

October 24, 2000

ALL AGREEMENT STATES  
MINNESOTA, PENNSYLVANIA, WISCONSIN

**TRAINING COURSE INFORMATION: ACCEPTANCE TO THE INSPECTING FOR  
PERFORMANCE COURSE (G-304) (STP-00-078)**

Enclosure 1 is the list of students from the States selected to attend the December 5-7, 2000, Inspecting for Performance Course (G-304). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program who is on the list. States with students attending this course have agreed to pay travel expenses, and, where designated, the tuition. To cover the tuition expense, each State should submit a purchase order or equivalent document, payable to the U.S. Nuclear Regulatory Commission, to the following address:

U.S. Nuclear Regulatory Commission  
Office of the Chief Financial Officer  
Attn: Leah P. Tremper  
Mail Stop - T9E10  
Washington, DC 20555

The U.S. NRC will, in turn, issue you a bill (invoice). If for any reason your attendee is unable to attend, please submit to us a written purchase order, or equivalent, to cancel, prior to the starting date of the course. Course attendees should be encouraged to make travel and lodging arrangements as soon as possible.

To assist us and other States, and to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you, we ask that you inform us of any cancellations 30 days prior to the course starting date.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton INTERNET: [BGU@NRC.GOV](mailto:BGU@NRC.GOV)  
TELEPHONE: 301-415-2348 FAX: 301-415-3502

**/RA/**

Frederick C. Combs, Deputy Director  
Office of State and Tribal Programs

Enclosures:  
As stated

STP-00-078

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October 24, 2000

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INSPECTING FOR PERFORMANCE COURSE (G-304)  
 DECEMBER 5-7, 2000  
 ALBUQUERQUE, NEW MEXICO

STATE	PARTICIPANTS(S)	PAYING TUITION/ SPACE AVAILABLE
<b>Georgia</b> Radioactive Materials Program Department of Natural Resources 4244 International Parkway, Suite 114 Atlanta, GA 30354	1. Douglas Watson	1. Paying Tuition
<b>KANSAS</b> Radiation Control Program Kansas Department of Health & Environment Bureau of Air & Radiation Forbes Field, Building 283 Topeka, KS 66620	1. James Johnson	1. Paying Tuition
<b>NEW MEXICO</b> Bureau of Hazardous & Radioactive Materials Water and Waste Management Division Department of Environment 2044 Galisteo Road, P.O. Box 26110 Santa Fe, NM 87502	1. Margaret Roybal 2. Jerrie Moore 3. Walter Medina	1. Paying Tuition 2. Paying Tuition 3. Paying Tuition
<b>NORTH CAROLINA</b> Division of Radiation Protection Dept of Environment & Natural Resources 3825 Barrett Drive Raleigh, NC 27609-7221	1. George Accattato 2. James Albright	1. Space Available 2. Space Available
<b>OHIO</b> Bureau of Radiation Protection Ohio Department of Health P. O. Box 118 Columbus, OH 43266-0118	1. Michael Snee 2. Doug Cosner	1. Space Available 2. Space Available
<b>TEXAS - TNRCC</b> UIC and Radioactive Waste Section Texas Natural Resource Conservation Commission P.O. Box 13087, MC 131 Austin, TX 78711-3087	1. Muhammadi Abbaszaden	1. Paying Tuition
<b>UTAH</b> Division of Radiation Control Department of Environmental Quality 168 North 1950 West, P.O. Box 144850 Salt Lake City, UT 84114-4850	1. John Hultquist	1. Space Available
<b>Wisconsin</b> Radiation Protection Section Division of Public Health Department of Health and Family Services P.O. Box 2659 Madison, WI 53701-2659	1. Jason Hunt 2. Paul Caleb	1. Paying Tuition 2. Paying Tuition

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course (G-304) "Inspecting for Performance." This course is scheduled to be presented December 5-7, 2000, at the Wyndham Hotel Albuquerque at the International Airport (the Albuquerque Airport).

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 4:00 p.m. each day except for Thursday, December 7, 2000, when the class is scheduled to end at 12:00 noon. Enclosure 3 is a course outline.

**LODGING AND TRAVEL:** You should plan to arrive on Monday, December 4, 2000, and depart on Thursday, December 7, 2000. Participants must make their own lodging arrangements. The Wyndham hotel will honor a rate of \$65.00 for a single or \$85.00 for a double. The contact at the hotel is Mary Ellen and she can be reached at 505-244-8524 with any questions. Reservations can be made by calling 505-843-7000 and mentioning the Inspecting for Performance Group #INS1204. The hotel is located at the airport and free shuttle transportation from the airport and local transportation up to two miles from the hotel is provided by the hotel.

## Inspection for Performance-Materials Version Course Outline

The following major and sub-topics during the 2.5 day course. Four workshops are used to develop skills and techniques based on actual inspection experiences in the field. The course is completed with an examination.

### Inspection Concepts:

- Describe the attributes of performance based inspection
- Identify and prioritize licensee activities that impact performance
- Describe the purposes and benefits of a performance based approach to inspection

### Inspection Techniques:

- Construct a performance based inspection plan
- Describe the process to conduct a performance based inspection
- Describe how programmatic evaluation is part of performance based inspection
- Identify the performance based attributes of inspection reports

### Workshop Exercises:

- Using the scenarios assigned develop a plan for the inspection
- Deliver a presentation of your results to the class

### Course Review:

- Inspection Structure
- Planning the Inspection
- Performing the Inspection
- Evaluate Results
- Report Results

### Written Exam