

March 23, 2015

TO: NEI PADS Points of Contact
NEI Access Authorization Points of Contact
NEI Fitness-For-Duty Points of Contact
NEI Substance Abuse Exerts
NEI Psychological Service Providers
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 20-22, 2015, at the Sanibel Harbour Marriott Resort & Spa, 17260 Harbour Pointe Drive, Fort Myers, FL, 33908.

Who Should Attend?

The format for this year's workshop will encompass three (3) days. The workshop is designed to be of interest to the full range of persons who contribute to the access authorization and fitness for duty (FFD) programs including:

- Licensee access authorization personnel (Corporate and Plant Site)
- Contractor/vendors (C/V—(Approved Programs and Background Investigation Screening Companies),
- FFD Program Personnel,
- Substance Abuse Experts (SAE),
- Medical Review Officers (MRO),
- Employee Assistance Program (EAP) personnel,
- Personnel involved both access authorization and FFD program servicing new plant construction activities,
- Access authorization and FFD 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 the following:

- 10 CFR Part 26, *Fitness for Duty Programs*,
- 10 CFR § 73.56, *Personnel Access Authorization Requirements for Nuclear Power Plants*; and
- NEI 03-01, *Nuclear Power Plant Access Authorization Program*.

What Is The Goal Of The Workshop?

The workshop goal is to improve efficiencies within the administration of the access authorization and fitness-for-duty programs industry-wide by exploring current access authorization and fitness-for-duty issues and also provide a forum for the sharing of ideas both from within the industry through discussion of Operating Experience (OE) and relevant information from sources outside of the industry. The workshop should result in:

- an improved understanding of regulatory changes;
- the attendees understanding of the affects that the regulations have on licensees, C/Vs, and new plant programs; and
- fostering of Access Authorization and Fitness for Duty program consistency industry-wide.

In What Format Will The Workshop Be Presented?

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.

What Topics Does The Preliminary Agenda Cover?

Enclosure 1 is a preliminary workshop agenda. (**Note:** 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 agenda attempts to blend current industry issues with matters affecting the community of which nuclear power plant employees are a part. The preliminary agenda contains some *Preliminary Topics* for which presentations have not yet committed. The preliminary agenda will be updated periodically on the www.padsworkshop.org web site.

The workshop will include an update and status on 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, June 19, 2015. 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 and made available on the workshop web site.

What Are The Negotiated Hotel Lodging Rates and Deadlines For Lodging Reservations?

A \$129.00 per night single/double (plus applicable taxes), hotel lodging cost has been negotiated for workshop participants for rooms Sunday through Wednesday, July 19-22, 2015. In order for the participant to attend all portions of the workshop it is suggested that return airline reservations be scheduled no earlier Thursday, July 23, 2015 or thereafter.

Hotel lodging reservations for the workshop must be made on or before 5:00 PM EDT Monday, June 22, 2015, in order to obtain the workshop-negotiated rate. Hotel check-in time is 4:00 PM and checkout time is 11:00 AM. 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 Sanibel Harbour Marriott Resort & Spa directly at (239) 466-4000 or contact Marriott Reservations at 1-800-767-7777.**

Alternatively, a dedicated booking website has been created for the 2015 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 Sanibel Harbour Marriott Resort & Spa. 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.

[For Sanibel Harbour Marriott Resort and Spa Reservations Click Here.](#)

Note: When making reservations through the web site, the site will advise of a resort fee of \$15.00. This fee is waived for workshop attendees. 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 June 22, 2015, please advise me as soon as possible. I will attempt to make additional rooms available but, I 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 at the time of the workshop. After June 22, 2015, hotel rooms may be reserved at the hotel's prevailing rates, if available.

Workshop Registration Fee, Payments And Deadlines

In order to properly prepare for the meeting, participants are asked to complete and submit a registration form, Enclosure 2, not later than Monday, June 22, 2015, 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 defray meeting expenses *e.g.*, meals, room rental, audio-visual support, refreshments, handout materials, supplies, *etc.* The registration fee **MUST** be received by Monday, June 22 2015. (**Note: For purposes of planning, the workshop is required to advise the hotel of the number of attendees by June 22, 2015. Therefore, no registration refunds can be made after the June 22, 2015, contract deadline.**) Because of the contractual commitment to the hotel, a late registration fee of \$790.00 will be assessed registrants who register after June 22, 2015.

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

<http://padsworkshop.org/registration>

Other Workshop Items Of Interest

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

Business casual attire is appropriate for this workshop.

The closest airport servicing is Southwest Florida International Airport (RSW), approximately 11 miles from the hotel location. Most major airlines provide service into Southwest Florida International Airport (RSW).

Major rental car providers (*e.g.*, Hertz, AVIS, National, *etc.*), taxi, and limousine service is available for a 15 minute ride (approximately 11 miles) to the hotel. An average taxi cost is approximately \$40-50.

The Sanibel Harbour Marriott Resort & Spa, 17260 Harbour Pointe Drive, Fort Myers, FL has a parking garage and provides valet service at \$20.00 per night or self parking is available at \$12.00 per night.

The www.padsworkshop.org website contains information relative to entertainment, attractions and restaurants in Ft. Myers, FL.

Substance Abuse Expert (SAE) Continuing Education Credit

Once again, NEI will submit the workshop agenda for SAE continuing education credit. The submission cannot be made earlier than 30 days prior to the workshop offering, therefore, the precise number of continuing education hours to be awarded for attending the workshop cannot be determined at this time. A separate announcement will be made in early July 2015 concerning the continuing education hours to be awarded.

What To Do If You Have Any Questions

If you have any questions or wish to submit suggestions for discussion, please contact me at (419) 824-2111, mobile at (567) 377-2021, by fax at (419) 882-5718, or e-mail at robertkelm@aol.com.

Sincerely,



Robert R. Kelm, Sr.

RRK

Enclosures

c: D. Kline, NEI
C. Lui, NRC
T. Mossman, NRC
P. Harris, NRC
B. Baxter, NRC
M. Resner, NRC
NEI Advisory Task Force
NEI Audit Oversight Committee
NEI PADS Site Administrators
NEI PADS System Operator

NUCLEAR ENERGY INSTITUTE (NEI)
ACCESS AUTHORIZATION AND FITNESS-FOR-DUTY WORKSHOP
PRELIMINARY AGENDA
Sanibel Harbour Marriott Resort & Spa,
17260 Harbour Pointe Drive,
Fort Myers, FL, 33908,
July 20-22, 2015

Monday, July 20, 2015 (TBD)

7:15—8:00 AM	Continental Breakfast
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Monday, July 20, 2015 (TBD)

Time	Presentation	Presenter(s)
7:15—8:00 AM	Registration	
8:00—8:10 AM	Welcome, Introduction, Safety Briefing Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10-8:30 AM	Keynote Address-	TBD
8:30—8:45 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 SFAQ Topics 	Mr. Robert Kelm, PADS System Administrator, NEI Mr. A. J. Close, Senior Security Project Manager NEI
8:45—9:00 AM	NEI Advisory Task Force Activities	Mr. Robert Kelm, PADS System Administrator, NEI
9:00—10:00 AM	Substance Abuse Expert (SAE) Issues	TBD
10:00—10:15 AM	Break	
10:15—11:15 AM	Fatigue in the Work Setting.	Dr. Cara Davis, Medical Director, Duke Energy
11:15—12:00 Noon	Cyber Bulletin—Impact Upon Industry	TBD
12:00—1:00 PM	Lunch Provided (<i>Hayes C</i>)	
1:00—2:00 PM	Status of Regulatory Issues—NRC Rule Changes, Timeline, Public Meetings, Status of Rap Back MOU and Access to Other Database Information, SAVE, Etc.	Mr. Paul Harris, NSIR, NRC Mr. Mark Resner, NSIR, NRC
2:00—2:30 PM	Audit Trends	TBD
2:30—3:00 PM	Break	
3:00—3:50 PM	Cyber Panel Discussion	TBD
3:50—4:25 PM	Ask The Regulator—Industry Technical Issues and Lessons Learned	Mr. Paul Harris, NSIR, NRC Mr. Mark Resner, NSIR, NRC
4:25—4:30 PM	Summary of Day 1	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI

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(Continued)

Tuesday, July 21, 2015 (TBD)

7:15—8:00 AM	Continental Breakfast
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Tuesday, July 21, 2015 (TBD)

Time	Presentation	Presenter(s)
7:15—8:00 AM	Continental Breakfast	
8:00—8:10 AM	Welcome, Introduction, Safety Briefing, Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10—9:15 AM	Medical and Occupation Health Service Coordination with Access Authorization	TBD
9:15—9:30 AM	Impacts of Marijuana Legalization	TBD
9:30—9:45 AM	The Emergence of Palcohol	TBD
9:45—10:00 AM	Break	
10:00—12:00 Noon	Radicalization Trends	TBD
12:00—1:00 PM	Lunch Provided (<i>Hayes C</i>)	
1:00—1:40 PM	Implementation of a Licensee BOP	Mr. Johnny Rogers
1:40—2:15 PM	Behavioral Observation White Paper-Best Practice	TBD
2:15—2:30 PM	Status of 10 CFR 810 Changes	TBD
2:30—3:00 PM	Break	
3:00—4:00 PM	Blind Specimens	TBD
4:00—4:25 PM	NEI Web Board Application and Use	Mr. Robert Kelm, Workshop Coordinator, NEI
4:25—4:30 PM	Summary of Day 2	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI

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(Continued)

Wednesday, July 22, 2015 (TBD)

7:15—8:00 AM	Continental Breakfast
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Wednesday, July 22, 2015 (TBD)

Time	Presentation	Presenter(s)
7:15—8:00 AM	Continental Breakfast	
8:00—8:10 AM	Welcome, Introduction, Safety Briefing Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10—8:30 AM	An Adjudication Matrix Proposal	Mr. David Bonthron, Manager, Access Authorization and Fitness for Duty Programs, FPL/NextEra Energy
8:30—9:00 AM	Safeguards Information Access Program Update	Mr. Robert Kelm, Workshop Coordinator, NEI and Mr. A. J. Clore, Project Manager, NEI
9:00—9:15 AM	New Plant Construction—an Update	Mr. Randy Crooms, Security Operations Supervisor, VC Summer Nuclear Generating Station, and Ms Billie Rooks, Medical and FFD Services, Manager, Southern Nuclear
9:15—9:50 AM	NEI 03-01 Status/Update Discussion of Advisory Task Force-Recommended Changes	Mr. Robert Kelm, Workshop Coordinator, NEI
9:50—10:15 AM	PADS interface-Status and Update	Mr. Robert Kelm, Workshop Coordinator, NEI
10:15—10:40 AM	Break	
10:40—11:15 AM	Industry Training <ul style="list-style-type: none"> • Security Manager • Auditor • HHS Certified Laboratory Auditor • Reviewing Official 	Mr. A. J. Clore, Project Manager, NEI Mr. Robert Kelm, Workshop Coordinator, NEI
11:15—11:30 AM	REAL ID Program Status and Impact on Industry	Mr. Robert Kelm, Workshop Coordinator, NEI
11:30—12:00 Noon	Open Discussion	Mr. Robert Kelm, Workshop Coordinator, NEI
12:00—1:00 PM	Lunch Provided (<i>Hayes C</i>)	
1:00—1:30 PM	New Generation Subversion	TBD
1:30—2:00 PM	Panel Discussion—Subversion Detection	TBD
2:00—2:30 PM	Update on Electronic PAI Process	TBD
2:50—3:00 PM	Workshop Wrap-up, Critique, Actions	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
3:00—4:00 PM	Substance Abuse Expert Examination	Mr. Robert Kelm, PADS System Administrator, NEI

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PARTICIPANT REGISTRATION FORM

*(One Form per Participant, 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 June 22, 2015.)* **No registration refunds can be made after June 22, 2015.** 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, JUNE 22, 2015