

March 14, 2003

Mr. Jared Thompson, Program Leader
Radioactive Materials Program
Radiation Control & Emergency Management
Arkansas Department of Health
4815 West Markham Street, Slot 30
Little Rock, AR 72205-3867

Dear Mr. Thompson:

As you are aware, we have requested that Ms. Cathey Bradley of your staff participate on the upcoming Integrated Materials Performance Evaluation Program (IMPEP) review of the North Dakota Agreement State program. Ms. Bradley has been assigned as the lead reviewer for the common performance indicator, Response to Incidents and Allegations. The on-site portion of the IMPEP review of the North Dakota program is scheduled for April 22-25, 2003. I appreciate your supporting Ms. Bradley's participation on this review team.

Participation on IMPEP review teams gives Agreement State staff exposure to other regulatory programs and allows interaction with individuals from several aspects of the National Materials Program. Past team members have remarked that the exposure and exchange of ideas involved with the process is informative and educational.

Enclosed are the Travel Instructions for State IMPEP Team Members. Please note that NRC will reimburse for all expenses. If you or Ms. Bradley have any general questions regarding the IMPEP process or specific questions regarding the North Dakota IMPEP review, please contact me at (301) 415-2589.

Sincerely,

/RA/

Lance J. Rakovan
IMPEP Project Manager
Office of State and Tribal Programs

Enclosure:
As stated

cc: Cathey Bradley, AR

Jared Thompson

Distribution:

DIR RF

RVirgilio

(SP08)

PDR (YES_√__ NO__)

BUsilton

Arkansas File

IMPEP File

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NAME	LJRakovan:gd							
DATE	3/14/03							

**TRAVEL INSTRUCTIONS FOR STATE IMPEP TEAM MEMBERS
ON-SITE REVIEW**

COORDINATION: Information regarding times, lodging and location of the IMPEP review that you are scheduled to participate should be obtained from your IMPEP team leader. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC three weeks prior to your travel.

TRAVEL: Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-5006; normal business hours are 8:00 a.m. - 5:00 p.m. If you do not choose electronic tickets, tickets will be mailed to you about a week before the review. Travel by car will be reimbursed at a rate of 36¢ per mile, not to exceed the minimum airfare.

EXPENSES: State participants in IMPEP reviews will be reimbursed for expenses in accordance with Federal travel regulations. A voucher with travel instructions will be provided to you. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC.

Any questions about, or changes in, travel should be directed to Ms. Brenda Usilton at (301) 415-2348. Any questions on the IMPEP review should be made to your team leader for that review or Lance Rakovan at (301) 415-2589.

**- TRAVEL INFORMATION -
IMPEP STATE TEAM MEMBER
ON-SITE IMPEP REVIEW**

NAME: _____

STATE: _____

BUSINESS ADDRESS: _____

WORK PHONE NUMBER: _____

SS#: _____ - _____

IMPEP REVIEW FOR: _____

REVIEW DATES: _____

TRAVEL DATES: _____

DEPARTURE CITY (AIRPORT): _____

DATE OF DEPARTURE: _____

Please note anything unusual and provide reason: _____

DATE OF RETURN: _____

Please note anything unusual and provide reason: _____

COST OF AIRFARE (from Carlson Travel): _____

Flight Number (e.g., UA 210) _____

Arrival Time (4:23 p.m. July 9) _____

IF YOU ARE DRIVING, INDICATE ROUNDTRIP MILES: _____

LODGING ARRANGEMENTS MADE: (YES) ____ (NO) ____

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502 by 5 pm (EDT) a minimum of 3 weeks prior to the review.