

**ASSESSMENT OF PROPOSED INFORMATION COLLECTION**

TO: INFORMATION MANAGEMENT COORDINATOR  
**Michelle Ricker**

TITLE OF INFORMATION COLLECTION REQUIREMENT  
NRC Form 64, "Travel Voucher (Part 1)," NRC Form 64A, "Travel Voucher (Part 2)," and NRC Form 64B "Optional Travel Voucher (Part 2)", OMB 3150-0192

THE COLLECTION OF INFORMATION ENCOMPASSED BY THIS REQUEST COMPLIES WITH 5 CFR 1320.9 AND THE RELATED PROVISIONS OF 5 CFR 1320.8(b)(3).

THE FOLLOWING FACTORS WERE CONSIDERED IN EVALUATING THE PROPOSED INFORMATION COLLECTION REQUIREMENT. (If the response is not so, check "NO" and explain under "Remarks.")

	YES	NO
1. The requirement is necessary for the proper performance of agency functions. (See SS Item 1.)	✓	
2. The requirement avoids unnecessary duplication. (See Supporting Statement Item 4.)	✓	
3. The requirement reduces burden on small entities. (See Supporting Statement Item 5.)	✓	
4. The requirement uses plain, coherent, and unambiguous language that is understandable to respondents.	✓	
5. The requirement's implementation will be consistent and compatible with current reporting and recordkeeping practices.	✓	
6. The requirement indicates the retention periods for recordkeeping requirements. (See Supporting Statement Item 1.)	n/a	
7. The requirement informs respondents of the information called for under 5 CFR 1320.8(b)(3) about: (1) Why the information is being collected; (2) Use of the information; (3) Burden estimate; (4) Nature of response (voluntary, required for a benefit, or mandatory); (5) Nature and extent of confidentiality; and (6) Need to display currently valid OMB control number. (See Supporting Statement Items 1, 12, & 18.)	✓	
8. The requirement was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected.	✓	
9. The requirement uses effective and efficient statistical survey methodology (if applicable). (See Supporting Statement Section B.)	n/a	
10. The requirement makes appropriate use of information technology. (See Supporting Statement Item 3.)	✓	


REMARKS

OIS REVIEWER - (Assigned Analyst)  
Kristen Benney  
Records and FOIA/Privacy Services Branch/IRSD/OIS

SIGNATURE  


DATE  
04/ 18 /2008

OIS APPROVAL - (Branch Level)  
Gregory Trussell  
Acting NRC Clearance Officer/OIS

SIGNATURE  


DATE  
04/ /2008