



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

November 20, 2017

Beth Schilke  
Radioactive Materials Program  
Virginia Department of Health  
Eastern Regional Office  
1807 Meadowview Dr.  
Yorktown, VA 23693

Dear Ms. Schilke:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Arkansas Agreement State Program. The team leader for this review is Dr. Lizette Roldan-Otero of the U.S. Nuclear Regulatory Commission's Office. Dr. Roldan-Otero will notify you of your assigned indicator upon making assignments. To participate on this review team, you will be required to travel to Little Rock, Arkansas, for the on-site portion of this review, which is scheduled for November 27 – December 1, 2017. To facilitate an early start to the review on Monday, November 27, 2017, you will be required to travel on Sunday, November 26, 2017.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the Arkansas IMPEP review should be directed to Dr. Roldan-Otero at (817) 200-1596 or [Lizette.Roldan-Otero@nrc.gov](mailto:Lizette.Roldan-Otero@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

SUBJECT: B. Schilke Arkansas 2018 IMPEP Invitational Travel

DISTRIBUTION: (SP05)

Astrainingandtravel Resource

SHarrison, VA

RErickson, RSAO/RIV

LRoldan-Otero, MSTR

LRakovan, MSTR

MCasby, MSTR

**ML17324A530**

<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	PMichalak
<b>DATE</b>	11/20/17

**OFFICIAL RECORD COPY**

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

**COORDINATION:** Information regarding times, lodging, and location of the Integrated Materials Performance Evaluation Program (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 26, 2017, and depart on December 1, 2017. 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 U.S. Nuclear Regulatory Commission (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 via email to [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than 2 weeks after the date of this letter. You should request the Federal government rate at the hotels. The per diem for Little Rock, AR is \$96 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 NRC. If you plan to drive your personal vehicle, the Federal mileage reimbursement is 53.5 cents per mile. Taxi fare, including no more than 15 percent 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 percent. 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 [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov). Complete instructions as well as a sample will be provided to you. El Sol Travel will e-mail 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 [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov).

Enclosure