

ADMINISTRATIVE ISSUES



Correspondence w/ Region III

- 10 CFR 55.5, Communications, applications made by Region III licensees must be sent to the Regional Administrator in Region III.
- To expedite receipt of documents, please address the envelope to the Regional Administrator, Attention: H. Peterson, Chief, Operations Branch, Division of Reactor Safety OR Jan Kweiser, Operator Licensing Assistant

ADDRESSEE ONLY

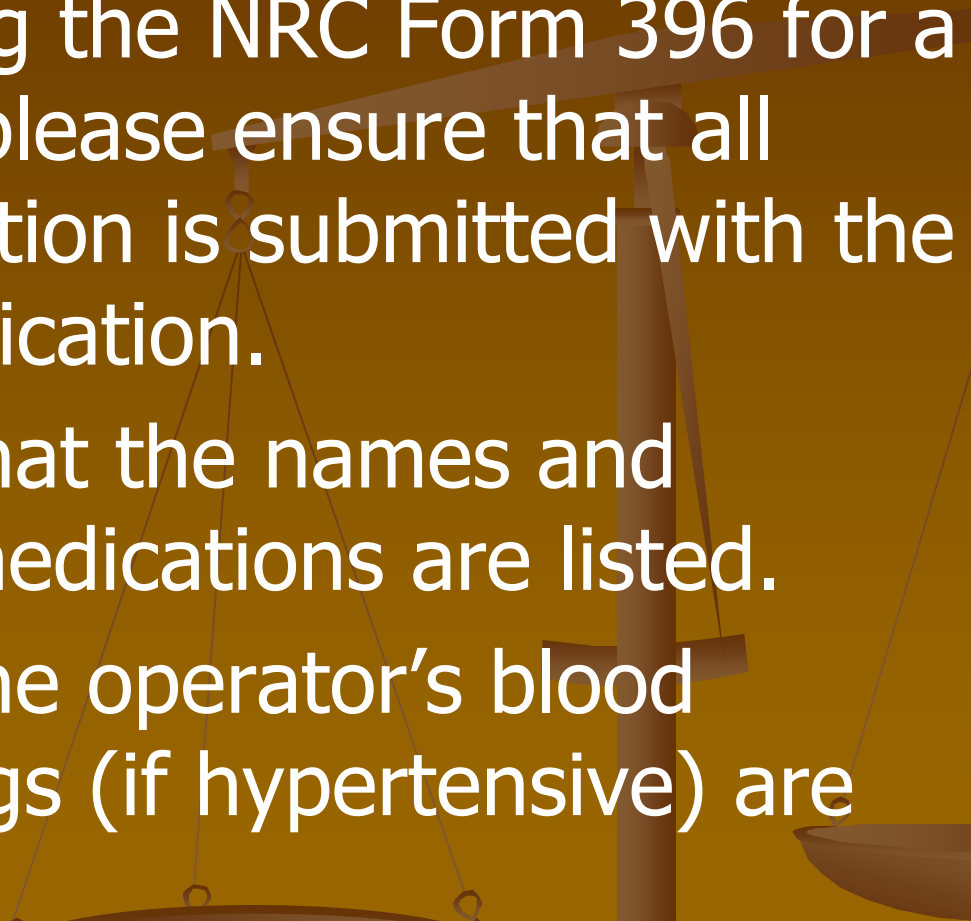
- Please do NOT label the envelope “ADDRESSEE ONLY” unless you desire the envelope to be opened only by the regional administrator. If the regional administrator is out of the office, this could delay any action (license renewal, waiver, etc.) for the operator.
- NO ONE in the office is permitted to open an “addressee only” envelope except the named addressee.

WAIVERS



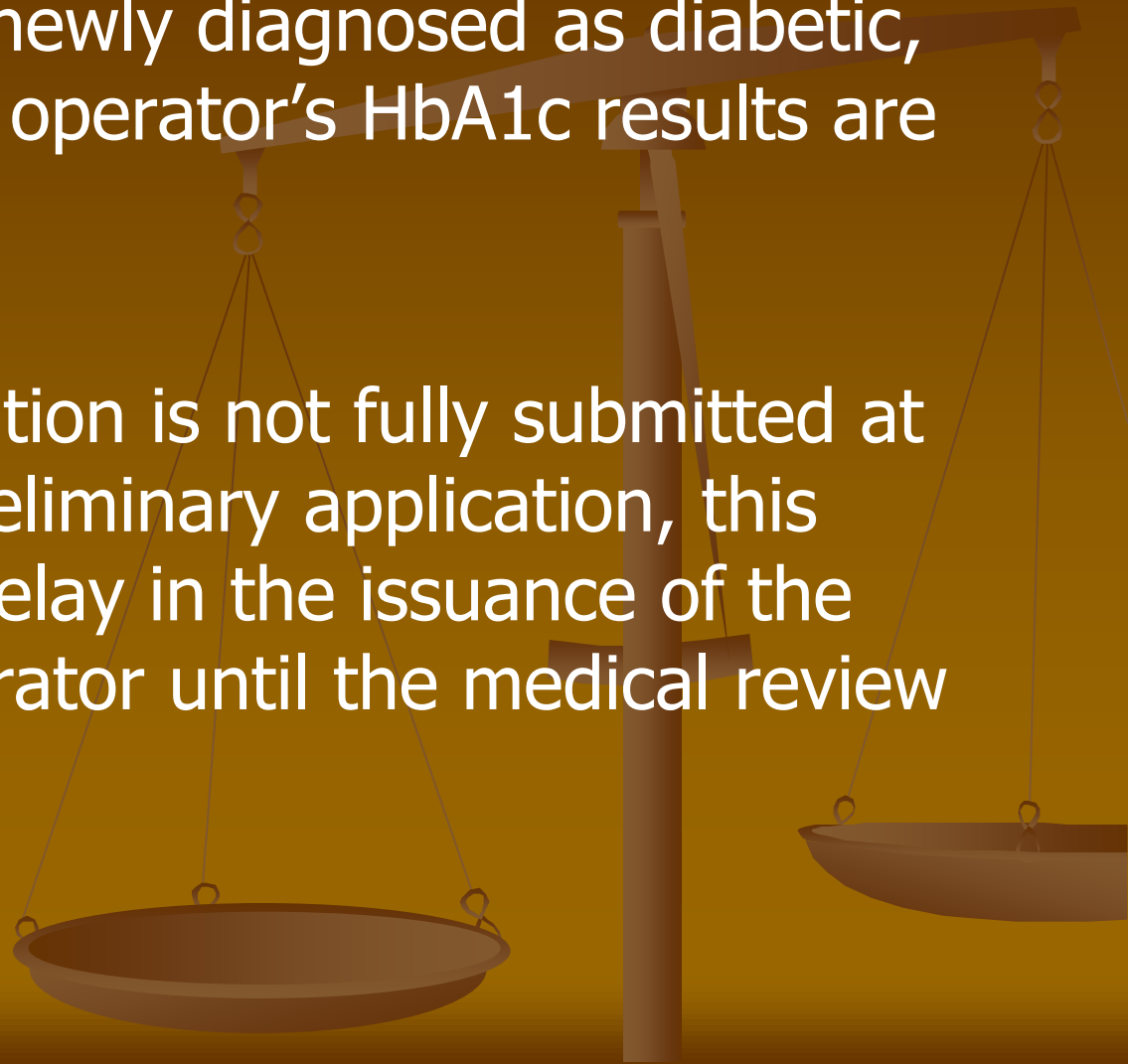
- Examination, including GFE, and medical waivers may be requested at the time the NRC Form 398 is completed.
- Eligibility and other waivers may be submitted by the facility senior management representative on site prior to completing a Form 398.
- If there is any question or doubt that a prospective applicant meets the eligibility guidelines or requirements, we encourage the facility to resolve the question (with a letter to the Region III office) before the individual enters the license training program; the waiver can later be formally documented on the NRC form 398.

NRC Form 396

- When submitting the NRC Form 396 for a new applicant, please ensure that all medical information is submitted with the preliminary application.
 - Please ensure that the names and dosages of all medications are listed.
 - Please ensure the operator's blood pressure readings (if hypertensive) are submitted.
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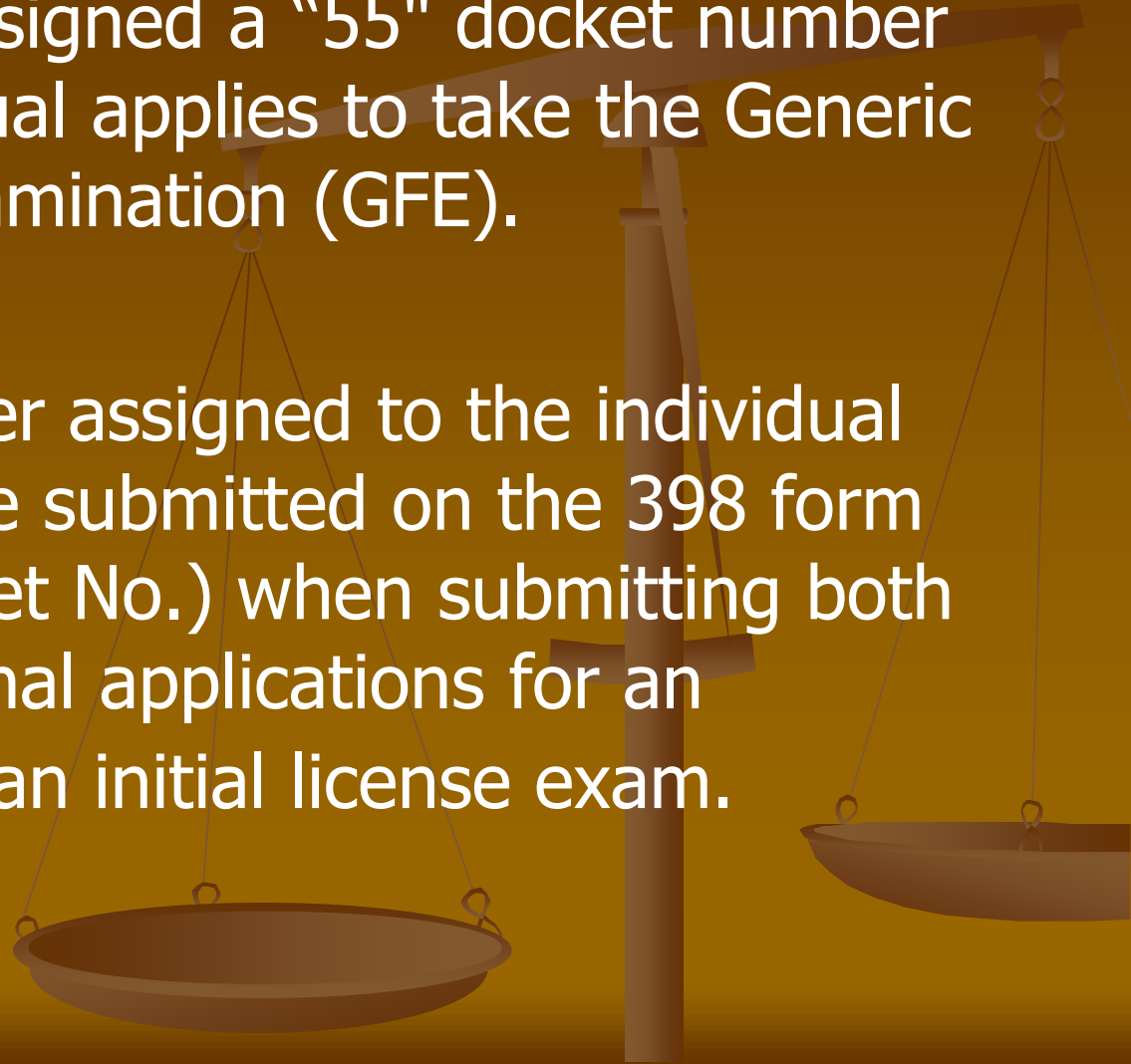
NRC Form 396

- If the operator is newly diagnosed as diabetic, please ensure the operator's HbA1c results are submitted.
- If medical information is not fully submitted at the time of the preliminary application, this could result in a delay in the issuance of the license to the operator until the medical review is complete.



Missing 55 Docket Numbers

- An individual is assigned a "55" docket number when that individual applies to take the Generic Fundamentals Examination (GFE).
- The docket number assigned to the individual for the GFE can be submitted on the 398 form (Item 6.a. – Docket No.) when submitting both preliminary and final applications for an individual to take an initial license exam.



Part 55 Docket Numbers

- The “55” docket number assigned to an individual does not change. (Think of it as a social security number for an operator.)
- If an operator terminates their license and then re-applies for a license at a later date, the docket number will remain the same. A new license number will be issued.

