



## **Federal and State Materials and Environmental Management Programs (FSME) Procedure Approval**

### ***Training Criteria For Agreement State Personnel***

**SA-600**

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Issue Date: December 21, 2007

Expiration Date: December 21, 2010

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#### ***NOTE***

***This procedure was formerly issued by the Office of State and Tribal Programs (STP). Any changes to the procedure will be the responsibility of the Federal and State Materials and Environmental Management Programs (FSME) Procedure Contact as of October 1, 2006. Copies of this procedure will be available through NRC's web site.***



**Procedure Title:**  
*Training for Agreement State Personnel*  
**Procedure Number: SA-600**

**Page: 1 of 5**

**Issue Date:**  
**12/21/07**

**I. INTRODUCTION**

This procedure describes the process to be used by the **Office of Federal and State Materials and Environmental Management Programs, Division of Material Safety and State Agreements (FSME/DMSSA)** staff for handling the U.S. Nuclear Regulatory Commission (NRC) sponsored training of Agreement State (AS)-personnel. **The term Agreement State as used in the training program and this document means the current Agreement States and any State whose Governor has submitted a letter of intent to become an Agreement State.**

**II. OBJECTIVE**

To provide guidance to FSME staff regarding the timely development and issuance of the annual training schedule, the proper handling of applications, **travel authorizations and vouchers, and ~~and billing information,~~** coordination with the **Technical Training Division (~~TTD~~) Human Resources Training and Development (HRTD)** staff of the **Office of Human Resources (HR)**, and after-course notification of **Agreement State** student performance.

**III. BACKGROUND**

In 1995, the **former Office of State and Tribal Programs (STP)** training program was merged with the **training program conducted by HRTD~~TTD~~**. Since that time, **STP, now FSME/DMSSA**, staff have cooperated with **the ~~TTD~~HRTD** in the selection of course contractors, the development of course content, the selection of candidates, the critique of contractor performance, and the performance of Agreement State personnel. **The Commission discontinued the funding of Agreement State staff training effective in 1997. In September 2007, the Commission approved the resumption of fully funding the training and associated travel costs for Agreement State staff to attend NRC-sponsored training in FY 2008 . The resumption of full funding is intended to help States enhance their programs' performance and foster national consistency among State and NRC inspectors and license reviewers.**

#### IV. ROLES AND RESPONSIBILITIES

##### Office of Federal and State Materials and Environmental Management Programs/Division of Materials Safety and State Agreements

- A. The FSME/DMSSA Training Coordinator is responsible for the development and issuance of the annual training schedule. The training schedule will be posted to the FSME external homepage web site.
- B. The FSME/DMSSA Training Coordinator is responsible for the receipt and retention of applications from Agreement States, maintaining folders for each course, the selection of candidates, and the notification of the selected candidates to the Agreement State Program Director, the HRTD Technical Training Support Assistant ~~TTD course coordinator~~, and the secretarial staff responsible for preparing travel authorizations and processing travel vouchers ~~Fee Branch billing contact regarding candidate acceptance~~. The training coordinator also keeps a final log of all students attending each course. This information will be used to determine how many Agreement State students NRC trains ~~in~~ each particular course for a particular fiscal year.
- C. The FSME/DMSSA Training Coordinator is responsible for receiving course applications and for notifying the Agreement State Program Directors regarding the results of each attendee's performance upon completion of the course.
- D. The FSME/DMSSA Training Coordinator will be responsible for updating the FSME home page when (training courses that did not have dates) have been scheduled or changed. The FSME/DMSSA training coordinator will send out a notice on FSME announcements.

##### Office of Human Resources (HR)

HRTD is responsible for contracting, scheduling, and conducting the materials training program used by NRC and Agreement State staff. The respective roles and specific activities will be documented in a working agreement between HRTD and FSME/DMSSA.

##### Agreement States

- A. Agreement States are responsible for timely submittal of the training application form(s), attending courses once they are selected, and timely filing of the travel voucher upon completion of training (within two weeks).
- B. Each Agreement State agency is responsible for designating a training coordinator for its respective State agency. The State training coordinator is responsible for coordination within the State and timely communications with the FSME/DMSSA Training Coordinator.

## V. GUIDANCE

- A. FSME/DMSSA will issue a list of courses, annually, that are part of the training offered for Agreement State personnel to be qualified to implement a materials licensing or inspection program. The issuance will include ~~information on the tuition cost for each course and an~~ a training application form. ~~that includes information on whether the State will be paying the tuition or intends to attend on a space available basis.~~ The Agreement State must prioritize their candidates for each course for which they are submitting more than one candidate. The individual State prioritization should be based on the critical nature of the training to the program. If, at a later date, the Agreement State submits additional candidates, they should update their priority list for the courses involved. State staff may apply at any time, but applications received after eight weeks before the start date of a course may not be considered for that course, ~~if the selection process has already been completed.~~ Late applications will be placed in the appropriate order for a standby list in the event that someone cancels from the course. Agreement States should immediately notify the FSME/DMSSA Training Coordinator when a candidate with a pending application is no longer available to attend a specific training course.
- B. When applications are received by FSME/DMSSA, the secretarial staff will give them to the FSME/DMSSA training coordinator. ~~An e-mail will be sent by the training coordinator to TTD as applications are received. Each application will be entered into the Register by TTD.~~ The FSME/DMSSA Training Coordinator will compile a list of candidates for each course. At approximately eight weeks prior to the course start date, the ~~TTD~~HRTD Course Director will consult with the FSME/DMSSA training coordinator and make a decision, based on both NRC and Agreement State ~~AS~~ applications, whether a course will be held.
- C. The FSME/DMSSA training coordinator will be in regular contact with the ~~TTD course coordinator~~HRTD Technical Training Support Assistant so that the

distribution of space in the class will be equitable for NRC and the paying Agreement State students. When there are more NRC and paying Agreement State students than the class can accommodate, the Agreement State students will be selected based on the criteria in paragraph D below taken on a first come first in basis. The FSME/DMSSA training coordinator will send the names of the paying Agreement State AS students to the TTD registrar/HRTD Technical Training Support Assistant so that they will be logged in/enrolled and a place reserved in the course for them.

- D. ~~The FSME training coordinator will also send an e-mail with names of space available students. At approximately eight weeks the training coordinator will determine if any space available students will be able to attend.~~

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Agreement State candidates should have education and training equivalent to an undergraduate degree with a major in science, and employment by a State agency that has been designated to conduct the State's regulatory program for radiation control or provide a support role to the radiation control program. By signing the application form, the program director is stating that the employee meets this criterion and should be successful in the course.

The FSME/DMSSA Training Coordinator will select the Agreement State AS candidates based on the following priorities:

1. ~~Applicants that have indicated that their State will pay the tuition will be selected first.~~ First Priority: Each State will have an opportunity to enroll one person, depending on qualifications, in a subject course before a second person from another State is considered. In a given year, the number of positions in the course for a given subject area may not be able to accommodate a person from each Agreement State. Therefore, the selection for these courses would be made based on the program needs as reflected in the prioritization list and the reason for the training (first priority because the program does not have this expertise at this time and the program has licensees in this category).
2. Second Priority: A second person from a State will be based on a pre-determination that the particular training need for that individual is critical for the State to carry out its program. The criteria would be: the State is on heightened oversight for staffing and training with identified training deficiencies in accordance with a documented training/qualification plan; the State has submitted a letter of intent and they have identified the

training needs for them to qualify for an Agreement through a documented training/qualification plan; and other significant State training deficiencies that have been submitted, evaluated and approved in advance of submitting the training application. Applicants that are attending on a space available basis will be selected second. The priority for selecting space available candidates will generally be handled on a "first come first serve" basis with consideration of evenly distributing such slots in cases where multiple applicants are submitted by one State, or when special needs are known.

3. **Third Priority:** States with significant staff turnover will be considered for additional positions in training courses. This criterion might be qualitative in that a loss of one staff member may not be significant for one State (a large State); however, for a small State this could be a fifty percent staff loss. In addition, the large State could develop a backlog in training needs based on strictly a percentage approach; therefore, the larger States would need to be considered for additional positions to maintain a sufficient number of trained staff. Applicants traveling solely or in part at NRC expense will be selected last.
  4. **Fourth Priority:** The staff that are expanding their knowledge beyond their current responsibilities (cross-training) and refresher training would be considered in this group.
- E. The FSME/DMSSA training coordinator will prepare a final acceptance letter to the States. The letter will contain the the list of students and a travel information form. The travel information form needs to be returned to NRC within a week to allow timely processing of the travel authorization. information on payment for courses with tuition.
- F. Upon completion of a course, ~~FTD~~the HRTD Technical Training Support Assistant will send FSME/DMSSA a list of the actual students that attended the course.
- G. The training coordinator will send a reminder to all list of paying students Agreement State attendees should submit their travel vouchers to the FSME/DMSSA Travel Clerk, within two weeks of course completion. The instructions and forms are included in FSME Procedure AD-500, Invitational Travel Authorization and Vouchers. to the Fee Branch after the class has ended. The training coordinator, when notified by OCFO through their accounting report,

~~will follow-up on any outstanding State payments that are overdue by more than 30 days.~~

- H. Upon receipt of the course grades from **the HRTD Technical Training Support Assistant**~~TTD~~, the **FSME/DMSSA** Training Coordinator will prepare a letter to the appropriate **Agreement State**~~AS~~ radiation control program directors informing them of the performance of their staff. ~~As appropriate, a course certificate or notice regarding AS personnel who did not pass the final examination will be attached to the letter.~~

## **VI. APPENDICES**

Appendix A - Sample All Agreement States Letter

Attachment 1- Annual Training Course Schedule

Attachment 2- Sample Form- Application For Training Course/Workshop

Appendix B - Sample All Agreement States Letter - Course Acceptance

Attachment 1- List of Course Participants

Attachment 2- Instructions to Course Participants

Appendix C - Sample After-Course Transmittal Letters to Radiation Control Program Director

# APPENDIX A

## Sample All Agreement States Letter

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, PENNSYLVANIA, VIRGINIA

### TRAINING COURSE LIST FOR FISCAL YEAR 2008 (FSME-08- )

The U.S. Nuclear Regulatory Commission (NRC) staff has updated the list of courses for Fiscal Year 2008 that directly relate to the Agreement State programs (Enclosure 1).

The NRC has approved a change in policy and will begin funding, about January 1, 2008, Agreement State staff training and associated travel to attend the current courses offered through the NRC training program for materials licensing and inspection staff. The restoration of this funding will enhance the national consistency in the implementation of the materials licensing and inspection programs by NRC and the Agreement States. The States will still need to provide certain training to their staff not covered by NRC's current training program (5-week health physics, radiological emergency response, x-ray courses, mammography, etc.).

We have also enclosed the standard application form (Enclosure 2). We added a new line on the application for identifying if you are a U.S. citizen. Please make sure you check the box to let us know. This is very important due to the security at some of the training facilities. Please complete the application form\* for each person attending a course and submit it to the Office of Federal and State Materials and Environmental Management Programs, Division of Materials Safety and State Agreements (FSME/DMSSA), ATTN: Brenda Usilton. Applications may be submitted at any time; however, applications should be received by FSME/DMSSA at least eight (8) weeks prior to the beginning of the course. If you have more than one application from your State, you will need to prioritize them. It is not guaranteed that all students from one State will get into any one given course. FSME Procedure SA-600 presents the process for processing the training applications including the priorities for selecting students. Applications received after the eight week deadline will not be considered under the criteria for processing unless there is a cancellation by one of the students selected or the class was not full.

The complete list of all technical training courses can be viewed on the FSME external web site under Technical Training. If there is a "TBD" listed beside a course that means no date has been established. As dates for these courses are established, we will post them under the "What's New" area on the above web site. Changes to technical training courses will also be made on the individual course descriptions and schedules.

\* This information request has been approved by OMB 31 50-0029, expiration 08/31/2010. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-1 0202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

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  
TELEPHONE:                    (301) 415-2348    FAX:                    (301) 415-3502

Janet R. Schlueter, Director  
Division of Materials Safety & State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Enclosures:  
As stated

**LIST OF NRC SPONSORED TRAINING COURSE SESSIONS FOR FISCAL YEAR 2008**

<b>Course</b>	<b>Title</b>	<b>Dates</b>	<b>Location</b>	<b>Cost/ Student</b>	<b>Mobile?</b>	<b>Max</b>
G-108	Inspection Procedures	4/14-18/08 9/22-26/08	Carson City, NV^ Chattanooga, TN		Y	24
G-109	Licensing Procedures	3/3-7/08 9/15-19/08	Carson City, NV^ Chattanooga, TN		Y	24
G-205	Root Cause Workshop	03/3-7/08 5/19-23/08 07/14-18/08 09/15-19/08	Bethesda, MD Chattanooga, TN Chattanooga, TN Bethesda, MD		Y	15
G-304	Inspecting for Performance - Materials Version	04/1-3/08 08/21-23/08	Chattanooga, TN Chattanooga, TN		Y	24
H-111	Environmental Monitoring	6/9-13/08	Oak Ridge, TN		N	24
H-117	Introductory Health Physics	7/7-11/08	Bethesda, MD		Y	24
H-119	Air Sampling	6/2-6/08	Oak Ridge, TN		N	24
H-121	MARSSIM	4/29-5/1/08	Bethesda, MD		Y	24
H-122	Basic Health Physics	Note 1	Oak Ridge, TN	N/A	N	24
H-201	Health Physics Technology	8/11-22/08 10/27-11/7/08	Chattanooga, TN Chattanooga, TN		N	12
H-304	Nuclear Medicine	TBD	Houston, TX		N	
H-305	Industrial Radiography	12/10-14/2007	St. Rose, LA	\$740	N	24
H-308	Transportation of RAM	10/22-26/07 06/16-20/08	Chattanooga, TN Portland, OR^	\$1,033	Y	24
H-313	Brachytherapy & Gamma Knife	TBD	Houston, TX Houston, TX		N	16
H-314	Well Logging	11/10-14/08	Houston, TX		N	20
H-315	Irradiator Technology	5/12-16/08 9/29-10/3/08	Montreal, Canada Montreal, Canada		N	10
H-410	RESRAD	01/08-11/08	Bethesda, MD		Y*	24

^ NOTE - host organization has priority for registering students

\* NOTE - course requires a computer lab with at least 12 computer work stations

TBD - To Be Determined - New contract to be awarded or dates/location not yet established.

NOTE 1 - Due to NRC budget cuts, this course is currently not funded for FY08.:

Priority \_\_\_\_\_

APPLICATION FOR TRAINING COURSE/WORKSHOP  
(Please Type)

Date: \_\_\_\_\_

A. To be completed by Applicant

1. Title of Course/Workshop: \_\_\_\_\_ Dates: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

3. U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

4. E-Mail Address: \_\_\_\_\_

5. Business Address:

\_\_\_\_\_  
\_\_\_\_\_

Business Telephone No: \_\_\_\_\_

Business FAX Telephone No.: \_\_\_\_\_

6. Applicant's Current Title: \_\_\_\_\_

Description of current duties: \_\_\_\_\_

\_\_\_\_\_

7. List any previous training in health physics.

\_\_\_\_\_  
\_\_\_\_\_

B. To be completed by the State Radiation Control Program Director

1. Please provide a brief statement indicating why you want this individual to attend this course.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please prioritize the applications if you have more than one being submitted. (Indicate the reason for the training: initial qualification, cross-training, refresher training, other)

\_\_\_\_\_  
Signature of Radiation Control  
Program Director

The completed application should be sent to:

Brenda Usilton  
Mail Stop T-8E24  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555

or FAXED to DMSSA/FSME: 301-415-3502  
or E-mail to [BGU@NRC.GOV](mailto:BGU@NRC.GOV)

## APPENDIX B

### SAMPLE ALL AGREEMENT STATES LETTER - COURSE ACCEPTANCE

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, PENNSYLVANIA, VIRGINIA

#### ACCEPTANCE TO THE TRAINING (H- ) FSME-08-

Enclosure 1 is the list of students from the States selected to attend the [Date of Course], [Title of Course] Training (H- ). Please provide the list of students (Enclosure 1) and the Instructions to Students (Enclosure 2) to each individual from your program who is on the list. Enclosed for your information are directions to the training location (Enclosure 3) and a tentative schedule for the course (Enclosure 4). Students attending this course should make their travel arrangements immediately and then submit the travel information needed for NRC to issue their travel authorization. (See invitational travel information in FSME Procedure AD-500 at: <http://nrc-stp.ornl.gov/procedures/ad500.pdf> )

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 or as soon as you are aware that you cannot attend.

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

Janet R. Schlueter, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Enclosures:  
As stated

**Enclosure 1 - LIST OF COURSE PARTICIPANTS**

**INSTRUCTIONS TO COURSE COORDINATOR:**

- 1. Add Course Title and Dates: \_\_\_\_\_**
- 2. List students in alphabetical order or provide list to Lead Secretary for Training to complete.**
- 3. List only those States with participants. DELETE ALL OTHERS NOT NEEDED.**

STATE	PARTICIPANT(S)
<b>ALABAMA</b>  Office of Radiation Control Alabama Department of Public Health 201 Monroe Street, P.O. Box 303017 Montgomery, AL 36130-3017	1 2 3
<b>ARKANSAS</b>  Division of Health Department of Health & Human Services 4815 West Markham Street, Slot 30 Little Rock, AR 72205-3867	1 2 3
<b>ARIZONA</b>  Arizona Radiation Regulatory Agency 4814 South 40th Street Phoenix, AZ 85040	1 2 3
<b>CALIFORNIA</b>  Radiologic Health Branch Division of Food, Drug & Radiation Safety California Department of Health Services P.O. Box 997414,MS-7610 Sacramento, CA 94234-7320	1 2 3
<b>COLORADO</b>  Radiation Program Department of Public Health & Environment 4300 Cherry Creek Drive South Denver, CO 80246-1530	1 2 3
<b>FLORIDA</b>  Bureau of Radiation Control Department of Health 4052 Bald Cypress Way, BIN C21 Tallahassee, FL 32399-1741	1 2 3
<b>GEORGIA</b>  Radioactive Materials Program Department of Natural Resources 4220 International Parkway, Suite 100 Atlanta, GA 30354	1 2 3
<b>etc.</b>	

## **Enclosure 2**

### **INSTRUCTIONS TO STUDENTS**

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the training course (H- ) “ .” This course is scheduled to be presented [Month, Day, Year], at the training location in City, State, Street Address, City, State, ZIP. The phone number is .

**COURSE:** The course will be conducted beginning on Monday at 8:30 a.m. till 4:00 p.m. and 8:00 a.m. till 4:00 p.m. each day thereafter. The workshop is scheduled to be completed on Friday. A tentative course agenda is attached (Enclosure 4).

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, and depart on Friday. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotels. The NRC authorization will be limited to the Federal lodging rate. If traveling by air, you need to contact Carlson Travel at 301-415-5006 for airline reservations and ticketing. Please complete the invitational travel authorization request as described in FSME Procedure AD-500, “Invitational Travel Authorization and Voucher.” Directions from the Airport to the training location are attached as Enclosure (3). A list of hotels in the area of the training location will be included in this attachment.

Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending training.

Additional Information may be added for specific courses and locations such as restaurants and local transportation assistance.

Enclosures 3 and 4

These Enclosures are specific to the course and location and will be provided on a course specific basis.

# APPENDIX C

## Sample Successful Completion Letter

Mr. Program Manager, Director  
Division of Radiation Control  
Department of Health  
1234 Anywhere Street  
City, State 12345

Dear Mr. (Program Manager):

This is to inform you that the following members of your staff have successfully completed the following course and received the following grades on their exams:

Safety Aspects of Industrial Radiography (H-305)  
Rose, LA - Month, Day, Year

Staff Member A - 84  
Staff Member B - 90

Please provide this information to each of your staff members and pass on our congratulations.

Sincerely,

Robert J Lewis, Deputy Director  
Division of Material Safety and  
State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Enclosures:  
Exams (if available)

Note: If grades are listed on the letter, the letter is non-publicly available.

## **APPENDIX C (CONTINUED)**

### **Sample Unsuccessful Completion Letter**

Mr. Program Manager, Director  
Division of Radiation Control  
Department of Health  
1234 Anywhere Street  
City, State 12345

Dear Mr. (Program Manager)

Enclosed is the exam for a member of your staff who attended the following course:

Inspection Procedures Course (G-108)  
Pittsburgh, Pennsylvania - Month, Day, Year

The course examination results indicate that the individual did not meet the minimum standard for successful completion of the course, which is a grade of 70%. The U.S. Nuclear Regulatory Commission (NRC) policy on successful completion of NRC training for Agreement States was sent to you by letter dated November 20, 1996 (SP-96-118). For your information, NRC does not consider its staff qualified until, at a minimum, the exams for required courses are successfully completed. Non-qualified NRC staff are not permitted to conduct independent inspections and license reviews in areas where they have not successfully completed the minimum training requirements.

You should consider recommending additional study of the course material or additional training for the individual. When the individual is prepared to take a re-examination, please contact the person designated in SP-96-118. You, or another manager in your program, should oversee administration of the examination to the individual. The individual may re-take the course, if space is available. We have not notified the individual of his course results and request that you discuss the results with the individual and his options for successful completion.

If you need additional information, please contact me at 301-415-8722 or Brenda G. Usilton at 301-415-2348.

Sincerely,

Robert J. Lewis, Deputy Director  
Division of Material Safety and  
State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Enclosure:  
Course Exam