

Date: April 5, 2004

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: NRC Form 212, Qualifications Investigation, Professional, Technical, and Administrative Positions (other than clerical positions) (Draft OCP)
NRC Form 212A, Qualifications Investigation, Secretarial/Clerical (Draft OCP)

Current Burden/Responses: NRC Form 212 350 hours/1,400 responses
NRC Form 221A 75 hours/300 responses

Proposed Burden/Responses: NRC Form 212 300 hours/1200 responses
NRC Form 212A 100 hours/400 responses

Frequency of Response: On occasion

Reasons for Changes in Burden/Responses:

NRC Form 212 The burden has decreased, due to a reduced number of forms filled out annually. The number of forms received annually has changed by 200 from approximately 1400 to approximately 1200. The cost for professional effort has been increased in accordance with Part 170 to \$157.00 per hour.

NRC Form 212A 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. The cost for professional effort has increased in accordance with Part 170 to \$157 per hour.

Level of Concurrence: Director
Office of Human Resources

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:

Information requested on NRC Form 212, "Qualifications Investigation, Professional, Technical, and Administrative Positions (other than clerical positions)" and NRC Form 212A, "Qualification Investigation (Secretarial/Clerical)" is used to determine the qualifications and suitability of external applicants for employment with NRC. The completed forms 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.

cc: B. St. Mary