



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

December 28, 2015

MEMORANDUM TO: Those on the Attached List

FROM: Pamela J. Henderson, Acting Director */RA Hipolito Gonzalez for/*
Division of Material Safety, State, Tribal
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

SUBJECT: DRAFT REVISION TO THE OFFICE OF NUCLEAR MATERIAL
SAFETY AND SAFEGUARDS PROCEDURE SA-600, TRAINING
CRITERIA FOR AGREEMENT STATE PERSONNEL

Enclosed for your review and comment is the draft revision to the Office on Nuclear Material Safety and Safeguards Procedure SA-600, Training Criteria for Agreement State Personnel. This procedure is being revised to update criteria used to determine how applicants will be accepted to the U.S. Nuclear Regulatory Commission sponsored training courses. The current draft is not in red line strikeout format because it has been significantly revised and reformatted.

We would appreciate receiving your comments within 30 days from the date of this memorandum. There will be a technical edit review of the document before it is finalized. A State and Tribal Communication letter (STC-15-087) dated December 16, 2015, has also been issued to All Agreement States for their review and comment.

Enclosure:
SA-600, "Training Criteria for
Agreement State Personnel"

CONTACT: Marcia J. Casby, NMSS/MSTR
(301) 415-6525

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DATE	12/24/15	12/24/15	12/28/15

OFFICIAL RECORD COPY

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: December 28, 2015

SUBJECT: DRAFT REVISION TO THE OFFICE OF NUCLEAR MATERIAL SAFETY AND
SAFEGUARDS PROCEDURE SA-600, TRAINING CRITERIA FOR AGREEMENT
STATE PERSONNEL

Daniel S. Collins

Region I

John B. Giessner

Region III

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Region IV



NMSS Procedure Approval

Training Criteria for Agreement State Personnel

SA-600

Issue Date: January XX, 2016

Review Date: January XX, 2020

Daniel S. Collins
Director, NMSS/MSTR

Date:

Christian E. Einberg
Branch Chief, NMSS/MSTR/ASPB

Date:

Marcia J. Casby
Procedure Contact, NMSS/MSTR/ASPB

Date:

ML

NOTE

Any changes to the procedure will be the responsibility of the NMSS Procedure Contact. Copies of the NMSS procedures are available through the NRC Web site.

Enclosure



Procedure Title:
***Training Criteria for Agreement
State Personnel***
Procedure Number: SA-600

Page: 1 of 5
Issue Date:
X/XX/2016

I. INTRODUCTION

This procedure describes the Office of Nuclear Material Safety and Safeguards (NMSS) Division of Material Safety, State, Tribal, and Rulemaking Programs (MSTR), Agreement State Programs Branch process used to develop the training course schedule and criteria used to select training course attendees. Unless otherwise specified, all references to “State(s)” include Agreement States and Non-Agreement States that have submitted a formal request to become an Agreement State.

II. OBJECTIVE

- A. To identify the process used to develop the Nuclear Regulatory Commission (NRC) sponsored training course schedule for Agreement States.
- B. To identify the criteria used to determine how applicants will be accepted to the NRC sponsored training courses.
- C. To identify the process used to notify the States of their respective students’ acceptance and subsequent performance in each training course.

III. BACKGROUND

Over the last several years the training program conducted by the NRC for Agreement State personnel has gone through an evolution in which the training developed and conducted for Agreement States has been merged with the training program for the NRC staff. The training is intended to help States enhance their programs’ performance and foster national consistency among the State and NRC inspectors and license reviewers.

The Agreement State Training and Travel Coordinator provides input on the Agreement State Training needs, and in coordination with the Branch Chief, Technical Training Center (TTC) of the Office of the Human Capital Officer Training & Development (HRTD) is responsible for the development and issuance of the annual schedule of courses available to Agreement State personnel.

Certain NRC sponsored training courses have been identified by MSTR as providing basic information that directly supports the Agreement State program. A list of those courses currently approved for State participation is provided on our Web site at <https://scp.nrc.gov/training.html>. Most courses are held only a few times each year due to contract limitations or availability of funds/resources. Based on enrollment history, funding issues, or the number of individuals on the waitlist, the quantity of scheduled offerings may be reduced or increased.

IV. ROLES AND RESPONSIBILITIES**A. NMSS/MSTR**

1. The NRC Agreement State Training and Travel Coordinator evaluates the training needs of the States within a budgetary framework, and in coordination with the Branch Chief, TTC, and course Directors, is responsible for the development and issuance of the annual training schedule. The training schedule is posted to the NMSS external Web site, and as changes occur, the schedule is updated and the States are notified. In addition to those courses listed on the annual training schedule, certain non-core courses may be offered to the States on a space availability basis. The NRC Agreement State Training and Travel Coordinator will notify the States when an additional, non-core course is available to the States. The NRC would provide funding for these non-core course and the States would be responsible for travel related costs.
2. The Agreement State Training and Travel Coordinator processes applications submitted by the States.
3. The Agreement State Training Coordinator selects course attendees in accordance with this procedure and registers attendees in NRC's online registration system.
4. The Agreement State Training Coordinator issues a letter of notification to the States for each course, identifying the accepted students and providing information regarding course logistics and guidance related to travel and per diem.
5. The Agreement State Training Coordinator maintains data related to Agreement State training attendance.
6. The Agreement State Training Coordinator notifies each student, and their respective supervisor, of his or her performance upon completion of the course. Students who fail a course will be given the opportunity to re-take the examination. The NRC will not provide funding for students to attend the same course a second time.

B. HRTD

1. HRTD is responsible for contracting, scheduling, and conducting the materials training program courses attended by the NRC and Agreement State staff.
2. HRTD provides information relating to the performance of each student to the Agreement State Training and Travel Coordinator.

C. Agreement States

1. States are responsible for timely submittal of the training application form and travel voucher as outlined in NMSS Procedure AD-500, *Invitational Travel Authorization and Vouchers*.
2. Each State agency is responsible for designating a training coordinator for its own agency. The State training coordinator serves as the liaison for the NRC Agreement State Training and Travel Coordinator. The State training coordinator submits applications for training, informs the NRC Agreement State Training and Travel Coordinator of the need to withdraw an individual from a course, and provides notification to the NRC of State staff terminations.

V. GUIDANCE

- A. The NRC Agreement State Training Coordinator will issue a letter to notify the States of the training schedule for the upcoming calendar year. This letter will be dispatched in October of each year. The training schedule will provide the dates and locations of each course which is offered to the States. These courses provide training that is required for Agreement State personnel to become and remain qualified to perform and implement a materials licensing and inspection program.
- B. State staff must apply by the application due date which is set at 10 weeks prior to the course start date. The training application form is located on the NMSS Web site at <https://scp.nrc.gov/training.html>. Agreement States must immediately notify the NRC Agreement State Training Coordinator when a candidate with a pending application is no longer available to attend a specific training course.
- C. Approximately 10 weeks prior to the course start date, the HRTD Course Director will consult with the Agreement State Training Coordinator if there appears to be insufficient enrollment. If sufficient enrollment cannot be confirmed, the Agreement States Programs Branch Chief will be consulted, and a decision may be made to cancel the course.
- D. Qualification Criteria - Agreement State students will be selected based upon the following criteria:
 1. An Agreement State is limited to two candidates per training course. Exceptions will be made when the Agreement State would be unable to maintain an adequate program to protect public health and safety as measured by the Integrated Materials Performance Evaluation Program (IMPEP) criteria in Management Directive 5.6. States that have submitted a letter of intent and are actively seeking an Agreement may submit more than two candidates for a training course.

2. Candidates must have education and training or experience equivalent to an undergraduate degree with a major in science, and employment by a State agency that has been designated to conduct the State's Agreement program or to provide direct support to the State's Agreement program.
 3. A candidate's routine and ongoing work duties must be as an inspector and/or license reviewer for agreement material, and participation in the training course must be required by the State's written training program for inspectors and license reviewers of agreement material.
 4. A State program must have a specific class of licensee (or active application) for a candidate to receive approval to attend a technology specific class (e.g. panoramic irradiator).
 5. For candidates that provide a direct support role to the Agreement program, the Program Director must specify on the application form:
 - 1) The routine and ongoing work duties that the candidate performs that provide direct support and,
 - 2) That participation in the training course is required by the State's written training program for the candidate's position.
- E. By signing the application form, the Program Director is stating that the candidate meets the above criterion and should be successful in the course. Selection Criteria – The NRC Agreement State Training and Travel Coordinator will prioritize candidates based on the following criteria:
1. First Priority: 1) The Agreement State currently does not have inspection or licensing expertise to maintain current IMPEP performance levels as demonstrated by one or more recent vacancies; or, 2) The State has submitted a letter of intent and is actively seeking an Agreement.
 2. Second Priority: The Agreement State will not have inspection or licensing expertise to maintain IMPEP performance levels within a year as demonstrated by retirement or significant staff turnover.
 3. Third Priority: The Agreement State is enrolling one candidate to maintain a sufficient number of inspectors or license reviewers for future needs. A second candidate from an Agreement State may be enrolled based on specific program needs provided on the application form.
 4. Fourth Priority: The Agreement State is enrolling staff to expand their knowledge beyond their current responsibilities (cross-training), and is seeking refresher training for already qualified inspectors or license reviewers.

VI. REFERENCE

NMSS Procedure AD-500, *Invitational Travel Authorization and Vouchers*

**VIII. AGENCYWIDE DOCUMENTS ACCESS AND MANAGEMENT SYSTEM (ADAMS)
REFERENCE DOCUMENTS**

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into ADAMS are listed below.

No.	Date	Document Title/Description	Accession Number
1	11/20/07	FSME-07-106, Opportunity to Comment on Draft Revisions to FSME Procedure SA-600	ML073240612
2	12/21/07	FSME Procedure SA-600	ML080160015
3	01/23/08	FSME-08-011, Final FSME Procedure SA-600	ML080220212
4	03/16/11	FSME Procedure SA-600	ML110700012