

# UNITED STATES NUCLEAR REGULATORY COMMISSION

REGION IV 1600 E. LAMAR BLVD ARLINGTON TX 76011-4511

August 24, 2015

COL. DUNCAN G. HUGHES SURGEON GENERAL OF THE AIR FORCE AIR FORCE MEDICAL SUPPORT AGENCY (AFMSA) SG3PB (RADIATION HEALTH) 7700 Arlington Blvd, Suite 5151 Falls Church, VA 22042-5151

SUBJECT: UNITED STATES AIR FORCE, MASTER MATERIAL LICENSE BIENNIAL

INSPECTION NOTIFICATION, AND REVIEW QUESTIONNAIRE

### Dear Colonel Hughes:

The U.S. Nuclear Regulatory Commission (NRC) has scheduled the NRC biennial inspection for the week of October 26-30, 2015. The NRC inspection is an evaluation of the Department of the Air Force, USAF Radioisotope Committee's activities under the Master Materials License No. 42-23539-01AF. The inspection will utilize NRC Inspection Procedure 87129, "Master Materials Program," which is available on the NRC website at: <a href="http://www.nrc.gov/reading-rm/doc-collections/insp-manual/inspection-procedure/index.html">http://www.nrc.gov/reading-rm/doc-collections/insp-manual/inspection-procedure/index.html</a>.

Enclosed is a document entitled "Biennial Inspection Information Request." We request that the elements identified in this enclosure be submitted to the Region IV office no later than Thursday, October 1, 2015. This Information Request should also serve as a guide in preparing for the inspection and may be used as a tool to focus the inspection on the standard elements within the inspection procedure. Please recognize that this biennial inspection will concentrate on the period from the last inspection on April 19, 2013, forward.

If you have any questions regarding the biennial inspection, the enclosed Information Request, or if additional time is needed to respond to the questionnaire, please do not hesitate to contact me at 817-200-1590.

In accordance with Title 10 of the *Code of Federal Regulations* (CFR) 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS). ADAMS is accessible from the NRC Web site at <a href="http://www.nrc.gov/reading-rm/adams.html">http://www.nrc.gov/reading-rm/adams.html</a>.

Thank you for your cooperation.

Sincerely,

Jack Whitten, Branch Chief Nuclear Materials Safety Branch B Division of Nuclear Materials Safety

Docket: 030-28641 License: 42-23539-01AF

Enclosure:

Biennial Inspection Information Request

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Sincerely,

/RA/

Jack Whitten, Branch Chief Nuclear Materials Safety Branch B Division of Nuclear Materials Safety

Docket: 030-28641 License: 42-23539-01AF

Enclosure:

Biennial Inspection Information Request

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X SUNSI Review		ADAMS	X Publicly Available			X Non-Sensitive	Keyword:
By: MRS5		X Yes ☐ No	☐ Non-Publicly Available			☐ Sensitive	
OFFICE	RIV\DNMS\NMSBB	C:NMSBB					
NAME	MRSimmons	JEWhitten					
SIGNATURE	/RA/	/RA/					
DATE	08/14/15	08/24/15					

## BIENNIAL INSPECTION INFORMATION REQUEST October 26-30, 2015

#### I. MANAGEMENT OVERSIGHT: TECHNICAL STAFFING AND TRAINING

- 1. Organization (current and changes since April 2013).
- 2. Air Force (AF) regulations and procedures relating to the AF Master Materials License should be available during the inspection.
- 3. Training attended since April 2013 by licensing and inspection staff.
- 4. Reportable events that have occurred since April 2013.
- 5. Provide a staffing plan using the suggested format below that includes the name, position, and the percentage of time spent supporting the Master Materials License program:

Name Position Percentage of Time

- 6. Provide a listing of all new professional personnel hired since the last review, indicate the degree(s) they received, if applicable, and additional training and years of experience in health physics, or other disciplines, if appropriate.
- 7. List vacant positions in your program, the length of time each position has been vacant, and a brief summary of efforts to fill the vacancy.
- 8. Provide a brief description of your program's strengths and weaknesses. These strengths and weaknesses should be supported by examples of successes, problems, or difficulties, which occurred during this review period.

## II. STATUS AND QUALITY OF MATERIALS INSPECTIONS

- 1. Did you establish numerical goals for the number of inspections to be performed during this review period? If so, please describe your goals, the number of inspections actually performed, and the reasons for any differences between the goals and the actual number of inspections performed.
- 2. Please prepare a table identifying the permits with inspections that are overdue by more than 25 percent of the scheduled frequency set out in NRC Inspection Manual Chapter 2800. This list should include initial inspections that are overdue.

Insp. Frequency

<u>Permit Number</u> (Years) <u>Due Date</u> <u>Months O/D</u>

3. Do you currently have an action plan for completing overdue inspections? If so, please describe the plan.

	4.		What, if any, changes were made to your written inspection procedures during the reporting period.				
	5.	insped provid	Describe internal procedures for conducting supervisory accompaniments of inspectors in the field. If supervisory accompaniments were documented, please provide copies of the documentation for each accompaniment. Prepare a table showing the supervisory accompaniments.				
		Insped	ction Super	rvisor	Program Code	<u>Date</u>	
	6.	Provice inform	•	ections tha	at resulted in violations	s. Include the following	
		<u>Permi</u>	ttee Progr	am Code	Date of Inspect	ion Severity Level	
	TEC	HNICAL	QUALITY OF	<u>PERMITTI</u>	NG ACTIONS		
	1.		ed a major am		sual, or complex perm were terminated, deco	its that were issued, ommissioned, or renewed in	
	2.		number of perr April 2013.	nits issued	, amended, renewed,	denied, and terminated	
	3.					mitting procedures (new the reporting period?	
	4.		ss any varianco v period.	es in perm	itting policies and prod	cedures granted during the	
	5.		Identify by permit number and type, any renewal applications that have been pending for one year or more.				
	6.	List pe	ending licensin	g actions a	and include the followi	ng information:	
		<u>Permi</u>	ttee Progr	am Code	Action Type [	Date Received	
<b>'</b> .	<u>OTH</u>	HER MAT	ERIALS REQU	JESTED T	O BE AVAILABLE DU	IRING INSPECTION	
	1.	Organ	nization Charts	- including	names and positions		
			ne showing pos C members.	sitions fron	n the commander SG3	BPB (Radiation Health) to	
	2.	Permi	t Lists				
		Lic				der the Master Material ollows (sorted by permit	
Base	e F	Permit #	Permit Type	Priority	Last Inspection Date	Expiration Date	

III.

IV.

		List of open permit cases, with date of original request, and date of last follow-up action.			
		Separate lists of all new permits, terminations, amendments, and renewals finished since April 2013.			
		Copy of current log or other document used to track permitting actions.			
		Copy of current log or other document used to track inspections.			
		List of inspection frequency by permit type.			
		Listing or log of all incidents occurring during the review period. Show whether incident is open or closed and whether it was reported to the NRC.			
4.	Doc	uments			
		Standard permit conditions.			
		Technical procedures for permitting, model permits, review guides.			
		Inspection procedures and guides.			
		Inspection report forms.			
		Copies of job descriptions.			
RESPO		ES TO EVENTS OR INCIDENTS AND SAFETY CONCERNS OR DNS			
		List reportable events or incidents that were ongoing or occurred during the review period.			
		Did any incidents occur that involved equipment, source failure or approved operating procedures that were deficient?			
		List any changes to procedures for investigating incidents and events made during the period of this review.			
		List all safety concerns or allegations received during this review period.			
		List all wrongdoings identified during this review period.			

3.

V.

Other Lists