

SUPPORTING STATEMENT - PART A

Industrial Capabilities Questionnaire – 0704-0377

1. Need for the Information Collection

This information collection is necessary to provide the Department of Defense (DoD) with a vehicle to assess the current industrial base supporting DoD programs and to ensure that a diverse, healthy, and competitive industrial base exists and is capable of meeting current DoD demands and future mobilization requirements. Additionally, the information is required to perform industrial assessments as mandated by U.S. Code Title 10, Subtitle A, Part IV, Chapter 148, Subchapter II, “Policies and Planning.” The information also supports the development of a defense industrial base information system as required by Section 722 (“Defense Industrial Base System”) of the 1992 Defense Production Act (P.L. 102-558), as amended, and Executive Order 12919, Part VIII, Section 802, “Defense Industrial Base Information System.”

2. Use of the Information

This collection’s respondents are companies identified by the DoD industrial base community, through various assessment or inquiries by senior leadership, as being of interest. The points of contact will vary from company to company dependent upon how each company addresses government relations.

Respondents use DD Form 2737, “Industrial Capabilities Questionnaire,” to provide the requested data. The form, a fillable PDF, is available on the Industrial Policy website and DD Forms website. The form is sent to respondents electronically by the government requestor after the necessary government fields have been completed. Respondents then complete the form electronically and email it back to the government requestor. After the government point of contact has received the form back from the respondent, the industrial-based office which requested the information will review the form for completeness and follow up by email if there are any clarifying questions.

The form records pertinent information needed to conduct industrial base analysis. Its information will be evaluated for completeness and reviewed by subject matter experts for industrial base risk. Thereby, DoD leadership – to include the Office of the Under Secretary of Defense for Industrial Policy and other DoD stakeholders – are able to assess industrial base risks and ensure a robust defense industrial base to support the warfighter.

3. Use of Information Technology

All (100%) responses are received electronically, per the process detailed in the previous section.

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

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Data is collected annually or as requested by Department of Defense stakeholders. Performing this collection less frequently would compromise the integrity of data on the industrial base and cause analysis and information provided to decision makers to be outdated. For this reason, the collection of data cannot be conducted any less frequently.

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 Tuesday, May 28, 2024. The 60-Day FRN citation is 89 FR 46091.

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

A 30-Day Federal Register Notice for the collection published on Monday, August 12, 2024. The 30-Day FRN citation is 89 FRN 65601.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register Notice was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

That data is considered "Business Sensitive." Thus, it will not be shared with other contractors.

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.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Hard copies of the information will be stored in locked file cabinets and the electronic version will be secured behind the firewall. Information no longer used is disposed of in accordance with agency policy regarding the disposition of sensitive material. Correspondence, reports, studies, goal statements, and other records will be destroyed when three (3) years old.

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

1) Collection Instrument(s)

DD Form 2737, "Industrial Capabilities Questionnaire"

- a) Number of Respondents: 12,800
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 12,800
- d) Response Time: 12 hours
- e) Respondent Burden Hours: 153,600 hours

2) Total Submission Burden

- a) Total Number of Respondents: 12,800
- b) Total Number of Annual Responses: 12,800
- c) Total Respondent Burden Hours: 153,600 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

DD Form 2737, "Industrial Capabilities Questionnaire"

- a) Number of Total Annual Responses: 12,800
- b) Response Time: 12 hours
- c) Respondent Hourly Wage: \$56.24
- d) Labor Burden per Response: \$674.88
- e) Total Labor Burden: \$8,638,464

2) Overall Labor Burden

- a) Total Number of Annual Responses: 12,800
- b) Total Labor Burden: \$8,638,464

The Respondent hourly wage was determined by using the BLS Occupational Employment and Wage Statistics (https://www.bls.gov/oes/current/oes_nat.htm). Occupational code 11-3051.

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 Form 2737, "Industrial Capabilities Questionnaire"

- a) Number of Total Annual Responses: 12,800
 - b) Processing Time per Response: 8 hours
 - c) Hourly Wage of Worker(s) Processing Responses: \$49.00
 - d) Cost to Process Each Response: \$392.00
 - e) Total Cost to Process Responses: \$5,017,600
- 2) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 12,800
 - b) Total Labor Burden: \$5,017,600

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0.00
 - b) Printing: \$0.00
 - c) Postage: \$0.00
 - d) Software Purchases: \$0.00
 - e) Licensing Costs: \$0.00
 - f) Other: \$0.00
- 2) Total Operational and Maintenance Cost: \$0.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$5,017,600
- 2) Total Operational and Maintenance Costs: \$0.00
- 3) Total Cost to the Federal Government: \$5,017,600

15. Reasons for Change in Burden

There has been no change in burden since the last approval. The only change is a small increase to the respondent labor burden as a result of estimated wage inflation.

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.