December 5, 2008

Mr. Charles McCracken, Supervisor
LLRW, Decommissioning, Radon, IC
Bureau of Radiation Protection
Ohio Department of Health
246 North High Street
Columbus, OH 43215

Dear Mr. McCracken:

As the Integrated Materials Performance Evaluation Program (IMPEP) Project Manager, I would like to cordially invite you to attend the upcoming IMPEP Team Member Training. Every year, the U.S. Nuclear Regulatory Commission (NRC) offers the IMPEP Team Member Training to interested State radiation control program employees. The Fiscal Year 2009 training will be held in Orlando, Florida, and is scheduled for February 10-11, 2009. The training is expected to last the whole day on February 10, 2009, and only half the day on February 11, 2009. You will be required to travel on February 9, 2009, to facilitate an 8:30 a.m. start on February 10, 2009. A copy of the agenda for the IMPEP Team Member Training is enclosed.

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.

Also enclosed are the Travel Instructions for IMPEP Team Member Training. NRC will fund your travel and per diem expenses to attend the IMPEP Team Member Training Course in accordance with federal travel regulations. If you have any questions regarding the training, please contact me at (301) 415-1277.

Thank you for your support of IMPEP.

Sincerely,

/RA/

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

Enclosures:
1) Agenda for IMPEP Team Member Training
2) Travel Instructions for IMPEP Team Member Training

C. McCracken

Distribution: DCD (SP07)
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OFFICE	FSME/DMSSA							
NAME	ATMcCraw:km							
DATE	12/ 05 /08							

OFFICIAL RECORD COPY

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Tuesday, February 10, 2009

8:30-8:40 a.m.	WELCOMING ADDRESS
8:40-9:00 a.m.	INTRODUCTIONS AND ORIENTATION - Introduction of participants and instructors, administrative information, agenda and training manual walk-through, and discussion of session objectives.
9:00-9:30 a.m.	WHAT IS IMPEP? - Kathleen Schneider. Introduction to the performance indicators, recommendations, good practices, ratings, and findings.
9:30-9:45 a.m.	THE IMPEP PROCESS - Aaron McCraw. Introduction to the basic steps in the IMPEP process. Timeline for the IMPEP process.
9:45-10:00 a.m.	BREAK
10:00-11:00 a.m.	COMMON PERFORMANCE INDICATORS Technical Staffing and Training - Jim Lynch Status of Materials Inspection Program - Kathleen Schneider Technical Quality of Inspections - Mike Stephens Technical Quality of Licensing Actions - Mike Stephens Technical Quality of Incident and Allegation Activities - Jim Lynch
11:00-11:15 a.m.	NON-COMMON PERFORMANCE INDICATORS - Kathleen Schneider. A brief overview of the non-common performance indicators.
11:15-11:45 p.m.	PERFORMANCE- AND RISK-BASED REVIEWS - Mike Stephens. Keeping reviews performance-based.
11:45-12:45 p.m.	LUNCH
12:45-1:45 p.m.	GROUP EXERCISE - PERFORMANCE-BASED REVIEWS
1:45-2:30 p.m.	IMPEP REVIEW PREPARATION & ON-SITE REVIEW - Jim Lynch. Standard questionnaire. Accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leader, and NRC management during the on-site portion of the IMPEP process.
2:30-2:45 p.m.	BREAK
2:45-4:15 p.m.	GROUP EXERCISE - APPLYING IMPEP CRITERIA
4:15-4:30 p.m.	DAY ONE WRAP-UP. Final chance for questions for the day.

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Wednesday, February 11, 2009

8:30-9:00 a.m.	CASEWORK SELECTION - Mike Stephens. Focusing review casework selection including selecting significant actions from a risk standpoint. When to stop reviewing casework.
9:00-9:15 a.m.	USING NMED FOR IMPEP REVIEWS - Kathleen Schneider. Generating Nuclear Material Events Database Reports that give you the information you need for an IMPEP.
9:15-9:45 a.m.	SPECIAL INTEREST TOPICS IN IMPEP - Aaron McCraw. Highlights of recent regulatory initiatives and how they are reviewed under IMPEP.
9:45-10:00 a.m.	BREAK
10:00-10:30 a.m.	THE IMPEP REVIEW REPORT - Aaron McCraw. Writing IMPEP review reports. Roles and responsibilities of team members. Examples of reports.
10:30-10:45 a.m.	THE MANAGEMENT REVIEW BOARD (MRB) - Kathleen Schneider. The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
10:45-11:00 a.m.	INCREASED OVERSIGHT - Jim Lynch. Policies and procedures governing Heightened Oversight, Monitoring, etc.
11:00-11:15 a.m.	COMMUNICATIONS - Jim Lynch. Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
11:15-11:30 a.m.	EXPERIENCES/LESSONS LEARNED - IMPEP team members relate their experiences from IMPEP reviews.
11:30-12:00 p.m.	WRAP-UP DISCUSSIONS/COURSE EVALUATION. Final opportunity for questions, designation of contacts for additional information, and evaluation sheet collection.

TRAVEL INSTRUCTIONS FOR 2009 IMPEP TEAM MEMBER TRAINING

LOCATION AND TIME:
The 2009 Integrated Materials Performance Evaluation Program (IMPEP) Team Member Training will be held in Orlando, Florida (Airport code: MCO). The training will begin on Tuesday, February 10, at 8:30 a.m., and will end at approximately 12:00 p.m. on Wednesday, February 11. You should plan to arrive in Orlando on Monday, February 9, and depart on the afternoon of Wednesday, February 11.

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. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made.

Travel by personal vehicle will be reimbursed at a rate of 58.5¢ per mile, not to exceed the minimum airfare.

LODGING:
The 2009 IMPEP Team Member Training is being held at the Sheraton Suites Orlando Airport (visit the facility on the web at http://www.sheratonairport.com). A block of rooms has been reserved at this facility and can be accessed under any of the following the names: "USNRC," "US Nuclear Regulatory Commission," or "United States Nuclear." These rooms are reserved at the government rate of $133.00 per night. The hotel is willing to honor that rate for several days prior to or after the training if you wish to extend your stay; however, you will only be reimbursed for the nights you are on official government travel. Please call the hotel at (888) 675-2477 to reserve a room under your name and credit card.

GROUND TRANSPORTATION:
The Sheraton Suites Orlando Airport offers a complimentary 24-hour shuttle service to and from Orlando International Airport. When arriving at Orlando International Airport, please call the hotel at (407) 240-5555, and the shuttle will be dispatched to the airport.

State participants are not authorized, and therefore will not be reimbursed, for rental vehicles.

EXPENSES:
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. The meal and incidental per diem for the Orlando area is $49.00 per day.

State participants will need to complete the attached form and fax a copy to Ms. Brenda Usilton at (301) 415-3502, or State participants can e-mail the information to Ms. Usilton at Brenda.Usilton@nrc.gov.

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348. Questions about the training class and location should be directed to Mr. Aaron McCraw at (301) 415-1277 or Aaron.McCraw@nrc.gov.

- TRAVEL INFORMATION -
IMPEP TEAM MEMBER TRAINING

February 10-11, 2009

NAME: _____

STATE: _____

HOME ADDRESS: _____

_____

_____

WORK ADDRESS: _____

_____

_____

PHONE NUMBER: _____

SSN (required): _____

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: _____