

# Babcock & Wilcox

a McDermott company

Nuclear Power Generation Division

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May 28, 1981

Mr. Uldis Potapovs, Chief  
Vendor Inspection Branch  
US Nuclear Regulatory Commission  
Office of Inspection and Enforcement  
Region IV  
611 Ryan Plaza Drive, Suite 1000  
Arlington, Texas 76011

Dear Mr. Potapovs:

This is in response to your letter of April 30, 1981 (received May 5, 1981) which requested the following additional information concerning our response to Nonconformance B of NRC Inspection 81-01:

A. Information Requested

"Please describe what action you plan to take concerning the Employment Procedure Records forms and microfilming of Personnel Qualifications of employees hired before May 1, 1981, as required by Employment Procedure 1406-A2 and the 1E1 Manual"

B. Response

1. Employment Procedure Records Forms

Employment Procedure 1406-A2 is an internal business management procedure which describes the actions to be taken in processing newly hired employees. The Employment Procedure Record form is a checklist to aid in this processing. Whether or not completed checklists are included in each employee's personnel file should not be a quality concern since the checklist serves no quality related function.

2. Personnel Qualifications

As committed to in our April 16, 1981 letter, we now require documented evidence of the verification of experience and education for new professional employees hired after May 1, 1981 and for this evidence to be microfilmed and retained. Prior to this time, we had no

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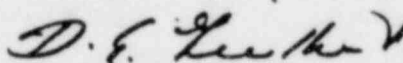
B. Response (Cont'd)

2. Personnel Qualifications (Cont'd)

such commitment nor is it specifically mandated by any regulatory requirement. However, a discretionary approach to verification of education and experience was used in the past. If an individual's on-the-job performance as perceived by his manager indicated that the individual may have misstated his qualifications, or if an individual's stated qualification became suspect during pre-employment interviews, then Personnel was asked to verify the individual's education and experience. We believe that this approach was adequate for the past and we do not intend to retrofit the new requirement to document verification of education and experience for employees hired prior to May 1, 1981.

If you should have any questions concerning the above, we will be pleased to discuss them with you.

Sincerely,



D. E. Guilbert  
Vice President and General Manager  
Nuclear Power Generation Division

DEG:ar

cc: NPGD Staff  
RL Bruce  
JH Taylor  
CA Armontrout