

SUPPORTING STATEMENT

A. JUSTIFICATION

1. The movement of military members results in over 500,000 shipments of personal property each year. Title 49, United States Code, Section 13712 allows for discounted rates for government and competitive bidding by Transportation Service Providers (TSPs). The large volume of shipping contracts has caused the DoD Military Surface Deployment and Distribution Command (SDDC) to process contractor information systematically. By following specific procedures contractors are solicited, bids evaluated, and contractors selected. The legal authority for acquisition of rates for transportation of DoD household goods and unaccompanied baggage shipments is Title 37, United States Code, Section 406.

2. In accordance with the provisions of the DoD 4500.9-R, the DD Form 619/619-1 are used by the household goods TSP industry to itemize packing material and other charges for billing purposes on household goods and unaccompanied baggage shipments. The DoD 4500.9-R is the Government regulation that contains the information and guidance on the use of the DD Form 619/619-1 for billing.

The DD Form 619/619-1 are prepared by TSPs, TSP agents, and truck drivers for listing packing materials used in a household good or unaccompanied baggage shipment, other accessorial services and Storage-In-Transit (SIT). This form is signed by the military member or a personal property shipping office to verify that services were performed. The information is verification of items used and is necessary for all TSPs to receive payment.

3. Since most DoD shipments are now billed under CWA/PowerTrack, most DD Form 619/619-1s are required to be sent to the responsible personal property shipping office. However it is still required for all manual billings which include all USAF shipments, OTO shipments and Special Solicitation Shipments. PPSOs and/or GSA may also audit billings under CSA/PowerTrack which would require the TSP to provide copies of the DD Form 619/619s for review. This process has minimized the burden on the TSPs using the DD Form 619/619-1.

4. There is no duplication of efforts.

5. Collection of this information does not have a significant impact on small businesses.

6. If these forms were not used, the Government would have no billing document showing charges for services performed.

7. There are no special circumstances. The collection of information will be conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

8. The 60-day Federal Register notice was published on October 29, 2007 (72 FR 61118 – 61119). No comments were received.

9. No payments or gifts will be made to respondents, other than remuneration to contractors.

10. Information is not disclosed unless it is releasable under the Freedom of Information Act. The DD Form 619/619-1 are billing/paying documents.

11. Sensitive questions are not asked.

12. Estimated Hour Burden

Number of Respondents = 989

Number of Responses per Respondent = 439

Number of Annual Responses = 434,171

Average hours per Response = $36,181/434,171 = 5$ minutes

Annual Burden Hours = 36,181

Total Carrier Cost = \$448,443

Approximately 989 TSPs participate in the DoD Personal Property Program. The TSPs use about 434,171 DD Form 619/619-1s for accessorial services to itemize their billing to the Government for accessorial services performed.

Total time required by a clerk to process 434,171 DD Form 619/619-1s

Five minutes to process form = 12 submissions per hour $434,171/12 = 36,181$ hours

$36,181 * \$13.50$ (clerk's hourly rate) = \$488,443

13. Most DD Form 619/619-1s no longer require signature by the transportation office due to the implementation of CWA/PowerTrack. However there are still approximately 100,000 DD Form 619/619-1s that require the personal property shipping office to review and sign.

Of the 100,000 form that the personal property shipping office processes, 25 percent are mailed to them and the remaining are delivered to them by the TSP.

Cost of postage to mail form to the personal property shipping office - $\$.43 * 25,000 = \$10,750$.

Cost of purchasing printed, blank forms and shipping and handling.

\$100 per 1,000 forms = $\$100 * 434 = \$43,400$ (purchase)

\$11 per 1,000 forms = $\$11 * 434 = \$4,774$ (mailing)

14. Estimated annualized Cost to the Government

Total time required by Transportation Office Technician to process

100,000 DD Form 619/619-1s

20 minutes to process form = 3 submissions per hour

$100,000/3 = 33,333$ hours

$33,333$ hours * GS 5/1 (\$12.28 hours rate) = \$409,329.24

15. Decreased burden is due to the implementation of CWA/PowerTrack into the current personal property program.

16. Results will not be published for statistical purposes.

17. Approval not to display the expiration date is not being sought.

18. No exceptions to the certification statement are being sought.

B. STATISTICAL METHODS

Statistical methods are not employed for collection of this information.