

**Request for Approval under Department of Labor Generic Clearance for the  
Collection of Qualitative Feedback on Agency Service Delivery  
OMB Control Number: 1225-0088**

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**TITLE OF INFORMATION COLLECTION**

OFCCP Event Comment Card

**PURPOSE**

The Office of Federal Contract Compliance Programs (OFCCP) is an agency within the U.S. Department of Labor that administers and enforces three equal employment opportunity mandates: Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212. These mandates prohibit covered federal contractors and subcontractors (hereafter collectively referred to as "contractors") from discriminating based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. Additionally, contractors are prohibited from taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or the pay of their co-workers, subject to certain limitations.

OFCCP distributes the comment card to participants at outreach and compliance assistance events to collect feedback on the effectiveness of the events. Based on feedback received, OFCCP may revise or improve the material it presents to stakeholders during these events and enhance its public outreach programs.

**DESCRIPTION OF RESPONDENTS**

The target audience for the OFCCP Event Comment Card includes:

- 1) Contractors
- 2) Workers and Job Seekers
- 3) Federal Contracting Officers
- 4) Other

**TYPE OF COLLECTION (Check one)**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Customer Comment Card/Complaint Form        | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing ( <i>e.g.</i> , Website or Software) | <input type="checkbox"/> Small Discussion Group       |
| <input type="checkbox"/> Focus Group  | <input type="checkbox"/> Other: _____                 |

## CERTIFICATION

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to individuals who would like to submit feedback at an OFCCP event.

Name:

Tina Williams  
Acting Deputy Director of OFCCP and Director of Policy & Program Development  
Office of Federal Contract Compliance Programs

To assist review, please provide answers to the following question:

### Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [X] No
3. If applicable, has a System or Records Notice been published? [ ] Yes [ ] No [X] N/A

### Gifts or Payments:

Is an incentive (*e.g.*, money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [X] No

## BURDEN HOURS

OFCCP estimates that the agency would use the event card at 519 events, and that it takes approximately six minutes for each respondent to complete the event card. Typically, no more than six cards are filled out at each event. As such, OFCCP estimates an annual total of 311.4 hours (519 events x 6 forms = 3,114; 3,114 forms x 6 minutes/60 = 311.4 hours).

Category of Respondents	Estimated No. of Respondents	Questions Completion Time	Estimated Burden Hours
Private Sector	3,114	6 minutes	311.4 hours
<b>Totals</b>	<b>3,114</b>	<b>6 minutes</b>	<b>311.4 hours</b>

## FEDERAL COST

The estimated annual cost to the federal government is \$15,785.39. This estimate is based on staff spending approximately 5 minutes reviewing and categorizing the responses ( $[3,114 \times 5 \text{ mins}/60] \times \$60.83^1 = \$15,785.39$ ).

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

### The Selection of Your Targeted Respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes     No

If the answer is yes, please provide a description of both below (or attach the sampling plan)?  
If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

### Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

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<sup>1</sup> The cost is based on GS-13, Step 5 pay. See "Salary Table 2023-DCB Incorporating the 4.1% General Schedule Increase and a Locality Payment of 32.49% For the Locality Pay Area of Washington-Baltimore-Arlington, DC-MD-VA-WV-PA," available at [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/DCB_h.pdf) (last accessed Nov. 2023).