

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 submissions of responses.

III. *Current Actions:* The Request for Proposal (RFP) provides potential offerors with the Government's expectations for the development of proposals to operate Job Corps Centers. The proposals developed by offerors in response to the RFP are evaluated in terms of technical factors and costs. These proposals serve the principal basis for selection of a successful offeror. The operation of the Job Corps program is such that many activities required of contractors must be coordinated with organizations, both Federal and nonfederal. Most of the information collection requirements of Job Corps Center operators stem directly from operational needs or are necessary

to ensure compliance with Federal requirements and the terms of the contract. Statistical reports are normally generated from source documents directly by the Federal Government, not contractors. During the last two years, several paper forms have been automated, and in many instances, eliminated. Data is entered directly into a database and reports are generated as a result of the data. Examples of these are ETA Forms 2110 (Center Financial Report), 2181 & 2181A (Center Operations Budget), 6-127 (Job Corps Utilization Summary), 6-131A (Disciplinary Discharge), 6-131B (Review Board Hearings), 6-131C (Rights to Appeal), 6-40 (Student Profile), 6-61 (Notice of Termination) and 3-38 (Property Inventory Transcription). In addition, several forms are now provided in Portable Data File (PDF) format. These forms are the 6-125 (Job Corps Health Staff Activity), 6-128 (Job Corps Health Annual Service Costs), 6-112 (Immunization Record), 6-135 (CM Health Record Envelope), 6-136 (CM Health Record Folder), 6-37 (Inspection Residential & Educational Facilities), 6-38 (Inspection Water Supply Facilities), and 6-39 (Inspection of Waste Treatment Facilities Costs.)

Type of Review: Revision.

Agency: Employment and Training Administration.

Title: Standard Center Job Corps Request for Proposal and Related Contractor Information Gathering Reporting Requirements.

OMB Number: 1205-0219.

Recordkeeping: Center operators are required to keep accurate records on each Job Corps student. All records are required to be maintained on Center for five years.

Affected Public: Business, for profit and not-for-profit institutions, and Tribal Governments.

Burden Summary: I. The annual burden hours estimated for the preparation of the Standard Center Job Corps Request for Proposal submitted by new and experienced contractors is 15,300 hours.

II. Data collection for the Center Financial and the Center Operations Budget Reports is made more than quarterly, and is essential to ensure contractor financial compliance with contractual requirements and to ensure orderly operations of the program (1,462 hours).

Required activity	ETA form No.	Number of respondents	Submissions per year	Total annual submissions	Hours per submission	Total burden hours
Center Financial Report	2110	118	90 at 12/year 28 at 4/year	1192	1	1192
Center Operations Budget	2181/2181A ...	90	3	270	1	270
Total	1,462

III. Data previously collected on the forms listed below is now being collected in an electronic information system (347 hours). Data is entered

utilizing a personal computer that transmits the data electronically to a centralized database. From this database many management and performance

reports are created. Previously the burden for preparing these forms manually was approximately 8,181 hours.

Required activity	ETA form No.	Number of respondents	Submissions per year	Total annual submissions	Hours per submission	Total burden hours
Job Corps Utilization Summary	6-127	118	12	1416	0.01875 (1 minute)	27
Disciplinary Discharge	6-131A	1500	1	1500	0.01875	28
Review Board Hearings	6-131B	1500	1	1500	0.01875	28
Rights to Appeal	6-131C	1500	1	1500	0.01875	28
Student Profile	6-40	1500	1	1500	0.01875	28
Notice of Termination	6-61	1500	1	1500	0.01875	28
Property Inventory Transcription	3-28	126	52	6552	0.0275 (3 minutes)	180
Total	347

Student personnel requirements such as: Student payroll information, student training and education courses received, student leave, disciplinary actions and medical information is also being collected in an electronic information

system. The total burden hours last reported for processing these requirements were 46,720 burden hours. However, due to the fact that identical information is being collected for multiple purposes, the burden for

additional data entry has been reduced. The initial data entry is maintained in the national database and used for multiple reporting purposes, therefore reducing the need to enter the data more than once. As a result, the burden hours