



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555

June 21, 2002

Mr. James Davis, Operations Manager
Nuclear Energy Institute
1776 I Street Suite 400
Washington, D.C. 20006-3708

Dear Mr. Davis:

This letter is in response to your letter dated May 24, 2002. In your letter, you asked that we address two issues including: 1) how unclassifiable fingerprint returns will be handled in the future, and 2) expectations for verification of military service as employment.

In the matter of unclassifiable fingerprint returns, licensees may submit a request to the NRC, Division of Personnel Security for a name and date of birth inquiry after a second fingerprint submission has been returned unclassifiable, where the reason for the inability to classify the fingerprints is other than poor quality in the act of taking the fingerprints. The mechanism for making this request can be either the agreed upon letter (Attachment 1), directly mailed or faxed to the Division of Personnel Security, or an email to the CRIMHIST@nrc.gov mailbox with an attachment in the form of the previously described letter.

Please note that it is the responsibility of the licensee to produce legible fingerprint submissions in accordance with 10 CFR 73.57(d)(1), which states in part, "...licensees shall submit one completed, legible standard fingerprint card..." As we migrate to the electronic environment and expect rapid transition, legibility becomes even more important today, than in the past. Where the applicant has 'occupational hands' or some other notable anomaly (e.g., amputations, deformities or injuries) any or each of which, should be noted within the construct of the submission. In only those cases where the forgoing conditions exist, would the submission be eligible for best effort status limited to two attempts.

In response to your second request regarding expectations for verification of military service as employment, the staff will be issuing a generic communication in the very near term. This generic communication will clearly define expectations to verify past military service as employment.

Sincerely,

A handwritten signature in black ink that reads "Vonna L. Ordaz".

Vonna L. Ordaz, Chief
Reactor Safeguards Policy Section
Division of Nuclear Security
Office of Nuclear Security
and Incident Response

Mr. James Davis, Operations Manager
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Vonna L. Ordaz, Chief
Reactor Safeguards Policy Section
Division of Nuclear Security
Office of Nuclear Security
and Incident Response

ADAMS ACCESSION NUMBER:

ADAMS DOCUMENT TITLE:

*** see previous concurrence**

DOCUMENT NAME: G:\DNS Staff\Davis_response_Unclass_mil_Hist.wpd

OFFICE	NSIR/DNS/RSPS	DFS/PERSEC	NSIR/DNS:RSPS	NSIR/DNS
NAME	M. Burrell*	C. Stone*	V. Ordaz <i>VO</i>	G. Tracy <i>GT</i>
DATE	6/20/2002	6/21/2002	6/21/2002	6/21/2002

OFFICIAL RECORD COPY

ATTACHMENT 1

CJIS NAME SEARCH REQUEST FORM

Please complete the attached form to request a criminal history check by name and date of birth. Please be advised that an individual's fingerprints must have been rejected twice for technical issues prior to requesting this service.

ORI of State/Federal/Regulatory Agency: _____

Your agency's Point of Contact (POC) for the response: _____

Phone number of POC: _____

Fax number of POC: _____

Address of requesting agency:

Please fax ____ or mail ____ my response to this request.

Subject of Name Check

Transaction Control Number (TCN) of subject's fingerprint submission: _____

Name: _____ **Alias:** _____

Date of Birth: _____ **Place of Birth:** _____

Sex: ____ **Race:** ____ **Height:** ____ **Weight:** ____ **Eyes:** ____ **Hair:** ____

Social Security Number: _____ **Miscellaneous Number:** _____

State Identification Number: _____ **OCA:** _____

*** Please note that bold fields are required for name check searches**

*** Fax completed requests to (301) 415-5118.**