
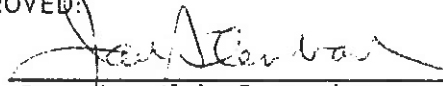


TO: ALL REGIONAL DIRECTORS	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION SUBJECT: SUBMISSION OF FORMS PR-1391 and PR-1409 BY CONTRACTORS Subject Code: 7.32-2-1
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI-72-16</u>
APPROVED:  Deputy Chief Engineer, Construction	Date: <u>2/16/72</u> Supersedes:

We have experienced excessive delays in the submission of the subject forms which seriously hamper effective administration of the EEO requirements.

As you know, PR-1391 must be submitted periodically in accordance with Instruction 71-7.2, dated October 6, 1971, and with paragraph 10 c of the EEO Special Provisions. Form PR-1409 must be submitted on a quarterly basis per Instruction 71-41 dated July 8, 1971. Many of the PR-1391 forms have been submitted as late as several months, preventing effective monitoring of the required representative flow in "new hires" and timely reporting to the FHWA Washington Office.

It is requested that prompt steps be taken to insure timely and accurate reporting on the above forms, as follows:

1. The Engineer-in-Charge should review all reports and sign same, certifying to their accuracy and completeness.
2. Monthly estimates should be withheld in accordance with Engineering Instruction EI-72-15 where there is an outstanding delinquency in the submission by the contractor or any of his subcontractors of the PR-1391 forms. This principle may also be extended to insure timely receipt of the PR-1409 reports. All contractors and especially those contractors who have been delinquent should be promptly advised of this potential action which has become necessary by the past performance of some.
3. Needless to say, a degree of judgement should be applied in administering these requirements. A delinquent contractor should, on the first instance of any violation, be afforded the courtesy of a warning and an opportunity to promptly correct his procedures. Subsequent violations should result in prompt sanctions as indicated above.

JS:MC