



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

May 19, 2016

Nancy Stanley, Radiation Physics III
Division of Environmental Safety & Health
NJ Radiation Protection/Release Prevention
Bureau of Environmental Radiation
P.O. Box 420
Trenton, NJ 08625-0420

Dear Ms. Stanley:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Minnesota Agreement State Program. The team leader for this review is Mr. Randy Erickson of the U.S. Nuclear Regulatory Commission's Office, Region IV. Mr. Erickson will notify you of your assigned indicator upon making assignments. To participate on this review team, you will be required to travel to St. Paul, MN, for the on-site portion of this review. The on-site portion of the IMPEP review of the Minnesota Agreement State Program is scheduled for October 3-7, 2016. To facilitate an early start to the review on Monday, October 3, 2016, you will be required to travel on Sunday, October 2, 2016.

Enclosed are the Travel Instructions for Agreement State IMPEP Team Members. Specific questions regarding the Minnesota IMPEP review should be directed to Mr. Erickson at (817) 200-1143 or Randy.Erickson@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Paul Michalak, Acting 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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IMPEP Team Members

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ML16139A012

OFFICE	MSTR/ASPB
NAME	PMichalak
DATE	05/19/16

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS FOR AGREEMENT STATE IMPEP TEAM MEMBERS ON-SITE REVIEW

COORDINATION: Information regarding times, lodging, and location of the Integrated Materials Performance Evaluation Program (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 2, 2016, and depart on October 7, 2016. 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, at your earliest opportunity, but no later than 2 weeks after the date of this letter. You should request the Federal government rate at the hotels. The per diem for St. Paul, MN is \$140 for hotel and \$64 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 54 cents per mile. Taxi fare, including no more than 15 percent 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 percent. 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 e-mail 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