

FINAL OMB SUPPORTING STATEMENT FOR  
NRC FORM 445  
REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL  
(OMB 3150-0193)

- - -  
REVISION REQUEST

DESCRIPTION OF THE INFORMATION COLLECTION

Information forwarded on the above, "Request for Approval of Foreign Travel" form is supplied by non-Federal consultants, contractors and NRC invited travelers (i.e., non-NRC employees) who must travel to foreign countries in the course of conducting business for the NRC. In accordance with 48 CFR 20, "NRC Acquisition Regulation," contractors traveling to foreign countries are required to complete this form. The information requested includes the name of the NRC office recommending travel, approval by an Office Director, Regional Administrator or Chairman, as appropriate, the traveler's identifying information, the purpose of the travel, a listing of trip coordinators, other NRC travelers and contractors attending the same meeting, and a proposed itinerary.

A. JUSTIFICATION

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

NRC Form 445 is the mechanism by which NRC is advised of and approves foreign travel for its non-Federal consultants, contractors and invited travelers.

2. Agency Use of Information

Information from NRC Form 445 is used by NRC to determine whether proposed foreign travel for its non-Federal consultants, contractors and invited travelers should be approved.

3. Reduction of Burden through Information Technology

There is no legal obstacle to the use of information technology, and respondents will be encouraged to do so. In order to meet the requirements of the Government Paperwork Elimination Act, NRC intends to offer the option of electronic submission of this form in the future when electronic signature is available for it.

4. Effort to Identify Duplication and Use Similar Information

The Information Requirements Control Automated System (IRCAS) was searched to determine agency duplication. None was found.

5. Effort to Reduce Small Business Burden

Completion of NRC Form 445 by NRC's non-Federal consultants, contractors and invited travelers is the minimum information needed to authorize the proposed foreign travel.

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

Absence of NRC Form 445 would result in NRC's not being able to perform effective oversight of proposed foreign travel by its non-Federal consultants, contractors and invited travelers.

7. Circumstances Which Justify Variation From OMB Guidelines

Not applicable.

8. Consultations Outside the NRC

The opportunity for public comment was published in the Federal Register on February 6, 2002. No comments were received.

9. Payment or Gifts to Respondents

Not applicable.

10. Confidentiality of the Information

This 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.

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

It is estimated that no more than 200 NRC Form 445s are completed annually by NRC's non-Federal consultants, contractors and invited travelers. This estimate reflects the increase in foreign travel by non-Federal consultants, contractors and invited travelers that has occurred over the past several years.

It is estimated that the average burden imposed by NRC Form 445 is 2 hours per form. This involves the burden imposed upon the non-Federal consultants, contractors and invited travelers (estimated at an average of 1 hours per form) in completing the form and the burden imposed upon NRC (estimated at an average of 1.0 hours per form) in reviewing this form and approving the proposed foreign travel. This is an increase over previous burden estimates as previous burden estimates only assessed the average burden imposed upon NRC in reviewing this form and approving the proposed foreign travel.

As indicated above, the average burden imposed upon NRC's non-Federal consultants, contractors and invited travelers is assessed at 1 hour per form, resulting in an annual estimated burden of 200 hours

(200 forms X 1 hours per form). At a professional hourly rate of \$144 per hour, the estimated annual cost is \$28,800 (\$144 per hour X 200 hours per year).

13. Estimate of Other Additional Costs

None.

14. Estimated Annualized Cost to the Federal Government

The total estimated annualized cost to the NRC for reviewing and assessing NRC Form 445 is \$28,800 (\$144 per hour X 1.0 hour per form X 200 forms per year).

15. Reasons for Changes in Burden or Cost

The estimated burden has increased from 30 hours to 200 hours because of an increase in foreign travel being conducted by NRC's non-Federal consultants, contractors and invited travelers from 30 to 200 forms per year, based on the actual number of forms received. Also, the professional hourly rate has increased from \$121 to \$144 per hour.

16. Publication for Statistical Use

This information will not be published for statistical use.

17. Reason for Not Displaying the Expiration Date

Not applicable. The expiration date is displayed.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.