

# NRC Personal International Travel Form 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 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on the NRC Personal International Travel Form. This information is maintained in a system of records designated as NRC-39 and described at 84 Federal Register 71568 (December 27, 2019) or in the most recent Federal Register publication of the NRC-39 System of Records Notice that is located in NRC's Agencywide Documents Access and Management System.

**1. AUTHORITY:** 42 U.S.C. 2011 et seq.; 42 U.S.C. 2165, 2201(j), 2201a, and 2284; 42 U.S.C. 5801 et seq.; Executive Order (E.O.) 9397, as amended by E.O. 13478; E.O. 10450, as amended; E.O. 10865, as amended; E.O. 13467; E.O. 13526; E.O. 13587; 10 CFR Parts 10, 11, 14, 25, 50, 73, 95; OMB Circular No. A-130, Revised; 5 CFR parts 731, 732, and authorities cited therein.

**2. PRINCIPAL PURPOSE(S):** For NRC cleared employees and contractors to report and receive agency approval for personal international travel.

**3. ROUTINE USE(S):** Information may be used on a need-to-know basis by NRC officials, Hearing Examiners, Personnel Security Review Panel members, OPM, CIA, and other Federal agencies to determine/certify clearance or access authorization, to determine eligibility for access to NRC buildings or access to Federal automated information systems or data, to maintain the NRC personnel security program, and to provide licensees criminal history information needed for their unescorted access or access to safeguards information determinations. 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; 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 the NRC-39 system of records. For detailed disclosure information, please see [NRC 39 Personnel Security Files and Associated Records, 84 Federal Register 71552 – 71568](#) (December 27, 2019).

**4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is mandatory. Failure to timely report the information could result in disciplinary action and/or affect eligibility for a security clearance.

**5. SYSTEM MANAGER AND ADDRESS:** Director, Division of Facilities and Security, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

## PAPERWORK REDUCTION ACT STATEMENT

Approved by OMB No: 3150-XXXX

Expiration Date: MM/DD/YYYY

Estimated burden per response to comply with this mandatory collection request: 15 minutes. This form is used for the reporting of Unofficial foreign travel as required by the Security Executive Agent Directive 3 (SEAD 3). Send comments regarding burden estimate to the FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001 or by email to [InfoCollects.Resource@nrc.gov](mailto:InfoCollects.Resource@nrc.gov), and to the OMB reviewer at: OMB Office of Information and Regulatory Affairs (3150-XXXX) Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street, NW Washington, DC 20503; email: [oira\\_submission@omb.eop.gov](mailto:oira_submission@omb.eop.gov). The NRC may not conduct or sponsor, and a person is not required to respond to, a request for information or an information collection requirement unless the requesting document displays a currently valid OMB control number.

By submitting this form, you acknowledge that you have read and understand the aforementioned Privacy Act.

Submit

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- [Traveler Information](#)
- [Trip Information](#)
- [Passport Information](#)
- [Foreign Countries](#)
- [Travel Itinerary](#)
- [Lodging](#)
- [Acknowledgement](#)

Submit

## Traveler Information

First Name \*

Last Name \*

Date of Birth \*

## Trip Information

Departure Date \* ⓘ

Return Date \* ⓘ

Re-Entry to U.S. \* ⓘ

Purpose \*

Are you traveling with companions?

\* ⓘ
 Yes     No

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**Add Passport**
✕

Passport Number \*

Expiration Date \*

Issuing Authority \*

Close
Add Passport

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- Traveler Information
- Trip Information
- Passport Information
- Foreign Countries**
- Travel Itinerary
- Lodging
- Acknowledgement

Submit

## Foreign Countries

Add foreign countries that will be visited on this trip.

United Add Country

United Arab Emirates


United Kingdom

Add all known modes of travel or agency for your trip, including layovers.

+ Add Leg

## Lodging

Add all known accommodations for your trip.



## Add Lodging



Lodging Type \*

Address Line 1 \*

Address Line 2

City \*

State/Province/Region \*

Zip/Postal Code \*

Country \*

Check In \*

Check Out \* ⓘ

Contact Phone Number \*

City \*

State/Province/Region \*

Zip/Postal Code \*

Country \*

Check In \*

Check Out \* ⓘ

Contact Phone Number \*

Reference ID \* ⓘ

Close

Add Lodging

The screenshot shows a web browser window with the URL `sead3portal.nrc.gov/sead3portal/form/travel#travelDetails`. The browser's address bar and tabs are visible at the top. The main content area displays a "Travel Itinerary" page with a sidebar on the left containing navigation options like "Travel", "Trip", "Pass", "Fore", "Trav", "Lod", and "Act". A modal window titled "Add Leg" is open in the center, containing the following fields:

- Departure Date \* (MM/DD/YYYY)
- Arrival Date \* ⓘ (MM/DD/YYYY)
- Mode of Transportation \* (dropdown menu)
- From City \* (From City)
- To City \* (To City)
- Reference ID \* ⓘ (Servicer, Flight, Reservation, or Ticket Number)

The NRC logo is visible in the bottom right corner of the page. A status bar at the bottom left indicates "last saved: 5m ago".

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sead3portal.nrc.gov/sead3portal/form/travel#acknowledgement

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- Traveler Information
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Submit

+ Add Lodging



## Acknowledgement

I have reviewed travel restrictions and safety measures and determined that I am able to travel. I agree to follow all COVID-19 travel requirements and NRC re-entry requirements. \*

Date: 05/06/2022

Yes    No

Submit

last saved: 5m ago



### Correct a Submission

If you have received an email to revise a submission, it will appear here. Revision requests that go 5 days without an update will expire. Please submit a new submission if your revision request has expired.

You have no submissions that need to be corrected.

### Update a Request with Post Travel Details

Provide any changes to your itinerary and fill out a post-travel questionnaire.

You have no post travel details to submit at this time.

### Post travel survey:

Were there any changes from your original travel itinerary?

Yes  No

Departure Date *	Departure Date *
04/04/2022	04/11/2022
Arrival Date * ⓘ	Arrival Date * ⓘ
04/04/2022	04/11/2022
Mode of Transportation *	Mode of Transportation *
Flight	Flight
From City *	From City *
Washington, DC	Paris, France
To City *	To City *
Paris, France	Washington, DC
Reference ID * ⓘ	Reference ID * ⓘ
WAS1234	PF456

\* Contact with known or suspected foreign intelligence entity?

Yes  No

Service(s) involved   
Name of individual(s) contacted   
Date(s) of contact   
Nature of contact to include any unusual or suspicious activity   
Likelihood of future contacts

\* Contact with a Foreign National(s)?

Yes  No

Name of foreign national(s)   
Citizenship(s)   
Occupation   
Nature of relationship (i.e. business or personal)   
Duration and frequency of contact(s)   
Current status of relationship(s)   
After initial reporting, provide updates in significant changes in the nature of the contact regarding continuing unofficial association.

\* Foreign Activities to include direct involvement in foreign business, foreign bank accounts, ownership of foreign property,

Yes  No

Nature of involvement   
Countries involved   
Name of business   
Financial Institution   
Location of property   
Estimated value   
Balance due   
Purpose and use of property   
How acquired

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