




SEP 26 2014

MEMORANDUM TO THE Office of Information and Regulatory Analysis
Office of Management and Budget

FROM: DEBRA CARR 
Director of Policy
Office of Federal Contract Compliance Programs

SUBJECT: Information Collection Request (ICR) 1250-0002: OFCCP
Recordkeeping and Reporting Requirements – Complaint
Involving Employment Discrimination by a Federal Contractor or
Subcontractor (Form CC-4)

The Office of Federal Contract Compliance Programs (OFCCP) is seeking the approval of the Office of Management and Budget (OMB) to implement a non-material change to the Complaint Involving Employment Discrimination by a Federal Contractor or Subcontractor form, CC-4 (complaint form), and the accompanying instruction sheet. OFCCP revised the complaint form to ensure the use of plain English and to make it user friendly. OFCCP also streamlined the fields that need to be completed to capture the most important information OFCCP needs to process a complaint for investigation. OFCCP is requesting approval to make the complaint form available in alternate languages.

On August 27, 2014, OMB approved the complaint form in Word format in English. For posting on the Internet, OFCCP will convert this form to a fillable electronic format to prevent material alteration. OFCCP is requesting approval to translate the complaint form into the languages below in fillable PDF and Word formats.

- Spanish
- French
- Vietnamese
- Chinese Traditional
- Chinese Standard
- Korean

The alternate formats do not alter the content or make any substantive changes to the form approved by OMB on August 27, 2014. Attached are the CC-4 forms and accompanying instruction sheets.

Please contact Sumit Dasgupta at (202) 693-1017 should you have any questions.

Attachments (13)