

IMC 0612 Exhibit 4 – Inspection Report Cover Letter Templates



These two master templates can be accessed in the Word file version of IMC 0612 Exhibit 4 by double clicking on the icons above to create more specific templates or cover letters.

These templates illustrate acceptable approaches to implementing the guidance contained in source documents on creating inspection report cover letters for the specific scenarios they illustrate. Users who identify inconsistencies between these examples and the guidance in the applicable source documents such [as IMC 0612 or Enforcement Manual Appendix B](#), or identify possible improvements, are encouraged to contact the [IMC 0612 Lead](#) or submit an [ROP feedback form](#). These templates [are examples. They](#) should not be interpreted as the only way to comply with --nor do they supersede-- the source document guidance each illustrates. As such, templates do not provide new guidance or direction. [There may be cases in which strict adherence to the templates results in a cover letter that does not meet the plain language or style standards of the NRC Style Guide \(NUREG-1379\), Management Directive 3.57, or other guidance on NRC correspondence and other written products. In such cases, the resulting document should be modified to adhere to these standards.](#)

[Enforcement Manual Appendix B](#), "Standard Formats for Enforcement Packages" provides additional enforcement related sample cover letters. In particular, there may be instances where sample guidance may need to be taken from these templates and Enforcement Manual Appendix B to generate an appropriate cover letter. The text in the Enforcement Manual should be considered the principle source of guidance if conflicting enforcement-related guidance is encountered. Consider submitting an ROP feedback form when conflicts are encountered. The template margin markings provide reference to the enforcement related documents from which the text was lifted.

[Management Directive 3.57](#), "Correspondence Management" provides additional information on the proper development of correspondences.

[ADAMS Desk Reference Guide](#) Chapter 9 should be referenced by administrative staff placing documents into ADAMS. Scanned copies of reports should generally not be placed in ADAMS since they are not searchable.

[Management Directive 12.6](#), "NRC Sensitive Unclassified Information Security Program" provides additional information on document marking and control. Cover letters shall be marked for the highest level of controlled information in the inspection report. Decontrolled security inspection report cover letters which are made publicly available should have their document control markings lined out (i.e., "~~OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION~~")

In templates: *Italic Text provides amplifying guidance. This text should either be modified or deleted in the final cover letter.*

□ – Indicates need to provide information specific to your circumstance

{} – Indicates title or directions related to a section of text

Attachment 1 – Revision History for IMC 0612 Exhibit 4

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Training Required and Completion Date	Comment and Feedback Resolution Accession Number
N/A	ML031610680 06/20/2003 CN 03-021	Initial issuance of Exhibit 4, "Sample Cover Letters."	No N/A	N/A
N/A	ML052700296 09/30/2005 CN 05-028	Exhibit 4 was revised to provide additional guidance on how to document different types of inspections (AIT, special or supplemental); information stating the non-availability of security inspections to the public was added.	No N/A	N/A
N/A	ML061780436 06/29/2006 CN 06-016	Exhibit 4 was revised to add an example of security inspection report cover letter. This addition incorporates new guidance from the Commission on the type and nature of information which can be conveyed to the public in a cover letter associated with security inspections. Revision history reviewed for the last 4 years.	No N/A	ML061790193
N/A	ML070720198 09/20/07 CN 07-029	Exhibit 4 is revised to add more guidance regarding inclusion of cross-cutting issues in security inspection report cover letters.	No N/A	ML071560246
N/A	ML083500066 02/02/09 CN 09-004	Incorporate changes for Security Related cover letter per feedback form 0612-1229 and update for recent change to IMC 0612 guidance.	No N/A	N/A
N/A	ML090630780 05/15/09 CN 09-013	A 30-day written response period for cross-cutting aspect disagreements was added (see IMC 305, Section 13.01a). A new section for the force on force was added to the security cover letter.	No N/A	N/A

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Training Required and Completion Date	Comment and Feedback Resolution Accession Number
N/A	ML102520221 10/28/11 CN 11-024	Complete rewrite no red line. Enhanced for improved usability. Added preliminary white, yellow, red, and greater than green example cover letter (FF 0612Exh4-1350), Added reference to Enforcement Manual Appendix B for traditional enforcement examples (FF 0612Exh4-1452). Revised wording for disputing cross cutting aspects. Added references to MD 3.57 and the ADAMS Desk Reference Guide. Revised Reactive, Supplemental (Added wording to cover letter related to holding open or closing a performance issue in the Action Matrix.), and Problem Identification and Resolution portions of the cover letters. Revised Security cover letters to remove reference to type of supplemental and reactive inspections performed (FF 0612Exh4-1452) and to address template problems (FF 0612Exh4-1551).	No N/A	ML111880173
N/A	ML12003A089 07/10/12 CN 12-014	Updated Security Inspection Report Cover Letter Template to remove redundant wording (FF 0612Exh4-1732).	No N/A	ML12137A183
N/A	ML13009A185 09/13/13 CN 13/021	Incorporated plain writing enhancements and revised supplemental inspection template to include a more complete chronology of the performance issue and Action Matrix response.	No N/A	ML13226A155 0612Exh4-1860 ML13255A118