

SUPPORTING STATEMENT – PART A

DoD Application for Priority rating for Production or Construction Equipment (DD Form 691) - OMB Control Number 0704-0055

1. Need for the Information Collection

This is a request for renewal of the information collection requirement previously approved under OMB Control Number 0704-0055, Department of Defense Application for Priority Rating for Production or Construction Equipment.

Under the priorities and allocations authority in Title I of the Defense Production Act of 1950, as amended [50 U.S.C App. 2061, et seq.], the President is authorized to (1) require that contracts or orders relating to certain approved defense or energy programs be accepted and performed on a preferential basis over all other contracts or orders, and (2) allocate materials and facilities in such a manner as to promote approved programs.

The responsibility for carrying out the Title I priorities and allocations authority for industrial resources is delegated to the Department of Commerce (DOC) in Executive Order 13603. DOC delegates to the Department of Defense (DoD) priorities and allocations authority for industrial resources to require certain contracts and orders supporting approved national defense programs be accepted and performed on a preferential basis. DoD established DD Form 691 (Department of Defense Application for Priority Rating for Production or Construction Equipment), as the instrument for contractors to request priority rating authority for production or construction equipment needed to support weapon systems and other important defense programs. This form is the vehicle with which contractors may request priority for preferential contract performance in order to acquire industrial equipment in a timely manner, thereby facilitating development and support of weapons systems and other important defense programs.

2. Use of the Information

Respondents are companies/facilities specifically identified as being of interest to the Department of Defense and have relevant approved national defense program.

The information collected on the DD 691 “Department of Defense Application for Priority Rating for Production or Construction Equipment” is used by DoD to determine if it is appropriate to use the priorities and allocations authority to authorize the placement of a priority rating on a contract or purchase order for production or construction equipment. This is done to ensure timely availability of production or construction equipment to meet current national defense requirements. Without this information, DoD would not be able to assess a contractor's stated requirement to obtain timely delivery of the equipment needed for fulfillment of contractual obligations supporting approved programs. Submission of the information is voluntary.

The information collected is used for contactors to apply a priority rating authority to contracts and orders supporting approved national defense programs to be accepted and performed on a preferential basis. Contractors and suppliers are made aware of the DD 691 through DOD Manual 4400.1 “Department Of Defense Priorities And Allocations Manual” and through Defense Acquisition University training modules, as well as the Manufacturing Industrial Base Policy website.

The DD Form 691 can be obtained on the Office of Manufacturing and Industrial Base Policy website located at:<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0691.pdf>
The completed form should be emailed to the DPAS POC in the Office of Manufacturing and Industrial Base Policy.

3. Use of Information Technology

100% of responses are collected electronically. Electronic information technology is used to the maximum extent practicable. Automated word processing, contractor automated data bases, and electronic access or transfer are used wherever they exist in the information preparation process.

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 Business

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

6. Less Frequent Collection

Collecting this information less frequently has been considered and accommodated to the maximum extent practical. The DD 691 is the mechanism to authorize the placement of a priority rating by DOD contractors on a contract or purchase order for production or construction equipment to ensure the preferential acceptance and performance of such contracts and orders supporting national defense requirements. If this collection were not conducted or conducted less frequently, the supply of critical items to the Government may be delayed or disrupted.

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 (FRN) for the collection was published on Tuesday, August 20, 2019. The 60-day FRN citation is 84 FRN 43111.

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

A 30-Day Federal Register Notice for the collection was published in the Federal Register on Friday, October 25, 2019. The 30-Day FRN citation is 84 FRN 57407.

Part B: CONSULTATION

The office of Manufacturing and Industrial Base Policy (MIBP) consults with contractors, DoD civilian employees, and other individuals, primarily through email and other electronic media, to obtain feedback regarding improvement of information collection efforts and instructions. The program continually implements improvements based on this feedback.

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 (PAS) 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.

Records are retained for a period of 5 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)
[DD Form 691]
 - a) Number of Respondents: 610
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 610
 - d) Response Time: 1 hour
 - e) Respondent Burden Hours: 610 hours

- 2) Total Submission Burden (Summation or average based on collection)
 - a) Total Number of Respondents: 610
 - b) Total Number of Annual Responses: 610
 - c) Total Respondent Burden Hours: 610 hours

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)
[DD Form 691]
 - a) Number of Total Annual Responses: 610
 - b) Response Time: 1 Hour
 - c) Respondent Hourly Wage: \$57.44
 - d) Labor Burden per Response: \$35,038.40
 - e) Total Labor Burden: \$35,038.40

- 2) Overall Labor Burden
 - a) Total Number of Annual Responses: 610
 - b) Total Labor Burden: \$35,038.40

The Respondent hourly wage was determined by using the [Department of Labor Wage Website] ([<http://www.dol.gov/dol/topic/wages/index.htm>]). The estimated cost is based on the current mean hourly wage for a General & Operations Manager (Bureau of Labor Statistics, Occupation Code: 11-1021)

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)
[DD Form 691]
 - a) Number of Total Annual Responses: 610
 - b) Processing Time per Response: 2 hours
 - c) Hourly Wage of Worker(s) Processing Responses : \$62.77

- d) Cost to Process Each Response: \$125.54
- e) Total Cost to Process Responses: \$76,579

- 2) Overall Labor Burden to the Federal Government
 - a) Total Number of Annual Responses: 610
 - b) Total Labor Burden: \$76,579

We estimate the Government will spend a total of 2 hours in receiving, reviewing, and analyzing the information submitted by the respondents. The average cost is based on the current salary of a GS-14, step 5, plus 32.45% fringe benefit rates.

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
 - a) Equipment: \$0
 - b) Printing: \$0
 - c) Postage: \$0
 - d) Software Purchases: \$0
 - e) Licensing Costs: \$0
 - f) Other: \$0

- 2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$76,579

- 2) Total Operational and Maintenance Costs: \$0

- 3) Total Cost to the Federal Government: \$76,579

15. Reasons for Change in Burden

This is a reinstatement with change to an expired collection. The burden has increased since the previous approval due to an increase in the respondent hourly wage.

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.