

August 12, 2013

Jerry Bai, Administrator
Bureau of Radiation Control
400 West Robinson
Orlando, FL 32801-1782

Dear Mr. Bai:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the New York Agreement State Program. The team leader for this review is Ms. Lisa Dimmick of the U.S. Nuclear Regulatory Commission's (NRC) Office of Federal and State Materials and Environmental Management Programs. Ms. Dimmick will notify you of your assigned indicators upon making assignments. To participate on this review team, you will be required to travel to New York, for the on-site portion of this review. The on-site portion of the IMPEP review of the New York Agreement State Program is scheduled for September 17-27, 2013 (New York City 9/17-20/2013 and Albany 9/23-27/2013). To facilitate an early start to the review on Tuesday, September 17, 2013, you will be required to travel on Monday, September 16, 2013.

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 me at (301) 415-0113 or karen.meyer@nrc.gov. Specific questions regarding the New York IMPEP review should be directed to Ms. Dimmick at (301) 415-0694 or lisa.dimmick@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Karen N. Meyer
IMPEP Administrative Coordinator
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

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Agreement State Programs Branch
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Enclosure:
Travel Instructions to Agreement State
IMPEP Team Members

Distribution: DCD (SP05)
BUilton, FSME/MSSA

LDimmick, FSME/MSSA

ML13224A025

OFFICE	MSSA/ASPB
NAME	KMeyer
DATE	8/12/13

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 (800) 453-8396; normal business hours are 8:00 a.m. to 6:00 p.m. Eastern Time, Monday through 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 \$0.565 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. Instructions for completing a voucher to claim your expenses are available at the following website: <http://nrc-stp.ornl.gov/special/voucher.pdf>. 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 Lisa Dimmick, IMPEP Project Manager, at (301) 415-0694.

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