

August 3, 2004

NOTE TO: Daniel H. Dorman, Deputy Director
Division of Nuclear and Security, NSIR

FROM: Chia-Ling Lee, Program Support Assistant / RA /
Administrative Management Team, PMDA/NSIR

SUBJECT: INFORMATION COLLECTION - DOE/NRC 740M, CONCISE NOTE

The Office of the Chief Information Officer (OCIO) recently requested our review and update of information collection requirements for the subject clearance which expires April 31, 2005. This long lead time is necessary to ensure adequate time for NRC internal review, solicitation of public comments, and OMB review and clearance prior to the OMB clearance expiration date.

The Paperwork Reduction Act of 1995 established new requirements: two Federal Register Notices must now be published. The first notice allows the public 60 days to comment on our intention to seek OMB approval for a renewal of the information collection. The second notice is published for a 30-day comment period at the time of the submittal to OMB.

In order to meet the deadline for submission of the first notice (60-day notice) to OCIO, I need your review and update of the attached Draft Supporting Statement by October 22, 2004. Due to the events that took place on September 11, 2001, OMB receipts of clearance packages will be delayed by increased mail security measures. It is extremely important that we meet this date so we leave adequate time for our packages to reach OMB in a timely fashion.

There has been a change in the level of information that the Agency must provide in all OMB clearance packages. The agency is required to adequately justify in its OMB clearance submittals the basis for its burden estimates (item 8. of the Supporting Statement). OMB will no longer accept a basis that does not involve consultation with the respondent universe, e.g., "staff's best estimate."

If we receive comments as a result of our 60-day notice, we will have to address them in our final supporting statement. But we won't worry about that now.

For your convenience, I have created a package in ADAMS which contains the Draft Supporting Statement and the Federal Register Notice for you to update. **The ADAMS Accession Number is ML042430309.**

Attachment: As stated

All estimates for this information collection should be for the 3-year period from May 1, 2005 - April 30, 2008. **The current fee rate is \$157.00.** Thanks for your help. Please call 415-7107 if you need assistance.

Attachments:

As stated

cc: w/attachments

Division Director/Deputy Director

Branch Chief

Section Chief

ADAMS Accession Number: ML042390329