

**Supporting Statement: Personal Property**  
**OMB Control Number 1910-1000**

This supporting statement provides additional information regarding the Department of Energy (DOE) request for processing of the proposed information collection, Personal Property. The numbered questions correspond to the order shown on the Office of Management and Budget (OMB) Form 83-I, "Instructions for Completing OMB Form 83-I."

**A. Justification**

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the information collection.**

This package contains information collections that are used by Departmental management to exercise management oversight and control over management and operating (M&O) contractors of DOE's government-owned contractor operated (GOCO) facilities and offsite contractors. The contractor management oversight and control function concerns the ways in which DOE contractors provide goods and services for DOE organizations and activities in accordance with the terms of their contracts; the applicable statutory, regulatory, and mission support requirements of the Department; and regulations in the functional areas covered by this package.

The basic authority for these collections is the statute establishing the Department of Energy ("Department of Energy Organization Act", Public Law 95-91, August 4, 1977) which vests the Secretary of Energy with the executive direction and management functions, authority and responsibilities for the Department, including contract management.

It should be noted that the costs incurred by DOE contractors in providing the information collections in this package are recovered in their contract fees and payments. In this sense, they differ from information collections imposed on the general public for which no cost reimbursement is provided. In addition, M&O contractors provide input concerning information collection requirements during contract negotiation. In this regard, they have agreed that the resulting information collections are required for the administration of these contracts and are accepted as normal business practice. Finally, DOE is most interested in keeping the reporting burden at a minimum to reduce expenditures. Therefore, only basic management and program type information is collected from contractors to properly manage these contracts and carry out the numerous statutory and other missions of the Department requiring contractor support.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection**

As noted above, the information obtained from DOE contractors by these information collections is used by Departmental management at the appropriate levels to manage the contracts in the best interest of the Department and Federal Government.

The Exchange/Sale Report is a General Services Administration (GSA) mandated annual report in accordance with the Federal Management Regulation (FMR) 41 CFR 102-39.75. This report identifies Government personal property that was either sold or exchanged whereby proceeds received are used to replace property. For sold property, the description of data is required in the report: (1) Federal Supply Classification Group (FSCG); (2) number of items sold per FSCG; (3) original acquisition cost; and (4) net proceeds from the sale. For exchanged property, the following description of data is required: (1) FSCG; (2) number of items exchanged per FSCG; (3) original acquisition cost; and (4) exchange allowance.

The Excess Personal Property Furnished to Non-Federal Recipients is a GSA mandated annual report in accordance with FMR 41 CFR 102-36.295. This annual report identifies personal property that was donated or transferred to non-federal recipients. The following description of data is required in this annual report: (1) statutory authority for furnishing the personal property; (2) the recipient's name; (3) the FSCG; and the original acquisition cost.

The Agency Report of Motor Vehicle Data is a Federally mandated report in accordance with FMR 41 CFR 102-34.355, the Energy Policy Act of 1992, and Executive Order 13423. All agencies are required to report motor vehicle inventories, acquisitions and usage as part of the electronically submitted Federal Automotive Statistical Tool (FAST) report. Information collected includes (1) new vehicle acquisitions; (2) vehicle cost and mileage data by vehicle class; (3) fuel consumption by fuel type; and (4) the number of vehicles by vehicle type.

The Annual Motor Vehicle Fleet Report is a federally mandated annual report in accordance with the Office of Management and Budget's Circular A-11. Information reported consists of projected cost data for three years and a supporting textual narrative with respect to acquiring and maintaining motor vehicles. The following description of data is required in this annual report: (1) projected operating cost increases; (2) projected operating cost decreases; (3) projected acquisition costs; and (4) projected proceeds from disposal.

**3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.**

The data for the Exchange/Sale Report and the Report of Excess Personal Property Furnished to Non-Federal Recipients is collected using email. The Agency Report of Motor Vehicle Data and the Annual Motor Vehicle Fleet Report is collected electronically using the FAST which is an online reporting tool.

**4. Describe efforts to identify duplication.**

Since the information collections contained in this package primarily apply to contract management at DOE, or are collected by DOE to respond to interagency requests, duplication is unlikely.

**5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

Impact of the collection of information from small business is considered in the development of the contract requirements document and is minimized to the extent permitted by applicable statutory requirements and other legal and management constraints.

**6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.**

If these information collections were not made, it would become very difficult to properly manage these contracts and carry out the statutory and other missions of the Department requiring contractor support. It would also be difficult to respond to the annual GSA and OMB reporting requirements.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines. (a) requiring respondents to report information to the agency more often than quarterly; (b) requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it; (c) requiring respondents to submit more than an original and two copies of any document; (d) requiring respondents to retain records, other than health, medical government contract, grant-in-aid, or tax records, for more than three years; (e) in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study; (f) requiring the use of statistical data classification that has not been reviewed and approved by OMB; (g) that includes a pledge of confidentiality that is not supported by authority established in statute of regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; (h) requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

Information collections in this package have been reviewed and justified by Departmental management requirements, statutes, external regulations or interagency reporting requirements, Departmental orders, or other internal DOE requirements and are collected in a manner consistent with OMB guidelines.

**8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize**

**public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report.**

The Department published a 60-day Federal Register Notice and Request for Comments concerning this collection in the Federal Register on November 5, 2009, volume 74, Number 213, and page number 57296. The notice described the collection and invited interested parties to submit comments or recommendations regarding this collection. No comments were received.

**9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.**

Only DOE contractors or grantees receive remuneration from the Department.

**10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.**

Where confidential information is involved in an information collection, the provisions for dealing with this are set forth in the contract documents and the related Departmental regulations and are normal to the handling of management and program information by the Department.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why DOE considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.**

There are no collections in this package which involve questions of a sensitive, personal, or private nature.

**12. Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.**

The estimated burden of the information collection is as follows:

Total number of unduplicated respondents: 176  
Reports filed per person: 4  
Total annual responses: 704 (176 respondents x 4 reports)  
Total annual burden hours: 3960

Average Burden      Per Collection: 5.6 hour  
                                 Per Applicants: 5.6 hour

**13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.**

The estimated total annual cost burden to respondents resulting from the information collection in this package is based on an assumed standard cost of \$80.00 per burden hour. This cost was derived by estimating the average hourly cost for M&O contractors. There are no capital and start-up costs for this collection. The total estimated cost is \$80/burden hour x 1980 burden hours=\$158400.

**14. Provide estimates of annualized cost to the Federal government.**

The DOE Organizational Property Management Officers are responsible for compiling and verifying the data submitted by the M&O contractors. The estimated annualized cost to the Department for this information collection package is based on an assumed standard cost of \$35 per burden hour (GS-13) and an additional 25-30% for employee fringe benefits and an additional 30% overhead cost.

Government Cost:

- o Exchange/Sale Report: \$56/burden hrs x 880 hrs=\$49280
- o Excess Personal Property Furnished to Non-Federal Recipients: \$56/burden hrs x 880 hrs=\$49280
- o Agency Report for Motor Vehicle Data: \$56/burden hrs x 110=\$6160
- o Annual Motor Vehicle Fleet Report: \$56/burden hrs x 110=\$6160

**15. Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.**

There were no program changes or adjustments to this information collection package.

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

This information is not for publication.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

Approval for non-display of OMB expiration date is not being requested.

**18. Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.**

There are no exceptions identified in Item 19.