



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

February 19, 2015

Steve Seeger, Manager
Chattanooga Field Office
Department of Environmental & Conservation
540 McCallie Avenue, Suite 550
Chattanooga, TN 37402

Dear Mr. Seeger:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Maryland Agreement State 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 Baltimore, MD, for the on-site portion of this review. The on-site portion of the IMPEP review of the Maryland Agreement State Program is scheduled for November 2-6, 2015. To facilitate an early start to the review on Monday, November 2, 2015, you will be required to travel on Sunday, November 1, 2015.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. Specific questions regarding the Maryland IMPEP review should be directed to Mr. Tharakan at (817) 200-1116 or 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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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

BTharakan, RIV

LDimmick, MSTR/ASPB

ML15049A188

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 **November 1, 2015** and depart on **November 6, 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 **Baltimore, MD** is **153/71/224**. 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