

## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-570), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 445. This information is maintained in a system of records designated as NRC-20 and described at 65 *Federal Register* 56428 (September 18, 2000), or the most recent *Federal Register* publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC's Public Document Room, 11555 Rockville Pike, Rockville, MD, or located in the Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 5 U.S.C. 5701 (2000); 31 U.S.C. 716, 1104, 1108, 3511, 3512, 3701, 3711, 3717, 3718 (1996-2000); Federal Travel Regulations, 41 CFR parts 301-304; Federal Property Management Regulations, 41 CFR part 101-71; Executive Order 9397, November 22, 1943.
2. **PRINCIPAL PURPOSE(S):** To secure the required NRC approval for official foreign travel.
3. **ROUTINE USE(S):** This information may be used for transmittal to the U.S. Treasury for payment and to the Department of State or an embassy for passports or visas. The information may be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, local, or Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you. Information may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary, however, if the requested information is not provided approval for foreign travel may be denied.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Chief, Travel Management Branch, Division of Accounting and Finance, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001

## REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL

Estimated burden per response to comply with this voluntary collection request: 1 hour. NRC uses this form to authorize foreign travel for non-Federal personnel in the course of conducting business for the NRC. Send comments regarding burden estimate to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0193), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**MUST BE COMPLETED 30 DAYS PRIOR TO TRAVEL**

CONTACT IN OFFICE OR REGION		<b>A. REVIEW AND APPROVAL</b>	
		SIGNATURE -- OFFICE DIRECTOR/REGIONAL ADMINISTRATOR	DATE
		SIGNATURE -- DIRECTOR, OIP <i>(if required)</i>	DATE
PROGRAM OFFICE	MAIL STOP	SIGNATURE -- CHAIRMAN <i>(if required)</i>	DATE

### B. TRAVELER INFORMATION *(To be completed by traveler)*

1. NAME OF TRAVELER <i>(Print or Type -- Last, first and middle initial)</i>	2. IS YOUR PASSPORT CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	3. DATE OF DEPARTURE
4. POSITION TITLE <i>(Include profession)</i>	5. EMPLOYER	
6. HOME ADDRESS <i>(Include ZIP Code)</i>	7. BUSINESS ADDRESS <i>(Include ZIP Code)</i>	
8. SIGNATURE -- TRAVELER	9. DATE	

10. PURPOSE OF TRAVEL

<p>10. LIST OF PERSONS WITH WHOM TRAVEL HAS BEEN COORDINATED <i>(within NRC and in other U.S. Government agencies)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>													<p>11. LIST OTHER NRC TRAVELERS AND CONTRACTORS GOING TO SAME FOREIGN MEETING OR DESTINATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>												

12. SOURCE OF FUNDING

