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

Training Criteria For Agreement State Personnel

SA-600

Issue Date:

Review Date:

Robert J. Lewis
Director, MSSA~~, FSME~~ **Date:**

Terrence Reis
Deputy Director, MSSA~~, FSME~~ **Date:**

Brenda G. Usilton
Procedure Contact, MSSA~~, FSME~~ **Date:**

ML11

NOTE
Any changes to the procedure will be the responsibility of the FSME Procedure Contact. Copies of the FSME procedures are available through the NRC website.

I. INTRODUCTION

This procedure describes the process to be used by the Office of Federal and State Materials and Environmental Management Programs, Division of Materials Safety and State Agreements (FSME/~~D~~MSSA) staff for handling the U.S. Nuclear Regulatory Commission (NRC)-sponsored training of Agreement State 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/~~D~~MSSA staff regarding the timely development and issuance of the annual training schedule, the proper handling of applications, travel authorizations and vouchers, and coordination with the 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. Since that time, STP, now FSME/~~D~~MSSA, staff have cooperated with 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 Fiscal Year (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

A. FSME/~~D~~MSSA

~~A~~1. The FSME/~~D~~MSSA Training Coordinator is responsible for the development and issuance of the annual training schedule. The training schedule will be posted to the FSME external web site.

~~B~~2. The FSME/~~D~~MSSA 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 Directors, the HRTD Technical Training Support Assistant, and the administrative staff responsible for preparing travel authorizations and processing travel vouchers. 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 FY.

~~C~~3. The FSME/~~D~~MSSA 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~~4. The FSME/~~D~~MSSA Training Coordinator will be responsible for updating the list of training courses on the FSME external web site when either the date or location of a course has changed. The change will be noted on the "What's New" location and a notification of the change will be sent out to all Agreement States.

B. 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/~~D~~MSSA.

C. Agreement States

1. ~~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~~ 2 weeks).

2. ~~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/~~D~~MSSA Training Coordinator.

V. GUIDANCE

A. FSME/~~D~~MSSA 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 a training application form. 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 a candidate is being submitted for initial qualifications ~~and~~as ~~it's~~ part of their qualification plan, ~~or if they are~~ cross-training, or refresher training, ~~they~~the candidate should indicate this on the training application form which the Program Director or his/her designee signs. 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~~ 8 weeks before the start date of a course may not be considered for that course. 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/~~D~~MSSA 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/~~D~~MSSA, the administrative staff will give them to the FSME/~~D~~MSSA Training Coordinator. The FSME/~~D~~MSSA Training Coordinator will compile a list of candidates for each course. At approximately ~~eight~~ 8 weeks prior to the course start date, the HRTD Course Director will consult with the FSME/~~D~~MSSA Training Coordinator and make a decision, based on both NRC and Agreement State applications, whether a course will be held.

C. The FSME/~~D~~MSSA Training Coordinator will be in regular contact with the HRTD Technical Training Support Assistant so that the distribution of space in the class will be equitable for NRC and ~~-~~Agreement State students. When there are more NRC and ~~-~~Agreement State students than the class can accommodate, the Agreement State students will be selected based on the criteria in paragraph D below. The FSME/~~D~~MSSA Training Coordinator will enroll the ~~send the names of the~~ Agreement State students into the ILearn training system so they will have a confirmed slot in the course. ~~.to the HRTD Technical Training Support Assistant so that they will be enrolled and a place reserved in the course for them.~~

D. 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/~~D~~MSSA Training Coordinator will select the Agreement State candidates based on the following priorities:

1. 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.

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 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.

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/~~D~~MSSA Training Coordinator will prepare a final acceptance letter to the States. The letter will contain the list of students and a travel information form. The travel information form needs to be returned to NRC within ~~three~~3 ~~a~~ weeks prior to the trip to allow a timely processing of the travel authorization.

F. Upon completion of a course, the HRTD Technical Training Support Assistant will send FSME/~~D~~MSSA a list of the actual students that attended the course.

G. Agreement State attendees should submit their travel vouchers to the FSME/~~D~~MSSA ~~Travel Clerk~~Training Coordinator, within ~~two~~ 2 weeks of course completion. The instructions and forms are included in FSME Procedure AD-500, *Invitational Travel Authorization and Vouchers*.

H. Upon receipt of the course grades from the HRTD Technical Training Support

Assistant, the FSME/~~D~~MSSA Training Coordinator will prepare a letter to the appropriate Agreement State radiation control program directors informing them of the performance of their staff.

VI. APPENDICES

Appendix A - Sample All Agreement States Letter
~~Attachment~~ Enclosure 1- Annual Training Course Schedule
~~Attachment~~ Enclosure 2- Sample Form- Application For Training Course/Workshop

Appendix B - Sample All Agreement States Letter - Course Acceptance
~~Attachment~~ Enclosure 1- List of Course Participants
~~Attachment~~ Enclosure 2- Instructions to Course Participants

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

VII. REFERENCES

1. FSME Procedure AD-500, *Invitational Travel Authorization and Vouchers*
2. FSME Procedure SA-112, *Emergency Suspension of a Section 274b. Agreement*
3. FSME Procedure SA-115, *Termination of a Section 274b. Agreement*

VIII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into ADAMS are listed below.

No.	Date	Document Title/Description	Accession Number
1	11/20/07	FSME-07-106, Opportunity to Comment on Draft Revisions to FSME Procedure SA-600	ML073240612
2	12/21/07	FSME Procedure SA-600	ML080160015
2	1/23/08	FSME-08-011, Final FSME Procedure SA-600	ML080220212

Field Code Changed

APPENDIX A

Sample All Agreement States Letter

ALL AGREEMENT STATES, [LETTER OF INTENT STATES, (IF ANY)]

TRAINING COURSE LIST FOR FISCAL YEAR YYYY (FSME-YY-NNN)

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

BACKGROUND: The NRC will be funding Agreement State staff training and associated travel to attend the current courses offered through the NRC training program for materials licensing and inspection staff. We believe the restoration of this funding will enhance your program and foster national consistency in the implementation of the materials licensing and inspection programs nationwide. The States may 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.).

DISCUSSION: The standard application form can be found on the FSME website at http://nrc-stp.ornl.gov/training.html. 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 (FSME), Division of Materials Safety and State Agreements (MSSA) - ATTN: [FSME/MSSA Training Coordinator]. Applications may be submitted at any time; however, applications should be received by FSME/MSSA a minimum of 8 weeks prior to the beginning of the course. At that time, if you have more than one application from your State for a particular course, you will need to prioritize each person. It is not guaranteed that all students from one State will get into any one given course. The process for selecting the individual for training is based on FSME Procedure SA-600, *Training Criteria for Agreement State Personnel*. Prioritization is based on a number of factors such as including becoming an Agreement State, IMPEP Heightened oversight for staffing and training, other hardship approved by FSME management in advance of submittal of application, etc. We do want to make sure we equitably distribute the slots so all States have a chance to be trained. FSME will identify the students for a course based on SA-600. Applications received after the 8 week deadline will not be considered unless there is a cancellation by one of the students identified.

A letter of acceptance will be sent to each Program Director with instructions for completing the travel authorization. The travel authorization will need to be completed 30 days prior to the beginning of the course.

* This information request has been approved by OMB 3150-0029 expiration 11/30/2013. 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, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (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.

The complete list of all technical training courses can be viewed at http://nrc-stp.ornl.gov/training.html as well as all the Agreement State letters of acceptance, training application, course descriptions, the voucher and instructions for processing the voucher. 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 our home page at the same website as above. Other changes to the course schedule will also be noted on the "What's New" area of the home page.

If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number]or the individual named below.

POINT OF CONTACT: Training Coordinator INTERNET: Name@NRC.GOV
TELEPHONE: (301) 415-XXXX FAX: (301) 415-XXXX

Director
Division of Materials Safety & State Agreements
Office of Federal and State Materials and
Environmental Management Programs

Enclosure:
YYYY List of Courses

Formatted: Header

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, 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.

2

FSME-08-

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

Director
Division of Materials Safety & State Agreements
Office of Federal and State Materials and
Environmental Management Programs

Enclosures:

LIST OF NRC SPONSORED TRAINING COURSE SESSIONS FOR FISCAL YEAR YYYY

Course	Title	Dates	Location	Mobile?	Max
G-108	Inspection Procedures	3/7-11/YYYY 9/26-30/YYYY	Sacramento CA Chattanooga TN	Y	24
G-109	Licensing Procedures	3/14-18/YYYY 10/3-7/YYYY	Sacramento CA Chattanooga TN	Y	24
G-205	Root Cause Workshop	NC	NC	Y	16
H-111	Environmental Monitoring	6/13-17/YYYY	Oak Ridge TN	N	24
H-117	Introductory Health Physics	2/7-11/YYYY 11/14-18/YYYY	Bethesda MD Chattanooga TN	Y	24
H-119	Air Sampling	6/6-10/YYYY	Oak Ridge TN	N	24
H-121	MARSSIM	2/14-18/YYYY 5/2-6/YYYY	Bethesda MD Chattanooga TN	Y	24
H-122	Basic Health Physics	1/31-2/11/YYYY 8/1-12/YYYY	Oak Ridge TN Oak Ridge TN	N	24
H-201	Health Physics Technology	4/11-22/YYYY 8/15-26/YYYY	Chattanooga TN Chattanooga TN	N	12
H-304	Nuclear Medicine	3/21-25/YYYY 8/1-5/YYYY	Houston TX Houston TX	N	16
H-305	Industrial Radiography	2/28-3/4/YYYY 9/26-30/YYYY	St. Rose LA St. Rose LA	N	24
H-308	Transportation of RAM	2/28-3/4/YYYY 6/13-17/YYYY	Bethesda, MD Sacramento, CA	Y	24

H-313	Brachytherapy & Gamma Knife	3/28-4/1/YYYY 8/8-12/YYYY	Houston TX Houston TX	N	16
H-314	Well Logging	10/18-22/YYYY	Houston TX	N	20
H-315	Irradiator Technology	TBD	Laval QC Canada	N	10
H-401+	Health Physics for Uranium Recovery (F-104)	5/23-27/YYYY 7/11-15/YYYY	Austin, TX Bethesda MD	Y	24 24
H-410	RESRAD	5/2-5/YYYY	Lisle, IL (RIII)	Y^	14
H-411	RESRAD-OFFSITE	3/7-10/YYYY	Bethesda MD	Y^	14
	Visual Sample Plan Training	3/7-10/YYYY	Chattanooga, TN	Y	16
S-201	NRC Materials Control & Security Systems & Principles	3/7-11/YYYY 6/6-10/YYYY 8/15-19/YYYY	Albuquerque NM Albuquerque NM Albuquerque NM	N	35

^ course requires a computer lab with at least one computer work station for every two students

+ available first to the states of Utah, Colorado, Washington and Texas. As space allows, Nebraska, New Mexico, Arizona, Virginia and Nevada are allowed to attend.

NC new contract being negotiated

~~As stated~~

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

Course	Title	Dates	Location	Cost/ Student	Mobile?	Max
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 0714-18/08 0915-19/08	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.

_____
_____
_____
_____

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

APPENDIX B

Sample All Agreement States Letter - Course Acceptance

ALL AGREEMENT STATES, [LETTER OF INTENT STATES, (IF ANY)]

ACCEPTANCE TO [NAME OF COURSE] ([COURSE IDENTIFICATION NUMBER, IF ANY]) **(FSME-YY-NNN)**

Purpose: To provide the list of students selected for the U.S. Nuclear Regulatory Commission (NRC) [Name of Course].

Background: NRC provides the list of students and instructions to the States to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after this notification letter has been sent.

Discussion: Enclosure 1 is the list of students from the States selected to attend the [Dates of the Course], [Name of the Course] ([Course Identification Number, if any)]. This course will be held in [City], [State]. Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. The NRC will pay travel expenses and per diem to students attending this course. Students should make their travel arrangements through Carlson Wagonlit Travel at 1-866-250-2160, and submit their travel information to NRC to issue their travel authorization. Please download the Travel Application Form from http://nrc-stp.ornl.gov/training.html and send it to [FSME/MSSA Training Coordinator's email – [firstname.lastname@nrc.gov], or fax it to 301-415-XXXX.

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.*

---

* This information request has been approved by OMB 3150-0029 expiration 11/30/2013. 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, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (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 at 301-415-XXXX, or the individual named below.

POINT OF CONTACT: Training Coordinator INTERNET: Name@NRC.GOV
TELEPHONE: (301) 415-XXXX FAX: (301) 415-XXXX

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

Enclosures:
1. Course Participant List
2. Instructions to Students
3. Tentative Course Schedule

~~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~~
~~TELEPHONE: 301-415-2348 FAX: 301-415-3502~~

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

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~~ [Course Identification Number, if any)] [Name of Course]~~) "~~. This course is scheduled to be presented [Month, Day, Year], at the training location in City, State, Street Address, City, State. The phone number is [XXX-XXX-XXXX].

COURSE: The course will be conducted beginning on ~~Monday~~ [Day] at [Time, such as 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~~[Day]. A tentative course agenda is attached (Enclosure ~~4~~3).

LODGING AND TRAVEL: You should plan to arrive on ~~Sunday~~[Day], and depart on ~~Friday~~[Day]. 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~~4). A list of hotels in the area of the training location will be included in this ~~attachment~~enclosure.

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

Formatted: Font: 16 pt

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

Dear Mr./Ms. ~~(Program Manager)~~[Name]:

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~~ [Name of Course] ([Course Identification Number, if any)]~~(H-305)~~
~~Rose, LA~~[Location] - Month, Day, Year

Staff Member A ~~–~~ [Grade]~~84~~
Staff Member B ~~–~~ [Grade]~~90~~

Formatted: Indent: First line: 0.5"

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

Sincerely,

~~Robert J Lewis, Deputy~~ Director
Division of Materials 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)~~

Formatted: Tab stops: 3.25", Centered + Not at -0.83"

Sample Unsuccessful Completion Letter

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

Dear Mr./Ms. ~~(Program Manager)~~[Name]

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

[Name of Course] ([Course Identification Number, if any)]
[Location] - Month, Day, Year
~~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~~ XXXX or ~~Brenda G. Usilton~~FSME/MSSA Training Coordinator at
301-415-~~2348~~XXXX.

Sincerely,

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

Enclosure:

Course Exam

Note: This letter is non-publicly available.