
Supporting Statement for Personal Property Collection Request

Part A: Justification

OMB No. 1910-1000

Exchange Sale Reporting Tool

Non-Federal Recipient Reporting Tool

Federal Automotive Statistical Tool Report

December 2022

U.S. Department of Energy
Washington, DC 20585

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Introduction

Provide a brief introduction of the Information Collection Request. Include the purpose of this collection, note the publication of the 60-Day Federal Register Notice, and provide the list of forms within this collection.

The information collection requests a three-year extension of its Exchange Sale Reporting Tool, Non-Federal Recipient Reporting Tool and Federal Automotive Statistical Tool Reports. The reports request information from the DOE Management and Operating (M&O) Contractors to ensure the Department exercises the appropriate oversight and control over management of Government furnished personal property to Department Contractors in accordance with the federal regulations, statutory and regulatory requirements, and the terms and conditions of their contracts. Exchange/Sale is an authority provided by Section 503 of Title 40, United States Code. It allows agencies to exchange or sell non-excess, non-surplus personal property and apply the exchange allowance or sales proceeds towards the acquisition of similar personal property. Using the exchange/sale authority reduces the cost of replacement personal property. The Exchange/Sale and Non-Federal Recipients Report is required Pursuant to 40 U.S.C. § 529 which requires executive agencies to submit to GSA following the close of each fiscal year, an annual report of personal property furnished within the United States to any non-Federal recipient during the previous fiscal year. This annual report captures transactions where Federal property is provided to non-Federal recipients. FAST is a collaborative project funded and managed by GSA's Office of Government-wide Policy, DOE's Federal Energy Management Program, and Energy Information Administration in accordance with 41 CFR 102-34 - Motor Vehicle Management regulation, the Energy Policy Act of 1992, [the Energy Policy Act of 2005 \(EPAct 2005\)](#), and the [Energy Independence and Security Act \(EISA\) of 2007](#), and Executive Order 13693 which was revoked and replaced by EO 13834 Regarding Efficient Government Operations. The FAST report conveys annual agency motor vehicle fleet inventory, cost, fuel consumption, and usage data. This promotes accountability and supports transparency across Government.

The Department of Energy (DOE) invites public comment on a proposed collection of information that DOE is developing for submission to the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act of 1995.

The Department published a 60-day Federal Register Notice and Request for Comments concerning this collection in the Federal Register Volume 87, Number 197, pages 62086-62087 dated Thursday, October 13, 2022.

A.1. Legal Justification

Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the information collection.

This package contains information collections that are used by Department of Energy (DOE) leadership to exercise oversight and control over management of Government furnished personal property in the

hands of DOE's management and operating (M&O) contractors and Federal Acquisition Regulation (FAR) contractors. The contractor's management, oversight, and control function cover the ways in which DOE contractors provide goods and services for DOE organizations and activities in accordance with the terms and conditions of their prime contracts; the applicable statutory, regulatory, and mission support requirements of the Department; and regulations in the functional areas covered by this package.

The basic authority for these collections is the statute establishing the Department of Energy ("Department of Energy Organization Act", Public Law 95-91, August 4, 1977) which vests the Secretary of Energy with the executive direction and management functions, authority, and responsibilities for the Department, including contract management.

A.2. Needs and Uses of Data

Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection

As noted above, the information obtained from DOE contractors by these information collections is used by Departmental management at the appropriate levels to manage the contracts in the best interest of the Department and Federal Government.

The Exchange/Sale Report is a General Services Administration (GSA) mandated annual report in accordance with the Federal Management Regulation (FMR) 41 CFR 102-39.85. This report identifies Government personal property that was either sold or exchanged whereby proceeds received were used to replace similar personal property items or towards the purchase of property available to fulfill an acquisition request.

The Excess Personal Property Furnished to Non-Federal Recipients is a GSA mandated annual report in accordance with FMR 41 CFR 102-36.295 and 102-36.300. The report identifies personal property that was donated or transferred to non-federal recipients.

The Agency Report of Motor Vehicle Data is a federally mandated report in accordance with FMR 41 CFR 102-34.335, the Energy Policy Act of 1992, [the Energy Policy Act of 2005 \(EPAct 2005\)](#), and the [Energy Independence and Security Act \(EISA\) of 2007](#), and Executive Order 13693 which was revoked and replaced by EO 13834 Regarding Efficient Government Operations. Only sections 5,7, and 11 of Executive Order 13834 of May 17, 2018 (Efficient Federal Operations) are active. All agencies are required to report motor vehicle inventories, acquisitions, operating cost, miles traveled, and fuel using the online Federal Automotive Statistical Tool (FAST) database.

The Annual Motor Vehicle Fleet Report is a federally mandated annual report in accordance with the Office of Management and Budget's Circular A-11. Motor vehicle data is collected electronically using the Federal Automotive Statistical Tool (FAST). Information reported consists of projected cost data for three years and a supporting textual narrative with respect to acquiring and maintaining motor vehicles.

DOE utilizes the information from this collection to manage personal property efficiently, and in alignment with mission needs to execute the DOE mission. This information collection also aids DOE in personal property accountability, reutilizing assets, when possible, proper disposal of assets, aids in

implementing uniform policies and standards for management of personal property and promoting utilization of excess personal property.

The requirements for the FAST consists of three annual reports: (1) **OMB Circular A-11 Data Call** (August); (2) **Fueling Infrastructure and Electric Vehicle Supply Equipment (EVSE) Inventory** (November); (3) **Federal Fleet Report** (December).

A.3. Use of Technology

Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

The data for the Exchange/Sale Report and the Report of Excess Personal Property Furnished to Non-Federal Recipients is collected using GSA's online system, Personal Property Reporting Tool. Motor vehicle data is collected electronically using the Federal Automotive Statistical Tool (FAST). One hundred percent of responses are submitted electronically.

A.4. Efforts to Identify Duplication

Describe efforts to identify duplication.

The information identified in this package is collected on an annual basis and consists of separate and discrete programs, therefore, duplication is unlikely. The information collected in this package is held by DOE's contractors. There are no other sources to collect the information as required by regulation and OMB Circular A-11.

A.5. Provisions for Reducing Burden on Small Businesses

If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

The collection of this information does not impact small businesses. Impact of the collection of information on small businesses is considered in the development of the contract requirements.

A.6. Consequences of Less-Frequent Reporting

Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If these information collections were not conducted, proper management of Government furnished personal property, M&O contractors, and FAR contractors would be difficult and would hinder statutory requirements to be carried out. It would also be difficult to respond to the annual GSA and OMB reporting requirements noted in item #2.

A.7. Compliance with 5 CFR 1320.5

Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines:

Information collections in this package have been reviewed and justified by Departmental management requirements, statutes, external regulations or interagency reporting requirements, Departmental orders, or other internal DOE requirements and are collected in a manner consistent with OMB guidelines.

A.8. Summary of Consultations Outside of the Agency

If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report.

The Department published a 60-day Federal Register Notice and Request for Comments concerning modification of this collection in the Federal Register Volume 87, Number 197, pages 62086-62087 dated Thursday, October 13, 2022. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. No comments on the information collection were received. DOE attends quarterly meetings with GSA to discuss data elements. As the requirements are changed or updated, GSA coordinates and implements through the Interagency Committee on Property Management.

A.9. Payments or Gifts to Respondents

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

There is no remuneration given for submission of any of the information other than the expense of responding is treated as an allowable cost under the terms and conditions of the government contract.

A.10. Provisions for Protection of Information

Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

If confidential information is involved in the information collection, the requirement for handling confidential information is set forth in the contract documents and applicable Departmental regulations

are adhered to for the handling of management and program information by the Department. However, no Personal Identifiable Information is collected during the process of this reporting.

A.11. Justification for Sensitive Questions

Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why DOE considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no collections in this package which involve questions of a sensitive, personal, or private nature.

A.12A. Estimate of Respondent Burden Hours

Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.

The estimated burden, expressed in burden hours, is the sum of the burden reported by Departmental elements and field organizations as compiled from their respective contractors or estimated by expert personnel familiar with these collections. Computations are based on the number of respondents, times the annual reporting frequency, times the hours per each response. DOE performs a validation of the reports for each site prior to submittal to GSA to ensure there is only one respondent per site, which results in zero unduplicated respondents.

Table A1. Estimated Respondent Hour Burden

Form Number/Title (and/or other Collection Instrument name)	Type of Respondents	Number of Respondents	Annual Number of Responses	Burden Hours Per Response	Annual Burden Hours	Annual Reporting Frequency
Exchange / Sale (Contractors)	1	59	59	2.00	118	1
Non-Federal Recipients (Contractors)	1	59	59	2.00	118	1
Federal Automotive Statistical Tool (Contractors)	1	83	249	14.00	3,486	3
TOTAL		201	367		3,722	

A.12B. Estimate of Annual Cost to Respondent for Burden Hours

Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under ‘Annual Cost to Federal Government’.

The estimated total annual cost burden to respondents resulting from the information collection in this package is based on the U.S. Bureau of Labor Statistics Table 2, Civilian workers by occupational and industry group. The Office and administrative support series total compensation cost of \$30.87 per burden hour is selected to best represent the cost burden. The total estimated cost is \$30.87/burden hour x 3,722 annual burden hours=\$114,898. A standard multiplier to the hourly wage rate is used to convert the hourly wage to a fully burdened wage (i.e., wage plus benefits) of 1.4 multiplier for private employees. The fully burden hour rate \$43.21 x 3,722 annual burden hours. The total estimated annual cost burdens to the respondents for this information collection package is \$160,826.

Table A2. Estimated Respondent Cost Burden

Type of Respondents	Total Annual Burden Hours	Hourly Wage Rate	Total Respondent Costs
Exchange / Sale	118	\$43.21	\$5,098
Non-Federal Recipients	118	\$43.21	\$5,098
Federal Automotive Statistical Tool	3,486	\$43.21	\$150,630
TOTAL	3,722		\$160,826

A.13. Other Estimated Annual Cost to Respondents

Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

a) A total capital and start-up cost component (annualized over its expected useful life)

The collection systems are not created or owned by DOE. They were created by the General Services Administration (GSA) to legally require federal agencies to report excess personal property to GSA for screening and disposal, and report on personal property exchanged or sold for replacement purposes (paragraph 3.a. below) and personal property furnished within the United States to non-Federal recipients (paragraph 3.b. below). This bulletin also provides guidance on using GSA’s Personal Property Reporting Tool (PPRT). These systems have been in place for some time and therefore start-up costs are not available.

b) A total operation and maintenance and purchase of services component.

DOE does not have estimates for maintaining and disclosing or providing the information. Additionally, estimate for the items below are unknown because the systems are owned and operated by GSA.

- I. The systems and technology acquisition,

- II. Expected useful life of capital equipment,
- III. The discount rate(s),
- IV. The time period over which costs will be incurred,
- V. Capital and start-up costs include among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment; and record storage facilities.

A.14. Annual Cost to the Federal Government

Provide estimates of annualized cost to the Federal government.

The DOE Organizational Property Management Officers are responsible for compiling and verifying the data submitted by DOE contractors. The estimated annualized cost to the Department for this information collection package is based on an assumed standard rate of \$78.63 per hour (GS-14) multiplied by an additional 30% for employee fringe benefits. The additional 30% for employee fringe benefits is calculated to be \$23.58 for a total of \$102.21. The total of \$102.21 per hour rate is multiplied by an additional 30% overhead cost. The additional 30% is calculated at \$30.60 which is added to 102.21. The total estimated burden hour rate to the Department for this information collection package is \$132.81.

Government Cost:

- Exchange/Sale Report: \$133/burden hrs. x 118 hrs.= \$15,694
- Excess Personal Property Furnished to Non-Federal Recipients: \$133/burden hrs. x 118 hrs.= \$15,694
- FAST Fleet Reports: \$133/burden hrs. x 996 hrs. = \$132,468.

Type of Respondents	Total Annual Burden Hours	Hourly Wage Rate	Total Respondent Costs
Exchange / Sale	118	\$133	\$15,694
Non-Federal Recipients	118	\$133	\$15,694
Federal Automotive Statistical Tool	996	\$133	\$132,468
TOTAL	1,232		\$163,856

The total estimated cost for the government is \$163,856.

A.15. Reasons for Changes in Burden

Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.

The changes reported in item 13 reflect a change to the annual burden hours. The changes reported in item 14 reflect an increase in the estimates of annualized cost to the Federal government, the number

of Exchange/Sale, Non-Federal Recipients, and FAST respondents and an increase in the annual burden hours. The increase in burden hours from 2,024 to 3,722 reflects the increase of the number of annual responses of the sites reporting data in the Agency Report for Motor Vehicle and the Annual Motor Vehicle Fleet Report, both of which are pulled from the FAST. The number of respondents changed from 276 to 367 due to the frequency of the annual reporting by the Contractor respondents allocated to the GSA Personal Property Reporting Tool online system. Overall, the annual burden hours increased and the number of burden hours per respondent increased for FAST reporting by frequency of reporting by the Contractor employees.

Table A3. ICR Summary of Burden

	Requested	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Previously Approved
Total Number of Responses	367	0	91	276
Total Time Burden (Hr.)	3,722	0	1698	2024
Total Cost Burden	\$160,826	0	-104,154	\$56,672

A.16. Collection, Tabulation, and Publication Plans

For collections whose results will be published, outline the plans for tabulation and publication.

The information collected is published by GSA on their website for public viewing. The online aforementioned systems automatically tabulate the data.

A.17. OMB Number and Expiration Date

If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

Approval for non-display of OMB expiration date is not being requested.

A.18. Certification Statement

Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.

There are no exceptions identified in Item 19.