

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION
9000-0064, ORGANIZATION AND DIRECTION OF WORK**

A. Justification.

1. **Administrative requirements.** When the Government awards a cost-reimbursement construction contract, in accordance with FAR 52.236-19, the contractor must submit to the contracting officer and keep current a chart showing the general executive and administrative organization, the personnel to be employed in connection with the work under the contract, and their respective duties. The chart is used in administration of the contract and as an aid in determining cost. The information being requested is usually maintained by companies for other business purposes, therefore, the number of respondents who would have to create this in response to contract requirement is minimal.

2. **Uses of information.** The chart is used by contract administration personnel to assure the work is being properly accomplished at reasonable prices.

3. **Consideration of information technology.** We use improved information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically.

4. **Efforts to identify duplication.** This requirement is being issued under the Federal Acquisition Regulation (FAR) which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication.

5. **If the collection of information impacts small businesses or other entities, describe methods used to minimize burden.** The burden applied to small businesses is the minimum consistent with applicable laws, executive orders, regulations, and prudent business practices.

6. **Describe consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.** Collection of information on a basis other than solicitation-by-solicitation is not practical.

7. **Special circumstances for collection.** Collection is consistent with guidelines in 5 CFR 1320.6.

8. **Efforts to consult with persons outside the agency.** Under the procedures established for development of the FAR, agency and public comments were solicited and each comment addressed before finalization of the text. A notice published in the *Federal Register* at 76 FR 49483, on August 10, 2011. No comments were received.

9. **Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or guarantees.** Not applicable.

10. **Describe assurance of confidentiality provided to respondents.** This information is disclosed only to the extent consistent with prudent business practices and current regulations.

11. **Additional justification for questions of a sensitive nature.** No sensitive questions are involved.

12 & 13. **Estimated total annual public hour and cost burden.** Time required to read and prepare information is estimated at .75 hours per completion.

Estimated respondents/yr.....	50
Responses annually.....	x <u>1</u>
Total annual responses.....	50
Estimated hrs/responses.....	
.....	x <u>.75</u>
Estimated total burden/hrs.....	38
Cost per hour ¹	\$21
Benefits and overhead.....	+ <u>75%</u>
Estimated cost to public.....	
.....	\$1,397

14. **Estimated cost to the Government.** Time required for Governmentwide review is estimated at 30 minutes per response.

Annual Reporting Burden and Cost

Reviewing time.....	.5
Responses/yr.....	x <u>50</u>

¹ Cost/hr adjusted for inflation and rounded to the nearest dollar, Dept of Labor CPI Inflation Calculator

Review time/yr.....	25
Average wages/hr ²	x
<u>\$17</u>	
Average wages/yr.....	\$425
Benefits and overhead.....	<u>+</u>
<u>100%</u>	
Total Government cost.....	\$850

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests an extension of OMB approval of an information collection requirement in the Federal Acquisition Regulation (FAR). The FAR requirement at 52.236-19 remains the same.

16. **Outline plans for published results of information collections.** Results will not be tabulated or published.

17. **Approval not to display expiration date.** Not applicable.

18. **Explanation of exception to certification statement.** Not applicable.

B. Collections of Information Employing Statistical Methods.

Statistical methods are not used in this information collection.

² Same as footnote 1.