UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

November 24, 2014

Stephen James
Ohio Department of Health
246 North High Street
Columbus, OH 43215

Dear Mr. James:

Your participation is requested at the Integrated Materials Performance Evaluation Program (IMPEP) team member training as an instructor. The IMPEP team member course is being held at NRC headquarters in Rockville, Maryland, January 14-16, 2015

Enclosed are the Travel Instructions and Course Information. NRC will pay for your travel, lodging, and per diem expenses for the IMPEP team member training course in accordance with Federal travel regulations. If you have any questions please contact Ms. Lisa Dimmick at (301) 415-0694 or lisa.dimmick@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Duncan White, Chief
Agreement State Programs Branch
Division of Materials Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure:
Travel Instructions and
Course Information

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Distribution: (SP07)
MCasby, MSTR/ASPB
LDimmick, MSTR/ASPB

ML14328A660

OFFICE	MSTR/ASPB
NAME	DWhite
DATE	11/24/14

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS and COURSE INFORMATION

ACCEPTANCE: This is to advise you that those individuals listed on Enclosure (1) have been accepted for participation in the fiscal year 2015 IMPEP Team Member training. This course is scheduled to be presented January 14–16, 2015, at the U.S. Nuclear Regulatory Commission's (NRC's) Professional Development Center, located at Three White Flint North, 11601 Landsdown Street, North Bethesda, Maryland 20852.

COURSE: This 2 1/2 day course will begin at 8:00 a.m. and end at 4:30 p.m. each full day with one hour for lunch. On Friday, January 16, the course will end at 11:45 a.m. Please allow sufficient time to process through security upon arrival, and note that one form of picture identification is required. 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.

LODGING AND TRAVEL: Please plan to arrive on Tuesday, January 13, 2015, and depart on Friday, January 16, 2015. Students must make their own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 1-800-453-8396 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, contact Marcia Casby at 301-415-6525.

Please complete the Travel Application Form, located at http://nrc-stp.ornl.gov/training.html and submit to Marcia Casby, AStrainingandtravel.Resource@nrc.gov at your earliest opportunity, but no later than December 15. If you have any questions regarding the travel form, please contact Marcia Casby at 301-415-6525. The per diem for Rockville, Maryland is 177/71/248. This means that lodging/meals/not to exceed the total. No rental cars will be authorized for travel. Please note that reimbursable expenses over $50.00 require a receipt. Training participants for the 2015 IMPEP Team Member Training will stay at the Bethesda North Marriott Hotel and Conference Center. The hotel is within walking distance to the NRC's Professional Development Center and across the street from the White Flint metro stop. The hotel rate is $177.00 plus (13 percent) tax per night. Please book your hotel reservation online by December 15 using the dedicated booking website provided below. Students who elect to stay at an alternate hotel will not be reimbursed for transportation between their hotel and the training site. If you are authorized to drive, the Federal mileage reimbursement is 56 cents per mile.

Bethesda North Marriott Hotel
& Conference Center
5701 Marinelli Road
North Bethesda, Maryland 20852
Phone: (301) 822-9200
Link to NRC Room Block

DIRECT DEPOSIT: We are very pleased to be offering Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our website and link provided here, Direct Deposit Form. Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless your banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter "Enrolled for Direct Deposit." If you have any questions regarding direct deposit, please contact Mary Matheson at 301-415-8748.

TENTATIVE AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Wednesday, January 14, 2015

8:00-8:15 a.m.	WELCOMING ADDRESS
8:15-8:30 a.m.	INTRODUCTIONS AND ORIENTATION – Introduction of participants and instructors, administrative information, agenda, training manual, and session objectives.
8:45-9:15 a.m.	IMPEP: SOME BASIC QUESTIONS – An introduction to the world of IMPEP.
9:15-9:45 a.m.	GENERAL STRUCTURE OF IMPEP – Introduction to the performance indicators, recommendations, good practices, ratings, and findings.
9:45-10:00 a.m.	THE IMPEP PROCESS – Introduction to the basic steps in the IMPEP process. Timeline for the IMPEP process.
10:00-10:15 a.m.	BREAK
10:15-11:00 a.m.	THE COMMON PERFORMANCE INDICATORS
11:00-11:30 a.m.	THE NON-COMMON PERFORMANCE INDICATORS
11:30-12:30 p.m.	LUNCH
12:30-1:00 p.m.	PERFORMANCE-BASED REVIEWS – Keeping the reviews performance based.
1:00-2:30 p.m.	GROUP EXERCISE – PERFORMANCE-BASED REVIEWS
2:30-2:45 p.m.	BREAK
2:45-3:15 p.m.	PREPARATION AND THE ON-SITE REVIEW – IMPEP questionnaire. Inspector accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leaders, and NRC managers during the on-site portion of the review.
3:15-3:45 p.m.	POLICIES AND PROCEDURES – A guide to the guidance that all team members need to know. Demonstration of IMPEP Toolbox and IMPEP Team CD.
3:45-4:15 p.m.	SPECIAL INTEREST TOPICS AND TRENDS IN IMPEP – Highlights of recent regulatory initiatives and how they are reviewed/handled under IMPEP.
4:15- 4:30 p.m.	DAILY WRAP-UP

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INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Thursday, January 15, 2015

8:00-8:30 a.m.	CASEWORK SELECTION – Focusing review casework selection including selecting significant actions from a risk standpoint. When to stop reviewing casework.
8:30-9:15 a.m.	USING NMED FOR IMPEP REVIEWS – Generating Nuclear Material Events Database (NMED) Reports that give you the information you need for an IMPEP. Demonstration of NMED Search.
9:15-10:00 a.m.	AUDIT TECHNIQUES FOR IMPEP
10:00-10:15 a.m.	BREAK
10:15-10:45 a.m.	THE IMPEP REVIEW REPORT – Writing IMPEP review reports. Roles and responsibilities of team members. Examples of reports.
10:45-11:15 a.m.	THE MANAGEMENT REVIEW BOARD (MRB) – The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
11:15-11:30 a.m.	INCREASED OVERSIGHT – Policies and procedures governing Heightened Oversight, Monitoring, etc.
11:30-11:45 a.m.	COMMUNICATIONS – Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
11:45-1:00 p.m.	LUNCH
1:00-3:00 p.m.	MANAGEMENT REVIEW BOARD EXERCISE
3:00-3:30 p.m.	BREAK
3:30-4:30 p.m.	MRB TAKEAWAYS AND DAILY WRAP-UP

AGENDA
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)
TEAM MEMBER TRAINING

Friday, January 16, 2015

8:00-9:00 a.m.	BREAKING DOWN THE COMMON INDICATORS
9:00-9:45 a.m.	BREAKING DOWN THE NON-COMMON INDICATORS
9:45-10:00 a.m.	BREAK
10:00 -11:00 a.m.	INDICATOR EXERCISE
11:00-11:45 a.m.	WRAP-UP DISCUSSIONS/COURSE EVALUATION – Final opportunity for questions