### Form 3.2-1 Administrative Topics Outline

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| Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Examination: \_\_\_\_\_\_\_\_\_\_\_\_\_  Examination Level: RO  SRO  Operating Test Number: \_\_\_\_\_\_\_\_\_\_­ | | |
| Administrative Topic (Step 1) | Activity and Associated K/A (Step 2) | Type Code  (Step 3) |
| Conduct of Operations |  |  |
| Conduct of Operations |  |  |
| Equipment Control |  |  |
| Radiation Control |  |  |
| Emergency Plan |  |  |

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| Instructions for completing Form 3.2-1, “Administrative Topics Outline” |
| 1. For each license level, determine the number of administrative job performance measures (JPMs) and topic areas as follows:  |  |  |  | | --- | --- | --- | | **Topic** | **Number of JPMs** | | | **RO\*** | **SRO and RO Retakes** | | Conduct of Operations | 1 (or 2) | 2 | | Equipment Control | 1 (or 0) | 1 | | Radiation Control | 1 (or 0) | 1 | | Emergency Plan | 1 (or 0) | 1 | | **Total** | **4** | **5** |   \* Reactor operator (RO) applicants do not need to be evaluated on every topic (i.e., “Equipment Control,” “Radiation Control,” or “Emergency Plan” can be omitted by doubling up on “Conduct of Operations”), unless the applicant is taking only the administrative topics portion of the operating test (with a waiver or excusal of the other portions). |
| 1. Enter the associated knowledge and abilities (K/A) statement and summarize the administrative activities for each JPM. |
| 1. For each JPM, specify the type codes for location and source as follows:   **Location**:  (C)ontrol room, (S)imulator, or Class(R)oom  **Source and Source Criteria**:  (P)revious two NRC exams (no more than one JPM that is **randomly selected** from last two NRC exams)  (D)irect from bank (no more than three for ROs, no more than four for SROs and RO retakes)  (N)ew or Significantly (M)odified from bank (no fewer than one) |