

Information collection requirement	Responses	Average response time (hours)	Annual burden hours
<b>Recordkeeping Burden:</b>			
Initial Development of Affirmative Action Plan (AAP) .....	949	113.06	107,294
Annual Update of AAP .....	93,951	51.47	4,835,823
Maintenance of AAP .....	94,900	51.47	4,884,670
Uniform Guidelines on Employees Selection Procedures .....	5,750	2.18	12,535
<b>Reporting Burden:</b>			
Standard Form 100 .....	36,187	3.70	133,892
Scheduling Letter .....	6,092	28.35	172,708
Compliance Check Letter .....	1,660	0.40	664
<b>Total</b> .....			<b>10,147,586</b>

Total Annualized capital/startup costs: \$0.

Total Annual Costs (operating/maintaining systems or purchasing services): \$60,798.

Description: Recordkeeping and reporting requirements incurred by Federal contractors under Executive Order 11246, section 503 of the Rehabilitation Act of 1973, and section 4212 of the Vietnam Era Veterans' Readjustment Act are necessary to substantiate compliance with nondiscrimination and affirmative action requirements enforced by the ESA's Office of Contract Compliance Programs.

Ira L. Mills,  
Departmental Clearance Officer.  
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**DEPARTMENT OF LABOR**

**Office of the Secretary**

**Submission for OMB Review; Comment Request**

July 27, 2004.

The Department of Labor (DOL) has submitted the following public

information collection request (ICR) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. chapter 35). A copy of each ICR, with applicable supporting documentation, may be obtained by contacting the Department of Labor (DOL). To obtain documentation, contact Ira Mills on 202-693-4122 (this is not a toll-free number) or e-mail: [mills.ira@dol.gov](mailto:mills.ira@dol.gov).

Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for DOL, Office of Management and Budget, Room 10235, Washington, DC 20503 202-395-7316 (this is not a toll-free number), within 30 days from the date of this publication in the **Federal Register**.

The OMB is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information,

including the validity of the methodology and assumptions used;

- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Agency: Employment and Training Administration.

Type of Review: Extension of a currently approved collection.

Title: Program Monitoring Report and Job Service Complaint Form.

OMB Number: 1205-0039.

Frequency: On occasion; quarterly; annually.

Total number of Respondents : 52.

Number of Responses: 208.

Form	Affected public	Respondents	Average time per response	Total hours
<b>ETA 8429:</b>				
Recordkeeping .....	Local Office .....	639 .....	30 minutes .....	324
Processing .....	Local Offices .....	2,142 .....	8 minutes .....	286
<b>ETA 5148:</b>				
Recordkeeping .....	Local Offices .....	639 .....	1.12 hours .....	713
Processing .....	State government .....	208 reports .....	70 minutes .....	243

Total hours: 5,537.

Total annualized capital startup cost: \$0.

Total annual costs (operating/maintaining systems or purchasing services): \$0.

Description: The Job Service forms are necessary as part of Federal Regulations at 20 CFR parts 651, 653 and 658

published as a result of NAACP vs. Brock. The forms allow the U.S. Employment Service to track regulatory compliance of services provided to

MSFWs by the State Employment Service Agencies.

Ira L. Mills,  
Departmental Clearance Officer.  
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