

December 15, 2011

Mr. Stephen James, Supervisor  
Non-Medical Licensing & Inspection  
Bureau of Radiation Protection  
Ohio Department of Health  
246 North High Street  
Columbus, OH 43215

Dear Mr. James:

As the Integrated Materials Performance Evaluation Program (IMPEP) Project Manager, I would like to cordially invite you to be the Agreement State Instructor at the upcoming IMPEP Team Member Training. Your duties as an instructor would include providing brief presentations on assigned subject matter, sharing IMPEP-related experiences, and ultimately helping new team members understand the expectations and requirements of being an IMPEP team member.

The U.S. Nuclear Regulatory Commission (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. Every year, NRC offers the IMPEP Team Member Training to NRC and State radiation control program employees with an interest in performing IMPEP reviews.

The 2012 IMPEP Team Member Training will be held in Orlando, Florida, and is scheduled for February 7-8, 2012. You will be required to travel on February 6, 2011, to facilitate an early start on February 7, 2012. The agenda for the 2012 IMPEP Team Member Training is still being developed and will be forwarded at a later date

NRC will fund your travel and per diem expenses to participate in the IMPEP Team Member Training in accordance with federal travel regulations. If you have any questions regarding this opportunity, please contact me at (301) 415-0694.

I appreciate your support of IMPEP. I look forward to having you as a fellow instructor at the training.

Sincerely,

*/RA/*

Lisa Dimmick, Health Physicist  
IMPEP Project Manager  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Distribution:  
MSSA RF  
BUsilton, FSME/MSSA

DCD (SP07)

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<b>OFFICE</b>	MSSA/ASPB
<b>NAME</b>	LDimmick
<b>DATE</b>	12/15/11

**OFFICIAL RECORD COPY**

## TRAVEL INSTRUCTIONS FOR 2012 IMPEP TEAM MEMBER TRAINING

**COURSE:** This course is scheduled to be presented February 7-8, 2012, at the Florida Program Office in Orlando, Florida, at 400 West Robinson, Orlando, FL 32801. This course will begin at 8:00 a.m. and end at 4:30 p.m. each day with an hour for lunch. The course agenda is still under development and will be provided to students at a later date. Normal office/business attire is appropriate for students attending training. A picture ID or some other form of ID is required. Cellular phones and similar devices with audible capability should be disabled while classes are in session.

**LODGING AND TRAVEL:** You should plan to arrive on Monday, February 6th and depart no sooner than the evening of Wednesday, February 8th. Participants must make their own lodging and travel arrangements. The per diem for Orlando, Florida area is 111/56/167. This means lodging/meals/not to exceed total. Tax is a separate line item on your voucher. If traveling by air, you need to contact Carlson Travel at 1-866-250-2160 for airline reservations. Please complete the Travel Application Form <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) or fax it to 301-415-3502. Travel by personal vehicle will be reimbursed at a rate of 51¢ per mile, not to exceed the minimum airfare. If you have any questions regarding the travel form please contact Brenda at 301-415-2348. No rental cars will be authorized for travel. You will need to take a taxi or shuttle to and from the airport. (A one way cab fare to/from the airport is approximately \$50). Training participants for the 2012 IMPEP Team Member Training will stay at the Sheraton Orlando Downtown Hotel, located in Orlando, Florida (visit the facility on the web at [www.sheraton.com/Orlando](http://www.sheraton.com/Orlando)). The hotel is located at 400 West Livingston Street, Orlando, Florida 32801. The government rate for Orlando is \$111.00 per night. Please call the hotel at (800) 574-3160 to reserve a room under your name and credit card. Please reference "NRC IMPEP training" to ensure your room is secured under the room block for this event. ***Your hotel room reservation must be made by January 6, 2012.*** The Sheraton hotel is within walking distance to the Florida Program Office.

### **EXPENSES:**

Students will be reimbursed for expenses in accordance with Federal travel regulations. The travel instructions and voucher for reimbursement information can be found at <http://nrc-stp.ornl.gov/training.html>. 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 \$56.00 per day.

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348 or [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov). Questions about the training class and location should be directed to Ms. Lisa Dimmick at (301)415-0694 or [Lisa.Dimmick@nrc.gov](mailto:Lisa.Dimmick@nrc.gov).

**- TRAVEL INFORMATION -  
2012 IMPEP TEAM MEMBER TRAINING**

**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 5:00 p.m. (EDT) a minimum of three weeks prior to the review.