

Date: January 30, 2002

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: NRC Form 445, "Request for Approval of Official Foreign Travel"

Current Burden/Responses: 30 hours/30 responses

Proposed Burden/Responses: 1,200 hours/200 responses

Frequency of Response: One time every trip.

Reasons for Changes in Burden/Responses: The burden has increased due to the staff's re-estimate of the number of respondents and the burden per form based on actual forms received. This resulted in an estimated increase of 170 forms from 30 to 200. The time to complete and review the form increased by 3 hours, from 1 hour to 4 hours per form to allow contractor and consultant personnel to prepare and get approvals from all levels prior to travel. Also, the professional hourly rate increased to \$144 per hour. Previous estimates of the number of respondents and the burden per form were inaccurate.

Level of Concurrence: Director
Office of International Programs

Recordkeeping Requirements in Accordance with the Retention Periods for Records/Rule: NA

Search of the Information Requirements Control Automated System (IRCAS):
IRCAS was searched, no duplication was found.

Abstract: NRC Form 445, "Request for Approval of Foreign Travel," is supplied by consultants, contractors and NRC invited travelers who must travel to foreign countries in the course of conducting business for the NRC. In accordance with 48 CFR 20, "NRC Acquisition Regulation," contractors traveling to foreign countries are required to complete this form. The information requested includes the name of the Office Director/Regional Administrator recommending travel, approved by the Office Director, Regional Administrator or Chairman, as appropriate, the traveler's identifying information, purpose of travel, a listing of the trip coordinators, other NRC travelers and contractors attending the same meeting, and a proposed itinerary.

cc: B. St. Mary