

SUPPORTING STATEMENT - PART A

Defense Materiel Disposition Procedures for the Sale of DoD Materiel – 0704-0534

1. Need for the Information Collection

This collection allows the Department of Defense (DoD) and its representatives to assess the ability of prospective purchasers to comply with applicable laws and regulations before the sale of materiel. Defense Logistics Agency (DLA) Form 2536, "Statement of Intent" (formerly DRMS 1645), and Standard Form (SF) 114A, "Sale of Government Property – Item Bid Page – Sealed Bid," are used to identify the nature of the purchaser's business, where the materials will be stored, and what the buyer's intentions are with the materiel (i.e., use the materiel as intended, re-sell to others, scrap the materiel for recovery of contents, or re-refine or re-process the materiel). These forms are used to determine if DLA Form 2537, "Pre-Award/Post-Award On-Site Review" (formerly DRMS 2006), will also be needed; DLA Form 2537 allows DoD components to determine if the purchaser is capable of meeting environmental and hazardous material handling responsibilities, in compliance with C.F.R. Part 102 of Title 41. Compliance with this regulation must be ascertained before DoD components may make an award of hazardous and dangerous property.

2. Use of the Information

Information collected on DLA Forms 2536 and 2537 and on SF-114A is used by the Defense Logistics Agency (DLA) Disposition Services, Defense Contract Management Agency (DCMA), and the military services for transfers of hazardous and dangerous property to parties outside of DoD control. The forms are available on the DLA website. All individuals or business attempting to purchase DoD property are provided DLA Form 2536 and SF-114A (usually via email, but in rare cases in hard copy). These forms serve as a bid for DoD property and are used to ensure the bidder's eligibility to conduct business with the government. The site inspection, performed via DLA Form 2537, is for the purpose of physically assessing the purchaser's destination facilities and the operation thereof, including competency regarding the management of hazardous property, capacity, storage, processing, use, and transportation. When forms are received back from the respondents or the DoD representative performing the site survey (usually via email, but in rare cases in hard copy), they are maintained in hard copy at the DLA site from which the property is being sold.

3. Use of Information Technology

DLA receives approximately 90% of instruments back from respondents electronically via email. In rare cases, certain individuals or firms are unable to access the Internet; these respondents have the option to provide the form in person or via mail in hard copy format.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

This collection of information is provided by respondents on an as-needed basis to facilitate appropriate clearance checks. Release of DoD property without these clearance checks poses a risk to national security, as individuals and countries whose interests counter those of the United States target property for military utility and value. These concerns were established as a result of both Congressional hearings and numerous investigations and seizures conducted by the U.S. Customs Service, Federal Bureau of Investigation, Defense Criminal Investigative Service, and U.S. Attorney General task forces. These forms address Congressional, General Accounting Office, and DoD Inspector General findings.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICES

A 60-Day Federal Register Notice for the collection published on Wednesday, June 27, 2018. The 60-Day FRN citation is 83 FRN 30149.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, August 29, 2018. The 60-Day FRN citation is 83 FRN 44034.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the 60-Day Federal Register Notice was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

The record series and retention for this collection of information is 5000.92, "Hazardous Waste Service Contracts: Contracting Officer Copy." Records are to be destroyed after 50 years.

11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

12. Respondent Burden and its Labor Costs

Part A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument(s)

DLA Form 2536

- a) Number of Respondents: 72
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 72
- d) Response Time: 1.5 hours
- e) Respondent Burden Hours: 108 hours

SF-114A

- a) Number of Respondents: 45
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 45
- d) Response Time: .75 hours
- e) Respondent Burden Hours: 33.75 hours

DLA Form 2537

- a) Number of Respondents: 72
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 72
- d) Response Time: 1.25 hours
- e) Respondent Burden Hours: 90 hours

2) Total Submission Burden

- a) Total Number of Respondents: 72
- b) Total Number of Annual Responses: 189
- c) Total Respondent Burden Hours: 231.75 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

DLA Form 2536

- a) Number of Total Annual Responses: 72
- b) Response Time: 1.5 hours
- c) Respondent Hourly Wage: \$31.45
- d) Labor Burden per Response: \$47.18
- e) Total Labor Burden: \$3,396.96

SF-114A

- a) Number of Total Annual Responses: 45
- b) Response Time: .75 hours
- c) Respondent Hourly Wage: \$31.45
- d) Labor Burden per Response: \$23.59
- e) Total Labor Burden: \$1,061.55

DLA Form 2537

- a) Number of Total Annual Responses: 72
- b) Response Time: 1.25 hours
- c) Respondent Hourly Wage: \$31.45
- d) Labor Burden per Response: \$39.31
- e) Total Labor Burden: \$2,830.32

2) Average Labor Burden

- a) Total Number of Annual Responses: 189
- b) Average Cost per Response: \$31.45
- c) Overall Average Labor Burden: \$5,944.05¹
- d) Actual Labor Burden: \$7,288.83

The respondent hourly wage was determined by using the Bureau of Labor Statistics website.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument(s)

DLA Form 2536

- a) Number of Total Annual Responses: 72
- b) Processing Time per Response: .5 hours
- c) Hourly Wage of Worker(s) Processing Responses : \$33.30

¹ This average labor burden matches the annual burden as reported in ROCIS and reflects AVERAGE TIME PER RESPONSE X COST PER RESPONSE. The discrepancy between the average labor burden and actual labor burden results from the drastic difference between the real response times and the overall average response time across all three instruments.

- d) Cost to Process Each Response: \$16.65
- e) Total Cost to Process Responses: \$1,198.80

SF-114A

- a) Number of Total Annual Responses: 45
- b) Processing Time per Response: .5 hours
- c) Hourly Wage of Worker(s) Processing Responses : \$33.30
- d) Cost to Process Each Response: \$16.65
- e) Total Cost to Process Responses: \$749.25

DLA Form 2537

- a) Number of Total Annual Responses: 72
- b) Processing Time per Response: 3.25 hours
- c) Hourly Wage of Worker(s) Processing Responses : \$33.30
- d) Cost to Process Each Response: \$108.23
- e) Total Cost to Process Responses: \$7,792.56

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 189
 - b) Total Labor Burden: \$9,740.61

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0.00
 - b) Printing: \$0.00
 - c) Postage: \$0.00
 - d) Software Purchases: \$0.00
 - e) Licensing Costs: \$0.00
 - f) Other (Travel for Site Visits): \$1,050.00
- 2) Total Operational and Maintenance Cost: \$1,050.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$9,740.61
- 2) Total Operational and Maintenance Costs: \$1,050.00
- 3) Total Cost to the Federal Government: \$10,790.61

15. Reasons for Change in Burden

There has been no change in burden since the last approval.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.