

SUPPORTING STATEMENT - PART A

Application for Priority Rating for Production or Construction Equipment OMB Control Number 0704-0055

Summary of Changes from Previously Approved Collection

The following updates to the form are focused on enhancing data accuracy, improving the relevance of information collected, and clarifying the form's scope and applicability. Specific improvements include:

- The form now accommodates 5-digit zip codes and collects detailed information on both applicant and supplier performance requirements, enabling more precise matching of needs and capabilities.
- Questions in Block 9 and Block 10 have been revised to directly address critical production constraints, such as capacity limitations and the impact of DPAS-rated orders, providing a more targeted assessment of urgent requirements.
- A new field (13) has been added to allow applicants to identify business proprietary and/or sensitive information, ensuring data protection.
- Section 14b provides improved clarity regarding the DPAS priority rating and program identification symbol associated with the authorization.
- General instructions have been updated to explicitly define the form's purpose for U.S. industry support of DoD programs, and terminology has been updated to reflect current organizational structures (e.g., "Service Headquarter DPAS Officers").
- The updated form is projected to have approximately 515 respondents, reflecting a more accurate assessment of regular usage based on feedback from relevant stakeholders directly using the form, compared to the previous average of 610.

1. Need for the Information Collection

Under the priorities and allocations authority in the Defense Production Act of 1950 (Pub. L. 81-774), as amended (50 U.S.C Chapter 55), the President is authorized to (1) require that contracts or orders relating to certain approved defense or energy programs be accepted and performed on a preferential basis over all other contracts or orders, and (2) allocate materials and facilities in such a manner as to promote approved programs.

The responsibility for carrying out the Title I priorities and allocations authority for industrial resources is delegated to the Department of Commerce (DOC) in Executive Order 13603. DOC delegates to the Department of Defense (DoD) priorities and allocations authority for industrial resources to require certain contracts and orders supporting approved national defense programs be accepted and performed on a preferential basis. DoD established the DD Form 691, "Department of Defense Application for Priority Rating

for Production or Construction Equipment," as the instrument for contractors to request priority rating authority for production or construction equipment needed to support weapon systems and other important defense programs. This form is the vehicle with which contractors may request priority for preferential contract performance in order to acquire industrial equipment in a timely manner, thereby facilitating development and support of weapons systems and other important defense programs.

2. Use of the Information

Respondents are companies/facilities that are specifically identified as being of interest to the DoD and have relevant approved national defense programs.

The information collected on the DD Form 691 is reviewed by the Office of the Assistant Secretary of Defense for Industrial Base Policy (OASD(IBP)) and related program officials to evaluate, prioritize, and resolve supply chain conflicts and delivery challenges. It enables the DoD to take appropriate steps to ensure that priority-rated contracts and programs receive the support they require. The data ensures compliance with DPAS regulations and supports the operational needs of defense programs with national security implications. Without this information, DoD would not be able to assess a contractor's stated requirement to obtain timely delivery of the equipment needed for fulfillment of contractual obligations supporting approved programs.

The information collected is used for contractors to apply a priority rating authority to contracts and orders supporting approved national defense programs to be accepted and performed on a preferential basis. Contractors and suppliers are made aware of the DD Form 691 through DoD Manual 4400.1-M "Department of Defense Priorities and Allocations Manual".

The DD Form 691 can be obtained on the DoD Forms websites (<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0691.pdf>). The completed form should be emailed to the respective Defense Priorities & Allocations System (DPAS) POC.

3. Use of Information Technology

100% of responses are collected electronically. The use of information technology minimizes processing time, improves tracking, and reduces the administrative burden for both the submitter and the DoD.

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 small businesses. By submitting DD Form 691, small businesses can often access DoD assistance for resolving supply chain challenges and fulfilling their obligations under established delivery schedules.

6. Less Frequent Collection

This collection is conducted on an as-needed basis by respondents facing supply chain challenges that impact their ability to fulfill obligations under established delivery schedules, which in turn can affect the supply of critical items. If this collection were not conducted, the supply of critical items to the Government may be further delayed or disrupted. Collecting this information less frequently has been considered and accommodated to the maximum extent practical.

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) or other policy.

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday November 16, 2025. The 60-Day FRN citation is 90 FRN 54311.

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

A 30-Day Federal Register Notice for the collection published on Wednesday, January 28, 2026. The 30-Day FRN citation is 91 FR 3713.

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 Components 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.

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 are retained for a period of 5 years.

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

DD Form 691

- a) Number of Respondents: 515
- b) Number of Responses Per Respondent: 1
- c) Number of Total Annual Responses: 515
- d) Response Time: 1 Hour
- e) Respondent Burden Hours: 515

2) Total Submission Burden

- a) Total Number of Respondents: 515
- b) Total Number of Annual Responses: 515
- c) Total Respondent Burden Hours: 515

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument

DD Form 691

- a) Number of Total Annual Responses: 515
- b) Response Time: 1 Hour
- c) Respondent Hourly Wage: \$59.42
- d) Labor Burden per Response \$59.42
- e) Total Labor Burden: \$30,601.30

2) Overall Labor Burden

- a) Total Number of Annual Responses: 515
- b) Total Labor Burden: \$30,601

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). The estimated cost is

based on the current mean hourly wage for an Administrative Services Manager (Occupation Code 11-3012)

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 691

- a) Number of Total Annual Responses: 515
- b) Processing Time per Response: 2 hours
- c) Hourly Wage of Worker(s) Processing Responses: \$65.26
- d) Cost to Process Each Response: \$130.52
- e) Total Cost to Process Responses: \$ 67,217

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 515
- b) Total Labor Burden: \$ 67,217

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: \$0.00

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$85,211.9

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$85,212

The Labor Cost for the Federal Government was determined by using the Bureau of Labor Statistics Wage Estimate Website (https://www.bls.gov/oes/current/oes_nat.htm). The estimated cost is based on the current mean hourly wage for a Management Analyst (Occupation Code 13-1111).

15. Reasons for Change in Burden

The burden has decreased since the previous approval. Based on insights from relevant stakeholders, the estimated number of regular respondents for the updated form is 515, a decrease from the previous average of 610. This reflects a more accurate assessment of actual usage due to updated metrics gathered by relevant stakeholders. The value and relevancy of the form in aiding small businesses in fulfilling DPAS obligations have not decreased.

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.