March 19, 2008

Mr. Michael N. Stephens
Bureau of Radiation Control
Department of Health
4052 Bald Cypress Way, Bin C21
Tallahassee, Florida 32399-4266

Dear Mr. Stephens:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Kentucky Agreement State Program. In my capacity as the Team Leader for the Kentucky IMPEP review, I have assigned you as the lead reviewer for the performance indicators, Technical Quality of Licensing Actions and Sealed Source and Device Evaluation Program. To participate on this review team, you will be required to travel to Frankfort, Kentucky, for the on-site portion of this review. The on-site portion of the IMPEP review of the Kentucky Agreement State Program is scheduled for July 27-August 1, 2008.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. The NRC will pay for your travel and per diem expenses for the IMPEP review in accordance with Federal travel regulations. If you have any general questions regarding the IMPEP process, please contact Aaron McCraw at (301) 415-1277 or ATM@NRC.GOV. Specific questions regarding the Kentucky IMPEP review should be directed to me at (301) 415-2320 or KXS@NRC.GOV.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/
Kathleen N. Schneider
Senior Project Manager
State Agreements and Industrial Safety Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Travel Instructions to Agreement State
IMPEP Team Members

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Senior Project Manager
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Enclosure:
Travel Instructions to Agreement State
IMPEP Team Members

Distribution: DCD (SP05)
DMSSA RF
KLukes, FSME/DMSSA
BUsilton, FSME/DMSSA

ML080780407

OFFICE	FSME/DMSSA							
NAME	KSchneider:kk							
DATE	3/19/08							

OFFICIAL RECORD COPY

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

COORDINATION:
Information regarding times, lodging, and location of the IMPEP review that you are scheduled to participate in should be obtained from your team leader. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC at least 3 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 Eastern time. If you do not choose electronic tickets, tickets will be mailed to you approximately one week before the first day of travel. Travel by car will be reimbursed at a rate of 50.5¢ 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 Aaron McCraw at (301) 415-1277.

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

NAME: _____

STATE: _____

HOME ADDRESS: _____

_____

WORK ADDRESS: _____

_____

_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SS# (required): _____ - _____ - _____

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 ROUND TRIP MILES: _____

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.