

December 29, 2008

Ms. Cynthia L. Becker, Administrator
Field Operations
Bureau of Radiation Control
Florida Department of Health
4052 Bald Cypress Way, Bin C21
Tallahassee, FL 32399-1741

Dear Ms. Becker:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the North Carolina Agreement State Program. The team leader for this review, James Lynch of the U.S. Nuclear Regulatory Commission's (NRC) Region III Office, has assigned you as the principal reviewer for the common performance indicator, Status of Materials Inspection Program. To participate on this review team, you will be required to travel to Raleigh, North Carolina, for the on-site portion of this review. The on-site portion of the IMPEP review of the North Carolina Agreement State Program is scheduled for February 23-27, 2009.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. The NRC will pay for your travel, lodging, 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 me at (301) 415-1277 or Aaron.McCraw@nrc.gov. Specific questions regarding the North Carolina IMPEP review should be directed to Mr. Lynch at (630) 829-9661 or James.Lynch@nrc.gov.

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

Enclosure:
Travel Instructions to Agreement State
IMPEP Team Members

C. Becker

Distribution: DCD (SP05, 07)
DMSSA RF
JLynch, RIII
DJanda, RI/RSOA
BUilton, FSME/DMSSA

ML083640177

OFFICE	FSME/DMSSA				
NAME	ATMcCraw:km				
DATE	12/29/08				

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 58.5¢ 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.