



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

July 27, 2016

Beth Schilke, Radiation Safety Specialist
Office of Radiological Health
Virginia Department of Health
109 Governor Street, Room 736
Richmond, VA 23185

Dear Ms. Schilke:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the New Hampshire Agreement State Program. The team leader for this review is Ms. Michelle Beardsley of the U.S. Nuclear Regulatory Commission's Office of Nuclear Material Safety and Safeguards Program. Ms. Beardsley will notify you of your assigned indicator upon making assignments. To participate on this review team, you will be required to travel to Concord, New Hampshire, for the on-site portion of this review. The on-site portion of the IMPEP review of the New Hampshire Agreement State Program is scheduled for November 14-18, 2016. To facilitate an early start to the review on Monday, November 14, 2016, you will be required to travel on Sunday, November 13, 2016.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the New Hampshire IMPEP review should be directed to Ms. Beardsley at (610) 337-6942 or michelle.beardsley@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Paul Michalak, Chief
Agreement State Programs Branch
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure:
Travel Instructions for Agreement State
IMPEP Team Members

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Agreement State Programs Branch
Division of Material Safety, State, Tribal,
and Rulemaking Programs
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Enclosure:
Travel Instructions for Agreement State
IMPEP Team Members

Distribution: (SP05)
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MWelling, VA

ML16209A019

OFFICE	MSTR/ASPB
NAME	PMichalak
DATE	07/27/16

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS FOR AGREEMENT STATE IMPEP TEAM MEMBERS ON-SITE REVIEW

COORDINATION: Information regarding times, lodging, and location of the IMPEP review that you are scheduled to participate in should be obtained from your team leader.

LODGING AND TRAVEL: Please plan to arrive on November 13, 2016 and depart on November 18, 2016. You must make your own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 844-244-6694 for airline reservations, and indicate that the travel is “Invitational” for the NRC. Please select a fully refundable Government fare if one is available, and make sure that El Sol Travel correctly direct bills your fare to credit card ending **2835**. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, please contact Marcia Casby at (301) 415-6525.

Please complete the Travel Application Form which will be provided to you and submit to Marcia Casby, ASTrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but no later than two weeks after the date of this letter. You should request the Federal government rate at the hotels. The per diem for Concord, NH is \$94 for hotel and \$59 for meals and incidentals.

EXPENSES: State participants in IMPEP review will be reimbursed per diem or actual, (whichever is less) for the hotel. Airfare is directly billed to the U.S. Nuclear Regulatory Commission. If you plan to drive your personal vehicle, the Federal mileage reimbursement is 54 cents per mile. Taxi fare, including no more than 15% for tip, is reimbursable. Rental cars are not reimbursable. You will receive a meal per diem, with the first and last days of travel reimbursed at 75%. Please note that receipts are necessary to claim any expense of \$50.00 or more.

VOUCHER FOR REIMBURSEMENT: At your earliest opportunity, but no later than 10 days following the conclusion of travel, please complete and submit the Voucher Reimbursement Form which will be provided to you and return to Marcia Casby. Complete instructions as well as a sample will be provided to you. El Sol Travel will email you two itineraries – one when you make your reservation, and one when your flight has been ticketed. Please include the flight itinerary/receipt that you receive with your Voucher for Reimbursement. Be sure to use the Voucher Checklist which is part of the instructions before you submit the Voucher for Reimbursement to Marcia Casby.

Enclosure