

SEP 30 1991

50-338

Mr. Michael H. Allen, Supervisor - Nuclear Training
North Anna Power Station
P. O. Box 402
Mineral, Virginia 23117

Dear Mr. Allen:

Your facility is scheduled to administer the NRC's Generic Fundamentals Examination (GFE) on October 9, 1991.

NOTE: For security reasons, please contact immediately and no later than October 3, 1991 the appropriate Licensing Assistant listed below informing them that you have received this package:

Virgil Curley, Region I, 215-337-5379
Beverly Michael, Region II, 404-331-4184
Mary Ann Bies, Region III, 708-790-5723
Eileen Himes, Region IV, 817-860-8253
Rita Cross, Region V, 415-448-0309

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

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 the NRC along with the exam answer sheets before any scoring will be done.

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 a candidate 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 candidates 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; in this case, copies should be made on October 8. 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 the exam administration.

Each candidate 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 the NRC 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.

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 (two extra copies included) is enclosed for the number of candidates you identified to take the exam. All candidate exam answers must use the original enclosed answer sheets for recording answers in the exam; the NRC will not accept any other answer sheet, copy, or facsimile.

Enclosure 5. Candidate Answer Sheet Directions. This guideline provides instructions for completing each candidate answer sheet, including name, both individual and facility docket numbers, test Form (A or B), and others. Proctors should ensure that each answer sheet has been accurately completed before mailing to the NRC.

SUMMARY OF ITEMS TO BE RETURNED TO NRC

The following items must be mailed via CERTIFIED MAIL RETURN RECEIPT REQUESTED to the NRC and be postmarked no later than October 10, 1991:

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

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Mail all of the above exam-related material to:

Mr. Robert M. Gallo, Chief
Operator Licensing Branch
White Flint North Building
MS OWFN 10-D-22
11555 Rockville Pike
Rockville, Maryland 20852

For further questions, please contact Dr. George M. Usova at 301-492-1064 or
Ms. Debra L. McCain at 301-492-1065.

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Robert M. Gallo, Chief
Operator Licensing Branch
Division of Licensee Performance
and Quality Evaluation
Office of Nuclear Reactor Regulation

Enclosures:
As stated

Distribution: w/o encls
JRoe
CThomas
RGallo
GUsova (GFE 10/91 File)
Project Manager
TPebbles, RII
BMichael, LA/RII
PDR
LPDR
OLB R/F

OLB:DLPQ
D.McCain
09/26/91

OLB:DLPQ
GUsova
09/26/91

OLB:DLPQ
DLange
09/26/91

C:OLB:DLPQ
RGallo
09/26/91