

June 23, 2009

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 U.S. Nuclear Regulatory Commission's (NRC) Sealed Source and Device Evaluation Program. Based on your qualifications and expertise in this area, you have been chosen to participate on this 3-member team. To participate on this review team, you will be required to travel to Rockville, Maryland, for the on-site portion of this review. The on-site portion of the IMPEP review of the NRC's Sealed Source and Device Evaluation Program is scheduled for October 19-23, 2009.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. 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 Aaron McCraw at (630) 829-9650 or aaron.mccraw@nrc.gov. Specific questions regarding the NRC Sealed Source and Device Evaluation Program IMPEP Review should be directed to the team leader, Joshua Daehler of the Massachusetts Radiation Control Program, at (617) 242-3035 ext. 2015 or joshua.daehler@state.ma.us.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Aaron T. McCraw
IMPEP Project Manager
Agreement State Program 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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 IMPEP Project Manager
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 Travel Instructions to Agreement State
 IMPEP Team Members

Distribution: DCD (SP05)
 MSSA RF
 BUilton, FSME/MSSA
 DJanda, RI/RSOA
 Joshua Daehler, MA

ML091730035

OFFICE	FSME/MSSA					
NAME	ATMcCraw:knm1					
DATE	06/ 23 /09					

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 (866) 250-2160; normal business hours are 8:00 a.m. - 6:00 p.m Eastern Time, Monday - Friday. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Travel by car will be reimbursed at a rate of \$0.55 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, including a meal and incidental per diem. Lodging and per diem rates are based on locality. 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.

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, IMPEP Project Manager, at (630) 829-9650.

**- 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.