

ADMINISTRATIVE ISSUES



Correspondence w/ Region III

- 10 CFR 55.5, Communications, applications made by Region III licensees must be sent to the Regional Administrator in Region III.
- To expedite receipt of documents, please address the envelope to the Regional Administrator, Attention: H. Peterson, Chief, Operations Branch, Division of Reactor Safety OR Jan Kweiser, Operator Licensing Assistant

ADDRESSEE ONLY

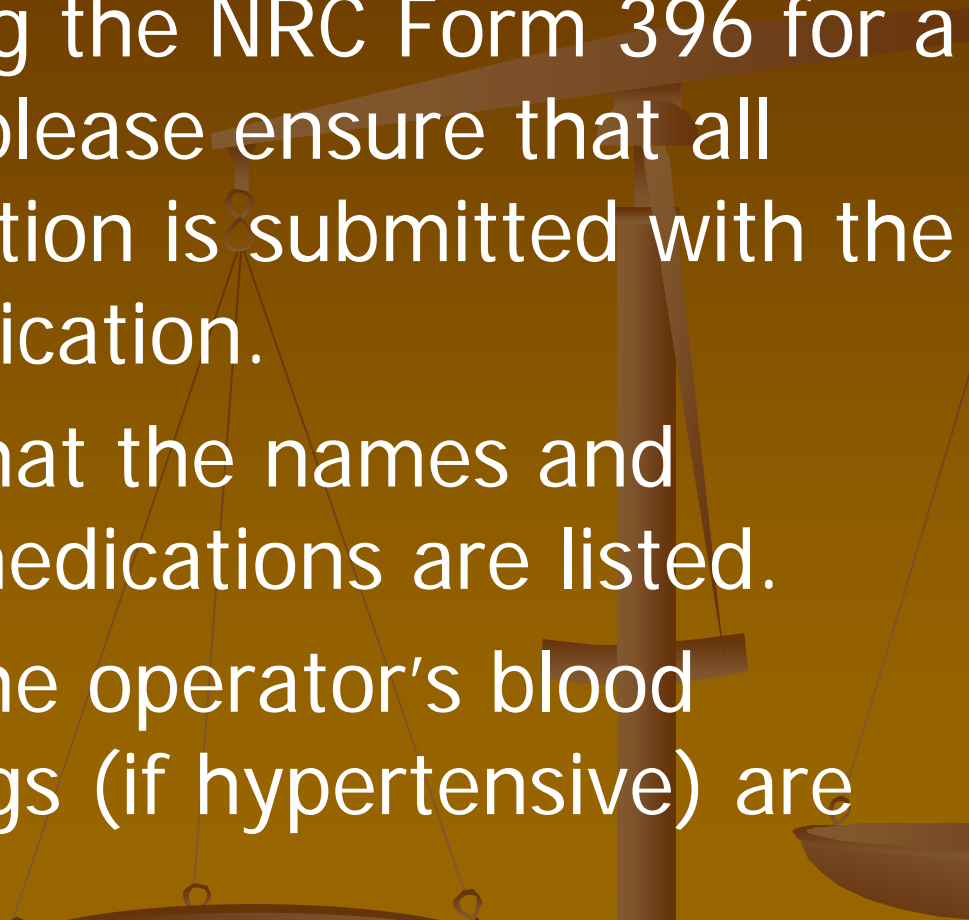
- Please do NOT label the envelope "ADDRESSEE ONLY" unless you desire the envelope to be opened only by the regional administrator. If the regional administrator is out of the office, this could delay any action (license renewal, medical issue, etc.) for the operator.
- NO ONE in the office is permitted to open an "addressee only" envelope except the named addressee.

WAIVERS



- Examination, including GFE, and medical waivers may be requested at the time the NRC Form 398 is completed.
- Eligibility and other waivers may be submitted by the facility senior management representative on site prior to completing a Form 398.
- If there is any question or doubt that a prospective applicant meets the eligibility guidelines or requirements, we encourage the facility to resolve the question (with a letter to the Region III office) before the individual enters the license training program; the waiver can later be formally documented on the NRC form 398.

NRC Form 396

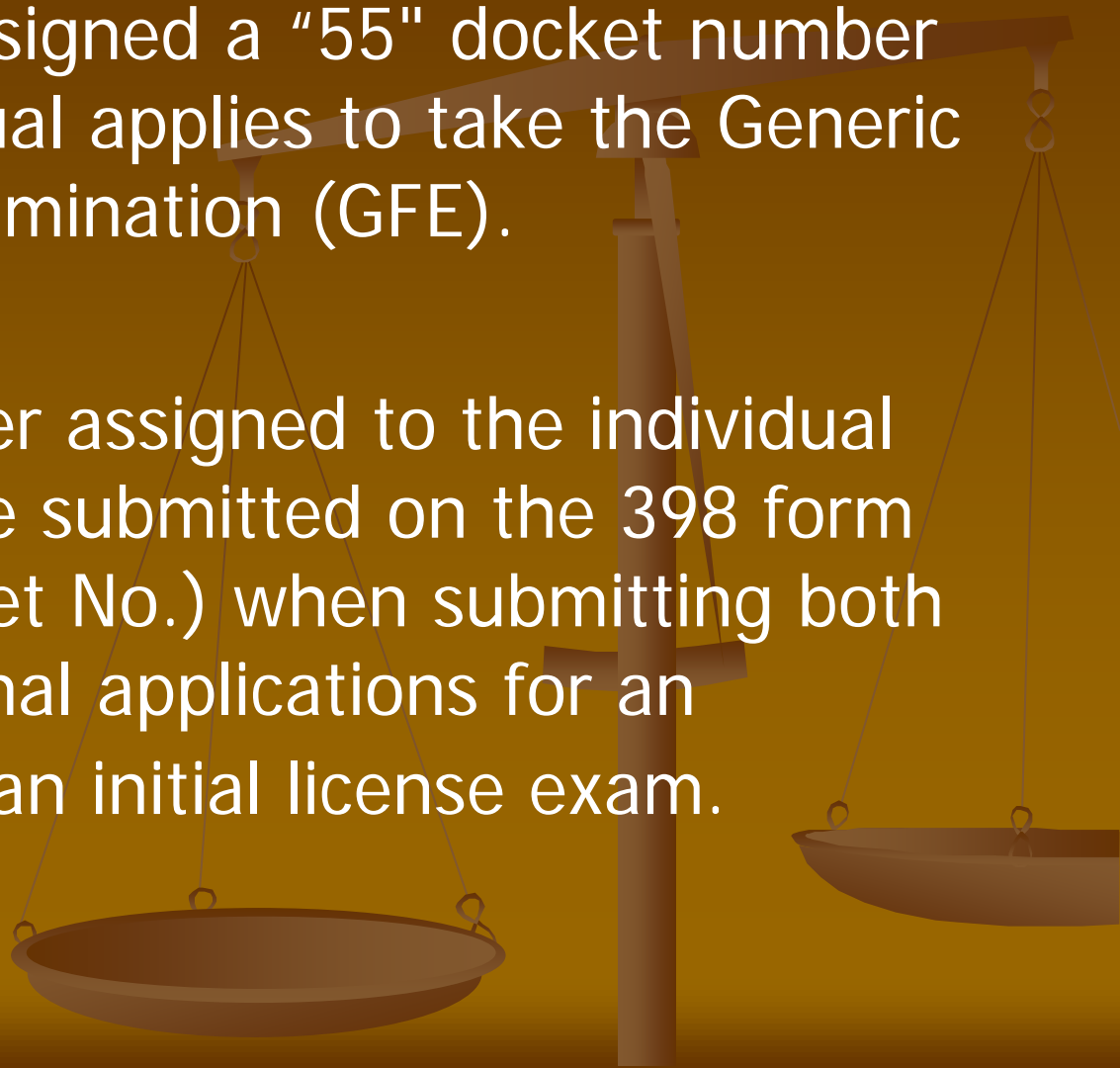
- When submitting the NRC Form 396 for a new applicant, please ensure that all medical information is submitted with the preliminary application.
 - Please ensure that the names and dosages of all medications are listed.
 - Please ensure the operator's blood pressure readings (if hypertensive) are submitted.
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NRC Form 396

- If the operator is newly diagnosed as diabetic, please ensure the operator's HbA1c results are submitted.
- If medical information is not fully submitted at the time of the preliminary application, this could result in a delay in the issuance of the license to the operator until the medical review is complete. This also pertains to currently licensed operators.

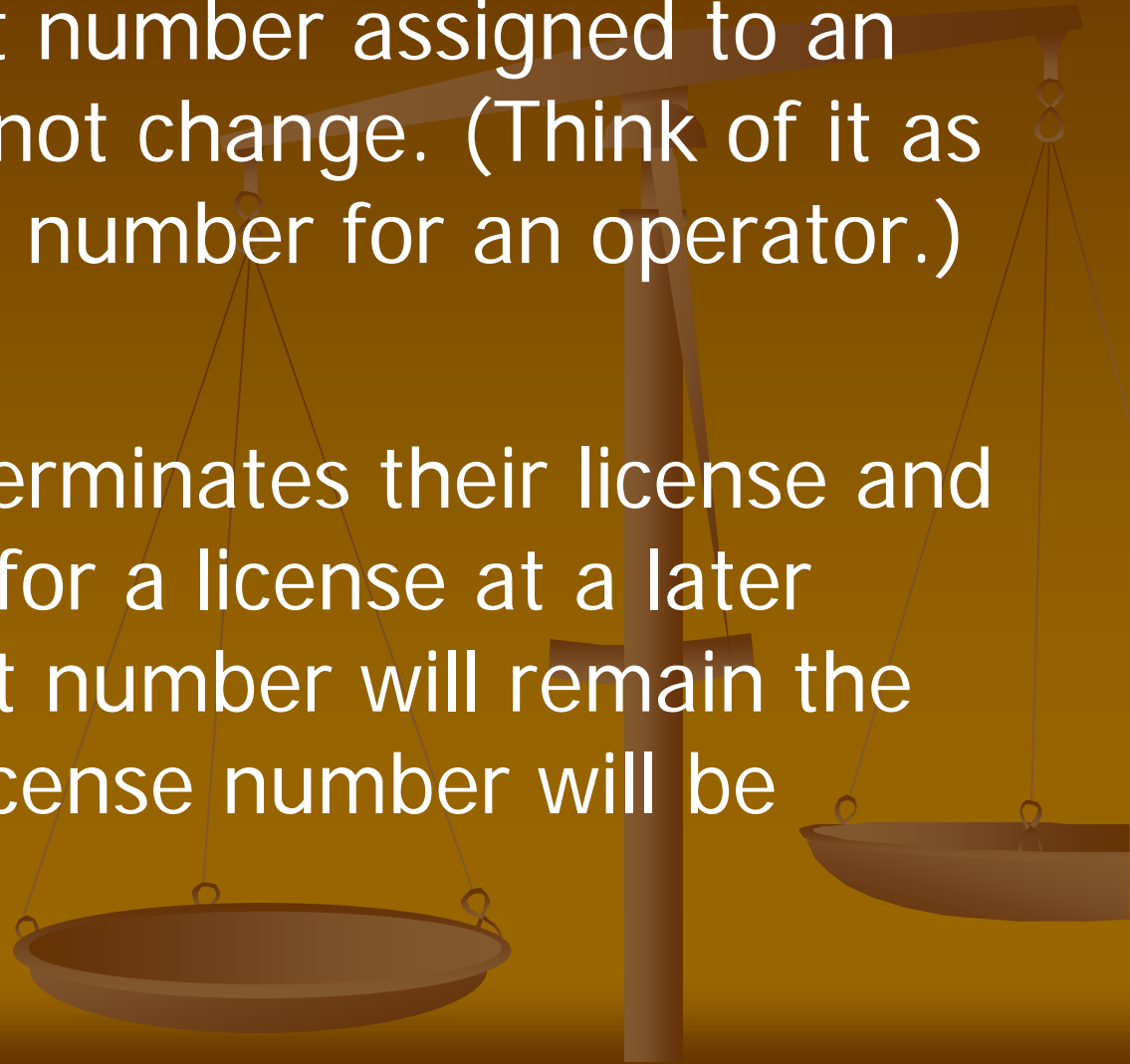
Missing 55 Docket Numbers

- An individual is assigned a “55” docket number when that individual applies to take the Generic Fundamentals Examination (GFE).
- The docket number assigned to the individual for the GFE can be submitted on the 398 form (Item 6.a. – Docket No.) when submitting both preliminary and final applications for an individual to take an initial license exam.



Part 55 Docket Numbers

- The “55” docket number assigned to an individual does not change. (Think of it as a social security number for an operator.)
- If an operator terminates their license and then re-applies for a license at a later date, the docket number will remain the same. A new license number will be issued.



RECENT ISSUES WITH GFE SUBMITTALS

- Please submit the GFE candidate's name using first name, middle initial and last name (and date of birth). Do not use nicknames when submitting the candidate's names for the exam. For example – John D. Doe vs Jack Doe.
- When withdrawing a candidate from the GFE, please call Larry Vick at NRC HQS or send a letter to the Region III office. Candidates have been withdrawn from a GFE without the knowledge of the regional OLA and the contractor for the GFE.

FUTURE

- LOOKING (HOPEFULLY) TOWARDS 2020, ALL OPERATOR RELATED SUBMITTALS WILL BE SUBMITTED TO THE NRC ELECTRONICALLY. THIS WILL BE DONE EITHER VIA THE ELECTRONIC INFORMATION EXCHANGE OR EMAIL TO THE APPROPRIATE POINT OF CONTACT WITHIN THE OL STAFF.

The Future: Digital In, Digital Out

Receive and generate digital licensing documents and correspondence (DPC or OL staff)



Create digital working file & Route via Workflow Management System (File in ADAMS)

Digital Review & Digital Signature



Email correspondence and licensing outputs to applicant/licensee

Declare applicable documents as Official Agency Records & Update docket folder (ADAMS)

