

SUPPORTING STATEMENT
Tender Discrepancy Report

A. JUSTIFICATION

1. Need for Information Collection

DD Form 361 is essential for documenting any loss, damage, or other discrepancy which may result from the movement of Government freight by commercial transportation companies (carriers). Use of this form is set forth in DoD 4500.9-R, Chapter 210, Part II. Information on where to obtain instructions for filling out DD Form 361 are contained in DoD 4500.9-R, Appendix I, as amended by Federal Property Management Regulations Amendments E-265, change to Subchapter E – Supply and Procurement, dated March 14, 1990, and further changed by GSA Bulletin, Discrepancies or Deficiencies in GSA or DoD Shipments, Material or Billing as the source of guidelines for the preparation of the DD Form 361. The form is ordinarily completed by the Federal agencies for which the transportation services is provided. However, in a small minority of cases (approximately 9%), contractor personnel acting for the government may be required to complete this form.

2. Use of Information

As insurers of goods transported under the bill of lading contract carriers are responsible, to the extent provided by law, for the delivery of goods as tendered by or for the Government. The DD Form 361 is the initial step taken by agencies, or in a few cases by contractors acting as agents for agencies, in recording shipment for any claims that may be filed against a carrier.

3. Improved Information Technology

Currently the collection of the information on the DD Form 361 is done manually and the only automation involved is the transfer of the data into a computer data system for retention purposes. This information may be sorted into numerous different data bases, i.e., freight carriers, DoD installations, and federal agencies to include GSA. DLA is currently in the process of pursuing methods in which to submit information electronically. This form and other similar forms may be considered for elimination. The initiative involved is the DoD Supply Discrepancy Report (SDR) Web initiative which the DD Form 361 in most instances when involving transportation issues is part of the process. This initiative involves all components of the DoD. Until such time as the DOD initiative is finalized the DD Form 361 is still required. Note: There is no estimated completion date at this time.

4. Efforts to Identify Duplication

The information collection only involves the agency taking delivery of the shipment. No other reporting form is available to obtain the information requested.

5. Methods Used to Minimize Burden on Small Entities

No Similar information is available

6. Consequences of Not Collecting the Information

The information is required to support the Government's claim, if required. No special methods are employed to minimize the burden. The carrier must resolve each discrepancy noted by the consignee in shipments, a normal business practice when transportation services are provided.

7. Special Circumstances

The collection is conducted only when loss, damage, or other discrepancy is noted by the agency receiving the shipment.

8. Agency 60-Day Federal Register Notice and Consultations Outside of the Agency

This information collection was published in the Federal Register on November 25, 2008, page 71627 and 71628. No comments were received.

9. Payments to Respondents None

DD Form 361 has been a standard form for 25 years. Comments by users are always considered. The form was revised in 2005 to make it easier to use.

10. Assurance of Confidentiality

No confidential information is required

11. Sensitive Questions

There are no sensitive questions asked in this information collection.

12. Estimates of Response Burden and Annual Cost to the Respondent

DD 361

Response per respondent:	1
Number of respondents:	1434
Hours per Response:	1

13. Estimates of Cost Burden to the Respondent for Collection of Information

DD Form 361 is optional for use by civilian executive agencies (except Federal supply Service, GSA) and mandatory for use by the Department of Defense, when these agencies note loss, damage, shortage or other discrepancy. The National Customer Service Center, Federal Supply Service, GSA, records the receipt of approximately 15,935 shipment discrepancy reports annually. Of this amount, approximately 9 percent, or 1434, were filed by contractor personnel. Estimates of 1 hour for completion of each form are based on extensive Federal experience with the form. The changes in burden were due to a different number of respondents who decided to submit a DD Form 361.

a. Total capital and start-up cost component: There are no start-up costs associated with this information collection. Respondents maintain the information for reasons other than to provide information or to keep records for the Government. Although we are not requiring the civilian agencies to purchase software packages, at the most recent meeting of the about 50 ecclesiastical endorsers noted that they have or are soon planning to obtain electronic forms software. We will be mailing diskettes of our forms to those agencies that have the software.

b. Total average annual operational and maintenance cost

Annual cost to Government: Negligible.

14. Estimated Annualized Cost to the Federal Government

The burden estimated of 160 hours in the current inventory reflects the time expended by contractor personnel to complete the DD Form 361. As noted above, along with the increase in the total number of discrepancy reports received, the burden estimated for contractor personnel has increased to 1434 hours.

15. Changes in Burden

It is our determination that the programs visibility to the Federal community and our ability to capture the information compared to the previous reporting period is reason for the program changes.

16. Publication Plans/Time Schedule

The information is not collected for statistical use

17. Approval Not to Display Expiration Date

We are not seeking approval to not display the expiration date from OMB

18. Exceptions to the Certification Statement

No exceptions to the certification statement are being sought.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection will not employ statistical methods.