

BULLETIN 2004 - 12**Date: July 27, 2004**

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 A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> OMB Reauthorization of ETA Forms 671 and 9039 <u>Code:</u> 907
Symbols: DSNIP/CFV	Action: Immediate	

PURPOSE: To inform Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff that the Office of Management and Budget (OMB) approved the use of ETA Forms 671 (Program Registration and Apprenticeship Agreement) and 9039 (Complaint Form – Equal Employment Opportunity in Apprenticeship Programs) and transmit the related Notices of Action issued by OMB.

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. BAT complied with the PRA by seeking comments from the public in a Pre-Clearance Consultation Notice published in the Federal Register on October 3, 2003 before requesting reauthorization from OMB to revise ETA Form 671. This revised form consists of data collection for program registration and new data items for apprentice registration. OMB approved the revised form with the following Terms of Clearance:

“Approved for one year. At next submission, ETA will report on progress made toward the addition of all four employment and training common measures to this collection. Report will include interaction with NASWA (National Association of State Workforce Agencies), identification of a clearinghouse for common measures data, and Information on State use of the newly allowed voluntary SSN (Social Security Number) collection

The adult common measures mentioned above are the result of the President’s Budget and Performance Integrated Initiative for FY 2002. OMB and other Federal agencies developed these measures for certain programs with similar goals. The four measures for Federal job training and employment programs are: entered employment, retention, earnings increase, and efficiency. The implementation of common performance measures across Federal job training and employment programs will enhance the ability to assess the effectiveness and impact of the workforce investment system.

OMB’s Notices of Action were issued subject to OATELS’ compliance with the Terms of Clearance. OMB reserves the right to suspend or deny the collection of data and the use of these forms if these conditions are not met.

OMB APPROVAL: OMB’s control number for ETA Form 671 is 1205-0223; for ETA Form 9039, it is 1205-0224. The expiration dates for these newly approved forms are May 31, 2005 and October 31, 2006, respectively. Persons are not required to respond to these collections of information unless it displays a currently valid OMB control number. Public reporting burden for the ETA Form 671 is estimated to average 10 minutes per response for Section I and 15 minutes per response for Section II. The ETA

Form 9039 is estimated to average 30 minutes per response. These estimates include the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding these burden estimates or any other aspect of these collections of information, including suggestions for reducing the burden to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, 200 Constitution Avenue, N.W., Room N-4671, Washington, D.C. 20210 (Paperwork Reduction Project (1205-0223 and 1205-0224, respectively).

OATELS sought an extension to continue the use of Form 9039 without changes

ACTION: OMB extended the October 31, 2003 expiration dates for the forms. The new ETA Form 671 will be distributed to staff in mid-July. OATELS/BAT staff should cease use of ETA Form 671 on August 1, 2004. To use ETA Form 9039, staff should access the OATELS Website at http://www.doleta.gov/atels_bat/complaint2.cfm.

Attachments: ETA Forms 671 (revised) and 9039
OMB Notices of Action for ETA Forms 671 and 9039, for your information

Double click on the icons below to access the Program Registration and Apprentice Registration Form.

[Program Registration](#) [Apprentice Registration](#)