

DRAFT OMB SUPPORTING STATEMENT FOR

NRC FORM 790

Classification Record (3150-0052)

Revision To Extension Request

Description of Information Collection

The NRC Form 790 is completed manually or an electronic submission of the data contained on the NRC Form 790 is submitted each time a document is classified, declassified, or downgraded. This reporting requirement affects approximately eight NRC licensees and contractors and one certificate holder that are permitted to use, process, store, reproduce, transmit, or otherwise handle NRC classified information. The information contained on the completed form includes specific information which identifies the document being classified, declassified, or downgraded, as well as specific information describing the status (e.g., original or derivative classification, reason for the declassification review, future action). This information, enables NRC to conduct assessments of classification or declassification determinations made by those officials specifically authorized to make such determinations. The electronic collection system, the "NRC Record Classification Actions (RCA)" system, is housed at the NRC. This system permits collection of NRC Form 790 information electronically, through the use of a standard personal computer and modem. The requested information would be entered into the NRC RCA database system via keyboard data entry from various NRC licensee, contractor, and certificate holder sites.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information

E.O. 12958 empowers the Director, Information Security Oversight Office (ISOO), to require of each agency those reports, information, and other cooperation that may be necessary to fulfill the Director's responsibilities to oversee NRC's actions to ensure compliance with E.O. 12958 and implementing directives. This requires the NRC to report classification/declassification of all documents to ISOO. The NRC Form 790 is the means by which the NRC Division of Facilities and Security (DFS) collects this data from its own employees, licensees, contractors, certificate holders, and persons falling within the scope of 10 CFR Part 95 or NRC Management Directive 12.2. Failure to complete this form would preclude NRC from meeting its expected classification and declassification reporting responsibilities prescribed by ISOO and from evaluating classification/declassification actions during appraisals, inspections and audits. The Agency Declassification Compliance Plan for E.O. 12958 mandates that NRC identify and declassify 100 percent of their 25 year old permanent records by FY 2001. This action, in addition to the fact that one of NRC's regulated entities will generate forms under its uranium enrichment program, has increased the burden estimate and overall will involve about 324 respondents.

2. Agency Use of Information

The completed NRC Form 790 is submitted to DFS. The data provided on the form is entered into an automated data base. The data is then tabulated, stored and as needed, a report is produced. This report is used by DFS to keep track of classification and declassification decisions arrived at by authorized officials. Statistical data from this report is provided to ISOO pursuant to their responsibilities under E.O. 12958. This data is also used by NRC during inspections, appraisals, or audits of the affected facilities or persons.

3. Reduction of Burden Through Information Technology

Classifiers at Headquarters are able to electronically enter the data now captured on NRC Form 790 for all their classification actions. The one NRC certificate holder site is scheduled to begin electronic data input during FY 2000. This uniform system for classifying, declassifying, and downgrading National Security Information fulfills NRC requirements under E. O. 12958. Fifty percent of the responses are expected to be submitted electronically.

4. Effort to Identify Duplication and Use Similar Information

The information collection requirement does not duplicate information the affected licensee, organization, or person must submit for other purposes since the nature of the information requested/collected is unique to NRC's activity at the facility. Similar information cannot be used since no similar information exists. The Information Requirements Control Automated System (IRCAS) was searched and no duplication was found.

5. Effort to Reduce Small Business Burden

None of the licensees, organizations, or persons affected qualify as small businesses. The burden associated with this form is so minimal that there would be no significant burden on a contractor if they qualified as a small business enterprise or entity.

6. Consequences to Federal Program or Policy Activities if the Collection is Not Conducted or is Conducted Less Frequently

The NRC Form 790 is completed manually or an electronic data entry is made when a classification/declassification action occurs. It is not possible to have less frequent collection without eliminating the requirement completely. In that case NRC would not have the information necessary to evaluate the information security program at the facility, which would negatively impact on NRC's responsibility to ensure the proper protection of classified information and compliance with Executive Order requirements and statutory requirements.

7. Circumstances Which Justify Variation from OMB Guidelines

Not applicable.

8. Consultations Outside the NRC

The opportunity for public comment will be published in the Federal Register.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of the Information

NRC provides no pledge of confidentiality for this collection of information. To the extent information is business confidential, procedures are in place to protect the information from improper disclosure.

11. Justification for Sensitive Questions

No sensitive information is requested on the NRC Form 790.

12. Estimated Burden and Burden Hour Cost

400 responses are anticipated. Of these, 50% are expected to be submitted electronically. The estimated burden is calculated as follows:

200 responses per year X 6 minutes (paper copy) to process each form = 20 hours X \$143 per hour = \$2,860.

200 responses per year X 2 minutes (electronic) to process each form = 6.67 hours X \$143 per hour = \$953.

The burden hours are estimated to be 27 hours for a cost of \$3,813.

13. Estimate of Other Additional Costs

No additional licensees, contractors, or certificate holders cost are anticipated. Those who do not have PC's or modems will probably continue to report manually. Others have the option of reporting electronically.

14. Estimated Annualized Cost to the Federal Government

The estimated annualized cost to the Federal Government in administering the program and procedures contained in 10 CFR Part 95 or NRC Management Directive 12.2 is \$3,813. This was computed as follows:

200 responses per year x 6 minutes to process each form X \$143 per hour = \$2,860; therefore, the estimated annual cost to the Government is \$2,860.

200 responses per year x 2 minutes to process each form x \$143 per hour = \$953; therefore, the estimated annual cost to the Government is \$953.

The total cost to the Government will be \$3,813, which equals a reduction in cost of \$1,907.

This cost is fully recovered through fee assessments to NRC licensees and its one certificate holders pursuant to 10 CFR Parts 170 and/or 171.

15. Reasons for Changes in Burden or Cost

The reason for the change in burden and cost is due to the significant decrease in the number of reports (from 2,200 to 400) actually filed by NRC's only certificate holder. It should be noted that if the NRC Form 790 information were collected solely in paper format, the cost would be \$5,720, which will give the NRC a substantial savings of \$22,440 for 2,200 reports. However, with the estimated 50% electronic submission, the cost is only \$3,813.

16. Publication for Statistical Use

NRC tabulates and arranges the information contained on the form, and provides it to ISOO, as needed. There is no other publication for statistical use.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed on NRC Form 790 and will be displayed on the electronic entry system.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this collection of information.

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Proposed Collection; Comment request

AGENCY: U. S. Nuclear Regulatory Commission (NRC)

ACTION: Notice of pending NRC action to submit an information collection request to OMB and solicitation of public comment.

SUMMARY: The NRC is preparing a submittal to OMB for review of continued approval of information collections under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35).

Information pertaining to the requirements to be submitted:

1. The title of the information collection : NRC Form 790, "Classification Record"
2. Current OMB approval number: NRC Form 790
3. How often the collection is required: On occasion
4. Who will be required or asked to report: NRC employees, NRC contractors, NRC licensees, and its only certificate holder who classify and declassify NRC information.

5. The estimated number of annual respondents: 324
6. An estimate of the total number of hours needed annually to complete the requirement or request: 27
7. Abstract: Completion of the NRC Form 790 is a mandatory requirement for licensees, contractors, and only certificate holders who classify and declassify NRC information in accordance with Executive Order 12958, "Classified National Security Information," the Atomic Energy Act, and implementing directives.

Submit, by (insert date 60 days after publication in the Federal Register), comments that address the following questions:

1. Is the proposed collection of information necessary for the NRC to properly perform its functions? Does the information have practical utility?
2. Is the burden estimate accurate?
3. Is there a way to enhance the quality, utility, and clarity of the information to be collected?

4. How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

A copy of the draft supporting statement may be viewed free of charge at the NRC Public Document Room, 2120 L Street, NW (lower level), Washington, DC. OMB clearance requests are available at the NRC worldwide web site (<http://www.nrc.gov/NRC/PUBLIC/OMB/index.html>). The document will be available on the NRC home page site for 60 days after the signature date of this notice.

Comments and questions about the information collection requirements may be directed to the NRC Clearance Officer, Brenda Jo. Shelton, U.S. Nuclear Regulatory Commission, T-6 E6, Washington, DC 20555-0001, by telephone at 301-415-7233, or by Internet electronic mail at BJS1@NRC.GOV.

Dated at Rockville, Maryland, this 31st day of May 2000.

For the Nuclear Regulatory Commission.

/RA/
Brenda Jo. Shelton, NRC Clearance Officer
Office of the Chief Information Officer

4. How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

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Dated at Rockville, Maryland, this 31st day of May 2000.

For the Nuclear Regulatory Commission.

/RA/

Brenda Jo. Shelton, NRC Clearance Officer
Office of the Chief Information Officer

DISTRIBUTION

MC: None

D/SEC RF

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DOCUMENT NAME: nrc7901b.wpd *See previous concurrence

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