

Project Time Record System

Supporting Statement

A. JUSTIFICATION

1. Need for the Information Collection. This collection of information is for the purpose of tracking workload/project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for financial purposes; to monitor all aspects of a contract from a financial perspective and to maintain financial and management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract.

This collection of information is for the purpose of tracking workload / project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for management and planning purposes; to maintain management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract.

2. Use of the Information. This collection of information is for the purpose of the government supervisors to monitor all aspects of a contract and to resolve any discrepancy in hours billed to DLA in accordance with FAR Clause 16.601 (b)(1). Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use externally as required by DoD.

This collection of information is for the purpose of the government supervisors to monitor all aspects of a contract and to resolve any discrepancy in hours billed to DLA in accordance with FAR Clause 16.601 (b)(1). The information is used for the purpose of tracking workload / project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for management and planning purposes. Records include individual's name, User ID, position, company, project and workload records, time and attendance, regular and overtime work hours and leave hours.

3. Use of Information Technology. An automated database will be used. By accessing the Web site, the respondents will electronically enter their workload and project data into the system.

4. Non-duplication. Investigation resulted in no findings of duplication for collecting this information.

5. Burden on Small Business. There is no significant impact on small entities.

6. Less Frequent Collection. The collection of the information is necessary to meet DoD mission requirements and to assist DoD management in achieving optimum effectiveness of workload and project activity.

7. Paperwork Reduction Act Guidelines. This information collection is consistent with guidelines in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments. The 60-day notice was published on September 26, 2013, in Vol. 78, Number 187, page 59340 of the Federal Register. No comments were received.

Further public comments on the collection proposal are being solicited in a subsequent 30-day Federal Register notice published at the time of submission of this proposal. Other efforts include a requirement in all major contracts for contractors to offer their own information products (contractor content and format) as an alternative to the stated Government information collection request; adoption of industry standards related to information products, and continuing interface with various industry associations.

9. Gifts or Payment. There will be no payment or gift to respondents other than provided under the contract.

10. Confidentiality. This information is consistent with prudent business practices and current regulations and statutory requirements. Some personal information is collected. Privacy information will appear on a Security and Privacy Act Banner on the opening page of the site. Privacy information will appear on a separate Privacy Act Banner after the Security Banner on the opening page of the site.

The System of Records Notices for this collection are S900.50, "Labor Hours, Project and Workload Records (March 4, 2011, 76 FR 12076)" and S340.10, "DLA Civilian Time and Attendance, Project and Workload Records (February 17, 2012 77 FR 9632)." The Privacy Impact Assessment for this collection is posted at the following Web page: <http://www.dla.mil/InformationOperations/Documents/EAGLEPIAFinal.pdf>.

11. Sensitive Questions. The collection does not solicit any sensitive information. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use externally as required by DoD.

Records include individual's name, User ID, position, company, project and workload records, time and attendance, regular and overtime work hours and leave hours.

12. Respondent Burden, and its Labor Costs.

(a) Estimation of Respondent Burden:

The current estimate of the annual burden hours and the method used to calculate this burden is as follows. The collection includes 1,200 respondents, one 15-minute response per person per week, making a total of 15,600 annual burden hours. The burden hours are determined by this calculation: $1,200 \times 52 \text{ weeks} \times .25 \text{ hours} = 15,600 \text{ burden hours}$.

(b) Labor Cost of Respondent Burden:

The total cost to the public is estimated at 15,600 (hours) X \$50.00 (average hourly rate) equaling \$780,000.

13. Respondent Costs Other Than Burden Hour Costs. There are no capital, start-up, or operational and maintenance costs associated with this collection of information.

14. Cost to the Federal Government. The current estimate for annual administrative support costs for 1,200 respondents would include 25 Site Administrators, for 52 weeks at .25 hours per week, at an average hourly rate of \$20.00. There are no additional Maintenance costs associated with the database

The estimated annual administrative support cost calculation is 25 EAGLE Site Administrators x 52 weeks x .25 hours per week x \$20.00 per hour = \$6,500 per year.

15. Reasons for Change in Burden. The estimated number of annual respondents has been adjusted from 2,500 to 1,200.

16. Publication of Results. There are no plans to publish the information collected.

17. Non-Display of OMB Expiration Date. The OMB number and expiration date will be displayed.

18. Exceptions to the certification statement. There will not be any exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

There are no plans to employ statistical methods.