

SUPPORTING STATEMENT - PART A

Certification of Qualified Products

OMB Control Number 0704-0487

1. Need for the Information Collection

This information collection is authorized by the following:

Per 10 U.S.C. 3243 and subpart 9.2 of the Federal Acquisition Regulation (FAR), as well as DoDM 4120.24, Enclosure 14, Qualification is the responsibility of the Preparing Activity for the specification. The purpose of Qualification is to ensure continued product performance, quality, and reliability, as well as provide for the completion of long or highly complex evaluations and tests prior to and independent of an acquisition or contract. As evidence that the products or processes and materials meet the specification requirements, it is stated in policy that certification must be done every two years by the manufacturer/distributor. Within the Qualification Program, the manufacturer must:

- Maintain adequate process and quality control procedures to ensure that the items continually comply with all specification requirements.
- Report immediately any discrepancies from testing, periodic product reexaminations, and production process and controls.
- Ensure that delivered items conform to all requirements including performance, quality, reliability, and all other specification product characteristics.
- Ensure all products are manufactured and tested in a manner that was approved under the original specification. This includes the manufacturing process and plant locations, test sequences, test methods, and test procedures used.

It is for these reasons that the DoDM 4120.24 calls for the use of DD Form 1718 by manufacturers to retain qualification.

2. Use of the Information

All information collected is provided by individual manufacturers. The collection instrument is the fillable PDF DD Form 1718, "Certification of Qualified Products." Respondents receive the form from the DoD Qualifying Activity managing the associated Qualified Products List (QPL) or Qualified Manufacturers List (QML). The collection instrument is returned via email to the appropriate qualifying activity with cognizance over the QPL or QML. The request for information collection will be conducted in real-time as per policy. The manufacturers' products require recertification to remain on the associate QPL or QML.

The information collected will be used to retain certification of manufacturers' products. Information collected will allow respondents (manufacturers) to express that there have been no changes in either process or materials, and the products are produced the same as originally qualified.

The DD Form 1718 is the form associated with this information collection. The DD Form 1718 is sent to the manufacturer every two years by the Qualifying Activity when the applicable specification does not contain complete requalification testing and requests the manufacturer to complete the form. The manufacturer's products will be removed from the Qualified Products List (QPL) or the Qualified Manufacturers Lists (QML) if the certification is not returned after due notice. The manufacturers complete the form by certifying that their products still meet the specification requirements as originally tested. The manufacturers then return the form to the Qualifying Activity via email. The Qualifying Activity reviews the forms, validates the information, and updates the QPL/QML information so that the supplier is revalidated and remains active on the listing for another two years. This allows the government to continue purchasing the manufacturer's listed products. The form requests such information as:

- Is the listed product still manufactured at the plant shown on the QPL/QML?
- Is the plant still under the same management?
- Are the products still manufactured under the same conditions as originally qualified, with the same process, materials, construction, design, and manufacturers part number or designation?
- Does the product meet the requirements and tests of the latest issue of the specification?

3. Use of Information Technology

To date, the percentage of response collected electronically is 100 percent. This percentage is because all forms are sent and received via email.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

No other Government Agency is responsible for this program. The military services or Defense Agencies do not have any forms or information collection that duplicate the information collected. There is no other way to collecting this information.

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

The information is collected in 24-month cycles. If collections were stopped, the ability of the Department of Defense to ensure these qualified products meet the specified requirement would be compromised, as these products are not tested after initial qualification. Certification, as developed with the DD Form 1718, ensures the DoD has legal recourse should any of these products experience failure that could affect DoD's mission.

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 46088.

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

A 30-Day Federal Register Notice for the collection published on Monday, September 23, 2024. The 30-Day FRN citation is 89 FRN 77495.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register 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

A Privacy Act Statement (PAS) is not required for this collection because is not filed by the name of the responsible management official.

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.

Records associated with this collection are designated 4700.22 Treatment, Storage and Disposal Facilities (TSDF), Temporary. Cutoff at end of Event. Destroy 50 years after termination of facility.

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)

Certification of Qualified Products (DD Form 1718)

a) Number of Respondents: 932

b) Number of Responses Per Respondent: 1

- c) Number of Total Annual Responses: 932
- d) Response Time: 30 minutes
- e) Respondent Burden Hours: 466 hours

2) Total Submission Burden

- a) Total Number of Respondents: 932
- b) Total Number of Annual Responses: 932
- c) Total Respondent Burden Hours: 466 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

Certification of Qualified Products (DD Form 1718)

- a) Number of Total Annual Responses: 932
- b) Response Time: 30 minutes
- c) Respondent Hourly Wage: \$19.76
- d) Labor Burden per Response: \$9.88
- e) Total Labor Burden: \$9,208

2) Overall Labor Burden

- a) Total Number of Annual Responses: 932
- b) Total Labor Burden: \$9,208

The Respondent hourly wage was determined by using the Bureau of Labor Statistics Wage Estimate Website (https://www.bls.gov/oes/current/oes_nat.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)

Certification of Qualified Products (DD Form 1718)

- a) Number of Total Annual Responses: 932
- b) Processing Time per Response: 30 minutes
- c) Hourly Wage of Worker(s) Processing Responses: \$45.00
- d) Cost to Process Each Response: \$22.50
- e) Total Cost to Process Responses: \$20,970

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 932
- b) Total Labor Burden: \$20,970

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: \$20,970
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$20,970

15. Reasons for Change in Burden

The burden has decreased since the previous approval due to updated technology and customer need.

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.