

December 17, 2003

TO: All Region III Facility Training Managers

SUBJECT: REVISED NRC FORM 398 - PERSONAL QUALIFICATION
STATEMENT-LICENSEE

Enclosed are several copies of NRC Form 398 which was reprinted in October 2003 and expires on October 31, 2006. Additional copies may be obtained by calling Beverly Martin, NRC Forms Manager, Office of the Chief Information Officer, 301-415-5877, or, if you prefer, electronic mailing her at BAM1@NRC.gov.

NRC Form 398 and NRC Form 396, "Certification of Medical Examination by Facility Licensee," are available in *.pdf format from the NRC's Electronic Reading Room under Document Collections by accessing <http://www.nrc.gov/reading-rm/doc-collections/forms/nrc398.pdf>. Although the completed forms cannot be submitted to the NRC electronically at this time, they can be filled out electronically using the Adobe Acrobat "Text Annotation Tool." Note that this tool is not included in the Adobe Acrobat Reader that is available for free. It is anticipated that in early 2004 licensees will be able to submit the forms electronically using the Electronic Information Exchange (EIE). Refer to the following site for more information: <http://www.nrc.gov/site-help/eie.html>.

In accordance with 10 CFR 2.790 of the NRC's "Rules of Practice," a copy of this letter will be available electronically for public inspection in the NRC Public Document Room or from the Publicly Available Records (PARS) component of NRC's document system (ADAMS). ADAMS is accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html> (the Public Electronic Reading Room). The enclosure to this letter is available from the NRC Web site at <http://www.nrc.gov/reading-rm/doc-collections/forms/nrc398.pdf>, as stated above.

If you have any questions concerning these forms, please contact Mary Ann Bies of my staff at 630-829-9711.

Sincerely,

/RA/

Roger D. Lanksbury, Chief
Operations Branch

Enclosure: NRC Form 398 (10-2003)

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bcc w/o enclosure:
D. C. Trimble, NRR:DIPM:IOHS

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RIII Operations Branch Examiners

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