

## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-570), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 445. This information is maintained in a system of records designated as NRC-20 and described at 71 Federal Register 59628 (October 10, 2006), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" located in the NRC's Agencywide Documents Access and Management System (ADAMS).

- 1. AUTHORITY:** 5 U.S.C. 5701; 31 U.S.C. 716, 1104, 1108, 3511, 3512, 3701, 3711, 3717, 3718, 3726; Federal Travel Regulations, 41 CFR parts 301-304; Federal Property Management Regulations, 41 CFR part 101-41; Executive Order 9397; Section 639 of the Consolidated Appropriations Act, 2005 (P.L. 108-447).
- 2. PRINCIPAL PURPOSE(S):** To secure the required NRC approval for official foreign travel.
- 3. ROUTINE USE(S):** In addition to the disclosures permitted under subsection (b) of the Privacy Act, the NRC may disclose information from this system of records to the U.S. Treasury for payment; the Department of State or an embassy for passports or visas; the General Services Administration and the Office of Management and Budget for required periodic reporting; the charge card issuing bank; the Department of Interior, National Business Center, for collecting severe travel card delinquencies by employee salary offset; and to a consumer reporting agency to obtain credit reports. The information may also be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law; in the course of an administrative or judicial proceeding; to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis; and to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records.
- 4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary, however, if the requested information is not provided approval for foreign travel may be denied.
- 5. SYSTEM MANAGER AND ADDRESS:** Chief, Travel Services Team, Division of Financial Services, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

# REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL

Estimated burden per response to comply with this voluntary collection request: 1 hour. NRC uses this form to authorize foreign travel for non-Federal personnel in the course of conducting business for the NRC. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0193), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**MUST BE COMPLETED 30 DAYS PRIOR TO TRAVEL**

CONTACT IN OFFICE OR REGION	PROGRAM OFFICE	MAIL STOP
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## A. REVIEW AND APPROVAL

SIGNATURE -- OFFICE DIRECTOR/REGIONAL ADMINISTRATOR	DATE
SIGNATURE -- DIRECTOR, OIP <i>(if required)</i>	DATE
SIGNATURE -- CHAIRMAN <i>(if required)</i>	DATE

## B. TRAVELER INFORMATION *(To be completed by traveler)*

1. NAME OF TRAVELER <i>(Print or Type -- Last, first and middle initial)</i>	2. IS YOUR PASSPORT CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	3. DATE OF DEPARTURE
4. POSITION TITLE <i>(Include profession)</i>	5. EMPLOYER	
6. EMPLOYER ADDRESS	7. EMPLOYER CITY <i>(Include ZIP Code)</i>	
8. SIGNATURE -- TRAVELER	9. DATE	

10. PURPOSE OF TRAVEL

11. LIST OF PERSONS WITH WHOM TRAVEL HAS BEEN COORDINATED <i>(within NRC and in other U.S. Government agencies)</i>	12. LIST OTHER NRC TRAVELERS AND CONTRACTORS GOING TO SAME FOREIGN MEETING OR DESTINATION

13. SOURCE OF FUNDING

14. PROPOSED ITINERARY If this information is CLASSIFIED, be sure to CLASSIFY THIS FORM appropriately.  
(Account for all time from beginning through ending dates of travel)

DATES	LOCATION (Installation, City, Country)	INDIVIDUALS TO BE CONTACTED	SUBJECT OF DISCUSSION	"X" IF CLASSI- FIED

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- 4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary, however, if the requested information is not provided approval for foreign travel may be denied.
- 5. **SYSTEM MANAGER AND ADDRESS:** Chief, Travel Services Team, Division of Financial Services, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.