

Justification for Nonmaterial/Nonsubstantive Change

U.S. Department of Labor Office of Federal Contract Compliance Programs

Complaint Involving Employment Discrimination by a Federal Contractor or Subcontractor OMB Control Number 1250-0002

Background

The Office of Federal Contract Compliance Programs (OFCCP) enforces Executive Order 11246, as amended (E.O. 11246); Section 503 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 793 (Section 503); and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212 (VEVRAA). Collectively, these authorities protect employees and job applicants of Federal contractors and subcontractors from discrimination in employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. Applicants and employees of contractors are also protected from adverse employment actions because they inquired about, discussed, or disclosed information about their pay or the pay of their co-workers, subject to certain limitations. Applicants and employees of Federal contractors and subcontractors, authorized representatives, or third parties may file complaints of employment discrimination with OFCCP pursuant to E.O. 11246, Section 503, or VEVRAA.

On June 13, 2023, the Office of Management and Budget (OMB) approved the reauthorization of the information collection for OFCCP's complaint program. This information collection includes the form that applicants and employees of contractors, authorized representatives, or third parties can use to file an employment discrimination complaint with OFCCP. It also includes an additional form that applicants and employees of contractors, authorized representatives, or third parties can use to submit a pre-complaint inquiry prior to filing a formal complaint of discrimination.

Summary of Changes

OFCCP seeks approval of a nonmaterial/nonsubstantive change to its Complaint of Employment Discrimination Involving a Federal Contractor or Subcontractor form (CC-4) and its Pre-Complaint Inquiry for Employment Discrimination Involving a Federal Contractor or Subcontractor form (CC-390). In order to ensure that individuals with limited English proficiency have meaningful access to OFCCP's protections, OFCCP retained an outside vendor to professionally translate the CC-4 and CC-390 into alternate languages. The translated forms will be used by applicants and employees of Federal contractors and subcontractors to submit a pre-complaint inquiry and to file a complaint of employment discrimination.

The alternate language forms do not alter the content or make any substantive changes to the form approved by OMB on June 13, 2023.

OFCCP submits the following translations of the CC-4 and CC-390 for OMB approval:

- Arabic
- Bengali
- Simplified Chinese
- Traditional Chinese
- Farsi
- French
- German
- Haitian Creole
- Hindi
- Hmong
- Japanese
- Korean
- Russian
- Somali
- Spanish
- Tagalog
- Ukrainian
- Urdu
- Vietnamese

Changes in Burden

There are no changes in the burden for this collection.