



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

September 1, 2015

ALL AGREEMENT STATES, VERMONT, WYOMING

REFRESHER TRAINING FOR AGREEMENT STATE STAFF (STC-15-069)

Purpose: To provide clarification and guidance to the States regarding the refresher training requirement as outlined in the U.S. Nuclear Regulatory Commission's (NRC) Inspection Manual Chapter (IMC) 1248, "Qualification Programs for Federal and State Materials and Environmental Management Programs."

Background: It is the responsibility of each Agreement State to ensure their staff meets the requirement for refresher training. On May 7, 2013, NRC issued an All Agreement States Letter, *PUBLICATION OF INSPECTION MANUAL CHAPTER 1248, "QUALIFICATION PROGRAMS FOR FEDERAL AND STATE MATERIALS AND ENVIRONMENTAL MANAGEMENT PROGRAMS" (FSME-13-043)* to the Agreement States. The Standing Committee on Compatibility reviewed and determined that the revised qualification journals under IMC 1248 continue to be a matter of compatibility under the Integrated Materials Performance Evaluation Program (IMPEP) performance indicator Technical Staffing and Training.

Discussion: Agreement States should compare IMC 1248 to their own training program documents to ensure it's compatible with NRC requirements, prepare for IMPEP reviews and to assess the training needs of new staff and already qualified materials inspectors and license reviewers. IMC 1248 defines the training and qualification requirements for personnel in the materials program area. Each inspector and/or license reviewer must become qualified and maintain their qualifications in accordance with IMC 1248. The IMC requires a combination of classroom training, self-study, and on-the-job training activities for those seeking initial qualifications. It also identifies post qualification training (i.e., refresher) requirements. IMC 1248 defines refresher training as additional training required after qualification that allows a staff member to maintain a "qualified" status. The enclosure provides guidance regarding the refresher training requirement as well as examples of how the Agreement States may meet the requirement.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below:

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Enclosure:
Refresher Training Guidance

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REFRESHER TRAINING GUIDANCE

Qualified materials license reviewers and inspectors must maintain their qualification by completing 24 hours of refresher training in the established requalification cycle of 24 months. The beginning of each requalification cycle will be determined using the month and year the license reviewer/inspector completed his or her qualification. If the date of completion is unknown, the supervisor should establish a requalification cycle based on the best available information. The supervisor may grant a 6-month extension, if for good reason, the individual was unable to complete the required refresher training within the limits of the requalification cycle.

Refresher training may consist of topics related to health and safety, security or regulation of radioactive materials. The supervisor may identify the training needed and develop a plan for the individual to acquire the needed training. Examples of training that may be considered include:

1. NRC sponsored technical training courses
2. State sponsored technical training courses
3. Webinars sponsored by NRC, States, or vendors
4. External training courses provided by vendors or universities
5. Lectures given at professional organizations
6. State developed presentations on subjects related to health and safety, security or regulation of radioactive materials
7. Directed self-study
8. Other training approved by the supervisor

The NRC invites the Agreement States to join in various webinars at various times throughout the year, however, acceptance to NRC sponsored technical training courses is often difficult to obtain because individuals needing the courses to fulfill initial qualification have priority consideration. Therefore, it is important that each Agreement State provide opportunities for refresher training to their inspectors and license reviewers.

Before taking refresher training, individuals should receive approval from their supervisor to confirm that the training will be credited as refresher training. The supervisor should take into consideration the objectives of the training and determine whether the training will be beneficial to the individual. When considering a self-study style of training, the supervisor should determine whether the training is appropriately structured. Refresher training should be tracked and documented for its review under the IMPEP performance indicator Technical Staffing and Training.

Enclosure