



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

September 8, 2014

Ron Parsons
Department of Environmental & Conservation
William R. Snodgrass Tennessee Tower
312 Rose L. Parks Avenue, 15th Floor
Nashville, TN 37243

Dear Mr. Parsons:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the U.S. Nuclear Regulatory Commission's (NRC), Sealed Sources and Device (SS&D) Program. The team leader for this review is Mr. Karl Von Ahn of the Ohio Agreement State Program. Mr. Von Ahn will notify you of your assigned indicators upon making assignments. To participate on this review team, you will be required to travel to Rockville, Maryland for the on-site portion of this review. The on-site portion of the IMPEP review of the NRC SS&D Program is scheduled for December 8-11, 2014. To facilitate an early start to the review on Monday, December 8, 2014, you will be required to travel on Sunday, December 7, 2014.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. Specific questions regarding the NRC SS&D IMPEP review should be directed to Ms. Dimmick at (301) 415-0694 or lisa.dimmick@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA J. Katanic for/

Duncan White, Chief
Agreement State Programs 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

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Distribution: (SP01)
MCasby, FSME/MSSA LDimmick, MSSA/ASPB

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OFFICE	MSSA/ASPB	MSSA/ASPB
NAME	KMeyer	DWhite / jfk
DATE	09/08/14	09/08/14

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 three weeks prior to your travel.

LODGING AND TRAVEL: Please plan to arrive on **Sunday, December 7, 2014, and depart on Friday, December 12, 2014.** You must make your own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 1-800-453-8396 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Please complete the new [Travel Application Form](#) and return it to Marcia Casby at AStrainingandtravel.Resource@nrc.gov at your earliest opportunity, but no later than three weeks prior to the start date of the IMPEP Review. If you have any questions regarding travel or the new Travel Application Form, please contact Marcia Casby at 301-415-6525.

EXPENSES: State participants in IMPEP reviews will be reimbursed for expenses in accordance with Federal travel regulations, including a meal and incidental per diem. The per diem for **Rockville, Maryland is 219/71/290.** This means that lodging/meals/not to exceed the total. No rental cars will be authorized for travel. You will be reimbursed for transportation between the airport and hotel, and between the hotel and the review site. If you plan to drive, the Federal mileage reimbursement is 56 cents per mile. Receipts are necessary to claim any expenses of \$75.00 or more. Please note that telephone calls will not be reimbursed.

VOUCHER FOR REIMBURSEMENT: At your earliest opportunity, but no later than 15 days following the conclusion of travel, please complete and submit the Voucher Reimbursement Form [Voucher Reimbursement Form](#) and return to Marcia Casby at AStrainingandtravel.Resource@nrc.gov. Complete instructions as well as a sample are available on our website, [Travel Voucher Instructions and Sample Form](#). Individuals should request the Federal government rate at the hotels. Please be sure to familiarize yourself with the new requirements prior to completing your Voucher for Reimbursement.

Any questions about, or changes in travel should be directed to Marcia Casby, Training and Travel Coordinator, at (301) 415-6525. Any questions on the IMPEP review process should be made to your team leader for that review or Lisa Dimmick, IMPEP Project Manager, at (301) 415-0694.

Enclosure