

SUPPORTING STATEMENT
DD Form 1718 Certification of Qualified Products

A. JUSTIFICATION

1. Need for Information Collection

Per 10 U.S.C. 2319 and subpart 9.2 of the FAR, and the DoD 4120.24-M, it is the responsibility of the Preparing Activity for the specification and is responsible for Qualification. The purpose of Qualification is to ensure continued product performance, quality, and reliability and provide for the completion of long or highly complex evaluations and tests prior to and independent of an acquisition or contract. As evidence that the products or processes and materials meet the specifications requirements, it is stated in policy that a self certification must be done every two years by the manufacturer/distributor. Within the Qualification Program, the manufacturer must:

- Maintain adequate process and quality control procedures to ensure that the items continually comply with all specification requirements
- Report any discrepancies immediately from testing, periodic reexaminations of its product and production process and controls.
- Ensure that delivered items conform to all requirements including performance, quality, reliability, and all other specification product characteristics.
- Ensure that all products are manufactured and tested in a manner that was approved under the original specification. This includes the manufacturing process and plant locations, test sequences, test methods, and test procedures used.

It is for this reason, that the DoD 4120.24-M calls out the use of the DD Form 1718 for manufacturers to use in order to retain Qualification.

2. Use of Information

The DD 1718 Form “Certification of Qualified Products” is the form associated with this information collection. The DD Form 1718 is sent to the manufacturer every two years by the Qualifying Activity when the applicable specification does not contain complete requalification testing, and requests the manufacturer to complete the form. The manufacturers products will be removed from the Qualified Products List (QPL) or the Qualified Manufacturers List (QML) if the certification is not returned after due notice. The Qualifying Activity updates the QPL/QML information once those forms are returned and revalidates that the supplier can still remain on an active listing. The form requests such information as:

- Is the listed product still manufactured at the plant shown on the QPL/QML
- Is the plant still under the same management
- Are the products still be manufactured under the same conditions as originally qualified, with the same process, materials, construction, design, and manufacturer’s part number or designation
- Does the product meet the requirements and tests of the latest issue of the specification

3. Improved Information Technology

In 2006, DSPO in conjunction with the Qualifying Activities automated the Qualification Program, thus providing Qualification in near real time. Future enhancements will include automating the form so that when a flag in the database comes up, an email alert will automatically go out to both the Qualifying Activity and the manufacturer/distributor. With that alert, we would eventually like to do an automated form. For now, we need to update the DD Form 1718 in order to ensure that the process works. Another issue to automating the form is that that current and revised DD 1718 requires a signature from a responsible member of management. Given that not all suppliers have

Common Access Cards (CAC), most would be unable to sign a fill able PDF Form. Given this instance, we will continue to provide printed forms. Total conversion to electronic submissions will ultimately reduce response time and both mailing and fax costs.

4. Efforts to Identify Duplication

No other Government Agency is responsible for this program. The military services or Defense Agencies do not have any forms or information collection that duplicate the information collected. There is no other way to collecting this information.

5. Methods Used to Minimize Burden on Small Entities

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

6. Consequences of Not Collecting the Information

The information is collected in 24 month cycles. If collections were stopped, the ability of the Department of Defense to ensure products meet the specified requirement would be compromised.

7. Special Circumstances

There are no special circumstances

8. Federal Register Notice and Consultations Outside of the Agency

The information collection notice was published in the Federal Register on February 7, 2012 (77 FR 6089). No comments were received. Consultation with the qualifying activities regarding this information collection shows that the qualifying activities have approved the changes to DD Form 1718 and fully endorse the updated version.

9. Payments to Respondents

No payment or gift will be provided to the respondents.

10. Assurance of Confidentiality

This information becomes part of the contract file and is maintained by each Service and is for official use only.

11. Sensitive Questions

There are no sensitive questions asked in this information collection.

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

a. Respondent Burden

DD 1718

Response per respondent:	1 every two years
Number of respondents:	1276
Hours per response:	0.30min

Annual burden: 638 hrs.

Estimate average annual burden

Number of respondents:	1276
Responses per respondent:	1
Total Annual Responses:	1276
Avg. Hours Per Response:	0.30 minutes
Total annual burden:	638

b. Annual Cost to Respondent: Hourly pay for qualifying activities:

Hourly pay for qualifying endorsing agents:	\$25.00
DD Form 1718: 1276 Forms @ .30 hr per form:	<u>=\$15,950.00</u>
Total annual cost to respondents	\$15,950.00

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

Estimate of the Total Annual Cost Burden per Form

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.

14. Estimated Annualized Cost to the Federal Government

- Preparing Activities review and processing the forms
Hourly pay \$40.00 at 0.5 hrs per form = 1276 hrs
(1276 X \$20.00 =\$25,520.00)
Forms \$25,520.00
 - Mailing 1276 forms @ 45 cents per a form = \$ 574.20
- Total Annual Cost \$26,094.20

15. Changes in Burden

Program change is due to collection in use without OMB approval.

16. Publication Plans/Time Schedule

The results for this collection of information will not be published.

17. Approval Not to Display Expiration Date

Approval not to display an expiration date is not being sought

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.