

### INSPECTION REPORT COVER LETTER TEMPLATES

Effective Date: 10/01/2016

Master MS Word file cover letter templates can be accessed, copied, and modified for your specific application using the hyperlinks below.

Package of Cover Letter Templates: [ML16117A462](#)

ROP Inspection Report Cover Letter: [ML16117A475](#)

ROP Security Inspection Report Cover Letter: [ML16117A487](#)

These templates illustrate acceptable approaches to implementing the guidance contained in source documents. 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](#). 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 **enforcement-related** guidance.

[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 must 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~~").

Within the templates themselves:

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

[] – Indicates the need to provide information specific to your circumstance

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

END

Attachment 1 – Revision History for IMC 0612 Exhibit 4

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment and Feedback Resolution Accession Number (Non-Public, Pre-decisional)
N/A	<a href="#">ML031610680</a> 06/20/03 CN 03-021	Initial issuance of Exhibit 4, "Sample Cover Letters."	No N/A	N/A
N/A	<a href="#">ML052700296</a> 09/30/05 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	<a href="#">ML061780436</a> 06/29/06 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	<a href="#">ML061790193</a>
N/A	<a href="#">ML070720198</a> 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	<a href="#">ML071560246</a>
N/A	<a href="#">ML083500066</a> 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	<a href="#">ML090630780</a> 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	Description of Training Required and Completion Date	Comment and Feedback Resolution Accession Number (Non-Public, Pre-decisional)
N/A	<a href="#">ML102520221</a> 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	<a href="#">ML111880173</a>
N/A	<a href="#">ML12003A089</a> 07/10/12 CN 12-014	Updated Security Inspection Report Cover Letter Template to remove redundant wording (FF 0612Exh4-1732).	No N/A	<a href="#">ML12137A183</a>
N/A	<a href="#">ML13009A185</a> 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	<a href="#">ML13226A155</a> 0612Exh4-1860 ML13255A118

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment and Feedback Resolution Accession Number (Non-Public, Pre-decisional)
N/A	ML13337A583 07/26/16 CN 16-018	<p>Added apparent violation wording to pending significance section. Revised problem identification and resolution section. Revised 2.390 wording for plain writing and terminology changes. Made additional changes to enhance plain writing. Added wording to supplemental inspection section for issuing an interim report when inspection objectives are not met. Revised to support prompt information collection in support SDP streamlining. Revised cross-cutting aspect wording in security cover letter to correct introduced error.</p> <p>Approved Versions:  ROP Inspection Report Cover Letter, <a href="#">ML16117A475</a> Version 9  ROP Security Inspection Report Cover Letter, <a href="#">ML16117A487</a> Version 10</p>	No N/A	<a href="#">ML14342A477</a> 0612Exh4-1936, ML16203A0231937, ML14024A1451938 ML14024A186