Date: June 23, 2005

FINAL SUMMARY OF INFORMATION COLLECTION REQUEST

Title: NRC Form 445, Request for Approval of Official Foreign Travel, FINAL OCP

Current Burden/Responses: 200 hours/200 responses

Proposed Burden/Responses: 200 hours/200 responses

Frequency of Response: One time every trip.

Respondents: 200

Reasons for Changes in Burden/Responses: There is no change in burden. However, there has been an increase in the cost of the professional hourly rate from $144 to $156 per hour.

Level of Concurrence: Director
Office of International Programs

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: NRC Form 445, "Request for Approval of Foreign Travel," is supplied by consultants, contractors and NRC invited travelers who must travel to foreign countries in the course of conducting business for the NRC. In accordance with 48 CFR 20, "NRC Acquisition Regulation," contractors traveling to foreign countries are required to complete this form. The information requested includes the name of the Office Director/Regional Administrator recommending travel, approved by the Office Director, Regional Administrator or Chairman, as appropriate, the traveler's identifying information, purpose of travel, a listing of the trip coordinators, other NRC travelers and contractors attending the same meeting, and a proposed itinerary.

cc: Chris Colburn
B. St. Mary