



**Office of Nuclear Material Safety and Safeguards  
Procedure Approval**

***Training Selection Process and Criteria for  
Agreement State Personnel***

**SA-600**

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Issue Date: **March 10, 2017**

Review Date: **March 10, 2022**

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**ML16183A163**

**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 website.***



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## **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 (ASPB) process used to develop the training course schedule and criteria used to select training course attendees. This procedure also provides guidance to Agreement States on the process to host a training course. Unless otherwise specified, all references to "State(s)" include Agreement States and States that have submitted a formal request to become an Agreement State.

## **II. OBJECTIVE**

- A. To identify the process used to develop the U.S. Nuclear Regulatory Commission (NRC) sponsored training course schedule for 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.
- D. To identify the process and criteria for a State to host a training course.

## **III. BACKGROUND**

The Commission discontinued the funding of State staff training effective in 1997. In September 2007, the Commission approved the resumption of fully funding the training and associated travel costs for State staff to attend NRC-sponsored training. The Commission's funding for the program was fully resumed in Fiscal Year 2008. The resumption of full funding is intended to help States enhance their programs' performance and foster national consistency among State and NRC inspectors and license reviewers. Over the last several years the training program conducted by the NRC for State personnel has gone through an evolution in which the training developed and conducted for States has been merged with the training program for the NRC staff.

Certain NRC-sponsored training courses have been identified by MSTR as providing basic information that directly supports the State program. A list of those courses currently approved for State participation is provided on the NMSS State Communication Portal 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 (i.e., the list of individuals waiting for training course slots to open), the quantity of scheduled offerings

may be reduced or increased.

#### **IV. ROLES AND RESPONSIBILITIES**

##### **A. NRC Agreement State Training and Travel Coordinator**

1. Evaluates the training needs of the States within a budgetary framework, and, in coordination with the Agreement States Program Branch Chief; the NRC's Technical Training Center; and course instructors, is responsible for the development and issuance of the annual training schedule.
2. Processes applications submitted by the States.
3. Selects course attendees in accordance with this procedure and registers attendees in NRC's online registration system.
4. 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. Maintains data related to State training attendance.
6. Notifies each student, and his or her respective supervisor, of his or her performance upon completion of the course.
7. Notifies students who fail a course if an opportunity to re-take the examination is provided.

##### **B. Human Resources Training and Development**

1. Responsible for contracting, scheduling, and conducting the materials training program courses attended by the NRC and State staff.
2. Provides information relating to the performance of each student to the NRC Agreement State Training and Travel Coordinator. In the event a student fails a training course, the course instructor will notify the NRC Agreement State Training and Travel Coordinator of the student's options.

##### **C. States**

Responsible for timely submittal of the training application form and travel voucher as outlined in NMSS Procedure AD-500, *Invitational Travel Authorization and Vouchers*.

- D. Radiation Control Program Director  
  
Responsible for designating a training coordinator for his/her own agency.
- E. State Training Coordinator
  - 1. Serves as the liaison for the NRC Agreement State Training and Travel Coordinator.
  - 2. Submits applications for training, and informs the NRC Agreement State Training and Travel Coordinator of the need to withdraw an individual from a course.

**V. GUIDANCE**

- A. The NRC Agreement State Training and Travel Coordinator will issue a letter to notify the States of the training schedule for the upcoming fiscal year. This letter will be dispatched in June of each year. The training schedule will also be posted to the NMSS Communication Portal. The training schedule will provide the dates and locations of each course which is offered to the States. These courses provide training that is recommended for State personnel to become and remain qualified to perform and implement a materials licensing and inspection program.

Courses not listed on the NRC-sponsored training course list may be offered to the States on a space available basis. The NRC Agreement State Training and Travel Coordinator will notify the States when such a course is available to the States. The NRC would provide funding for tuition only, and the States would be responsible for all travel related costs and per diem.

- 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 State Communication Portal. States must immediately notify the NRC Agreement State Training and Travel Coordinator when a candidate with a pending application is no longer available to attend a specific training course.

Students who fail a course may apply to take the course again. However, the NRC will not provide funding for travel related costs and per diem for a student to take the same course a second time. Students may be offered an opportunity to retake the exam, and if a passing grade is achieved, credit will be given for the course.

- C. Approximately 10 weeks prior to the course start date, the Human Resources Training and Development Course Director will consult with the NRC Agreement State Training and Travel Coordinator if there appears to be insufficient

enrollment. If sufficient enrollment cannot be confirmed, the Agreement States Program Branch Chief will be consulted, and a decision may be made to cancel the course.

- D. Hosting – States requesting to host a course should submit an application, located on the NMSS State Communication Portal, to the NRC Agreement State Training and Travel Coordinator between January 1 and the end of February each year. Only the courses designated as “mobile” on the NRC Sponsored Course List, as provided on the NMSS State Communication Portal, are available for hosting. Requests to host a course will be evaluated based on need, contractual limitations and availability of resources (instructors and funds). In addition, the following factors will be evaluated prior to approving a State to host a course:
1. Impact on Other Attendees – Requests from Agreements States to host a training class will be evaluated based on training class availability (e.g., number of offerings in a fiscal year) and NRC/Agreement State demand for the training class. The impact on the training needs of other States and NRC will be considered in the final decision.
  2. Facilities and Equipment – The availability and quality of facilities and equipment will be considered in the decision whether to grant a request to host a course. The effectiveness of the training facility for all the participants will be considered.
  3. Guaranteed Enrollment – The State must guarantee that they will fill a minimum of 25 percent and a maximum of 50 percent of the total available slots with their qualified staff, per the criteria established in Section E.
- E. Qualification Criteria - State students will be selected for both on-line and classroom training based upon the following criteria:
1. Candidates must have a Bachelor’s degree, or equivalent training or experience in the physical/life sciences, engineering, or other appropriate field, 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.
  2. A candidate’s routine and ongoing work duties include or will include 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.

3. 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).
4. 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.

F. Priority of training candidates

By signing the application form, the Program Director is stating that the candidate meets the above criterion and should be successful in the course. The NRC Agreement State Training and Travel Coordinator will prioritize candidates based on the following criteria:

First Priority: The 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.

Second Priority: The State will not have inspection or licensing expertise to maintain IMPEP performance levels within a year as demonstrated by retirement or significant staff turnover.

Third Priority: The State is enrolling one candidate to maintain a sufficient number of inspectors or license reviewers for future needs. A second candidate from a State may be enrolled based on specific program needs provided on the application form.

**VI. REFERENCE**

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

**SA-600: *Training Selection Process and  
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**VIII. 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.

<b>No.</b>	<b>Date</b>	<b>Document Title/Description</b>	<b>Accession Number</b>
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
5	12/16/15	STC-15-087, Opportunity to Comment on Draft Revisions to NMSS Procedure SA-600	ML15350A373