

1910-1800: SECURITY PACKAGE --DETAIL FOR ITEM 12 (SUPPORTING STATEMENT) FOR FY 2006 & 2009

No.	Collection Title	FY	Estimated Annual Respondents	Estimated Annual Responses	%Submitted Electronically	Approximate Time to Complete Each Response	Estimated Annual Burden Hours
1	Data Report on Spouse/Cohabitant, DOE F 5631.34	2006	1,000	1,000	0.0%	15 min	250
		2009	300	300	0.0%	15 min	75
2	Concise Note (part of Nuclear Material Inventory Collection), DOE/NRC Form 740M	2006	10	10	0.0%	45 min	8
		2009	10	10	0.0%	45 min	8
3	Physical Inventory Listing (part of Nuclear Materials Inven.Collection), DOE/NRC Form 742C	2006	60	423	85.8%	6 hr	2,538
		2009	60	423	85.8%	6 hr	2,538
4	Nuclear Material Transaction Report (part of Nuc. Mat'ls Inven Collection) DOE/NRC Form 741*	2006	58	20,781	98.5%	45 min	15,586
		2009	58	20,781	98.5%	30 min	10,391
5	Material Balance Report (part of Nuclear Mat'ls Inventory Collection) DOE/NRC Form 742*	2006	5	5	0.0%	45 min	4
		2009	5	5	0.0%	30 min	3
6	ADP Transcription Sheet, Internal Project Transfers (part of Nuc. Mat'ls Inven Collection) DOE F DP-749	2006	21	3,640	99.9%		1,820
		2009	21	3,604	99.9%	30 min	1,820
7	Safeguards and Security Site Self Assessments	2006	44	44	0.0%	115 hr	5,060
		2009	44	44	0.0%	115 hr	5,060
8	Site Safeguards and Security Plans or Site Security Plans (for classified information and special nuclear material) **	2006	25	25	0.0%	2,400 hr	60,000
		2009	25	25	0.0%	500 hr	12,500
9	Site Safeguards and Security Plans or Site Security Plans (for unclassified information)	2006	15	15	0.0%	16 hr	240
		2009	15	15	0.0%	16 hr	240
10	Foreign Ownership, Control or Influence (FOCI), SF 328 ***	2006	300	300	40.0%	80 hr	24,000
		2009	1800	1800	99.9%	70 min	3,600
11	Security Incident Notification and Preliminary Inquiry Report, DOE F 471.1 & DOE F 5639.3	2006	88	88	0.0%	weighted formula	12,320
		2009	88	88	0.0%	weighted formula	12,320
12	Foreign Travel Management System (FTMS) TRANSFERRED TO:MA-45 REMOVED FROM SECURITY PACKAGE	2006	1,100	1,100	100.0%	5 hr	5,490
		2009					
13	Foreign Access Central Tracking System (FACTS)	2006	36,378	36,378	100.0%	3 hr	109,134
		2009	66,000	66,000	100.0%	3 hr	198,000
14	Vulnerability Assessments	2006	32	32	0.0%	422 hr	13,505
		2009	32	32	0.0%	422 hr	13,505
15	Request for Visitor Access Approval (DOE F 5631.20)	2006					
		2009	7400	7400	100.0%	2.5 min	308
16	Security Acknowledgement (DOE F 5631.18)	2006					
		2009	11000	11000	0.0%	15 min	2,750
17	Security Termination Statement (DOE F 5631.29)	2006					
		2009	9000	9000	0.0%	5 min	750
18	Fair Credit Reporting Act Authorization (DOE F 472.1)	2006					
		2009	370	370	0.0%	15 min	93
19	The Conduct of Personnel Security Interviews Under DOE Security Regulations (DOE 5631.5)	2006					
		2009	740	740	0.0%	5 min	62
		2006	39,136	63,841			249,955

TOTALS	2009	96,968	121,637			264,023
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Lines in **RED** have decreased the estimated burden hours--explanation attached
Lines in **GREEN** have increased the estimated burden hours--explanation attached

Explanation of Changes on Detail for Items 12 and 15--Supporting Statement

- 1 Data Report on Spouse/CoHabitant, DOE F 5631.34
The current organization responsible for this collection feels that the FY 2006 numbers provided were overestimated.
- 4 Nuclear Material Transaction Report (part of Nuc. Mat'ls Inven Collection) DOE/NRC Form 741
- 5 Material Balance Report (part of Nuclear Mat'ls Inventory Collection) DOE/NRC Form 742

*** For items 4 and 5, the initial number submitted approximating the time to complete each response has been reevaluated. The average number of 30 minutes listed on the form for completion has been validated and is correct.**

- 8 Site Safeguards and Security Plans or Site Security Plans (for classified information and special nuclear material)
Estimate of hours to complete site safeguards and security plan or site security plan was reduced from 2400 hours to 500 hours each to reflect increased efficiencies from leveraging lessons learned and previously completed analytical work.

**** In the FY 2006 timeframe, the Department was pursuing a number of security upgrades and initiatives to combat the Global War on Terror. One initiative was to upgrade the Department's Design Basis Threat (DBT) to reflect an increase in postulated security concerns and expanding adversary capabilities. Upgrading the DBT required the sites to re-evaluate their Site Security Plans against the new DBT requirements. The 2400-hour number reported in FY 2006 reflected the best estimate of the time needed to complete this major re-evaluation effort and for the sites to revise their Site Security Plans accordingly. The current 500-hour estimate submitted for the Information Collection Security Package 1910-1800, indicates the time now needed for the sites to maintain their approved Site Security Plans with only minor modifications. The lower number is also attributable to the analytical work and lessons learned compiled in the last three years**

- 10 Foreign Ownership, Control or Influence (FOCI), SF 328
The respondents have increased, but the approximate time to complete each response has decreased, due to move from paper based to electronic process for submission of Requests for FOCI Determinations.

***** The 2 hours contained in the package related to the completion of an entire FOCI package (with all of the forms contained herein), not just the SF 328. We agree that 70 minutes is more appropriate for the SF 328 alone and that should be reflected in the table.**

- 12 Foreign Travel Management System (FTMS)
Due to a reorganization, this section has been transferred to MA-45 and removed from the Security package.
- 13 Foreign Access Central Tracking System (FACTS)
Estimates of annual respondents and annual burden hours increased for FACTS. This was due to both increased utilization of FACTS by DOE sites and due to increases in numbers of foreign nationals visiting and assigned to DOE sites.
- 15 **Request for Visitor Access Approval (DOE F 5631.20)**
Use of this form was inadvertently not reported on in prior years.
- 16 **Security Acknowledgement (DOE F 5631.18)**
Use of this form was inadvertently not reported on in prior years.

17 Security Termination Statement (DOE F 5631.29)

Use of this form was inadvertently not reported on in prior years.

18 Fair Credit Reporting Act Authorization (DOE F 472.1)

Use of this form was inadvertently not reported on in prior years.

19 The Conduct of Personnel Security Interviews Under DOE Security Regulations (DOE F 5631.5)

Use of this form was inadvertently not reported on in prior years.