



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

February 11, 2020

Your facility is scheduled to administer the U.S. Nuclear Regulatory Commission (NRC) Generic Fundamentals Examination (GFE) on **Wednesday, March 4, 2020**. 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. (Sonalysts), that this GFE package has been properly received.

NOTE: The allowed time for this GFE examination is **3 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 the following individual 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 e-mail address to receive the post-examination transmittal of a preliminary answer key.

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 the above Sonalysts individual 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 return-shipped 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 6, 2020**:

1. Completed examination answer sheets for all examinees (do not fold, clip, or staple)
2. All examinee-signed examination cover sheets
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 e-mailed to participating facilities about mid-day on **Friday, March 6, 2020**, 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 e-mailed to Mr. Kingsley at ikingsley@sonalysts.com to be received at Sonalysts by **Wednesday, March 11, 2020**. (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 e-mail notification to Mr. Eric Cushing at Eric.Cushing@nrc.gov and/or Ms. Ikeda Betts at Ikeda.Betts@nrc.gov prior to the examination administration date.

Sincerely,

A handwritten signature in black ink, appearing to read 'CB Cowdrey', with a long horizontal flourish extending to the right.

Christian B. Cowdrey, Chief
Operator Licensing and Human Factors Branch
Division of Reactor Oversight
Office of Nuclear Reactor Regulation

Enclosures:
As stated

**SUBJECT: GENERIC FUNDAMENTALS EXAMINATION AND INSTRUCTIONS FOR
EXAMINATION ADMINISTRATION DATED**

This letter was sent to the following facilities:

Comanche Peak
Grand Gulf
Palo Verde
South Texas

DISTRIBUTION:

IOLB R/F
CCowdrey
ECushing
GWerner, RIV
JBridges, RIV
RidsNrrDro Resource
RidsNrrLAIBetts Resource
RidsNrrDrololb Resource

ADAMS Accession No.:

*via e-mail

OFFICE	NRR/DRO/IOLB	NRR/DRO/IOLB	NRR/DRO/IOLB
NAME	ECushing*	IBetts*	CCowdrey <i>ABC</i>
DATE	02/11/20	02/11/20	<i>2/11/20</i>

OFFICIAL RECORD COPY