

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, 2010. 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 2009 data, the estimated public burden has increased by 2,317 hours and the estimated annual cost to the public has increase by \$84,319 from the 2007 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 Information Service. 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 the transmission time (mailroom, postage, and other related costs).

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. The consequence of not collecting this data or collecting less frequently is that it would impede the effective and efficient management of DoD public affairs and automated systems operations.

7. There are no special circumstances that require the collection of information to be conducted in any manner listed in 5 CFR 1320.5 (d) (2).

8. We solicited public comments in the Federal Register at 75 FR 45104 on August 2, 2010. We received no comments in response. This information collection is consistent with the guidelines in 5 CFR 1320.5(d). Public comments will be solicited in the Federal Register as required by 5 CFR 1320.8(d).

9. No payment or gift will be provided to respondents.

10. The information collected will be disclosed only to the extent consistent with prudent business practice, current regulations, and statutory requirements. No assurance of confidentiality is provided to respondents.

11. No sensitive questions are involved.

12. Estimated cost to the public. We used information generated from FPDS (using fiscal year 2009 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. Fiscal year 2009 data shows a decrease in the number of prime contract awards and thus, respondents. However, there is an overall increase in the estimate of annual public burden. We estimate the total burden as follows--

a. <u>DFARS 252.204-7000:</u>		
Number of responses ¹	3,087	
Avg. hours per response	x 3	
Estimated hours	9,261	
Cost per hour ²	x 30.00	
Total annual public burden		\$277,830
b. <u>DFARS 252.204-7001:</u>		
Number of responses ³	7,664	
Avg. hours per response	x .25	
Estimated hours	1,916	
Cost per hour ⁴	x 36.00	
Total annual public cost		<u>\$ 68,976</u>
c. Totals:		
Total number of responses:	10,751	
Total estimated hours:	11,177	
Average burden per response:	1.04	
The total estimated cost to the public:		<u>\$346,806</u>

Notes:

1. We estimate that about 10 percent of the 30,872 contracts for over \$25,000 awarded each year (assuming a flat trend from the fiscal year 2009 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 2010 GS-9, step 5 of \$22.57) times an overhead of 32.85 percent, rounded to the nearest dollar (\$29.98 rounded to \$30 per hour).

3. We estimate that about 7,664 contracts issued each year will require issuance of a new CAGE code. The cost associated with submitting a previously assigned code is negligible.

4. Based on 2010 GS-11, step 5 salary of \$27.31 per hour, times a 32.85 percent burden (\$36.28 rounded to \$36 per hour).

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 2009 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. Fiscal year 2009 data shows a decrease in the number of prime contract awards and thus, respondents. However, there is an overall increase in the estimate of cost to the Government. We estimate the total cost as follows--

a. DFARS 252.204-7000:

Number of responses ¹	3,087	
Avg. hours per response	<u>x 2</u>	
Estimated Hours	6,174	
Cost per hour ²	<u>x \$30.00</u>	
Total annual Government cost		\$185,220

b. DFARS 252.204-7001

Number of responses ³	7,664	
Avg. hours per response	<u>1</u>	
Estimated Hours	7,664	
Cost per hour ⁴	<u>\$36.00</u>	
Total annual Government cost		<u>\$275,904</u>

Total estimated annual cost to the Government: \$461,124

Notes:

1. We estimate that about 10 percent of the 30,872 contracts for over \$25,000 awarded each year (assuming a flat trend from the fiscal year 2009 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 2010 GS-9, step 5 of \$22.57) times an overhead of 32.85 percent, rounded to the nearest dollar (\$29.98 rounded to \$30 per hour).

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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 2009 historical data (the last full year of data available in FPDS at the time of this report) to update the fiscal year 2007 data used in our previous submission to compute public burden has resulted in a total estimated public burden of 11,177 hours. The total estimated annual cost to the public has increased by \$84,319 and the estimated annual costs to the Government have increased by \$213,190. The increase in the estimated public burden and the increase in the Government's burden is due to an increase in the number of responses to DFARS clause 252.204-7000 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.

B. Collections of Information Employing Statistical Methods.

We will not tabulate results or employ statistical methods.