

SUPPORTING STATEMENT

For NRC Form 212A, "Qualifications Investigation"
" Secretarial/Clerical"
(OMB Clearance No. 3150-0034)

Extension Request with Burden Revision

Description of Information Collection

This form is used for investigating the qualifications of external candidates for appointment to secretarial/clerical positions in the Nuclear Regulatory Commission (NRC). This extension package reflects an increase in the number of forms projected to be received by the NRC and a corresponding increase in the burden for the next three-year clearance period.

A. JUSTIFICATION

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

Information requested on NRC Form 212A is used to determine the qualifications and suitability of applicants for employment in secretarial/clerical positions with the U.S. Nuclear Regulatory Commission. The completed form may be used to examine, rate and/or assess the prospective employee's qualifications. The information regarding the qualifications of applicants for employment is reviewed by professional personnel of the Office of Human Resources, in conjunction with other information in the NRC files, to determine the qualifications of the applicant for appointment to the position under consideration.

2. Agency Use of Information

The NRC Form 212A is sent to former employers, supervisors, and other references indicated on job applications as a part of the investigation for suitability of external candidates for appointment to secretarial/clerical positions. The information obtained on NRC Form 212A is reviewed and evaluated by personnel of the Office of Human Resources in determining the qualifications of applicants for employment.

3. Reduction of Burden Through Information Technology

There are no legal obstacles to reducing the burden associated with this information collection through the use of information technology. The non-recurrence of each individual collection makes it difficult to reduce the burden through the use of technology. However, the NRC encourages the respondents to use any innovative technology which would reduce burden.

4. Effort to Identify Duplication and Use of Similar Information

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

5. Effort to Reduce Small Business Burden

Information may be requested from individuals associated with small businesses; however, the amount of information requested is kept to a minimum while still allowing a full investigation.

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

This information has to be collected and reviewed prior to making a decision on employment eligibility.

7. Circumstances Which Justify Variation from OMB Guidelines

This request does not vary from OMB guidelines.

8. Consultations Outside the NRC

The opportunity for public comment has been published in the Federal Register.

9. Payment of Gift to Respondents

Not applicable.

10. Confidentiality of Information

NRC provides no pledge of confidentiality of the evaluation. However, confidentiality of the name of the rater will be honored upon request, and the form provides for making such a request.

11. Justification for Sensitive Questions

Not applicable.

12. Estimate of Annualized Burden and Burden Hour Cost

Past experience indicates that it takes about 15 minutes to complete a form. The total estimated burden for the approximately 400 forms received annually is 100 hours (.25 hours x 400 forms). The estimated annual cost is \$15,700 (100 hours x \$157/hour).

13. Estimate of Other Additional Costs

Not applicable.

14. Estimate of Annualized Cost to the Federal Government

The total estimated annual cost to the Federal Government for printing, handling, reviewing, and assessing the NRC Form 212A is \$15,700 (100 hours x \$157/hour). This cost is fully recovered through fee assessments to NRC licensees pursuant to 10 CFR Parts 170 and 171.

15. Reasons for Change in Burden or Cost

The burden has increased by 25 hours, from 75 to 100 because the number of forms increased by 100, from 300 to 400. The number of forms received annually has increased because of recruitment for secretarial and clerical positions.

16. Publication for Statistical Use

This information is not published for statistical use.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed on the form.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.