

WHITE PAPER

Department of Veterans Affairs

ICR Revision Request to include
VA Form 08-10192, Information for Pre-Complaint Processing
Under OMB 2900-0716

ISSUE: This Information Collection Request is being submitted as a revision to include VA Form 08-10192, Information for Pre-Complaint Processing for clearance under OMB 2900-0716. In accordance with EEOC Regulation 29 C.F.R. §1614 Federal Sector EEO, VA Form 4939, Complaint of Employment Discrimination is cleared under this control number.

BACKGROUND: The use of VA Form 08-10192, Information for Pre-Complaint Processing, occurs in accordance with EEOC Regulation 29 C.F.R. §1614 Federal Sector EEO. The form is currently completed by VA employees, however, former employees and applicants for employment will be able to utilize this form, following OMB approval.

VA Form 08-10192 will be used in order to create a less burdensome process, capture EEOC required information and simplify the filing of an informal EEO complaint. This will become the first collection of information in the EEO process. Without this form, individuals do not include all of the necessary complaint specifics to process their complaint. This requires EEO counselors to request additional information in order to determine what action(s) the agency has taken or is taking that causes the aggrieved person to believe s/he is the victim of discrimination.

ACTIONS: The use of this form will improve the timeliness and quality of the informal process.