NRC FORM 408
(5-2004)

U.S. NUCLEAR REGULATORY COMMISSION

ASSESSMENT OF PROPOSED INFORMATION COLLECTION

TO: INFORMATION MANAGEMENT COORDINATOR	TITLE OF INFORMATION COLLECTION REQUIREMENT
John R. Walker, OCFO	NRC Form 64, Travel Voucher (Part 1) NRC Form 64A, Travel Voucher (Part 2) NRC Form 64B, Optional Travel Voucher (Part 2) (FINAL OCP)

THE FOLLOWING FACTORS WERE CONSIDERED IN EVALUATING THE PROPOSED INFORMATION COLLECTION REQUIREMENT. *(If the response is not so, check "NO" and explain*	YES	NO
1. The requirement is needed. (It is the best means to achieve a necessary regulatory objective.)	√	
2. The requirement has practical utility, i.e., the NRC has the capability to use the information in a timely and useful fashion.	√	
3. The schedule for imposing the requirement is reasonable.	√	
4. The requirement selected is the least burdensome method of achieving a necessary regulator objective.	√	
5. The requirement does not duplicate or overlap requirements imposed by the NRC.	√	
6. The requirement does not duplicate or overlap requirements imposed by other Government agencies.	√	
7. The method used to estimate the burden is adequate.	√	
8. The burden estimates are reasonable when compared with similar requirements previously submitted.	√	
9. The methods proposed for collecting or keeping the information are consistent with sound record management practices.	√	
10. The records retention period is sufficiently definitive and reasonable.	N/A	
11. The requirement adequately identifies the records to be maintained and the information to be reported.	√	
12. NRC administrative support requirements are sufficient to manage the information collection.	√	
13. The information collection will not cause NRC to exceed its Information Collection Budget.	√	

REMARKS

OCIO REVIEWER - (Assigned Analyst) Catherine Blakeney Records and FOIA/Privacy Services Branch/IRSD/OIS	SIGNATURE Catherine Blakeney	DATE 05/ 11 /2005
OCIO APPROVAL - (Branch Level) Brenda Jo. Shelton NRC Clearance Officer/OIS	SIGNATURE Brenda Jo Shelton	DATE 05/18 /2005

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