

**INSTRUCTIONS FOR COMPLETING NRC FORM 398, PERSONAL QUALIFICATION STATEMENT--LICENSEE
TO REMAIN VALID, THIS FORM MUST NOT BE ALTERED**

4. TYPE OF APPLICATION

- a. **NEW** - "X" IF YOU ARE A NEW APPLICANT. COMPLETE EACH CATEGORY OF THE FORM COMPLETELY, FOLLOWING THE INSTRUCTIONS BELOW. THIS IS TO INCLUDE ALL EDUCATION, TRAINING AND EXPERIENCE THAT YOU HAVE RECEIVED UP TO THE DATE OF THIS APPLICATION. NOTE: SEE ITEM 12 - THERE IS AN EXCEPTION. ALSO, THIS BLOCK IS TO BE MARKED IF PREVIOUS NEW APPLICATION WAS WITHDRAWN. PLEASE WRITE "WITHDREW" NEXT TO "NEW."

FOR 4.b THROUGH 4.e, COMPLETE EACH CATEGORY COMPLETELY, BUT INDICATE ONLY THE EDUCATION, TRAINING, AND EXPERIENCE YOU HAVE RECEIVED SINCE YOUR LAST APPLICATION. NOTE: SEE ITEM 12 - THERE IS AN EXCEPTION.

- b. **RENEWAL** - "X" IF YOU ARE RENEWING CURRENT LICENSE.
- c. **UPGRADE** - "X" IF YOU HOLD A RO LICENSE AND ARE NOW APPLYING TO UPGRADE YOUR LICENSE TO A SRO.
- d. **MULTI-UNIT** - "X" IF YOU CURRENTLY HOLD A LICENSE AT YOUR FACILITY AND ARE APPLYING TO AMEND YOUR CURRENT LICENSE TO ADD AN ADDITIONAL UNIT.
- e. **REAPPLICATION** - "X" IF YOU HAVE PREVIOUSLY BEEN DENIED A LICENSE AND ARE REAPPLYING.
- f. **WAIVER REQUESTED** - "X" THE APPLICABLE WAIVER REQUESTED AND JUSTIFY IN COMMENTS SECTION (ITEM 17).
- g. **DATE PASSED GENERIC FUNDAMENTALS EXAMINATION (GFE)** - THIS IS NOT APPLICABLE TO RESEARCH REACTORS OR LICENSES LIMITED TO FUEL HANDLING. ENTER THE MONTH AND YEAR THE GENERIC FUNDAMENTALS EXAMINATION OF THE WRITTEN EXAMINATION WAS PASSED. IF THE GFE WAS NOT TAKEN, YOU MUST HAVE PASSED AN NRC LICENSING EXAMINATION ON THE APPLICABLE REACTOR TYPE (PWR OR BWR) AFTER FEBRUARY 1, 1982, WHICH LED TO THE ISSUANCE OF AN NRC LICENSE OR INSTRUCTOR CERTIFICATION. THIS DOES NOT INCLUDE REQUALIFICATION EXAMINATIONS.
11. **EDUCATION** - INDICATE BOTH ACADEMIC AND VOCATIONAL/TECHNICAL POST HIGH SCHOOL EDUCATION. FOR MAJOR AREA(S) OF STUDY, INDICATE THE NUMBER OF YEARS SPENT IN EACH COLLEGE CURRICULUM AND THE HIGHEST DEGREE RECEIVED, USING THE DEGREE CODE PROVIDED. FOR VOCATIONAL/TECHNICAL EDUCATION, INCLUDING PROGRAMS SUCH AS NUCLEAR POWER SCHOOL, MILITARY TRAINING, AIR CONDITIONING/REFRIGERATION, DIESEL MECHANIC SCHOOL, ETC. INDICATE THE NUMBER OF MONTHS IN EACH PROGRAM AND WHETHER A CERTIFICATE OR DEGREE WAS AWARDED. IF ADDITIONAL SPACE IS NEEDED, CONTINUE UNDER COMMENTS (ITEM 17).
12. **FACILITY OPERATOR TRAINING PROGRAM** - CHECK THE APPROPRIATE BOX IN ITEMS 12.a AND 12.b.

NOTE:

- CHECKING "YES" IN ITEM 12.a INDICATES THAT THE APPLICANT HAS COMPLETED A SAT-BASED TRAINING PROGRAM THAT IS ACCREDITED BY THE NATIONAL NUCLEAR ACCREDITING BOARD AND MEETS THE EDUCATION AND EXPERIENCE REQUIREMENTS OUTLINED BY THE NATIONAL ACADEMY FOR NUCLEAR TRAINING IN ITS CURRENT GUIDELINES FOR INITIAL TRAINING AND QUALIFICATION OF LICENSED OPERATORS.
 - IF "YES" IS CHECKED IN BOTH ITEMS 12.a AND 12.b THEN ITEMS 13 (TRAINING), 14 (EXPERIENCE), 15 (EXPERIENCE DETAILS), AND 17 (COMMENTS) DO NOT HAVE TO BE COMPLETED WITH THE FOLLOWING EXCEPTIONS: (1) ALL NEW APPLICATIONS (ITEM 4.a) MUST INCLUDE THE NUMBER OF SIGNIFICANT CONTROL MANIPULATIONS THAT AFFECT REACTIVITY OR POWER LEVEL IN ITEM 13.3.c; (2) CERTIFIED INSTRUCTORS SEEKING AN SRO LICENSE MUST COMPLETE ITEMS 14 AND 15; AND (3) ANY EXCEPTIONS OR WAIVERS FROM THE EDUCATION AND EXPERIENCE REQUIREMENTS OUTLINED BY THE NATIONAL ACADEMY FOR NUCLEAR TRAINING MUST BE EXPLAINED IN ITEM 17.
13. **TRAINING** - ALL NEW APPLICATIONS MUST PROVIDE EVIDENCE THAT THE APPLICANT, AS A TRAINEE, HAS SUCCESSFULLY MANIPULATED THE CONTROLS OF THE FACILITY FOR WHICH A LICENSE IS SOUGHT. AT A MINIMUM, FIVE SIGNIFICANT CONTROL MANIPULATIONS MUST BE PERFORMED WHICH AFFECT REACTIVITY OR POWER LEVEL UNDER ITEM 13.3.c. IN ACCORDANCE WITH 10 CFR 55.31(b), LIST THE FIVE SIGNIFICANT CONTROL MANIPULATIONS IN ITEM 17
- ALL REQUALIFICATION TRAINING TIME IS TO BE ACCOUNTED FOR IN THE REQUALIFICATION ITEM 13.6. PLEASE DO NOT "DOUBLE LIST" THE TIME SPENT IN REQUALIFICATION TRAINING FOR CLASSROOM OR SIMULATOR TIME UNDER ITEMS 13.1, 13.2, OR 13.3.
14. **EXPERIENCE** - A MINIMUM OF 6 MONTHS AT THE SITE FOR WHICH THE LICENSE IS SOUGHT IS REQUIRED. FOR EACH POSITION HELD, COMPLETE ITEM 15. DO NOT DOUBLE COUNT TIME. IF YOU HAD OVERLAPPING DUTIES, THE MONTHS SHOULD REFLECT THE PROPORTIONATE AMOUNT OF TIME YOU WERE ASSIGNED TO THOSE PARTICULAR DUTIES. IN NO CASE SHOULD THE NUMBER OF MONTHS REPORTED FOR A PARTICULAR TIME PERIOD EXCEED THE NUMBER OF MONTHS THAT ARE IN THAT TIME PERIOD.
15. **EXPERIENCE DETAILS** - INCLUDE POSITION TITLE, TIME PERIOD--FROM/TO, FACILITY, AND A BRIEF DESCRIPTION OF DUTIES PERFORMED WHILE SERVING IN THAT POSITION. IF MORE SPACE IS NEEDED, USE COMMENTS (ITEM 17), OR IF NECESSARY, ATTACH ADDITIONAL INFORMATION.
16. FOR RENEWALS ONLY - (a.) CHECK THE BOX THAT MOST ACCURATELY REFLECTS THE APPROXIMATE NUMBER OF HOURS SINCE PREVIOUS RENEWAL OR ISSUANCE OF LICENSE IF FIRST RENEWAL. (b.) ENTER DATE AND RESULT OF MOST RECENT FACILITY REQUALIFICATION EXAMINATION.
17. **COMMENTS** - USE THIS SPACE TO INCLUDE ANY EXTRA INFORMATION OR CLARIFICATION FOR OTHER ITEMS ON THE APPLICATION FORM. IF THE SPACE PROVIDED IS NOT SUFFICIENT, YOU MAY ATTACH EXTRA INFORMATION WITH YOUR APPLICATION.
18. **NRC FORM 396, CERTIFICATION OF MEDICAL EXAMINATION BY FACILITY LICENSEE** - MUST ACCOMPANY THIS APPLICATION UNLESS A WAIVER OF THE MEDICAL EXAMINATION IS BEING REQUESTED.
19. **SIGNATURES** - SIGN AND DATE ITEM 19.a. OBTAIN YOUR TRAINING COORDINATOR'S SIGNATURE AND THAT OF YOUR SENIOR MANAGEMENT REPRESENTATIVE ON SITE.

DETACH THESE INSTRUCTIONS AND SUBMIT THE COMPLETED ORIGINAL NRC FORMS 398 AND 396 TO THE APPROPRIATE ADDRESS. (SEE REVERSE SIDE FOR ADDRESSES AND FOR THE PRIVACY ACT STATEMENT.)

ADDRESSES OF REGIONAL ADMINISTRATORS

In accordance with 10 CFR 55.5, Communications, this form shall be submitted to the NRC as follows: **BY MAIL ADDRESSED TO:**

REGIONAL ADMINISTRATOR, REGION I
U. S. NUCLEAR REGULATORY COMMISSION
475 ALLENDALE ROAD
KING OF PRUSSIA, PA 19406-1415

REGIONAL ADMINISTRATOR, REGION II
U. S. NUCLEAR REGULATORY COMMISSION
SAM NUNN ATLANTA FEDERAL CENTER
61 FORSYTH STREET, S.W., SUITE 23T85
ATLANTA, GA 30303-8931

REGIONAL ADMINISTRATOR, REGION III
U. S. NUCLEAR REGULATORY COMMISSION
801 WARRENVILLE ROAD
LISLE, IL 60532-4351

REGIONAL ADMINISTRATOR, REGION IV
U. S. NUCLEAR REGULATORY COMMISSION
611 RYAN PLAZA DRIVE, SUITE 400
ARLINGTON, TX 76011-8064

U. S. NUCLEAR REGULATORY COMMISSION
OPERATOR LICENSING, HUMAN PERFORMANCE
AND PLANT SUPPORT BRANCH, HQ
DIVISION OF INSPECTION PROGRAM MANAGEMENT
WASHINGTON, DC 20555-0001

NON-POWER
U.S. NUCLEAR REGULATORY COMMISSION
EVENTS ASSESSMENT, GENERIC COMMUNICATIONS
AND NON-POWER REACTORS BRANCH
DIVISION OF REGULATORY IMPROVEMENT PROGRAMS
WASHINGTON, DC 20555-0001

PRIVACY ACT STATEMENT

Pursuant to U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission on NRC Form 398. This information is maintained in a System of Records designated as NRC 16 and described at 58 Federal Register 36465 (July 7, 1993), or the most recent Federal Register publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, Gelman Building, Lower Level, 2120 L Street NW, Washington, D.C.

- 1. AUTHORITY.** 42 U.S.C. 2137 and 2201 (l) (1988).
- 2. PRINCIPAL PURPOSES.** The information will be collected and evaluated for determining licensing eligibility and to generate statistical data and reports on licensing actions.
- 3. ROUTINE USES.** Information entered on this form may be used to: (a) determine if the individual meets the requirements of 10 CFR Part 55 to be issued an operator's license; (b) provide researchers with information for statistical evaluations related to selection, training, and examination of facility operators; (c) provide facility management with sufficient information to enroll you in the licensed operator requalification program; and (d) provide for examination and testing material and obtain results from contractors. Information may also be disclosed to appropriate Federal, State, local, or Foreign agencies to the extent relevant and necessary for an NRC decision about you or in the event the information indicates a violation or potential violation of law. In addition, information may also be disclosed in the course of an administrative or judicial proceeding, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
- 4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION.** Disclosure is voluntary. However, if the information requested is not provided, NRC will not be able to evaluate whether the application meets the requirements of 10 CFR Part 55.
- 5. SYSTEMS MANAGER(S) AND ADDRESS.** Chief, Operator Licensing and Human Performance Section, Operator Licensing, Human Performance and Plant Support Branch, Division of Inspection Program Management, Office of Nuclear Reactor Regulation, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.