



# REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL

Estimated burden per response to comply with this voluntary collection request: 2 hours. 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 Information Services Branch (T-2 F43), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [Infocollects.Resource@nrc.gov](mailto:Infocollects.Resource@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.

## A. TRAVELER INFORMATION (To be completed by traveler)

<b>Name of Traveler</b>	<b>Position Title</b>
<input type="text"/>	<input type="text"/>

<b>Country of Travel</b>
<input type="text"/>

<b>Departure Date</b>	<b>Return Date</b>
<input type="text"/>	<input type="text"/>

<b>Is your official passport valid?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Does your trip require a visa?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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*I will adhere to all ethical codes of conduct while on travel. I understand that I must contact the NRC Health Center (301) 415-8400 to consult on possible medical issues and precautions, including recommended inoculations or other medications and educational materials.*

<b>Signature of Traveler</b>	<b>Signature Date</b>
<input type="text"/>	<input type="text"/>

<b>Purpose of Travel</b> (Please provide a brief description of the purpose for your travel. Please spell out all acronyms.)
<input type="text"/>

### List of Persons with whom Travel has been coordinated (Name and Agency)

NAME (i.e., Supervisor, OIP Desk Officer, other travelers)	AGENCY/OFFICE

## B. REVIEW AND APPROVAL

<b>Signature of Office Director/Regional Administrator</b>	<b>Signature Date</b>
<input type="text"/>	<input type="text"/>

<b>Signature of Deputy Director, OIP (if required)</b>	<b>Signature Date</b>
<input type="text"/>	<input type="text"/>

<b>Signature of Chairman (if required)</b>	<b>Signature Date</b>
<input type="text"/>	<input type="text"/>

### REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL (Continued)

#### C. TRAVEL ITINERARY

Date	Location (City, Country)	Contact on Site (Name, telephone number, and e-mail address)	Activity	"X" If Classified

#### D. FUNDING

<b>Source of Funding</b>	<b>Job Code</b>
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## REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL (Continued)

### PRIVACY ACT STATEMENT NRC FORM 445 REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL

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 81 *Federal Register* 81334-81335 (November 17, 2016), 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. Part III, Subpart D, Chapter 57; 31 U.S.C. 716; 41 U.S.C. Subtitle II, Chapter 61; 41 CFR 102-118; Executive Order (E.O.) 9397, as amended by E.O. 13478.

**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 Operations Branch, Division of the Controller, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. For passport and visa records: Chief, International Operations Branch, Office of International Programs, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.