**FORM 17: Cover Letter Transmitting Various Orders & Demands for Information**

EA-[YY]-[XXX]

NMED NO. {*If applicable*}

[Licensee Official]

[Title]

[Name of Licensee]

[Address]

SUBJECT: {*Insert* [TITLE OF ORDER] *or* “CONFIRMATORY ORDER,” “ORDER MODIFYING LICENSE,” “ORDER SUSPENDING LICENSE,” or “DEMAND FOR INFORMATION,” etc.} {*If applicable, add* “AND INVESTIGATION REPORT ([X-XXXX-XXX])”} {*Also, add* “ – “[FACILITY or PLANT NAME] *if applicable* }

Dear Mr. (Ms.) (Mrs.) [Licensee Official–Last]:

The enclosed (Confirmatory) Order (Demand for Information (DFI)) is being issued to you {*Briefly state the reason(s) why the Order or DFI is being issued (e.g.,* “as a result of a successful alternative dispute resolution (ADR) mediation session.”*) The narrative that follows should also describe (1) the circumstances that caused this action, (2) interactions between the NRC and licensee regarding this issue, and (2) any actions that are required or prohibited based on the issuance of the Order*.}

Pursuant to Section 223 of the Atomic Energy Act of 1954, as amended, any person who willfully violates, attempts to violate, or conspires to violate, any provision of this Order shall be subject to criminal prosecution as set forth in that section. Violation of this order may also subject the person to civil monetary penalty. {*Substitute the following sentence for DFIs:* “Failure to comply with the provisions of this DFI may result in enforcement action.” }

**The following paragraph should be included if an individual employee is the subject of the order or DFI that is being issued to the licensee:**

A copy of this letter and its enclosure(s) is being sent to [Name and Title of individual]. The individual is not required to provide a response to the order (Demand for Information), but may do so if he/she desires within [number] days, under oath or affirmation. Questions concerning this Order (Demand for Information) should be addressed to Director, Office of Enforcement, who can be reached at (301) 287-9527.

**Include one of the following paragraphs regading public disclosure:**

{*Publicly-available Orders*}In accordance with Title 10 of the *Code of Federal Regulations* (10 CFR), Section 2.390, of the NRC's “Rules of Practice,” a copy of this letter and its enclosure(s) will be made available electronically for public inspection in the NRC Public Document Room and from the NRC’s Agencywide Document Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so that it can be made available to the Public without redaction. The NRC also includes significant enforcement actions on its Web site at <http://www.nrc.gov/reading-rm/doc-collections/enforcement/actions/>.

OR

{For *DFIs*}In accordance with Title 10 of the *Code of Federal Regulations* (10 CFR), Section 2.390, of the NRC's “Rules of Practice,” a copy of this letter, its enclosure(s), and your response will be made available electronically for public inspection in the NRC Public Document Room and from the NRC’s Agencywide Document Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so that it can be made available to the Public without redaction. If personal privacy or proprietary information is necessary to provide an acceptable response, please provide a bracketed copy of your response that identifies the information that should be protected and a redacted copy of your response that deletes such information. If you request withholding of such information, you must specifically identify the portions of your response that you seek to have withheld and provide in detail the bases for your claim of withholding (e.g., explain why the disclosure of information will create an unwarranted invasion of personal privacy or provide the information required by 10 CFR 2.390(b) to support a request for withholding confidential commercial or financial information). If safeguards information is necessary to provide an acceptable response, please provide the level of protection, described in 10 CFR 73.21.

OR

{*Packages containing Safeguards Information*}The material enclosed herewith contains Safeguards Information as defined by Title 10 of the *Code of Federal Regulations* (10 CFR), Section 73.21, and its disclosure to unauthorized individuals is prohibited by Section 147 of the Atomic Energy Act of 1954, as amended. Therefore, the letter, its enclosure(s), and your response will not be made available electronically for public inspection in the NRC Public Document Room or in the NRC’s Agencywide Document Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>.

Sincerely,

Director (Regional Administrator)

Office of Enforcement (Region [#])

Docket No.

License No.

Enclosure(s): As Stated {*For a DFI being issued to an individual, include copies of the following documents: (1) 10 CFR 50.5 (or equivalent regulation, e.g., 30.10); (2) 10 CFR 2.204; and (3) The NRC Enforcement Policy.*}

cc: {*If applicable, include the title of the individual employee that is the subject of the action.*}