

<b>AWARD/CONTRACT</b>		1. THIS CONTRACT IS RATED ORDER UNDER DPAS (15 CFR 350)	RATING N/A	PAGE OF PAGES 1   37
2. CONTRACT NO (Proc. Inst. Ident.) NRC-38-04-382		3. EFFECTIVE DATE <b>APR 05 2004</b> See Block 20c	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. RS- HR-03-366	
5. ISSUED BY U.S. Nuclear Regulatory Commission Div of Contracts Contract Management Center No. 1 Two White Flint North - MS T-7-I-2 Washington, DC 20555		CODE 3100	6. ADMINISTERED BY (If other than Item 5) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555	

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)  Performance Systems Attn: Andrew L. Hogg, Jr Phone #434-589-3265  47 Hardwood Road Palmyra VA 22963		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)	
		9. DISCOUNT FOR PROMPT PAYMENT  Net 30	
		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN.	

11. SHIP TO/MARK FOR U.S. Nuclear Regulatory Commission Attn: Stephen Koscielny  5746 Marlin Rd, Suite 200 Chattanooga TN 37411-5677	12. PAYMENT WILL BE MADE BY U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4 Attn: (insert contract or order number)  Washington DC 20555
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13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )	14. ACCOUNTING AND APPROPRIATION DATA B&R: 484-15-103-114 Job Code: R8444 DOC: 252A APPN. NO. 31x0200, OBLIGATE \$26,287.00 DUNS: 622649267
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15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	The U.S. Nuclear Regulatory Commission hereby accepts Performance Systems written technical proposal dtd 9/16/03 and cost proposal dtd 11/28/03 which are hereby incorporated by reference, to perform the services in accordance with the terms of this contract. This is a fixed-price-requirements type contract. Reqs and Certs are hereby incorporated by reference.				

15G TOTAL AMOUNT OF CONTRACT \$83,030.00

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 2 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. NAME AND TITLE OF SIGNER (Type or print) Andrew L. Hogg, Jr. Owner-Performance Systems	20A. NAME OF CONTRACTING OFFICER Sharon D. Stewart Contracting Officer
NAME OF CONTRACTOR BY <u>Andrew L. Hogg, Jr.</u> (Signature of person authorized to sign)	19C. DATE SIGNED 4/12/04
20B. UNITED STATES OF AMERICA BY <u>For Donald A. [Signature]</u> (Signature of Contracting Officer)	20C. DATE SIGNED 4/5/04

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**PART I - THE SCHEDULE**

**SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

**B.1 PROJECT TITLE**

The title of this project is as follows:

Conducting Inspections and Inspecting for Performance Materials Version Training Course

**B.2 BRIEF DESCRIPTION OF WORK (MAR 1987)  
ALTERNATE 1 (JUN 1988)**

(a) Brief description of work:

The Contractor shall furnish the necessary qualified personnel, materials, and services to (1) present and maintain the Conducting Inspections Course inclusive of minor and major updates; (2) present and maintain the Inspecting for Performance Materials Version Course inclusive of minor and major updates; and (3) develop and present specialized version of the Conducting Inspections and Inspect for Performance Materials Version Course; or additional courses which del specifically with topics covered in these courses.

(b) Orders will be issued for work required by the NRC in accordance with 52.216-18 - Ordering. Only Contracting Officers of the NRC or other individuals specifically authorized under this contract may authorize the initiation of work under this contract. The provisions of this contract shall govern all orders issued hereunder.

**B.3 SUPPLIES OR SERVICES AND PRICES/COSTS**

BASE YEAR

CLIN	Description	Estimated Quantity	Fixed Unit Price	Estimated Price
001	Review/Update Training Course Materials (One-time charge - Refer to Section C.4)	[REDACTED]		\$12,070.00
002	Conducting Inspections Course Presentation	[REDACTED]		\$25,320.00
003	Inspecting for Performance (Materials) Course Presentation	[REDACTED]		\$11,640.00

The firm-fixed price of each course as delineated in Section C of the Statement of Work shall include: costs for labor, travel, per diem; making minor revisions to the courses, which may affect up to 20%

of the total course contents; and any other costs deemed necessary by the offeror for the firm fixed unit price of each course.

CLIN	Description	Estimated Quantity	Fixed Hourly Rate	Estimated Price
004	Specialized Training Course Development and Presentation			
	-Professional			\$34,000.00
	-Non-Professional			\$0.00

Refer to Paragraph C.4.e for making major revisions to the courses and Paragraph C.7 for Specialized Course Development and Presentation. The fixed hourly rates are established for use in negotiating major revisions to the courses and the development and presentation of specialized version of the courses identified in the Statement of Work. These changes shall be processed as a contract modification.

TOTAL ESTIMATED AMOUNT - BASE YEAR \$83,030.00

OPTION YEAR ONE

CLIN	Description	Estimated Quantity	Fixed Unit Price	Estimated Price
005	Conducting Inspections Course Presentation			\$25,320.00
006	Inspecting for Performance (Materials) Course Presentation			\$11,640.00

The firm-fixed price of each course as delineated in Section C of the Statement of Work shall include: costs for labor, travel, per diem; making minor revisions to the courses, which may affect up to 20% of the total course contents; and any other costs deemed necessary by the offeror for the firm fixed unit price of each course.

CLIN	Description	Estimated Quantity	Fixed Hourly Rate	Estimated Price
007	Specialized Training Course Development and Presentation			
	-Professional			\$34,000.00
	-Non-Professional			\$0.00

Refer to Paragraph C.4.e for making major revisions to the courses and Paragraph C.7 for Specialized Course Development and Presentation. The fixed hourly rates are established for use in negotiating major revisions to the courses and the development and presentation of specialized version of the courses identified in the Statement of Work. These changes shall be processed as a contract modification.

TOTAL ESTIMATED AMOUNT - OPTION YEAR ONE \$70,960.00

OPTION YEAR TWO

CLIN	Description	Estimated Quantity	Fixed Unit Price	Estimated Price
008	Conducting Inspections Course Presentation	[REDACTED]	[REDACTED]	\$25,320.00
009	Inspecting for Performance (Materials) Course Presentation	[REDACTED]	[REDACTED]	\$11,640.00

The firm-fixed price of each course as delineated in Section C of the Statement of Work shall include: costs for labor, travel, per diem; making minor revisions to the courses, which may affect up to 20% of the total course contents; and any other costs deemed necessary by the offeror for the firm fixed unit price of each course.

CLIN	Description	Estimated Quantity	Fixed Hourly Rate	Estimated Price
010	Specialized Training Course Development and Presentation			
	-Professional	[REDACTED]	[REDACTED]	\$34,000.00
	-Non-Professional	[REDACTED]	[REDACTED]	\$0.00

Refer to Paragraph C.4.e for making major revisions to the courses and Paragraph C.7 for Specialized Course Development and Presentation. The fixed hourly rates are established for use in negotiating major revisions to the courses and the development and presentation of specialized version of the courses identified in the Statement of Work. These changes shall be processed as a contract modification.

TOTAL ESTIMATED AMOUNT - OPTION YEAR TWO \$70,960.00

OPTION YEAR THREE

CLIN	Description	Estimated	Fixed Unit	Estimated
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		Quantity	Price	Price
011	Conducting Inspections Course Presentation	[REDACTED]	[REDACTED]	\$25,320.00
012	Inspecting for Performance (Materials) Course Presentation	[REDACTED]	[REDACTED]	\$11,640.00

The firm-fixed price of each course as delineated in Section C of the Statement of Work shall include: costs for labor, travel, per diem; making minor revisions to the courses, which may affect up to 20% of the total course contents; and any other costs deemed necessary by the offeror for the firm fixed unit price of each course.

CLIN	Description	Estimated Quantity	Fixed Hourly Rate	Estimated Price
013	Specialized Training Course Development and Presentation			
	-Professional	[REDACTED]	[REDACTED]	\$34,000.00
	-Non-Professional	[REDACTED]	[REDACTED]	\$0.00

Refer to Paragraph C.4.e for making major revisions to the courses and Paragraph C.7 for Specialized Course Development and Presentation. The fixed hourly rates are established for use in negotiating major revisions to the courses and the development and presentation of specialized version of the courses identified in the Statement of Work. These changes shall be processed as a contract modification.

TOTAL ESTIMATED AMOUNT - OPTION YEAR THREE \$70,960.00

OPTION YEAR FOUR

CLIN	Description	Estimated Quantity	Fixed Unit Price	Estimated Price
014	Conducting Inspections Course Presentation	[REDACTED]	[REDACTED]	\$25,320.00
015	Inspecting for Performance (Materials) Course Presentation	[REDACTED]	[REDACTED]	\$11,640.00

The firm-fixed price of each course as delineated in Section C of the Statement of Work shall include: costs for labor, travel, per diem; making minor revisions to the courses, which may affect up to 20% of the total course contents; and any other costs deemed necessary by the offeror for the firm fixed unit price of each course.

CLIN	Description	Estimated Quantity	Fixed Hourly Rate	Estimated Price
016	Specialized Training Course Development and Presentation			
	-Professional			\$34,000.00
	-Non-Professional			\$0.00

Refer to Paragraph C.4.e for making major revisions to the courses and Paragraph C.7 for Specialized Course Development and Presentation. The fixed hourly rates are established for use in negotiating major revisions to the courses and the development and presentation of specialized version of the courses identified in the Statement of Work. These changes shall be processed as a contract modification.

TOTAL ESTIMATED AMOUNT - OPTION YEAR FOUR \$70,960.00

**B.4 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)**

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$83,030.00. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is \$26,827.00. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.



## SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

### C.1 BACKGROUND

As part of its overall mission, the U.S. Nuclear Regulatory Commission (NRC) licenses and inspects various facilities to ensure compliance with applicable codes and standards during all phases of construction, testing and operation, in order to identify conditions which may adversely affect the health and safety of the public. In support of this mission, the NRC provides a program of training for its inspectors and other technical personnel. The NRC licenses and inspects nuclear power plants and other nuclear facilities.

The NRC ensures that these activities are conducted in compliance with applicable NRC regulations and license conditions, and identifies situations that may adversely affect the health and safety of workers and the public.

The NRC Technical Training Center (TTC) has been able to provide quality and timely training in reactor technology by using the expertise of the TTC staff. However, in the area of Inspection for Performance for Materials Inspectors and Conducting Inspections which is outside the bounds of reactor technology of the TTC staff, it has been in the past, more cost effective to utilize a contractor.

In support of this mission, the NRC conducts special training programs for regulatory personnel responsible for the licensing and inspection of nuclear facilities. This training is intended to maintain and/or augment the technical and analytical competence of these individuals to recognize unsafe practices and issues of regulatory noncompliance.

### C.2 CONTRACT OBJECTIVE

The objective of this contract is to revise, update and present developed training Courses titled: 1) Conducting Inspections and 2) Inspecting for Performance (Materials Version)(IFP-M).

These courses shall be presented at least one time per year. Additional sessions of the course will be held based on student demand. The current Inspecting for Performance (Materials Version) course is being held twice per year and is a required course in NRC Inspection Manual Chapter 1246 "Inspector Qualification Program For the Office of Nuclear Material Safety and Safeguards Inspection Program". The current Conducting Inspections course is being held four times per year due to a back log of the newly established training requirements in NRC Inspection Manual Chapter 1245 "Inspector Qualification Program For the Office of Nuclear Reactor Regulation Inspection Program". The contractor shall furnish the necessary personnel, and services to revise, update and present these courses and any specialized versions of these or other related courses which may be deemed necessary. The courses will usually be held at NRC Regional Offices located in King of Prussia, PA, Atlanta, GA, Lisle, IL, Arlington, TX, and NRC Headquarters located in Rockville, MD or the Technical Training Center located in Chattanooga, TN. Occasionally, a State agency will request that the Inspecting for Performance Materials Version Course be held at their location. The State agency is an Agreement State which has accepted responsibility for inspection of radioactive materials within its borders. These sessions will be co-ordinated by the TTC at the request of the NRC Office of State Programs as necessary. These courses will be co-ordinated as far in advance as practical.

Periodically, unique or one-time training needs may arise. In order to respond to these needs, the NRC requires contractor support to provide specialized technical training in the area of Conducting Inspections and Inspecting for Performance. In some cases, these needs may necessitate training to commence with relatively short advance notice (30 to 60 days).

### C.3 COURSE DESCRIPTION

#### 1. General Information

a. The "Conducting Inspecting course" shall be approximately 24 hours in duration (3 days at eight hours per day). A proposed course outline is provided in Attachment 1 of this Contract. Course goals shall be accomplished through a combination of lectures, discussions, workshops exercises in the various aspects of inspection of NRC licensee programs. In particular, the course shall include the following:

(1) Chapter 1-Inspection and the Reactor Oversight Process: Structure of Course: Take students through the inspection process, understanding its roots and structure.

(2) Chapter 2-Inspection Process: This section of the course will focus on through planning, execution, and aftermath of an inspection in order to emphasize clearly what the inspector does during the course of an inspection

(3) Chapter 3-Regulatory and Policy Matters: Inspection-related topics that work in the background during inspections: Enforcement Assessment

(4) Chapter 4-Course Review: Will go over the material presented during the course and reinforce areas of weakness noted by the instructor(s) and allow the students to assess the information presented during the course and how it relates to the inspection process and program

(5) Interspersed in the course presentation will be workshop and case study exercises on the following topics: Reactor Oversight Process - scope the process, identifying the major parts and how they fit together regarding: Planning an Inspection, Chooses the appropriate inspection technique, Inspection, Regulatory Issue Disposition Screening, Enforcement, Significance Determination

(6) Additionally, lessons learned from selected Historical Reactor Incidents a. Brown's Ferry Fire (R-800 course (Perspectives on Reactor Safety NUREG/CR-6042) text section 2.3.7)(Appendix R/fire protection inspections)

b. TMI (R-800 course text(Perspectives on Reactor Safety NUREG/CR-6042) section 2.4.8)(resident inspectors)

c. Chernobyl (R-800 course text(Perspectives on Reactor Safety NUREG/CR-6042) section 2.5.4)

d. Davis Besse (R-800course text(Perspectives on Reactor Safety NUREG/CR-6042) appendix 2A) (loss of FW)

e. Millstone (design basis issues)

f. Indian Point 2 (Steam Generator Tube Rupture)

g. Davis Besse Reactor Vessel Head (lessons learned are still being determined)

h. The above historical events are to be included in the course presentation workshop exercises so as to continue to maintain a corporate knowledge of past events that have occurred in the operation of nuclear power plants in the world so that these lessons do not have to be relearned in the future.

i. The "Inspecting for Performance-Materials Version" shall be approximately 20 hours in duration (2.5 days at eight hours per day). A proposed course outline is listed below. Each course outline should include as a minimum the subjects listed below. Changes in, additions to, or deviations from the subjects listed below are permitted, however, the content of the final outline shall be approved by the NRC Project Officer. Course goals shall be accomplished through a combination of lectures, discussions, workshops exercises in the various aspects of Inspection of Materials Licensee Programs. In particular, the course shall include the following:

(1) Course Schedule for Inspecting for Performance Materials Version

(2) Introduction

(3) Chapter 1: Inspection Concepts

- (4) Workshop 1 Prioritize Activities
- (5) Chapter 2: Inspection Techniques
- (6) Workshop 2 Routine Inspection Planning
- (7) Workshop 3 Planning a Reactive Inspection
- (8) Workshop 4 Inspection Report Evaluation.

j. The NRC's effort to progress into a performance-based, risk informed regulatory environment is closely linked to the inspection process. This course develops the concepts and techniques related to a performance-based approach to inspection where risk is a key factor in determining priorities. The course consists of three workshop modules using realistic scenarios based on NRC or Agreement State inspection reports of actual inspections and issues raised during the inspection process that are presented over two and one half days. The scenarios will be modified to remove any indication of the actual facility inspected and its location. Generic locations and facilities are to be used so as not to be able to determine the exact facility where the inspection was conducted. The course will conclude with a review, and a written examination. Students are also given an opportunity to complete a written evaluation of the course. The information gathered from these evaluations will be compiled and used to periodically update the course.

k. The subject matter covered in this manual supplements the course lectures and group workshop activities. Chapter 1 "INSPECTION CONCEPTS" introduces concepts related to a performance based inspection program. Chapter 2 "INSPECTION TECHNIQUES" describes the techniques for implementing performance-based inspections. The final section of the manual provides a copy of the projection graphics, arranged in the order of presentation.

## 2. Course Administration

The following information is provided for a typical training course which might be ordered:

Class size shall be limited to no more than eighteen (18) students and two (2) optional observers (the Project Officer and/or an individual designated by the Project Officer). Observers will be provided with a copy of the student training materials.

## 3. Course Scheduling

a. The NRC will order at least one (1) presentation of each course per year during the period of this contract. Additional courses may be ordered if warranted by student demand.

b. Exact course dates will be arranged with the contractor at least forty five (45) days before each course. Courses will be formally scheduled via a delivery order using a Delivery Order Form (See Attachment 3)

c. Should the NRC determine, no later than thirty (30) days prior to the start of a course, that there is insufficient need to conduct the training, the NRC may reschedule or cancel the course without obligation to the government.

d. Each day of training will consist of approximately eight hours and will begin at 8:00 a.m. Each training hour will typically consist of 50 minutes of presentation and a 10 minute break.

## 4. Attendance

a. The NRC Project Officer will coordinate student attendance. The NRC Project Officer will provide the contractor with a copy of the proposed attendance roster to the contractor at least fifteen (15) work days prior to the start of the course, although revised rosters may be provided up to the start date of the course. Sometime during the morning of the first day of class, the contractor shall compare the names of the students attending the course with those on the most

current attendance roster. The contractor shall contact the NRC Project Officer immediately if there are any discrepancies. Student background and experience will vary. The contractor should not assume any NRC Inspection experience.

The contractor shall arrive at the training facility in sufficient time prior to the beginning of the first day's session to set up the training room, arrange the furniture as necessary, and lay out student materials.

b. The Inspecting for Performance Materials Version Course will typically include an examination prepared, administered and graded by the contractor. Examination guidelines are provided under the Section entitled, "Course Examinations." The Conducting Inspections Course will not include an examination.

#### 5. Guest Speakers

The NRC reserves the right to supplement course presentations with NRC or other technical expert guest speakers, if warranted. A guest speaker will require approximately two (2) consecutive hours sometime during the course. The NRC Project Officer shall notify the contractor at least thirty (30) days before the start of the course if such a time block needs to be reserved for a guest speaker. If an NRC guest speaker is not provided, the contractor shall occupy the time with relevant instruction.

#### 6. Course Examination

##### a. Inspecting for Performance -Materials Version Course:

(1) Knowledge and proficiency testing shall be a required element of evaluating the student's progress in the Inspecting for Performance-Materials version training course in which they are being instructed. Testing shall be administered by the Contractor to verify that they have attained the proper level of understanding of the course material, to determine the student's progress in training, to identify areas of weakness where supplemental or remedial training may be needed, and to quantify the student's current level of knowledge and proficiency.

(2) All testing shall be performed using standardized objective tests (i.e., true, false or multiple choice, short answer or calculation format) which have been approved in advance by the NRC Project Officer. All tests shall assess the students knowledge of the Conducting Inspections and Inspecting for Performance process and shall be designed to determine if the learning objectives have been met. The Contractor shall allow no more than 2 hours for each test to be completed by the students.

(3) The Contractor shall develop draft tests which address the principals, policies and procedures covered in the course material. Typically, for each week of training, the examination shall consist of at least twenty five (25) questions. At least fifteen (15) shall be in true, false or multiple choice format and ten (10) shall be short answer, calculation format. The examinations, and an answer key will be submitted to the NRC Project Officer prior to their use. The Contractor shall provide the draft tests to the NRC Project Officer for review and comment within 30 days prior to administering the examination. The NRC Project Officer will review and provide comments to the Contractor within 7 days of receipt. The contractor shall revise the draft tests incorporating the Project Officer's comments and provide the final test to the Project Officer within 14 days of receipt of comments.

(4) The contractor shall administer, proctor and grade the examinations and provide test performance statistical data to the NRC Project Officer as part of the course report. The contractor shall record testing results, analyze results and prepare a report which shall document the results of the analysis and the student's progress.

(5) While taking the examination, students are permitted to request clarification of questions or potential answers. The contractor shall be sufficiently knowledgeable of the examination contents to be able to provide clarification when appropriate. However, the clarification must not indicate which responses are correct or incorrect.

(6) The contractor may be requested to administer and grade re-examinations as required for students who do not achieve

a sufficient understanding of course material (70% or higher) or equivalency examinations for students who have been approved to attempt validation of the Conducting Inspections and Inspecting for Performance course. The NRC Project Officer will coordinate administering and grading re-examinations and equivalency examinations with the contractor. In the case of equivalency examinations these examinations will be administered at the same time as a normally scheduled class session examination is being administered. For re-examinations it will be attempted to administer the re-examination during the scheduled examination time during the next regularly scheduled session of the course where practical. In the event that only one session is held during a given FY a re-examination will be administered at a mutually convenient time agreed on by both the contractor and the NRC Project Officer. The Contractor shall update tests to reflect significant changes that have been made to the course materials.

b. *Conducting Inspections*: There is no examination requirement in the *Conducting Inspections* course.

#### 7. Course Evaluations

At the end of each course, the contractor shall provide students with a course evaluation form to complete whose content is approved by the NRC Project Officer. The Course Evaluation will be used to determine the quality of instruction and to determine if course materials used are adequate, current, the facilities were satisfactory, and if the course met NRC's training requirements. The Course Evaluations shall be collected by the contractor and sent to the Project Office along with a report on the course presentation. The course presentation report will include a tabulation of the course evaluation results and a synopsis of the student comments and instructor evaluation of the students comments including any suggested methods necessary to improve the course presentation.

#### C.4 COURSE MATERIAL REVIEW AND UPDATE

a. The NRC will furnish the contractor with copies of the current course materials. The contractor shall review and update the course material, the Student and Instructor manuals and any reference material to the current industry standards to support the Conducting Inspections and Inspecting for Performance Course Materials Version. Conducting Inspections course material was developed in August 2002 and updated in October 2002 after a pilot presentation. The IFP-M course material was last reviewed and updated in 1997. The course material shall be reviewed and updated to the current year 2003 standards for both Conducting Inspections and Inspecting for Performance Materials version and it is intended to utilize the course material for the remainder of the contract period.

All manuals, both instructor and student shall be prepared in WordPerfect 8.0, the current NRC word processing software program. As newer word processing software packages are selected as the NRC standard word processor all manuals will be made to be useable with the later word processing software. The contractor shall review and update the following items:

##### (1) Student Manual

The contractor shall prepare a student manual for use during the presentation of the course material. The student manual shall include printed copies of vugraphs, slides and other visual aids required to present the course. The Student Manual shall be placed in a format consistent with the NRC Technical Training Division Policy Document X, Training Course Manual Style Guide (Attachment 4) or other Project Officer approved format. The NRC will be responsible for reproduction of the Student Manual in sufficient quantity to support the course presentation and will arrange for the Student Manual to arrive in sufficient time to support the training session.

(2) Lesson objectives shall be included at the beginning of each section or chapter.

(3) The student manual shall also include a Table of Contents, a glossary of common terms and copies of relevant reference material. Short references (approximately six pages or less) shall be included in the manual while lengthy references shall be listed in a bibliography which provides the student with sufficient information to determine what issues the reference covers and where a copy may be obtained.

(4) The contractor shall provide a draft copy of the student manual to the NRC Project Officer for review and approval.

The contractor shall revise the draft student manual incorporating the NRC Project Officer's comments. The contractor shall provide the final student manual to the NRC Project Officer for review and approval. After receipt of approval, the contractor shall provide one copy to the NRC Project Officer, including computer discs containing the textual materials in WordPerfect 8.0 format or the NRC current word processor software standard.

b. Instructor's Manual: The contractor shall provide an instructor's manual to supplement the student manual and support presentation of the course. The instructor's manual shall include, as a minimum:

(1) Detailed Course Outline;

(2) Clearly defined learning objectives for each topic;

(3) Copies or detailed description of each visual aid;

(4) Detailed lesson plans indicating the manner in which the student material will be presented by the instructor, including appropriate references to which visual aids and other materials are required during the presentation, and indicate when it is to be used during the presentation;

(5) Detailed references to course references, codes, and standards.

(6) The instructor's manual shall be in sufficient detail such that a qualified individual who has not previously conducted the course could be expected to present the material in an organized fashion.

(7) The contractor shall provide a draft copy of the instructor's manual to the NRC Project Officer for review and approval. The contractor shall revise the draft instructor's manual incorporating the NRC Project Officer's comments. The contractor shall provide the final instructor's manual to the NRC Project Officer for review and approval. After receipt of approval, the contractor shall provide one copy to the NRC Project Officer, including computer discs containing the textual materials in WordPerfect 8.0 format or the NRC current word processor software standard.

c. Visual Aids

(1) The Contractor shall develop or provide visual aids to assist students in understanding the course material. The contractor shall use these visual aids to supplement the presentation of the course material. Any visual aid which the contractor deems necessary for the presentation of this course must be provided to the NRC Project Officer as an integral part of the training package. A hard copy of each visual aid used during the course should be included in the student manual as a figure plate at the end of the applicable chapter.

(2) The contractor shall provide a draft copy of the visual aids to the NRC Project Officer for review and approval. The contractor shall revise the draft visual aids incorporating the NRC Project Officer's comments. The contractor shall provide the final visual aids to the NRC Project Officer for review and approval. After receipt of approval, the contractor shall provide one hard copy to the NRC Project Officer, including computer discs containing the visual aid material in WordPerfect 8.0 format or the NRC current word processor software standard or compatible graphics software to allow access of the visual aid material such as Microsoft PowerPoint. All visual aids purchased or created by the contractor or obtained from the NRC for use in the presentation of this course becomes the property of the NRC upon completion of this contract.

d. Throughout the period of performance of this contract, the NRC Project Officer may require the Contractor to incorporate minor changes into the course materials. Examples of minor changes include but are not limited to changed and/or updated materials as a result of regulation changes, agency policy changes, and minor additions or deletions to reflect course evaluation feedback. A minor revision is one which will affect up to 20% of the total course content. The costs for minor revisions shall be included in the fixed price for each course. The NRC cannot guarantee the number of revisions that may be required for each course. A draft copy of the revised course materials shall be furnished to the NRC Project Officer for written comments and/or approval prior to submittal of a final revision.

e. The NRC anticipates that the NRC Project Officer may require the Contractor to make a major revision to the courses at least once during the contract's period of performance. Such a revision would involve a one-time change to more than 20% of the course materials. When a major revision within the scope of work for this contract is identified, the Contracting Officer will transmit to the Contractor a Request for Proposal which will identify the specifics of work to be performed. Upon negotiation of the Contractor's proposed costs, with the exception of the fixed hourly rates, a contract modification will be issued by the Contracting Officer upon which a delivery order may be issued by the NRC Project Officer.

### **C.5 CONTRACTOR FURNISHED ITEMS**

The contractor shall provide the following training materials for student use during each course. At the beginning of each course, each student shall be provided with a copy of:

- a. Student Course Manual Original after approval by the project officer. The NRC will be tasked with reproduction of the course manuals and reproduction of any necessary additional material to keep the course current;
- b. Relevant vugraphs used during course presentations and not already provided in the student manual;
- c. All handouts. Handouts (i.e., material not included in the student manual) shall be kept to a minimum and shall represent material that could not realistically have been incorporated into the student text prior to the start of the course; and
- d. All written materials in appropriately sized three-ring binders. Approximately twenty (20) sets of student materials will be required for each course (eighteen (18) for students and two (2) for observers).
- e. The contractor shall develop and furnish case studies and "real life" examples to supplement course lectures. Case study handout material may be given to the students as part of the introduction to the individual case studies.
- f. Overnight assignments will typically not be given to the students.

### **C.6 GOVERNMENT FURNISHED ITEMS**

- a. NRC Furnished or at State Facility for IFP-M. Projection equipment for course presentations will be furnished by the NRC or State facility in the case of an IFP-M course to be conducted at an Agreement State location.
- b. Upon request, the NRC will furnish the offeror with one copy of the current NRC Inspecting for Performance-Materials Version and Conducting Inspections Course Student Manuals in either hard copy or in electronic format on CD. The NRC will also furnish one copy of a student information sheet and a course evaluation form. The student information sheet and course evaluation forms shall be included in the Student manual.

### **C.7 SPECIALIZED COURSE DEVELOPMENT AND PRESENTATION (OPTIONAL)**

The NRC may request the Contractor to develop and present specialized versions of the courses identified in this statement of work, or additional courses which deal specifically with topics covered in above courses. When a requirement with the scope of work for this contract is identified, the Contracting Officer will transmit to the Contractor a Request for Proposal which will identify the specifics of work to be performed. Upon negotiation of the Contractor's proposed costs, with the exception of the fixed hourly rates, a contract modification will be issued by the Contracting Officer upon which a delivery order may be issued by the NRC Project Officer.

### **C.8 TECHNICAL QUALIFICATION REQUIREMENTS**

The courses shall be conducted by a contractor with broad experience in the field of Nuclear Power Plant Regulation and inspection or experience in support of these activities from a professional, technical, safety and regulatory standpoint.

Proposed instructors to present each course are considered key personnel under the contract. Substitution or replacement of key personnel shall require the approval of the NRC Contracting Officer. For each proposed instructor, an resume, shall be submitted to the NRC Contracting Officer for approval. Resumes shall also be provided for those individuals preparing the student and instructor manuals, if different from the instructors. Course instructors must have both academic and practical expertise in the areas being taught (i.e., knowledge, understanding and experience), as well as in related regulatory issues associated with inspection of nuclear power plants and NRC or Agreement State material licensee programs. Proposed course instructors must have related training experience (i.e., ability to teach technical material to large groups of professional adults).

### **C.9 CONTRACT MONITORING**

During the life of this contract, the NRC Project Officer or another designated NRC representative may monitor selected courses, pursuant to the requirements of the contract, to ensure that the quality of instruction and course materials are adequate, current, and meet the course requirements. As a minimum, the quality of the instruction will be evaluated on the instructor's ability to:

- a. Maintain control of the course pace so that course objectives are met, the presentation of information and exercises remain organized and timely, key points are emphasized, and breaks are appropriately scheduled.
- b. Tactfully control distractions, such as student questions that are not immediately relevant to the current discussion, and are of minimal interest to the class as a whole. The instructor shall defer such questions to a subsequent relevant lecture, or attempt to answer individually, outside of class time.
- c. Assess the effectiveness of instruction and the level of student comprehension throughout the courses. The instructor shall reasonably attempt to clarify, provide examples, or in some way, direct the course to help correct problems, and improve the participants opportunity to learn.
- d. Improve materials, correct errors, and resolve other problems that may occur during the courses.
- e. Limit any instructor comments on NRC regulations and procedures to factual statements supported by documentation or observations. Personal opinions about the usefulness of NRC regulations shall not be expressed during classroom time. Such opinions may, however, be expressed during informal discussions with students between lectures.



## SECTION D - PACKAGING AND MARKING

### D.1 PACKAGING AND MARKING (MAR 1987)

The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission Regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

**SECTION E - INSPECTION AND ACCEPTANCE**

**E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	

**E.2 2052.209-72 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST (JAN 1993)**

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the contractor:

- (1) Is not placed in a conflicting role because of current or planned interests (financial, contractual, organizational, or otherwise) which relate to the work under this contract; and
- (2) Does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described apply to performance or participation by the contractor, as defined in 48 CFR 2009.570-2 in the activities covered by this clause.

(c) Work for others.

(1) Notwithstanding any other provision of this contract, during the term of this contract, the contractor agrees to forego entering into consulting or other contractual arrangements with any firm or organization the result of which may give rise to a conflict of interest with respect to the work being performed under this contract. The contractor shall ensure that all employees under this contract abide by the provision of this clause. If the contractor has reason to believe, with respect to itself or any employee, that any proposed consultant or other contractual arrangement with any firm or organization may involve a potential conflict of interest, the contractor shall obtain the written approval of the contracting officer before the execution of such contractual arrangement.

(2) The contractor may not represent, assist, or otherwise support an NRC licensee or applicant undergoing an NRC audit, inspection, or review where the activities that are the subject of the audit, inspection, or review are the same as or substantially similar to the services within the scope of this contract (or task order as appropriate) except where the NRC licensee or applicant requires the contractor's support to explain or defend the contractor's prior work for the utility or other entity which NRC questions.

(3) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site, the contractor shall neither solicit nor perform work in the same or similar technical area for that licensee or applicant organization for a period commencing with the award of the task order or beginning of work on the site (if not a task order contract) and ending one year after completion of all work under the associated task order, or last time at the site (if not a task order contract).

(4) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site,

(i) The contractor may not solicit work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate.

(ii) The contractor may not perform work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate, and for one year thereafter.

(iii) Notwithstanding the foregoing, the contracting officer may authorize the contractor to solicit or perform this type of work (except work in the same or similar technical area) if the contracting officer determines that the situation will not pose a potential for technical bias or unfair competitive advantage.

(d) Disclosure after award.

(1) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in this contract, that it does not have any organizational conflicts of interest as defined in 48 CFR 2009.570-2.

(2) The contractor agrees that if, after award, it discovers organizational conflicts of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the contracting officer. This statement must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. The NRC may, however, terminate the contract if termination is in the best interest of the Government.

(3) It is recognized that the scope of work of a task-order-type contract necessarily encompasses a broad spectrum of activities. Consequently, if this is a task-order-type contract, the contractor agrees that it will disclose all proposed new work involving NRC licensees or applicants which comes within the scope of work of the underlying contract. Further, if this contract involves work at a licensee or applicant site, the contractor agrees to exercise diligence to discover and disclose any new work at that licensee or applicant site. This disclosure must be made before the submission of a bid or proposal to the utility or other regulated entity and must be received by the NRC at least 15 days before the proposed award date in any event, unless a written justification demonstrating urgency and due diligence to discover and disclose is provided by the contractor and approved by the contracting officer. The disclosure must include the statement of work, the dollar value of the proposed contract, and any other documents that are needed to fully describe the proposed work for the regulated utility or other regulated entity. NRC may deny approval of the disclosed work only when the NRC has issued a task order which includes the technical area and, if site-specific, the site, or has plans to issue a task order which includes the technical area and, if site-specific, the site, or when the work violates paragraphs (c)(2), (c)(3) or (c)(4) of this section.

(e) Access to and use of information.

(1) If in the performance of this contract, the contractor obtains access to information, such as NRC plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), the contractor agrees not to:

(i) Use this information for any private purpose until the information has been released to the public;

(ii) Compete for work for the Commission based on the information for a period of six months after either the completion of this contract or the release of the information to the public, whichever is first;

(iii) Submit an unsolicited proposal to the Government based on the information until one year after the release of the information to the public; or

(iv) Release the information without prior written approval by the contracting officer unless the information has previously been released to the public by the NRC.

(2) In addition, the contractor agrees that, to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), or other confidential or privileged technical, business, or financial information under this contract, the contractor shall treat the information in accordance with restrictions placed on use of the information.

(3) Subject to patent and security provisions of this contract, the contractor shall have the right to use technical data it produces under this contract for private purposes provided that all requirements of this contract have been met.

(f) Subcontracts. Except as provided in 48 CFR 2009.570-2, the contractor shall include this clause, including this paragraph, in subcontracts of any tier. The terms contract, contractor, and contracting officer, must be appropriately modified to preserve the Government's rights.

(g) Remedies. For breach of any of the above restrictions, or for intentional nondisclosure or misrepresentation of any relevant interest required to be disclosed concerning this contract or for such erroneous representations that necessarily imply bad faith, the Government may terminate the contract for default, disqualify the contractor from subsequent contractual efforts, and pursue other remedies permitted by law or this contract.

(h) Waiver. A request for waiver under this clause must be directed in writing to the contracting officer in accordance with the procedures outlined in 48 CFR 2009.570-9.

(i) Follow-on effort. The contractor shall be ineligible to participate in NRC contracts, subcontracts, or proposals therefor (solicited or unsolicited), which stem directly from the contractor's performance of work under this contract. Furthermore, unless so directed in writing by the contracting officer, the contractor may not perform any technical consulting or management support services work or evaluation activities under this contract on any of its products or services or the products or services of another firm if the contractor has been substantially involved in the development or marketing of the products or services.

(1) If the contractor, under this contract, prepares a complete or essentially complete statement of work or specifications, the contractor is not eligible to perform or participate in the initial contractual effort which is based on the statement of work or specifications. The contractor may not incorporate its products or services in the statement of work or specifications unless so directed in writing by the contracting officer, in which case the restrictions in this paragraph do not apply.

(2) Nothing in this paragraph precludes the contractor from offering or selling its standard commercial items to the Government.

52.246-4

INSPECTION OF SERVICES--FIXED-PRICE

AUG 1996

### E.3 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the Project Officer at the destination.

**SECTION F - DELIVERIES OR PERFORMANCE**

**F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.242-15	STOP-WORK ORDER	AUG 1989
52.247-34	F.O.B. DESTINATION	NOV 1991
52.247-48	F.O.B. DESTINATION--EVIDENCE OF SHIPMENT	FEB 1999

**F.2 2052.211-70 PREPARATION OF TECHNICAL REPORTS (JAN 1993)**

All technical reports required by Section C and all Technical Progress Reports required by Section F are to be prepared in accordance with the attached Management Directive 3.8, "Unclassified Contractor and Grantee Publications in the NUREG Series." Management Directive 3.8 is not applicable to any Contractor Spending Plan (CSP) and any Financial Status Report that may be included in this contract. (See List of Attachments).

**F.3 PLACE OF DELIVERY--REPORTS (JUN 1988)**

The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

(a) Project Officer (2 copies)

Stephen Koscielny 5746 Marlin Rd, Suite 200 Chattanooga, TN 37411-5677

(b) Contracting Officer (1 copy)      ATTN: Mail Stop: T7-I2      11555 Rockville Pike      Rockville, MD 20852

**F.4 DURATION OF CONTRACT PERIOD (MAR 1987)  
ALTERNATE 4 (JUN 1988)**

The ordering period for this contract shall commence on the effective date of the contract and will expire one year thereafter. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering.) The term of this contract may be extended at the option of the Government for an additional 4 one-year periods.

## F.5 REPORTING REQUIREMENTS/DELIVERABLES

### 1. MILESTONES

- a. Within thirty (30) days of contract award, a meeting will be scheduled at the contractor's facility or the NRC TTC as mutually agreed upon. The meeting will be attended by the contractor, the NRC Project Officer, and possibly other NRC representatives to discuss the course outline, lesson objectives and course material preparation.
- b. Within 45 calendar days of contract award, the contractor shall provide draft outlines for the Conducting Inspections Course and the instructor and student manuals to the NRC Project Officer for review and approval.
- c. Within 75 calendar days of contract award, the contractor shall provide draft outlines for the Inspecting for Performance-Materials version Course and the instructor and student manuals to the NRC Project Officer for review and approval.
- d. Within 15 calendar days of receipt of the draft outlines for each course, the NRC Project Officer will provide his written comments on the draft outlines for the Conducting Inspections and Inspecting for Performance-Materials Version Course instructor and student manuals to the contractor.

e. Within 30 days after acceptance of the updated materials specified above, the contractor shall provide three (3) copies of final course materials including:

- (1) Student Manual (2) Instructor's Manual (3) Visual Aids (slides, view graphs, videos, or other)

f. The contractor shall provide computer diskettes or CD-ROM copy of all materials specified above (in WordPerfect 8.0 for PC the current NRC standard word processing software and for the graphics presentation material in Microsoft PowerPoint ) shall be forwarded to the NRC Project Officer. Computer generated visual aids (such as view graphs), shall also be provided to the NRC Project Officer on computer disks or CD-ROM. NOTE: All material developed for the courses described herein shall be property of the NRC at the completion of the period of performance.

g. Within 30 days prior to the start of each course, the contractor shall provide one (1) copy of the following material to the NRC Project Officer:

- (1) Course Schedule (2) Texts and handouts to be provided to the students (if different from those provided in previous courses) (3) IFP-M Course examination and answer key to be used for that course session

### 2. COURSE PRESENTATION REPORTS

Within 30 days of completion of a course presentation, the contractor shall submit a Course Presentation Report to the NRC Project Officer. The report shall contain the following:

- a. A cover letter report discussing course accomplishments, problems, and recommendations for improvement. The recommendations shall consider the student feedback provided in the student course evaluations.
- b. Examination booklets (originals), graded answer sheets (originals), a list of student grades, and the average class grade and standard deviation for the Inspecting for Performance- Materials version course.
- c. Student evaluations (original plus one copy) and a summary of student comments.

### 3. FINAL REPORT

The contractor shall prepare a final report in accordance with NRC Management Directive 11.1. The contractor shall provide one (1) copy to the NRC Project Officer and two (2) copies to the NRC Contract Specialist. The report shall contain as a minimum:

- a. A technical report of the work completed.
- b. Any problems or delays encountered and their solutions.
- c. Recommendations for improvements.

Submission of the final report and transfer of all government furnished materials, and all contractor developed materials, shall be accomplished within 30 days after contract completion.

**SECTION G - CONTRACT ADMINISTRATION DATA**

**G.1 2052.215-71 PROJECT OFFICER AUTHORITY-ALTERNATE 2**

(a) The contracting officer's authorized representative, hereinafter referred to as the project officer, for this contract is:

Name: Stephen Koscielny  
Address: USNRC Technical Training Center  
5746 Marlin Rd, Suite 200  
Chattanooga, TN 37411-5677  
Telephone Number: 423-855-6642

(b) The project officer shall:

- (1) Monitor contractor performance and recommend changes in requirements to the contracting officer.
- (2) Inspect and accept products/services provided under the contract.
- (3) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.
- (4) Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

(c) The project officer may not make changes to the express terms and conditions of this contract.

**G.2 ORDERING PROCEDURES (MAY 1991)**

(a) In addition to the contracting officer, contract administrator, and project officer, the following individuals are authorized to issue delivery orders under this contract:

N/A

(b) All delivery orders shall be prepared in accordance with FAR 16.506 and shall be issued in writing, or by written telecommunications.



**SECTION H - SPECIAL CONTRACT REQUIREMENTS****H.1 2052.204-71 SITE ACCESS BADGE REQUIREMENT**

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that a badge is issued after favorable adjudication from the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS). In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has a proper Government-issued identification/badge at all times. All prescribed identification must be immediately (no later than three days) delivered to PERSEC/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

**H.2 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:



The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that

the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

### **H.3 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY - NONE PROVIDED (JUN 1988)**

The Government will not provide any equipment/property under this contract. See Section C.6 for Government Furnished Items.

### **H.4 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

### **H.5 ANNUAL AND FINAL CONTRACTOR PERFORMANCE EVALUATIONS**

Annual and final evaluations of contractor performance under this contract will be prepared in accordance with FAR 42.15, "Contractor Performance Information," normally at the time the contractor is notified of the NRC's intent to exercise the contract option. If the multi-year contract does not have option years, then an annual evaluation will be prepared (state time for annual evaluation). Final evaluations of contractor performance will be prepared at the expiration of the contract during the contract closeout process.

The Contracting Officer will transmit the NRC Project Officer's annual and final contractor performance evaluations to the contractor's Project Manager, unless otherwise instructed by the contractor. The contractor will be permitted thirty days to review the document. The contractor may concur without comment, submit additional information, or request a meeting to discuss the performance evaluation. The Contracting Officer may request the contractor's Project Manager to attend a meeting to discuss the performance evaluation.

Where a contractor concurs with, or takes no exception to an annual performance evaluation, the Contracting Officer will consider such evaluation final and releasable for source selection purposes. Disagreements between the parties regarding a performance evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final.

The Contracting Officer will send a copy of the completed evaluation report, marked "For Official Use Only," to the contractor's Project Manager for their records as soon as practicable after it has been finalized. The completed evaluation report also will be used as a tool to improve communications between the NRC and the contractor and to improve contract performance.

The completed annual performance evaluation will be used to support future award decisions in accordance with FAR 42.1502(a) and 42.1503(c). During the period the information is being used to provide source selection information, the completed annual performance evaluation will be released to only two parties - the Federal government personnel performing the source selection evaluation and the contractor under evaluation if the contractor does not have a copy of the report already.

## H.6 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractors responsibility under this clause.

(End of Clause)

## PART II - CONTRACT CLAUSES

## SECTION I - CONTRACT CLAUSES

## I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
	FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)	
52.202-1	DEFINITIONS	DEC 2001
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 2003
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	OCT 2003
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.219-4	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (JAN 1999)	JAN 1999
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	OCT 2000
52.222-3	CONVICT LABOR	JUN 2003
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001

52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-38	COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS	DEC 2001
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW	AUG 2003
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	AUG 2003
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	DEC 2003
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-14	RIGHTS IN DATA--GENERAL	JUN 1987
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	APR 2003
52.232-1	PAYMENTS	APR 1984
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	FEB 2002
52.232-11	EXTRAS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-33	PAYMENT BY ELECTRONIC FUNDS--CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES	JUL 2002
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-13	BANKRUPTCY	JUL 1995
52.243-1	CHANGES--FIXED PRICE ALTERNATE I (APR 1984)	AUG 1987
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	JUN 2003
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	SEP 1996
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

**I.2 52.216-18 ORDERING (OCT 1995)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the effective date through end of Option Year Four through the end of the effective period.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

### I.3 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than 2, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of N/A;

(2) Any order for a combination of items in excess of N/A;

(3) A series of orders from the same ordering office within 30 working days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

### I.4 52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the

Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after .

**I.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT  
(MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

**I.6 52.219-23 NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL  
DISADVANTAGED BUSINESS CONCERNS (JUNE 2003)**

(a) Definitions. As used in this clause--

Small disadvantaged business concern means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--

(1) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(i) No material change in disadvantaged ownership and control has occurred since its certification;

(ii) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(iii) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net).

(2) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted. In this case, in order to receive the benefit of a price evaluation adjustment, an offeror must receive certification as a small disadvantaged business concern by the Small Business Administration prior to contract award; or

(3) Is a joint venture as defined in 13 CFR 124.1002(f).

Historically black college or university means an institution determined by the Secretary of Education to meet the

requirements of 34 CFR 608.2. For the Department of Defense (DoD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

Minority institution means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)).

(b) Evaluation adjustment. (1) The Contracting Officer will evaluate offers by adding a factor of percent to the price of all offers, except--

(i) Offers from small disadvantaged business concerns that have not waived the adjustment;

(ii) An otherwise successful offer of eligible products under the Trade Agreements Act when the dollar threshold for application of the Act is equaled or exceeded (see section 25.402 of the Federal Acquisition Regulation (FAR));

(iii) An otherwise successful offer where application of the factor would be inconsistent with a Memorandum of Understanding or other international agreement with a foreign government;

(iv) For DoD, NASA, and Coast Guard acquisitions, an otherwise successful offer from a historically black college or university or minority institution; and

(v) For DoD acquisitions, an otherwise successful offer of qualifying country end products (see sections 225.000-70 and 252.225-7001 of the Defense FAR Supplement).

(2) The Contracting Officer will apply the factor to a line item or a group of line items on which award may be made. The Contracting Officer will apply other evaluation factors described in the solicitation before application of the factor. The factor may not be applied if using the adjustment would cause the contract award to be made at a price that exceeds the fair market price by more than the factor in paragraph (b)(1) of this clause.

(c) Waiver of evaluation adjustment. A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of this clause do not apply to offers that waive the adjustment.

Offeror elects to waive the adjustment.

(d) Agreements. (1) A small disadvantaged business concern, that did not waive the adjustment, agrees that in performance of the contract, in the case of a contract for --

(i) Services, except construction, at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern;

(ii) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern;

(iii) General construction, at least 15 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern; or

(iv) Construction by special trade contractors, at least 25 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern.

(2) A small disadvantaged business concern submitting an offer in its own name shall furnish in performing this contract only end items manufactured or produced by small disadvantaged business concerns in the United States or its outlying areas. This paragraph does not apply to construction or service contracts.



**I.7 52.232-25 PROMPT PAYMENT (OCT 2003)**

Notwithstanding any other payment clause in this contract, the Government will make invoice payments under the terms and conditions specified in this clause. The Government considers payment as being made on the day a check is dated or the date of an electronic funds transfer (EFT). Definitions of pertinent terms are set forth in sections 2.101, 32.001, and 32.902 of the Federal Acquisition Regulation. All days referred to in this clause are calendar days, unless otherwise specified. (However, see paragraph (a)(4) of this clause concerning payments due on Saturdays, Sundays, and legal holidays.)

**(a) Invoice payments--****(1) Due date.**

(i) Except as indicated in paragraphs (a)(2) and (c) of this clause, the due date for making invoice payments by the designated payment office is the later of the following two events:

(A) The 30th day after the designated billing office receives a proper invoice from the Contractor (except as provided in paragraph (a)(1)(ii) of this clause).

(B) The 30th day after Government acceptance of supplies delivered or services performed. For a final invoice, when the payment amount is subject to contract settlement actions, acceptance is deemed to occur on the effective date of the contract settlement.

(ii) If the designated billing office fails to annotate the invoice with the actual date of receipt at the time of receipt, the invoice payment due date is the 30th day after the date of the Contractor's invoice, provided the designated billing office receives a proper invoice and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

**(2) Certain food products and other payments.**

(i) Due dates on Contractor invoices for meat, meat food products, or fish; perishable agricultural commodities; and dairy products, edible fats or oils, and food products prepared from edible fats or oils are--

(A) For meat or meat food products, as defined in section 2(a)(3) of the Packers and Stockyard Act of 1921 (7 U.S.C. 182(3)), and as further defined in Pub. L. 98-181, including any edible fresh or frozen poultry meat, any perishable poultry meat food product, fresh eggs, and any perishable egg product, as close as possible to, but not later than, the 7th day after product delivery.

(B) For fresh or frozen fish, as defined in section 204(3) of the Fish and Seafood Promotion Act of 1986 (16 U.S.C. 4003(3)), as close as possible to, but not later than, the 7th day after product delivery.

(C) For perishable agricultural commodities, as defined in section 1(4) of the Perishable Agricultural Commodities Act of 1930 (7 U.S.C. 499a(4)), as close as possible to, but not later than, the 10th day after product delivery, unless another date is specified in the contract.

(D) For dairy products, as defined in section 111(e) of the Dairy Production Stabilization Act of 1983 (7 U.S.C. 4502(e)), edible fats or oils, and food products prepared from edible fats or oils, as close as possible to, but not later than, the 10th day after the date on which a proper invoice has been received. Liquid milk, cheese, certain processed cheese products, butter, yogurt, ice cream, mayonnaise, salad dressings, and other similar products, fall within this classification. Nothing in the Act limits this classification to refrigerated products. When questions arise regarding the proper

classification of a specific product, prevailing industry practices will be followed in specifying a contract payment due date. The burden of proof that a classification of a specific product is, in fact, prevailing industry practice is upon the Contractor making the representation.

(ii) If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the due date will be as specified in the contract.

(3) Contractor's invoice. The Contractor shall prepare and submit invoices to the designated billing office specified in the contract. A proper invoice must include the items listed in paragraphs (a)(3)(i) through (a)(3)(x) of this clause. If the invoice does not comply with these requirements, the designated billing office will return it within 7 days after receipt (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils), with the reasons why it is not a proper invoice. The Government will take into account untimely notification when computing any interest penalty owed the Contractor.

(i) Name and address of the Contractor.

(ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.

(viii) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(ix) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision (e.g., 52.232-38, Submission of Electronic Funds Transfer Information with Offer), contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(x) Any other information or documentation required by the contract (e.g., evidence of shipment).

(4) Interest penalty. The designated payment office will pay an interest penalty automatically, without request from the Contractor, if payment is not made by the due date and the conditions listed in paragraphs (a)(4)(i) through (a)(4)(iii) of this clause are met, if applicable. However, when the due date falls on a Saturday, Sunday, or legal holiday, the designated payment office may make payment on the following working day without incurring a late payment interest

penalty.

(i) The designated billing office received a proper invoice.

(ii) The Government processed a receiving report or other Government documentation authorizing payment, and there was no disagreement over quantity, quality, or Contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(5) Computing penalty amount. The Government will compute the interest penalty in accordance with the Office of Management and Budget prompt payment regulations at 5 CFR part 1315.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance is deemed to occur constructively on the 7th day (unless otherwise specified in this contract) after the Contractor delivers the supplies or performs the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. If actual acceptance occurs within the constructive acceptance period, the Government will base the determination of an interest penalty on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The prompt payment regulations at 5 CFR 1315.10(c) do not require the Government to pay interest penalties if payment delays are due to disagreement between the Government and the Contractor over the payment amount or other issues involving contract compliance, or on amounts temporarily withheld or retained in accordance with the terms of the contract. The Government and the Contractor shall resolve claims involving disputes and any interest that may be payable in accordance with the clause at FAR 52.233-1, Disputes.

(6) Discounts for prompt payment. The designated payment office will pay an interest penalty automatically, without request from the Contractor, if the Government takes a discount for prompt payment improperly. The Government will calculate the interest penalty in accordance with the prompt payment regulations at 5 CFR part 1315.

(7) Additional interest penalty.

(i) The designated payment office will pay a penalty amount, calculated in accordance with the prompt payment regulations at 5 CFR part 1315 in addition to the interest penalty amount only if--

(A) The Government owes an interest penalty of \$1 or more;

(B) The designated payment office does not pay the interest penalty within 10 days after the date the invoice amount is paid; and

(C) The Contractor makes a written demand to the designated payment office for additional penalty payment, in accordance with paragraph (a)(7)(ii) of this clause, postmarked not later than 40 days after the invoice amount is paid.

(ii)(A) The Contractor shall support written demands for additional penalty payments with the following data. The Government will not request any additional data. The Contractor shall--

(1) Specifically assert that late payment interest is due under a specific invoice, and request payment of all overdue late payment interest penalty and such additional penalty as may be required;

(2) Attach a copy of the invoice on which the unpaid late payment interest is due; and

(3) State that payment of the principal has been received, including the date of receipt.

(B) If there is no postmark or the postmark is illegible--

(1) The designated payment office that receives the demand will annotate it with the date of receipt, provided the demand is received on or before the 40th day after payment was made; or

(2) If the designated payment office fails to make the required annotation, the Government will determine the demand's validity based on the date the Contractor has placed on the demand, provided such date is no later than the 40th day after payment was made.

(iii) The additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation).

(b) Contract financing payment. If this contract provides for contract financing, the Government will make contract financing payments in accordance with the applicable contract financing clause.

(c) Fast payment procedure due dates. If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments will be made within 15 days after the date of receipt of the invoice.

(d) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

#### **I.8 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[www.arnet.gov/far](http://www.arnet.gov/far)

## PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

## SECTION J - LIST OF ATTACHMENTS

ATTACHMENT NUMBER	TITLE	DATE	NO.. PAGES
J-1	Billing Instructions	Oct 2003	2
J-2	CCR Letter	March 2004	1
J-3	Delivery Order Form		1
J-4	Technical Training Division Policy Document X - Training Course Manual		22

Attachment: J-1

**BILLING INSTRUCTIONS FOR  
FIXED PRICE CONTRACTS (October 2003)**

**General:** The contractor is responsible during performance and through final payment of this contract for the accuracy and completeness of the data within the Central Contractor Registration (CCR) database, and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data. The contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

**Form:** Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal—Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

**Number of Copies:** An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

**Designated Agency Billing Office:** Vouchers/Invoices shall be submitted to the following address:  
U.S. Nuclear Regulatory Commission  
Division of Contracts - T-7-I-2  
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

NRC Property Management Officer  
Administrative Services Center  
Mail Stop - T-7-D-27  
Washington, DC 20555-0001

**HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC.** However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North - Mail Room  
11555 Rockville Pike  
Rockville, MD 20852

**HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS**

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

**Agency Payment Office:** Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

**Frequency:** The contractor shall submit a voucher or invoice only after the NRC's final acceptance.

of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

**Preparation and Itemization of the Voucher/Invoice:** The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor=s Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor=s name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. Description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

**Currency:** Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

Attachment: J-2

Performance Systems  
Attn: Andrew L. Hogg, Jr  
47 Hardwood Road  
Palmyra, VA 22963

Subject: Request For Proposal No. RS-HR-03-366 Entitled "Conducting Inspections and Inspecting for Performance Materials Version Training Course"

Dear Mr. Hogg:

You are hereby notified that you are the apparent successful offeror under the subject solicitation. In accordance with the provision, FAR 52.204-7, "Central Contractor Registration," or FAR 52.212-1, "Instructions to Offerors - Commercial Items," you must be registered in this database" within three working days prior to award of this solicitation. Processing registration time, normally takes 48 hours, should be taken into consideration when registering. You may wish to begin registering immediately upon receipt of this letter. You may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757. The contracting officer will proceed to award to the next otherwise successful registered Offer if you failure to become registered in the Central Contractor Registration database within the time prescribed.

As of October 1, 2003, the Federal Government will only make procurement awards to businesses that are registered in the Central Contractor Registration system (CCR) located on the Internet at <http://www.ccr.gov>.

The CCR requires a one-time business registration, with annual updates, and allows you to control the accuracy of your own business information. The financial data you register, which includes the electronic fund transfer (EFT) data, must be accurate in order for your invoices or contract financing requests to be considered proper invoices for the purpose of prompt payment under NRC's contracts.

The preferred method for completing your registration and obtaining information on annual confirmation requirements is via the Internet at <http://www.ccr.gov>. You may also register by calling 1-888-227-2423. You must have a Data Universal Numbering System (DUNS) number in order to begin your registration. To obtain this free nine-digit identification number, if you do not already have one, contact Dun and Bradstreet, Inc., via the Internet at <http://www.dnb.com> or call 1-866-705-5711. If you are located outside the United States, you must contact your local Dun and Bradstreet office for a DUNS number.

The registration is free and takes approximately 48 hours to process. Once you registration becomes active, a welcome letter or electronic mail notice will be sent to you by the CCR Assistance Center. Additionally, your company's Trading Partner Identification Number (TPIN) will be sent through the U.S. Mail to the individual you indicate as your company's CCR point of contact. This TPIN is very important because any subsequent changes you wish to make to your registration, including the annual renewal process, will require you to enter your TPIN along with your DUNS number.

Respectfully,

A handwritten signature in black ink, appearing to read "Jeffrey R. Mitchell".

Jeffrey R. Mitchell, Contract Specialist



Delivery Order(Example or Optional Form 347 Rev 6/95 Prescribed by GSA/FAR 48CFR53.2139(e)  
available on InForms)

DELIVERY ORDER FORM CONTRACT NO. NRC-XX-XXX		
CONTRACTOR ADDRESS:	TRAINING LOCATION:	
CONTRACT PERIOD OF PERFORMANCE: DELIVERY ORDER ISSUE DATE:		
The Contractor shall indicate acceptance of the training dates proposed below and return within 10 calendar days.		
DELIVERY ORDER NO. _____	TOTAL AMOUNT: _____	
COURSE TITLE/CLIN(S)	TRAINING DATE(S)	FIXED PRICE
<b>SIGNATURES</b>		
ACCEPTANCE OF TRAINING DATE(S):		
_____ CONTRACTOR	_____ CONTRACTING OFFICER or DESIGNEE	
_____ DATE	_____ DATE	

**DISTRIBUTION FOR COMPLETED FORM:**  
 Contractor Program Manager  
 NRC Contract Specialist  
 NRC Project Officer  
 NRC Division of Accounting and Finance

# Technical Training Division

## Policy Document X

### Training Course Manual Style Guide

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## A. PURPOSE

The United States Nuclear Regulatory Commission (USNRC) Technical Training Division (TTD) Training Course Manual Style Guide describes and illustrates the required format for training course manuals developed by the TTD staff. Guidelines and standards for preparation are given in Section C. Section D contains instructions for format and layout of the manuals. Section E contains editorial style requirements and Section F includes the style requirements for abbreviations and terms. This style guide and the manuals that adhere to the requirements herein are developed in WordPerfect 3.1 for Macintosh.

## B. OBJECTIVE

To provide for a standard and consistent format for TTD training course manuals.

## C. DOCUMENT PREPARATION

### 1. Content

USNRC TTD training manuals include, in order, the following:

Cover	List of Effective Revisions
Preface	Manual Table of Contents
Course Outline	Manual Chapters
Course Critique Sheet	Appendixes
Metric Conversion Table	

Each chapter within the manual includes, in order, the following:

- Chapter Breaker
- Table of Contents
- Chapter Text
- Tables
- Graphics
- Appendixes

## 2. General Guidelines

### a. Paper

The standard paper size is 8-1/2 inches wide by 11 inches long. Foldouts may be used if necessary. Paper shall be white and of good quality.

### b. Page Setup

Pages can be set up using the attachments as templates. Preface and Table of Contents shall be in single column format. The column shall be 7.75 inches wide. Chapter text shall be in double column format. The columns shall be 3.25 inches wide with 0.25 inch spacing between columns. Tabs and indents shall be set every 0.25 inch.

#### (1) Text Margins

The text margins shall be 0.75 inch. Text margins are set under Layout and Margins. For double sided documents, to allow room for binding and holed paper, the binding width shall be set at 0.25 inches. The binding width is set under the File pull down menu and the Page Setup function.

#### (2) Hyphenation

Automatic hyphenation shall be selected and the left hyphenation zone set at 0.5. The hyphenation selection is made under the Layout pull down menu. Note that the cursor must be at the beginning of the document when this selection is made.

#### (3) Headers

A 2-point line shall be placed across the top of the page 1/8 inches above the margin (3/4-inch). A 1-point line shall be placed approximately 1/16 inches below the 2-point line.

The title of the manual shall be placed above the 2-point line at the inside margin, flush left. The title of the chapter shall be aligned with the manual title and aligned with the right margin. Text font for headers shall be 10-point Times, bold, initial caps.

#### (4) Footers

A 1-point line shall be placed 1/8 inches below the margin. "USNRC Technical Training Center" shall be placed 1/16 inches below the line at the bottom of the page, aligned with the left margin. The revision date (Rev MMY) shall be placed on the same line, aligned with the right margin. (There is no period [.] after the Rev abbreviation.) Text for footers shall be 10-point Times, bold, initial caps.

#### c. Line Spacing

Line spacing shall be set at 1.25. Line spacing is set under the Layout line spacing button bar. The line adjustment for subscripts and superscripts shall be not selected. This option is under the Style pull down menu and the Other function. The Super/Subscript box is selected, then the Affect Line Adjust box is deselected (no X in box).

#### d. Page Numbering

All pages shall be numbered sequentially within chapters or appendixes in Arabic numerals (for example, 3.0-1, 6.2-2, A-4). Page numbers for the table of contents shall be the chapter or section number followed by a dash and then the lower case Roman numerals (3.0-i, 5.1-ii, etc.). Page numbers shall be centered on the bottom of each page. Page numbers shall be in 10-point Times bold.

#### e. Figures and Tables

All figures and tables shall be placed at the end of each chapter. Figures and tables shall be on odd-numbered pages. Small illustrations and tables may be

included within the text.

### 3. Printing Requirements

Text shall be printed double sided; tables and figures shall be single sided.

### 4. Binding

Notebook-type binders (three-ring style with cover inserts) or plastic spiral binding shall be used for all manuals. Tab dividers shall be used to separate chapters.

## D. FORMAT, LAYOUT, AND TYPING INSTRUCTIONS

### 1. Front Matter

#### a. Cover

The cover shall include the manual title beginning on line 25 and centered in all caps. Font shall be Helvetica bold, 36-point. The cover shall include the USNRC emblem. The USNRC TTD title shall be placed beginning on line 15, in all caps, Helvetica bold, 14 point font. Refer to Attachment 1 for layout and type style.

#### b. Preface

The preface shall be the first page of the manual and shall conform in content and format to Attachment 2. The preface shall be in single column format. The words UNITED STATES NUCLEAR REGULATORY COMMISSION TECHNICAL TRAINING CENTER shall be centered beginning on line 8, in all caps, and in 18 pt. Times font. The title of the manual shall be centered beginning on line 15, in all caps, and in 18 pt. Times font. Beginning on line 20, a brief statement of manual use, contents, and compilers of the manual shall be included.

c. List of Effective Revisions

The list of effective revisions shall be prepared in accordance with Attachment 3. The heading shall be centered on line 1, in all caps, bold 14 pt Times font. The list shall be in two column format, the columns are 2 1/4 " wide with 1/4" gutter. The left column is from 2" to 4 1/2", the right column is from 4 3/4" to 7". The column titles are on line 4, in caps, 12 pt. Times font, underlined and aligned left. There shall be a single space between section entries and a double space between chapters. The data begins on line 6. The revision date for each chapter and section is in the MMY format.

d. Table of Contents

The table of contents shall be prepared in accordance with Attachment 4. Headings are listed through the third order (1.1.1.2). List of Tables and List of Figures follow the Table of Contents as appropriate. The WordPerfect List tool shall be used for generating the Table of Contents. The words TABLE OF CONTENTS shall be placed on line 1, in all caps and in 14 pt. Times bold. The chapter title shall begin on line 4. Chapter titles shall be all caps and placed flush left. All subsection titles shall be indented (do not use tabs) 1/4 inch and typed with initial caps. Runover lines are aligned left with text. Page numbers shall be flush right at the margin.

Spacing shall be double space between first order and second order headings and between second-order headings. Single space between second-order and third order headings of the same section. Triple spacing shall be placed between the table of contents, list of tables and list of figures.

e. List of Tables

The words LIST OF TABLES shall be three spaces after the last line of the table of contents. The words shall be centered, in all caps, and in 14 pt. Times font. All numbered tables shall be listed. Page numbers shall be flush right at the margin. Titles shall be initial caps.

f. List of Figures

The words LIST OF FIGURES shall be three spaces after the last line of the list of tables. The words shall be centered, in all caps, and in 14 pt. Times font. If there are no tables, the list of figures will follow three spaces after the last line of the table of contents. All numbered figures shall be listed. Page numbers shall be flush right at the margin. Titles shall be initial caps.

2. Chapters

Chapters are sequentially numbered throughout the publication in Arabic numerals. Each chapter begins on a right-hand page.

a. Text

Text shall be double-column and right-left justified. Typing shall be single spaced. Spacing in between lines shall be set at 1.25 pts. Interparagraph spacing and spacing into all headings shall be two times the basic spacing. The first line of each paragraph shall be tabbed 1/4 inch. The font used for text is 12-point Times. Refer to Attachment 5.

b. Chapter and Section Headings

- (1) Chapter headings stand alone and are all caps, boldface type, and left justified.
- (2) Section headings stand alone, are initial caps, boldface type, and left justified.
- (3) Subheadings stand alone, are initial caps, boldface type, and left justified.
- (4) For all headings, an indent is placed between the heading number and the heading text.



c. Listings and Procedural Steps

Where necessary, various short items that are not complete sentences shall be listed and displayed within a paragraph as indented listings (see Attachment 5). These listings shall be considered as a part of the lead in sentence, unnumbered, and punctuated accordingly. Listings that are complete sentences shall also be indented but shall be preceded by a bullet or Arabic numeral. Procedural steps shall always be preceded by Arabic numerals. All runover lines shall be indented and aligned left under text.

d. Equations

The WordPerfect Equation tool shall be used for creation of equations. Equations shall be aligned left. Equations shall be numbered sequentially by chapter and the equation number placed flush right in parentheses. Runover lines are aligned on the first character to the right of the equal sign. Sequential equations are aligned on the equal sign. Equations are considered to be text and are punctuated accordingly. Connecting text shall be placed flush left on a new line. The following are examples of equations:

$$x = \int \left( \frac{y^2 + z^2}{y(\pi\tau)} \right) \quad (2.0-1)$$

and

$$x = \frac{\sum_1^{n-1} y_i z_i}{\Theta} \quad (2.0-2)$$

e. Tables

WordPerfect Table tool shall be used for creation of tables. Refer to Attachment 6.

Tables shall be numbered consecutively within chapters. All tables shall be at the end of the chapter or appendix to which they apply and shall precede the figures. Whenever possible, tables shall be vertical on a page.

Table titles shall be at the top of the table, typed in initial caps and bold, 12 pt. Times font. Tables are lined as necessary to be readable.

f. Figures

Figures shall be at the end of each chapter, immediately following tables. Figures shall be full page. Figure titles shall be placed at the bottom of the figure, initial caps, 12 pt. Helvetica font.

g. Chapter Breakers

Chapter breaker pages shall be placed between chapters as shown in Attachment 7. The chapter breaker pages do not have headers and footers. The course manual title begins on line 8. The text is initial caps, centered, 14 pt. Times font. There is a double space between the manual title and chapter number, and the chapter number and chapter name.

3. Appendixes

Appendixes, if required shall follow the last chapter of text. Appendixes are given letter designations (A, B, etc.) in alphabetical order. Each appendix begins on an odd numbered page. Text format and style is usually the same as for chapters.

## E. EDITORIAL STYLE REQUIREMENTS

The following requirements are generally consistent with the guidance in NUREG 0544, Rev. 3, NRC Collection of Abbreviations, and NUREG 1379, NRC Editorial Style Guide. Some deviations from these documents are necessary for consistency and clarity in training manuals. The requirements in this section are not all inclusive, the NUREGs mentioned above should be consulted for cases not covered by this style guide.

## 1. Abbreviations

- a. The term abbreviation in this policy document shall include abbreviations (e.g. Keff), acronyms (e.g. LOCA), and initialisms (SGTR).
- b. A list of common abbreviations used in reactor technology training course manuals and their correct format is in Section F.
- c. When a term is used several times throughout a manual chapter, the first time its abbreviation is used in the manual chapter, the term shall be spelled out with the abbreviation following in parentheses: effective multiplication factor ( $K_{eff}$ ). When the abbreviation is an acronym or initialism, the term shall be spelled out in initial caps with the acronym or initialism following in parentheses: Loss of Coolant Accident (LOCA), Steam Generator Tube Rupture (SGTR).
- d. Subsequent uses of the term within a chapter shall be the abbreviation or the term spelled out in lower case letters.

## 1. Capitalization

- a. Terms shall be lowercase except as noted below. Abbreviations are uppercase, unless otherwise noted in Section F.
- b. Specific parts of a nuclear system or facility are only capitalized whenever they appear at the beginning of a chapter or section and include the acronym or initialism following in parentheses: Closed Cooling Water System (CCW). Throughout the rest of the chapter or section, either the acronym or the term spelled out in lower case letters shall be used.
- c. Generic terms designating equipment, systems, or programs are not capitalized: centrifugal charging pump (CCP); preventive maintenance program (PM).
- d. The names of specific documents, facilities, organizations, companies, and

committees are capitalized: Nuclear Regulatory Commission (NRC); Code of Federal Regulations (CFR). Use the following format when referring to a portion of the Code of Federal Regulations:

- Title Title 10 of the Code of Federal Regulations
- Chapter 10 CFR Chapter 1
- Part 10 CFR Part 50
- Section 10 CFR 50.46
- Appendix 10 CFR 50, Appendix R, or Appendix R to 10 CFR Part 50.

- e. Capitalize a common noun followed by a letter or number that refers to a specific publication, class figure, or table, except for page or paragraph: Category I, Appendix K, Chapter 3, Class 1E, Table 4, Figure 5.1-6, Section 4.1, but note *paragraph 3 on page 56*.
- f. Do not capitalize a common noun followed by a number or letter identifying a component of a nuclear power plant: train A, valve MS-10, pump B.

## 2. Hyphenation

Terms will generally not be hyphenated: loss of coolant accident (LOCA); loss of offsite power (LOOP); electrohydraulic control (EHC). This is a deviation from the NUREGs cited above.

## 3. Plurals

Plurals of terms are formed by adding a lowercase s without an apostrophe: design basis accidents (DBAs); pressurized water reactors (PWRs).

## 4. Units of Measure

- a. Refer to Section F for the specific format required for commonly used units of measure. Note that units of measure are usually lowercase.
- b. Use the same form of an abbreviation for both the singular and plural:  
1 ft 5 ft 1 lb 5 lb

- c. Omit internal and terminal punctuation unless its omission would cause confusion: 1 in. (not to be confused with the word *in*).
- d. Use abbreviations for units of measure only if they are used with numbers: 200 rpm. In text, spell units of measure out: The test will determine the number of revolutions per minute.
- e. The first time a unit of measure is used in a chapter, the term shall be spelled out with the abbreviation following in parentheses: 200 revolution per minute (rpm). Subsequent uses of the term *with a number* and within the same chapter shall be the abbreviation.

## 5. Numbers

- a. Spell out numbers one through nine. Use figures for a single number or 10 or more. When two or more related numbers appear in a sentence and one of them is 10 or more, use a figure for each number: The NRC received comments from 13 utilities, 3 unions, and 6 intervenors.
- b. Use numbers to express a unit of measure: 2 feet, 6 inch diameter pipe. Use numbers for fractions, whole numbers combined with a fraction, and for fractions with units; 3/5, 1/2 inch width, 2 1/2 times as large.
- c. Use numbers for all decimals: 0.5 inch, 1.8 meters. For quantities less than one, use a zero before the decimal point: 0.6.
- d. Use commas every third place for numbers over 1,000:  
3,443  
1,093,934
- e. The degree symbol shall be made using the keystrokes SHIFT OPTION-8 which looks like: °F, °C. There is no space between the degree symbol and the temperature scale abbreviation.

## 6. Subscripts and Superscripts

Subscripts and superscripts will be used as indicated in the list of abbreviations and terms in Section F. Terms such as  $T_{avg}$ ,  $T_{ref}$ ,  $K_{eff}$ ,  $T_{hot}$ ,  $T_{cold}$ ,  $T_{lv}$ , and  $T_c$  shall include the lowercase subscripts as shown.

## 7. Exponents

Exponents shall be superscript, expressed in the form:  $5.5 \times 10^6$ ,  $3.9 \times 10^{-9}$ .

## 8. Punctuation

a. Use a comma after each member of a series of three or more words, letters, figures, phrases, or clauses. Use semicolons if commas are prevalent within the elements of the series.

b. Use a colon after a clause to introduce a list. Use a comma after each item in a list. Use a period after the last item in a list.

The safety limits are:

1. Reactor coolant system pressure,
2. Power density, and
3. Departure from nucleate boiling ratio.

c. Punctuate a sentence with parentheses the same as a sentence without parentheses. Do not precede an opening parentheses with a comma.

## F. ABBREVIATIONS AND TERMS (LATER)

Refer to NUREG 0544, Rev. 3, "NRC Collection of Abbreviations" for guidance until this section is developed.

1. Abbreviations shall adhere to the following format including spelling, capitalization, punctuation, and style:

Term	Abbreviation
alternating current	ac
air conditioning	A/C
analog to digital	A/D
Asea Brown Boveri/Combustion Engineering	ABB/CE
bistable	B/S
Babcock and Wilcox	B&W
cooldown	C/D.
direct current	dc

2. Terms and acronyms shall adhere to the following format including spelling, capitalization, punctuation, and style:

Term	Acronym
auxiliary feedwater pump	AFP
auxiliary feedwater (system)	AFW
anticipated transient without (a) scram	ATWS
bottom of active fuel	BAF
beginning of life	BOL
balance of plant	BOP

In general, abbreviations and acronyms that are formed simply as the first letter of each word of the term are not included in the tables.



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
TECHNICAL TRAINING DIVISION

**TRAINING COURSE  
MANUAL  
STYLE GUIDE**

**UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
TECHNICAL TRAINING CENTER**

**COURSE MANUAL TITLE (R-NNNX)**

This manual is a text and reference document for the [Name of Course]. It should be used by students as a study guide during attendance at this course. This manual was compiled by staff members of the Technical Training Division in the Office of Analysis and Operational Data.

The information in this manual was developed or compiled for NRC personnel in support of internal training and qualification programs. No assumptions should be made as to its applicability for any other purpose. Information or statements contained in this manual should not be interpreted as setting official NRC policy. The data provided are not necessarily specific to any particular nuclear power plant, but can be considered to be representative of the vendor design.

## LIST OF EFFECTIVE REVISIONS

<u>CHAPTER</u>	<u>REVISION</u>
1.0	1294
1.1	1294
1.2	1294
1.3	1194
1.4	1194
2.0	0195
2.1	0195
2.2	0195
3.0	1294
3.1	1294
3.2	1294
3.3	1294

**TABLE OF CONTENTS**

1.1 CHAPTER TITLE ..... 1

    1.1.1 Section Title ..... 1

    1.1.2 Section Title ..... 1

        1.1.2.1 Subtitle ..... 3

        1.1.2.2 Subtitle ..... 3

        1.1.2.3 Subtitle ..... 4

        1.1.2.4 Subtitle ..... 4

        1.1.2.5 Subtitle ..... 4

    1.1.3 Section Title ..... 4

        1.1.3.1 Subtitle ..... 5

        1.1.3.2 Subtitle ..... 7

**LIST OF TABLES**

1.1-1 Table Title ..... 9

1.1-2 Table Title ..... 11

**LIST OF FIGURES**

1.1-1 Figure Title ..... 13

1.1-2 Figure Title ..... 15

## 6.1[INDENT]CHAPTER TITLE

### Learning Objectives:

- 1.[INDENT] First learning objective.
- 2.[INDENT] Second learning objective with runover line which indent will align left with text.

- [INDENT] a.[INDENT] First item in list.
- [INDENT] b.[INDENT] Second item in list with runover aligned left by indent.

### 6.1.1[INDENT] Section Heading

[TAB] Headings are left justified. Chapter headings are in all caps and in bold. Section headings are in initial caps and bold.

[TAB] Body text paragraphs are tabbed and right-left justified.

[TAB] Double spacing is used between paragraphs. Double spacing shall lead into the next heading.

### 6.1.2[INDENT] Lists

[TAB] Text may include lists, either with bullets or numbered, which shall be punctuated as part of the lead sentence as follows:

- [INDENT] First item,
- [INDENT] Second item with a runover line which indent will align left under text, and
- [INDENT] Third item.

[TAB] Double spacing should always precede and follow a list. Lists may also be numbered, as follows:

- [INDENT] 1.[INDENT] First item,
- [INDENT] 2.[INDENT] Second item with runover aligned left by indent, and
- [INDENT] 3.[INDENT] Third item.

### 6.1.2.1[INDENT] Subheading

[TAB] Subheadings are left justified, in initial caps and in bold. Subheadings are *not* underlined. Any headings required within a subheaded section are not numbered, but are left justified and in bold. Non-numbered headings are not included in the table of contents.

### Non-numbered Subheading

[TAB] Tabs are made using the tab key. Indents are made using the F5 key. Bullets are made using the option and 8 (\*) keys. Degree symbol is made using the option and shift-8 (\*) keys.

[TAB] Margins (under Layout ) are set at 0.75" for top, bottom and right margins. The binding offset is set at 0.25" to allow room for holes in paper and binding.

[TAB] Tabs (under Layout) are set at 0.25" relative position and to repeat every 0.25". Spacing between lines is set at 1.25.

Table 6.1-1[TAB]Table Title

Column 1	Column 2	Column 3
<ol style="list-style-type: none"> <li>1. Tables are created using the Table tool. The "no column" selection under Layout must be selected before the Table function will work.</li> <li>2. Select number of columns and rows.</li> <li>3. Under Table function, Cell Margins shall all be set at 0.2".</li> <li>4. Column entries shall be aligned left with double spaces between entries. Text shall be Times and no smaller than 10 pt.</li> </ol>	<ol style="list-style-type: none"> <li>5. Column headings shall be initial caps and in bold. Column headings can be centered or left justified, whichever looks better.</li> <li>6. Lines between columns can be changed or eliminated using Table Border selection under the Table function.</li> <li>7. The basic format of this table shall be used in the majority of cases, however small adjustments may be made for readability.</li> </ol>	<ol style="list-style-type: none"> <li>8. Column width and row height can be varied using the appropriate selections under the Table function.</li> <li>9. [INDENT] Use an indent between item number and text, so that text will automatically align left.</li> </ol>

[Pressurized/Boiling] Water Reactor  
[Westinghouse, CE, B&W, GE BWR/4, GE/BWR6] Technology  
[Technology, Systems, Advanced, EOP Simulator, Technical Managers] Manual

Chapter 1.0

Introduction