

DRAFT SUPPORTING STATEMENT
FOR
NRC FORM 212, "QUALIFICATIONS INVESTIGATION
PROFESSIONAL, TECHNICAL, AND ADMINISTRATIVE POSITIONS"
3150-0033

EXTENSION

Description of Information Collection

The NRC Form 212 is sent to former employers, supervisors, and other references indicated on job applications as a part of the investigation for suitability of external candidates for appointment to professional, technical and administrative positions in the U.S. Nuclear Regulatory Commission (NRC). The information obtained on NRC Form 212 is reviewed and evaluated by personnel of the Office of the Chief Human Capital Officer (OCHCO) in determining the qualifications of applicants for employment.

The form provides questions that are designed to prompt the responder to engage in a meaningful discussion for all positions and reduces the number of references required to support a hiring decision.

A. JUSTIFICATION

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

Information requested on NRC Form 212 is used to determine the qualifications and suitability of applicants for employment in professional, technical, and administrative positions with the NRC. The completed form may be used to examine, rate and/or assess the prospective employee's qualifications. The information regarding the qualifications of applicants for employment is reviewed by professional personnel in OCHCO, in conjunction with other information in the NRC files, to determine the qualifications of the applicant for appointment to the position under consideration.

2. Agency Use of Information

The NRC Form 212, "Qualifications Investigation, Professional, Technical, and Administrative Positions" is used for investigating the qualifications of external candidates for appointment to professional, technical, and administrative positions in the NRC.

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. The non-recurrence of each individual collection makes it difficult to reduce the burden through the use of technology. However, the NRC encourages the respondents to use any innovative technology which would reduce burden. It is estimated that approximately (0%) of the potential responses are filed electronically.

4. Effort to Identify Duplication and Use of 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

Information may be requested from individuals associated with small businesses; however, the amount of information requested is kept to a minimum while still allowing a full investigation.

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

This information has to be collected and reviewed prior to making a decision on employment eligibility.

7. Circumstances Which Justify Variation from Office of Management and Budget (OMB) Guidelines

This request does not vary from OMB guidelines.

8. Consultations Outside the NRC

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

9. Payment of Gift to Respondents

Not applicable.

10. Confidentiality of Information

Confidential and proprietary information is protected in accordance with NRC regulations in Title 10 of the *Code of Federal Regulations* (10CFR) 9.17(a) and 10 CFR 2.390(b).

To maintain the privacy of applicants, completed NRC Form 212s are maintained in locked filing cabinets and destroyed within the Office of the Chief Human Capital Officer.

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

Past experience indicates that it takes about 30 minutes to complete a form. The total estimated burden for the approximately 1,000 forms received annually is 500 hours (.5 hours x 1,000 forms). The estimated annual cost is \$134,000 (500 hours x \$268/hour).

13. Estimate of Other Additional Costs

There are no additional costs.

14. Estimate of Annualized Cost to the Federal Government

The total estimated annual cost to the Federal Government for printing, handling, reviewing, and assessing the NRC Form 212 is \$134,000 (500 hours (1,000 x .5/hours) x 268/hour).

15. Reasons for Change in Burden or Cost

The fee rate has increased from \$257 per hour to \$268 per hour.

This extension package reflects a consistent number of forms projected to be received by the NRC and no change in the burden for the next three-year clearance period.

16. Publication for Statistical Use

This information is not published for statistical use.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed on the form.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Not applicable.