

DRAFT OMB SUPPORTING STATEMENT
FOR
NRC FORM 590
APPLICATION/PERMIT FOR USE OF THE
TWO WHITE FLINT NORTH (TWFN) AUDITORIUM
(3150-0181)
EXTENSION

Description of the Information Collection

The U. S. Nuclear Regulatory Commission (NRC) has an Auditorium which is available for use by the public. In accordance with the Public Buildings Act of 1959, an agreement was reached between the Maryland-National Capital Park and Planning Commission (MPPC), the General Services Administration (GSA) and the NRC, which states that the Auditorium will be made available for public use. Members of the public who wish to use the Auditorium must complete NRC Form 590, Application/Permit for Use of Two White Flint North (TWFN) Auditorium, which must be approved prior to public use of the facility.

The form request identifying information about the applicant, the organization sponsoring, promoting, or conducting the activity, who will be responsible for the activity, a description of the proposed activity, and a required certification should the applicant propose to engage in the solicitation of funds. The form provides a check list of equipment and service options available to the applicant. The form also provides for NRC staff to document time requested and the cost to be charged, an administrative review, a security review and final authorization to permit use of the Auditorium.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information. The NRC Form 590, Application/Permit for Use of Two White Flint North (TWFN) Auditorium would be reviewed by the Division of Administrative Services and Division of Facilities and Security. The information provided is needed to allow for administrative and security review, facilitate scheduling, and to make a determination that there are no anticipated problems with the requester prior to utilization of the facility.
2. Agency Use of Information. The NRC uses the information for processing requests made for use of the Auditorium.
3. Reduction of Burden through Information Technology.
There are no legal obstacles to reducing the burden associated with this information collection. The NRC encourages respondents to use information technology when it would be beneficial to them. NRC issued a regulation on October 10, 2003 (68 FR 58791), consistent with the Government Paperwork Elimination Act, which allows its licensees, vendors, applicants, and members of the public the option to make submissions electronically via CD-ROM, e-mail, special Web-based interface, or other means. Requests which are not for personal records and that require verification of identity of the requester are being accepted by electronic mail, facsimile transmission, and in-person written

request. It is anticipated that approximately xx percent of the potential responses will be filed electronically.

4. Effort to Identify Duplication and Use Similar Information. The NRC Form 590 is unique to NRC in that it supports an agreement between the NRC, GSA, and MPPC that the Auditorium will be made available for public use. The Information Requirements Control Automated System (IRCAS) was searched and no duplication was found. Information to be provided by the public-user is not otherwise available.
5. Effort to Reduce Small Business Burden. The collection represents the minimum information required to assess and approve a member of the public's request to use a government facility. The burden cannot be further reduced.
6. Consequences to Federal Program or Policy Activities if the Collection is Not Conducted or is Conducted Less Frequently. The frequency of collection is "as the facility is needed by the requester." Therefore, this is the minimum frequency that the information can be requested. If the information is not collected, the public will not have access to the NRC Auditorium.
7. Circumstances Which Justify Variation from OMB Guidelines. Not applicable.
8. Consultations Outside the NRC. Opportunity for public comment has been published in the Federal Register.
9. Payment or Gift to Respondents. Not applicable.
10. Confidentiality of the Information. NRC provided 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. Normally sensitive information considered private or personal is not required or requested.
12. Estimate of Annualized Burden and Burden Hour Cost. The total annual public burden for completing NRC Form 590 is 1.25 hours at \$197 per hour at a cost of \$246.25. The annual burden and cost estimates were derived from experience during the past 3-years with the number of public users' requests to use the facility and the approximate number of hours each requester would have to expend to complete the form (5 responses x .25 hr. per request = 1.25 hours x \$197/hour = \$246.25).
13. Estimate of Other Additional Costs. None.
14. Estimated Annualized Cost to the Federal Government. The cost to the agency for processing the proposed NRC Form 590 was derived from experience during the past 3-years with the Division of Administrative Services and the Division Facilities and Security personnel expending an average of 1 hour to review each

request for a total cost to the agency of \$985.00. (5 requests x 1 hour x \$197/hr = \$985.00)

15. Reason for Changes in Burden or Cost. The change in cost for the information collection requirement reflects an April, 2005 fee rate increase from \$154/hr. to \$197/hr.
16. Publication for Statistical Use. Results will not be tabulated or published.
17. Reason for Not Displaying the Expiration Date. The expiration date is displayed.
18. Exceptions to the Certification Statement. There are no exceptions.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

N/A.