



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

August 20, 2018

MEMORANDUM TO: Nancy L. Salgado, Chief  
Operator Licensing Branch  
Division of Inspection and Regional Support  
Office of Nuclear Reactor Regulation

FROM: Theresa D. Buchanan, Reactor Engineer (Examiner Qualified) /RA/  
Operator Licensing Branch  
Division of Inspection and Regional Support  
Office of Nuclear Reactor Regulation

SUBJECT: SUMMARY OF JULY 24 AND 26, 2018, WEBINAR  
DEMONSTRATION OF ELECTRONIC GENERIC FUNDAMENTALS  
EXAMINATION REGISTRATION AND INITIAL OPERATOR LICENSE  
APPLICATION SUBMISSION

On July 24 and 26, 2018, the U.S. Nuclear Regulatory Commission (NRC) staff held a Category 2 public webinar to demonstrate new functionality of the new, voluntary methods of electronically registering for the Generic Fundamentals Examination and submitting Title 10 of the *Code of Federal Regulations* (10 CFR) Part 55 initial operator license applications.

These webinars were part of a communication strategy to raise awareness of the industry of new, voluntary initiatives on the part of the NRC to increase efficiency by automating applicable portions of the initial operator licensing process. These new processes provide a way for facilities to submit 10 CFR Part 55 initial license operator information to the NRC electronically. The electronic Generic Fundamentals Examination registration process is currently available for use. The electronic submission of 10 CFR Part 55 initial operator license applications using the Part 55 Electronic Information Exchange interface is still in the pilot phase and is anticipated for full implementation in late September 2018.

Representatives of the NRC and the nuclear industry agreed that this meeting provided useful information on these new methods.

Enclosures:

1. List of Attendees
2. Agenda
3. Discussion Summary

CONTACT: Theresa Buchanan, NRR/DIRS  
(301) 415-2789

SUBJECT: SUMMARY OF JULY 24 AND 26, 2018, WEBINAR DEMONSTRATION OF  
ELECTRONIC GENERIC FUNDAMENTALS EXAMINATION REGISTRATION AND  
INITIAL OPERATOR LICENSE APPLICATION SUBMISSION

**DISTRIBUTION:**

DJackson, RI    EGuthrie, RII    GMcCoy, RII    ROrlikowski, RIII    VGaddy, RIV

**ADAMS Accession No.: ML18227A006**

OFFICE	NRR/DIRS/IOLB	NRR/DIRS/IOLB:BC
NAME	TBuchanan	NSalgado
DATE	08/15/2018	08/20 /2018

**OFFICIAL RECORD COPY**

List of Attendees – Demonstration of the Electronic Generic Fundamentals Examination Registration and 10 CFR Part 55 Application Submission July 24, 2018	
Name	Organization
Theresa Buchanan	NRC
Nancy Salgado	NRC
Mackenzie Stevens	NRC
Anthony Mendiola	NRC (Webinar)
Colleen Schmidt	NRC (Webinar)
Nora Embert	NRC (Webinar)
Randal Baker	NRC (Webinar)
Bernard Litkett	NRC
Munira Ghneim	CGI (Webinar)
Brian Evans	American Electric Power (Webinar)
Siaka Yusuf	Dow (Webinar)
Brian Crone	DTE Energy (Webinar)
Kyle Mann	DTE Energy (Webinar)
Chris Wasik	Duke Energy (Webinar)
Arvel Hall	Entergy (Webinar)
Barb Dotson	Entergy (Webinar)
Kathy Martin	Energy Northwest (Webinar)
Michelle Curtis	Energy Northwest (Webinar)
Chase Griest	Excel Energy (Webinar)
Terry Brennan	Exelon Corporation (Webinar)
Jason Lloyd	Florida Power and Light (Webinar)
Marshall Wade	Massachusetts Institute of Technology (Webinar)
Betty McKeich	Public Service Enterprise Group (Webinar)
Harry Balian	Public Service Enterprise Group (Webinar)
Katie Brown	Talen Energy (Webinar)
Hal Higgins	Tennessee Valley Authority (Webinar)

List of Attendees – Demonstration of the Electronic Generic Fundamentals Examination  
Registration and 10 CFR Part 55 Application Submission  
July 24, 2018

[illegible]

List of Attendees – Demonstration of the Electronic Generic Fundamentals Examination Registration and 10 CFR Part 55 Application Submission July 26, 2018	
Name	Organization
Mackenzie Stevens	NRC
Nancy Salgado	NRC
Theresa Buchanan	NRC
Joycelyn Calloway	NRC (Webinar)
Joseph DeMarshall	NRC (Webinar)
Janice Kirby	NRC (Webinar)
Anthony Mendiola	NRC (Webinar)
Janet Vincent	NRC (Webinar)
Munira Ghneim	CGI
Susan Freeman	American Electric Power (Webinar)
Shana House	Ameren (Webinar)
Mark Otten	Ameren (Webinar)
Siaka Yusuf	Dow (Webinar)
Cyndi Hildman	Energy Northwest (Webinar)
Wallace Lien	Energy Northwest (Webinar)
John Hernandez	Entergy (Webinar)
Sandra Barton	Entergy (Webinar)
Randal Martin	Entergy (Webinar)
John Umphlett	Entergy (Webinar)
David Hamilton	Exelon Corporation (Webinar)
Ken Milligan	Exelon Corporation (Webinar)
Kostas Dovas	INPO (Webinar)
Susan Tucker	Massachusetts Institute of Technology (Webinar)
Gary Ahrens	NextEra Energy (Webinar)
Mark Walter	NextEra Energy (Webinar)

List of Attendees – Demonstration of the Electronic Generic Fundamentals Examination  
Registration and 10 CFR Part 55 Application Submission  
July 26, 2018

[illegible]

AGENDA FOR THE U.S. NUCLEAR REGULATORY COMMISSION (NRC) CATEGORY 2  
PUBLIC WEBINAR DEMONSTRATION FOR THE ELECTRONIC GENERIC FUNDAMENTALS  
EXAMINATION REGISTRATION AND 10 CFR PART 55 APPLICATION SUBMISSION

Tuesday, July 24, 2018  
1:00 p.m. to 2:30 p.m. Eastern Daylight Time

Thursday, July 26, 2018  
10:00 a.m. to 11:30 p.m. Eastern Daylight Time

Webinar

<u>TOPIC</u>	<u>PRESENTER</u>
Introductory Remarks	NRC
Demonstration of Electronic Generic Fundamentals Examination Registration	NRC
Demonstration of Electronic Submittal of Initial Operator License Applications	NRC
Public Remarks	
Closing Remarks	NRC

## DISCUSSION SUMMARY

### **Demonstration of Electronic Generic Fundamentals Examination (GFE) Registration**

The NRC staff began by providing a brief discussion on the basis for developing electronic systems for use in the initial operator licensing process. This discussion included a presentation that can be found in the Agencywide Document Access and Management System (ADAMS) at accession number ML18220A840. The NRC staff then demonstrated the functions of the electronic GFE registration process. This included how to obtain a certificate to log into the system, how to request access to the appropriate facilities, and how to submit candidates for the GFE.

The industry asked questions on topics related to the number of individuals who would need a certificate, when to obtain a certificate, impacts of the process for multi-unit facilities, and how to update the registrants after the initial registration has been processed. In response, the NRC staff stated that every individual who will be registering candidates would need a certificate. The certificate can be obtained at any time, and facilities do not have to wait until they are registering candidates for the GFE to obtain the certificate. Multi-unit facilities would have to request access to each unit, but can register candidates for the multiple units without having to submit multiple registration requests. After candidates have been registered using the electronic process, additional candidates can be added using the electronic process; however, removal of candidates from the GFE registration list must be performed outside of the electronic system by contacting the regional office. Additional information and interactive video can be found at <https://www.nrc.gov/reactors/operator-licensing/electronic-gfe-registration-info.html>. A user guide can be found at <https://www.nrc.gov/reactor/operator-licensing/eie-user-guide.pdf>.

### **Demonstration of Electronic Submittal of Initial Operator License Applications**

The NRC staff then demonstrated the electronic submission of initial operator license applications. Because the process to obtain a certificate and authenticate to the system was the same as for the electronic GFE registration process, the NRC staff did not repeat those items. The NRC staff demonstrated how to navigate the system to access the submittal page, discussed the purpose of each section of the submittal page, and described the process for submitting initial operator license applications. The NRC staff discussed restrictions of the process, including all scans should have a minimum quality of 300 dpi, only initial operator application information should be submitted, and each operator's application package should be uploaded individually with the docket number specified. The NRC staff also stated that this process was still in the pilot phase and was expected to be made fully functional and available by the end of September 2018.

The industry asked questions on topics related to availability of the system for preliminary applications, protection of sensitive data, and whether or not the use of these systems would be made mandatory in the future. In response, the NRC staff stated that the system could be used for preliminary applications, but the data would not be processed through the NRC's automated internal systems. All data uploaded using the electronic GFE registration and the electronic submittal of initial operator license applications is encrypted and only individuals in the NRC with a need-to-know the information will have access to it, so all the sensitive information is protected. The NRC staff stated that the use of both processes is voluntary and will not be made mandatory in the future; however, the staff stated that the benefits of using the system would likely result in facility licensees voluntarily using the system.

Additional information and interactive video can be found at <https://www.nrc.gov/site-help/e-submittals.html#operator>. A user guide can be found at <https://www.nrc.gov/reactors/operator-licensing/eie-user-guide.pdf>.

### **Public Comments**

There were no public comments made at the meeting.