



**UNITED STATES
NUCLEAR REGULATORY COMMISSION**
REGION IV
1600 E. LAMAR BLVD
ARLINGTON TX 76011-4511

August 24, 2015

COL. DUNCAN G. HUGHES
SURGEON GENERAL OF THE AIR FORCE
AIR FORCE MEDICAL SUPPORT AGENCY (AFMSA)
SG3PB (RADIATION HEALTH)
7700 Arlington Blvd, Suite 5151
Falls Church, VA 22042-5151

SUBJECT: UNITED STATES AIR FORCE, MASTER MATERIAL LICENSE BIENNIAL
INSPECTION NOTIFICATION, AND REVIEW QUESTIONNAIRE

Dear Colonel Hughes:

The U.S. Nuclear Regulatory Commission (NRC) has scheduled the NRC biennial inspection for the week of October 26-30, 2015. The NRC inspection is an evaluation of the Department of the Air Force, USAF Radioisotope Committee's activities under the Master Materials License No. 42-23539-01AF. The inspection will utilize NRC Inspection Procedure 87129, "Master Materials Program," which is available on the NRC website at: <http://www.nrc.gov/reading-rm/doc-collections/insp-manual/inspection-procedure/index.html>.

Enclosed is a document entitled "Biennial Inspection Information Request." We request that the elements identified in this enclosure be submitted to the Region IV office no later than Thursday, October 1, 2015. This Information Request should also serve as a guide in preparing for the inspection and may be used as a tool to focus the inspection on the standard elements within the inspection procedure. Please recognize that this biennial inspection will concentrate on the period from the last inspection on April 19, 2013, forward.

If you have any questions regarding the biennial inspection, the enclosed Information Request, or if additional time is needed to respond to the questionnaire, please do not hesitate to contact me at 817-200-1590.

In accordance with Title 10 of the *Code of Federal Regulations* (CFR) 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS). ADAMS is accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>.

Thank you for your cooperation.

Sincerely,

Jack Whitten, Branch Chief
Nuclear Materials Safety Branch B
Division of Nuclear Materials Safety

Docket: 030-28641
License: 42-23539-01AF

Enclosure:
Biennial Inspection Information Request

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/RA/

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Enclosure:

Biennial Inspection Information Request

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<input checked="" type="checkbox"/> SUNSI Review By: MRS5		ADAMS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> Publicly Available <input type="checkbox"/> Non-Publicly Available		<input checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> Sensitive		Keyword:
OFFICE	RIV\DNMS\NMSBB	C:NMSBB						
NAME	MRSimmons	JEWhitten						
SIGNATURE	/RA/	/RA/						
DATE	08/14/15	08/24/15						

BIENNIAL INSPECTION INFORMATION REQUEST
October 26-30, 2015

I. MANAGEMENT OVERSIGHT: TECHNICAL STAFFING AND TRAINING

1. Organization (current and changes since April 2013).
2. Air Force (AF) regulations and procedures relating to the AF Master Materials License should be available during the inspection.
3. Training attended since April 2013 by licensing and inspection staff.
4. Reportable events that have occurred since April 2013.
5. Provide a staffing plan using the suggested format below that includes the name, position, and the percentage of time spent supporting the Master Materials License program:

<u>Name</u>	<u>Position</u>	<u>Percentage of Time</u>
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6. Provide a listing of all new professional personnel hired since the last review, indicate the degree(s) they received, if applicable, and additional training and years of experience in health physics, or other disciplines, if appropriate.
7. List vacant positions in your program, the length of time each position has been vacant, and a brief summary of efforts to fill the vacancy.
8. Provide a brief description of your program's strengths and weaknesses. These strengths and weaknesses should be supported by examples of successes, problems, or difficulties, which occurred during this review period.

II. STATUS AND QUALITY OF MATERIALS INSPECTIONS

1. Did you establish numerical goals for the number of inspections to be performed during this review period? If so, please describe your goals, the number of inspections actually performed, and the reasons for any differences between the goals and the actual number of inspections performed.
2. Please prepare a table identifying the permits with inspections that are overdue by more than 25 percent of the scheduled frequency set out in NRC Inspection Manual Chapter 2800. This list should include initial inspections that are overdue.

<u>Permit Number</u>	Insp. Frequency <u>(Years)</u>	<u>Due Date</u>	<u>Months O/D</u>
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3. Do you currently have an action plan for completing overdue inspections? If so, please describe the plan.

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4. What, if any, changes were made to your written inspection procedures during the reporting period.
5. Describe internal procedures for conducting supervisory accompaniments of inspectors in the field. If supervisory accompaniments were documented, please provide copies of the documentation for each accompaniment. Prepare a table showing the supervisory accompaniments.

Inspection Supervisor Program Code Date

6. Provide a list of inspections that resulted in violations. Include the following information:

Permittee Program Code Date of Inspection Severity Level

III. TECHNICAL QUALITY OF PERMITTING ACTIONS

1. Please identify any major, unusual, or complex permits that were issued, received a major amendment, were terminated, decommissioned, or renewed in this period.
2. Total number of permits issued, amended, renewed, denied, and terminated since April 2013.
3. What, if any, changes were made in your written permitting procedures (new procedures, updates, policy memoranda, etc.) during the reporting period?
4. Discuss any variances in permitting policies and procedures granted during the review period.
5. Identify by permit number and type, any renewal applications that have been pending for one year or more.
6. List pending licensing actions and include the following information:

Permittee Program Code Action Type Date Received

IV. OTHER MATERIALS REQUESTED TO BE AVAILABLE DURING INSPECTION

1. Organization Charts - including names and positions.
 - ☐ One showing positions from the commander SG3PB (Radiation Health) to RIC members.
2. Permit Lists
 - ☐ Printout of current permits that are authorized under the Master Material License only, indicate total numbers and list as follows (sorted by permit type):

Base	Permit #	Permit Type	Priority	Last Inspection Date	Expiration Date
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3. Other Lists

- ☐ List of open permit cases, with date of original request, and date of last follow-up action.
- ☐ Separate lists of all new permits, terminations, amendments, and renewals finished since April 2013.
- ☐ Copy of current log or other document used to track permitting actions.
- ☐ Copy of current log or other document used to track inspections.
- ☐ List of inspection frequency by permit type.
- ☐ Listing or log of all incidents occurring during the review period. Show whether incident is open or closed and whether it was reported to the NRC.

4. Documents

- ☐ Standard permit conditions.
- ☐ Technical procedures for permitting, model permits, review guides.
- ☐ Inspection procedures and guides.
- ☐ Inspection report forms.
- ☐ Copies of job descriptions.

V. RESPONSES TO EVENTS OR INCIDENTS AND SAFETY CONCERNS OR ALLEGATIONS

- ☐ List reportable events or incidents that were ongoing or occurred during the review period.
- ☐ Did any incidents occur that involved equipment, source failure or approved operating procedures that were deficient?
- ☐ List any changes to procedures for investigating incidents and events made during the period of this review.
- ☐ List all safety concerns or allegations received during this review period.
- ☐ List all wrongdoings identified during this review period.