

DRAFT SUPPORTING STATEMENT
FOR
NRC Form 149, "OCFO INVITATIONAL TRAVELER REQUEST FORM"

(3150-XXXX)
NEW

Description of the Information Collection

The Nuclear Regulatory Commission's (NRC) invites numerous people to work for the NRC for a short duration. This work may be as a speaker at a conference, as an individual needed to support a site visit, etc. Potential employment candidates may be brought into headquarters or regional offices for job interviews. The NRC is obligated to pay these invitees' travel costs.

A. JUSTIFICATION

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

The NRC provides reimbursement for people on invitational travel for the NRC. As such, the NRC would reimburse them through our Financial Accounting and Integrated Management Information System (FAIMIS). Additionally, the travel itself would be processed in our electronic travel system (ETS2). Both the financial and travel systems must be set up appropriately for the invitational traveler to travel and receive reimbursement from the NRC. The information collected on Form 149 meets the requirements for the invitational traveler to have a profile created in FAIMIS and in ETS2. The information collected is necessary to meet the criteria for both systems.

2. Agency Use of Information

The NRC staff uses this information to create a profile for the invitational traveler in FAIMIS and ETS2. The information is only used for the financial and travel system.

3. Reduction of Burden Through Information Technology

The NRC has issued [Guidance for Electronic Submissions to the NRC](#) which provides direction for the electronic transmission and submittal of documents to the NRC. Electronic transmission and submittal of documents can be accomplished via the following avenues: the Electronic Information Exchange (EIE) process, which is available from the NRC's "Electronic Submittals" Web page, by Optical Storage Media (OSM) (e.g. CD-ROM, DVD), by facsimile or by e-mail. It is estimated that approximately 99% of the responses are filed electronically.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements.

5. Effort to Reduce Small Business Burden

No small businesses are impacted by this clearance.

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

Consequences if collection is not conducted, includes the inability for the invitational travelers to receive reimbursement from the NRC. Form 149 must be filled out by all invitational travelers in order for their profiles to be created in the NRC Financial and Travel systems for reimbursement processing.

7. Circumstances Which Justify Variation from OMB Guidelines

The information collection is in compliance with the OMB Guidelines.

8. Consultations Outside the NRC

Opportunity for public comment on the information collection requirements for this clearance package has been published in the *Federal Register*.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of Information

Confidential and proprietary information is protected in accordance with NRC regulations at 10 CFR 9.17(a) and 10 CFR 2.390(b).

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

The estimated burden to complete Form 149 by each invitational traveler over the next three years equals the total amount of time that is spent on Form 149 times the hourly rate. Therefore, the estimated annual burden is 50 hours (0.2 hours x 250

forms = 50 hours) at a cost of \$13,900 (50 hours x \$278 hourly rate) for a total of 750 forms for a 3-year period (3 x 250 forms = 750).

The \$278 hourly rate used in the burden estimates is based on the Nuclear Regulatory Commission's fee for hourly rates as noted in 10 CFR 170.20 "Average cost per professional staff-hour." For more information on the basis of this rate, see the Revision of Fee Schedules; Fee Recovery for Fiscal Year 2019 (84 FR 22331, May 17, 2019).

13. Estimate of Other Additional Costs

No additional cost.

14. Estimated Annualized Cost to the Federal Government

The staff has developed estimates of annualized costs to the Federal Government related to the conduct of this collection of information. These estimates are based on staff experience and subject matter expertise and include the burden needed to review, analyze, and process the collected information and any relevant operational expenses.

The annualized hours are 50 (0.2 hours x 250 forms) and the cost is \$13,900 (50 hours x \$278 hourly rate).

15. Reasons for Change in Burden or Cost

This is a new OMB Clearance.

16. Publication for Statistical Use

Not applicable.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

The collection of information does not employ statistical methods.