

Date: November 1, 2002

## SUMMARY OF INFORMATION COLLECTION REQUEST

Title: Billing Instructions for NRC Cost Type Contracts

Current Burden/Responses: 1,851 hours/3,925 responses

Proposed Burden/Responses: 1,070 hours/2,140 responses

Frequency of Response: Monthly

Number of Respondents: 55

Reasons for Changes in Burden/Responses: The overall burden has decreased by 781 hours from 1,851 to 1,070 hours with a corresponding reduction in the number of responses from 3,925 to 2,140 responses because of a reduction in the number of active contracts and task orders. Accordingly, the billing burden (contracts and task orders) has decreased from 1,123 hours to 754 hours and the license fee recovery burden decreased from 728 hours to 316 hours due to the reduction in the number of active contracts and task orders. The overall impact is a decrease in burden and cost.

Level of Concurrence: Chief, Property and Acquisition Oversight Branch  
Division of Contracts and Property Management  
Office of Administration

Recordkeeping Requirements in Accordance with the Retention Periods for Records/Rule: NA

Search of the Information Requirements Control Automated System (IRCAS):  
IRCAS was searched, no duplication was found.

Abstract: The NRC Division of Contracts in administering its contracts provides Billing Instructions for its contractors to follow in preparation of invoices. These instructions stipulate the level of detail in which supporting data must be submitted for NRC review. The review of this information ensures that all payments made by NRC for valid and reasonable costs in accordance with the contract terms and conditions.

cc: B. St. Mary