

## SUPPORTING STATEMENT - PART A

Project Time Record System – OMB Control Number 0704-0452

### 1. Need for the Information Collection

This collection of information is for the purpose of tracking Defense Logistics Agency (DLA) contractor workload/project activity, time and attendance, and labor distribution and data for analysis and reporting, management, and planning purposes. Additionally, the data allows government supervisors to maintain management records associated with the operations of contracts and to evaluate and monitor contractor performance and other matters concerning contracts. Government supervisors are able to monitor all aspects of a contract and resolve any discrepancy in hours billed to DLA. Records devoid of personal identifiers are used for extraction or compilation of data and reports for management studies and statistical analyses for use internally as required by the Department of Defense (DoD).

Following are the authorities for this collection of information:

- 5 U.S.C. 301, “Departmental Regulations”
- 10 U.S.C. 136, “Under Secretary of Defense for Personnel and Readiness”
- 5 U.S.C. 61, “Hours of Work”
- 5 U.S.C. 53, “Pay Rates and Systems”
- 5 U.S.C. 57, “Travel, Transportation, and Subsistence”
- 5 U.S.C. 63, “Leave”
- 41 U.S.C. 405a, “Uniform Federal Procurement Regulations and Procedures”
- FAR 16.601(b)(1), “Time-and-Materials, Labor-Hour, and Letter Contracts”

### 2. Use of the Information

Respondents are contractors working for DLA. Respondents access the collection instrument via a desktop icon which provides access to the database. Once per workweek, respondents enter their time and attendance information electronically (screenshot of data entry fields included with justification package). Project management officers use the information collected to perform project-wide analyses for the purposes of project planning, project scheduling, etc. Project analysts also utilize the collected data to vet and audit the time entry of contractors.

### 3. Use of Information Technology

All responses (100%) are collected electronically.

### 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

Weekly collection of contractor time and attendance information is required to meet DLA's mission requirements and to assist DoD management in achieving optimum effectiveness of workload and project activity.

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 Friday, September 7, 2018. The 60-Day FRN citation is 83 FRN 45421.

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

A 30-Day Federal Register Notice for the collection published on Monday, February 11, 2019. The 30-Day FRN citation is 84 FRN 3151.

Part B: CONSULTATION

Other efforts consultation 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. Additionally, DLA promotes the adoption of industry standards related to information projects and continuing interface with various industry associations.

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 appears when the contractor logs into the system. The contractor must click on "ACCEPT" to continue.

The Systems of Records Notice (SORN) for the Project Time Record System is published at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570277/s90050/>

The latest Privacy Impact Assessment is published at: <http://www.dla.mil/Portals/104/Documents/InformationOperations/PrivacyImpact%20Assessments/EAGLEPIAWebVersion.pdf>

[An updated PIA is currently pending required signatures.](#)

The Retention and Disposition Authority for the Project Time Record System is:

NARA Disposition Authority:	<b>Employee Activity Guide for Labor Entry (EAGLE</b>	<b>Temporary. Cutoff at end of CY. Destroy after GAO audit or when 3 years old, whichever is sooner.</b>	GRS 2.4, Item 030 (DAA-GRS-2016-0015-0003)
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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)

**Project Time Record System**

- a) Number of Respondents: 1,200
- b) Number of Responses Per Respondent: 52
- c) Number of Total Annual Responses: 62,400
- d) Response Time: 15 minutes
- e) Respondent Burden Hours: 15,600 hours

2) Total Submission Burden

- a) Total Number of Respondents: 1,200
- b) Total Number of Annual Responses: 62,400
- c) Total Respondent Burden Hours: 62,400 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument(s)

**Project Time Record System**

- a) Number of Total Annual Responses: 62,400
- b) Response Time: 15 minutes
- c) Respondent Hourly Wage: \$50.00
- d) Labor Burden per Response: \$12.50
- e) Total Labor Burden: \$780,000.00

2) Overall Labor Burden

- a) Total Number of Annual Responses: 62,400
- b) Total Labor Burden: \$780,000.00

Respondent hourly wage was determined based on the average hourly pay of DLA contractors.

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)

**Project Time Record System**

- a) Number of Total Annual Responses: 62,400
  - b) Processing Time per Response: 15 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$23.57
  - d) Cost to Process Each Response: \$5.89
  - e) Total Cost to Process Responses: \$367,536.00
- 2) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 62,400
  - b) Total Labor Burden: \$367,536.00

Processing government employee wage was based off of an average hourly rate for GS-9.

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: \$367,536.00
- 2) Total Operational and Maintenance Costs: \$0.00
- 3) Total Cost to the Federal Government: \$367,536.00

15. Reasons for Change in Burden

This is a reinstatement with no change to an expired collection.

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.