FINAL OMB SUPPORTING STATEMENT FOR
NRC FORM 445
REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL
(OMB 3150-0193)
- - -
EXTENSION REQUEST

DESCRIPTION OF THE INFORMATION COLLECTION

Information forwarded on the above, "Request for Approval of Foreign Travel" form is supplied by non-Federal consultants, contractors and NRC invited travelers (i.e., non-NRC employees) 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 NRC office recommending travel, approval by an Office Director, Regional Administrator or Chairman, as appropriate, the traveler's identifying information, the purpose of the travel, a listing of trip coordinators, other NRC travelers and contractors attending the same meeting, and a proposed itinerary.

A. JUSTIFICATION

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

NRC Form 445 is the mechanism by which NRC is advised of and approves foreign travel for its non-Federal consultants, contractors and invited travelers.

2. Agency Use of Information

Information from NRC Form 445 is used by NRC to determine whether proposed foreign travel for its non-Federal consultants, contractors and invited travelers should be approved.

3. Reduction of Burden through Information Technology

There is no legal obstacles to reducing the burden associated with this information collection. The NRC encourages respondents to use information technology when it would be beneficial to them. NRC issued a regulation on October 10, 2003 (68 FR 58791), consistent with the Government Paperwork Elimination Act, which allows its licensees, vendors, applicants, and members of the public the option of making submissions electronically via CD-ROM, e-mail, special Web-based interface, or other means. However, because Form 445 requires multiple signatures and concurrences and is infrequently used by individual respondents, it is not efficient to establish a process that would readily lend itself to electronic filings. Therefore, we anticipate no electronic filings for this information collection.

4. Effort to Identify Duplication and Use Similar Information

There is no duplication of requirements. NRC has in place an on-going program to examine all information collections with the goal of eliminating all duplication and/or unnecessary information collections.

5. Effort to Reduce Small Business Burden

Completion of NRC Form 445 by NRC's non-Federal consultants, contractors and invited travelers is the minimum information needed to authorize the proposed foreign travel.

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

Absence of NRC Form 445 would result in NRC's not being able to perform effective oversight of proposed foreign travel by its non-Federal consultants, contractors and invited travelers.

7. Circumstances Which Justify Variation From OMB Guidelines

Not applicable.

8. Consultations Outside the NRC

The opportunity for public comment was published in the Federal Register on April 1, 2005 (70 FR 16876). No comments were received.

9. Payment or Gifts to Respondents

Not applicable.

10. Confidentiality of the Information

This information is protected from public disclosure under the Privacy Act of 1974 and is handled in accordance with routine uses specified in the Privacy Act.

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

It is estimated that 200 NRC Form 445s will be completed annually by NRC's non-Federal consultants, contractors and invited travelers. This travel remains fairly constant, with no significant increase. The annual burden is estimated to be 200 hours (200 respondents x 1 hour per response). At a professional hourly rate of $156/hr., the annual cost is $31,200.

13. Estimate of Other Additional Costs

None.

14. Estimated Annualized Cost to the Federal Government

The total estimated annualized cost to the NRC for reviewing and assessing NRC Form 445 is $31,200 ($156 per hour x 1 per form x 200 forms per year. This cost is fully recovered through fee assessment to NRC licenses pursuant to 10 CFR Parts 170 and/or 171.

15. Reasons for Changes in Burden or Cost

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

16. Publication for Statistical Use

This information will not be published for statistical use.

17. Reason for Not Displaying the Expiration Date

Not applicable. The expiration date is displayed.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.