

Attachment 1

Item #	Info Collection AIDAR Citation	Summary & Justification	Annual Federal Burden		Annual Public Burden							
			A. Hrs per submission	B. No. of subms./yr	C. Total hr burden (A x B)	D. Hourly Rate	A. Hrs per submission	B. No. of subms./yr	C. Total hr burden (A x B)	D. Hourly Rate	E. Total cost burden (C x D)	
1.	752.219-8 Utilization of Small Business & Small Disadvan- taged Business Concerns.	Contractor must notify OSDBU and USAID/W Commodities Branch at least 45 days before placing orders for supplies or equipment in excess of of \$100,000 and financed by USAID. This provides USAID with the means of monitoring and encouraging small business participation.	A. .75	B. 100	C. 75	D. 68.23	E. 5,117.25	A. 1	B. 100	C. 100	D. 73.81	E. 7,381.00
		Number of respondents per year = 100										
2.	752.245-70 Government Property.	Requires an annual report (format provided) on gov't property. This is necessary in order to account for gov't property, and was recommended by GAO to solve a standing problem.	A. .50	B. 625	C. 313	D. 101.54	E. 31,741.40	A. .50	B. 625	C. 313	D. 73.81	E. 23,073.01
		Number of respondents per year = 625										
3.	752.245-71(c)(2) Title To and Care of Property	Requires a final report on property acquired under the contract but titled to a foreign government. Contractor has control until the property is turned over the foreign Government. A normal and necessary contract administrative procedure, required to account for property.	A. .50	B. 104.20	C. 52.10	D. 101.54	E. 5,290.23	A. 1	B. 104.20	C. 104.20	D. 73.81	E. 7,691.00
		Number of respondents per year = 104										

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4.	752.247-70(c) Preference for Privately owned U.S.-flag Commercial Vessels	Contractors must submit bill of lading copies per shipment to USAID and MARAD to verify compliance with Cargo Preference Act.	A. .33	B. 600	C. 198	D. 74.26	E. 14 703.48
			A. .25	B. 600	C. 150	D. 50.43	E. 7 564.50
		Number of respondents per year = 200					
		Number of responses/year = 600					
		Number of responses/respondent = 3					
5.	752.7001 Biographical Data.	Contractor employee is required to submit personal, employment history, educational & salary data. Personal data is necessary to permit estimation of overseas logistic support & allowances. Employment history and educational data is needed to assess qualifications. Salary data is used as a means of cost monitoring, to determine reasonableness of proposed salary. Applies to all employees working outside of US and key personnel.	A. .50	B. 3 472.00	C. 1,736.00	D. 10.54	E. 176 273.44
			A. .50	B. 3 472.00	C. 1,736.00	D. 73.81	E. 128 134.16
		Number of respondents per year = 3,472					
6.	752.7002(j) Travel and Transportation	Contractor is required to furnish a copy of their Chief of Party's written authorization for emergency/irregular travel to the contracting officer. This ensures that the contractor has reviewed and assessed the need for emergency travel & provides the contracting officer a means to review the reasonableness of the decision & allowability of cost.	A. .50	B. 70	C. 35	D. 101.54	E. 3,553.90
			A. 1	B. 70	C. 70	D. 73.81	E. 5 166.70

International travel costs are high enough to merit close attention.

Number of respondents per year = 70

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7.	752.7003 Documentation for Payment.	As authorized by FAR 52.216-7(a), AIDAR 752.7003 specifies the format & certification required for invoicing costs. This is essential to provide a uniform basis for tracking funds expended or remaining under the contract and to protect the government's rights in case invoiced costs are determined to be unallowable, unallocable or unreasonable.	A. 1	B. 14 904.00	C. 14 904.00	D. 101.54	E. 1 513 352.16
			A. 2	B. 14 904.00	C. 29 808.00	D. 73.81	E. 2 200 128.48

Number of respondents per year = 621 Number of responses/respondent 24
Number of responses/year 14,904

8.	752.7004 Emergency Locator Data.	Every contractor employee overseas is required to specify a person to be notified in an emergency. This allows USAID Missions to respond in case of emergency. Information required is determined to be the minimum necessary based on actual experience.	A. .50	B. 8 336.00	C. 4 168.00	D. 101.54	E. 423 218.72
			A. .50	B. 8 336.00	C. 4 168.00	D. 73.81	E. 307 640.08

Number of respondents per year = 8,336

9.	752.7032 International Travel Approval and Notification.	Contractor is required to provide itinerary for all proposed international travel, and advance notification of travel to the USAID Mission overseas in order to warn of security threats or arrange for evacuation. In addition, USAID contractors are part of the foreign	A. .50	B. 3 126.00	C. 1 563.00	D. 101.54	E. 158 707.02
			A. 2	B. 3 126.00	C. 6 252.00	D. 73.81	E. 461 460.12

assistance program. Arrival notification and travel approval authority are necessary in order to allow the U.S. Mission overseas to properly conduct the political and administrative requirements of the program, such as notifying and coordinating with the host government to assure that planned arrival times are acceptable and arranging timely logistics support personnel to be available as needed.

Number of respondents per year = 1,042 Number of responses/respondent 3
 Number of responses/year 3,126

Annual Federal Burden Annual Public Burden

Total number of respondents per year		14,570.40
Total number of responses per year (Total of all "B" entries)		31,337.40
Total Annual Burden Hours (Total of all "C" entries)	23,043.70	42,700.80
Total Annual Cost Burden (Total of all "E" entries)	\$2,331,957.61	\$3,148,239.05