



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

February 12, 2019

Your facility is scheduled to administer the Nuclear Regulatory Commission (NRC) Generic Fundamentals Examination (GFE) on **Wednesday, March 6, 2019**. This letter is accompanied by the examination and instructions for examination 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 examination is **three hours**. No time extensions will be granted.

**RECEIPT INSTRUCTIONS:**

1. **Deliver this letter and examination package** to the examination 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 examination administrators and/or proctors seeing or having knowledge of the GFE examination contents prior to the administration of the examination. The top portion of a Security Agreement form should be initiated by the examination custodian when the enclosed examination package is received, to facilitate a prompt page-check.
3. **Page-check Enclosure 2, Examination Copies.** Open the enclosed sealed examination in a secure location and conduct a receipt page-check of the contents in accordance with the enclosed checklist. The page-checking should be completed promptly upon receipt of the sealed examination 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 examinations** in a locked cabinet or safe, and allow only persons who have properly initiated a Security Agreement form to have knowledge of the examination contents.
5. **Report GFE package receipt.** Promptly after completing the page check, call one of the following individuals at Sonalysts to report receipt of the GFE package and completion of the page-checking, noting any discrepancies. You will also be asked for a fax number or email address to receive the post-examination 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 examination prior to the actual examination 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 examination contents prior to the examination 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 examination 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 examination answer sheets before grading will be performed.

**Enclosure 2, Examination Copies.** A single copy each of form A and form B of the examination 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 examination forms will reduce the temptation for an examinee to look at a nearby examination answer sheet during the examination administration.

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

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

**Enclosure 3, Proctor Instructions.** These instructions are used for preparing and administering the examination. The proctor instructions must be followed **identically at all facilities** to ensure uniformity of examination administration nationwide. All GFE examinations 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 examination. All examinees **must** use the provided blank answer sheets (originals, not copies) for recording their answers.

#### **POST-EXAMINATION INSTRUCTIONS:**

After examination completion, **originals** of the following items must be sent to Sonalysts via a **traceable overnight delivery service** to arrive by **Friday morning, March 8, 2019**:

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

Send the above post-examination 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 8, 2019** provided that all required post-examination materials have been received by Sonalysts. Facilities may make comments related to the examination, 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](mailto:ikingsley@sonalysts.com) to be received at Sonalysts by **Wednesday, March 13, 2019**. (It is advisable to call and confirm that comments have been received.) Facility comments will be evaluated and resolved by the NRC before final examination grading is performed.

For questions regarding the contents of this examination package, please contact Mr. Kingsley at 860-326-3800. For questions regarding the GFE program in general, please contact Mr. Eric Cushing, NRC, at 301-415-1064. For examinee withdrawals or examination cancellations, please provide email notification to Mr. Eric Cushing at [Eric.Cushing@nrc.gov](mailto:Eric.Cushing@nrc.gov) and/or Ms. Qiao-Lin Chen at [Qiao-Lin.Chen@nrc.gov](mailto:Qiao-Lin.Chen@nrc.gov) prior to the examination administration date.



Chris Cowdrey, Acting Chief  
Operator Licensing Branch  
Division of Inspection and Regional Support  
Office of Nuclear Reactor Regulation

Enclosures: As stated on page 2

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Enclosures: As stated on page 2

This letter was sent to the following facilities:

Farley  
North Anna  
St. Lucie  
Watts Bar

Distribution:

CCowdrey  
ECushing  
LChen  
CMiller/JGroom  
EGuthrie, RII  
GMcCoy, RII  
BHitchuk, OLA/RII  
IOLB R/F