



TRANSMITTAL

U.S. DEPARTMENT OF LABOR
Employment Standards Administration
Office of Federal Contract
Compliance Programs

Number: 155 Date: Jan. 14, 1991 OFCCP Order No. ADM 91-2/Other

1. **SUBJECT:** OFCCP Media Guidelines

2. **PURPOSE:** To disseminate guidelines on issuing press releases to the media and on granting media interviews

3. **FILING INSTRUCTIONS:** File at the end of the "Other" section of the Administrative Practices Binder.

4. **DISTRIBUTION:** A, B

5. **OBSOLETE DATA:** None

(signed)

CARI M. DOMINGUEZ
Director

1-14-91

Date

EMPLOYMENT STANDARDS ADMINISTRATION
U.S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT
COMPLIANCE PROGRAMS
WASHINGTON, D.C. 20210

OFCCP Order No. ADM 91-2/Other

1. **SUBJECT:** OFCCP Media Guidelines

2. **PURPOSE:** To disseminate guidelines on issuing press releases to the media and on granting media interviews

3. **ORIGINATOR:** Office of the Director

4. **BACKGROUND:** At the June 1990 ESA Enforcement Conference, draft OFCCP media guidelines were distributed. Since that time input has been received from all OFCCP Regional Directors as well as Regional Directors of the Office of Information and Public Affairs (OIPA).- The draft guidelines have been modified to reflect these comments and are set out in the "Instructions" section of this Order.

5. **INSTRUCTIONS:** Press releases are to be issued (subject to the criteria described below) on the following OFCCP enforcement actions:

National Release Criteria: (1 or more of the following):

Debarment Actions - upon Secretary of Labor or Assistant Secretary for ESA signing.

- On ALL debarment actions, with the approval of the Director, OFCCP.

Administrative Complaints - upon National or Regional Solicitor filing.

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- On ALL Administrative Complaints with the approval of the Director, OFCCP and with the determination to be of national media interest or involving novel issues.

Conciliation Agreements - upon OFCCP Regional Director signing.

- At the recommendation of the OFCCP Regional Director and the determination of the Director, OFCCP to be of national interest or involving novel issues.

SOL Settlements - upon National or Regional Solicitor signing.

- At the recommendation of the OFCCP Regional Director and the determination of the OFCCP National Director to be of national interest or involving novel cases.

All national releases will be sent to major dailies and wires as well as the Daily Labor Report, designated members of Congress, minority press, associations and special interest groups.

Regional Release Criteria: - (1 or more of the following):

Administrative Complaints - upon the Office of the Regional Solicitor filing.

- On ALL Administrative Complaints with the approval of the OFCCP National Director to be of regional media interest or involving novel cases.

Conciliation Agreements - upon the OFCCP Regional Director signing.

- At the recommendation of the OFCCP Regional Director and the determination of the OFCCP National Director to be of regional interest or involving novel cases.

Consent Decrees - upon Administrative Law Judge signing.

- At the recommendation of the OFCCP Regional Director and the determination of the OFCCP National Director to be of regional interest or involving novel cases.

SOL Settlements - upon the National or Regional Office of the Solicitor signing.

- At the recommendation of the OFCCP Regional Director and the determination of the OFCCP National Director to be of regional interest or involving novel cases.

SOL Settlements - upon the National or Regional Office of the Solicitor signing.

- At the recommendation of the OFCCP Regional Director and the determination of the OFCCP National Director to be of regional interest or involving novel issues.

National Press Release Procedure on National Cases*

- OFCCP Regional Directors are to notify the following offices:
 - the Regional OIPA office.
 - the Regional Office of the Solicitor.
 - the National OFCCP Public Affairs
- OFCCP Public Affairs will draft the press release and obtain clearance from:
 - All OFCCP Regional Directors

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- ESA-Office of Public Affairs
- Office of the Solicitor (content only)
- Director of Program Operations, OFCCP
- Deputy Director, OFCCP
- Director, OFCCP
- DOL-Office of Information and Public Affairs (OIPA)
- OFCCP Public Affairs will submit necessary requisitions.
- DOL-OIPA will release nationally and will send to regional OIPA for regional release.

***All national releases should be released simultaneously in the regions.**

- OFCCP Regional Directors are to provide the Regional Office of the Solicitor with a copy of all administrative complaint, conciliation agreement, SOL settlement, consent decree or other enforcement related press releases prior to release. Regional Directors should obtain concurrence for content only prior to release.
- If the press release is to be released solely in the region, OFCCP Regional Director will fax the release to OFCCP Public Affairs for accelerated clearance prior to distribution.
- When appropriate, OFCCP Public Affairs will notify the National Office of the Solicitor.
- Regional OIPA will issue the press release.

Timeliness of Press Releases

Press releases should be issued in a timely manner, upon meeting either the national or regional criteria (outlined above).

OFCCP Regional Directors are responsible for monitoring the status of cases that have been referred to the national or regional Office of the Solicitor for enforcement that could meet either national or regional press release criteria.

To advise OFCCP Public Affairs of potential national press release cases, RDs will submit a copy of actual document materials as well as a written recommendation to proceed with a press release or a formal justification of why not to proceed with a press release at this time.

OFCCP Regional Directors must notify OFCCP Public Affairs within 2 working days of ALL Administrative Complaint filings, Consent Decrees, SOL Settlements, Conciliation Agreements or other enforcement related actions that meet either national or regional press release criteria.

OFCCP Regional Directors must notify OFCCP Public Affairs within 2 working days of ALL Administrative Complaint filings, Consent Decrees, SOL Settlements, Conciliation Agreements or other enforcement related actions that meet either national or regional press release criteria.

MEDIA INTERVIEWS:

- ALL media interviews with local or national print and broadcast press by OFCCP national office staff must be cleared by OFCCP Public Affairs prior to scheduling.

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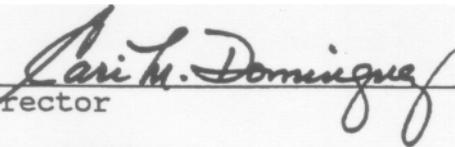
- OFCCP Public Affairs will be responsible for informing and, when necessary, clearing interviews with both DOL-OIPA and ESA-OPA.
- ALL media interviews with local or national print and broadcast press by OFCCP regional and district staff should be cleared with the regional OIPA office prior to scheduling.

Exception: On strictly routine inquiries regarding the function or jurisdiction of OFCCP or other purely factual information, RDs need only notify the regional OIPA. All other inquiries are to be referred to or cleared with OFCCP Public Affairs.

- OFCCP Regional Directors are responsible for ensuring that OFCCP Public Affairs is notified via fax of all interviews or contact with members of the press, by completing the attached media contact sheet by COB each day.

The fax number is FTS 523-0195 (now 202-693-1304).

6. **RESPONSIBILITIES:** All OFCCP Staff
7. **EFFECTIVE DATE:** Immediately
8. **OBSOLETE DATA:** None
9. **DISTRIBUTION:** A, B


Director

Attachment
1/14/91
Date

MEDIA CONTACT SHEET

Date Received: _____

Publication/Network Name: _____ Type: _____

City/Location: _____ Circ/Size: _____

Point of Contact: _____ Phone #: _____

Deadline: _____ To be Printed/Aired: _____

Request: _____

Response: _____

Date/Time Completed: _____

Action officer: _____ Signature/Initial: _____