INSPECTION MANUAL CHAPTER 0611 EXHIBIT 4

INSPECTION REPORT COVER LETTER TEMPLATES

Master MS Word file cover letter templates can be accessed, copied, and modified for your specific application using the hyperlinks below.

Package of Cover Letter Templates: ML16117A462
ROP Inspection Report Cover Letter: ML16117A475
ROP Security Inspection Report Cover Letter: ML16117A487

The formatting and language used within the templates are based on various agency guidance documents, including the Enforcement Manual Appendix B, Office of the Executive Director for Operations (OEDO) Procedure 3.57, Management Directive 12.6, and the Nuclear Regulatory Commission (NRC) Style Guide (NUREG-1379). The cover letters shown in the templates were deemed to be an acceptable way to achieve compliance with the requirements and expectations within these documents when issued. The cover letters generated from RPS-Inspections are based off these templates.

The template updates will be approved by NRR/DIRS/IRIB branch chief in consolation with NRR/DIRS/IRAB, NSIR/DSO/SOSB, OE/EB, OGC, and regional stakeholders when appropriate. Version control will be accomplished by updating the MS Word templates in ADAMS and informing stakeholders. After ADAMS is updated the changes will be forwarded to the Generic Communications Branch for inclusion into the Reactor Program Systems (RPS) - Inspections module. Inspectors are not expected to immediately update cover letters being drafted or auto generated to match the new template, unless otherwise directed. However, going forward new cover letters generated without the aid of RPS-Inspections should use the updated template.

OEDO Procedure 0357, "Correspondence Management" (ML16173A109) provides additional information on the proper development of correspondences.

Enforcement Manual Appendix B, "Standard Formats for Enforcement Packages" provides additional enforcement related sample cover letters. In particular, there may be instances where sample guidance may need to be taken from these templates and Enforcement Manual Appendix B to generate an appropriate cover letter. The text in the Enforcement Manual should be considered the principle source of enforcement-related guidance.

ADAMS Desk Reference Guide Chapter 9 (ML051110390) should be referenced by administrative staff placing documents into Agencywide Documents Access and Management System (ADAMS). Scanned copies of reports must not be placed in ADAMS since they are not searchable.

Management Directive 12.6, "NRC Sensitive Unclassified Information Security Program" provides additional information on document marking and control. Cover letters shall be marked for the highest level of controlled information in the inspection report. Decontrolled security inspection report cover letters which are made publicly available should have their document

control markings lined out (i.e., "~~OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION~~").

Within the templates themselves:

Italic Text provides amplifying guidance. This text should either be modified or deleted in the final cover letter.

[] – Indicates the need to provide information specific to your circumstance

{} – Indicates the title or directions related to a section of text

<div align="center">END</div>

Attachment 1 – Revision History for IMC 0611 Exhibit 4

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML031610680 06/20/03 CN 03-021	Initial issuance of Exhibit 4, "Sample Cover Letters."	No N/A	N/A
N/A	ML052700296 09/30/05 CN 05-028	Exhibit 4 was revised to provide additional guidance on how to document different types of inspections (AIT, special or supplemental); information stating the non-availability of security inspections to the public was added.	No N/A	N/A
N/A	ML061780436 06/29/06 CN 06-016	Exhibit 4 was revised to add an example of security inspection report cover letter. This addition incorporates new guidance from the Commission on the type and nature of information which can be conveyed to the public in a cover letter associated with security inspections. Revision history reviewed for the last 4 years.	No N/A	ML061790193
N/A	ML070720198 09/20/07 CN 07-029	Exhibit 4 is revised to add more guidance regarding inclusion of cross-cutting issues in security inspection report cover letters.	No N/A	ML071560246
N/A	ML083500066 02/02/09 CN 09-004	Incorporate changes for Security Related cover letter per feedback form 0612-1229 and update for recent change to IMC 0612 guidance.	No N/A	N/A
N/A	ML090630780 05/15/09 CN 09-013	A 30-day written response period for cross-cutting aspect disagreements was added (see IMC 305, Section 13.01a). A new section for the force on force was added to the security cover letter.	No N/A	N/A

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML102520221 10/28/11 CN 11-024	Complete rewrite no red line. Enhanced for improved usability. Added preliminary white, yellow, red, and greater than green example cover letter (FF 0612Exh4-1350), Added reference to Enforcement Manual Appendix B for traditional enforcement examples (FF 0612Exh4-1452). Revised wording for disputing cross cutting aspects. Added references to MD 3.57 and the ADAMS Desk Reference Guide. Revised Reactive, Supplemental (Added wording to cover letter related to holding open or closing a performance issue in the Action Matrix.), and Problem Identification and Resolution portions of the cover letters. Revised Security cover letters to remove reference to type of supplemental and reactive inspections performed (FF 0612Exh4-1452) and to address template problems (FF 0612Exh4-1551).	No N/A	ML111880173
N/A	ML12003A089 07/10/12 CN 12-014	Updated Security Inspection Report Cover Letter Template to remove redundant wording (FF 0612Exh4-1732).	No N/A	ML12137A183
N/A	ML13009A185 09/13/13 CN 13-021	Incorporated plain writing enhancements and revised supplemental inspection template to include a more complete chronology of the performance issue and Action Matrix response.	No N/A	ML13226A155 0612Exh4-1860 ML13255A118

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML13337A583 07/26/16 CN 16-018	Added apparent violation wording to pending significance section. Revised problem identification and resolution section. Revised 2.390 wording for plain writing and terminology changes. Made additional changes to enhance plain writing. Added wording to supplemental inspection section for issuing an interim report when inspection objectives are not met. Revised to support prompt information collection in support SDP streamlining. Revised cross-cutting aspect wording in security cover letter to correct introduced error.	No N/A	ML14342A477 0612Exh4-1936, ML16203A023 0612Exh4-1937, ML14024A145 0612Exh4-1938 ML14024A186
	ML17129A591 10/09/19 CN 19-033	Updated to reflect the splitting IMC 0612 into IMC 0611 for documentation and IMC 0612 for issue screening. Going forward template version control will not be reflected specially in this document.	N/A	ML18189A337 ML18189A339 0612Exh4- 2254 ML19187A128