

PROGRAM OFFICIAL CERTIFICATION FOR PROPOSED COLLECTION OF INFORMATION

TITLE OF COLLECTION

NUREG/BR-0238, Materials Annual Fee Billing (Handbook)
NUREG/BR-0259 Financial EDI Authorization (NRC Form 628)
NUREG/BR-254, Payment Methods Authorization Form
(NRC Form 629, "Authorization for Payment by Credit Card")

I certify that the proposed collection of information --
 (Program Official should answer the following questions and certify responses by signing below.)

	YES	NO	N/A	
1. Reduces to the extent practicable the burden, including with respect to small entities, using techniques such as; (1) establishing differing timetables or reporting requirements to account for available resources, (2) clarifying, consolidating, or simplifying reporting requirements, and (3) exempting entities from all or part of the information collection requirement.	✓			
2. Is written using plain, coherent, and unambiguous terminology and is understandable to respondents.	✓			
3. Will be implemented in ways consistent and compatible, to the maximum extent practicable, with respondents' existing reporting and recordkeeping practices.	✓			
4. Has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information, including processing the information in a manner to enhance, where appropriate, the information's utility to agencies and the public.	✓			
5. Uses effective, efficient, and appropriate statistical survey methodology.				✓
6. To the maximum extent practicable, uses information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public.	✓			
7. Is necessary for NRC to properly perform its functions, and that the information has practical utility.	✓			
8. Is not unnecessarily duplicative of information otherwise reasonably accessible to the agency.	✓			
9. Indicates for each recordkeeping requirement the record retention.				
10. Informs potential respondents why the information is being collected; its necessity to the agency's performance; provides an estimate of and request for comment on the burden; indicates whether responses are mandatory, voluntary, or required to obtain a benefit (citing authority); confidentiality (citing authority); and the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid control number.	✓			

Program Office Official _____



 (Signature)

Date 8-7-01

Diane B. Dandois, Chief, LFARB

 (Type or print name)

DRAFT

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Proposed Collection; Comment Request

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

ACTION: Notice of pending NRC action to submit an information collection request to OMB and solicitation of public comment.

SUMMARY: The NRC is preparing a submittal to OMB for review of continued approval of information collections under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35).

Information pertaining to the requirement to be submitted:

1. The title of the information collection:
NUREG/BR-0238, Materials Annual Fee Billing Handbook
NUREG/BR-0239, Financial EDI Authorization (NRC Form 628, "Financial EDI Authorization")
NUREG/BR-0253, Fact Sheet-Electronic Funds Transfer
NUREG/BR-0254, Payment Methods (NRC Form 629, "Authorization for Payment by Credit Card")
2. Current OMB approval number:
3150-0190

3. How often the collection is required: Annually
4. Who is required or asked to report: Anyone doing business with the Nuclear Regulatory Commission including licensees, applicants and individuals who are required to pay a fee for inspections and licenses.
5. The number of annual respondents: 530 (50 for the NRC Form 628 and 480 for NRC Form 629)
6. The number of hours needed annually to complete the requirement or request: 42.4 (4 hours for NRC Form 628 and 38.4 hours for NRC Form 629)
7. Abstract: The U.S. Department of the Treasury encourages the public to pay monies owed the government through use of the Automated Clearinghouse Network and credit card. These two methods of payment are used by licensees, applicants, and individuals to pay civil penalties, full cost licensing fees, and inspection fees to the NRC.

Submit, by (insert date 60 days after publication in the Federal Register), comments that address the following questions:

1. Is the proposed collection of information necessary for the NRC to properly perform its functions? Does the information have practical utility?
2. Is the burden estimate accurate?
3. Is there a way to enhance the quality, utility, and clarity of the information to be collected?

- How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

A copy of the draft supporting statement may be viewed free of charge at the NRC Public Document Room, One White Flint North, 11555 Rockville Pike, Room O-1 F23, 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 about the information collection requirements may be directed to the NRC Clearance Officer, Brenda Jo Shelton, U.S. Nuclear Regulatory Commission, T-6 E6, Washington, DC 20555-0001, by telephone at 301-415-7233, or by Internet electronic mail at BJS1@NRC.GOV.

Dated at Rockville, Maryland, this _____ day of _____ 2001.

For the Nuclear Regulatory Commission

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

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ACCESSION NUMBER:

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NAME	LNavai <i>LN</i>		LPTremper <i>LP</i>		DBDandois <i>DB</i>		GFehst <i>GF</i>	<i>KL</i>
DATE	8/7/2001		8/7/01		8/2/01		8/13/01	
OFFICE	OCIO	<input type="checkbox"/>						
NAME	BJS Shelton							
DATE	1/1							

OFFICIAL RECORD COPY

DRAFT OMB SUPPORTING STATEMENT FOR
NUREG/BR-0238, Materials Annual Fee Billing Handbook,
NUREG/BR-0239, Financial EDI Authorization
(NRC Form 628, "Financial EDI Authorization")
NUREG/BR-0253, Fact Sheet -- Electronic Funds Transfer,
and NUREG/BR-0254, Payment Methods
(NRC Form 629, "Authorization for Payment by Credit Card")

(3150-0190)

EXTENSION

Description of the Information Collection

The Office of the Chief Financial Officer is responsible for billing licensees, applicants, and individuals for payment of civil penalties, full cost licensing fees, and inspection fees. The four methods used to pay bills owed the NRC are: (1) Payment by Automated Clearinghouse Network (ACH); (2) Payment by Credit Card; (3) Payment by Electronic Funds Transfer; and (4) Payment by Check. The above NUREGs are used in the billing cycle to instruct licensees how to transfer monies owed the NRC. The payment methods are defined in the above NUREGs. The ACH (NUREG/BR-0239) which now has an accompanying NRC Form 628, "Financial EDI Authorization," and Payment Methods (NUREG/BR-0254) which also has an accompanying NRC Form 629, "Authorization for Payment by Credit Card," are the payment methods that impose information collection burdens on licensees and are described in this Supporting Statement.

A. JUSTIFICATION

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

NRC Form 628, "Financial EDI Authorization," is an option used to make payment through the Automated Clearinghouse (ACH) Network. This form authorizes the licensee's bank to pay invoices to the NRC through the ACH. The NRC Form 628 requests the licensee's name, electronic funds transfer contact, telephone number, address, authorized signature and title.

NRC Form 629, "Authorization for Payment by Credit Card," is another option used to authorize payment by credit card. The Department of the Treasury has negotiated an agreement with the plastic card network that eliminated the ceiling of \$1,800 per transaction previously allowed. The credit card authorization form is used by licensees to authorize payment by credit card for license fees. The form solicits information that identifies the cardholder's name, address, account number, card expiration date, cards accepted, cardholder's signature, invoice number or license number.

There are no recordkeeping requirements associated with this collection.

2. Agency Use of Information.

The agency properly credits monies received through the ACH and credit card companies when these two methods are utilized by the licensees to pay their indebtedness to the NRC.

3. Reduction of Burden Through Information Technology.
There is no legal obstacle to reducing the burden associated with this information collection by use of information technology. Moreover, NRC encourages licensees to make payment through Electronic Funds Transfer (EFT). This action is consistent with the Debt Collection Improvement Act of 1996.
4. Effort to Identify Duplication and Use Similar Information.
The Information Requirements Control Automated System (IRCAS) was searched for duplication, and none was found.
5. Effort to Reduce Small Business Burden
Many of the licensees billed annually are small businesses. Efforts have been made to keep the method of collecting fees as simple as possible and requirements for information have been kept to a minimum.
6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently.
The impact to the NRC fee program if the collection is not conducted or is conducted less frequently will be a minimal effect. Licensees, applicants and individuals will continue to have two options open to them to pay future bills and invoices mailed to them. They may send a check or use an electronic funds transfer through FedWire.
7. Circumstances which Justify Variation from OMB Guidelines.
Not Applicable.
8. Consultations Outside the NRC.
The 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 provides no pledge of confidentiality for the collection. To the extent information is business confidential, procedures are in place to protect the information from improper disclosures.
11. Justification for Sensitive Questions.

Not applicable.

12. Estimate of Burden and Burden Hour Cost.

For NRC Form 628, "Financial EDI Authorization," and NUREG/BR-0239, we estimate that it takes about 5 minutes to read the instructions and to complete the form. We estimate that 50 forms will be completed annually at a cost of \$600 (5 minutes [.08 hr/form] x 50 forms x \$150).

For NRC Form 628, "Authorization for Payment by Credit Card," and NUREG/BR-0254, we estimate that it takes 5 minutes to read the instructions and complete. We estimate 40 forms will be completed monthly with an annual total of 480 forms received at a cost of \$5,760 (5 minutes [.08 hr/form] x 480 form x \$150). The overall estimated burden is 42.4 hours at a cost of \$6,360.

13. Estimate of Other Additional Costs.

None.

14. Estimated Annualized Cost to the Federal Government.

EDI Financial Forms (NRC Form 628) and Credit Card Forms (NRC Form 629) are processed by third party entities for the NRC annually. There is no cost to the NRC because the cost for this service, by the third party, is assumed by the Department of the Treasury.

15. Reasons for Changes in Burden or Cost.

No change.

16. Publication for Statistical Use

None.

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

Not applicable.