

50-275/323



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

September 30, 1996

Mr. Roger L. Jett, Training Leader  
Diablo Canyon Power Plant  
Mail Stop 109/2, P.O. Box 56  
Avila Beach, CA 93424

Dear Mr. Jett:

Your facility is scheduled to administer the NRC's Generic Fundamentals Examination (GFE) on October 9, 1996. Sonalysts, Inc. is authorized under contract to support the NRC in the administration of GFE activities.

This letter and its enclosures provide the instructions and guidelines for administering the GFE and returning the completed exams and related materials to Sonalysts. Please read this letter and follow the accompanying directions now.

**NOTE:** For security reasons, please open the sealed envelope now and page check the examination using the enclosed checklist. Then, contact immediately one of the persons listed below informing him that you have received this package noting any discrepancies. Also, you will be asked for your fax number for post-examination transmittal of an interim answer key.

Mr. Ivan Kingsley, 860-442-4355, ext. 451  
Mr. Gary Weale, 860-442-4355, ext. 454

**Enclosure 1. Security Agreement.** Please refer to the NRC Security Agreement. A copy of this agreement must be completed by any and all exam administrators and/or proctors seeing or having knowledge of the GFE contents. For security reasons, the number of persons seeing or having knowledge of this exam's contents prior to the exam must be limited to three persons who have a need to know.

The top portion of the security agreement is expected to be completed now and the bottom portion immediately after the exam has been completed. Fill in the spaces for the individual's name and name of facility for both portions, and have the individual sign the form(s).

Please note: The signed security agreements **MUST** be returned to Sonalysts along with the completed exam answer sheets before any scoring will be performed.

**Enclosure 2. Exam copies.** Two single copies of Forms A and B of the exam are provided. These alternate forms are identical in content; however, for security purposes, the test item sequence on each form is different to reduce the possibility of an applicant copying any answers from a nearby test answer sheet. (See the separate Proctor Instructions in Enclosure 3 for further exam administration instructions.)

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You are responsible for reproducing the required number of exam copies for the number of applicants taking the exam. Prior to the exam, store the copies in a locked cabinet or safe and reproduce the necessary number of copies **only** on the day preceding the exam. **Please note:** your total number of copies should consist of one-half Form A and one-half Form B. After the necessary number of copies are made, secure copies from view of unauthorized persons and store the exam copies in a safe and secure place until exam administration.

Each applicant taking the exam must sign the security statement on the exam cover page. This page must be removed from the exam copy and return-mailed to Sonalysts along with the answer sheets and administrator/proctor security agreements.

After the exam has been given, the exam copies become public knowledge--no longer needing security. Exam copies, therefore, may be kept or disposed of as desired.

**Enclosure 3. Proctor Instructions.** The proctor instructions detail the guidelines for administering the exam. Please note that the specific instructions presented are designed to be adhered to and followed identically by each proctor at all facilities. This process will ensure uniformity of administration and equity of results nationwide. As noted in the Proctor Instructions, all GFE exams will be administered at the same time in accordance with the local time zone in which the facility is located.

**Enclosure 4. Exam answer sheets.** The appropriate number of answer sheets (extra copies included) is enclosed for the number of applicants you identified to take the exam. All applicants must use the original enclosed answer sheets for recording answers in the exam. If the number of applicants has changed since the facility registration letter was submitted, please notify the NRC regional office and Sonalysts.

### **SUMMARY OF ITEMS TO BE RETURNED TO SONALYSTS**

The following items are to be mailed via **OVERNIGHT DELIVERY SERVICE** to Sonalysts and postmarked no later than October 10, 1996:

1. Completed answer sheets
2. Applicant-signed exam cover sheets
3. Administrator/proctor-signed security statement(s)



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Mail all of the above exam-related materials to:

Mr. Ivan Kingsley  
Sonalysts, Inc.  
215 Parkway North  
Waterford, CT 06385

For further questions regarding the specifics of this exam, please contact Mr. Ivan Kingsley at 860-442-4355, ext. 451. For questions regarding the GFE in general, please contact Dr. George M. Usova, NRC, at 301-415-1064.



Stuart A. Richards, Chief  
Operator Licensing Branch  
Division of Reactor Controls  
and Human Factors  
Office of Nuclear Reactor Regulation

Diablo Canyon Docket No. 50-275/323

Enclosures: As stated



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