

DRAFT SUPPORTING STATEMENT  
FOR  
NRC FORM 450, "GENERAL ASSIGNMENT"  
(3150-0114)

EXTENSION

Description of the Information Collection

As a part of the contract closeout process for cost-reimbursement and time-and-materials contracts, the contractor is required to assign to the Government all rights, title and interest to refunds, rebates, credits or other amounts (including interest, if any) arising out of contract performance and certify that a corporate official is empowered to make the assignment. The contractor uses NRC Form 450, General Assignment, to make such assignments.

A. JUSTIFICATION

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

The assignment made by the U.S. Nuclear Regulatory Commission (NRC) contractors using Form 450 is authorized by the Federal Acquisition Regulation (FAR) 16.307(a), and 52.216-7(h)(2), Allowable Cost and Payment (DEC 2002). The FAR requires contractors in cost-reimbursement and time-and-materials type contracts to execute and deliver the assignment. The assignment must be in a form that is satisfactory to the Contracting Officer and must be delivered prior to the final payment.

2. Agency Use of Information

General Assignment forms are reviewed upon receipt to assure proper execution and certification. The form then becomes part of the official contract file and serves as the legal basis for the contractor to collect all refunds, rebates, credits or other amounts properly allocable to costs for which the contractor has been reimbursed by the Government under the contract.

3. Reduction of Burden Through Information Technology

There are 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 to make submissions electronically via CD-ROM, e-mail, special Web-based interface, or other means. However, the form must be notarized prior to submittal to the NRC. It is estimated that approximately 99 percent of the contractors' responses are filed electronically.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of

requirements. NRC has in place an ongoing 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

The information collection is prescribed by the FAR16.307(a) and 52.216-7(h)(2). The collection represents the minimum required for proper execution of the General Assignment and cannot be reduced.

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

The information collection is required only once, at the time of contract closeout. The FAR clause 52.216-7(h) (2) requires execution and delivery of the assignment as a condition precedent to the final payment; therefore, the collection cannot be eliminated.

7. Circumstances Which Justify Verification from OMB Guidelines

The collection is within all OMB prescribed guidelines.

8. Consultations Outside the NRC

Opportunity for public comment on the information collection requirements for this clearance package has been published in the Federal Register.

9. Payment of Gift to Respondents

Not applicable.

10. Confidentiality of the Information

Confidential and proprietary information is protected in accordance with NRC regulations at 10 CFR 9.17(a) and 10 CFR 2.390(b). However, execution and certification of the General Assignment does not require the use or submission of confidential information.

11. Justification for Sensitive Questions

No sensitive information normally considered private or personal information is required or requested.

12. Estimate of Annualized Burden and Burden Hour Cost

The annual contractor burden for NRC Form 450 is estimated to be 30 hours (15 responses X 2 hr/response (1.5 hr clerical) + (.5 hr professional)). The annual

burden cost is \$3,097 (15 responses X (1.5 x \$47/hr clerical) + (.5 hr x \$272 professional)).

The burden estimate is based on the approximate number of contractors affected by the General Assignment form and the approximate number of hours each contractor would have to expend to comply with the requirements of the form.

The estimate of 2 hours per response is based on the following steps being taken to complete the General Assignment form:

- The search and review of contract records and verification by an accounting department (which may involve data that must be retrieved from storage).
- The form must be notarized.
- A corporate seal and certification that a corporate official is empowered to make the assignment is required.
- Clerical support is required to complete the form.

13. Estimate of Other Additional Costs

There are no additional costs.

14. Estimated Annualized Cost to the Federal Government

Contract specialists assure that NRC Form 450 is properly distributed and executed. Annual cost to the government is estimated at \$2,040 (.5 hr per form x 15 forms x \$272/hr).

15. Reasons for Changes in Burden or Cost

The overall burden has decreased by 90 hours from 120 to 30 hours, because of a reduction in the number of forms received. During the last renewal period, the NRC received 60 forms and during this reporting period the agency received 15 forms, resulting in a reduction of 45 forms. It is anticipated that this trend will continue due to the agency's reduction in the number of cost-reimbursement type contracts.

The cost for professional effort has increased from \$259/hr to \$272/hr.

16. Publication for Statistical Use

Results will not be tabulated or published.

17. Reason for Not Displaying the Expiration Date

Not applicable.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.