

## **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 Digital Engagement Subscriber Questions

### **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 offers the public the option to subscribe to e-mail updates from the agency. The information subscribers provide to OFCCP with regard to their subscription preferences includes name, location, industry type (*i.e.*, advocacy, business, financial, government, healthcare, non-profit, consultants, construction, education, other), type of stakeholder/subscriber (*i.e.*, contractor, federal contracting officers, human resource professional or compliance officer, contractor association or consultant, community based organization, job training or referral entity, civil rights group, Native American Organization, worker, other), type of contractor - if they selected that option (*i.e.*, new and small, construction, supply and service, or university), and areas of interest on OFCCP protections (*i.e.*, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, disability, compensation and wages, Native American employment rights). OFCCP uses this information to issue e-mail blasts announcing press releases, regulatory updates, guidance updates, and general matters of interest to the subscribers.

### **DESCRIPTION OF RESPONDENTS**

The target audience for the OFCCP Digital Engagement Subscriber Questions includes:

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

**TYPE OF COLLECTION** (Check one)

- ☐ Customer Comment Card/Complaint Form      ☐ Customer Satisfaction Survey  
☐ Usability Testing (*e.g.*, Website or Software)      ☐ Small Discussion Group  
☐ Focus Group      ☒ Other: Digital Subscription

**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 sign up for OFCCP's email updates.

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 ☐ No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? ☐ Yes ☒ No
3. If applicable, has a System or Records Notice been published? ☐ Yes ☐ No ☒ N/A

**Gifts or Payments:**

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

**BURDEN HOURS**

OFCCP estimates that 42,210 users will subscribe each year, and that it takes approximately two minutes for each subscriber to complete the digital engagement questions. Multiplying that estimate by the two minutes it takes to answer the questions, OFCCP derives at an annual burden of 1,407 hours (42,210 annual respondents x 2 minutes/60 = 1,407 hours).

| Category of Respondents | Estimated No. of | Questions Completion | Estimated Burden |
|-------------------------|------------------|----------------------|------------------|
|-------------------------|------------------|----------------------|------------------|

|                | <b>Respondents</b> | <b>Time</b>      | <b>Hours</b>       |
|----------------|--------------------|------------------|--------------------|
| Private sector | 42,210             | 2 minutes        | 1,407              |
| <b>Totals</b>  | <b>42,210</b>      | <b>2 minutes</b> | <b>1,407 hours</b> |

## **FEDERAL COST**

The cost to the federal government for administering the digital engagement subscriber preference questions through a third-party vendor is approximately \$2,000.

**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