



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

February 19, 2015

Dwight Shearer  
Department of Environmental Protection  
Bureau of Radiation Protection  
P.O. Box 8469  
Harrisburg, PA 17105-8469

Dear Mr. Shearer:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the North Dakota Agreement State Program. The team leader for this review is Ms. Orysia Masnyk-Bailey of the NRC, Region I Office. Ms. Masnyk-Bailey will notify you of your assigned indicators upon making assignments. To participate on this review team, you will be required to travel to Bismarck, ND, for the on-site portion of this review. The on-site portion of the IMPEP review of the North Dakota Agreement State Program is scheduled for June 22-26, 2015. To facilitate an early start to the review on Monday, June 22, 2015, you will be required to travel on Sunday, June 21, 2015.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. Specific questions regarding the North Dakota IMPEP review should be directed to Ms. Masnyk-Bailey at (864) 427-1032 or [orysia.masnykbailey@nrc.gov](mailto:orysia.masnykbailey@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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Sincerely,

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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: (SP08)  
MCasby, MSTR/ASPB

OMasnykBailey, RI

LDimmick, MSTR/ASPB

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<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	DWhite
<b>DATE</b>	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 **June 21, 2015** and depart on **June 26, 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](mailto: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 **Bismarck, ND** is **83/46/132**. 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