

March 25, 2014

TO: NEI PADS Points of Contact  
NEI Access Authorization Points of Contact  
NEI Fitness-For-Duty Points of Contact  
NEI Substance Abuse Experts  
NEI Psychological Service Providers  
NEI Medical Review Officers  
NEI Employee Assistance Program Personnel  
NEI Contractor/Vendor Audit Point of Contact  
NEI Contractor/Vendor Points of Contact  
NEI Licensee Internal AA and FFD Audit Points of Contact  
NEI New Plant Construction Task Force

**SUBJECT: WORKSHOP NOTICE—Access Authorization and Fitness-For-Duty Workshop**

The Nuclear Energy Institute (NEI) is coordinating an Access Authorization and Fitness-for-Duty (FFD) Workshop July 16-18, 2014, at the Renaissance Columbus Downtown Hotel 50 North Third Street Columbus, OH 43215.

**Who Should Attend?**

The format for this year's workshop will encompass two and one half (2 1/2) days. The workshop is designed to be of interest to the full range of persons who contribute to the access authorization and fitness for duty (FFD) programs including:

- Licensee access authorization personnel (Corporate and Plant Site)
- Contractor/vendors (C/V—(Approved Programs and Background Investigation Screening Companies),
- FFD Program Personnel,
- Substance Abuse Experts (SAE),
- Medical Review Officers (MRO),
- Employee Assistance Program (EAP) personnel,
- Personnel involved both access authorization and FFD program servicing new plant construction activities,
- Access authorization and FFD program auditors and
- Nuclear Regulatory Commission (NRC) staff members.

The forum will provide opportunities for all parties to examine the challenges faced during the continued implementation of the following:

- 10 CFR Part 26, *Fitness for Duty Programs*,
- 10 CFR § 73.56, *Personnel Access Authorization Requirements for Nuclear Power Plants*; and
- NEI 03-01, *Nuclear Power Plant Access Authorization Program*.

### **What Is The Goal Of The Workshop?**

The workshop goal is to improve efficiencies within the administration of the access authorization and fitness-for-duty programs industry-wide by exploring current access authorization and fitness-for-duty issues and also provide a forum for the sharing of ideas both from within the industry through discussion of Operating Experience (OE) and relevant information from sources outside of the industry. The workshop should result in:

- an improved understanding of regulatory changes;
- the attendees understanding of the affects that the regulations have on licensees, C/Vs, and new plant programs; and
- fostering of Access Authorization and Fitness for Duty program consistency industry-wide.

### **In What Format Will The Workshop Be Presented?**

The workshop format will consist of morning and afternoon plenary sessions each day, during which topics of a general interest to all participants will be presented.

### **What Topics Does The Preliminary Agenda Cover?**

Enclosure 1 is a preliminary workshop agenda. (**Note:** Topics and times may change between the issuance of this notice and the workshop date depending upon the emergence of industry issues and the availability of presenters.) The agenda attempts to blend current industry issues with matters affecting the community of which nuclear power plant employees are a part. The preliminary agenda contains some *RESERVED* areas for which presentations have not yet committed. The preliminary agenda will be updated periodically on the [www.padsworkshop.org](http://www.padsworkshop.org) web site.

The workshop will include current industry issues. If your organization has a specific topic for discussion, or if you desire to present a topic at the workshop, provide a synopsis of the subject matter to me no later than Friday, June 13, 2014. The NEI Advisory Task Force must review the topic and will be responsible

for the final agenda configuration. A final agenda will be completed approximately two weeks prior to the workshop and made available on the workshop web site.

### **What Are The Negotiated Hotel Lodging Rates and Deadlines For Lodging Reservations?**

A \$139.00 per night single/double (plus applicable taxes), hotel lodging cost has been negotiated for workshop participants for rooms Tuesday through Friday, July 15-18, 2014 (including Friday night with a checkout on Saturday, July 19, 2014). In order for the participant to attend all portions of the workshop it is suggested that return airline reservations be scheduled no earlier than 2:00 PM, Friday, July 18, 2014 or anytime on Saturday, July 19, 2014 or thereafter.

**Hotel lodging reservations for the workshop must be made on or before 5:00 PM EDT Monday, June 16, 2014, in order to obtain the workshop-negotiated rate.** Hotel check-in time is 3:00 PM and checkout time is 12:00 Noon. The reservation must be guaranteed with a first night room deposit or guaranteed with a major credit card. Lodging costs are the responsibility of the individual workshop participant. **When making reservations for the workshop contact the Renaissance Columbus Downtown Hotel directly at 614 228-5050 or Marriott Reservations at 1-877 901-6632. Be sure to ask for PASSKEY reservations and specify Nuclear Energy Conference/PADS Workshop.**

Alternatively, a dedicated booking website has been created for the 2014 workshop so that attendees will be able to make, modify and cancel hotel reservations online, as well as take advantage of any room upgrades, amenities or other services offered by the Renaissance Columbus Downtown Hotel. To make reservations online click on the link or copy and paste the link into a browser, click enter and you will be connected to the dedicated reservation web site.

### **[Nuclear Energy Conference/PADS Workshop](#)**

**Note:** Make your hotel reservations as soon as practical. Space is limited to the room block committed to by the workshop. If rooms are reported as not being available prior to June 16, 2014, please advise me as soon as possible. I will attempt to make additional rooms available but, can only do so if the hotel management will agree to assign additional rooms to the reserved block. The availability of additional rooms largely depends on the other hotel commitments at the time of the workshop. After June 16, 2014, hotel rooms may be reserved at the hotel's prevailing rates, if available.

## **Workshop Registration Fee, Payments And Deadlines**

**In order to properly prepare for the meeting, participants are asked to complete and submit a registration form, Enclosure 2, not later than Monday, June 16, 2014, providing all requested information.** *(Note: One registration form per participant. Submission instructions are contained on Attachment 2.)* A workshop fee of \$590.00 per participant is required to cover meeting expenses e.g., meals, room rental, audio-visual support, refreshments, handout materials, supplies, etc. The registration fee **MUST** be received by Monday, June 16, 2014. **(Note: For purposes of planning, the workshop is required to advise the hotel of the number of attendees by June 16, 2014. Therefore, no registration refunds can be made after the June 16, 2014, contract deadline.)** Because of the contractual commitment to the hotel, a late registration fee of \$790.00 will be assessed registrants who register after June 16, 2014.

Alternatively, attendees may register and pay the registration fee through a web site dedicated to the PADS Workshop. Click the URL below or paste the URL into your browser. If you register through the website, the hardcopy registration form (Enclosure 2) is **not** required to be submitted.

<http://padsworkshop.org/registration>

## **Other Workshop Items Of Interest**

Continental breakfast, lunch and breaks will be provided each day.

Business casual attire is appropriate for this workshop.

The closest airport servicing Columbus is the Port Columbus International Airport (CMH). Most major airlines provide service into CMH.

Major rental car providers (e.g., Hertz, AVIS, National, etc.), taxi, and limonene service is available for a 15 minute ride to the hotel. An average taxi cost is approximately \$25.

The Renaissance Columbus Downtown Hotel has a parking garage and provides valet service at \$25.00 per night or self parking is available at \$17.00 per night.

The [www.padsworkshop.org](http://www.padsworkshop.org) website contains information relative to entertainment, attractions and restaurants in Columbus, OH.

### **Substance Abuse Expert (SAE) Continuing Education Credit**

Once again, NEI will submit the workshop agenda for SAE continuing education credit. The submission cannot be made earlier than 30 days prior to the workshop offering, therefore, the precise number of continuing education hours to be awarded for attending the workshop cannot be determined at this time. A separate announcement will be made in early July 2014 concerning the continuing education hours to be awarded.

### **What To Do If You Have Any Questions**

If you have any questions or wish to submit suggestions for discussion, please contact me at (419) 824-2111, mobile at (567) 377-2021, by fax at (419) 882-5718, or e-mail at [robertkerm@aol.com](mailto:robertkerm@aol.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'RRK', with a stylized flourish at the end.

Robert R. Kelm, Sr.

RRK

Enclosures

c: D. Kline, NEI  
R. Landis, NEI  
C. Lui, NRC  
D. Huyck, NRC  
P. Harris, NRC  
B. Baxter, NRC  
M. Resner, NRC  
N. Carbonaro, Columbus Renaissance  
NEI Advisory Task Force  
NEI Audit Oversight Committee  
NEI PADS Site Administrators  
NEI PADS System Operator

**NUCLEAR ENERGY INSTITUTE (NEI)**  
**ACCESS AUTHORIZATION AND FITNESS-FOR-DUTY WORKSHOP**  
***PRELIMINARY* AGENDA**  
**Renaissance Columbus Downtown Hotel**  
**Columbus, OH**  
**July 16-18, 2014**

**Wednesday, July 16, 2014 (Hayes C)**

7:15—8:00 AM	Continental Breakfast
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**Wednesday, July 16, 2014 (Hayes D & E)**

Time	Presentation	Presenter(s)
7:15—8:00 AM	Registration	
8:00—8:10 AM	Welcome, Introduction, Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10—8:45 AM	Keynote Address	NEI (TBD)
8:45—9:15 AM	Summary-Changes in the Past Year-Access/FFD <ul style="list-style-type: none"> <li>System Administrator Bulletins—How Should they Be Used &amp; Review of Recently Issued Bulletins</li> <li>SFAQ/FAQ—Process &amp; Current Activities</li> </ul>	Mr. Robert Kelm, PADS System Administrator, NEI
9:15—9:40 AM	NEI Advisory Task Force Activities	Advisory Task Force Member(s) (TBD)
9:40—10:00 AM	Medical Marijuana Update	(TBD)
10:00—10:15 AM	Break	
10:15—11:10 AM	The World of Cyber Security	Ms Ellen Giblin, Privacy Counsel, The Ashcroft Law Firm
11:10—12:00 Noon	Problems in Background Investigation Programs	Mr. Jack Nichols, Director and General Counsel, Creative Services, Inc.
12:00—1:00 PM	Lunch Provided (Hayes C)	
1:00—2:30 PM	Status of Regulatory Issues—NRC Rule Changes, Timeline, Public Meetings, Status of Rap Back MOU and Access to Other Database Information, SAVE, Etc.	NRC (TBD)
2:30—3:00 PM	Break	
3:00—3:40 PM	Behavior Observation Program-A Model Program—White Paper Presentation	(TBD)
3:40—4:30 PM	Ask The Regulator—Industry Technical Issues and Lessons Learned	(TBD NRC Staff)

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**Columbus, OH**  
**July 16-18, 2014**  
**(Continued)**

**Thursday, July 17, 2014 (Hayes C)**

7:15—8:00 AM	Continental Breakfast
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**Thursday, July 27, 2014 (Hayes D & E)**

<b>Time</b>	<b>Presentation</b>	<b>Presenter(s)</b>
7:15—8:00 AM	Continental Breakfast	
8:00—8:10 AM	Welcome, Introduction, Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10—8:40 AM	Safeguards Information Program Update	Mr. Ray Landis, Senior Project Manager, NEI
8:40—9:10 AM	Annual Supervisory Review Survey—Results	(TBD)
9:10—9:40 AM	REAL ID Act of 2005—Impact upon Industry	(TBD)
9:40—10:15 AM	NEI 03-01—Revision 4 Draft—Revisions	Mr. Robert Kelm, PADS System Administrator, NEI
10:15—10:40	Break	
10:40--11:30	Drug Diversion—A Discussion of Foreign Drugs in the US and Diversion within the Medical Community	Mr. Johnny Rogers, Supervisor Fitness-for-Duty & Access Programs, Dominion Generation
11:30—12:00 Noon	South Carolina Electric & Gas Alternate Dispute Resolution	Mr. Robin Haselden, General Manager Organization, Development and Effectiveness, SCE&G
12:00—1:00 PM	Lunch Provided (Hayes C)	
1:00—2:00 PM	Substance Abuse Expert (SAE) Issues	Dr. Brenda Sowter, MRO TVA and Dr. David Thompson, Consulting Psychologist
2:00—2:30 PM	Exelon Alternate Dispute Resolution	Ms Susan Techau, AA & FFD Program Manager, Exelon
2:30—3:00 PM	Break	
3:00—3:30 PM	An Adjudication Matrix Proposal	(TBD)
3:30—4:00 PM	New Plant Construction Fitness-for-Duty Activities	(TBD)
4:00—4:30 PM	Reserved	(TBD)

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**ACCESS AUTHORIZATION AND FITNESS-FOR-DUTY WORKSHOP**  
***PRELIMINARY* AGENDA**  
**Renaissance Columbus Downtown Hotel**  
**Columbus, OH**  
**July 16-18, 2014**  
**(Continued)**

**Friday, July 18, 2014 (Hayes C)**

7:15—8:00 AM	Continental Breakfast
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**Friday, July 18, 2014 (Hayes D & E)**

Time	Presentation	Presenter(s)
7:15—8:00 AM	Continental Breakfast	
8:00—8:10 AM	Welcome, Introduction, Meeting Objectives, General Comments	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
8:10—8:40 AM	Subversion of Drug Testing Processes	TBD
8:40—9:15 AM	Cyber Security—Status and Impact on Industry	TBD
9:15—9:45 AM	The Gold Fish Incident	TBD
9:45—10:15 AM	PADS	Mr. Robert Kelm, Workshop Coordinator, NEI
10:15—10:45 AM	Break	
10:45—11:15 AM	Audits Results, Revision to FFD Checklist	(TBD)
11:15—11:50 AM	Open Discussion	(TBD)
11:50—12:00 Noon	Workshop Wrap-up, Critique, Actions	Mr. Robert Kelm, Workshop Coordinator, NEI Mr. David Kline, Director, Nuclear Security, NEI
12:00—1:00 PM	Lunch Provided (Hayes C)	
1:00—1:30 PM	Substance Abuse Expert Examination	Mr. Robert Kelm, PADS System Administrator, NEI



NUCLEAR ENERGY INSTITUTE (NEI)  
ACCESS AUTHORIZATION AND FITNESS-FOR-DUTY WORKSHOP  
**PRELIMINARY** AGENDA  
Renaissance Columbus Downtown Hotel  
Columbus, OH  
July 16-18, 2014

**PARTICIPANT REGISTRATION FORM**

*(One Form Per Participant. Use Addition Copies of This Form as Necessary)*

*(Please Print Clearly. Provide all Requested Information)*

Last Name:

First Name:

Position/Title:

Company:

Address:

City:

State:

Zip code:

Telephone:

E-mail address:

A registration fee of **\$590.00** per participant is required. *(Note: A \$790 registration fee is assessed after June 16, 2014.)* **No registration refunds can be made after June 16, 2016.** Registrations and credit cards are accepted through the following web site. Click the link or past the link into your browser.

<http://padsworkshop.org/registration>

Make Checks Payable To: **PADS-Workshop.**

If you are paying the registration fee by check, this registration form should be mailed (with the fee) or e-mailed or faxed and the fee mailed separately to:

PADS WORKSHOP  
7939 Millford Drive  
Sylvania, OH 43560-1021  
FAX—419 882-5718  
E-mail: [robertkelm@aol.com](mailto:robertkelm@aol.com)

**DEADLINE:**  
**REGISTRATION FORMS AND FEES MUST BE RECEIVED NO LATER THAN**  
**MONDAY, JUNE 16, 2014**