

Memo

To: Joe Nye
From: Melody Braswell
Date: September 18, 2019
Re: Non-substantive change request to OMB# 1190-0018

The non-substantial changes made to this data collection/collection instrument were to reorder and update a few fields, include a field for respondents to mark if they would like us to refer the charge if their claim falls within another agency's jurisdiction, clarify language in several sections, and update our mailing address. We made these changes based on our experience working with the charge form and feedback we received, and to reflect our new mailing address.