

**U.S. Department of Labor**

Office of Federal Contract  
Compliance Programs  
1111 Third Avenue, Suite 745  
Seattle, WA 8101-3212

**OMB No. 1250-0003  
Expires 09/30/2011**

**VIA CERTIFIED MAIL  
#7009 2250 002 2833 0658  
RETURN RECEIPT REQUESTED**

John Wayne  
CEO  
John Wayne Studios  
776 E. Riverside Drive, Suite 240  
Eagle, ID 83616-6964

**Dear Mr. Wayne:**

The U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) has selected your establishment located at 173 E. Locust Drive, Parma, Idaho 83660, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Marine Corps. Veterans Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, and their implementing regulations at 41 CFR Chapter 60. In addition, the review will include an examination of your establishment's compliance with the Federal Contractor Employment Veterans Report (VETS-100) requirements (38 U.S.C. 4212(d)).

OFCCP will conduct the compliance review as described in the regulations at 41 CFR 60-1.20(a)(1) and 60-1.20(a)1), and 60-250.60(a)(1), 60-300.60, and 60-741.60, which outline the three possible phases of the process. These phases may include a desk audit, an onsite review, and an offsite analysis.

For the desk audit, please submit the following information: (1) a copy of your Executive Order Affirmative Action Program (AAP) prepared according to the requirements of 41 CFR 60-1.40 and 60-2.1 through 60-60--2.1 through 60.2.17\*; (2) a copy of your Section 503/38 U.S.C. 4212 AAP(s) prepared according to the requirements of 41 CFR Parts 60-741 and 41 CFR Parts 60-741 and 41 CFR Parts 60-250 and/or 60-300, respectively, and (3) the support data specified in the enclosed Itemized Listing.

OFCCP will treat the information you submit in response to this letter as sensitive and confidential to the maximum extent permitted under the Freedom of Information Act.

The Findings OFCCP makes during the desk audit generally will determine whether an onsite review will be necessary, and if so, whether the onsite review will focus on one, two, or several issues. If an onsite review is necessary, we will notify you.

You should note that 41 CFR 60-2.2 authorizes the initiation of enforcement proceedings if the materials you submit for desk audit do not represent a reasonable effort\* to meet the requirements of the regulations.

Please submit your AAPs and the support data specified in the enclosed Itemized Listing to the address listed on page one of this letter as soon as possible, but no later than 30 days from the date of your receipt of this letter. We encourage you to submit as much information as possible in electronic format as doing so may reduce the amount of time it takes to complete our review.

If you have any questions concerning the compliance review, please feel free to contact Assistant Director, Ima Assistant, at (208) 555-1234.

Sincerely,

Jane A. Doe  
District Director, Regional Offices  
San Francisco Office

Enclosure: Itemized Listing

Cc:

**\*See Itemized Listing, "NOTE" 1."**

**NOTE:** The authority for requesting the following information is Executive Order (EO) 11246, as amended: Section 503 of the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, 38 U.S.C., 4212. The information will be used in the compliance evaluation process. Furnishing the requested information is required. Failure to furnish the requested information may constitute noncompliance with the contractor's obligations per the above authorities.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless its displays a valid OMB control number. The valid OMB control number for this information collection is 1215-0072. The time required to complete this information collection is estimated to average 28.35 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send any comments concerning this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Office of Federal Contract Compliance Programs, Room C-3325, 200 Constitution Avenue, N.W., Washington, D.C. 20210.