



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

August 10, 2015

Mr. Jason Kelly, Program Coordinator  
Department of State Health Services  
P.O. Box 149347  
Austin, TX 78714-9347

Dear Mr. Kelly:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the California Agreement State Program. The team leader for this review is Ms. Donna Janda of the U.S. Nuclear Regulatory Commission, Region I Office. Ms. Janda will notify you of your assigned indicators upon making assignments. To participate on this review team, you will be required to travel to Sacramento, CA, for the on-site portion of this review. The on-site portion of the IMPEP review of the California Agreement State Program is scheduled for October 5 – 9, 2015. To facilitate an early start to the review on Monday, October 5, 2015, you will be required to travel on Sunday, October 4, 2015.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the California IMPEP review should be directed to Ms. Janda at (610) 337-5371 or [Donna.Janda@nrc.gov](mailto:Donna.Janda@nrc.gov).

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Christian E. Einberg, 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

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Distribution: (SP05)  
MCasby, MSTR/ASPB      DJanda/RI      LDimmick, MSTR/ASPB

**ML15222B176**

<b>OFFICE</b>	MSTR/ASPB
<b>NAME</b>	CEinberg
<b>DATE</b>	08/10/15

**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.

**LODGING AND TRAVEL:** Please plan to arrive on October 4, 2015 and depart on October 9, 2015. 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 to Marcia Casby, [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than two weeks after the date of this letter. You should request the Federal government rate at the hotels. The per diem for Sacramento, CA is \$107 for hotel and \$61 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 57.5 cents per mile. Taxi fare, including no more than 15% 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%. 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 Marcia Casby. Complete instructions as well as a sample will be provided to you. El Sol Travel will email 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 Marcia Casby.

Enclosure