



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

February 19, 2015

Charles Coleman
Radioactive Materials
Department of Health
James Madison Bldg, Rm 736
109 Governor Street
Richmond, VA 23219

Dear Mr. Coleman:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Utah Agreement State Program. The team leader for this review is Mr. James Lynch of the NRC, Region III Office. Mr. Lynch will notify you of your assigned indicators upon making assignments. To participate on this review team, you will be required to travel to Salt Lake City, UT, for the on-site portion of this review. The on-site portion of the IMPEP review of the Utah Agreement State Program is scheduled for July 27-31, 2015. To facilitate an early start to the review on Monday, July 27, 2015, you will be required to travel on Sunday, July 26, 2015.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. Specific questions regarding the Utah IMPEP review should be directed to Mr. Lynch at (630) 829-9661 or james.lynch@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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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

JLynch, RIII

LDimmick, MSTR/ASPB

ML15049A185

OFFICE	MSTR/ASPB
NAME	DWhite
DATE	02/19/15

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.

LODGING AND TRAVEL: Please plan to arrive on **July 26, 2015** and depart on **July 31, 2015**. You must make your own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 800-453-8396 for airline reservations, and indicate that the travel is “Invitational” for the NRC. Please select a fully refundable Government fare if one is available, and make sure that Carlson Travel correctly direct bills your fare to credit card ending 1299. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, please contact Marcia Casby at (301) 415-6525.

Please complete the Travel Application Form, 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 two weeks after the date of this letter. You should request the Federal government rate at the hotels. The per diem for **Salt Lake City, UT** is **106/61/167**. This means that lodging/meals/not to exceed the total.

EXPENSES: State participants in IMPEP review will be reimbursed per diem or actual, (whichever is less) for the hotel. Airfare is direct billed to the U.S. Nuclear Regulatory Commission. If you plan to drive your personal vehicle, the Federal mileage reimbursement is 57.5 cents per mile. Taxi fare, including no more than 15% for tip, is reimbursable. Rental cars are not reimbursable. You will receive a meal per diem, with the first and last days of travel reimbursed at 75%. Please note that receipts are necessary to claim any expense of \$50.00 or more.

VOUCHER FOR REIMBURSEMENT: At your earliest opportunity, but no later than 10 days following the conclusion of travel, please complete and submit the Voucher Reimbursement Form, located at <http://nrc-stp.ornl.gov/training.html> and return to Marcia Casby. Complete instructions as well as a sample are also available on our website. Carlson will email you two itineraries – one when you make your reservation, and one three days prior to travel indicating the flight has been ticketed. Please include the Carlson flight itinerary/receipt that you receive three days prior to travel with your Voucher for Reimbursement. Be sure to use the Voucher Checklist which is part of the instructions before you submit the Voucher for Reimbursement to Marcia Casby.

Enclosure