

DRAFT OMB SUPPORTING STATEMENT FOR
NRC FORM 445
REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL
(OMB 3150-0193)

REVISION

DESCRIPTION OF THE INFORMATION COLLECTION

Information forwarded on the above, "Request for Approval of Foreign Travel" form is supplied by non-Federal 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, approval by the Office Director, Regional Administrator or Chairman, as appropriate, the traveler's identifying information, the purpose of the travel, a listing of trip coordinators, other NRC travelers and contractors attending the same meeting, and a proposed itinerary.

The burden for this form has changed since the last clearance approval due to re-estimate and increase in the number of respondents and in the burden per response.

A. JUSTIFICATION

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

Data from the NRC Form 445 is required to initiate foreign travel arrangements for non-Federal consultants, contractors and NRC invited travelers who must visit foreign countries in the course of conducting business for the NRC. It also aids in the preparation of the travel authorization, NRC Form 279, which is required before any travel can commence. It also aids in reconciling the travel voucher at the conclusion of a trip.

2. Agency Use of Information

Information on NRC Form 445 is used to authorize travel for consultants, contractors and NRC invited travelers who must travel to foreign countries in the course of conducting business for the NRC. Information, such as proposed itinerary and purpose of travel, is needed to obtain official passports and visas from the Department of State and from the embassy of the foreign country being visited. No forms are transmitted only essential identifying information from the form. The information is not captured nor retained in the agency's accounting system, but is maintained in a system of privacy records designated as NRC-20 (58 Federal Register 36468 (July 7, 1993), or the most recent Federal Register publication of the U.S. Nuclear Regulatory Commission's "Republication of Systems of Record Notices."

3. Reduction of Burden through Information Technology

There is no legal obstacle to the use of information technology, and respondents

will be encouraged to do so. In order to meet the requirements of the Government Paperwork Elimination Act, NRC intends to offer the option of electronic submission of this form in the future when electronic signature is available for it.

4. Effort to Identify Duplication and Use Similar Information

The Information Requirements Control Automated System (IRCAS) was searched to determine agency duplication. None was found.

5. Effort to Reduce Small Business Burden

Completion of NRC Form 445 by non-Federal personnel such as consultants, contractors, and NRC invited travelers is the minimum information needed to authorize travel for this group.

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

This information is needed in order to process a travel authorization. According to Federal Travel regulations, a travel authorization must be in place before official travel can begin. Without a travel authorization, reimbursement may not be made for any expenses incurred by the traveler.

7. Circumstances Which Justify Variation From OMB Guidelines

Not applicable.

8. Consultations Outside the NRC

The opportunity for public comment has been published in the Federal Register.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of the Information

This information is protected from public disclosure under the Privacy Act of 1974 and is handled in accordance with routine uses specified in the Privacy Act.

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

It is estimated that 200 respondents, including consultants, contractors and NRC invited travelers, will travel to foreign countries for a total annual estimated number of 300 trips. OIP receives all Forms 445, and they are entered in a log. At an estimated burden of 4 hours per form, the annual burden is estimated to be 1200

hrs. (4 hrs x 300 forms equals 1200 hrs.). At a professional hourly rate of \$144/hr, the annual cost is \$172,000 (1,200 forms annually x \$144/hr/form).

13. Estimate of Other Additional Costs

None.

14. Estimated Annualized Cost to the Federal Government

The total annualized cost to the NRC for reviewing and assessing NRC Form 445 is \$13,500 (300 forms x 1/yr per form x \$45.00/yr. clerical hourly rate).

15. Reasons for Changes in Burden or Cost

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.

16. Publication for Statistical Use

This information will not be published for statistical use.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.