

**PAPERWORK REDUCTION ACT SUBMISSION**

PDR

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the Supporting Statement, and any additional documentation to: **Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

1. Agency/Subagency originating request <b>U.S. Nuclear Regulatory Commission</b>	2. OMB control number a. <b>3150 - 0051</b> <input type="checkbox"/> b. None
3. Type of information collection (check one) <input type="checkbox"/> a. New collection <input type="checkbox"/> b. Revision of a currently approved collection <input checked="" type="checkbox"/> c. Extension of a currently approved collection <input type="checkbox"/> d. Reinstatement, <b>without change</b> , of a previously approved collection for which approval has expired <input type="checkbox"/> e. Reinstatement, <b>with change</b> , of a previously approved collection for which approval has expired <input type="checkbox"/> f. Existing collection in use without an OMB control number	4. Type of review requested (check one) <input checked="" type="checkbox"/> a. Regular <input type="checkbox"/> c. Delegated <input type="checkbox"/> b. Emergency - Approval requested by (date):
	5. Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> a. Yes <input checked="" type="checkbox"/> b. No
	6. Requested expiration date <input checked="" type="checkbox"/> a. Three years from approval date <input type="checkbox"/> b. Other (Specify):

7. Title  
**NRC Form 277, Request for Visit or Access Approval**

8. Agency form number(s) (if applicable)  
**NRC Form 277**

9. Keywords  
**Visits, Classified Information Access**

10. Abstract  
**The NRC Form 277 data provides assurance that only properly cleared authorized individuals, who require access to classified information as part of their official employment duties, will have access during visits to the NRC, contractors, licensee facilities, or government agencies.**

11. Affected public (Mark primary with "P" and all others that apply with "X") <input checked="" type="checkbox"/> a. Individuals or households <input checked="" type="checkbox"/> b. Business or other for-profit <input type="checkbox"/> c. Not-for-profit institutions <input type="checkbox"/> d. Farms <input type="checkbox"/> e. Federal Government <input type="checkbox"/> f. State, Local or Tribal Government	12. Obligation to respond (Mark primary with "P" and all others that apply with "X") <input type="checkbox"/> a. Voluntary <input type="checkbox"/> b. Required to obtain or retain benefits <input checked="" type="checkbox"/> c. Mandatory
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13. Annual reporting and recordkeeping hour burden a. Number of respondents <u>2</u> b. Total annual responses <u>6</u> 1. Percentage of these responses collected electronically <u>0.0</u> % c. Total annual hours requested <u>1</u> d. Current OMB inventory <u>1</u> e. Difference <u>0</u> f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden (in thousands of dollars) a. Total annualized capital/startup costs <u>0</u> b. Total annual costs (O&M) <u>0</u> c. Total annualized cost requested <u>0</u> d. Current OMB inventory <u>0</u> e. Difference <u>0</u> f. Explanation of difference 1. Program change _____ 2. Adjustment _____
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15. Purpose of information collection (Mark primary with "P" and all others that apply with "X") <input type="checkbox"/> a. Application for benefits <input type="checkbox"/> b. Program evaluation <input type="checkbox"/> c. General purpose statistics <input type="checkbox"/> d. Audit <input type="checkbox"/> e. Program planning or management <input type="checkbox"/> f. Research <input checked="" type="checkbox"/> g. Regulatory or compliance	16. Frequency of recordkeeping or reporting (check all that apply) <input type="checkbox"/> a. Recordkeeping <input type="checkbox"/> b. Third-party disclosure <input checked="" type="checkbox"/> c. Reporting <input checked="" type="checkbox"/> 1. On occasion <input type="checkbox"/> 2. Weekly <input type="checkbox"/> 3. Monthly <input type="checkbox"/> 4. Quarterly <input type="checkbox"/> 5. Semi-annually <input type="checkbox"/> 6. Annually <input type="checkbox"/> 7. Biennially <input type="checkbox"/> 8. Other (describe) _____
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17. Statistical methods Does this information collection employ statistical methods? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Agency contact (person who can best answer questions regarding the content of this submission) Name: <u>Eugenia Pleasant</u> Phone: <u>301-415-6465</u>
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## 19. Certification for Paperwork Reduction Act Submissions

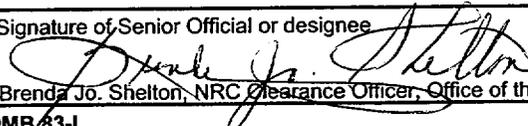
On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9.

NOTE: The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8 (b) (3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It uses plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention periods for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8 (b) (3):
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, or mandatory);
  - (v) Nature of extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of the instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of these provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Authorized Agency Official	Date
Signature of Senior Official or designee  Brenda Jo. Shelton, NRC Clearance Officer, Office of the Chief Information Officer	Date 5/23/2001

FINAL OMB SUPPORTING STATEMENT FOR  
NRC FORM 277  
"Request for Visit or Access Approval"

(3150-0051)  
Revision to Extension Request

Description of the Information Collection

The information collection associated with the NRC Form 277, "Request for Visit or Access Approval," affects any employee of two current NRC contractors who: (1) hold an NRC access authorization, and (2) need to make a visit to NRC, other contractors/licensees or government agencies in which access to classified information will be involved or unescorted area access is desired. The completed NRC Form 277 contains a signature certification of the NRC access authorization and of an official need-to-know. Only a minimal amount of other identifying or pertinent information (e.g., date of birth, clearance type, dates of visit) is requested by the form.

Personal information contained on the completed form is handled and protected in accordance with NRC directives and provisions of the Privacy Act of 1974.

Other information contained on, or pertaining to, the form (e.g., reporting requirements) is available for public inspection in accordance with 10 CFR Part 9.

The use of NRC Form 277 affords some assurance that only properly cleared and authorized individuals, who require access as a part of their official duties, will have such access during visits to other facilities and agencies. Therefore, the use of the NRC Form 277 benefits the NRC security program and public at large.

A. JUSTIFICATION

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

Section 4.2 Executive Order (E.O.) 12958 states a person may have access to classified information provided that: (1) a favorable determination of eligibility for access has been made by an agency head or the agency head's designee ... and the person has a need-to-know the information. Further, Section 4.3 requires agencies to "... establish controls over the distribution of classified information to assure that it is distributed only to organizations or individuals eligible for access who also have a need-to-know the information.

The use of the NRC Form 277, as cited in NRC Management Directive 12.3 applicable to contractors, is the method by which NRC can provide assurance of compliance with the above provisions of E.O. 12958. The NRC Form 277 provides the facility/agency to be visited with verification of the visitor's NRC access authorization and certification of their official need-to-know for the classified information regarding the visit. By requiring the information collection contained on the NRC Form 277, the facility/agency can assure that only properly cleared and authorized individuals will be permitted access during a visit.

2. Agency Use of Information

The NRC Form 277 is forwarded by the contractor through the appropriate NRC office exercising oversight authority for certification of need-to-know to the NRC Division of Facilities and Security (DFS). After clearance verification, DFS forwards the completed form to the security office having cognizance over the facility to be visited. The security office of the facility being visited uses the information collected to confirm identity of the visitor and to permit the visitor access to the requested classified information/area. Failure to use the NRC Form 277 by the contractor may result in denied access to classified information or areas which are necessary in the accomplishment of official duties. NRC Form 277 is being revised to eliminate obsolete data fields (e.g., symbol and clearance number) and to clarify information requirements. This revision has no effect on the public burden.

3. Reduction of Burden through Information Technology

No reduction in the information collection burden can be realized through information technology with respect to the NRC Form 277. The information contained and/or obtained on the form is visit specific. Also, original signatures are necessary for access authorization verification and need-to-know certification.

4. Effort to Identify Duplication and Use Similar Information

In order to safeguard classified information, other Government agencies and certain facilities collect information of a nature similar to the NRC Form 277, to verify the access authorization and confirm the need-to-know of visitors. The information collection on a given NRC Form 277 does not duplicate other information collections made by the NRC or other Government agencies since each visit/access approval is unique. There is reciprocal acceptance of the forms among facilities/Agencies which is the closest approximation to use of similar information possible under the circumstances.

The Information Requirements Control Automated System (IRCAS) was searched and no duplication was found.

5. Effort to Reduce Small Business Burden

The burden associated with the occasional use of this form is so minimal that there would be no significant burden on a contractor, if they did qualify as a small business enterprise or entity.

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

The frequency of information collection is dependent on the number of visits an individual makes to Government agencies or facilities. In most cases, a less frequent collection would mean eliminating the collection, as visits by contractors, for which the NRC Form 277 would be required, are infrequent. If the information

is not collected, access by the visitor to classified information or areas, necessary in the accomplishment of official duties, may be denied. Further, a reduction in the collection of the information required by the NRC Form 277 would reduce the assurance that only properly cleared and authorized individuals will be permitted access during a visit. Thus, less frequent collection may endanger the U.S. common defense and national security.

7. Circumstances Which Justify Variation from OMB Guidelines

There is no variation from OMB Guidelines in the collection of information.

8. Consultations Outside the Agency

Opportunity for public comment was published in the Federal Register on February 28, 2001 (66 FR12817). There were no comments received.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of the Information

The information collected is used to establish the permissible access associated with a visit for an individual. 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

NRC does not request sensitive information on this form.

12. Estimated Burden and Burden Hour Cost

An estimated 10 minutes (based on staff experience) is required to complete each NRC Form 277, resulting in a total annual burden on the public of one hour. The estimated annual cost shared between the two contractors is \$143.00. This was computed as follows:

6 annual responses X 10 minutes completion time each = 1 hour X \$143 per hour  
= \$143.00.

13. Estimate of Other Additional Costs

None

14. Estimated Annualized Cost to the Federal Government

The estimated annual cost to the Federal Government associated with the NRC Form 277 is \$138.03. The cost was computed as follows:

NOTE: Annual form usage for NRC contractors is estimated as 6.

## COST:

Annual clerical effort (6 x 10 minutes = 1.0 hrs. X \$60/hr.)	= \$ 60
Annual professional effort (6 x 5 minutes = 0.5 hrs. X \$143/hr.)	= \$ 71.50
Annual record holding (3 yrs.) (1/32 cu. ft. X \$209/cu. ft.)	= \$ <u>6.53</u>
Total estimated annual cost	= \$138.03

This cost is fully recovered through fee assessment to NRC licensees pursuant to 10 CFR Parts 170 and/or 171.

15. Reasons For Changes in Burden or Cost

There is no change in the burden. However, the cost for professional effort has been increased in accordance with Part 170 to \$143 per hour.

16. Publication for Statistical Use

There is no application of statistics in the information collection related to NRC Form 277 and no publication of the information.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed.

18. Exceptions to the Certification Statement

Not applicable.

## B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this collection of information.

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Proposed Collection; 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:
  - NRC Form 136, "Security Termination Statement"
  - NRC Form 237, "Request for Access Authorization"
  - NRC Form 277, "Request for Visit or Access Approval"

3. The form number if applicable: 3150-0049, NRC Form 136  
3150-0050, NRC Form 237  
3150-0051, NRC Form 277
4. How often the collection is required: On occasion
5. Who will be required or asked to report: NRC Form 136, licensee and contractor employees, who have been granted an NRC access authorization; NRC Form 237, any employee of approximately 20 licensees and 2 contractors who will require an NRC access authorization; NRC Form 277, any employee of 2 current NRC contractors who (1) holds an NRC access authorization, and (2) needs to make a visit to NRC, other contractors/licensees or government agencies in which access to classified information will be involved or unescorted area access is desired.
6. An estimate of the number of responses: NRC Form 136: 400  
NRC Form 237: 80  
NRC Form 277: 6
7. The estimated number of annual respondents: NRC Form 136: 22  
NRC Form 237: 22  
NRC Form 277: 2

8. An estimate of the total number of hours needed annually to complete the requirement or request:
- |               |    |
|---------------|----|
| NRC Form 136: | 40 |
| NRC Form 237: | 16 |
| NRC Form 277: | 1  |
9. An indication of whether Section 3507(d), Pub. L. 104-13 applies:  
Not applicable.
10. Abstract: The NRC Form 136 affects the employees of licensees and contractors who have been granted an NRC access authorization. When access authorization is no longer needed, the completion of the form apprises the respondents of their continuing security responsibilities. The NRC Form 237 is completed by licensees, NRC contractors or individuals who require an NRC access authorization. The NRC Form 277 affects the employees of contractors who have been granted an NRC access authorization and require verification of that access authorization and need-to-know in conjunction with a visit to NRC or another facility.

A copy of the supporting statement may be viewed free of charge at the NRC Public Document Room, One White Flint North, 11555 Rockville Pike, Room O-1F23, Rockville, MD 20852.

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 by (insert date 30 days after publication in the Federal Register):

Amy Farrell  
Office of Information and Regulatory Affairs (3150-0049, 0050 & 0051)  
NEOB-10202  
Office of Management and Budget  
Washington, DC 20503

Comments can also be submitted by telephone at (202) 395-7318.

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

Dated at Rockville, Maryland, this 23<sup>rd</sup> day of May 2001.

For the Nuclear Regulatory Commission.

  
Brenda Jo. Shelton, NRC Clearance Officer  
Office of the Chief Information Officer

Comments and questions should be directed to the OMB reviewer by (insert date 30 days after publication in the Federal Register):

Amy Farrell  
 Office of Information and Regulatory Affairs (3150-0049, 0050 & 0051)  
 NEOB-10202  
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The NRC Clearance Officer is Brenda Jo. Shelton, 301-415-7233.

Dated at Rockville, Maryland, this 23<sup>rd</sup> day of May 2001.

For the Nuclear Regulatory Commission.

/RA/

Brenda Jo. Shelton, NRC Clearance Officer  
 Office of the Chief Information Officer

a:\Forms 136, 237, 277 final FRN & SS

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DATE	5/10/01	5/10/01	5/15/01	5/17/01	5/17/01	5/23/01	

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