

FORM 17: Cover Letter for Various Orders & Demands for Information

EA-YY-XXX

NMED No. [Include, if applicable]

(Name of licensee)

(Address)

SUBJECT: [Insert title of order; Order Modifying License, Order Suspending License, etc., or Demand for Information]
[Include (name of facility) for power reactors.]

Dear :

The enclosed Order (Demand for Information (DFI)) is being issued [Briefly state the reason(s) why the Order or Demand is being issued]. [The narrative in this section should also describe any actions that are required or prohibited based on the issuance of the Order.]

Pursuant to Section 223 of the Atomic Energy Act of 1954, as amended, any person who willfully violates, attempts to violate, or conspires to violate, any provision of this Order shall be subject to criminal prosecution as set forth in that section. Violation of this order may also subject the person to civil monetary penalty. [Substitute the following sentence for DFIs: "Failure to comply with the provisions of this Demand for Information may result in enforcement action."]

[The following paragraph should be included if an individual employee is the subject of the order or DFI that is being issued to the licensee:

"A copy of this letter and its enclosure(s) is being sent to (name and title of individual). The individual is not required to provide a response to the order (Demand for Information), but may do so if he/she desires within (number) days, under oath or affirmation." Questions concerning this Order (Demand for Information) should be addressed to Director, Office of Enforcement, who can be reached at (301) 415-2741.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure(s) will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so that it can be made available to the Public without redaction. The NRC also includes significant enforcement actions on its Web site at www.nrc.gov; select **What We Do, Enforcement**, then **Significant Enforcement Actions**.

[Substitute the following paragraph for DFIs:

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter, its enclosure(s), and your response will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so

that it can be made available to the Public without redaction. If personal privacy or proprietary information is necessary to provide an acceptable response, please provide a bracketed copy of your response that identifies the information that should be protected and a redacted copy of your response that deletes such information. If you request withholding of such information, you must specifically identify the portions of your response that you seek to have withheld and provide in detail the bases for your claim of withholding (e.g., explain why the disclosure of information will create an unwarranted invasion of personal privacy or provide the information required by 10 CFR 2.390(b) to support a request for withholding confidential commercial or financial information). If safeguards information is necessary to provide an acceptable response, please provide the level of protection, described in 10 CFR 73.21.]

[For those packages containing Safeguards Information, remove the preceding paragraph for DFIs and replace with:

“The material enclosed herewith contains Safeguards Information as defined by 10 CFR Part 73.21 and its disclosure to unauthorized individuals is prohibited by Section 147 of the Atomic Energy Act of 1954, as amended. Therefore, the material will not be made available electronically for public inspection in the NRC Public Document Room or from the NRC’s document system (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>.”]

Sincerely,

Deputy Executive Director
for _____

[NOTE: For materials cases other than Severity Level I, substitute:“Director, Office of Enforcement”]

Docket No. _____
License No. _____

Enclosure(s): As Stated [For a DFI being issued to an individual, include copies of the following documents: (1) 10 CFR 50.5 (or equivalent regulation, e.g., 30.10); (2) 10 CFR 2.204; and (3) The NRC Enforcement Policy.]

cc: [If applicable, include the title of the individual employee that is the subject of the action.]