

PAPERWORK REDUCTION ACT SUBMISSION

IMPORTANT

Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's paperwork clearance officer.

Send three copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to:

Office of Information and Regulatory Affairs
Office of Management and Budget
Docket Library, Room 10102
725 17th Street NW
Washington, DC 20503

<p>1. Agency/Subagency originating request U.S. Nuclear Regulatory Commission</p>	<p>2. OMB control number <input checked="" type="checkbox"/> a. 3150 - 0050 <input type="checkbox"/> b. None </p>
<p>3. Type of information collection (check one)</p> <p><input type="checkbox"/> a. New collection</p> <p><input checked="" type="checkbox"/> b. Revision of a currently approved collection</p> <p><input type="checkbox"/> c. Extension of a currently approved collection</p> <p><input type="checkbox"/> d. Reinstatement, without change, of a previously approved collection for which approval has expired</p> <p><input type="checkbox"/> e. Reinstatement, with change, of a previously approved collection for which approval has expired</p> <p><input type="checkbox"/> f. Existing collection in use without an OMB control number</p>	<p>4. Type of review requested (check one)</p> <p><input checked="" type="checkbox"/> a. Regular submission <input type="checkbox"/> c. Emergency</p> <p><input type="checkbox"/> b. Expedited - Approval requested by (date): <input type="checkbox"/> d. Delegated</p> <p>5. Submitted under Section 3504(h) of the Paperwork Reduction Act <input type="checkbox"/> a. Yes <input checked="" type="checkbox"/> b. No </p> <p>6. Requested expiration date <input checked="" type="checkbox"/> a. Three years from approval date <input type="checkbox"/> b. Other (specify): One Year </p>
<p>7. Title Request for Access Authorization</p>	
<p>8. Agency form number(s) (if applicable) NRC Form 237</p>	
<p>9. Keywords Access Authorization</p>	
<p>10. Abstract The NRC Form 237 is executed by licensees, NRC contractors, subcontractors, or other individuals who require an NRC access authorization. Information is required to ensure that an adequate access authorization is granted to handle NRC classified information and/or special nuclear material. </p> <div style="text-align: center; margin-top: 10px;"> 9505110343 950421 PDR ORG EUSOMB PDR </div>	
<p>11. Affected public (Mark primary with "P" and all others that apply with "X")</p> <p><input type="checkbox"/> a. Individuals or households <input checked="" type="checkbox"/> b. Business or other for-profit <input type="checkbox"/> c. Not-for-profit institutions</p> <p><input type="checkbox"/> d. Farms <input type="checkbox"/> e. Federal Government <input type="checkbox"/> f. State, Local, or Tribal Government</p>	<p>12. Obligation to respond (check one)</p> <p><input type="checkbox"/> a. Voluntary <input type="checkbox"/> b. Required to obtain or retain benefits <input checked="" type="checkbox"/> c. Mandatory</p>
<p>13. Annual recordkeeping and reporting burden</p> <p>a. Number of respondents 22</p> <p>b. Total annual responses 100</p> <p>1. Percentage of these responses collected electronically 0 %</p> <p>c. Total annual hours requested 20</p> <p>d. Current OMB inventory 80</p> <p>e. Difference [+ or -] -60</p> <p>f. Explanation of difference</p> <p>1. Program change [+ or -] -60</p> <p>2. Adjustment [+ or -]</p>	<p>14. Purpose of information collection (Mark primary with "P" and all others that apply with "X")</p> <p><input type="checkbox"/> a. Application for benefits <input type="checkbox"/> b. Program evaluation <input type="checkbox"/> c. General purpose statistics <input type="checkbox"/> d. Audit <input type="checkbox"/> e. Program planning or management <input type="checkbox"/> f. Research <input checked="" type="checkbox"/> g. Regulatory or compliance</p>
<p>15. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> a. Yes <input checked="" type="checkbox"/> b. No </p>	<p>16. Statistical methods Does this information collection employ statistical methods? <input type="checkbox"/> a. Yes <input checked="" type="checkbox"/> b. No </p>
<p>17. Agency Contact (Person who can best answer questions regarding the content of this submission) Duane G. Kidd </p>	

Telephone
(301) 415-7403

CERTIFICATION FOR PAPERWORK REDUCTION ACT SUBMISSIONS

The agency head or authorized representative certifies that the agency has complied with the requirements of the Paperwork Reduction Act and any applicable policy directives.

Agency Head or Authorized Representative (Typed or printed name)

Gerald F. Cranford, Designated Senior Official for Information Resources Management

Signature

Date

1/21/95

Program Official (Typed or printed name)

100049

Signature

Date

DEB

OMB SUPPORTING STATEMENT FOR

NRC FORM 237

Request for Access Authorization
(3150-0050)
Revision Request

Description of Information Collection

Title 10, Code of Federal Regulations, Part 11 "Criteria and Procedures for Determining Eligibility for Access to or Control Over Special Nuclear Material" and Part 25, "Access Authorization for Licensee Personnel" establish requirements that licensee personnel requiring access to either special nuclear material or classified information must have an investigation of their background and NRC Management Directive 12.3 "Personnel Security Program" establishes requirements that NRC contractors, subcontractors and other non-NRC individuals requiring access to classified information must have an investigation of their background. The reporting requirements associated with NRC Form 237 affect approximately 20 licensees and 2 contractors.

A. JUSTIFICATION

1. Need for and Practical Utility of the Information Collection

A completed NRC Form 237 is required to obtain access to special nuclear material (10 CFR 11.15(a)(2)) or classified information 10 CFR 25.17 (b) for licensee personnel. It is also used to request NRC access authorizations for personnel of NRC contractors, subcontractors, or other individuals who are not applicants for employment with NRC. The signature of the authorizing official (the security officer) and the approval of the NRC sponsoring official must appear on the form. The information on the form will be reviewed by NRC Division of Security personnel. Any questions about the validity or appropriateness of the request may be referred to the NRC office exercising contractual, licensing or regulatory authority over the requesters before processing the access authorization request.

In addition to the signatures mentioned above, the form contains the name of the applicant, the level of access authorization requested, the applicant's date of birth, other appropriate remarks (e.g., previous clearance history), and an identification of enclosures (e.g., completed personnel security packet). A personnel security packet received without this form or without the authorizing official's signature will result in no action being taken on the access authorization request.

This information collection for access authorizations benefits NRC and the Federal government by affording a greater degree of control over who is granted access to special nuclear material or classified information.

2. Agency Use of Information.

The information on NRC Form 237 is forwarded to the Division of Security for administrative review and processing for access authorization. If the individual for whom access is being sought currently has an active access authorization with another Federal agency, the Division of Security (SEC) may request certification of this access authorization from the agency concerned. Upon receipt of this certification, SEC will reply to the requester indicating that the requested access authorization has been granted. This process normally can be completed within 30 days. If the individual for whom access is being sought does not have an active access authorization with another Federal agency, SEC will take action to obtain the type of investigation necessary to support the level of access sought. Upon favorable review of the completed investigation, SEC notifies the requester of the access authorization approval. If, after review of the investigation, SEC determines that there is a question of the individual's eligibility for NRC access authorization, the "due process" provisions of 10 CFR Parts 10 and 11 may be invoked.

3. Reduction of Burden Through Information Technology.

There is no information technology available which would reduce the burden and provide the documentation of identity and signature certification necessary to request an access authorization.

4. Effort to Identify Duplication and Use Similar Information.

NRC Form 237 does duplicate certain identifying data (e.g., name, date of birth, and level of clearance) requested on other forms in order to assure positive identification of the individuals for whom access authorization is being sought. The Department of Energy and some other government agencies use similar forms. However, since there is no standard form available for Government-wide use, the NRC Form 237 is needed to ensure that NRC has a standard procedure for receiving requests for access authorizations.

Since the form is only used when clearance for access to special nuclear material or classified information

is being requested there is no other similar information available.

The Information Requirements Control Automated System (IRCAS) was searched and no duplication was found.

5. Effort to Reduce Small Business Burden.

None of the licensees affected by the use of the NRC Form 237 qualify as small business enterprises or entities. The burden associated with this form is so minimal that there would be no significant burden on a contractor, if they qualified as a small business enterprise or entity.

6. Consequences of Less Frequent Collection.

Since the collection of information is only required when one applies for access to special nuclear material or classified information, there is no established frequency for collection. In most cases, this is a one time event and less frequent collection would mean eliminating the collection altogether. If the information is not collected, the assurance that only individuals who are properly authorized have access to classified information or special nuclear material is reduced. Thus, less frequent collection may endanger the U.S. common defense and national security.

7. Circumstances Which Justify Variation from OMB Guidelines.

No variation from OMB guidelines is required for the purpose of this collection process.

8. Consultations Outside the NRC.

No consultations were conducted since the last clearance submittal since this type of information collection is standard throughout the U. S. Government and collects a minimal amount of information on an infrequent basis.

9. Confidentiality

NRC provides no pledge of confidentiality for this collection of information, however, since Social Security Numbers are a part of the information collected, they are protected by the Privacy Act and their confidentiality is maintained.

10. Justification for Sensitive Questions.

NRC does not request any sensitive information on this form.

11. Estimated Annualized Cost to the Federal Government.

The annual cost to NRC is estimated to be \$2,216.67. This cost was computed as follows:

Annual clerical effort = \$751.50

(10 minutes [processing, program review and approving requests for processing] X 100 = 16.7 hrs. X \$45 per hour).

This cost is fully recovered through fee assessment to NRC licensees pursuant to 10 CFR Parts 170 and/or 171.

12. Estimate of Annual Burden.

An estimated twelve minutes (based on staff experience) is required to complete each NRC Form 237, resulting in a total annual burden on the public of 20 hours. The estimated annual financial burden shared among the 22 licensees/contractors is \$2660. This was computed as follows: 100 applicants X 12 minutes per request X \$133/hr.

13. Reasons for Changes in Burden.

The burden for collection of this information has decreased due to a reduction in the number of access authorization requests related to a decrease in Federal nuclear contracts and use of strategic nuclear materials in the contractor/licensee program.

14. Publications for Statistical Use.

Data from this information collection are not published for statistical purposes. Statistical methods cannot be used in the collection of information since each instance relates to an individual applying for access to special nuclear material or classified information.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this collection of information.

REQUEST FOR ACCESS AUTHORIZATION

ESTIMATED BURDEN PER RESPONSE TO COMPLY WITH THIS INFORMATION COLLECTION REQUEST: 12 MINUTES. THIS MANDATORY SUBMITTAL IS USED BY NRC TO DETERMINE THE VALIDITY OF THE REQUIREMENTS FOR ACCESS. FORWARD COMMENTS REGARDING BURDEN ESTIMATE TO THE INFORMATION AND RECORDS MANAGEMENT BRANCH (T-6 F33), U.S. NUCLEAR REGULATORY COMMISSION, WASHINGTON, DC 20555-0001, AND TO THE PAPERWORK REDUCTION PROJECT (3150-0050), OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.

INSTRUCTIONS: Submit original only. Detailed instructions are on the reverse.

1. DATE

2. TO: CHIEF
PERSONNEL SECURITY BRANCH
DIVISION OF SECURITY
U.S. NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555-0001

3. FROM:

4. SIGNATURE

5. REQUEST THE BELOW NAMED APPLICANT(S), U.S. CITIZEN(S), BE PROCESSED FOR AN NRC ACCESS AUTHORIZATION AS INDICATED:

"Q"

"L"

"U"

"R"

6. NAME OF APPLICANT (Last, First, Middle)

or

☐ SEE LIST OF APPLICANTS ON ENCLOSURE

7. DATE OF BIRTH

8. REMARKS

9. NRC SPONSORING OFFICE OR DIVISION (See instructions)

10. CONTRACT NUMBER, LICENSEE SECURITY PLAN
REFERENCE OR OTHER IDENTIFYING NUMBER

11. ENCLOSURES

(DO NOT WRITE IN THIS SPACE)

SF 86, QUESTIONNAIRE FOR SENSITIVE POSITIONS (Part 1).

SF 86, QUESTIONNAIRE FOR SENSITIVE POSITIONS (Part 2).
(Sealed in NRC Form E-1, Envelope for Part 2, SF 86).

FD 258, FINGERPRINT CARDS (Two copies)

NRC FORM 176(A), SECURITY ACKNOWLEDGMENT
(For "Q" and "L" Requests)NRC FORM 176(B), SPECIAL NUCLEAR MATERIAL ACCESS AUTHORIZATION
ACKNOWLEDGMENT (For "U" and "R" Requests).

OTHER (Specify):

12. APPROVAL BY NRC SPONSORING OFFICIAL

INSTRUCTIONS

A. PURPOSE OF FORM:

This form is to be used for requesting NRC access authorizations on personnel of NRC contractors, subcontractors, licensees, employees of other government agencies, or other individuals who are not applicants for employment with NRC.

B. MULTIPLE REQUESTS:

A single NRC Form 237 may be used to request access authorizations for several individuals who all require the same type of access authorization (e.g., all "Qs" or all "Rs"). The individuals and their dates of birth may be listed in the remarks section or on a roster appended to the NRC Form 237.

C. WHO PREPARES THE FORM:

The agency or firm employing the individual(s) normally prepares this form (except in the case of a subcontractor, in which case the prime contractor would prepare this form). The NRC sponsoring office or division may prepare this form if it feels it would be more expedient.

D. APPROVALS REQUIRED:

Item 4 must be signed by the agency or firm security officer (or other authorized official). If this request is in connection with an NRC contract, or anticipated contract (e.g., basic ordering agreement), Items 9 and 10 must be completed and the request must be approved in Item 12.

E. SUBMITTING THE REQUEST:

All request may be submitted to the address in Item 2; however, if approval in Item 12 is required, it would avoid delay in processing if this request is submitted through the approving official. Security forms completed by the applicant are to be firmly attached to this form. (For certification of existing security clearance or federal access authorization, NRC license related activities should consult 10 CFR Parts 11 or 25, as appropriate, for required forms and related procedures and fees.)

F. PRIOR INVESTIGATIONS AND SECURITY CLEARANCES:

To assist in the processing of this request, please list in Item 8 or attached roster:

1. Any prior investigations on the applicant(s). Give date, type (i.e., background investigation or national agency checks), and investigating agency; and,
2. Any current or prior security clearances (i.e., access authorizations) held by the applicant(s) with NRC or any other agency. Give dates held, level (i.e., Top Secret, Secret, Confidential, "Q," "L," "U," or "R"), and agency granting clearance.

NUCLEAR REGULATORY COMMISSION

Documents Containing Reporting or Recordkeeping

Requirements: Office of Management and Budget Review

AGENCY: Nuclear Regulatory Commission

ACTION: Notice of the Office of Management and Budget review of information collections.

SUMMARY: The Nuclear Regulatory Commission (NRC) has recently submitted to the Office of Management and Budget (OMB) for review the following proposal for the collections of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

1. Type of Submission, new, revision, or extension:
Extensions (2); Revisions (2).
2. Titles of the information collections: Security Termination Statement (Form 136); Request for Access Authorization (Form 237); Request for Visit or Access Approval (Form 277); Classification Record (Form 790).
3. The form number if applicable: NRC Forms 136 and 790 (Extensions); NRC Forms 237 and 277 (Revisions).

4. How often the collection is required: On occasion.
5. Who will be required or asked to report: Licensee and contractor employees, who have been granted an NRC access authorization (NRC Forms 136 and 237); licensees and contractor employees to verify individuals security clearance and need to know for a visit to a facility (NRC Form 277); licensees, contractor and other facility employees that are permitted to use process, store, reproduce, transmit, or otherwise handle NRC classified information (NRC Form 790).
6. An estimate of the number of responses: 400 (NRC Form 136); 100 (NRC Form 237); 22 (NRC Form 277); 85 (NRC Form 790).
7. An estimate of the total number of hours needed to complete the requirement or request: NRC Form 136, 40 hours (6 minutes per response); NRC Form 237, 20 hours (12 minutes per response); NRC Form 277, 5 hours (3.7 hours reporting burden; 1.3 recordkeeping burden; 10 minutes per response); NRC Form 790, 7 hours (5 minutes per response).

8. An indication of whether Section 3504(h), Pub. L. 96-511 applies: Not applicable.
9. Abstract: The NRC Form 136 affects the employees of licensees and contractors who have been granted an NRC access authorization; NRC Form 237 is completed by licensees, NRC Contractors or other individuals who require an NRC access authorization; NRC Form 277 affects the employees of licensees and contractors who have been granted an NRC access authorization and require verification of that access authorization and need-to-know in conjunction with a visit to NRC or another facility; NRC Form 790 is utilized each time a document is classified or declassified.

Copies of the submittal may be inspected or obtained for a fee from the NRC Public Document Room, 2120 L Street, N.W. (Lower Level), Washington, D.C.

Comments and questions can be directed by mail to the OMB reviewer:

Troy Hillier

Office of Information and Regulatory Affairs

(3150-0049); (3150-0050); (3150-0051); (3150-0052)

NEOB-10202

Office of Management and Budget

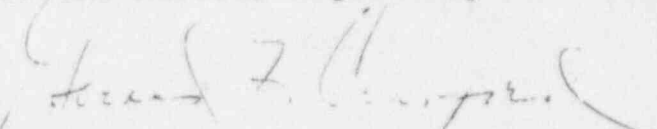
Washington, D. C. 20503

Comments can also be submitted by telephone at (202) 395-3084.

The NRC Clearance Officer is Brenda Jo Shelton, (301) 415-7233.

Dated at Rockville, Maryland this 18 day of June, 1995.

For the Nuclear Regulatory Commission


Gerald F. Cranford, Designated Senior
Official for Information Resources
Management