

## SUPPORTING STATEMENT - PART A

### Tender of Service for Personal Property Household Goods and Unaccompanied Baggage Shipments – 0704-0531

#### Summary of Changes from Previously Approved Collection

- The burden has decreased due to a more accurate calculation

#### 1. Need for the Information Collection

The DD Form 619 is used to collect data to support the private sector commercial Transportation Service Providers (TSP). The TSPs are under contract with the DoD for the shipment and storage of personal property. The TSPs use the DD Form 619 to document accessorial services when they perform any type of accessorial service during the packing, picking up and or storage of personal property household goods and/or unaccompanied baggage shipments for the DoD and U.S Coast Guard that receive orders to move from their residence.

Once accessories are completed on the DD form 619 by the TSP, it is provided to the supporting Military service which in turn, uploads the information into the Defense Personal Property System (DPS) by the service, which is an automated system that will generate costing for the payment information for the TSP upon completion of services.

Legal or administrative requirements that mandate the collection of data are:

Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects, 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force, 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 476, Travel and Transportation Allowances, Dependents, Baggage, and Household Effects; Federal Acquisition Regulation (FAR); Joint Federal Travel Regulation (JTR), Volumes I and II, DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command; DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; and DoD Regulation 4515.13-R, Air Transportation Eligibility and E.O. 9397 (SSN).

#### 2. Use of the Information

The Respondents of this collection are Transportation Service Providers. They are responding to the DD Form 619 to request authorization to perform accessorial services and to receive payment for services rendered. The DoD 4500.9R is the Government regulation that contains the information and guidance on the use of the DD Form 619 for

billing. The DD Form 619 contains the Bill of Lading number, which is unique for every shipment, the owners name, rank/grade, where the shipment is being picked up, the date the personal property is being picked up, and the destination of the shipment. The DD 619 also includes the origin ordering activity/installation name, the name of the TSP and of the TSP agents who pack and load the customer's household goods or unaccompanied baggage shipments. The TSP downloads the DD Form 619 from a link provided by the Defense Personal Property Management Office (J9). To support payment, the TSP must submit the DD Form 619 signed by the customer to validate that the requested services were performed. Weight tickets will be submitted with the overall shipment documentation. The DD Form 619 collection is on an 'as required' basis. The collection frequency would not decrease as almost all personal property shipments require one. There are no invitations or other communications sent to the respondents. The result of the information collection as a whole is that the TSP is paid in full for all services rendered.

### 3. Use of Information Technology

The percentage of responses currently collected electronically are 0%. A higher electronic submission rate will be possible at a future date when the form will be directly added to DPS. DPS is currently in a strategic pause for any new additions. When the form can be directly uploaded to DPS, the electronic submission rate will be increased to 100% as all TSPs will obtain the Form from DPS.

### 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 Businesses

The DD Form 619 is completed manually by all TSPs, some of which are considered small businesses. However, the burden on the small businesses is not considered excessive.

### 6. Less Frequent Collection

All shipments moved may require the completion of the DD Form 619 so less frequent collection is not possible.

### 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 published on Wednesday, January 26, 2022. The 60-Day FRN citation is 86 FR 4003-4004.

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

A 30-Day Federal Register Notice for the collection published on Monday, March 28, 2022. The 30-Day FRN citation is 87 FRN 17273.

#### 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 is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

The SORN (FTRANSCOM 01 DOD) can be accessed here:

<https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569704/ftranscom-01-dod/>

A PIA titled “Defense Personal Property System (DPS)” has been included with this package for OMB’s review.

The DPS system does not require NARA pursuant to the Personal Property Systems’ Records Management Plan. IAW CJCSM 5760.01 Vol 1 and 2, 0600-03-G, records maintained in DPS are considered temporary. System records are purged IAW Revised Document Retention Periods for Financial Records Memo, dated 2015. The Command Records Manager processes systems identified without the NARA schedule requirements.

#### 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

Information extracted from historical data provided by Personal Property Shipping Offices (PPSO), and Joint Personal Property Shipping Offices (JPPSO). There are currently 917 DoD approved TSPs participating in the movement of personal property worldwide. Historical data discovered that each TSP accomplished the DD-619, 250 times annually. The total of DD Form 619’s historically accomplished was 229,250. It takes approximately 3 minutes to complete one DD Form 619 (or 20 per hour).

1) Collection Instrument(s)

[DD-619]

- a) Number of Respondents: 917
- b) Number of Responses Per Respondent: 250
- c) Number of Total Annual Responses: 229,250
- d) Response Time: 3 minutes
- e) Respondent Burden Hours: 11,462.5 hours

2) Total Submission Burden

- a) Total Number of Respondents: 917
- b) Total Number of Annual Responses: 229,250
- c) Total Respondent Burden Hours: 11,462.5 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

[DD-619]

- a) Number of Total Annual Responses: 229,250
- b) Response Time: 3 minutes
- c) Respondent Hourly Wage: \$16.75
- d) Labor Burden per Response: \$0.84
- e) Total Labor Burden: \$191,996.88

2) Overall Labor Burden

- a) Total Number of Annual Responses: 229,250
- b) Total Labor Burden: \$191,996.88

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 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-619]

- a) Number of Total Annual Responses: 229,250

- b) Processing Time per Response: 3 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$16.75
- d) Cost to Process Each Response: \$0.84
- e) Total Cost to Process Responses: \$191,996.88

- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 229,250
  - b) Total Labor Burden: \$191,996.88

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: \$191,996.88
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$191,996.88

15. Reasons for Change in Burden

The burden has decreased since the previous approval due to a more accurate calculation.

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.