



**UNITED STATES
NUCLEAR REGULATORY COMMISSION**
WASHINGTON, D.C. 20555-0001

February 16, 2018

Your facility is scheduled to administer the NRC Generic Fundamentals Examination (GFE) on **Wednesday, March 7, 2018**. This letter is accompanied by the examination and instructions for exam administration. The instructions require your prompt attention and direct you to inform the NRC's GFE contractor (Sonalysts, Inc.) that this GFE package has been properly received.

NOTE: The allowed time for this GFE exam is **three hours**. No time extensions will be granted.

RECEIPT INSTRUCTIONS:

1. **Deliver this letter and exam package** to the exam custodian if other than the addressee.
2. **Initiate Enclosure 1, Security Agreement(s).** A Security Agreement form must be initiated by any and all GFE exam administrators and/or proctors seeing or having knowledge of the GFE exam contents prior to the administration of the exam. The top portion of a Security Agreement form should be initiated by the exam custodian when the enclosed exam package is received, to facilitate a prompt pagecheck.
3. **Pagecheck Enclosure 2, Exam Copies.** Open the enclosed sealed exam in a secure location and conduct a receipt pagecheck of the contents in accordance with the enclosed checklist. The page checking should be completed promptly upon receipt of the sealed exam by the custodian, or as soon as possible thereafter, and in any case, within 24 hours of receipt of this GFE package at the facility.
4. **Safeguard the enclosed GFE exams** in a locked cabinet or safe, and allow only persons who have properly initiated a Security Agreement form to have knowledge of the exam contents.
5. **Report GFE package receipt.** Promptly after completing the pagecheck, call one of the following individuals at Sonalysts to report receipt of the GFE package and completion of the pagechecking, noting any discrepancies. You will also be asked for a fax number or email address to receive the post-exam transmittal of a preliminary answer key.

Ms. Donna Bonelli, 860-326-3632
Mr. Ivan Kingsley, 860-326-3800
6. **Review this letter and check the enclosures** for completeness, especially the quantity of blank answer sheets. If a discrepancy is noted, report it to one of the above Sonalysts individuals for resolution.

This GFE package contains the following enclosures:

Enclosure 1, Security Agreements. Any GFE administrator/proctor who will have access to the exam prior to the actual exam administration must fill out the top portion of a Security Agreement form before gaining such access. For security reasons, the number of persons seeing or having knowledge of the exam contents prior to the exam administration should be limited. Three blank copies of the Security Agreement form are enclosed; additional blank copies may be duplicated for use as required.

The bottom portion of the Security Agreement forms must be completed **after** the exam has been administered. For both portions, fill in the spaces for the individual's **name** and **name of facility** legibly in ink, and have the individuals sign the forms. The completed Security Agreement forms **must** be collected and returned to Sonalysts along with the completed exam answer sheets before grading will be performed.

Enclosure 2, Exam Copies. A single copy each of form A and form B of the exam is provided. The forms are identical in content; for security purposes, the test item sequence on the two forms is altered. Using alternate seating with the different exam forms will reduce the temptation for an examinee to look at a nearby exam answer sheet during the exam administration.

Your facility is responsible for reproducing the required number of exam copies for the number of examinees taking the exam. Until the reproduction date, the enclosed exams should be stored in a locked cabinet or safe. Reproduce the necessary number of copies **only** on the day preceding the exam. The exam copies should consist of approximately one-half form A and one-half form B. After reproduction, the exam copies should be pagechecked and then stored with the originals in a locked cabinet/safe.

After completing the exam, each examinee must sign the security statement on the exam cover page. The cover pages are then removed from the exams and return-shipped to Sonalysts with the completed answer sheets. After the exam has been administered and the cover pages are removed, the exam copies no longer require security; the used exam copies may be kept or discarded as desired.

Enclosure 3, Proctor Instructions. These instructions are used for preparing and administering the exam. The proctor instructions must be followed **identically at all facilities** to ensure uniformity of exam administration nationwide. All GFE exams will be administered at the same time using the enclosed time zone map for guidance.

Enclosure 4, Blank Answer Sheets. An appropriate number of blank answer sheets (with one or more extras) are enclosed for the examinees you identified for taking the exam. All examinees **must** use the provided blank answer sheets (originals, not copies) for recording their answers.

POST-EXAM INSTRUCTIONS:

After exam completion, **originals** of the following items must be sent to Sonalysts via a **traceable overnight delivery service** to arrive by **Friday** morning, **March 9, 2018**:

1. Completed exam answer sheets for all examinees (do not fold, clip, or staple),
2. All examinee-signed exam cover sheets, and
3. All administrator/proctor-signed security agreement forms.

Send the above post-exam materials to:

Mr. Ivan Kingsley
Sonalysts, Inc.
215 Parkway North
Waterford, CT 06385

A preliminary answer key will be faxed or emailed to participating facilities about mid-day on **Friday, March 9, 2018** provided that all required post-exam materials have been received by Sonalysts. Facilities may make comments related to the exam, and should submit the comments on company letterhead, with copies of appropriate reference documentation if possible. Comments and documentation should be sent to the address above, faxed to Mr. Kingsley at 860-326-3885, or emailed to Mr. Kingsley at ikingsley@sonalysts.com to be received at Sonalysts by **Wednesday, March 14, 2018**. (It is advisable to call and confirm that comments have been received.) Facility comments will be evaluated and resolved by the NRC before final exam grading is performed.

For questions regarding the contents of this exam package, please contact Mr. Kingsley at 860-326-3800. For questions regarding the GFE program in general, please contact Mr. Jacob Dolecki, NRC, at 301-415-2947, or Ms. Colleen Schmidt, NRC, at 630-829-9711. For examinee withdrawals or exam cancellations, please provide email notification to Mr. Jacob Dolecki at jacob.dolecki@nrc.gov and/or Ms. Colleen Schmidt at colleen.schmidt@nrc.gov prior to the exam administration date.



Nancy Salgado, Chief
Operator Licensing Branch
Division of Inspection and Regional Support
Office of Nuclear Reactor Regulation

Enclosures: As stated on page 2

Send the above post-exam materials to:

Mr. Ivan Kingsley
Sonalysts, Inc.
215 Parkway North
Waterford, CT 06385

A preliminary answer key will be faxed or emailed to participating facilities about mid-day on **Friday, March 9, 2018** provided that all required post-exam materials have been received by Sonalysts. Facilities may make comments related to the exam, and should submit the comments on company letterhead, with copies of appropriate reference documentation if possible. Comments and documentation should be sent to the address above, faxed to Mr. Kingsley at 860-326-3885, or emailed to Mr. Kingsley at ikingsley@sonalysts.com to be received at Sonalysts by **Wednesday, March 14, 2018**. (It is advisable to call and confirm that comments have been received.) Facility comments will be evaluated and resolved by the NRC before final exam grading is performed.

For questions regarding the contents of this exam package, please contact Mr. Kingsley at 860-326-3800. For questions regarding the GFE program in general, please contact Mr. Jacob Dolecki, NRC, at 301-415-2947, or Ms. Colleen Schmidt, NRC, at 630-829-9711. For examinee withdrawals or exam cancellations, please provide email notification to Mr. Jacob Dolecki at jacob.dolecki@nrc.gov and/or Ms. Colleen Schmidt at colleen.schmidt@nrc.gov prior to the exam administration date.



Nancy Salgado, Chief
Operator Licensing Branch
Division of Inspection and Regional Support
Office of Nuclear Reactor Regulation

Enclosures: As stated on page 2
This letter was sent to the following facilities:

Browns Ferry
Brunswick
Catawba
Farley
Hatch
Oconee

St. Lucie
Summer
Surry
Turkey Point
Vogtle

Distribution:

NSalgado
JDolecki
CSchmidt
CMiller/MKing
EGuthrie, RII
GMcCoy, RII
JVincet, OLA/RII
JKirby, OLA/RII
IOLB R/F