possible. BAT will report to OMB on these efforts within 1 year of this clearance (or 5/99); 3) The new MIS system referred to above will allow the collection of data linkages to STW and STA, consistent with ETA FY 1999 performance goals; 4) ETA is commended for their development of a BAT Home Page. This should be considered the first step towards implementation of universal electronic reporting in the Registered Apprenticeship program. 5) In the next submission of this paperwork, ETA will finalize any GPRA related revisions to Q9 on the Form ETA 671. In conjunction with these revisions, ETA, in order to improve the quality of data obtained, will provide respondents with clear instructions on completing this item; 6) ETA will continue its work with the National Skill Standards Board

(NSSB) on the development of standards. ETA will continue their efforts to disseminate NSSB project reports and other pertinent information on standards to the field and SAC states. ETA will explore the possibility of using the BAT Home Page as a dissemination vehicle; 7) With the September budget submission, ETA will submit to OMB a brief description of BAT's GPRA performance goals and how the data generated by the new system will measure progress against those goals. This report will include an analysis of the quality of existing data for use as GPRA baselines, and the results of the data validation effort currently underway; 8) In the next submission of this paperwork, ETA will incorporate use of the new race categories as outlined in the October 30, 1997 Federal Register; 9) ETA will revise the form in order to place the Social Security Number warning in a more prominent place; 10) ETA will consider collecting information on employment retention and earnings gains among registered apprentices who complete the program and reach journeyworker status. This information could be collected through a sample survey, administrative records, or through an evaluation of the registered apprenticeship program. ETA will report to OMB on its progress in this effort by 5/99.

NOTE: The agency is required to display the OMB control number and inform respondents of its legal significance (see 5 CFR 1320.5(b)).

OMB Authorizing Official

Title

Donald R. Arbuckle

Deputy Administrator, Office of  
Information and Regulatory Affairs

**NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION**

(1 of 1 ETA 9039)

Todd Owen 05/22/1998  
Departmental Clearance Officer  
Department of Labor  
200 Constitution Avenue N.W.  
Room N-1301  
Washington, DC 20210

In accordance with the Paperwork Reduction Act, OMB has taken the following action on your request for the extension of approval of an information collection received on 03/23/1998.

TITLE: Equal Employment Opportunity in Apprenticeship and Training -- 29 CFR Part 30

AGENCY FORM NUMBER(S): ETA-9039

ACTION : APPROVED  
OMB NO.: 1205-0224  
EXPIRATION DATE: 05/31/1999

| BURDEN         | RESPONSES | BURDEN HOURS | BURDEN COSTS |
|----------------|-----------|--------------|--------------|
| Previous       | 4,270     | 7,312        | 0            |
| New            | 3,959     | 4,959        | 0            |
| Difference     | -311      | -2,353       | 0            |
| Program Change |           |              | 0            |
| Adjustment     |           | -2,353       | 0            |

**TERMS OF CLEARANCE:**

Approved. In addition, DOL agrees to meet the following terms: 1) DOL, in the next submission of this paperwork, will submit a plan for evaluating issues facing women who seek apprenticeships under this program. DOL agrees that the participation level for women (8%) in this program is too low and DOL agrees to investigate this issue further. In that DOL has given strong arguments that new collection efforts would be overly burdensome, DOL's plan will look to minimize burden by maximizing the use of existing resources and information collections. Due to the importance of implementing a plan to address this issue, this paperwork is given a 1 year approval; 2) DOL, in the next submission of this paperwork, will update OMB on DOL's progress in implementing the new oracle-based MIS which should greatly increase electronic submission of data for this program; 3) In the next submission of this paperwork, DOL will incorporate use of the new race categories as outlined in the October 30, 1997 Federal Register.

NOTE: The agency is required to display the OMB control number and inform respondents of its legal significance (see 5 CFR 1320.5(b)).

OMB Authorizing Official

Title

Donald R. Arbuckle

Deputy Administrator, Office of  
Information and Regulatory Affairs