

FINAL SUPPORTING STATEMENT

For NRC Form 212
“Qualifications Investigation”
(Professional, Technical, and Administrative Positions
(other than clerical positions)

(OMB Clearance No. 3150-0033)

Extension Request with Burden Revision

Description of Information Collection

This form is used for investigating the qualifications of external candidates for appointment to professional positions in the Nuclear Regulatory Commission (NRC). This extension package reflects a reduction in the number of forms projected to be received by the NRC and a corresponding decrease in 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 212 is used to determine the qualifications and suitability of applicants for employment in professional, technical, and administrative positions (other than 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 212 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 professional positions. The information obtained on NRC Form 212 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 was published in the Federal Register on May 3, 2004 (69 FR 24197). No comments were received.

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 1200 forms received annually is 300 hours (.25 hours x 1200 forms). The estimated annual cost is \$47,100 (300 hours x \$/157/hour).

13. Estimated of Other Additional Costs

Not applicable.

14. Estimated Annualized Cost to the Federal Government

The total estimated annual cost to the Federal Government for printing, handling, reviewing, and assessing the NRC Form 212 is \$47,100 (300 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 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.

16. Publication for Statistical Use

This form 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.