FINAL SUPPORTING STATEMENT
NRC Form 563, "Applicant Self-Assessment"
(OMB Clearance Number 3150-0177)
EXTENSION

Description of Information Collection

This form will be used to collect uniform information from external applicants as to which specific technical specialties they possess that are unique to the needs of the Nuclear Regulatory Commission (NRC).

A. Justification

1. Need for the Collection of Information

Information requested on the Applicant Self-Assessment will be used in conjunction with an automated applicant review system to match an applicant's self-identified technical specialties with those required by a selecting official when an engineering or scientific vacant position is to be filled. It will provide an applicant who possesses the types of technical specialties required by NRC positions with a means to identify those specialties, as well as provide the NRC with an accurate and consistent way to code and record these specialties for future referral to selecting officials. This will ensure that external applicants are fairly and properly considered for technical position vacancies for which they have self-identified having the requisite skills.

2. Agency Use of Information

The Applicant Self-Assessment will be requested from basically qualified external applicants applying for engineering an scientific positions with the NRC. The information obtained on the Applicant Self-Assessment will be entered in coded form into an automated applicant review system by Office of Human Resources staff. The information will then be used to match applicants' self-identified technical specialties with those required by selecting officials when a vacant position is to be filled. The applicant materials will be forwarded to rating and selecting officials for consideration.

3. Reduction of Burden Through Information Technology

There are no legal obstacles to reducing the burden associated with this information collection through the use of information technology. The no-recurrence of each individual collection makes it difficult to reduce the burden through use of technology. However, the NRC encourages the respondents to use any innovative technology which would reduce burden.

4. Effort to Identify Duplication and Use Similar Information

The Information Requirements Control Automated System (IRCAS) was searched to identify duplication, none was found. The Applicant Self-Assessment will be

requested from external applicants at the time their initial application for employment is received in NRC's Office of Human Resources. The specific information requested on the Applicant Self-Assessment is not available from any other application document. Applications for employment are initially reviewed by Office of Human Resources Staff who are not "technical experts, and who therefore may not extract complete information on specific technical specialties from general summaries of employment as provided on other Federal Employment Application materials. Due to the unique technical specialties required for NRC engineering and scientific positions, it is critical that uniform information be collected from all applicants as to which skills they possess to ensure they are fairly and properly considered for vacant positions for which they qualify. This information is available only from the individual applicant. The information obtained will be entered into an automated system accessible by Office of Human Resources staff, eliminating the need to request this information each time an individual applies for employment with the NRC.

5. Effort to Reduce Small Business Burden

Not applicable.

6. Consequences to Federal Program or Policy Activities if the Collection is not Conducted or is Conducted less Frequently

Not collecting this information could result in external applicants not being fairly and properly considered for all vacancies for which they are technically qualified. Collecting this information less frequently would make consideration for employment inconsistent since normally reliable self-assessment information may not be available in a timely manner for all applicants.

7. Circumstances Which Justify Variation from OMB Guidelines

This request does not vary from OMB guidelines.

8. Consultations Outside of NRC

The opportunity for public comment was published in the Federal Register on April 25, 2000 (65 FR 24230). No comments were received.

9. Payment or Gift to Respondents

Not applicable

10. Confidentiality of Information

NRC provides 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

Not applicable.

12. Estimated Burden and Burden Hour Cost to Industry

The estimated time to complete this form is five minutes. The total estimated time to complete the anticipated 1200 forms to be requested annually is 100 hours (.083x 1200).

The estimated annual cost to respond to the information requested is $14,300 (100 hours x $143/hour).

13. Estimate of Other Additional Costs

None

14. Estimated Annualized Cost to the Federal Government

The total estimated cost to the Federal Government for printing, handling, reviewing and assessing the Applicant Self-Assessment is $30,450 (150 hours x $143/hour for professional effort and 150 hours x $60 hour for clerical effort).

15. Reason for Changes in Burden or Cost

The annual burden estimate is being reduced from 125 to 100 hours annually based upon the number of applications/forms received in the last three years.

16. Publication for Statistical Use

Information gathered is not published.

17. Reason for Not Displaying the Expiration Date

Not applicable

18. Exceptions to the Certification Statement

Not applicable

B. Collection of Information Employing Statistical Methods

Statistical methods are not used in this information collection.

[7590-01-P]

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Submission for the Office of Management and Budget (OMB) Review; Comment Request

AGENCY: U. S. Nuclear Regulatory Commission (NRC)

ACTION: Notice of the OMB review of information collection and solicitation of public comment.

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 1995 (44 U.S.C. Chapter 35). The NRC hereby informs potential respondents that an agency may not conduct or sponsor, and that a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Type of submission, new, revision, or extension: Extension

2. The title of the information collection: Applicant Self-Assessment Form

3. The form number if applicable: NRC Form 563

4. How often the collection is required: Once, upon application for employment

5. Who will be required or asked to report: Basically qualified external applicants applying for engineering and scientific positions with the NRC.

6. An estimate of the number of responses: 1,200

7. The estimated number of annual respondents: 1,200

8. An estimate of the total number of hours needed annually to complete the requirement or request: 100 hours (five minutes per response)

9. An indication of whether Section 3507(d), Pub. L. 104-13 applies: Not applicable.

10. Abstract: The Applicant Self-Assessment will be used to collect uniform information from external applicants as to which technical specialties they possess that are unique to the needs of the NRC. This information will be reviewed by the Office of Human Resources staff and used to match applicants technical specialties with those required by selecting officials when an engineering or scientific vacancy position is to be filled.

A copy of the final supporting statement may be viewed free of charge at the NRC Public Document Room, 2120 L Street, NW (lower level), Washington, DC. OMB clearance requests are available at the NRC worldwide web site (http://www.nrc.gov/NRC/PUBLIC/OMB/index.html). The document will be available on the NRC home page site for 60 days after the signature date of this notice.

Comments and questions should be directed to the OMB reviewer listed below by (insert date 30

days after publication in the Federal Register). Comments received after this date will be considered if it is practical to do so, but assurance of consideration cannot be given to comments received after this date.

Erik Godwin
Office of Information and Regulatory Affairs (3150-0177)
NEOB-10202
Office of Management and Budget
Washington, DC 20503

Comments can also be submitted by telephone at (202) 395-3087.

The NRC Clearance Officer is Brenda Jo. Shelton, 301-415-7233.

Dated at Rockville, Maryland, this 27th day of July 2000.

For the Nuclear Regulatory Commission.

/RA/
Beth St. Mary, Acting
NRC Clearance Officer
Office of the Chief Information Officer

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* See previous concurrence.
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