

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

FAR Section(s) Affected: 52.247-68

A. Justification.

1. **Administrative requirements.** This clearance covers the information that contractors must submit to comply with the following Federal Acquisition Regulation (FAR) requirement:

- 52.247-68, Report of Shipment (REPSHIP). This clause requires contractors to send an advance notice of shipment to the consignee transportation officer to be received at least 24 hours before the arrival of the shipment, unless otherwise directed by a contracting officer.

2. **Uses of information.** The advance notice facilitates arrangements for transportation control, labor, space, and use of materials handling equipment at destination. The timely receipt of notices by the consignee transportation office precludes the incurring of demurrage and vehicle detention charges. 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 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 contract-by-contract 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. A 60-day notice was published in the *Federal Register* at 84 FR 44620, on August 26, 2019. No comments were received.
- B. A 30-day notice was published in the *Federal Register* at 84 FR 65158, on November 26, 2019.

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, current regulations, and statutory requirements.

11. Additional justification for questions of a sensitive nature. No sensitive questions are involved.

12 & 13. Estimated total annual public hour and cost burden. 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 clause 52.247-68.

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.

Time required to read and prepare information is estimated at 10 minutes per completion.

Estimated respondents/yr.....	113
Responses/respondent.....	<u>x 71</u>
Total annual responses.....	8,023
Estimated hrs/response.....	<u>x 0.167</u>
Estimated total burden hours.....	1,340
Hourly rate*.....	<u>x \$38</u>
Estimated cost to public	\$ 50,920

*Based on the OPM GS-9/step 5 salary (\$27.93 an hour) plus 36.25% burden (per OMB memorandum M-08-13), rounded to the nearest dollar, or \$38 an hour. Reference Salary Table 2019-RUS, Effective January 2019, found at www.opm.gov.

14. **Estimated cost to the Government.** Time required for Government-wide review is estimated at 10 minutes per response.

Responses/yr.....	8,023
Reviewing time/response.....	<u>x 0.167</u>
Review time/yr.....	1,340
Hourly rate**.....	<u>x \$34</u>
Estimated cost to Government.....	\$ 45,560

**Based on the OPM GS-8/step 5 salary (\$25.29 an hour) plus 36.25% burden (per OMB memorandum M-08-13), rounded to the nearest dollar, or \$34 an hour. Reference Salary Table 2019-RUS, Effective January 2019, found at www.opm.gov.

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests a revision and extension of OMB approval of an information collection requirement in the FAR. The estimated cost to the public has increased due to higher cost per hour rates in FY 2019. The total burden hours to the public has not changed from the prior 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.