

September 18, 2007

Mr. Michael Snee, Administrator  
Technical Support Section  
Bureau of Radiation Protection  
Ohio Department of Health  
246 North High Street  
Columbus, OH 43215

Dear Mr. Snee:

In my capacity as the Team Leader for the Oregon Followup Integrated Materials Performance Evaluation Program (IMPEP) review, I have assigned you as the lead reviewer for the common performance indicator, Technical Quality of Licensing Actions. The on-site portion of the followup IMPEP review of the Oregon Agreement State Program is scheduled for December 3 through 7, 2007.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. The U.S. Nuclear Regulatory Commission will be paying for your travel and per diem expenses for the IMPEP review in accordance with Federal travel regulations. If you have any general questions regarding the IMPEP process, please contact the IMPEP Project Manager, Aaron T. McCraw at (301) 415-1277. Specific questions regarding the Oregon followup IMPEP review should be directed to me at (301) 415-2320.

Thank you for your continued support of IMPEP.

Sincerely,

**/RA/**

Kathleen N. Schneider  
Senior Project Manager  
State Agreements and Industrial Safety Branch  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosure:  
Travel Instructions to Agreement State  
IMPEP Team Members

M. Snee

Distribution: DCD (SP07)

DMSSA RF

KKarcagi, FSME/DMSSA

BUsilton, FSME/DMSSA

**ML072610277**

OFFICE	FSME/DMSSA						
NAME	KNSchneider:kk						
DATE	9/18/07						

**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. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC at least 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 Eastern time. If you do not choose electronic tickets, tickets will be mailed to you approximately one week before the first day of travel. Travel by car will be reimbursed at a rate of 48.5¢ per mile, not to exceed the minimum airfare.

### **EXPENSES:**

State participants in IMPEP reviews will be reimbursed for expenses in accordance with Federal travel regulations. A voucher with travel instructions 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 Aaron McCraw at (301) 415-1277.

**- TRAVEL INFORMATION -  
IMPEP STATE TEAM MEMBER  
ON-SITE IMPEP REVIEW**

**NAME:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**WORK ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**SS# (required):** \_\_\_\_\_ - \_\_\_\_\_

**IMPEP REVIEW FOR:** \_\_\_\_\_

**REVIEW DATES:** \_\_\_\_\_

**TRAVEL DATES:** \_\_\_\_\_

**DEPARTURE CITY (AIRPORT):** \_\_\_\_\_

**DATE OF DEPARTURE:** \_\_\_\_\_

Please note anything unusual and provide reason: \_\_\_\_\_

**DATE OF RETURN:** \_\_\_\_\_

Please note anything unusual and 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 ROUND TRIP MILES:** \_\_\_\_\_

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502 by 5 pm (EDT) a minimum of 3 weeks prior to the review.