

FINAL SUPPORTING STATEMENT
FOR
NRC Form 149, "OCFO INVITATIONAL TRAVELER REQUEST FORM"

(3150-0247)
REVISION

Description of the Information Collection

The Nuclear Regulatory Commission (NRC) invites people to travel for the agency in an official capacity. The NRC is obligated to reimburse invitational travelers for travel expenses incurred while traveling on official NRC business. Invitational travelers may include consultants who have been invited to "work" for the NRC for a short duration, such as a subject matter expert supporting a site visit or a facilitator leading a workshop. Invitational travelers may also include potential employment candidates for job interviews and summer hires employed by the agency on a limited full-time basis.

A. JUSTIFICATION

1. Need For and Practical Utility of the Collection of Information

The NRC reimburses individuals on invitational travel for the NRC. An invitational traveler vendor code must be created in the agency's accounting system, Financial Accounting and Integrated Management Information System (FAIMIS), in order for an invitational traveler to be reimbursed. In addition, an invitational traveler profile must be established in the agency's travel system, eTravel System (ETS2), so the invitee can make travel reservations and prepare travel vouchers. The information collected on the NRC Form 149 meets the requirements for the invitational traveler to have a vendor profile created in FAIMIS and ETS2. The information collected is necessary to meet the criteria for both systems.

2. Agency Use of Information

The NRC staff uses this information to create a vendor profile for the invitational traveler in FAIMIS and a traveler profile in ETS2. The information is used solely for the purpose of reimbursement and preparing travel arrangements and vouchers.

3. Reduction of Burden Through Information Technology

The NRC has issued [Guidance for Electronic Submissions to the NRC](#) which provides direction for the electronic transmission and submittal of documents to the NRC. Electronic transmission and submittal of documents can be accomplished via the following avenues: the Electronic Information Exchange (EIE) process, which is available from the NRC's "Electronic Submittals" Web page, by Optical Storage

Media (OSM) (e.g. CD-ROM, DVD), or by e-mail. It is estimated that approximately 100% of the responses are filed electronically.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements.

5. Effort to Reduce Small Business Burden

No small businesses are impacted.

6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently

Consequences if collection is not conducted, include the inability for invitational travelers to travel in an official NRC capacity and potentially impact mission activities in addition to receive reimbursement from the NRC. NRC Form 149 must be filled out by all invitational travelers in order for their profiles to be created in the FAIMIS and ETS2.

7. Circumstances Which Justify Variation from OMB Guidelines

The information collection is in compliance with OMB Guidelines.

8. Consultations Outside the NRC

Opportunity for public comment on the information collection requirements for this clearance package was published in the Federal Register. Opportunity for public comment on the information collection requirements for this clearance package was published in the *Federal Register* on December 15, 2023 (88 FR 86948). Potential respondents were contacted as part of the consultation process via email. No comments were received in responses to these consultations.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of Information

Confidential and proprietary information is protected in accordance with NRC regulations at 10 CFR 9.17(a) and 10 CFR 2.390(b).

11. Justification for Sensitive Questions

FAIMIS requires a unique identifier for each vendor profile within the system. In FAIMIS, the unique identifier is the invitational travelers' social security number (SSN). NRC Form 149 requests the last four digits of invitational traveler's SSN, and provides instructions to travelers to provide the first five digits of their SSN to NRC via telephone. This information request is done in a fragmented manner to limit the communication of sensitive information. The form is covered by a government-wide SORN - GSA/GOVT4 - Contracted Travel Services Program and described at 74 *Federal Register* 26700 (June 3, 2009).

12. Estimated Burden and Burden Hour Cost

An estimated 0.25 hours is required to complete each NRC Form 149. A total of 435 responses are estimated annually resulting in a total annual burden to respondents of 108.75 hours (435 responses X 0.25 hours). The estimated cost to respondents is \$32,625 (108.75 hours X \$300/rate).

The \$300 hourly rate used in the burden estimate is based on the NRC's fee for hourly rates as noted in 10 CFR 170.20, "Average cost per professional staff-hour." For more information on the basis of this rate, see the Revision of Fee Schedules; Fee Recovery for Fiscal Year 2023 (88 FR 39120, June 15, 2023).

13. Estimate of Other Additional Costs

No additional cost.

14. Estimated Annualized Cost to the Federal Government

The staff developed estimates of annualized costs to the Federal Government related to the conduct of this collection of information. These estimates are based on staff experience and subject matter expertise and include the burden needed to review, analyze, and process the collected information and any relevant operational expenses.

The annualized cost is 109 (0.25 hours x 435 forms) and the cost is \$32,625 (108.75 hours X \$300 hourly rate). The estimated annualized cost to the Federal Government is \$32,625.

15. Reasons for Change in Burden or Cost

Due to an increase in number of staff being hired by the NRC annually, the estimated number of invitational travelers has increased from 250 to 435 per year. The increase in invitational travelers results in the estimated annual burden going from 83.3 hours/year to 108.75 hours/year with a corresponding increase in the cost of \$9500. The increase in annual burden due to the increased number of travelers is partially offset by a decrease in the burden per response. The burden per response

has decreased from 20 minutes to 15 minutes due to a reevaluation of the time needed to complete the form.

Additionally, the hourly rate has gone from \$278/hr to \$300/hr

16. Publication for Statistical Use

Not applicable.

17. Reason for Not Displaying the Expiration Date

The expiration date is displayed on NRC Form 149.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

The collection of information does not employ statistical methods.