

## Important

Read instructions before completing form. Do not use the same form to request both an Executive Order 12291 review and approval under the Paperwork Reduction Act.

Answer all questions in Part I. If this request is for review under E.O. 12291, complete Part II and sign the regulatory certification. If this request is for approval under the Paperwork Reduction Act and 5 CFR 1320, skip Part II, complete Part III and sign the paperwork certification.

Send three copies of this form, the material to be reviewed, and for paperwork—three copies of the supporting statement.

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Attention: Docket Library, Room 3001  
Washington, DC 20503

## PART I.—Complete This Part for All Requests

1. Department/agency and Bureau/office originating request

U.S. Nuclear Regulatory Commission

2. Agency code

3 1 5 0

3. Name of person who can best answer questions regarding this request

Duane K...

Telephone number

(301) 492-4124

4. Title of information collection or rulemaking

NRC Form 354, "Data Report on Spouse"

5. Legal authority for information collection or rule (cite United States Code, Public Law, or Executive Order)

42 USC 2201(o) or Executive Orders 10450, 10865, and 12356

6. Affected public (check all that apply)

1 ☒ Individuals or households3 ☐ Farms5 ☐ Federal agencies or employees2 ☐ State or local governments4 ☐ Businesses or other for-profit6 ☐ Non-profit institutions7 ☐ Small businesses or organizations

## PART II.—Complete This Part Only if the Request is for OMB Review Under Executive Order 12291

7. Regulation Identifier Number (RIN)

or, None assigned ☐

8. Type of submission (check one in each category)

## Classification

1 ☐ Major2 ☐ Nonmajor

## Stage of development

1 ☐ Proposed or draft2 ☐ Final or interim final, with prior proposal3 ☐ Final or interim final, without prior proposal

## Type of review requested

1 ☐ Standard2 ☐ Pending3 ☐ Emergency4 ☐ Statutory or judicial deadline

9. CFR section affected

CFR

10. Does this regulation contain reporting or recordkeeping requirements that require OMB approval under the Paperwork Reduction Act and 5 CFR 1320?

☐ Yes ☐ No

11. If a major rule, is there a regulatory impact analysis attached?

1 ☐ Yes 2 ☐ No

If "No," did OMB waive the analysis?

3 ☐ Yes 4 ☐ No

## Certification for Regulatory Submissions

In submitting this request for OMB review, the authorized regulatory contact and the program official certify that the requirements of E.O. 12291 and any applicable policy directives have been complied with.

Signature of program official

Date

Signature of authorized regulatory contact

080024

Date

12. (OMB use only)

**PART III.—Complete This Part Only if the Request is for Approval of a Collection of Information Under the Paperwork Reduction Act and 5 CFR 1320.**

13. Abstract—Describe needs, uses and affected public in 50 words or less "Federal employee and workplace safety" NRC Form 354 is completed by NRC contractors, licensee applicants, and employment applicants who are married to alien spouses; marry alien spouses after submission of the Personnel Security Questionnaire; or after receiving an access authorization or employment clearance. Respondents character and associations are investigated, reported and determined to ensure access authorized personnel will not endanger common defense and safety.

14. Type of information collection (check only one)

*Information collections not contained in rules*

1 ☒ Regular submission

2 ☐ Emergency submission (certification attached)

*Information collections contained in rules*

3 ☐ Existing regulation (no change proposed)

6 Final or interim final without prior NPRM

4 ☐ Notice of proposed rulemaking (NPRM)

A ☐ Regular submission

5 ☐ Final, NPRM was previously published

B ☐ Emergency submission (certification attached)

7. Enter date of expected or actual Federal Register publication at this stage of rulemaking (month, day, year):

15. Type of review requested (check only one)

1 ☐ New collection

2 ☐ Revision of a currently approved collection

3 ☒ Extension of the expiration date of a currently approved collection without any change in the substance or in the method of collection

4 ☐ Reinstatement of a previously approved collection for which approval has expired

5 ☐ Existing collection in use without an OMB control number

16. Agency report form number(s) (include standard/optional form number(s))

NRC Form 354

17. Annual reporting or disclosure burden

1 Number of respondents	88
2 Number of responses per respondent	1
3 Total annual responses (line 1 times line 2)	88
4 Hours per response	.25
5 Total hours (line 3 times line 4)	22

18. Annual recordkeeping burden

1 Number of recordkeepers	
2 Annual hours per recordkeeper	
3 Total recordkeeping hours (line 1 times line 2)	
4 Recordkeeping retention period	years

19. Total annual burden

1 Requested (line 17-5 plus line 18-3)	22
2 In current OMB inventory	22
3 Difference (line 1 less line 2)	0
<b>Explanation of difference</b>	
4 Program change	
5 Adjustment	

20. Current (most recent) OMB control number or comment number

3150-0026

21. Requested expiration date

Three years from date of OMB approval

22. Purpose of information collection (check as many as apply)

1 ☐ Application for benefits  
2 ☐ Program evaluation  
3 ☐ General purpose statistics  
4 ☒ Regulatory or compliance  
5 ☐ Program planning or management  
6 ☐ Research  
7 ☐ Audit

23. Frequency of recordkeeping or reporting (check all that apply)

1 ☐ Recordkeeping

**Reporting**

2 ☒ On occasion  
3 ☐ Weekly  
4 ☐ Monthly  
5 ☐ Quarterly  
6 ☐ Semi-annually  
7 ☐ Annually  
8 ☐ Biennially  
9 ☐ Other (describe):

24. Respondents' obligation to comply (check the strongest obligation that applies)

1 ☐ Voluntary  
2 ☐ Required to obtain or retain a benefit  
3 ☒ Mandatory

25. Are the respondents primarily educational agencies or institutions or is the primary purpose of the collection related to Federal education programs? ☐ Yes ☒ No

26. Does the agency use sampling to select respondents or does the agency recommend or prescribe the use of sampling or statistical analysis by respondents? ☐ Yes ☒ No

27. Regulatory authority for the information collection

10 CFR 25.21(b), or FR, or Other (specify):

**Paperwork Certification**

In submitting this request for OMB approval, the agency head, the senior official or an authorized representative, certifies that the requirements of 5 CFR 1320, the Privacy Act, statistical standards or directives, and any other applicable information policy directives have been complied with.

Signature of program official:

Date

(Signature of agency head, senior official or authorized representative)

Date

Gerald F. Crawford, OSO for Information Resources Management

12/1/92

OMB SUPPORTING STATEMENT FOR  
NRC FORM 354  
"DATA REPORT ON SPOUSE"  
3150-0026

Description of Information Collection. This reporting requirement affects approximately 88 individuals annually. The respondents are NRC contractors, NRC licensee applicants, and NRC employment applicants who are married to non-U.S. citizens and are applying for NRC access authorization or employment clearance. The form must also be completed by respondents who marry after completing the Personnel Security Forms, or after having been granted an NRC access authorization or employment clearance.

A. Justification

1. Need for the Collection of Information. Section 145 of the Atomic Energy Act (AEA) of 1954, as amended, requires, before an individual can be granted access to Restricted Data (RD), an investigation and report on the individual's character, associations and loyalty and a determination that permitting such a person access to RD will not endanger the common defense and security.

The basic security standard of Executive Order 10450, "Security Requirements for Government Employment," for employment, or retention of an individual in a sensitive position, is that such employment or retention is "clearly consistent with the interests of the national security." Executive Order 10865, "Safeguarding Classified Information Within Industry," likewise permits the "...head of a department or his designee..." to grant access authorizations for industrial employees (NRC contractors) "... only upon finding that it is clearly consistent with the national interest to do so."

10 CFR Part 10 Subpart B, "Criteria and Procedures for Determining Eligibility for Access to Restricted Data or National Security Information or an Employment Clearance," provides criteria to assist in making this determination. In order for NRC to implement this responsibility, it is essential, from a security standpoint, that NRC receive information in addition to that provided on the Standard Form (SF) 86, "Questionnaire for Sensitive Positions," concerning (1) non-U.S. citizen spouses of NRC applicants; (2) non-U.S. citizen spouses of NRC contractor and licensee employees pending NRC access authorization processing; (3) spouses of NRC applicants, contractor or licensee employees who marry after applying for NRC access authorization; and (4) spouses of NRC contractor and NRC licensee employees who marry after having been granted NRC access authorization. The SF-86 is normally only used for initial investigations

and five year reinvestigations and does not contain the required amount of detail for NRC purposes. The NRC Form 354 is submitted only as needed (initial investigation, or five year reinvestigation, or at any other time marriage to a non-U.S. citizen occurs) and provides more detail for NRC purposes. Specifically, the NRC Form 354 provides the following additional information concerning the spouse's citizenship, military service, and relatives: 1) whether the individual is a U.S. citizen, an alien or possesses dual citizenship. If a U.S. citizen, whether a) by birth, b) derivative (including date, certificate number, and place) or c) by naturalization (including petition number, date, certificate number, and place). If alien, alien registration number, date of entry, port of entry and present citizenship; 2) past or present military service, including country, serial number, branch, and the period of service; and 3) relatives (i.e., parents, divorced spouse(s), children, brothers, sisters, stepbrothers, stepsisters, half brothers, half sisters, living or dead), to include relation, name in full, date of birth, address, country of birth and present citizenship. This level of detail is necessary to 1) permit the NRC Division of Security (SEC) to determine whether or not any information on the form has an impact on the respondent's initial or continued eligibility for access authorization or employment clearance; and 2) permit the Federal Bureau of Investigation (FBI) to complete a name check of FBI files. Use of the SF-86 alone would fail to obtain this vital information. We note that the National Industrial Security Program's (NISP) proposed Personnel Security Questionnaire (PSQ) will collect necessary information on non-U.S. citizen spouses of applicants for access authorization or employment clearance. At such time as the NISP PSQ is approved, use of the NRC Form 354 will be limited to those individuals who marry subsequent to the completion of the SF-86 or NISP PSQ and who are not otherwise due for reinvestigation. The NRC Form 354 is similar to the Department of Energy's (DOE's) Form DOE F 5631.34 (OMB approval 1910-1800). DOE is an agency with similar responsibilities to NRC.

2. Agency Use of Information. The information supplied identifies the respondent, marriage, and data on the spouse and spouse's relatives. This information permits an initial security determination by the SEC as to whether or not any information on the form has an impact on the respondents initial or continued eligibility for access authorization or employment clearance. A copy of the completed form is sent to the FBI where a name check of FBI files is completed. In the case of non-U.S. citizen spouses and relatives, appropriate checks at other appropriate Government agencies may also be completed. The results of the completed FBI and other agency checks are returned to SEC whereupon a second evaluation/determination is made, based on any developed information, as to whether it has any impact on the



respondent's initial or continued eligibility for access authorization or an employment clearance.

3. Reduction of Burden Through Information Technology. Because the information is required of individuals and not of corporations or businesses, it is not possible to reduce the burden of 15 minutes per respondent through information technology.
4. Effort to Identify Duplication. Some of the elements on the NRC Form 354 are duplicative of those on the SF-86 (i.e., name of employee or applicant, other names used by employee or applicant, employment, date and place of marriage, present name of spouse, other names used by spouse, date and place of birth of spouse, present address of spouse). This duplication is necessary because 1) the two forms are generally forwarded to different government agencies: the SF-86 is sent to OPM for the conduct of a background investigation whereas the NRC Form 354 goes to the FBI for a name check on the spouse; 2) a copy of the SF-86 to the FBI is not practicable because it fails to provide the necessary level of detail on the spouse; and 3) the NRC Form 354 is frequently completed independently of the SF-86 (i.e., when an individual marries subsequent to an initial investigation or five year reinvestigation). Note that reference to NRC Form 1 is marked out on the enclosed copy of the NRC Form 354. The NRC Form 1 was discontinued because it was duplicative of information collected on the revised SF 86.
5. Effort to Use Similar Information. No similar information exists. As with other personal information required from an individual applying for or processing an NRC access authorization, this too must be supplied by the individual. No alternative sources are available.
6. Effort to Reduce Small Business Burden. The licensees affected by this information collection are not small entities or businesses as those terms are used in the Regulatory Flexibility Act.
7. Consequences of Less Frequent Collection. There is no established reporting frequency or period for submittal of NRC Form 354. This form is submitted only when an applicant marries after completing Personnel Security Forms; marries after receiving an access authorization; or an applicant married to a non-U.S. citizen requests an NRC access authorization.
8. Circumstances Which Justify Variation from OMB Guidelines. There is no variation from OMB Guidelines in this collection of information. Two copies of NRC Form 354 must be submitted to the SEC. The original copy is forwarded to the FBI. The second copy is retained in the NRC personnel security file until the original is returned to NRC. The

second copy is then destroyed.

9. Consultations Outside the NRC. No consultations.
10. Confidentiality of the Information. The information is used for determining initial and continuing eligibility for access authorization. The 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 Statement contained on the form.
11. Justification for Sensitive Questions. The NRC Form 354 requests information regarding the applicant's or employee's marriage and identifying information regarding his/her spouse and spouse's relatives. This information is essential for identification purposes and to permit NRC to make its determination regarding eligibility for access authorization in accordance with appropriate statutes, executive orders and regulations.
12. Estimated Annualized Cost to the Federal Government. The annual cost to NRC of receiving and processing the form is estimated at \$2,706 (88 reports x .25/hr x \$123).
13. Estimate of Burden. An estimated 15 minutes is required of each of the 88 respondents to complete each NRC Form 354, resulting in a total annual burden to the public of 22 hours. The burden estimates are derived from a review of the present usage of the form by contractors, licensees, and NRC employment applicants. Therefore, based on this review and a review of the amount of time it takes the affected individuals to complete the form, it is our belief that these estimates are considered reasonable.
14. Reason for Changes in Burden. There has been no change in the burden on the public associated with the completion of NRC Form 354, since the current OMB approval.
15. Publication for Statistical Use. None.

B. Collections of Information Employing Statistical Methods

This collection of information does not employ statistical methods.

ESTIMATED BURDEN PER RESPONSE TO COMPLY WITH THIS INFORMATION COLLECTION REQUEST: 25 HRS. FORWARD COMMENTS REGARDING BURDEN ESTIMATE TO THE INFORMATION AND RECORDS MANAGEMENT BRANCH (MNB 7714), U.S. NUCLEAR REGULATORY COMMISSION, WASHINGTON, DC 20585, AND TO THE PAPERWORK REDUCTION PROJECT (3150-0026), OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.

## DATA REPORT ON SPOUSE

INSTRUCTIONS - This form shall be completed by any applicant who: (a) marries after completing the personnel security forms, NRC Form 1, "Personnel Security Questionnaire" or SF 86, "Questionnaire for Sensitive Positions"; (b) marries after having been granted an access authorization or employment clearance; or (c) is married to a non-U.S. citizen and requests NRC access authorization or employment clearance.

1. NAME OF EMPLOYEE OR APPLICANT (Last, First, Middle)		2. OTHER NAMES USED BY EMPLOYEE OR APPLICANT (Maiden name and/or other names previously used)			
3. EMPLOYMENT (Present assignment)		4. DATE AND PLACE OF MARRIAGE			
5. PRESENT NAME OF SPOUSE (Last, First, Middle)		6. OTHER NAMES USED BY SPOUSE (Maiden name and/or all other names previously used)			
7. DATE AND PLACE OF BIRTH OF SPOUSE		8. PRESENT EMPLOYMENT OF SPOUSE (Name and location) or LAST PREVIOUS EMPLOYMENT			
9. PRESENT ADDRESS OF SPOUSE		10. LAST PREVIOUS ADDRESS OF SPOUSE			
11. CITIZENSHIP OF SPOUSE: U.S. <input type="checkbox"/> ALIEN <input type="checkbox"/>		DUAL <input type="checkbox"/> (if dual, specify countries)			
IF U.S. CITIZEN, INDICATE WHETHER:		IF ALIEN, INDICATE ALIEN REGISTRATION NO.			
(A) BY BIRTH <input type="checkbox"/>	(C) BY NATURALIZATION <input type="checkbox"/>	(A) DATE OF ENTRY	(C) PRESENT CITIZENSHIP		
(B) DERIVATIVE <input type="checkbox"/>	PETITION NO.	(B) PORT OF ENTRY			
DATE	DATE				
CERTIFICATE NO.	CERTIFICATE NO.				
PLACE	PLACE				
12. MILITARY SERVICE OF SPOUSE (If past or present)					
COUNTRY	BRANCH	SERVICE NO.	FROM (YR.) TO (YR.)		
13. SPOUSE'S RELATIVES (Parents, divorced spouse or spouses, children, brothers, sisters, stepbrothers, stepsisters, half brothers, half sisters, living or dead)					
RELATION	NAME IN FULL	DATE OF BIRTH	ADDRESS	COUNTRY OF BIRTH	PRESENT CITIZENSHIP
14. SIGNATURE OF EMPLOYEE OR APPLICANT		DATE	NRC FILE NO. (To be filled in by Security Office)		

## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 551a(e)(3), enacted into law by section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission (NRC) on NRC Form 354. This information is maintained in a system of records designated as NRC-39 and described at 51 Federal Register 33168 (September 18, 1986), and revised at 52 Federal Register 4427 (February 11, 1987).

1. **AUTHORITY.** Sections 145 and 161(i) of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2165 and 2201(i); Executive Orders 10450, 10865, and 12356; 40 U.S.C., 318; OMB Circular No. A-130; Federal Personnel Manual 732 and authorities cited therein.
2. **PRINCIPAL PURPOSE(S).** Information entered on this form is used as a basis for an investigation to determine your initial or continuing eligibility for NRC employment, access to Restricted Data, National Security Information, or special nuclear material; or for access to NRC buildings or access to Federal automated information systems or data.
3. **ROUTING USES.** This information may be disclosed to Federal investigative agencies for the purpose of conducting a security investigation for the NRC. The information may also be disclosed to an appropriate Federal, State or local agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, and local agency to the extent relevant and necessary for an NRC decision or to an appropriate Federal agency to the extent relevant and necessary for that agency's decision about you.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECTIVE ON INDIVIDUAL OF NOT PROVIDING INFORMATION.** Disclosure of this information is voluntary; however, if it is not supplied, your clearance processing may be delayed or your application may not be processed.
5. **SYSTEM MANAGER AND ADDRESS.** Director, Division of Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555.



NUCLEAR REGULATORY COMMISSION

Documents Containing Reporting or Recordkeeping  
Requirements: Office of Management and Budget (OMB) Review

AGENCY: Nuclear Regulatory Commission (NRC)

ACTION: Notice of the OMB review of information collection

SUMMARY: The NRC has recently submitted to OMB for review the following proposal for the collection of information under the provisions of the Paperwork Reduction Act of 1980 (44 U.S.C. Chapter 35).

1. Type of submission, new, revision, or extension:  
Extension
2. The title of the information collection: Data  
Report on Spouse
3. The form number if applicable: NRC Form 354
4. How often the collection is required: On occasion

5. Who will be required or asked to report: NRC employees, NRC contractors, and NRC licensee access authorization applicants who are married to non-U.S. citizens; marry after completing NRC's Personnel Security Forms; or marry after having been granted an NRC access authorization or employment clearance.
6. An estimate of the number of responses annually:  
88
7. An estimate of the number of hours needed annually to complete the requirement or request: 22 (.25 hours per response)
8. An indication of whether Section 3504 (h), Pub. L. 96-511 applies: Not applicable
9. Abstract: The NRC Form 354 is completed by NRC contractors, licensee applicants, and employee applicants who are married to non-U.S. citizens; marry after submission of the Personnel Security Forms, or after receiving an access authorization or employment clearance.

Copies of the submittal may be inspected or obtained for a fee from the NRC Public Document Room, 2120 L Street N.W. (Lower

Level), Washington, DC. Comments and questions can be directed by mail to the OMB reviewer:

Ronald Minsk

Office of Information and Regulatory Affairs

(3150-0026)

NEOB-3019

Office of Management and Budget

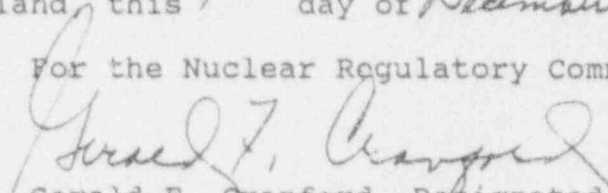
Washington, D.C. 20503

Comments can also be submitted by telephone at (202) 395-3084.

The NRC Clearance Officer is Brenda Jo. Shelton, (301) 492-8132.

Dated at Bethesda, Maryland, this 18<sup>th</sup> day of December, 1992.

For the Nuclear Regulatory Commission



Gerald F. Cranford, Designated Senior  
Official for Information Resources  
Management