

March 23, 2013

TO: NEI PADS Points of Contact
NEI Access Authorization Points of Contact
NEI Fitness-For-Duty Points of Contact
NEI Substance Abuse Exerts
NEI Medical Review Officers
NEI Employee Assistance Program Personnel
NEI Contractor/Vendor Audit Point of Contact
NEI Contractor/Vendor Points of Contact
NEI Licensee Internal AA and FFD Audit Points of Contact
NEI New Plant Construction Task Force

SUBJECT: **WORKSHOP NOTICE—Access Authorization and Fitness-For-Duty Workshop**

The Nuclear Energy Institute (NEI) is coordinating an Access Authorization and Fitness-for-Duty (FFD) Workshop July 22-24, 2013, at Portland Marriott Downtown Waterfront, 1401 SW Naito Parkway Portland, OR 97201.

The format for this year's workshop will encompass three (3) full days. The workshop is designed to be of interest to the full range of persons who contribute to the access authorization and FFD programs including licensee and contractor/vendors (C/V), corporate/plant access staff personnel, FFD program personnel, Substance Abuse Experts, Medical Review Officers, Employee Assistance personnel, personnel involved in new plant construction activities, program auditors and Nuclear Regulatory Commission (NRC) staff members. The forum will provide opportunities for all parties to examine the challenges faced during the continued implementation of 10 CFR Part 26, *Fitness for Duty Programs* with a special emphasis on Substance Abuse Expert (SAE) involvement, NEI 03-01, *Nuclear Power Plant Access Authorization Programs* and 10 CFR § 73.56, *Personnel Access Authorization Requirements for Nuclear Power Plants*.

The workshop goal is to improve efficiencies within the administration of the access authorization and fitness-for-duty programs industry-wide, explore current access authorization and fitness-for-duty issues and also provide a forum for the sharing of ideas. The workshop should result in an improved understanding of regulatory changes, help the attendees understanding of the affects that the regulations have on licensees, C/Vs, and new plant programs as well as to help foster program consistency industry-wide.

The workshop format will consist of morning and afternoon plenary sessions each day during which topics of a general interest to all participants will be presented.

Enclosure 1 is a preliminary workshop agenda. Topics and times may change between the issuance of this notice and the workshop date depending upon the emergence of industry issues and the availability of presenters.

The workshop is intended to address current industry issues. If your organization has a specific topic for discussion, or if you desire to present a topic at the workshop, provide a synopsis of the subject matter to me no later than Friday, May 17, 2013. The NEI Advisory Task Force must review the topic and will be responsible for the final agenda configuration. A final agenda will be completed approximately two weeks prior to the workshop.

A \$169.00 per night single/double (plus applicable taxes), hotel lodging cost has been negotiated for workshop participants for rooms Sunday through Wednesday, July 21-24, 2013 (including Wednesday night with a checkout on Thursday, July 25, 2013). In order for the participant to attend all portions of the workshop it is suggested that return airline reservations be scheduled for 7:00 PM or later, Wednesday, July 24, 2013 or the following day, Thursday, July 25, 2013.

Hotel lodging reservations for the workshop must be made on or before 5:00 PM PDT Monday, July 1, 2013, in order to obtain the workshop-negotiated rate. Hotel check-in time is 3:00 PM and checkout time is 12:00 Noon. The reservation must be guaranteed with a first night room deposit or guaranteed with a major credit card. Lodging costs are the responsibility of the individual workshop participant. **When making reservations for the workshop contact the Portland Marriott Downtown Waterfront directly at 503 226-76500 or Marriott Reservations at 1-888-236-2427.**

Alternatively, a dedicated booking website has been created for the 2013 workshop so that attendees will be able to make, modify and cancel hotel reservations online, as well as take advantage of any room upgrades, amenities or other services offered by the Portland Marriott Downtown Waterfront. To make reservations online click on the link or copy and paste the link into a browser, click enter and you will be connected to the dedicated reservation web site.

<https://resweb.passkey.com/go/PADSWorkshop2013>

Note: Make your hotel reservations as soon as practical. Space is limited to the room block committed to by the workshop. If rooms are reported as not being available prior to July 1, 2013, please advise me as soon as possible. I will attempt to make additional rooms available but, can only do so if the hotel management will agree to assign additional rooms to the reserved block. The availability of additional rooms largely depends on the other hotel commitments. After July 1, 2013, hotel rooms may be reserved at the hotel's prevailing rates, if available.

In order to properly prepare for the meeting, participants are asked to complete and submit a registration form, Enclosure 2, not later than Monday, July 1, 2013, providing all requested information. (Note: One registration form per participant.

Submission instructions are contained on Attachment 2.) A workshop fee of \$590.00 per participant is required to cover meeting expenses e.g., meals, room rental, audio-visual support, refreshments, handout materials, supplies, etc. The registration fee **MUST** be received by Monday, July 1, 2013. (Note: For purposes of planning, the workshop is required to advise the hotel of the number of attendees by July 1, 2013. Therefore no registration refunds can be made after the July 1, 2013 contract deadline.)

Because of contractual commitment to the hotel, a late registration fee of \$790.00 will be assessed registrants who register after July 1, 2013.

Alternatively, attendees may register and pay the registration fee through a new web site dedicated to the PADS Workshop. Click the URL below or past the URL into your browser. If you register through the website, the hardcopy form (Enclosure 2) is **not** required to be submitted.

<http://padsworkshop.org/registration>

Continental breakfast, lunch and breaks will be provided each day.

Business casual attire is appropriate for this workshop.

If you have any questions or wish to submit suggestions for discussion, please contact me at (419) 824-2111, by fax at (419) 882-5718, or e-mail at robertkelm@aol.com.

Sincerely,



Robert R. Kelm, Sr.

RRK

Enclosures

c: D. Kline, NEI
R. Landis, NEI
P. Harris, NRC
B. Baxter, NRC
M. Resner, NRC
NEI Advisory Task Force

Workshop Notice—Access Authorization and Fitness-For-Duty Workshop

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NEI Audit Oversight Committee
NEI PADS Site Administrators
NEI Psychological Service Contacts
NEI PADS System Operator

NUCLEAR ENERGY INSTITUTE (NEI)
ACCESS AUTHORIZATION AND FITNESS-FOR-DUTY WORKSHOP
***PRELIMINARY* AGENDA**
The Portland Marriott Downtown Waterfront
Portland, OR
July 22-24, 2013

Monday, July 22, 2013 (Room TBD)

7:15—8:00 AM	Continental Breakfast
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Monday, July 22, 2013 (Room TBD)

Time	Presentation	Presenter(s)
7:15—8:00 AM	Registration	
8:00—8:10 AM	Welcome, Introduction, Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10-8:45 AM	Keynote Address	NEI (TBD)
8:45—9:15 AM	Summary-Changes in the Past Year-Access/FFD <ul style="list-style-type: none"> • System Administrator Bulletins—How Should they Be Used & Review of Recently Issued Bulletins • SFAQ/FAQ—Process & Current Activities 	Mr. Robert Kelm, PADS System Administrator, NEI
9:15—10:00 AM	Status of Regulatory Issues <ul style="list-style-type: none"> • 	(TBD NRC Staff)
10:00—10:15 AM	Foreign Travel	Mr. Robert Kelm, PADS System Administrator, NEI
10:15—10:40 AM	Break	
10:40—12:00 Noon	Visa, Waivers, Etc. Used for Identification	(TBD)
12:00—1:00 PM	Lunch Provided (Room TBD)	
1:00—1:30 PM	NRC Significance Determination Process	(TBD)
1:30—2:00 PM	Cyber Security and the Critical Group	(TBD)
2:00—2:30 PM	PAI Implementation—A case Study	Mr. Nickolas DiPietro, Manager Access Authorization and FFD, FirstEnergy Nuclear Operating Co. & Dr. Glenn Candeletti, President, The Stress Center
2:30—3:00 PM	Break	
3:00—4:15 PM	MRO Panel Discussion	(TBD)
4:15—5:15 PM	Ask The Regulator—Industry Technical Issues and Lessons Learned	(TBD NRC Staff)

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***PRELIMINARY* AGENDA**
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(Continued)

Tuesday, July 23, 2013 (Room TBD)

7:15—8:00 AM	Continental Breakfast
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Tuesday, July 23, 2013 (Room TBD)

Time	Presentation	Presenter(s)
7:15—8:00 AM	Continental Breakfast	
8:00—8:10 AM	Welcome, Introduction, Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10—8:40 AM	Safeguards Information Program Update	Mr. Ray Landis, Senior Project Manager, NEI
8:40-9:10 AM	10CFR 810 and Impact on Access Authorization Program	(TBD)
9:10-9:40 AM	2.390 and Other Document Designations	(TBD)
9:40—10:15 AM	Advisory Task Force Activities	Mr. Robert Kelm, PADS System Administrator, NEI
10:15—10:40	Break	
10:40--12:00 Noon	Drug Abuse Discussion	(TBD)
12:00-1:00 PM	Lunch Provided (<i>Room TBD</i>)	
1:00—2:00 PM	Alternate Specimens	(TBD)
2:00—2:30 PM	Substance Abuse Expert (SAE) Panel Discussion	(TBD)
2:30—3:00 PM	Break	
3:00—3:45 PM	BOP Issues	(TBD)
3:45—4:15 PM	New Plant Construction Fitness-for-Duty Activities	(TBD)
4:15—5:15 PM	Ask The Regulator—Site-Specific Drug and Alcohol Performance Data	(TBD NRC Staff)

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(Continued)

Wednesday, July 24, 2013 (Room TBD)

7:15—8:00 AM	Continental Breakfast
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Wednesday, July 24, 2013 (Room TBD)

Time	Presentation	Presenter(s)
7:15—8:00 AM	Continental Breakfast	
8:00—8:10 AM	Welcome, Introduction, Meeting Objectives, General Comments	Mr. Robert Kelm , Workshop Coordinator, NEI Mr. David Kline , Director, Nuclear Security, NEI
8:10—9:45 AM	DOT Laboratory Collection Issues	TBD
9:45—10:15 AM	Behavioral Observation Program & NEI 03-04 and 08-06 Changes	Mr. Robert Kelm , PADS System Administrator, NEI
10:15—10:45 AM	Break	
10:45—11:30 AM	Prescription Drug Issues	(TBD)
11:30—12:00 Noon	Open Discussion	Mr. Robert Kelm , Workshop Coordinator, NEI
12:00—1:00 PM	Lunch Provided (Room TBD)	
1:00—1:45 PM	Access Authorization Issues <ul style="list-style-type: none"> • 7th Circuit Court Decision-Status • Other (TBD) 	Ms Susan Techau , Access Authorization/FFD Program Manager, Exelon
1:45—2:10 PM	New PADS Interface—Overview	Mr. Marty Vandenack , Manager, PADS Operations Mr. Duane Richards , Systems Engineer, Canberra Industries
2:10—2:30 PM	PADS Workshop Web Site	Mr. Robert Kelm , PADS System Administrator, NEI
2:30—2:45 PM	Break	
2:45—3:15 PM	Safeguards Information/Construction Access	(TBD)
3:15—3:40 PM	NEI Audit Scheduling Program—Status	Mr. Robert Kelm , PADS System Administrator, NEI
3:40—4:10 PM	Audit Results and Issues	(TBD)
4:10—4:15 PM	Workshop Wrap-up, Critique, Actions	Mr. Robert Kelm , Workshop Coordinator, NEI Mr. David Kline , Director, Nuclear Security, NEI
4:15—5:15 PM	Substance Abuse Expert Examination	Mr. Robert Kelm , PADS System Administrator, NEI

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Portland, OR
July 22-24, 2013

PARTICIPANT REGISTRATION FORM

(One Participant per Form. Use Addition Copies of This Form as Necessary)
(Please Print Clearly. Provide all Requested Information)

Last Name:
First Name:
Position/Title:
Company:
Address:
City:
State:
Zip code:
Telephone:
E-mail address:

A registration fee of **\$590.00** per participant is required. *(Note: A \$790 registration fee is assessed after July 1, 2013)*

Registrations and credit cards are accepted through the following web site.
Click the link or past the link into your browser.

<http://padsworkshop.org/registration>

Make Checks Payable To: **PADS-Workshop.**

If you are paying the registration fee by check, this registration form should be mailed (with the fee) or e-mailed or faxed and the fee mailed separately to:

PADS WORKSHOP
7939 Millford Drive
Sylvania, OH 43560-1021
FAX—419 882-5718
E-mail—robertkelm@aol.com

DEADLINE:
REGISTRATION FORMS AND FEES MUST BE RECEIVED NO LATER THAN
MONDAY, JULY 1, 2013