

NRC INSPECTION MANUAL

NMSS

INSPECTION MANUAL CHAPTER 1248, APPENDIX F

TRAINING REQUIREMENTS AND QUALIFICATION JOURNAL
FOR
DECOMMISSIONING INSPECTORS

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Introduction

The U.S. Nuclear Regulatory Commission (NRC) Decommissioning Inspector (inspector) qualification program requires completion of a variety of activities designed to help you, the inspector candidate, learn information or practice skills important to independently performing this important function. When you have completed the entire qualification process, you will have demonstrated each of the competencies that describe a successful inspector. The role of an inspector is to determine if licensees are performing activities involving licensed radioactive material safely and securely and in accordance with NRC regulations, guidance, and license conditions. The inspector's role is not to establish policy in the areas of health and safety or security. Inspectors should refer policy questions to their management and to the program office.

A competent inspector should:

- a. Understand the legal basis and the processes used for achieving the NRC's regulatory objectives.
- b. Acquire a fundamental understanding of the NRC's organizational structure, mission, goals, and objectives.
- c. Understand the basis for the authority of the agency.
- d. Understand the processes established to achieve the regulatory objectives.
- e. Master the techniques and skills needed to collect, analyze, and integrate information using a safety and security focus to develop a supportable regulatory conclusion.
- f. Have the personal and interpersonal skills to carry out assigned regulatory activities, either individually or as a member of a team.

Program Organization

The inspector qualification process develops your awareness of the role of the agency, your role and skill as an inspector, and your technical expertise for conducting health and safety and security inspections. The final activity in the qualification process is to appear before a qualification board. Successful completion of the qualification board examination validates your understanding of the role of the agency, Nuclear Materials Safety and Safeguards (NMSS) programs and your role as an inspector. Upon successful completion of all the activities in the qualification journal, including the qualification board, you become eligible to receive the Decommissioning Inspector Qualification Certification.

Qualification Journal Organization

The qualification journal identifies the training courses, the Individual Study Activities (ISAs) and On-The-Job Training (OJT) activities you must complete. Document your progress on the signature cards and certifications as you move through the qualification process. The journal also contains a form to document the justification for accepting equivalent training or experience as a way to meet inspector qualification requirements. The signature cards, certification, and equivalency justification pages form the permanent record of completing the inspector qualification program. These pages will be scanned and placed in your official personnel file.

Your immediate supervisor should consider assigning a qualified inspector to assist you. This person would serve as a resource and mentor by answering any questions or providing guidance as you work to complete this qualification journal.

Recommended Online Training Courses

These courses can be taken in any order (these courses are required outside of the qualification process):

- Computer Security Awareness
- Ethics Overview for Employees
- Ethics Training for NRC Employees
- Annual Personally Identifiable Information (PII) Responsibilities
- Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)
- Information Security (INFOSEC) Awareness Training

NOTE: It is your responsibility to meet your Region's and NMSS's deadlines for taking some of the above online selfstudy course work. Be aware that the list of online training courses may change in between revisions to this qualification journal.

Required Training Courses

- Conducting Inspections Course (G-105)
- Inspection Procedures (G-108)
- Root Cause/Incident Investigation Workshop (G-205)
- Gathering Information for Inspectors through Interviews (Course 135)
- Effective Communication for NRC Inspectors (Course 100)
- Site Access Training (H-100) or Site Access Refresher Training (H-101)
- MARSSIM: Multi-Agency Radiation Survey and Site Investigation Manual (H-121)
- Transportation of Radioactive Material Course (H-308)
- Environmental Monitoring for Radioactivity (H-111)
- NRC Materials Control & Security Systems & Principles (S-201)
- Advanced Health Physics (H-201)

The required training courses are the minimum courses that you should take to complete the Decommissioning Inspector Qualification. Your immediate supervisor will determine the appropriate training courses you must take to complete the inspector qualification.

All Materials Decommissioning Inspectors involved with the materials security program must take S-201 or be able to demonstrate that they have the equivalent training or experience.

Immediate supervisors have the authority to waive any of the other required classes based on the experience of the candidate seeking qualification as an inspector. Document the reason for the waiver on Form 1: Decommissioning Inspector Equivalency Justification. While your immediate supervisor may waive certain classes, your qualification still requires certification by your regional administrator, office director, or their designee.

If your management limited your training before your qualification because you would only be inspecting in a limited field (e.g., the medical field), your inspector certification should clearly indicate this limitation.

Specialized Training Courses

- Characterization and Planning for Decommissioning (H-115)

- MARSAME: Multi-Agency Radiation Survey and Assessment of Materials and Equipment (H-120)
- Fundamental Health Physics (H-122)
- Respiratory Protection (H-311)
- Internal Dosimetry and Whole Body Counting (H-312)
- Health Physics Statistics (H-401)
- RESRAD Training Workshop (H-410)
- RESRAD-OFFSITE Training Workshop (H-411)
- Air Sampling for Radioactive Material (H-119)
- Visual Sample Plan (H-500)
- Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination (C-1026-webbase)
- Licensing Practices and Procedures Course (G-109)
- Media Training Workshop (Course 571)
- Practical Applications of Reactor Technology (G-115)

Additional courses may be developed after the publication of this qualification journal. Immediate supervisors may include these new specialized training courses in the qualification journals.

Refresher Training

Qualified inspectors must maintain their qualification by completing 24 hours of refresher training in the established requalification cycle of 24 months. The beginning of each requalification cycle will be determined using the month and year the inspector completed his or her qualification. If the date the inspector completed his or her qualification is unknown, the immediate supervisor should establish a requalification cycle based on the best available information. The inspector's immediate supervisor may grant a 6-month extension if, for good reason, the inspector is unable to complete the required refresher training within the limits of the requalification cycle.

Refresher training may consist of either health and safety or security topics. The qualified inspector's immediate supervisor will determine the training courses the license reviewer needs and will coordinate with Human Resources Training and Development (HRTD) staff, as necessary, to obtain the needed training. Additionally, the immediate supervisor can consult with HRTD staff to help identify specific courses that the staff member can take for refresher training. Examples of training that may be considered include: Health Physics Topics (H-401), NRC technical training courses, external training courses, attending lectures, developing presentations on subjects related to health and safety or security, directed selfstudy courses (identified in iLearn), or other training approved by the qualified inspector's immediate supervisor.

It is important to note that only taking a single course may not be enough refresher training. Completing the refresher training will depend on the number of hours that the qualified staff member has completed.

Before taking refresher training, inspectors should receive approval from their immediate supervisor to confirm that the training will be credited as refresher training. The immediate supervisor should take into consideration the objectives of the training and determine whether the training will be beneficial to the inspector. When considering a selfstudy style of training, the immediate supervisor should determine whether the training is appropriately structured. If the immediate supervisor is unsure if the selfstudy training is appropriate, he or she may want to consult with HRTD staff for its analysis of the training.

NOTE: Inspectors may retake a course they had taken previously for refresher training. An immediate supervisor should consider whether it would be beneficial for the inspector to retake the course. An immediate supervisor should consider whether there have been changes in technology, regulations, or if the course has changed considerably since the last time the inspector took the course before allowing a course to be taken for refresher training. If the immediate supervisor allows the inspector to retake the course, the inspector must complete and pass the exam, if the course has one, to receive credit for the course.

NOTE: For staff who qualified under IMC 1246, the new refresher training requirements in IMC 1248 begin when IMC 1248 is issued. When transitioning from IMC 1246 to IMC 1248, staff will have an extension of up to 1 year to meet the new refresher training requirements.

Decommissioning Inspector Competencies

The training and qualification program detailed in this qualification journal ensures that every inspector acquires competency in three general areas:

- Area 1: Understand the legal basis and the regulatory processes for achieving the NRC's regulatory objectives by:
- Acquiring a fundamental understanding of the NRC's organizational structure, mission, goals, and objectives (Regulatory Framework)¹
 - Understanding the basis for the authority of the agency (Regulatory Framework)
 - Understanding the processes established to achieve the regulatory objectives (Regulatory Framework)
- Area 2: Acquire the techniques and skills needed to collect, analyze, and integrate information using a safety and security focus to develop a supportable regulatory conclusion by:
- Independently gathering information through objective review, observation, and open communications (Inspection)
 - Evaluating licensing information by conducting an objective review (Licensing Activities)
 - Determining acceptability of information by comparing to established criteria (Inspection and Licensing Activities)
 - Objectively analyzing and integrating information using a safety and security focus to identify the appropriate regulatory conclusion and regulatory response (Enforcement)
- Area 3: Have the personal and interpersonal skills to carry out assigned regulatory activities either individually or as a member of a team by:
- Expressing ideas or thoughts clearly, carefully listening, and speaking and writing with appropriate safety and security focus and context (Communication)
 - Working collaboratively with others toward common objectives (Teamwork)
 - Working independently, exercising judgment, and exhibiting flexibility in

¹ Specific competency areas are listed in parenthesis following each item

the completion of activities including during difficult or challenging situations (SelfManagement)

- Using technology to locate, gather, manipulate, and share information (Information Technology)

Decommissioning Inspector Individual Study Activity

The individual study activities (ISAs) direct and focus your efforts as you review documents and perform technical training assignments important to the performance of your job. Each activity begins with a purpose statement informing you of why the activity is important and how it relates to the inspector function. The evaluation criteria identify what you are expected to achieve upon completing the activity. The evaluation criteria are listed up front so that you can review them first. Use the evaluation criteria to help you focus on what is most important. The tasks outline the things you must do to successfully address the evaluation criteria.

The following general guidance applies as you complete the various study activities:

- ✓ The first ISA should be done first. Becoming familiar with the agency, the internal and external Web sites, your overall role as an inspector and the NRC's safety culture is important for successfully completing many of the remaining activities. You should also become familiar with the content of the remaining ISAs so that you can complete the ISAs as opportunities arise.
- ✓ Complete all assigned parts of each activity.
- ✓ Your immediate supervisor will act as a resource as you complete each activity. Your immediate supervisor also may designate qualified inspectors as mentors to work with you as you complete the various activities. Discuss any questions you may have about the content of anything you read with your immediate supervisor or mentor.
- ✓ You are responsible for keeping track of the tasks you have completed. Be sure to complete all the assigned tasks in each activity before meeting with your immediate supervisor for evaluation.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-1) History and Organization of the U.S. Nuclear Regulatory Commission

PURPOSE: The purpose of this activity is to familiarize you with the regulatory history of radioactive material and the evolution of the regulatory framework under which today's NRC staff functions. During this activity, you will review the organization of the agency and its staff and the relationships between the NRC Commissioners and major offices.

COMPETENCY AREA: REGULATORY FRAMEWORK

- REFERENCES:
1. Title 10 of the *Code of Federal Regulations* (10 CFR)
 2. NUREG-0980, "Nuclear Regulatory Legislation" (use the most current version available on the NRC Web site)
 3. NUREG-1350, "Information Digest" (use the most current version available on the NRC Web site)
 4. NUREG/BR-0175, "A Short History of Nuclear Regulation, 1946-2009," Revision 2, September 2010
 5. Management Directive (MD) 5.6, "Integrated Materials Performance Evaluation Program (IMPEP)"
 6. MD 5.8, "Proposed Section 274b Agreements with States"

EVALUATION CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the agency's regulatory history, its interaction with the Commissioners, and development of the commercial, industrial, and medical applications of radioactive material by successfully doing the following:

1. Discuss the purpose of the Atomic Energy Act of 1954, as amended.
2. Discuss the major regulatory impacts of the Energy Reorganization Act of 1974, as amended.

3. Discuss the major regulatory impacts of the Energy Policy Act of 2005.
4. Discuss the roles and responsibilities and relationship between the regions and the NMSS programs.
5. Discuss the relationship between the NRC and Agreement States.
6. Outline the major offices and briefly describe the functions of the Commission, the Office of the Inspector General, Office of the Secretary (SECY), the Atomic Safety and Licensing Board, the Advisory Committee on the Medical Uses of Isotopes (ACMUI), and Commission staff and program offices, including the Chief Financial Officer and Executive Director for Operations (OEDO).
7. Locate Commission-related documents and discuss how the Commission uses staff requirements memoranda or SRMs to direct the staff.
8. Describe your Region's organization and key management positions.

TASKS:

1. Obtain paper copies or locate electronic locations of the above-stated reference material for personal use and future reference. Some documents may be available through the regional Public Affairs Office. You can find electronic copies of documents on the NRC external Web site in the NRC Library.
2. Review the reference material to gain an understanding of the principles discussed in the evaluation criteria.
3. Read about the Commission's direction setting and policymaking activities under Policymaking and understand the different kinds of decision documents that the Commission issues.
4. Review and discuss the items listed in the evaluation criteria with your immediate supervisor.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-1.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-2) Overview of Title 10 of the Code of Federal Regulations

PURPOSE: The purpose of this activity is to acquaint you with the regulations that specify the requirements for all aspects of the NRC, including the use of radioactive materials, disposal, fees, and export and import of nuclear material and equipment. This ISA will help you to understand the regulations and become familiar with specific requirements in the regulations.

COMPETENCY AREA: REGULATORY FRAMEWORK

REFERENCES:

1. The NRC internal home page
2. Paper copy of the latest revisions to 10 CFR Parts 1 through 50
3. Paper copy of the latest revisions to 10 CFR Parts 51 through 199

EVALUATION CRITERIA:

Upon completion of the tasks in this activity, you will be asked to demonstrate your understanding of the general content of 10 CFR by successfully discussing the following (with emphasis on parts 19, 20, 30, 40, and 70):

1. State the purpose of 10 CFR Parts 1, 2, 9, 19, 20, 21, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 50, 51, 61, 70, 71, 72, 73, 110, 150, 170, and 171.
2. Given a specific subject, identify which section in 10 CFR discusses the requirements for that subject.
3. Discuss the parts of the regulations identified as the focus area for your discipline
4. Successfully answer the problems and questions about the regulations provided to you by your immediate supervisor. The problems and questions may be developed by your immediate supervisor or a qualified staff member assigned to assist you with qualification.

Be able to discuss the difference between specific license of limited scope, specific license of broad scope, general license, and persons exempt from licensing.

TASKS:

1. Read and be familiar with the following parts of 10 CFR: Parts 1, 2, 9, 19, 20, 21, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 50, 51, 61, 70, 71, 72, 73, 110, 150, 170, and 171.
2. Read and be familiar with categorical exclusions under Title 10 of the *Code of Federal Regulations* (10 CFR) Part 51.22.
3. Identify with your immediate supervisor what parts of the regulations you should focus on during your review.
4. Answer the problems and questions about the regulations provided by your immediate supervisor and discuss your answers with your immediate supervisor and a senior technical staff member.
5. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-2.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-3) Generic Communications

PURPOSE: The purpose of this activity is to become familiar with the different categories of generic communications, the appropriate uses of each type and the procedures associated with them.

COMPETENCY AREA: REGULATORY FRAMEWORK

- REFERENCES:
1. Review the Generic Communications Program Web page at <http://www.nrc.gov/about-nrc/regulatory/gencomms.html>
 2. IMC 0730, "Generic Communications Regarding Materials and Fuel Cycle Issues"
 3. MD 8.18, "NRC Generic Communications Program"
 4. NMSS Policy and Procedure 5.1, "Reactor Decommissioning Program Procedure for Interfacing with NRR (ML103050137)"

NOTE: Please note that the link above is subject to change and is provided for your convenience. You are responsible for locating the most current information.

EVALUATION

CRITERIA: Upon completion of this activity, you will be asked to demonstrate your general understanding of different types of NRC generic communications and the purposes of each type.

1. Describe the different kinds of generic communications and their purposes.
2. Describe what can and cannot be required in the specific types of generic communications.

- TASKS:
1. Review the references to understand the principles discussed in the evaluation criteria.
 2. Identify with your immediate supervisor and review Information Notices (INs) and Regulatory Issue Summaries (RISs) pertinent to your position.

3. Meet with your immediate supervisor or the Regional Counsel for discussing generic communications.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-3.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-4) NRC Inspection Manual Chapters (IMC), Inspection Procedures (IP), and other References

PURPOSE: This ISA will help you to familiarize yourself with the IMCs and IPs that have been developed and are available that relate to inspections. Your immediate supervisor will identify those references that you will focus on.

COMPETENCY
AREA: INSPECTION

- REFERENCES:
1. IMC 0610, "Nuclear Material Safety and Safeguards Inspection Reports"
 2. IMC 0620, "Inspection Documents and Records"
 3. IMC 0730, "Generic Communications Regarding Materials and Fuel Cycle Issues"
 4. IMC 1007, "Interfacing Activities Between Regional Offices of NRC and OSHA"
 5. IMC 2561, "Decommissioning Power Reactor Inspection Program"
 6. IMC 2602, "Decommissioning Oversight and Inspection Program for Fuel Cycle Facilities and Materials Licensees"
 7. IMC 2800, "Materials Inspection Program"
 8. IMC 2810, "Master Material License Inspection Program"
 9. Other IMCs or IPs identified for review by your immediate supervisor
 10. NUREG-1757, "Consolidated Decommissioning Guidance"

EVALUATION
CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the purpose of the IMCs and IPs as well as the type of information contained in them.

1. Discuss the IMCs and IPs you have reviewed and the purpose of the IMCs and IPs.

2. State the purpose of the IMC you plan to use for the conduct of inspections.
3. Explain how to develop an inspection program from the IMC.
4. Describe a Master Inspection Plan.
5. Describe how the IPs are used during inspection.

TASKS:

1. Locate electronic versions of the IMCs and IPs at:
<http://www.nrc.gov/reading-rm/doc-collections/insp-manual/>.
2. Review the IMCs and IPs.
3. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

NOTE: Please note that the links above are subject to change and are provided for your convenience. You are responsible for locating the most current information.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-4.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-5) Open, Collaborative Working Environment & Ways to Raise Differing Views

PURPOSE: The purpose of this activity is to communicate expectations for establishing and maintaining an open, collaborative working environment (OCWE) and to provide guidance on the informal and formal processes for pursuing resolution of differing views directly related to the NRC's mission. The NRC strives to establish and maintain an OCWE that encourages all employees and contractors to promptly voice differing views without fear of retaliation. At the NRC, we encourage trust, respect, and open communication to foster and promote a positive work environment that maximizes the potential of all individuals and improves our regulatory decision-making. We expect individuals to be NRC Team Players. In addition to informal discussions, which should be sufficient to resolve most issues, individuals have various mechanisms for expressing and having their differing views heard by decision-makers, including the Open Door Policy, the Non-Concurrence Process (NCP), and the Differing Professional Opinions (DPO) Program. This activity will provide you with an understanding of the expected behaviors for being an NRC Team Player who supports an OCWE and key features of the Open Door Policy, the NCP, and the DPO Program.

COMPETENCY
AREAS:

INSPECTION
SELMANAGEMENT
COMMUNICATION

REFERENCES:

1. OCWE Web site:
<http://www.internal.nrc.gov/HR/ocwe/>
2. NCP Web site: <http://www.internal.nrc.gov/OE/NCP/>
3. DPO Program Web site:
<http://www.internal.nrc.gov/OE/DPO/>
4. MD 10.160, "Open Door Policy"
5. Draft MD 10.158, "NRC Non-Concurrence Process"
6. MD 10.159, "The NRC Differing Professional Opinions Program"
7. Review regional instructions establishing additional implementing guidance for raising differing views.

NOTE: Please note that the links above are subject to change and are provided for your convenience. You are responsible for locating the most current information.

EVALUATION

CRITERIA:

Upon completion of this activity, you will be asked to demonstrate your understanding of the NRC OCWE and the Ways to Raise Differing Views Program by successfully addressing the following:

1. State the expectations for an OCWE and behaviors for being an NRC Team Player.
2. Describe the Open Door Policy.
3. Describe the key features of the NCP.
4. Describe the key features of the DPO Program.
5. Discuss under which circumstances the various methods available for expressing differing views would be used.
6. Describe where summaries of closed DPOs are published and where DPO Program reviews are available.
7. Identify your Region's Differing Views Office Liaison.

TASKS:

1. Attend a seminar (if possible) on OCWE and Ways to Raise Differing Views, or review seminar slides.
2. Explore information and guidance for OCWE, Open Door Policy, NCP, and the DPO Program on identified Web sites.
3. Review MD 10.160, MD 10.158, and MD 10.159.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-5.

Decommissioning Inspector Individual Study Activity

- TOPIC: (ISA-6) Review of Significant Events at Material Licensees
- PURPOSE: This ISA will help you become familiar with how the NRC handles events related to radioactive material. You will also become familiar with the NRC's Nuclear Material Events Database (NMED) and the information in the system.
- COMPETENCY AREA: INSPECTION
- REFERENCES:
1. NMED Web site: <http://nmed.inl.gov/>
 2. MD 8.1, "Abnormal Occurrence Reporting Procedure"
 3. MD 8.3, "NRC Incident Investigation Program"
 4. MD 8.10, "NRC Medical Event Assessment Program"
 5. NMED Annual Reports
(Hint: Use the drop down menu on the NMED Web site to access reports)
 6. Review cases of events as directed by your immediate supervisor
 7. IMC 1245, Appendix A, "(ISA-11) Augmented Inspection Team (AIT), Special Inspection Team (SIT), and Incident Inspection Team (IIT) Activities"
- EVALUATION CRITERIA:
- Upon completion of this activity, you will be asked to demonstrate your understanding of how the NRC handles materials events (special inspections, Augmented Inspection Team inspections, and Integrated Investigative Team inspections) and what information is stored in NMED.
1. Discuss the historical events reviewed, as well as the recommendations made, lessons learned, and the changes identified to prevent recurrences.
 2. Describe the role of an inspector when responding to events that occur in the Region.
 3. Describe the information included in the NMED Annual Reports.
 4. Describe and discuss the information stored in NMED and how the NRC uses it.

5. Describe the information included in the Abnormal Occurrence Annual Reports.
6. State the purpose of the NRC Incident Investigation Program.
7. Describe an AIT and its purpose.
8. Describe a SIT and its purpose.
9. Describe an IIT and its purpose. Describe how the Incident Investigation Program is different from the Incident Response Program.

TASKS:

1. Obtain an NMED login and password by following the instructions at: <http://nmed.inl.gov/>.
2. Review the historical events, recommendations made, lessons learned, and changes identified to prevent recurrence as identified by your immediate supervisor or person designated to be your resource for this activity.
3. Review the most recent Abnormal Occurrence Report.
4. Discuss with your immediate supervisor or person designated to be your resource for this activity the responsibility of an inspector when responding to events that occur in the Region.
5. Review the most recent NMED Annual Report.
6. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

NOTE: Please note that the links above are subject to change and are provided for your convenience. You are responsible for locating the most current information.

DOCUMENTATION: Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-6.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-7) The NRC's Response to an Emergency at a Nuclear Facility

PURPOSE: The purpose of this activity is to acquaint you with the actions that the NRC takes in response to an emergency that may occur at a nuclear facility. Emergency response is vital to the agency, fulfilling one of its primary mandates of protecting the health and safety of the public. As a fully qualified license reviewer or inspector, you will be trained to perform specific emergency response activities. This individual study activity will help you understand how the NRC meets its emergency response mandate and will begin to build the knowledge you will need later to successfully perform your assigned emergency response responsibilities.

COMPETENCY AREA: EMERGENCY RESPONSE

REFERENCES:

1. NRC internal Web page (Program Office to Nuclear Security and Incident Response (NSIR))
2. MD 8.2, "NRC Incident Response Program"
3. Regional Policy Guide for Emergency Response
4. NUREG-0728, "NRC Incident Response Plan" (<http://www.nrc.gov/about-nrc/emerg-preparedness/respond-to-emerg/ml050970236.pdf>). (Note: This NUREG is revised periodically to reflect changes to the agency's activities. Be sure to obtain the most recent version.)

EVALUATION CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the role of the agency and your Region or office in protecting public health and safety, and security when responding to emergency situations or hostile actions at a nuclear facility by successfully addressing the following:

1. Identify the types of emergency classifications and give examples of when the different classifications would be declared.
2. Identify the different modes of NRC emergency response and describe the purpose of each mode.
3. Discuss the capabilities (e.g., communications, information technology) provided in the Headquarters, regional, and onsite emergency response facilities.

4. Recognizing that these positions may not apply to all nuclear facilities and that the NRC will act with all available resources to respond to an emergency, identify the responsibilities of the following during a declared emergency event:
 - a. Resident staff
 - b. Region-based staff
 - c. Headquarters staff
 - d. Headquarters operations officer
 - e. Licensee
 - f. State and local officials
 - g. Site team
 - h. Base team
5. If you are onsite when an emergency is declared, explain the difference in your actions if the resident inspectors are or are not onsite.

TASKS:

1. Explore all aspects of the NSIR organization presented on the NRC's internal home page.
2. Review your Region or office's policy guidance on emergency response.
3. Review the NRC Incident Response Plan to address the evaluation criteria. Obtain a tour of your Incident Response Center.
4. Regional inspectors meet with the incident response coordinator, tour the Incident Response Center, and if possible, observe the Region's response during a drill or event.
5. Meet with your immediate supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-7.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-8) The Enforcement Program

PURPOSE: The purpose of this activity is to provide you with an overview of the NRC enforcement program. This individual study activity will assist you in learning and understanding (1) the purpose of the enforcement program, (2) the sanctions used in the enforcement program, and (3) the methods used in assessing and dispositioning violations. It will also provide you with an understanding of the information and guidance resources available to the staff on the enforcement program.

COMPETENCY
AREAS: REGULATORY FRAMEWORK
ENFORCEMENT

REFERENCES:

1. Enforcement-related information found on the Enforcement Web page of the NRC public Web site, including the NRC enforcement policy, the enforcement manual, the enforcement program overview, and the enforcement process diagram
2. Regional policy guide for enforcement
3. "Writing Violations" course in iLearn

EVALUATION
CRITERIA:

Upon completion of the tasks in this activity, demonstrate your understanding of the agency's enforcement program by successfully completing the following items:

1. State the purpose of the NRC enforcement policy.
2. Describe the legal basis from which the NRC derives its enforcement authority.
3. Identify the burden of proof standard that the NRC uses in enforcement proceedings.
4. Identify the primary sanctions the NRC uses in the enforcement program.
5. State the four issues the NRC considers to assess the significance of a violation.
6. Describe the two types of significance categorization outcomes.
7. Define a minor violation and state the policy on documenting and correcting these violations.

8. Define non-cited violation.
9. Define escalated enforcement action.
10. Write a draft violation given case-specific facts.
11. Understand how to use the enforcement process diagram to disposition violations.
12. Describe what predecisional enforcement conferences and regulatory conferences are and why, when, and with whom they are conducted.
13. Discuss the purpose of civil penalties, when the NRC considers issuing them, and how the NRC determines the amount of penalties.
14. Recognize the purpose of the different types of Orders and when they are used.

TASKS:

1. Locate the Enforcement Web page on the NRC public Web site. (Hint: Look under How We Regulate.)
2. Read the enforcement program overview included on the Enforcement Web page of the NRC external Web site.
3. Read the enforcement process diagram on the Enforcement Web page of the NRC external Web site.
4. Locate the enforcement manual on the Enforcement Web page of the NRC external Web site (look under Enforcement Guidance) and review the table of contents and appendices.
5. Read the memorandum from the Director, Office of Enforcement, dated December 5, 2000, titled, "Dispositioning of Enforcement Issues in a Risk-Informed Framework" (ADAMS Accession No. ML003777558).
6. Locate the most recent escalated enforcement action for a power reactor on the Enforcement Web page of the NRC external Web site and review the transmittal letter and attached notice of violation.
7. Review your region or office's guidance on implementing the enforcement policy.
8. Go to iLearn and complete the course on "Writing Violations." Follow the guidance in the course to draft violations for the three sets of facts presented in the course.

9. Meet with the enforcement specialist in your region or office to review the draft violations you developed as part of the “Writing Violations” course, and discuss the current enforcement guidance.
10. Meet with your supervisor or the person designated to be your resource for this activity and discuss the items listed in the evaluation criteria section.

DOCUMENTATION: Obtain your supervisor’s signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-8.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-9) Allegations

PURPOSE: The purpose of this activity is to familiarize the candidate with the procedures, guidance and activities applicable to handling the receipt, processing, review and closure of allegations. This study activity will help you to effectively interact with individuals bringing concerns to the NRC and to appropriately respond to those concerns.

COMPETENCY
AREAS: INSPECTION
SELMANAGEMENT
COMMUNICATION

REFERENCES:

1. MD 8.8, "Management of Allegations"
2. Allegation Manual
3. NRC Form 613, "Disclosure of Allegor's Identity"
4. Allegation Manual, Exhibit 1, "Information to be Obtained/Provided During the Initial Contact with the Allegor" or equivalent allegation receipt guidance
5. 10 CFR Part 50.5, "Deliberate Misconduct"
6. 10 CFR Part 50.7, "Employee Protection"
7. 10 CFR Part 50.9, "Completeness and Accuracy of Information"
8. Regional or office guidance on allegations
9. NUREG/BR-0240, "Reporting Safety Concerns to the NRC"
10. Office of Enforcement Webpage

EVALUATION
CRITERIA:

1. Upon completion of this activity, you will be asked to demonstrate your understanding of the NRC's allegation process by successfully addressing the following:
2. State the criteria used to evaluate submitted information to determine if it is an allegation.

3. State the information that is required to be obtained during the receipt of a potential allegation.
4. State the role of the Office Allegation Coordinator (OAC).
5. State the purpose of, and the actions taken, in preparation for an Allegation Review Board (ARB).
6. State the information that should be provided to an ARB.
7. Describe the allegation evaluation methods that may be directed by the ARB and discuss what information is needed to close the allegation for each approach.
8. State the purpose of, and the information needed, to prepare allegation closure documentation.
9. Explain what an Ad-Hoc/Emergency ARB is and when it is used.
10. State who is required to be on the ARB

TASKS:

1. Review the applicable regulations and guidance listed in the reference section.
2. Complete the Web-based training module on allegations. To access the allegations training, select Training on the NRC internal Web site. Select Web-Based under Training Courses and select Allegations Training. Print the completion certificate at the end of the online allegations training as evidence that you have successfully completed the course. A regional or program office training activity with equivalent content may be substituted.
3. Review the applicable regional or office guidance for allegations.
4. Meet with the OAC and have him/her brief you on the allegation process and the OAC's role in the process.
5. Review two closed allegation case files (if possible, one should include an inspection effort) to:
 - a. Identify how incoming correspondence or information was determined to meet the definition of an allegation and how specific concerns were identified.
 - b. Review associated ARB documentation, particularly the determination of safety significance and the proposed action plan.

- c. Review the associated allegation closure memorandum or closure letter to understand the rationale and basis for allegation closure.
6. Discuss with your supervisor or OAC the options available to the NRC to follow-up on an allegation and the circumstance when each is appropriate.
7. Obtain the inspection results and/or licensee review information if a request for information (RFI) has been sent to the licensee. Discuss the precautions and limitations associated with RFIs with your supervisor or the OAC.
8. Attend two ARB meetings.
9. Working with your supervisor or OAC:
 - a. For a recently received (or simulated) allegation, complete the required documentation to present the concern at an ARB meeting. Include a discussion of safety significance and regulatory requirements/issues.
 - b. Discuss with your supervisor or OAC a proposed plan to resolve the recently received (or simulated) allegation.
 - c. Obtain the inspection and/or investigation results for a recently closed (or simulated) allegation; compare the results to the original concerns. Discuss with your supervisor or OAC how the inspection results addressed the concerns. Discuss whether the allegation concerns were substantiated and how you would respond to the allegor.
10. Meet with your supervisor or the OAC to discuss any questions that you may have as a result of this activity and to demonstrate that you can meet the evaluation criteria listed above.

DOCUMENTATION: Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-9.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-10) Inspector Objectivity, Protocol, and Professional Conduct

PURPOSE: The purpose of this activity is to acquaint you with the NRC's expectations of inspector conduct and protocol. Professionalism is essential to the agency's ability to fulfill its goals of protecting public health and safety. Inspector conduct is a vital component of NRC's credibility as an effective regulator. As a qualified inspector, you will often be representing the agency in interactions with licensee management and workers, local officials, media, and the public. This individual study activity will help you understand NRC procedures, policies, and expectations related to inspector conduct. This activity will also help you develop the professional conduct that you will need to be an effective NRC inspector.

COMPETENCY AREAS: INSPECTION
SELMANAGEMENT

REFERENCES:

1. NRC Inspection Manual Chapter (IMC) 0102, "Oversight and Objectivity of Inspectors and Examiners at Reactor Facilities"
2. MD 7.5, "Ethics Counseling and Training"
3. IMC 1201, "Conduct of Employees"
4. IMC 2800 Section 05.01.b.2
5. Regional or office guidance related to inspector/employee conduct.
6. Management Directive 8.17 "Licensee Complaints Against NRC Employees"
7. The Ethics page of OGC's Website

EVALUATION CRITERIA: Upon completion of the tasks in this activity, you will be asked to demonstrate your understanding of proper NRC inspector conduct during inspections at nuclear facilities by successfully addressing the following:

1. What are the expectations of NRC employees regarding:
 - a. alcohol and illegal drugs?
 - b. official business and personal relationships?

- c. business partnerships with licensees?
 - d. work habits and professional demeanor?
2. Describe the restrictions regarding the following specific employee activities which could result in a loss of impartiality (or the perception thereof):
 - a. accepting transportation from a licensee
 - b. attending social functions essentially limited to licensee and contractor attendance
 - c. coffee clubs, cafeterias, credit unions
 - d. property and neighborhood relationships
 - e. community activities
 - f. employment of spouse and children
 3. Explain the Office of Government Ethics standards of ethical conduct for the following areas as applicable to NRC inspectors:
 - a. gifts from outside sources
 - b. gifts between employees
 - c. conflicting financial interests
 - d. impartiality in performing official duties
 - e. seeking other employment
 - f. misuse of power
 - g. outside activities
 4. What are the actions expected to be performed by NRC personnel when they identify unsafe work practices or violations which could lead to an unsafe situation?
 5. What are the overall requirements used by NRC managers to verify the performance and objectivity of individual inspectors and team leaders during onsite activities at reactor facilities?
 6. How do NRC managers with responsibility for oversight of inspectors assess the performance and objectivity of those inspectors? Your

answer should include discussion of the specific areas that NRC management should focus on in assessing inspectors.

7. What are the expectations of inspector conduct in a reactor control room during normal, transient, and emergency conditions?
8. What are NRC employees supposed to do if they receive an allegation of improper action by an NRC staff member or contractor involved in inspection or other oversight activities?

TASKS:

1. Explore the information available on the Ethics page of OGC's Website particularly the information on the Ethics Advice and Articles tab. Find and read the Summary of Major Ethics Rules for NRC Employees (Ethics Articles) and Announcement 129 dated December 2009 (Ethics Yellow Announcements). Complete the New Employee Ethics Training under the Training tab. Be sure to print the completion record at the end of the online ethics course. This must be presented to your supervisor as evidence that you have completed the course.
2. Locate and review the material specifically listed in the reference section of this activity. Although the agency has a code for employee/inspector conduct, not all regions or offices have specific guidance in this area. You should closely review the guidance applicable to your position. Some of this guidance may be located in directives which describe the duties and responsibilities of specific positions (e.g., resident staff or project engineer guidance).
3. Meet with your regional counsel or other designated ethics expert and discuss applications of ethics to your role as an NRC employee. Demonstrate your understanding of the guidance by explaining the answers to the first three questions listed in the evaluation criteria section of this activity.
4. Meet with your supervisor, your regional counsel, or other designated ethics expert to discuss any questions you may have as a result of this activity. Discuss the items listed under the evaluation criteria section of this study activity with your supervisor.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-10.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-11) The Office of Investigations

PURPOSE: The purpose of this activity is to familiarize you with the Office of Investigations (OI). As a fully qualified inspector you may be assigned to work with OI by providing technical support. This individual study activity will help you understand the role of OI, how it functions, and what your responsibilities will be if you are assigned to assist OI during the conduct of an investigation.

COMPETENCY
AREAS: INSPECTION
REGULATORY FRAMEWORK

REFERENCES: 1. MD 9.8, "Organization and Functions, Office of Investigations"
2. Regional or OI Director
3. OI Web page on the NRC external Web site
4. NRC OI on internal NRC Web site

EVALUATION
CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the purpose and function of OI by successfully addressing the following:

1. State the function of OI.
2. Describe the organizational structure of OI.
3. Describe what your role would be in assisting OI.
4. Describe the authorities of an OI investigator.

TASKS: 1. Review MD 9.8
2. Study the OI Web page and associated organizational charts.
3. Meet with an experienced OI criminal investigator and discuss two materials/reactors cases investigated by OI, one substantiated and one not substantiated.
4. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCIUMENTATION: Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-11.

Decommissioning Inspector Individual Study Activity

TOPIC:	(ISA-12) Understanding How the Commission Operates
PURPOSE:	The NRC Commissioners establish the approach the NRC staff will use to address a particular need of agency importance. Examples include the Commission policy statement regarding NRC staff use of probabilistic risk analysis in the decision making process and resident inspector staffing requirements at power reactor facilities. Commission decisions can have a significant impact on the conduct of inspection activities and inspectors should be familiar with the direction-setting and policymaking activities of the Commission.
COMPETENCY AREA:	REGULATORY FRAMEWORK
REFERENCES: EVALUATION	NRC external Web sites
CRITERIA:	At the completion of this activity, you should be able to do the following: <ol style="list-style-type: none">1. Locate Commission-related documents on the internal and external agency Web sites.2. Discuss how the Commission uses staff requirements memoranda to direct the staff.
TASKS:	<ol style="list-style-type: none">1. Read about the Commission's direction-setting and policymaking activities under Policymaking.2. Read about the different kinds of decision documents issued by the Commission.3. Find and read Chairman Meserve's speech given on December 11, 2001, about NRC programs and processes for safety oversight.4. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.
DOCUMENTATION:	Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-12.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-13) NRC Interagency Agreements

PURPOSE: While conducting reactor inspection activities, inspectors may identify important issues that could adversely affect health and safety, but are not under the direct regulatory authority of the NRC. Examples include industrial safety items, such as loose asbestos insulation, and other issues, such as defective radioactive waste shipping trailers. Conversely, other Federal and State agencies may identify issues of concern to the NRC. To ensure that these items are addressed by the proper regulatory authority, the NRC has established agreements, called memoranda of understanding (MOUs), with other Federal and State agencies which outline how these issues should be addressed.

This activity will introduce you to the major interagency agreements that the NRC has entered into and familiarize you with the regional or office points of contact that have been established for other Federal and State agencies.

COMPETENCY
AREA:

REGULATORY FRAMEWORK

REFERENCES:

1. IMC 1007, "Interfacing Activities between Regional Offices of NRC and OSHA" (Note: Research and test reactor inspectors should use this guidance as applicable.)
2. Management Directive 5.2, "Cooperation with States at Commercial Nuclear Power Plants and Other Nuclear Production or Utilization Facilities"
3. Regional or office guidance (if applicable)

EVALUATION
CRITERIA:

At the completion of this activity, you should be able to do the following:

1. Locate the active MOUs used to coordinate between the NRC and other Federal or State agencies.
2. Explain, in general terms, how the NRC coordinates with State and other Federal agencies on matters that are not under the regulatory authority of the NRC.
3. Explain the actions required by an NRC inspector when he/she identifies an occupational health and safety issue at a reactor facility. Be able to state where the guidance for these actions is provided.

4. Explain how an inspector interacts with state and federal agencies, and with state inspectors who request to observe or participate in an NRC inspection.
5. Identify who, in your region or office, is the point of contact for coordinating NRC activities with the following Federal agencies:
 - a. Occupational Safety and Health Administration (OSHA)
 - b. Department of Transportation (DOT)
 - c. Federal Emergency Management Administration (FEMA)
 - d. Department of Energy (DOE)
 - e. Department of Defense (DOD)
 - f. State agencies

TASKS:

1. Identify where the current NRC MOUs are available in your region or office. You can find electronic versions of these documents on the NRC internal Web site under Enforcement.
2. Review the MOUs to develop a general understanding of the agreements between the NRC and OSHA, DOT, FEMA, and DOE. For regional inspectors, review any MOUs between the NRC and the States in your regions. Determine the major services or resources available to be coordinated with the NRC and these agencies.
3. Identify the designated liaison for those agencies and State agencies in your region or office.
4. Meet with your supervisor, an experienced inspector, or the above liaison representative to discuss two reactor facility issues that involved interface with other Federal or State agencies. Discuss how the agency addressed the issues in the context of the applicable NRC MOU and office guidance.
5. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-13.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-14) Interaction with the Public

PURPOSE: The purpose of this activity is to acquaint you with the expectations of NRC inspectors when dealing with members of the public. Responsiveness and openness are essential to the agency's ability to fulfill its goal of enhancing openness. As a qualified inspector, you will have many opportunities to interact with the public. This individual study activity will help you understand NRC procedures, policies, and available resources related to interaction with the public.

COMPETENCY
AREAS: COMMUNICATION
SELMANAGEMENT
REGULATORY FRAMEWORK

REFERENCES:

1. NUREG/BR-0215, "Public Involvement in the Nuclear Regulatory Process, "Revision 2"
2. NUREG/BR-0297, "NRC Public Meetings"
3. MD 3.4, "Release of Information to the Public"
4. MD 3.5, "Public Attendance at Certain Meetings Involving the NRC Staff"
5. MD 8.11, "Review Process for 10 CFR 2.206 Petitions"
6. NRC internal Web page, Communication and Public Meetings
7. Regional or office guidance related to interaction with the public (e.g., conduct of public meetings, response to inquiries from the public, release of information to the public)

EVALUATION
CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of proper interaction with the public by successfully addressing the following:

1. Describe the expectations of NRC employees regarding answering telephone calls that involve inquiries from a member of the public.
2. Name some resources available to you to assist you in responding to the following types of public inquiries:
 - a. general questions about NRC organization and functions
 - b. general questions about a technical topic such as radioactive particles

- c. questions about a licensed facility's performance or an NRC inspection
 - d. questions on a specific technical issue of current interest
3. Describe what is meant by "Plain Language." Identify where examples and guidance related to plain language can be found.
 4. Explain what a "2.206 petition" is. Describe how it is handled by the NRC.
 5. Describe how other public inquiries, including "nonallegations," are handled in your office.
 6. Describe what an NRC employee should do if he/she is requested to speak (on an NRC-related topic) at a meeting, such as the Lions Club or local chapter of the American Nuclear Society.
 7. Identify what types of NRC meetings are generally open to the public. List some that are not usually open to the public.
 8. Describe how members of the public can find out about NRC public meetings. Discuss the expectations on timeliness of meeting notices and summaries.
 9. Describe the restrictions regarding the release of information to the public, including specific types of information that are not to be released.

NOTE: You may request NUREG references used in this activity that cannot be found on the NRC external Web site from your Public Affairs

TASKS:

1. Review the information presented by the NRC Public Affairs Office on interactions with the public that can be found on the NRC internal and external Web sites. Review the information available on the external NRC Web site related to general topics of interest to the public, such as the public involvement, school programs, and technical information papers.
2. Visit the NRC Plain Language Action Plan on the internal Web site, including some of the links to resource materials.
3. Visit the Communication and Public Meetings page on the NRC internal Web site. Review the public meeting policy and checklist.

4. Locate and review the material specifically listed in the reference section of this activity. The NRR Project Manager's Handbook and NUREG/BR-0200, "Public Petition Process," may also be beneficial in understanding the processing of 2.206 petitions and a ticketed items."
5. Review the steps in the rulemaking process on the NRC external Web site under How We Regulate.
6. Identify, locate, and review your region's policy guidance on the staff's receipt and processing of inquiries from the general public. Meet with your PAO or supervisor and discuss the expectations of an inspector who receives an inquiry.
7. Meet with your supervisor and discuss what types of public interactions you are likely to encounter and ensure that you understand what you are to do. Discuss the items listed in the evaluation criteria section.

DOCUMENTATION: Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-14.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-15) Contacts with the Media

PURPOSE: The purpose of this activity is to provide you with an understanding of the importance of communicating with the public and media in an accurate, clear, and noncomplex manner within the limitations of agency guidance for the release of information to the public. Such communication supports one of the NRC's main objectives of increasing openness. This study activity will provide you information on the implementation of the guidance on contacts with the public and media.

COMPETENCY
AREAS: COMMUNICATION
SELMANAGEMENT

REFERENCES:

1. NUREG/BR-0202, "Guidelines for Interviews with the News Media"
2. MD 3.4, "Release of Information to the Public"
3. NUREG/BR-0224, "Guidelines for Conducting Public Meetings"
4. NUREG-1614, Vol 4, "Strategic Plan: Fiscal Years 2008 – 2013"
5. NUREG/BR-0308, "Effective Risk Communication"
6. Regional or office instructions establishing the policy and process for receipt of inquiries from the public/media.

EVALUATION
CRITERIA: Upon completion of this activity, you will be asked to demonstrate your understanding of the guidance on contacts with the media by successfully addressing the following:

1. Discuss the NRC goal of improving public confidence and how good communication with the media contributes to its achievement.
2. Identify the importance of communicating with the media in a manner to build trust.
3. Discuss the importance of agency goals, onsite inspection staff, the agency's safety focus, risk-informed policies, trustworthiness, and limitations on particular subject knowledge with regard to communicating with the media.

4. Discuss the importance of planning ahead and preparing well for communicating with the media.
5. Discuss the importance of controlling your speech, including what words not to use, not speculating, not guessing, not answering the “what if” questions, not giving your opinion or repeating any other person’s opinion, and not talking off the record.
6. Describe the policy and process for how to communicate to management any inquiries from or unplanned interactions with the news media and other members of the public.

NOTE: You may request any NUREG references used in this activity that cannot be found on the NRC external Web site from your PAO.

TASKS:

1. Meet with the regional Public Affairs Officer or someone from the Office of Public Affairs at Headquarters to discuss the guidelines for interviews with the news media.
2. Explore all aspects of the importance of appropriate, accurate, and clear communications with the public as found on the NRC Web site.
3. Review the agency guidance on how to communicate with the public/media.
4. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor’s signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-15.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-16) The Freedom of Information Act and the Privacy Act

PURPOSE: The purpose of this activity is to provide you with an understanding of how the NRC implements FOIA and the Privacy Act while guarding against the inadvertent and unauthorized release of information. While it is very important to communicate with the public, communication must be done within the limitations of agency guidance for the release of information to the public. This supports one of the NRC's main objectives of increasing openness. This study activity will provide you with information on the implementation of the guidance on responding to FOIA requests from the public.

COMPETENCY
AREAS:

COMMUNICATION
SELMANAGEMENT
REGULATORY FRAMEWORK

REFERENCES:

1. 10 CFR Part 9, "Public Records"
2. MD 3.1, "Freedom of Information Act"
3. MD 3.2, "Privacy Act"
4. MD 3.4, "Release of Information to the Public"
5. IMC 0620, "Inspection Documents and Records"
6. Regional or office instructions establishing the policy and procedure for processing FOIA requests for agency records

EVALUATION
CRITERIA:

Upon completion of this activity, you will be asked to demonstrate your understanding of the guidance associated with FOIA and the Privacy Act by successfully addressing the following:

1. Discuss the NRC goal of improving public confidence and how implementing the provisions of FOIA and the Privacy Act will contribute to achieving that goal.
2. Identify the completeness and timeliness requirements for responding to a FOIA request and discuss how important this responsiveness is in building public trust.
3. Discuss the following responsibilities when responding to a FOIA request:

- a. provide all records subject to the request in the agency's possession
 - b. identify other NRC offices that might have records subject to the FOIA request
 - c. screen the records before their release to ensure that withholdable information is properly marked before forwarding to Headquarters
 - d. support the decision to withhold information by providing the appropriate exemption and "foreseeable harm" statements
4. Identify the type of information that should be withheld from release when responding to a FOIA request, including proprietary, predecisional, and privacy information.
 5. Describe the legal limitations of what can be released to the public and what must be protected under the Privacy Act.
 6. Describe the policy and procedure for processing FOIA requests for agency records.
 7. Discuss the consequences associated with maintaining unnecessary copies of licensee documents.

TASKS:

1. Meet with the FOIA Coordinator to discuss the procedure for processing FOIA requests for agency records.
2. Explore the information made available to the public on the NRC Web site and within ADAMS.
3. Review the agency guidance on how to implement FOIA without releasing predecisional information and other information covered under the Privacy Act.
4. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-16.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-17) Entrance and Exit Meetings

PURPOSE: Effective communication is critical for overall agency success. For NRC inspectors, the inspection entrance and exit meetings are the primary opportunities to communicate issues with licensees. Besides communicating effectively, inspectors, as Government officials, have additional requirements to follow during entrance and exit meetings to ensure that proprietary data and safeguarded information are not disclosed and that information is shared with the public when appropriate. To ensure that issues are discussed in accordance with NRC requirements, the agency has established communication standards that outline how entrance and exit meetings are to be conducted. The purpose of this activity is to introduce you to the standards for conducting NRC entrance and exit meetings and to allow you to demonstrate an ability to conduct an entrance and exit meeting.

COMPETENCY
AREAS: COMMUNICATION
TEAMWORK
INSPECTION

REFERENCES:

1. IMC 2561, "Decommissioning Power Reactor Inspection Program"
2. IMC 2602, "Decommissioning Oversight and Inspection Program for Fuel Cycle Facilities and Materials Licensees"
3. IMC 2800, "Materials Inspection Program"
4. IMC 0610, "Nuclear Material Safety and Safeguards Inspection Reports"
5. IMC 0620, "Inspection Documents and Records"
6. Regional or office guidance (if applicable)

EVALUATION
CRITERIA: At the completion of this activity, you should be able to do the following:

1. Locate the various guidance for conducting NRC entrance and exit meetings.
2. Successfully conduct an entrance and exit meeting in accordance with NRC guidance.

TASKS:

1. Locate and read the guidance for conducting NRC entrance and exit meetings contained in the applicable IMC and regional or office instructions.
2. Observe at least one entrance and exit meeting. If possible, observe meetings that have been conducted for a wide range of inspection activities in a variety of locations, such as a public exit meeting.
3. Review an inspection report that was recently completed and conduct a “mock” entrance and exit meeting of the inspection report findings in the presence of your supervisor or a fully qualified inspector designated by your supervisor.
4. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor’s signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-17.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-18) Documenting Inspection Findings

PURPOSE: NRC inspection reports serve many important functions. In addition to serving as a vehicle to communicate inspection findings to a licensee, inspection reports form part of the historical record of NRC activities at a reactor site. To that end, it is vital for inspection reports to clearly document the results of inspection activities conducted. To assist inspectors in the preparation of inspection reports, the NRC has developed several guidance documents that outline what information should be documented in an inspection report and how that information should be presented. The purpose of this activity is to introduce you to the standards for preparing NRC inspection reports and to allow you to demonstrate an understanding of the applicable inspection report documentation requirements.

COMPETENCY
AREAS:

INSPECTION
SELMANAGEMENT
COMMUNICATION
TEAMWORK
ASSESSMENT AND ENFORCEMENT

REFERENCES:

1. IMC 0610, "Nuclear Material Safety and Safeguards Inspection Reports"
2. Enforcement Policy
3. Enforcement Manual
4. IMC 0620, "Inspection Documents and Records"
5. "Plain Language Initiative" Web site, which references NUREG-1379 for editorial style guidance, the directives from the President of the United States, and other related documents
6. <http://www.internal.nrc.gov/NRC/PLAIN/index.html>
7. Regional or office guidance (as applicable)

EVALUATION
CRITERIA:

At the completion of this activity, you should be able to do the following:

1. Locate various guidance for preparing NRC inspection reports.
2. Verify that an inspection report was written in accordance with the applicable NRC guidance.

3. Explain the threshold for documenting licensee- and NRC-identified issues in NRC inspection reports.
4. Define inspection working files and indicate what should be captured in ADAMS, ultimately destroyed, or referenced in the inspection report.

TASKS:

1. Locate and read the various guidance for documenting inspection findings. The necessary information will be contained in NRC manual chapters and regional or office instructions.
2. Locate and read the various guidance for documenting violations. The necessary information will be contained in NRC manual chapters and regional or office instructions.
3. Select recently completed inspection reports prepared in your region or office that contain: 1) an NRC-identified finding, 2) an NRC-identified violation, and 3) a licensee-identified violation. Compare the inspection report format and content to the report preparation guidance contained in IMC 0610 and to any applicable regional or office guidance. Through review of the guidance, as well as conversations with the report author, verify that the report was prepared in accordance with the requisite report preparation guidance.
4. Meet with your supervisor or the person designated to be your resource for this activity and discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-18.

Decommissioning Inspector Individual Study Activity

TOPIC: (ISA-19) Fitness-for-Duty Rule

PURPOSE: The purpose of this activity is to provide you with an understanding of the Fitness-for-Duty Rule (FFD). Nuclear power plants and certain other NRC licensees are required to have FFD programs which include drug and alcohol testing procedures and other measures to assure that the licensee staff are capable of operating the facilities safely.

Research and test reactors are not subject to 10 CFR Part 26, "Fitness for Duty Programs," but according to 10 CFR 55.53(j) each licensed operator is required to meet FFD performance standards and according to 10 CFR 55.53(k), each licensed operator "...shall participate in any drug and alcohol testing program that may be established for that non-power facility."

COMPETENCY
AREAS:

INSPECTION
SELMANAGEMENT

REFERENCES:

1. Enforcement Manual, Chapter 7.15, "Enforcement Actions Involving Fitness-For-Duty (FFD)" (research and test reactors [non-power reactors] are subject to this enforcement guidance only if there has been a program for drug and alcohol testing established for that non-power reactor.)
2. 10 CFR Part 26, "Fitness for Duty Programs"
3. SECY 00-0022, "Rulemaking Plan, "Decrease in the Scope of Random Fitness-for-Duty Testing Requirements for Nuclear Power Reactor Licensees," for Amendments to 10 CFR Part 26"
4. NUREG-1912, "Summary and Analysis of Public Comments Received on Proposed Revisions to 10 CFR Part 26 – Fitness for Duty Programs" Section 4.2, "Performance Objectives" and Section 4.4.3, "Procedures"

EVALUATION
CRITERIA:

Upon completion of this activity, you will be asked to demonstrate your understanding of the NRC's FFD rule by successfully addressing the following:

1. State the purpose of the NRC's FFD rule and which licensees are required to meet this rule.

2. Explain why the FFD rule (10 CFR Part 26) is not considered an “unwarranted” invasion of privacy and how licensees implement the requirements.
3. Discuss the enforcement policy related to violations of the FFD rule.
4. Answer the following questions related to FFD. To whom does the FFD rule apply? Can a licensee deny access to an NRC inspector that they suspect has been drinking? If not, what can the licensee do about it? What are the reporting requirements associated with FFD violations committed by licensed operators, supervisory personnel, and maintenance technicians?

TASKS:

1. On the NRC’s external Web site, use the search function to find information on “fitness for duty.”
2. Read the information on the history of the NRC’s Fitness for Duty Program.
3. Explore all aspects of the FFD rule and drug testing program guidance provided on the NRC Web site.
4. Meet with your supervisor or the person designated to be your resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION:

Obtain your supervisor’s signature in the line item for Decommissioning Inspector Signature Cards and Certification Item ISA-19.

Decommissioning Inspector On-the-Job Activities

The Appendix F on-the-job training (OJT) activities require you to perform inspection accompaniments, as assigned by your immediate supervisor, under the supervision of qualified inspectors. Typically you will be expected to assist the qualified inspector on the first inspections and then gradually take on more of the responsibility for the inspection until you are leading the inspection. Like the ISAs, each OJT activity tells you why the activity is important and what you are expected to complete successfully during the activity. The OJT activities do not specify that a particular number of inspection accompaniments need to be completed before the immediate supervisor considers you to be competent because numbers of completions don't always reflect competency. This is something only your immediate supervisor, assisted by the qualified inspector and reviewer working with you, can determine.

As you complete inspections you should complete the Inspection Form located at the end of this Appendix and ask the qualified inspector working with you to provide her or his comments. This form will be used to track your progress as an inspector. When your immediate supervisor concludes you are competent to inspect a specific program code or group of program codes on your own, she or he will request that you be given interim qualification for the work you have demonstrated yourself to be competent. Interim qualification is approved by division management. Eventually, your immediate supervisor will determine you are ready to demonstrate your full competency at an oral qualification board.

Your immediate supervisor has the authority to waive any of the OJT activities by completing Form 1: Decommissioning Inspector Equivalency Justification, found at the end of this qualification journal.

The following general guidance applies as you complete the various on-the-job activities:

- ✓ Complete all assigned parts of each activity.
- ✓ Your immediate supervisor, a qualified inspector, or a qualified license reviewer will act as a resource as you complete each activity. Discuss any questions you may have about how a task must be done or how the guidance is to be applied.
- ✓ You are responsible for keeping track of the tasks you have completed. Be sure that you have completed all aspects of an OJT activity before you meet with your immediate supervisor, qualified inspector, or qualified license reviewer for evaluation.

Decommissioning Inspector On-the-Job Activity

TOPIC: (OJT-1) Inspection Accompaniments at Complex Materials Facilities

PURPOSE: The purpose of this activity is to familiarize you with inspection tasks commonly performed by an inspector; acquaint you with the different types of facilities that may undergo decommissioning; and provide the opportunity to observe how inspectors use licensing documents to identify appropriate activities for inspection. This OJT will prepare you to independently plan and conduct decommissioning inspections, as defined in the applicable IMC.

COMPETENCY
AREAS: INSPECTION
COMMUNICATION
TEAMWORK
SELMANAGEMENT

REFERENCES:

1. Licensee's radioactive materials license documents (especially, recent license amendments that have approved Decommissioning Plans).
2. IMC 0111 "Region I Monitoring Activities for the DOE West Valley Demonstration Project," (as applicable)
3. IMC 2602 "Decommissioning Oversight and Inspection Program for Fuel Cycle Facilities and Materials Licensees"
4. IMC 2800 "Materials Inspection Program"
5. IMC 2801 "Uranium Mill 11e.(2) Byproduct Material Disposal Site and Facility Inspection Program"

EVALUATION
CRITERIA: Upon completion of this activity, you should be able to do the following:

1. Understand the inspection process.
2. Describe the contents and purpose of the site-specific inspection plan.
3. Describe how the inspector used the reference documents to conduct the inspection.
4. Describe the activities accomplished by the staff during the inspection(s) and their purpose.

- a. entrance meeting
 - b. management briefing and exit pre-briefing of licensee management
 - c. exit meeting
5. Discuss how the inspection will be documented.

TASKS: 1. Participate in an inspection planning call to the licensee as appropriate.

- 1. Participate in developing the inspection-specific plan.
- 2. Assist in the inspection preparation activities (i.e., collect background information as necessary; identify any follow-up that may be required from previous inspections, or allegations; identify any site-specific access requirements).
- 3. Review the following documents to understand how they provide background information, current issues, and areas for emphasis and support for the inspection effort you plan to accomplish:
 - a. previous inspection reports
 - b. appropriate licensee documents
 - c. applicable inspection procedures
 - d. other applicable documents (e.g., regulatory guidance documents, enforcement/allegation history)
- 4. Observe and participate in an entrance meeting.
- 5. During a planned inspection, perform the following tasks:
 - a. observe implementation of inspection procedures
 - b. observe interviews and discussion with facility personnel
 - c. observe facility work activities
 - d. review documentation and records
 - e. discuss inspection results with the lead inspector
- 6. Observe and participate in a briefing to NRC management.
- 7. Observe and participate in an exit pre-briefing of licensee management.
- 8. Observe and participate in an exit meeting.
- 9. Perform the following tasks in an inspection:
 - a. draft a portion of the inspection-specific plan
 - b. conduct activities described in Task 6 above, as appropriate

- c. conduct a portion of the following:
 - i. entrance meeting
 - ii. briefing of NRC management
 - iii. pre-briefing of licensee management
 - iv. exit meeting
- 10. Assist the inspector in developing the inspection documentation in accordance with the applicable IMC.
- 11. Meet with your supervisor or the person designated to be the resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION: Complete the Inspection Accompaniment Form for each inspection accompaniment you perform and obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item OJT-1.

Decommissioning Inspector On-the-Job Activity – Reactor Decommissioning

TOPIC: (OJT-2,) Inspection Accompaniments at Reactor Facilities

PURPOSE: The purpose of this activity is to familiarize you with inspection tasks commonly performed by an inspector; acquaint you with the different types of reactors that may undergo decommissioning along with the different phases of reactor decommissioning; and provide the opportunity to observe how inspectors use licensing documents and review licensee activities to identify appropriate activities for inspection. This OJT will prepare you to independently plan and conduct reactor decommissioning inspections, as defined in the applicable IMC.

COMPETENCY
AREAS: INSPECTION
COMMUNICATION
TEAMWORK
SELMANAGEMENT

LEVEL OF
EFFORT: Note: The objective of this activity is to make sure that you have experienced the full range of inspection activities. The time needed to complete the tasks will depend on the type of reactor, which phase of decommissioning the facility is in, and what decommissioning activities the licensee is performing.

REFERENCES:

1. Licensing documents including license, technical specifications (TS), and final safety analysis report (FSAR) (especially, recent license amendments that have approved Decommissioning Plans and changes to the TS and FSAR).
2. IMC 2561 “Decommissioning Power Reactor Inspection Program” and associated IPs listed in Appendices A and B of IMC 2561.
3. IMC 2545 “Research and Test Reactor Inspection Program”
4. IP 69013 “Research and Test Reactor Decommissioning”
5. IMC 0610 “Nuclear Material Safety and Safeguards Inspection Reports”
6. IMC 0615 “Research and Test Reactor Inspection Reports”
7. Previous inspection reports
8. Regulatory guidance documents as applicable.

9. Applicable CFRs for the activities to be inspected.
10. Recent Enforcement/Allegation history (~2 years)

**EVALUATION
CRITERIA:**

Upon completion of this activity, you should be able to do the following:

1. Understand the inspection process.
2. Describe the contents and purpose of the site-specific inspection plan.
3. Describe how the inspector used the reference documents to conduct the inspection.
4. Describe how the inspector determined what licensee activities would be inspected.
5. Describe the activities accomplished by the staff during the inspection(s) and their purpose.
 - a. entrance meeting
 - b. management briefing and exit pre-briefing of licensee management
 - c. exit meeting
6. Discuss how the inspection will be documented.

TASKS:

1. Participate in an inspection planning call to the licensee as appropriate.
2. Participate in developing the inspection-specific plan.
3. Assist in the inspection preparation activities (i.e., send document request to the licensee, collect background information as necessary; identify any follow-up that may be required from previous inspections, or allegations; identify any site-specific access requirements).
4. Review the following documents to understand how they provide background information, current issues, and areas for emphasis and support for the inspection effort you plan to accomplish:

- a. previous inspection reports
 - b. appropriate licensee documents
 - c. applicable inspection procedures
 - d. other applicable documents (e.g., regulatory guidance documents, enforcement/allegation history)
5. Observe and participate in an entrance meeting.
 6. During a planned inspection, perform the following tasks:
 - a. observe implementation of inspection procedures
 - b. observe interviews and discussion with facility personnel
 - c. observe facility work activities
 - d. review documentation and records
 - e. discuss inspection results with the lead inspector
 7. Observe and participate in a briefing to NRC management.
 8. Observe and participate in an exit pre-briefing of licensee management.
 9. Observe and participate in an exit meeting.
 10. Perform the following tasks in an inspection:
 - a. draft a portion of the inspection-specific plan
 - b. conduct activities described in Task 6 above, as appropriate
 - c. conduct a portion of the following:
 - i. entrance meeting
 - ii. briefing of NRC management
 - iii. pre-briefing of licensee management
 - iv. exit meeting
 11. Assist the inspector in developing the inspection documentation in accordance with the applicable IMC.
 12. Meet with your supervisor or the person designated to be the resource for this activity to discuss the items listed in the evaluation criteria section.

DOCUMENTATION: You should obtain your immediate supervisor's or designee's signature on Items OJT-2.

Decommissioning Inspector On-the-Job Activity

TOPIC: (OJT-3) Documenting Inspection Issues

PURPOSE: The purpose of this activity is to give guidance on content, format, and style for inspection reports. The objectives of this activity are to ensure that inspection reports (1) clearly communicate significant inspection results to licensees, NRC staff, and the public, (2) provide a basis for significance determination and enforcement action, and (3) present information associated with significant inspection issues in a manner that will be useful to NRC management in developing longer-term, broad assessments of licensee performance.

COMPETENCY
AREAS:

FUNDAMENTAL PLANT DESIGN AND OPERATION
INSPECTION
COMMUNICATION
TEAMWORK
ASSESSMENT AND ENFORCEMENT

REFERENCES:

1. IMC 0330, "Guidance for NRC Review of Licensee Draft Documents"
2. IMC 0610, "Nuclear Material Safety and Safeguards Inspection Reports"
3. IMC 0620, "Inspection Documents and Records"
4. Enforcement Policy (refer to the NRC Web site)
5. Enforcement Manual, Appendix E, "Minor Violation Examples"

EVALUATION
CRITERIA:

Upon completion of this activity, you will be asked to demonstrate your understanding of documenting inspection findings by successfully addressing the following:

1. Discuss the thresholds for determining what issues should be documented in an inspection report.
2. Describe the relationship between an issue of concern, and a performance deficiency.
3. Given a violation of regulatory requirements and the enforcement policy and guidance, write an inspection report input for the violation.

4. Describe how to process an inspection issue using IMC0610 and the enforcement policy.
5. Describe how traditional enforcement (TE) violations are processed.
6. Discuss how to write an inspection report input.
7. Discuss how to write a violation. Contrast the differences in documenting a non-cited violation and an apparent violation.
8. Contrast the difference between documenting inspector-identified and licensee-identified violations (format, threshold, tracking, etc.)

TASKS:

1. Use IMC 0610 and the enforcement policy, to determine whether an identified issue is above the threshold for documentation.
2. Use IMC 0610 and other available guidance, to draft an inspection report input.
3. Given a violation of regulatory requirements and the enforcement policy and guidance, write the analysis and enforcement sections for a finding, a violation, and a non-cited violation.
4. Use IMC 0330 and IMC 0620 to describe how to determine the documents that must be included as attachments to an inspection report for the agency record.

DOCUMENTATION:

Obtain your supervisor's signature in the line item for Decommissioning Inspector Signature Cards and Certification Item OJT-3.

Decommissioning Inspector Signature Cards and Certification

Decommissioning Inspector's Name: _____	Employee Initials/Date	Immediate Supervisor's Signature/Date
A. <u>Required (R) and Specialized (S) Training (title and course number)</u>		
Training: Conducting Inspections (G-105) (R)		
Training: Inspection Procedures (G-108) (R)		
Training: Root Cause/Incident Investigation Workshop (G-205) (R)		
Training: Gathering Information for Inspectors through Interviews (Course 135) (R)		
Training: Effective Communication for NRC Inspectors (Course 100) (R)		
Training: Site Access Training (H-100) (R)		
Training: MARSSIM: Multi-Agency Radiation Survey and Site Investigation Manual Course (H-121) (R)		
Training: Transportation of Radioactive Materials Course (H-308) (R)		
Training: Environmental Monitoring for Radioactivity Course (H-111) (R)		
Training: Health Physics Technology (H-201) (R)		
B. <u>Individual Study Activities</u>		
ISA-1 History and Organization of the U.S. Nuclear Regulatory Commission		
ISA-2 Code of Federal Regulations		
ISA-3 Generic Communications		
ISA-4 NRC Inspection Manual Chapters (IMC)		
ISA-5 Open, Collaborative Working Environment & Ways to Raise Differing Views		
ISA-6 Review of significant events at facilities being decommissioned		
ISA-7 The NRC Response to an Emergency at a Nuclear Facility		
ISA-8 The Enforcement Program		
ISA-9 Allegations		

Decommissioning Inspector's Name: _____	Employee Initials/Date	Immediate Supervisor's Signature/Date
ISA-10 Inspector Objectivity, Protocol, and Professional Conduct		
ISA-11 The Office of Investigations		
ISA-12 Understanding How the Commission Operates		
ISA-13 NRC Interagency Agreements		
ISA-14 Interaction with the Public		
ISA-15 Contacts with the Media		
ISA-16 The Freedom of Information Action and the Privacy Act		
ISA-17 Entrance and Exit Meetings		
ISA-18 Documenting Inspection Findings		
ISA-19 Fitness-for-duty Rule		
<u>C. On-the-Job Training Activities</u>		
OJT-1 Inspection Accompaniments at Complex Materials Facilities		
OJT-2 Inspection Accompaniments at Reactor Facilities		
OJT-3 Documenting Inspection Issues		

This signature card and certification must be accompanied by the appropriate Form 1, Decommissioning Inspector Equivalency Justification, if applicable.

Decommissioning Inspector Certification

(name)

has successfully completed all of the requirements
to be certified as a

DECOMMISSIONING INSPECTOR

Immediate Supervisor Signature: _____ Date: _____

Form 1: Decommissioning Inspector Equivalency Justification

Decommissioning Inspector's Name: _____	Identify equivalent training and experience for which the decommissioning inspector is to be given credit.
A. <u>Required (R) and Specialized (S) Training (title and course number)</u>	
Training: Conducting Inspections (G-105) (R)	
Training: Inspection Procedures (G-108) (R)	
Training: Root Cause/Incident Investigation Workshop (G-205) (R)	
Training: Gathering Information for Inspectors through Interviews (Course 135) (R)	
Training: Effective Communication for NRC Inspectors (Course 100) (R)	
Training: Site Access Training (H-100) (R)	
Training: MARSSIM: Multi-Agency Radiation Survey and Site Investigation Manual Course (H-121) (R)	
Training: Transportation of Radioactive Materials Course (H-308) (R)	
Training: Environmental Monitoring for Radioactivity Course (H-111) (R)	
Training: Health Physics Technology (H-201) (R)	
Training: Respiratory Protection (H-311) (S)	
Training: Visual Sample Plan (H-500) (S)	
Training: Characterization and Planning for Decommissioning (H-115) (S)	
Training: MARSAME: Multi-Agency Radiation Survey and Assessment of Materials and Equipment (H-120) (S)	
Training: RESRAD Training Workshop (H-410) (S)	
Training: Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination (C-1026-webbase) (S)	
B. <u>Individual Study Activities</u>	
ISA-1 History and Organization of the U.S. Nuclear Regulatory Commission	
ISA-2 Code of Federal Regulations	

Decommissioning Inspector's Name: _____	Identify equivalent training and experience for which the decommissioning inspector is to be given credit.
ISA-3 Generic Communications	
ISA-4 NRC Inspection Manual Chapters (IMC)	
ISA-5 Open, Collaborative Working Environment & Ways to Raise Differing Views	
ISA-6 Review of significant events at facilities being decommissioned	
ISA-7 The NRC Response to an Emergency at a Nuclear Facility	
ISA-8 The Enforcement Program	
ISA-9 Allegations	
ISA-10 Inspector Objectivity, Protocol, and Professional Conduct	
ISA-11 The Office of Investigations	
ISA-12 Understanding How the Commission Operates	
ISA-13 NRC Interagency Agreements	
ISA-14 Interaction with the public	
ISA-15 Contacts with the media	
ISA-16 The Freedom of Information Action and the Privacy Act	
ISA-17 Entrance and Exit Meetings	
ISA-18 Documenting Inspection Findings	
ISA-19 Fitness-for-duty Rule	

Decommissioning Inspector's Name: _____	Identify equivalent training and experience for which the decommissioning inspector is to be given credit.
C. <u>On-the-Job Training Activities</u>	
OJT-1 Inspection Accompaniments at Complex Materials Facilities	
OJT-2 Inspection Accompaniments at Reactor Facilities	
OJT-3 Documenting Inspection Issues	

Immediate Supervisor's Recommendation: Signature/Date _____

Division Director's Approval Signature/Date _____

INSPECTION COMPLETION FORM

Qualification Card #:

Licensee Name:

License No.:

Docket No.:

Program Code(s):

Inspection Type:	Initial	Routine	Special	Pre-Licensing
			Security	non-security

Inspection Date:

Program Scope:

Findings:

Candidate Inspector Signature:

Qualified Inspector Signature:

COMMENTS:

Issue Date: 10/07/16

Attachment 1: Revision History Table

Revision History Table for IMC 1248, Appendix F

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment and Feedback Resolution Accession Number (Pre-Decisional, Non-Public)
N/A	ML112351143 10/26/11 CN 11-022	Revision history sheet added. Combined Appendix A9 with Appendix B9 and renamed as IMC 1246 Appendix E4. Added "training requirements" section from Appendix A9.	N/A	ML112351154
N/A	ML12240A163 04/19/13 CN 13-011	IMC 1248 Appendix F was created to replace IMC 1246 Appendix E4 and remove FSME activities from NMSS qualification journal IMC 1246. The qualification was originally published on January 5, 2001. No changes were made to the training requirements or qualification journal since they were published on January 5, 2001.	N/A	N/A
N/A	ML15266A113 10/07/16 CN 16-026	IMC 1248, Appendix F was updated per IMC 0040 and to capture Decommissioning Inspection activities. This is a major revision.	N/A	ML15266A115