

(b) Women have not been typically found in significant numbers in management. In many companies management trainee programs are one of the ladders to management positions. Traditionally, few, if any, women have been admitted into these programs. An important element of affirmative action shall be a commitment to include women candidates in such programs.

(c) Distinctions based on sex may not be made in other training programs. Both sexes should have equal access to all training programs and affirmative action programs should require a demonstration by the employer that such access has been provided.

## PART 60-30—RULES OF PRACTICE FOR ADMINISTRATIVE PROCEEDINGS TO ENFORCE EQUAL OPPORTUNITY UNDER EXECUTIVE ORDER 11246

### GENERAL PROVISIONS

Sec.

- 60-30.1 Applicability of rules.
- 60-30.2 Waiver, modification.
- 60-30.3 Computation of time.
- 60-30.4 Form, filing, service of pleadings and papers.

### PREHEARING PROCEDURES

- 60-30.5 Administrative complaint.
- 60-30.6 Answer.
- 60-30.7 Notice of prehearing conference.
- 60-30.8 Motions; disposition of motions.
- 60-30.9 Interrogatories, and admissions as to facts and documents.
- 60-30.10 Production of documents and things and entry upon land for inspection and other purposes.
- 60-30.11 Depositions upon oral examination.
- 60-30.12 Prehearing conferences.
- 60-30.13 Consent findings and order.

### HEARINGS AND RELATED MATTERS

- 60-30.14 Designation of Administrative Law Judges.
- 60-30.15 Authority and responsibilities of Administrative Law Judges.
- 60-30.16 Appearances.
- 60-30.17 Appearance of witnesses.
- 60-30.18 Rules of evidence.
- 60-30.19 Objections; exceptions; offer of proof.
- 60-30.20 Ex parte communications.
- 60-30.21 Oral argument.
- 60-30.22 Official transcript.
- 60-30.23 Summary judgment.
- 60-30.24 Participation by interested persons.

### POST HEARING PROCEDURES

- 60-30.25 Proposed findings of fact and conclusions of law.
- 60-30.26 Record for recommended decision.
- 60-30.27 Recommended decision.
- 60-30.28 Exceptions to recommended decisions.
- 60-30.29 Record.
- 60-30.30 Final Administrative order.

### EXPEDITED HEARING PROCEDURES

- 60-30.31 Expedited hearings—when appropriate.
- 60-30.32 Administrative complaint and answer.
- 60-30.33 Discovery.
- 60-30.34 Conduct of hearing.
- 60-30.35 Recommended decision after hearing.
- 60-30.36 Exceptions to recommendations.
- 60-30.37 Final Administrative order.

AUTHORITY: Executive Order 11246, as amended, 30 FR 12319, 32 FR 14303, as amended by E.O. 12086; 29 U.S.C. 793, as amended, and 38 U.S.C. 4212, as amended.

SOURCE: 43 FR 49259, Oct. 20, 1978, unless otherwise noted.

### GENERAL PROVISIONS

#### § 60-30.1 Applicability of rules.

This part provides the rules of practice for all administrative proceedings, instituted by the OFCCP including but not limited to proceedings instituted against construction contractors or subcontractors, which relate to the enforcement of equal opportunity under Executive Order 11246, as amended. In the absence of a specific provision, procedures shall be in accordance with the Federal Rules of Civil Procedure.

#### § 60-30.2 Waiver, modification.

Upon notice to all parties, the Administrative Law Judge may, with respect to matters pending before him modify or waive any rule herein upon a determination that no party will be prejudiced and that the ends of justice will be served thereby.

[43 FR 49259, Oct. 20, 1978; 43 FR 51401, Nov. 3, 1978]

#### § 60-30.3 Computation of time.

In computing any period of time under these rules or in an order issued hereunder, the time begins with the day following the act, event, or default, and includes the last day of the period,

**§ 60-30.4**

unless it is a Saturday, Sunday, or legal holiday observed by the Federal Government in which event it includes the next business day.

**§ 60-30.4 Form, filing, service of pleadings and papers.**

(a) *Form.* The original of all pleadings and papers in a proceeding conducted under the regulations in this part shall be filed with the Administrative Law Judge assigned to the case or with the Chief Administrative Law Judge if the case has not been assigned. Every pleading and paper filed in the proceeding shall contain a caption setting forth the name of the agency instituting the proceeding, the title of the action, the case file number assigned by the Administrative Law Judge, and a designation of the pleading or paper (e.g., complaint, motion to dismiss, etc.). The pleading or papers shall be signed and shall contain the address and telephone number of the person representing the party or the person on whose behalf the pleading or paper was filed. Unless otherwise ordered for good cause by the Administrative Law Judge regarding specific papers and pleadings in a specific case, all such papers and pleadings are public documents.

(b) *Service.* Service upon any party shall be made by the party filing the pleading or document by delivering a copy or mailing a copy to the party's last known address. When a party is represented by an attorney, the service shall be upon the attorney.

(c) *Proof of service.* A certificate of the person serving the pleading or other document by personal delivery or by mailing, setting forth the manner of services shall be proof of the service.

PREHEARING PROCEDURES

**§ 60-30.5 Administrative complaint.**

(a) *Filing.* The Solicitor of Labor, Associate Solicitor for Labor Relations and Civil Rights Regional Solicitors and Regional Attorney upon referral from the Office of Federal Contract Compliance Programs, are authorized to institute enforcement proceedings by filing a complaint and serving the complaint upon the contractor which shall be designated as the defendant.

The Department of Labor, OFCCP, as shall be designated on plaintiff.

(b) *Contents.* The complaint shall contain a concise jurisdictional statement, and a clear and concise statement sufficient to put the defendant on notice of the acts or practices it is alleged to have committed in violation of the order, the regulations, or its contractual obligations. The complaint shall also contain a prayer regarding the relief being sought, a statement of whatever sanctions the Government will seek to impose and the name and address of the attorney who will represent the Government.

(c) *Amendment.* The complaint may be amended once as a matter of course before an answer is filed, and the defendant may amend its answer once as a matter of course not later than 10 days after the filing of the original answer. Other amendments of the complaint or of the answer to the complaint shall be made only by leave of the Administrative Law Judge or by written consent of the adverse party; and leave shall be freely given where justice so requires. An amended complaint shall be answered within 14 days of its service, or within the time for filing an answer to the original complaint, whichever period is longer. An amended answer shall be responded to within 14 days of its service.

(E.O. 11246 as amended; sec. 503 of Rehabilitation Act of 1973 as amended.)

[43 FR 49259, Oct. 20, 1978, as amended at 44 FR 49691, Aug. 24, 1979; 63 FR 59642, Nov. 4, 1998]

**§ 60-30.6 Answer.**

(a) *Filing and service.* Within 20 days after the service of the complaint, the defendant shall file an answer with the Chief Administrative Law Judge if the case has not been assigned to an Administrative Law Judge. The answer shall be signed by the defendant or its attorney, and served on the Government in accordance with § 60-30.4(b).

(b) *Contents; failure to file.* The answer shall (1) contain a statement of the facts which constitute the grounds of defense, and shall specifically admit, explain, or deny, each of the allegations of the complaint unless the defendant is without knowledge, in which case the answer shall so state; or (2)