

November 1, 2006

Mr. Robert L. Gallagher  
Radiation Control Program  
Department of Public Health  
529 Main Street, Suite 1M2A  
Charlestown, MA 02129

Dear Mr. Gallagher:

As the Integrated Materials Performance Evaluation Program (IMPEP) Project Manager, I would like to cordially invite you to participate as the Agreement State instructor at the upcoming IMPEP Team Member Training. Every year, the U.S. Nuclear Regulatory Commission (NRC) hosts the IMPEP Team Member Training at its Headquarters facility. This Fiscal Year's training is scheduled for January 23-24, 2007, and will be held at the NRC's new Professional Development Center in Bethesda, Maryland. The training is expected to last the whole day on January 23, 2007 and only half the day on January 24, 2007. I will send you a copy of the training agenda once it is finalized.

NRC conducts periodic reviews of Agreement State programs to ensure that public health and safety are adequately protected from the potential hazards associated with the use of radioactive materials and that Agreement State programs are compatible with NRC's program. The process, titled IMPEP, employs a team of NRC and Agreement State staff to assess both Agreement State and NRC Regional Office radioactive materials programs. Every year for the IMPEP Team Member Training, an experienced IMPEP team member from an Agreement State is invited to participate as a guest instructor. Because of your knowledge and familiarity with IMPEP, you would be able to provide a valuable Agreement State perspective on IMPEP to this year's attendees.

The NRC will cover the cost of travel for you to Bethesda, Maryland, in accordance with Federal travel regulations. I have enclosed the travel instructions for invitees to this year's training. If you have any questions regarding this correspondence, please contact me at (301) 415-1277.

Thank you for your continued support of IMPEP.

Sincerely,

**/RA/**

Aaron T. McCraw  
IMPEP Project Manager  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosure:  
As stated

R. L. Gallagher

November 1, 2006

Distribution: DCD (SP05) PDR (YES)

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**SUNSI Review Complete**

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## TRAVEL INSTRUCTIONS FOR IMPEP TEAM MEMBER TRAINING

### 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 Eastern time. Three airports service the Washington DC Metro area. They are Washington Regan National Airport (DCA), Baltimore-Washington International Airport (BWI) and Dulles International Airport (IAD). **Please be sure to ask Carlson to check all three local airports for the lowest airfare from your departure city.** We are required to use the lowest airfare to bring you to Washington DC. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. If you prefer a paper ticket, Carlson will mail you the plane ticket approximately one week before the first day of your travels. Travel by personal car will be reimbursed at a rate of 44.5¢ per mile, not to exceed the minimum airfare.

### GROUND TRANSPORTATION:

Two shuttle services for all three DC area airports are Super Shuttle (1-800-BLUE-VAN) and Airport Shuttle (1-800-517-5288). If you are flying into Reagan National Airport, you may take the BLUE LINE Metro (Train) to the Metro Center Station or the YELLOW LINE to the Gallery Place/Chinatown Station, then transfer to the RED LINE in the direction of the Shady Grove Station. The NRC's Professional Development Center is located several blocks from the Bethesda Metro Station (information for the Metro is available at <http://www.wmata.com/>). If you are flying into Baltimore-Washington Airport, please contact Brenda Usilton at (301) 415-2348 or Aaron McCraw at (301) 415-1277 for further ground transportation information.

### EXPENSES:

State participants will be reimbursed for expenses in accordance with Federal travel regulations. A voucher with travel instructions will be provided to you at the training. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC. The lodging per diem for the Washington Metro area varies depending on the time of year. From October 1 - December 31, the rate is \$166 per night. From January 1 - May 31, the rate is \$187 per night. From June 1 - August 31, the rate is \$145 per night, and from September 1 - September 30, the rate is \$166 per night. The meal and incidental per diem is \$64.00 per day year round.

**LODGING:**

You are requested to make your own hotel reservations. Below is a list of hotels in the area or along the Metro's Red Line. The NRC's Professional Development Center (PDC) is located on Wisconsin Ave. in Bethesda, Maryland, near the Bethesda Metro Station (Red Line).

Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234 *Near Bethesda Metro Station	Residence Inn 7335 Wisconsin Ave. Bethesda, MD (301) 718-0200 1-800-331-3131 *Across from Bethesda Metro Station
Bethesda North Marriott Hotel 5701 Marinelli Rd. Rockville, Maryland (301) 984-0004 1-800-859-8003 *Across from the NRC Headquarters	Embassy Suites at Chevy Chase Pavilion 4300 Military Rd., NW Washington, DC (202) 362-9300 1-800-362-2779 *One Metro Stop from NRC's PDC
Ramada Inn 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775 *Four Metro Stops from NRC's PDC	Double Tree Hotel 1750 Rockville Pike Rockville, MD (301) 468-1100 1-800-222-8733 *Four Metro Stops from NRC's PDC

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348.

**- TRAVEL INFORMATION -  
IMPEP TEAM MEMBER TRAINING**

**NAME:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**SS#:** \_\_\_\_\_ - \_\_\_\_\_

**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:** \_\_\_\_\_

Please fax this information to Brenda Usilton at (301) 415-3502.