### **Letter 5.1-3 Sample Preliminary Results Letter**

*NRC Letterhead*

[Date]

[Applicant’s Name]

[Street Address]

[City, State ZIP Code]

Dear [Mr./Ms. Applicant’s Name]:

This is to inform you that the preliminary results of the [operating test, written examination, or operating test and written examination] taken by you on [date(s)], in connection with your application for a [reactor operator, senior reactor operator, or limited senior reactor operator] license for the [facility name], indicate that you ***did not*** pass that [test, examination, or test and examination]. Enclosed is a copy of the preliminary results of your [operating test, written examination, or operating test and written examination], indicating the areas in which you exhibited deficiencies. [A copy of the master answer key is also provided.]

You have three options: (1) you may take no action, in which case the preliminary results will become the final results and the U.S. Nuclear Regulatory Commission (NRC) will issue you a letter denying your license application; (2) you may, within 20 days of the date of this letter, provide additional information to the NRC and request that the NRC staff conduct an informal review of the preliminary results in light of that information; or (3) you may request that the NRC issue you a letter denying your license application without delay. The letter denying your license application will inform you of your right to demand a hearing on the denial and provide you with instructions on how to demand a hearing. The letter will also explain when you may file a new application.

A request for an NRC staff informal review must identify the portions of your [operating test, written examination, or operating test and written examination] that you believe were graded incorrectly. In addition, you must provide the basis, including supporting documentation (such as procedures, instructions, computer printouts, and chart traces), in as much detail as possible, for your arguments that certain of your responses were graded incorrectly. The NRC will review your arguments and finalize the grading of your [operating test, written examination, or operating test and written examination]. Depending on the final results, the NRC will send you either (1) a notification of passing the licensing examination or (2) a letter denying your license application, as described above. Responses to this preliminary results letter must be submitted to

[the Regional Administrator of Region I. Submissions by mail or hand delivery must be addressed to the Regional Administrator at U.S. Nuclear Regulatory Commission, 2100 Renaissance Boulevard, Suite 100, King of Prussia, PA 19406–2713; where e‑mail is appropriate, it should be addressed to [RidsRgn1MailCenter.Resource@nrc.gov](mailto:RidsRgn1MailCenter.Resource@nrc.gov).]

[the Regional Administrator of Region II. Submissions by mail or hand delivery must be addressed to the Regional Administrator at U.S. Nuclear Regulatory Commission, 245 Peachtree Center Avenue, NE., Suite 1200, Atlanta, Georgia 30303–1257; where e-mail is appropriate, it should be addressed to [RidsRgn2MailCenter@nrc.gov](mailto:RidsRgn2MailCenter@nrc.gov).]

[the Regional Administrator of Region III. Submissions by mail or hand delivery must be addressed to the Regional Administrator at U.S. Nuclear Regulatory Commission, 2443 Warrenville Road, Suite 210, Lisle, IL 60532–4352; where e-mail is appropriate, it should be addressed to [RidsRgn3MailCenter@nrc.gov](mailto:RidsRgn3MailCenter@nrc.gov).]

[the Regional Administrator of Region IV. Submission by mail or hand delivery must be addressed to the Regional Administrator at U.S. Nuclear Regulatory Commission, 1600 E. Lamar Blvd., Arlington, TX 76011–4511; where e‑mail is appropriate, it should be addressed to [RidsRgn4MailCenter@nrc.gov](mailto:RidsRgn4MailCenter@nrc.gov).]

If you have any questions, please contact me at [number].

Sincerely,

[Name], Chief

[Branch]

[Division]

Docket No.: 55-[number]

Enclosure:

As stated

cc w/o enclosure: Senior Facility Licensee Representative

cc w/enclosure: Facility Licensee Training Manager

**CERTIFIED MAIL—RETURN RECEIPT REQUESTED**