



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

February 2, 2015

Michael A. Welling, Director  
Radioactive Materials  
Virginia Department of Health  
James Madison Bldg, Room 736  
109 Governor Street  
Richmond, VA 23219

Dear Mr. Welling:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the U.S. Nuclear Regulatory Commission's (NRC), Region I Materials Program. The team leader for this review is Mr. Binesh Tharakan of the NRC, Region IV Office. Mr. Tharakan will notify you of your assigned indicators upon making assignments. To participate on this review team, you will be required to travel to King of Prussia, PA, for the on-site portion of this review. The on-site portion of the IMPEP review of the NRC Region I Materials Program is scheduled for March 30 – April 3, 2015. To facilitate an early start to the review on Monday, March 30, 2015, you will be required to travel on Sunday, March 29, 2015.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. Specific questions regarding the NRC Region I IMPEP review should be directed to Mr. Tharakan at (817) 200-1116 or [binesh.tharakan@nrc.gov](mailto:binesh.tharakan@nrc.gov).

Thank you for your continued support of IMPEP.

Sincerely,

*/RA/*

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

Enclosure:  
Travel Instructions to Agreement State  
IMPEP Team Members

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Virginia Department of Health  
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Duncan White, Chief  
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

Distribution: (SP05)  
MCasby, MSTR/ASPB

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LDimmick, MSTR/ASPB

ML15033A013

<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	DWhite
<b>DATE</b>	02/02/15

**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 three weeks prior to your travel.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, **March 29**, 2015, and depart on Friday, **April 3**, 2015. You must make your 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. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Please complete the new [Travel Application Form](#) and return it to Marcia Casby at [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov) at your earliest opportunity, but no later than three weeks prior to the start date of the IMPEP Review. If you have any questions regarding travel or the new Travel Application Form, please contact Marcia Casby at 301-415-6525.

**EXPENSES:** State participants in IMPEP reviews will be reimbursed for expenses in accordance with Federal travel regulations, including a meal and incidental per diem. The per diem for **King of Prussia, PA is 125/66/191**. This means that lodging/meals/not to exceed the total. No rental cars will be authorized for travel. You will be reimbursed for transportation between the airport and hotel, and between the hotel and the review site. If you plan to drive, the Federal mileage reimbursement is 58 cents per mile. Receipts are necessary to claim any expenses of \$75.00 or more. Please note that telephone calls will not be reimbursed.

**VOUCHER FOR REIMBURSEMENT:** At your earliest opportunity, but no later than 15 days following the conclusion of travel, please complete and submit the Voucher Reimbursement Form [Voucher Reimbursement Form](#) and return to Marcia Casby at [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov). Complete instructions as well as a sample are available on our website, [Travel Voucher Instructions and Sample Form](#). Individuals should request the Federal government rate at the hotels. Please be sure to familiarize yourself with the new requirements prior to completing your Voucher for Reimbursement.

Any questions about, or changes in travel should be directed to Marcia Casby, Training and Travel Coordinator, at (301) 415-6525. Any questions on the IMPEP review process should be made to your team leader for that review or Lisa Dimmick, IMPEP Project Manager, at (301) 415-0694.

Enclosure