

CIRCULAR 96-03**Date: September 30, 1996**

U.S. Department of Labor Employment and Training Administration Bureau of Apprenticeship and Training Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC	<u>Subject:</u> Records and Reports REAUTHORIZATION BY OMB OF ETA FORMS 671 & 9039 <u>Code:</u> 907
Symbols: PMG:AV		<u>Action:</u> Immediate

PURPOSE: To ensure that all users of ETA Form 671, Apprenticeship Agreement and the unnumbered ETA Complaint Form - Equal Employment Opportunity Apprenticeship Programs are notified of the new expiration date, November 30, 1996.

BACKGROUND: In the field, the Apprenticeship Agreement Form, ETA Form-671, displays the expiration date as June 30, 1995 and the Complaint Form - Equal Employment Opportunity Apprenticeship Programs Form is stamped A Draft with neither an OMB (Office of Management and Budget) number nor an expiration date.

Currently, OMB has granted an extension to use both forms from September 30 until November 30, 1996. Staff must provide guidance and ensure that all users are aware of the new temporary expiration date, November 30, 1996. Staff can include Bulletin 96-06 with ETA Form 671 and the unnumbered Complaint Form. Also, they can pen and ink change the date to November 30, 1996, or attach a short note to the forms which explains OMB's approval of the change in expiration date to November 30, 1996.

This is only a temporary arrangement, i.e., November 30, 1996 expiration date, since ETA will be seeking additional approval from OMB for further continuation of all information collection associated with both forms (ETA-671, Apprenticeship Agreement Form, and ETA-9039, Complaint Form - Equal Employment Opportunity in Apprenticeship Programs). For additional information, see Bulletin 96-06.

You will be notified of the newly assigned expiration date as soon as we hear from OMB. Its approval can be for a period of 6 months to 3 years. The Apprenticeship Agreement Form, ETA Form 671, and the Complaint Form - Equal Employment Opportunity in Apprenticeship Programs, ETA Form 9039, will then be printed with the new expiration date (and the Complaint Form will have a form number).

ACTION: All staff have the responsibility to ensure that all users of both forms are aware of the new expiration date, November 30, 1996.

This Circular is effective immediately.