

OMB Control Number 0704-0225
Supporting Statement
TAB A

A. Justification

1. This is a request for extension of the expiration date of the information collection requirement currently approved under OMB Control Number 0704-0225 for Defense FAR Supplement Part 204, Administrative Matters, and related clauses at 252.204. The approval for 0704-0225 expires on October 31, 2007. We have updated the estimates for the number of respondents and the number of actions to reflect the most current data available from Federal Procurement Data System (FPDS). As a result of using the latest available fiscal year 2006 data, the estimated public burden has decreased by 10,764 hours and the estimated annual cost to the public has decreased by \$62,450 from the 2004 estimate.

2. This information collection requirement pertains to two types of information that an offeror must submit to the Department of Defense (DoD)

a. DFARS 204.404-70(a) (see TAB B) prescribes the use of the clause at DFARS 252.204-7000, Disclosure of Information, (see TAB C) when the contractor will have access to or generate unclassified information that may be sensitive and inappropriate for release to the public. This clause requires contractors to obtain contracting officer approval to release unclassified information outside of the contractor's organization unless the information is already in the public domain. In requesting such approval, the contractor must identify the specific information that will be released, the medium that will be used, and the purpose of the release. The Government reviews the information provided by the contractor to determine if it is sensitive or otherwise inappropriate for release for the stated purpose. We normally receive these requests only on research and development contracts or large dollar systems or operations contracts.

b. DFARS 204.7207 (see TAB D) prescribes the use of the solicitation provision at 252.204-7001, Commercial and Government Entity (CAGE) Code Reporting, (see TAB E) when CAGE codes for prospective offerors are not available to contracting officers. The provision requires offerors to submit as part of their offer either a previously assigned CAGE code, or ask the contracting officer to request a code from the Defense Logistics Services Center. In the latter case, the Government will obtain a CAGE code for the offeror, if it is selected for award, using the procedures at DFARS 204.7204. The Government uses the CAGE codes provided by contractors in automated acquisition systems to identify discrete entities that have been awarded contracts. The codes support efficient data exchange among automated systems for contract award, contract administration, and contract payment

3. We use improved information technology to the maximum extent practicable. Where both the DoD and the contractor are capable of electronic interchange, these information collection requirements may be submitted electronically. However, we anticipate that the burden will be the same whether submissions are made electronically or using a paper format, because identical underlying analysis must be performed in either case, as we assume that offerors or bidders will use automated word processing to prepare paper submissions. Thus, the difference between the two methods (transmitting information to the Government electronically or using a paper format) would be in transmission time (mailroom, postage, and other related costs) only.

4. The reporting requirements placed on contractors apply solely to DoD and are not duplicative of any other language in the FAR.

5. The collections associated with small businesses are the minimums consistent with prudent businesses practices.

6. DoD specialists who are most knowledgeable of the requirements and the need for the information reviewed the information collection frequency. Collecting this information less frequently would impede the effective and efficient management of DoD public affairs and automated systems operations.

7. We will not collect information in a manner that requires an explanation of special circumstances.

8. We solicited public comments in the Federal Register on July 2, 2007 (72 FR 35980), as required by 5 CFR 1320.8(d) (copy attached at TAB F). We received no public comments in response.

9. We will not provide any payment or gift to respondents to this information collection requirement.

10. We will disclose the information collected only to the extent consistent with prudent business practices, current regulations, and in accordance with the requirements of the Freedom of Information Act. We do not provide an assurance of confidentiality to respondents.

11. No sensitive questions are involved.

12. Estimated Cost to the Public. We used information generated from FPDS (using fiscal year 2006 data, the latest full year of data available) and estimates of processing times from contracting professionals familiar with processing requests for release of unclassified information and obtaining CAGE codes from offerors to estimate costs. Since the fiscal year 2006 data shows a decrease in the number of prime contract awards and thus, respondents. This results in an overall decrease in the estimate of annual public burden. We estimate the total burden as follows--

| | | |
|---|---------|-----------|
| a. DFARS 252.204-7000: | | |
| Number of responses ¹ | 2,138 | |
| Avg. hours per response | x 3 | |
| Estimated hours | 6,414 | |
| Cost per hour ² | x 28.00 | |
| Total annual public burden | | \$179,592 |
| b. DFARS 252.204-7001: | | |
| Number of responses ³ | 9,783 | |
| Avg. hours per response | x .25 | |
| Estimated hours | 2,446 | |
| Cost per hour ⁴ | x 33.89 | |
| Total annual public cost | | \$ 82,895 |
| c. Totals: | | |
| Total number of responses: | 11,921 | |
| Total estimated hours: | 8,860 | |
| Average burden per response: | .74 | |
| The total estimated cost to the public: | | \$262,487 |

Notes:

1. We estimate that about 5 percent of the 42,760 contracts for over \$25,000 awarded each year (assuming a flat trend from the fiscal year 2006 data) will involve a request to release unclassified information. These contracts fall mainly in the R&D and major weapons system categories.

2. Based on 2007 GS-9, step 5 salary of \$21.08 per hour, plus 32.85 percent burden.

3. We estimate that about 10 percent of the contracts issued each year will require issuance of a new CAGE code ($97,832 \times 10\% = 9,783$). The cost associated with submitting a previously assigned code is negligible.

4. Based on 2007 GS-11, step 5 salary of \$25.51 per hour, plus 32.85 percent burden.

All cost estimates are rounded to the nearest dollar. Wage rates used reflect the general schedule ranges published by the Office of Personnel Management on its Web site and do not include locality pay adjustments.

13. We do not estimate any annual cost burdens other than the burdens we describe in items 12 and 14.

14. Estimated cost to the Government. We used information generated from FPDS (using fiscal year 2006 data, the latest full year of data available) and estimates of processing times from contracting professionals familiar with processing requests for release of unclassified information and obtaining CAGE codes from offerors to estimate costs. Since the fiscal year 2006 data shows a decrease in

the number of prime contract awards and thus, respondents, this results in an overall decrease in the estimate of cost to the Government. We estimate the total cost as follows--

a. DFARS 252.204-7000:

| | | |
|----------------------------------|------------------|-----------|
| Number of responses ¹ | 2,138 | |
| Avg. hours per response | <u>x 2</u> | |
| Estimated Hours | 4,276 | |
| Cost per hour ² | <u>x \$28.00</u> | |
| Total annual Government cost | | \$119,728 |

b. DFARS 252.204-7001

| | | |
|----------------------------------|----------------|-----------|
| Number of responses ³ | 9,783 | |
| Avg. hours per response | <u>1</u> | |
| Estimated Hours | 9,783 | |
| Cost per hour ⁴ | <u>\$33.89</u> | |
| Total annual Government cost | | \$128,206 |

Total estimated annual cost to the Government: \$247,934

Notes:

1. We estimate that about 5 percent of the 42,760 contracts for over \$25,000 awarded each year (assuming a flat trend from the fiscal year 2006 data) will involve a request to release unclassified information. These contracts fall mainly in the R&D and major weapons system categories.

2. Based on 2007 GS-9, step 5 salary of \$21.08 per hour, plus 32.85 percent burden.

3. We estimate that about 10 percent of the contracts issued each year will require issuance of a new CAGE code (97,832 x 10% = 9,783). The cost associated with submitting a previously assigned code is negligible.

4. Based on 2007 GS-11, step 5 salary of \$25.51 per hour, plus 32.85 percent burden.

All cost estimates are rounded to the nearest dollar. Wage rates used reflect the general schedule rates published by the Office of Personnel Management on its Web site and do not include locality pay adjustments.

15. Use of fiscal year 2006 historical data (the last full year of data available in FPDS at the time of this report) to update the fiscal year 2003 data used in our previous submission to compute public burden has resulted in a total estimated public burden of 8,860 hours. The total estimated annual cost to the public has decreased by \$62,450 and the estimated annual costs to the Government have increased by \$32,386. The decrease in the estimated public burden and the increase in the Governments burden is due to an decrease in the number of contracts awarded over \$25,000 and an increase in number of responses to DFARS Clause 252.204-7001, respectively, and does not reflect any program changes.

16. We will not publish the results of this information collection.

17. We do not seek approval not to display the expiration date for OMB approval of the information collection.

18. There are no exceptions to the certification accompanying this collection.

B. Collection of Information Employing Statistical Methods.

We will not tabulate results or employ statistical methods.