

**SUPPORTING STATEMENT
INFORMATION COLLECTION SUBMISSION
OMB Control No. 9000-0079, CORPORATE AIRCRAFT COSTS**

A. Justification.

1. **Administrative requirements.** FAR 31.205-46 requires firms to maintain and make available manifest/logs for all flights on company aircraft. As a minimum, the manifest/log must indicate:

- (a) Date, time, and points of departure;
- (b) Destination, date, and time of arrival;
- (c) Name of each passenger and relationship to the contractor;
- (d) Authorization for trip; and
- (e) Purpose of trip.

The information required by (a) and (b) and the name of each passenger (required by (c)) are recordkeeping requirements already established by Federal Aviation Administration regulations. This information, plus the additional required information, is needed to ensure that costs of owned, chartered, or leased aircraft are properly charged against Government contracts and that directly associated costs of unallowable activities are not charged to Government contracts.

2. **Uses of information.** The information is used by Government auditors to identify allowable and unallowable costs under Government contracts.

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.** Similar information is not already available to the contracting officer or buyer.

7. **Special circumstances for collection.** The information required to be maintained by this regulation will be maintained along with existing records. 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 60-day notice was published in the *Federal Register* at 80 FR 23796, on April 29, 2015. No comments were received. A 30-day notice was published in the *Federal Register* at 80 FR 58255 on September 28, 2015. No comments were received.

9. **Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.** 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 burden and cost.** Time required to read and prepare information is estimated at 2 hours per aircraft (and 3 aircraft per firm).

Annual Public Burden and Cost

Estimated recordkeepers.....	3,000
Annual hours per recordkeeper.....	<u>x 6</u>
Total recordkeeping hours.....	18,000
Burdened hourly wage.....	<u>x \$56.70*</u>
Estimated cost to public (\$24 + 75% OH).....	\$756,000

14. **Estimated cost to the Government.** Time required for Governmentwide review is estimated at 2 hours per response.

Annual Government Reporting Burden and Cost

Reviewing time/item.....	2
Reviews/yr.....	<u>x 3000</u>
Review time/yr.....	6,000
Burdened hourly wage.....	<u>x \$56.70*</u>
Total Government cost.....	\$340,200

*The average hourly wage is based on OMB Circular A-76 guidance for quantifying the cost of efforts: (1) the complexity level was deemed to be at the GS-12/5 level, which equates to year

2015 hourly rate was applied; and (2) a 36.25% fringe and overhead burden was added to the hourly rate.

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 FAR. The FAR requirement 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.