

**SUPPORTING STATEMENT  
FOR INFORMATION COLLECTION SUBMISSION  
9000-0056, REPORT OF SHIPMENT**

**A. Justification.**

1. **Administrative requirements.** Military (and, as required, civilian agency) storage and distribution points, depots, and other receiving activities require advance notice of large shipments en-route from contractors' plants per FAR 47.208, Report of Shipment. Timely receipt of notices by the consignee transportation office precludes the incurring of demurrage and vehicle detention charges. FAR clause 52.247-68, Report of Shipment, is to be inserted in solicitations and contracts when advance notice of shipment is required for safety or security reasons, or where carload or truckload shipments will be made to DOD installations or, as required, to civilian agency facilities.

2. **Uses of information.** The information is used to alert the receiving activity of the arrival of—

(A) Classified material, protected sensitive, and protected controlled material;

(B) Explosives and poisons, class 1, division 1.1, 1.2 and 1.3; class 2, division 2.3 and class 6, division 6.1;

(C) Radioactive materials requiring the use of a III bar label; or

(D) When a truckload/carload shipment of supplies weighing 20,000 pounds or more, or a shipment of less weight that occupies the full visible capacity of a railway car or motor vehicle, is given to any carrier (common, contract, or private) for transportation to a domestic destination (other than a port for export).

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.** A notice was published in the *Federal Register* at 81 FR 39052 on June 15, 2016. No comments were received. A 30-day notice was published in the *Federal Register* at 81 FR 59624 on August 30, 2016.

**9. Explanation of any decision to provide any payment or gift to respondents, other than re-enumeration 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 10 minutes per completion. A 36.25% overhead rate based on OMB memorandum M-08-13, and the salary of a GS-9, Step 7 is used also the OPM 2016 salary table.

Estimated respondents/yr.....	113
Responses annually.....	x <u>71</u>
Total annual responses.....	8,023
Estimated hrs/response.....	x <u>.167</u>
Estimated total burden hours.....	1,340
Cost per hour.....	x \$25
Benefits and overhead.....	+ <u>36.25%</u>
Estimated cost to public.....	\$ 45,644

The estimated cost per response is \$5.68.

14. **Estimated cost to the Government.** Time required for Government-wide review is estimated at 10 minutes per response. A 36.25% overhead rate based on OMB memorandum M-08-13, and the salary of a GS-8, Step 4 is used also from the OPM 2016 salary table.

Annual Reporting Burden and Cost

Reviewing time/hr.....	.167
Responses/yr.....	x 8,023
Review time/yr.....	1,340
Average wages/hr.....	x \$20
Average wages/yr.....	\$26,920
Benefits and overhead.....	+ 36.25%
Total Government cost.....	\$ 36,897

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.**

Based on a review of the applicable clause, it was determined that the types of contracts associated with this information collection are: Contracts that result in the shipments of-

- (A) Classified material, protected sensitive, and protected controlled material;
- (B) Explosives and poisons, class 1, division 1.1, 1.2 and 1.3; class 2, division 2.3 and class 6, division 6.1;
- (C) Radioactive materials requiring the use of a III bar label; or
- (D) When a truckload/carload shipment of supplies weighing 20,000 pounds or more, or a shipment of less weight that occupies the full visible capacity of a railway car or motor vehicle, is given to any carrier (common, contract, or private) for transportation to a domestic destination (other than a port for export).

Data from Fiscal Year (FY) 2015 was retrieved from the United States Transportation Command's (USTRANSCOM) Defense Transportation Tracking System (DTTS). The primary mission of DTTS is to provide safety, security, and in-transit visibility of all DOD shipments by updating information from its database to USTRANSCOMs Global Transportation Network. USTRANSCOM preformed a comprehensive review to determine the number of contractor shipments that were tracked in FY 2015. Based on information from USTRANSCOM, it was reported that in FY 2015 approximately 8059 shipments from 113 unique vendors reported the notice of shipment requirement, as identified in FAR 47.208 and the clause at FAR 52.247-68. The subject matter experts determined that 33

unique vendors was a sufficient baseline for estimating the number of respondents.

USTRANSCOM further provided that the number of shipments varied from contractor to contractor, ranging from as few as 1 shipment per contractor at the low end, to over 1500 shipments per contractor at the high end. USTRANSCOM also determined that averaging the number of shipments for FY 2015 (approximately 8,023) by the number of unique vendors (113), was a sufficient baseline, for this estimate, in determining the average number of responses per respondent.

Therefore it is estimated that, in accordance FAR 47.208 and the clause at FAR 52.247-68, contractors were required to provide advance notice of shipments en-route to military (and as required, civilian agency) storage and distribution points, depots, and other receiving activities, and those shipments contained classified materials, sensitive, controlled, and/or certain other protected material, explosives, and/or some other hazardous materials, on average 71 times per year. Further, based on information received from USTRANSCOM, the estimated time require to prepare this notification remain at 10 minutes. These revisions represent a decrease from the previously approved information collection.

**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.