

December 4, 2001

Mr. Jared Thompson, Program Leader
Radioactive Materials Program
Radiation Control & Emergency Management
Arkansas Department of Health
4815 West Markham Street, Slot 30
Little Rock, AR 72205-3867

Dear Mr. Thompson:

Per your discussion with Mr. Charles Cox, team leader for the Region II Integrated Materials Performance Evaluation Program (IMPEP), you have been assigned as the lead reviewer for the common performance indicator, Technical Quality of Licensing Actions. The onsite portion of the IMPEP review of the Region II program is scheduled for March 18-22, 2002. I appreciate your assistance with this review.

Enclosed are the Instructions to IMPEP State Members. If you have any general questions regarding the IMPEP process, please contact me at (301) 415-2320. Specific questions regarding the Region II IMPEP review should be directed to the team leader, Mr. Charles Cox at (301) 415-6755.

Sincerely,

Kathleen N. Schneider
Senior Project Manager
Office of State and Tribal Programs

Enclosure:
As stated

Jared Thompson

Distribution:

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PDR (YES_√__ NO__)

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OFFICE	STP		STP						
NAME	LJRakovan:gd		KNSchneider						
DATE	12/3/01		12/4/01						

STP-AG-3; STP-I-2

INSTRUCTIONS TO IMPEP STATE TEAM MEMBERS

COORDINATION: Information regarding times, lodging and location of the IMPEP review that you are scheduled to participate should be obtained from your IMPEP team leader. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC 3 weeks prior to your travel.

TRAVEL: Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-5006; normal business hours are 8:00 a.m. - 5:00 p.m. Tickets will be mailed to you about a week before the meeting. Travel by car will be reimbursed at a rate of 34.5¢ per mile, not to exceed the minimum airfare.

The Nuclear Regulatory Commission has received approval from the General Services Administration to allow State employees who are able to obtain a special discount (i.e., a lower fare than is available from Carlson Wagonlit Travel) through their State travel agency to purchase airline tickets themselves and be reimbursed via their travel voucher. In order to use your own State travel agency, it must be confirmed that Carlson Wagonlit Travel is not able to obtain that same class ticket for the same price. Before purchasing your own ticket, please contact Brenda Usilton at (301) 415-2348 in order to assure the proper procedures are followed.

EXPENSES: State participants in IMPEP reviews will be reimbursed for expenses in accordance with Federal travel regulations. A voucher will be provided to you. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC.

Any questions about, or changes in, travel should be directed to Ms. Brenda Usilton at (301) 415-2348. Any questions on the IMPEP review should be made to your team leader for that review or Kathleen Schneider at (301) 415-2320.

Please FAX the following information to
Brenda Usilton at (301) 415-3502
by 5 pm (EDT) (3 weeks prior to review)

IMPEP Review: _____

Dates: _____

Travel: _____

Location: _____

NAME: _____

BUSINESS ADDRESS: _____

WORK PHONE NUMBER: _____

SS#: _____ - _____ - _____

Departure City (airport): _____

Date of Departure (note anything unusual): _____
Please provide reason: _____

Date of Return (note anything unusual): _____
Please provide reason: _____

Cost of Airfare (from Carlson Travel): _____
Flight Number (e.g., UA 210) _____
Arrival Time (4:23 p.m. July 9) _____

If you are driving indicate roundtrip miles: _____

Lodging Arrangements Made: (Yes) (No) _____