

## Email Template for Insider Threat Program Annual Self-Assessment

**To:** insiderthreatprogram.resource@nrc.gov  
**Subject:** REPORT ANNUAL SELF-ASSESSMENT

### **Annual Self-Assessment For Insider Threat Program (ITP)**

In accordance with national policy, \_\_\_\_\_ acting as the ITP Senior  
(ITPSO Name)  
Official hereby certifies that \_\_\_\_\_ has completed the annual licensee  
(Company Name)  
self-review including self-inspection of the ITP.

This information request has been approved by OMB 3150-0251, expiration XX/XX/XXXX. The estimated burden per response to comply with this voluntary collection is approximately 10 minutes. Send comments regarding the burden estimate to the FOIA, Library, and Information Collections Branch (T-6 A10M), 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 OMB Office of Information and Regulatory Affairs (3150-0251), Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street, NW Washington, DC 20503. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.