

November 29, 2005

SUMMARY OF INFORMATION COLLECTION REQUEST

Title: Billing Instructions for NRC Cost Type Contracts

Current Burden/Responses: 1,070 hours/2,140 responses

Proposed Burden/Responses: 1,070 hours/2,140 responses

Frequency of Response: Monthly

Number of Respondents: 55

Reasons for Changes in Burden/Responses: There is no change in burden. However, the cost for professional effort has increased from \$152 to \$201 per hour.

Level of Concurrence: Chief, Property and Acquisition Oversight Branch
Division of Contracts and Property Management
Office of Administration

Recordkeeping Requirements in Accordance with the Retention Periods for Records/Rule: NA

Abstract: In administering its contracts, the NRC Division of Contracts provides Billing Instructions for its contractors to follow in preparing invoices. These instructions stipulate the level of detail for supporting data that must be submitted for NRC review. The review of this information ensures that all payments made by the NRC are for valid and reasonable costs in accordance with the contract terms and conditions.

cc: B. St. Mary