

## Project Time Record System

### Supporting Statement

#### JUSTIFICATION

1. Circumstances that make the collection necessary. This collection of information is for the purpose of tracking workload / project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for management and planning purposes; to maintain management records associated with the operations of the contract; to evaluate and monitor the contractor performance and other matters concerning the contract.
2. How, by whom, and for what purpose the information is to be used. This collection of information is for the purpose of the government supervisors to monitor all aspects of a contract and to resolve any discrepancy in hours billed to DLA in accordance with FAR Clause 16.601 (b)(1). The information is used for the purpose of tracking workload / project activity for analysis and reporting purposes, time and attendance, and labor distribution data against projects for management and planning purposes. Records include individual's name, User ID, position, company, project and workload records, time and attendance, regular and overtime work hours and leave hours. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and use externally as required by DoD.
3. Consideration of information technology. An automated database will be used.
4. Efforts to identify duplication. Investigation resulted in no findings of duplication for collecting this information.
5. Method(s) used to minimize the burden on small entities. There is no significant impact on small entities.
6. Consequence to the Federal program if the collection is not conducted or conducted less frequently. The collection of the information is necessary to meet DoD mission requirements and to assist DoD management in achieving optimum effectiveness of workload and project activity.
7. Circumstances that require the collection to be conducted in a specific manner. This information collection is consistent with guidelines in 5 CFR 1320.5(d)(2).
8. Provide date and page number of publication in the Federal Register. The 60-day notice was published on May 5, 2008 (73 FR 24573). No comments were received.

Other efforts include a requirement in all major contracts for contractors to offer their own information products (contractor content and format) as an alternative to the stated Government information collection request; adoption of industry standards related to information products, and continuing interface with various industry associations.

9. Decision to provide payment or gift to respondents. There will be no payment or gift to respondents other than provided under the contract.

10. Assurance of confidentiality provided to respondents. This information is consistent with prudent business practices and current regulations and statutory requirements. Some personal information is collected. Privacy information will appear on a separate Privacy Act Banner after the Security Banner on the opening page of the site.

11. Justification for any questions of a sensitive nature. The collection does not solicit any sensitive information. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and for use externally as required by DoD.

Records include individual's name, User ID, position, company, project and workload records, time and attendance, regular and overtime work hours and leave hours.

12. Estimates of the hour burden of the collection of information. The current estimate of the annual burden hours and the method used to calculate this burden is as follows. The collection includes 2,500 respondents, one 15-minute response per person per week, making a total of 32,500 annual burden hours. The burden hours are determined by this calculation:  $2,500 \times 52 \text{ weeks} \times .25 \text{ hours} = 32,500 \text{ burden hours}$ .

The total cost to the public is estimated at  $\$32,500 \times \$40.00$  (average hourly rate) equaling \$1,300,000.

13. Estimate of the total annual cost burden to respondents resulting from the collection of information. There are no capital, start-up, or operational and maintenance costs associated with this collection of information.

14. Provide estimates of annualized cost to the Federal Government.

The current estimate for initial, one-time training costs includes 100 training classes at 1 hour per class = 100 hours for 2,500 respondents. An System Site Administrator average hourly rate is \$40.00 per hour.

The estimated one-time training cost calculation is  $100 \text{ hours} * \$40.00 = \$4,000$

The current estimate for annual administrative support costs for 2,500 respondents would include 25 Site Administrators, for 52 weeks at .25 hours per week, at an average hourly rate of \$40.00.

The estimated annual administrative support cost calculation is  $25 \text{ System Site Administrators} * 52 \text{ weeks} * .25 \text{ hours per week} * \$40.00 \text{ per hour} = \$13,000 \text{ per year}$ .

15. Reason(s) for any program changes or adjustments reported. This is a new collection that has not previously been approved.

16. Plans for tabulation and publication of results. There are no plans to publish the information collected.

17. Display of expiration date. The OMB number and expiration date will be displayed.

18. Exceptions to the certification statement. There will not be any exceptions to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

#### B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

There are no plans to employ statistical methods.