

**SUPPORTING STATEMENT  
FOR PAPERWORK REDUCTION ACT SUBMISSION  
OMB CONTROL NO. 9000-0064  
ORGANIZATION AND DIRECTION OF THE WORK**

**FAR section affected:** 52.236-19

**A. Justification.**

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

- **52.236-19, Organization and Direction of the Work.** This clause requires contractors, under cost-reimbursement construction contracts, to submit to the contracting officer a chart showing the general executive and administrative organization, the personnel to be employed in connection with the work under the contract, and their respective duties. The contractor must keep the data furnished current by supplementing it as additional information becomes available.

**2. Uses of information.** The contracting officer uses the information to ensure the work is performed by qualified personnel at a reasonable cost to the Government.

**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 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 85 FR 74723, on November 23, 2020. No comments were received.

B. A 30-day notice was published in the *Federal Register* at 86 FR 8018, on February 3, 2021.

**9. Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.** 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.**

The information being requested is usually maintained by companies for other business purposes; therefore, the number of respondents who would have to create this is in response to a contract requirement is minimal. The Department of Defense (DoD) also has a prohibition at the Defense Federal Acquisition Regulation Supplement 216.306 for certain cost-plus-fixed-fee contracts funded by annual military construction appropriations act, so the number of respondents affected by this requirement is minimized. Time required to read and prepare information is estimated at .75 hours per completion. Federal Procurement Data System data for Fiscal Year 2020 shows the number of new cost-reimbursement construction contracts at 34 (excludes cost-plus-fixed-fee construction contracts awarded by DoD).

Estimated respondents/yr.....		34
Responses annually.....	x	<u>1</u>
Total annual responses.....		34
Estimated hrs/response.....	x	<u>.75</u>
Estimated total burden/hrs.....		26
Hourly rate*.....	x	<u>\$48*</u>
Estimated cost to public.....		\$1,248

\*Based on the Office of Personnel Management (OPM) 2021 General Schedule (GS) 11/step 5 salary for the rest of the United States (\$35.11 an hour) plus 36.25 percent fringe factor, rounded to the nearest whole dollar. The fringe factor used is pursuant to the rate provided in OMB memorandum M-08-13 for use in public-private competition.

**14. Estimated cost to the Government.**

Time required for Governmentwide review is estimated at 30 minutes per response.

Total annual responses.....		34
Review Time per response (hours).....	x	<u>.5</u>
Review time per year (hours).....		17
Hourly rate*.....	x	<u>\$48*</u>
Estimated cost to the Government.....		\$816

**15. Explain reasons for program changes or adjustments reported in Item 13 or 14.** The increase of responses from 19 to 34 and the associated increase in estimated burden hours from 14 to 26 is an adjustment due to use of the most current data available.

**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.