

THE PAPERWORK REDUCTION ACT AND 5 CFR 1320
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Item #	AIDAR citation for the info Collection	Summary & Justification	FAR or AIDAR Prescription	Applicability	Annual Federal Burden:			Annual Public Burden:		
					A.	B.	C.	A.	B.	C.
					A.	Hours per submission	Explanation of how the numbers are estimated	A.	Hours per submission	Explanation of how the numbers are estimated
					B.	Number of Respondents per year		B.	Number of Respondents per year	
					C.	Number of responses per respondent		C.	Number of responses per respondent	
					D.	No. of submissions/year		D.	No. of submissions/year	
					E.	Total hr burden (A x D)		E.	Total hr burden (A x B)	
					F.	Hourly Rate		F.	Hourly Rate	
					G.	Total cost burden (F x E)		G.	Total cost burden (C x D)	
1	752.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	Contractors must notify OSDBU at least 45 days before placing orders for supplies or equipment in excess of 100k financed by USAID. This provides USAID with the means to monitor and encourage small business participation	FAR 19.708(a) and AIDAR 719.708	Above SAT, not PSC, not performed overseas.	A.	0.75	based on our previous experience	A.	1.00	based on our previous experience
					B.	100	based on our previous experience	B.	100	based on our previous experience
					C.	1	based on our previous experience	C.	1	based on our previous experience
					D.	100		D.	100	
					E.	75	Formula: (A*D)	E.	100	Formula: (A*D)
					F.	\$80.29	Composite rate (GS 13/8*1/3 % of the time+GS 7/5*2/3 % of the time) + burden rate of 110%	F.	\$92.26	based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100%
					G.	\$6,022	Formula: (F*E)	G.	\$9,226	Formula: (F*E)
#2	752.245-70 Government Property -- USAID Reporting Requirements	Requires an annual report (format provided) on government property. This is necessary to account for government property and was recommended by the GAO to solve a standing problem.	FAR 45.107	FP, CR, T&M, L-H contracts.	A.	0.50	based on our previous experience	A.	0.50	based on our previous experience
					B.	617		B.	617	
					C.	1	60 % of all active contracts excluding those for FP ocean transportation and POs below SAT	C.	1	60 % of all active contracts excluding those for FP ocean transportation and POs below SAT
					D.	617		D.	617	
					E.	\$308.40	Formula: (A*D)	E.	308.4	Formula: (A*D)
					F.	\$118.65	hourly rate for GS 13/5 plus a burden rate of 110%	F.	\$92.26	based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100%
					G.	\$36,590	Formula: (F*E)	G.	\$28,453	Formula: (F*E)
#3	752.245-71 Title to and Care of Property	Requires a final report on property acquired under the contract but titled to a foreign government. Contractor has control until the property is turned over to the Foreign Government. This is a normal and necessary administrative procedure, required to account for property.	745.107	In all contracts under which the contractor will acquire property for use overseas and the contract funds were obligated under a DOAG	A.	0.50	based on our previous experience	A.	1.00	based on our previous experience
					B.	103		B.	103	
					C.	1	10 % of all active contracts excluding those for FP ocean transportation and POs below SAT	C.	1	10 % of all active contracts excluding those for FP ocean transportation and POs below SAT
					D.	103		D.	103	
					E.	51.4	Formula: (A*D)	E.	102.8	Formula: (A*D)
					F.	\$118.65	hourly rate for GS 13/5 plus a burden rate of 110%	F.	\$92.26	based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100%
					G.	\$6,098	Formula: (F*E)	G.	\$9,484	Formula: (F*E)

#4	752.247-70 Preference for privately owned U.S.-flag commercial vessel	Contractors must submit copies of Bills for lading for all shipments to USAID and MARAD. This is necessary to verify compliance with the Cargo Preference Act.	747.507	in solicitations and contracts solely for ocean transportation services, and in solicitations and contracts for goods and ocean transportation services when the ocean transportation will be fixed at the time the contract is awarded.	A. B. C. D. E. F. G.	0.33 200 3 600 198 \$91.41 \$18,100	based on our previous experience Based on our previous experience, we estimate number of respondents per year - 200, number of responses per each respondent - 3, total number of responses per year - 600. Formula: (A*D) Composite rate (GS 111/5*90% of the time+GS 15/5*10% of the time) + burden rate of 110% Formula: (F*E)	A. B. C. D. E. F. G.	0.25 200 3 600 150 \$92.26 \$13,839	based on our previous experience Based on our previous experience, we estimate number of respondents per year - 200, number of responses per each respondent - 3, total number of responses per year - 600. Formula: (A*D) based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100% Formula: (F*E)
#5	752.7001 Biographical Data	Contractor employees working outside of the US and all key personnel are required to submit personal, employment, history, education and salary data. Personal data is necessary to permit estimation of overseas logistical support and allowances. Employment history and educational data is needed to assess qualifications. Salary data is used as a means of cost monitoring, to determine reasonableness of proposed salary.	N/A	in all USAID CR contracts.	A. B. C. D. E. F. G.	0.50 624 8 4992 2496 \$118.65 \$296,140	based on our previous experience Number of active CR contracts and orders recorded in a FY times 8 submissions per contract Formula: (A*D) hourly rate for GS 13/5 plus a burden rate of 110% Formula: (F*E)	A. B. C. D. E. F. G.	0.50 624 8 4992 2496 \$92.26 \$230,281	based on our previous experience Number of active CR contracts and orders recorded in a FY times 8 submissions per contract Formula: (A*D) based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100% Formula: (F*E)
#6	752.7002 Travel and Transportation	Contractors are required to furnish a copy of their Chief of Party's written authorization for emergency/irregular travel to the contracting officer. This ensures that the contractor has reviewed and assessed the need for emergency travel and provides the contracting officer a means to review the reasonableness of the decision and allowability of costs.	N/A	In all CR contracts performed in whole or in part overseas.	A. B. C. D. E. F. G.	0.50 554 1 554 277 \$118.65 \$32,865	based on our previous experience from GLAAS Report, CR contracts performed outside of USA Formula: (A*D) hourly rate for GS 13/5 plus a burden rate of 110% Formula: (F*E)	A. B. C. D. E. F. G.	1.00 554 1 554 554 \$92.26 \$51,112	based on our previous experience from GLAAS Report, CR contracts performed outside of USA Formula: (A*D) Formula: (F*E)
#7	752.7003 Documentation for Payment	As authorized by FAR 52.216-7(a), AIDAR 752.7003 specifies the format and certification requirements for invoicing costs. This is essential to provide a uniform basis for tracking funds expended or remaining under the contract and to protect the government's right in case invoices costs are determined to be unallowable, unallocable or unreasonable.	N/A	in all USAID direct contracts, excluding fixed price contracts	A. B. C. D. E. F.	1.00 624 24 14976 14976 \$118.65	based on our previous experience Number of active awards excluding FP contracts and order multiplied by 24 (bi-weekly submissions) Formula: (A*D) hourly rate for GS 13/5 plus a burden rate of 110%	A. B. C. D. E. F.	2.00 624 24 14976 29952 \$92.26	based on our previous experience Number of active awards excluding FP contracts and order multiplied by 24 (bi-weekly submissions) Formula: (A*D) based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100%

					G.	\$1,776,842	Formula: (F*E)	G.	\$2,763,372	Formula: (F*E)
#8	752.7004 Emergency locator information.	All employees of contractors performing overseas are required to specify a person to be notified in case of an emergency. This allows USAID Missions to respond as necessary and contact individual's family. The information required is determined to be minimum necessary based on actual experience.	N/A	in all contracts requiring travel overseas.	A.	0.50	based on our previous experience	A.	0.5	based on our previous experience
					B.	1028	All active contracts/orders excluding those for FP ocean transportation and Pos multiplied by our estimate of 8 submissions per contract/order	B.	1028	All active contracts/orders excluding those for FP ocean transportation and Pos multiplied by our estimate of 8 submissions per contract/order
					C.	8		C.	8	
					D.	8224	Formula: (A*D)	D.	8224	Formula: (A*D)
					E.	4112		E.	4112	
					F.	\$118.65	hourly rate for GS 13/5 plus a burden rate of 110%	F.	\$92.26	based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100%
					G.	\$487,872	Formula: (F*E)	G.	\$379,373	Formula: (F*E)
#9	752.7032 International Travel Approval and Notification Requirements	Contractor is required to provide itineraries for all proposed international travel, and advance notification of travel to the USAID missions overseas in order to warn of security threats or arrange for evacuation. In addition, USAID contractors are part of foreign assistance programs. Arrivals notification and travel approval authority are necessary to allow the missions overseas to properly conduct the political and administrative requirements of the program, such as notifying and coordinating with the host government to assure that planned arrival times are acceptable. This is also necessary for arranging timely logistics support personnel to be available if needed.	N/A	in any USAID contract requiring international travel.	A.	0.50	based on our previous experience	A.	2.00	based on our previous experience
					B.	1028	All active contracts/orders excluding those for FP ocean transportation and POs multiplied by our estimate of 3 submissions per contract/order	B.	1028	All active contracts/orders excluding those for FP ocean transportation and POs multiplied by our estimate of 3 submissions per contract/order
					C.	3		C.	3	
					D.	3084	Formula: (A*D)	D.	3084	Formula: (A*D)
					E.	1542		E.	6168	
					F.	\$118.65	hourly rate for GS 13/5 plus a burden rate of 110%	F.	\$92.26	based on estimated income per hour from the Bureau of Labor Statistics x weighted wage multiplier of 100%
					G.	\$182,952	Formula: (F*E)	G.	\$569,060	Formula: (F*E)

Highlighted in green columns do not need to be submitted to OMB/OIRA

<u>Item #</u>	<u>AIDAR citation for the info Collection</u>		<u>Description of the estimates</u>
1	752.219-8 Utilization of Small Business Concerns and Small Disadvantaged Business Concerns	A. B. C. D. E. F. G.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
#2	752.245-70 Government Property -- USAID Reporting Requirements	A. B. C. D. E. F. G.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
#3	752.245-71 Title to and Care of Property	A. B. C. D. E. F. G.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
		A. B.	Hours per submission Number of respondents per year

#4	752.247-70 Preference for privately owned U.S.-flag commercial vessel	C. D. E. F. G.	Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
#5	752.7001 Biographical Data	A. B. C. D. E. F. G.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
#6	752.7002 Travel and Transportation	A. B. C. D. E. F. G.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
#7	752.7003 Documentation for Payment	A. B. C. D. E. F. G.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year Total Annual Burden Hours Hourly rate Total Annual Cost Burden
#8	752.7004 Emergency locator information.	A. B. C. D.	Hours per submission Number of respondents per year Number of responses per respondent Number of responses per year

		E.	Total Annual Burden Hours
		F.	Hourly rate
		G.	Total Annual Cost Burden
#9	752.7032 International Travel Approval and Notification Requirements	A.	Hours per submission
		B.	Number of respondents per year
		C.	Number of responses per respondent
		D.	Number of responses per year
		E.	Total Annual Burden Hours
		F.	Hourly rate
		G.	Total Annual Cost Burden
TOTAL NUMBER OF RESPONDENTS PER YEAR (total of all "B" entries)			
TOTAL NUMBER OF RESPONSES PER YEAR (total of all "D" entries)			
TOTAL ANNUAL BURDEN HOURS (total of all "E" entries)			
TOTAL ANNUAL COST BURDEN (total of all "G" entries)			

TOTAL PUBLIC ANNUAL COST BURDEN NOT REIMBURSED THROUGH CONTRACTS (25% of public burden on item#5)

TOTAL FEDERAL ANNUAL COST BURDEN (total federal burden +all public burden except for 25% of public burden on item#5)

ANNUAL REPORTING AND RECORDKEEPING HOURS BURDEN PER FORM OMB 83-I

- a. Number of respondents
- b. Total annual responses
 - 1. Percentage of these responses collected electronically
- c. Total annual hours requested

d. Current OMB inventory

e. Difference

f. Explanation of difference

1. Program change

2. Adjustment

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#5	752.7001 Biographical Data	Hours per submission	0.5	0.5
		Number of respondents per year	624.0	134.0
		Number of responses per respondent	8.0	8.0
		Number of responses per year	4992.0	1072.0
		Total Annual Burden Hours	2496.0	536.0
		Hourly rate	92.3	\$92.26
		Total Annual Cost Burden	230281.0	\$49,451
		TOTAL PUBLIC ANNUAL COST BURDEN NOT REIMBURSED THROUGH CONTRACTS (25% of public burden)		\$12,363