

FEB 18 1986

Docket No. 50-331

Iowa Electric Light and Power
Company

ATTN: Mr. Lee Liu
President and Chief
Executive Officer

IE Towers
P. O. Box 351
Cedar Rapids, IA 52406

Dear Mr. Liu:

SUBJECT: OPERATOR AND SENIOR OPERATOR LICENSING EXAMINATIONS

In a telephone conversation between Mr. B. Schlesinger, Training Supervisor, and Mr. J. I. McMillen, Section Chief, arrangements were made for the administration of examinations at the Duane Arnold Energy Center.

The written and oral examinations are scheduled for the week of June 23, 1986.

In order for us to meet this schedule, it will be necessary for the facility to furnish the approved reference material listed in Enclosure 1 "Reference Material Requirements for Operator/Senior Operator Licensing Examinations" by April 18, 1986. Any delay in receiving this material will result in a delay in administering the examinations. Our examinations are scheduled far in advance with considerable planning to best utilize our limited examiner manpower and to meet the examination dates requested by the various facilities. Therefore, missing the April 18, 1986, deadline, even by a few days, will likely result in a long delay since it may not be possible to reschedule examinations at other facilities. Mr. Schlesinger has been advised of our reference material requirements, the number of reference material sets that are required, and the examiners' names and addresses where each set is to be mailed.

The facility management is responsible for providing adequate space and facilities in order to properly conduct the written examinations. Enclosure 2, "Administration of Operator/Senior Operator Licensing Written Examinations," describes our requirements for conducting these examinations. Mr. Schlesinger has also been informed of these requirements.

All operator and senior license applications should normally be submitted at least 60 days prior to the first examination dates so that we will be able to review the training and experience of the candidates, process the medical

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certifications, and prepare final examiner assignments after candidate eligibility has been determined. If the applications are not received at least 30 days prior to the examination dates it is likely that a postponement will be necessary.

This request for information was approved by the Office of Management and Budget under Clearance Number 3150-0101, which expires June 30, 1986. Comments on burden and duplication may be directed to the Office of Management and Budget, Reports Management Room 3208, New Executive Office Building, Washington, D.C. 20503.

Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact J. I. McMillen at (312) 790-5559.

Sincerely,

Original signed by Luis A. Reyes

Luis A. Reyes, Chief
Operations Branch

Enclosures:

1. Reference Material Requirements
for Operator/Senior Operator
Licensing Examination
2. Administration of Operator
Licensing Written Examinations

cc w/enclosures:

D. Mineck, Plant Superintendent
Nuclear
R. Schlesinger, Plant Training
Manager
DCS/RSB (RIDS)
Licensing Fee Management Branch
Resident Inspector, RIII
Thomas Houvenagle, Iowa State
Commerce Commission

cc w/o enclosures:

M. Thadani, Project Manager, NRR
B. Boger, Branch chief, OLB

RIII

McMillen/mab
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R/VII

Reyes

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ENCLOSURE 1

Reference Material Requirements for Operator/Senior Operator Licensing Examinations

Note: Required Material is indicated by an "X" opposite the item.

- X 1. Procedure Index (alphabetical by subject)
- X 2. All administrative Procedures (as applicable to reactor operation or safety)
- X 3. All Integrated Plant Procedures (Normal or General Operating Procedures)
- X 4. Emergency Procedures (Emergency Instructions, Abnormal or Special Procedures)
- X 5. Standing Orders (Important orders which are safety related and may supersede the regular procedures)
- X 6. Fuel Handling and Core Loading Procedures, (Initial Core Loading Procedure, when appropriate)
- X 7. Annunciator Procedures (alarm procedures, including set points)
- X 8. Radiation Protection Manual (Radiation Control Manual or Procedures)
- X 9. Emergency Plan Implementing Procedures
- X 10. Technical Specifications
- X 11. Lesson Plans (Training Manuals, Plant Orientation Manual, System Descriptions, Reactor Theory, Thermodynamics, etc.)
- X 12. System Operating Procedures
- X 13. Piping and Instrumentation Diagrams, electrical single line diagrams, or flow diagrams
- X 14. Technical Data Book, and/or plant curve information as used by operators
- X 15. Questions and Answers that Licensee has prepared (Voluntary by Licensee)
- 16. Malfunction and Initial Condition Material for Simulator (if applicable)

All of the above reference material should be approved, final issues, and should be so marked. Uncontrolled, preliminary, or other such issues will not be acceptable except for cold license examinations. All procedures and reference material should be bound or in the form as used by the control room operators, with appropriate indexes or tables of contents so that they can be used efficiently.

If a cold-license plant has not finalized some of the material, the chief examiner is responsible for ensuring that the most complete, up-to-date material is available and that agreement has been reached with the licensee for limiting changes before the administration of the examination.

ENCLOSURE 2

Administration of Reactor/Senior Reactor Operator Licensing Written Examinations

Operator Licensing Branch requirements are:

1. A single room shall be provided for completing the written examination. The location of this room and supporting restroom facilities shall be such as to prevent contact with all other facility and/or contractor personnel during the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is required to ensure exam integrity as determined by the chief examiner. Minimum spacing should be one candidate per table, with 3 foot spacing between tables. No wall charts, models, and/or other training materials shall be present in the examination room.
3. Suitable arrangements are to be made by the facility if the candidates are to have lunch, coffee, etc. These arrangements shall comply with Item 1 above. These arrangements will be reviewed by the examiner and/or proctor.
4. A copy of the written examination and answer key shall be given to the utility training department after the last candidate has turned in his completed examination. The utility will then have until the end of the exam week to provide comments and supporting documentation to suggest changes or corrections to the examination and answer key. The utility may provide these comments in writing to the Chief Examiner before he leaves the site or forward them to the Operator Licensing Section Chief in the appropriate regional office.
5. The licensee will provide pads of 8-1/2 x 11" lined paper in unopened packages for each candidate's use in completing the examination. The examiner will distribute these pads to the candidates. All reference material needed to complete the examination will be furnished by the examiner. Candidates can bring pens, pencils, calculators or slide rules into the examination room and no other equipment or reference material is allowed.
6. Only black ink or dark pencils should be used for writing answers to questions.