

## SUPPORTING STATEMENT – PART A

### DoD Standard Tender of Freight Services - OMB 0704-0261

*Summary of Changes from a previously approved collection:* Added the Tender Entry on the Web (TEOW) collection format (screenshots uploaded in ROCIS).

#### 1. Need for the Information Collection

The Department of Defense (DoD) spends more than one billion dollars annually for domestic freight shipments moving on Bills of Lading. According to 49 USC 13712, Government Traffic; 49 USC 10721, Government Traffic; and, 49 USC 15504, Government Traffic, carriers electing to file rates at reduced rates on Government traffic must file the tendered rates with the Government agency for which the proposed transportation is to be provided. Carriers presently use the DoD Standard Tender of Freight Services, SDDC Form 364-R and Tender Entry On the Web (TEOW), to offer rates and services to the DoD.

As the DoD traffic manager, SDDC uses the Standard Tender of Freight Services to collect data in a standardized format. The tender allows the carrier information to be gathered and categorized by the following: commodity, locations served, accessorial and transportation protective services, special types of equipment offered, and rate structures. This is used to enhance the domestic transportation of DoD freight traffic in peacetime, wartime, and periods of emergency response. The DoD tender is the only source of rate and service data that commits carrier offerings to uniform service requirements. The tender provides an audit path for post shipment audits.

#### 2. Use of the Information

The information collection process starts when a DoD-approved Transportation Service Provider (TSP) elects to offer transportation services for a particular mode (truck, rail, barge, air, etc.) and lanes of traffic. The TSPs are voluntarily providing the tender information because they wish to do business with the DoD. TSPs can provide the information in two ways; (1) electronically via the Global Freight Management (GFM) TEOW Application, or (2) manually by completing the SDDC Form 364-R and emailing it to the SDDC Special Requirements Branch. The information derived from the DoD tenders filed with SDDC are used by DoD and other Agency shipping activities to select the best value carrier to transport over one million surface freight shipments annually. This information is also used to develop approximately 319,544 electronic rate quotations annually. Additionally, DoD tender rates and other pertinent tender data are noted on the Bill of Lading at the time of shipment. The DoD tender is also the source document for the General Services Administration post-shipment audit of carrier freight bills.

#### 3. Use of Information Technology

The DoD tender format was developed to take advantage of improved information collection technology and to connect with ongoing initiatives to implement automated systems to file tenders, select carriers, quote rates, and audit. The disciplined data fields of the tender will facilitate the Electronic Data Interchange of tender data between carriers and SDDC, also between SDDC subordinate commands and DoD shippers. This initiative has permitted electronic filing of the tender and eliminated the mailing of paper documents, which were manually processed. Approximately 97% of all commercial carriers submit their tender electronically, while the remaining 3% are entered manually due to unique requirements automated shipment processes are unable to accommodate.

#### 4. Non-Duplication

The information obtained through this collection is unique and it 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

If the DoD tender was not used to collect information, DoD shippers and SDDC subordinate commands would be forced to randomly select transportation cost data from individual carrier freight tariffs used in the commercial sector. Carriers would be left without a disciplined format to submit their rates and services to DoD if the tender were not used.

Also significant is that motor carriers with operating authority for the transportation of military traffic would also be affected if the tender data were not collected. Similarly, DoD rail traffic in boxcars and trailer/container-on-flat car shipments, including prior or subsequent over-the-highway shipments, are completely deregulated. Tariffs for these services are not published by railroads either for the Government or the commercial sector.

#### 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 NOTICE

A 60-Day Federal Register Notice for the collection was published on Friday, February 8, 2018. The 60-Day FRN citation is 84 FRN 2833.

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

A 30-Day Federal Register Notice for the collection was published on Tuesday, April 16, 2019. The 30-Day FRN citation is 84 FRN 15604.

#### 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 Payments

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

Information will be kept in the current file area (CFA) until event occurs and then until no longer needed for conducting business, then retire to the records holding area (RHA). The RHA will destroy the record 10 years after the event.

#### 11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

#### 12. Respondent Burden and its Labor Costs

##### a. Estimation of Respondent Burden

1. DoD Standard Tender of Freight Services (SDDC Form 364-R)
  - a. Number of Respondents: 164
  - b. Number of Responses Per Respondent: 1
  - c. Number of Total Annual Responses: 164
  - d. Response Time: 20 minutes (.33 hours)
  - e. Respondent Burden Hours: 54.12 hours

2. Tender Entry on the Web (TEOW)
  - a. Number of Respondents: 81,889
  - b. Number of Responses Per Respondent: 1
  - c. Number of Total Annual Responses: 81,889
  - d. Response Time: 20 minutes (.33 hours)
  - e. Respondent Burden Hours: 27,023.37 hours
3. Total Submission Burden
  - a. Total Number of Respondents: 82,053
  - b. Total Number of Annual Responses: 82,053
  - c. Total Respondent Burden Hours: 27,077.49 hours

b. Labor Cost of Respondent Burden

1. DoD Standard Tender of Freight Services (SDDC Form 364-R)
  - a. Number of Total Annual Responses: 164
  - b. Response Time: 20 minutes (.33 hours)
  - c. Respondent Hourly Wage: \$13.87
  - d. Labor Burden per Response: \$4.58
  - e. Total Labor Burden: \$750.64
2. Tender Entry on the Web (TEOW)
  - a. Number of Total Annual Responses: 81,889
  - b. Response Time: 20 minutes (.33 hours)
  - c. Respondent Hourly Wage: \$13.87
  - d. Labor Burden per Response: \$4.58
  - e. Total Labor Burden: \$374,814.14
3. Overall Labor Burden
  - a. Total Number of Annual Responses: 82,053
  - b. Total Labor Burden: \$375,564.79

The Respondent hourly wage was determined by using the Department of Labor Wage website (<http://www.dol.gov/dol/topic/wages/index.htm>)

13. Respondent Costs Other Than Burden Hours 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

a. Labor Cost to the Federal Government

1. DoD Standard Tender of Freight Services (SDDC Form 364-R)

- a. Number of Total Annual Responses: 164
  - b. Processing Time per Response: 6 minutes (.10 hours)
  - c. Hourly Wage of Worker(s) Processing Responses: \$25.43
  - d. Cost to Process Each Response: \$2.54
  - e. Total Cost to Process Responses: \$417.05
- 2. Tender Entry on the Web (TEOW)
    - a. Number of Total Annual Responses: 81,889
    - b. Processing Time per Response: 6 minutes (.10 hours)
    - c. Hourly Wage of Worker(s) Processing Responses: \$25.43
    - d. Cost to Process Each Response: \$2.54
    - e. Total Cost to Process Responses: \$208,243.73
- 3. Overall Labor Burden to Federal Government
    - a. Total Number of Annual Responses: 82,053
    - b. Total Labor Burden: \$208,243.73

b. Operational and Maintenance Costs

- a. Equipment: \$0
- b. Printing: \$0
- c. Postage: \$0
- d. Software Purchases: \$0
- e. Licensing Costs: \$0
- f. Other: \$0
- g. Total: \$0

- 1. Total Operational and Maintenance Costs: \$0
- 2. Total Labor Cost to the Federal Government: \$208,243.73
- 3. Total Cost to the Federal Government: \$208,243.73

15. Reasons for Change in Burden

This is an extension of an existing approved collection.

16. Publication of Results

The results of this information collection will not be published.

17. Approval Not to Display 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.