



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

December 21, 2017

ALL AGREEMENT STATES, VERMONT, WYOMING

ACCEPTANCE TO THE FISCAL YEAR 2018 INTEGRATED MATERIALS PERFORMANCE  
EVALUATION PROGRAM TEAM MEMBER TRAINING (STC-17-080)

**Purpose:** To provide the list of students selected for the fiscal year 2018 Integrated Materials Performance Evaluation Program (IMPEP) Team Member Training.

**Background:** The U.S. Nuclear Regulatory Commission (NRC) conducts periodic reviews of Agreement State programs to ensure that public health and safety are adequately protected from the potential hazards associated with the use of radioactive materials and that Agreement State programs are compatible with the NRC's program. The IMPEP employs a team of NRC and Agreement State staff to assess both Agreement State and NRC Regional Office radioactive materials programs. Annually, the NRC offers the IMPEP Team Member Training to NRC and Agreement State radiation control program employees with an interest in performing IMPEP reviews.

**Discussion:** Students selected to attend the February 13-15, 2018, IMPEP Team Member training in North Bethesda, Maryland are provided in Enclosure 1. Please provide this notification to each accepted individual from your program. Students attending this course will be paid travel and per diem by the NRC. Detailed guidance for students is provided in Enclosure 2. Please inform us of any cancellations immediately so that individuals on the waiting list have an opportunity to attend. The tentative course schedule is provided in Enclosure 3.

If you have any questions regarding this correspondence, please contact the individual named below:

POINT OF CONTACT: Lance Rakovan  
TELEPHONE: (301) 415-2589

E-MAIL: [Lance.Rakovan@nrc.gov](mailto:Lance.Rakovan@nrc.gov)

***/RA Paul Michalak for/***

Andrea L. Kock, Acting Director  
Division of Material Safety, State, Tribal  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

1. List of Students
2. Instructions to Students
3. Tentative Course Schedule

SUBJECT: ACCEPTANCE TO THE FISCAL YEAR 2018 INTEGRATED MATERIALS  
PERFORMANCE EVALUATION PROGRAM TEAM MEMBER TRAINING  
(STC-17-080) DATE: December 21, 2017

DISTRIBUTION:  
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NAME	LRakovan	MCasby	PMichalak	PMichalak for AKock
DATE	12/21/17	12/21/17	12/21/17	12/21/17

**OFFICIAL RECORD COPY**

IMPEP TEAM MEMBER TRAINING  
February 13-15, 2018  
North Bethesda, Maryland

STATE	PARTICIPANT
New York (State Health)	Robert Dansereau
Pennsylvania	Lisa Forney Joshua Myers
Texas (TCEQ)	Mohanned Kawasmi
Virginia	Anthony Sands

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals listed on Enclosure (1) have been accepted for participation in the fiscal year 2018 Integrated Materials Performance Evaluation Program (IMPEP) Team Member training. This course is scheduled to be presented February 13-15, 2018, at the U.S. Nuclear Regulatory Commission's (NRC) Professional Development Center (PDC). The PDC is located at the Three White Flint North building which is situated across Marinelli Road from One White Flint North between the White Flint Metro station entrance and the Metro parking garage. The address for the building is 11601 Landsdown Street, North Bethesda, Maryland 20852. Please allow sufficient time to process through security upon arrival. You will be required to show proof of identification when you arrive. After you have processed through security, you will be escorted by an NRC employee to the 2<sup>nd</sup> floor where the training will be held.

**COURSE:** This 2 1/2 day course will begin at 8:00 a.m. and end at 4:30 p.m. each full day with 1 hour for lunch. On Thursday, February 15th, the course will end at 11:45 a.m. Please allow sufficient time to process through security upon arrival, and note that one form of picture identification is required. Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending training.

**LODGING AND TRAVEL:** Please plan to arrive on Monday, February 12, 2017, and depart on Thursday, February 15, 2018. Students must make their 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 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 January 5th. Training participants for the 2018 IMPEP Team Member Training will stay at the Bethesda Marriott and a complimentary shuttle will be available to and from the training site. Please contact the Front Desk upon arrival to confirm the shuttle. The per diem for North Bethesda, Maryland is \$201 hotel and \$69 meals and incidentals. The first and last day of travel is calculated at 75 percent (i.e., \$51.75). **Please book your hotel reservation online by Monday, January 15, 2018**, using the dedicated booking Web site provided below. Students who elect to stay at an alternate hotel will not be reimbursed for transportation between their hotel and the training site.

Bethesda Marriott  
5151 Pooks Hill Road  
Bethesda, Maryland 20814

*Note: A complimentary shuttle will be available. Contact the Front Desk upon arrival.*

Reserve online at <https://aws.passkey.com/e/49555553>

**TENTATIVE AGENDA  
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)  
TEAM MEMBER TRAINING**

Tuesday, February 13, 2018

8:00-8:15 a.m.	WELCOMING ADDRESS
8:15-8:30 a.m.	INTRODUCTIONS AND ORIENTATION – Introduction of participants and instructors, administrative information, agenda, training manual, and session objectives.
8:45-9:15 a.m.	IMPEP: SOME BASIC QUESTIONS – An introduction to the world of IMPEP.
9:15-9:45 a.m.	GENERAL STRUCTURE OF IMPEP – Introduction to the performance indicators, recommendations, good practices, ratings, and findings.
9:45-10:00 a.m.	THE IMPEP PROCESS – Introduction to the basic steps in the IMPEP process. Timeline for the IMPEP process.
10:00-10:15 a.m.	BREAK
10:15-11:00 a.m.	THE COMMON PERFORMANCE INDICATORS
11:00-11:30 a.m.	THE NON-COMMON PERFORMANCE INDICATORS
11:30-12:30 p.m.	LUNCH
12:30-1:00 p.m.	PERFORMANCE-BASED REVIEWS – Keeping the reviews performance based.
1:00-2:30 p.m.	GROUP EXERCISE – PERFORMANCE-BASED REVIEWS
2:30-2:45 p.m.	BREAK
2:45-3:15 p.m.	PREPARATION AND THE ON-SITE REVIEW – IMPEP questionnaire. Inspector accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leaders, and NRC managers during the on-site portion of the review.
3:15-3:45 p.m.	POLICIES AND PROCEDURES – A guide to the guidance that all team members need to know. Demonstration of IMPEP Toolbox and IMPEP Team CD.
3:45-4:15 p.m.	SPECIAL INTEREST TOPICS AND TRENDS IN IMPEP – Highlights of recent regulatory initiatives and how they are reviewed/handled under IMPEP.
4:15- 4:30 p.m.	DAILY WRAP-UP

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TEAM MEMBER TRAINING**

Wednesday, February 14, 2018

8:00-8:30 a.m.	CASEWORK SELECTION – Focusing review casework selection including selecting significant actions from a risk standpoint. When to stop reviewing casework.
8:30-9:15 a.m.	USING NMED FOR IMPEP REVIEWS – Generating Nuclear Material Events Database (NMED) Reports that give you the information you need for an IMPEP. Demonstration of NMED Search.
9:15-10:00 a.m.	AUDIT TECHNIQUES FOR IMPEP
10:00-10:15 a.m.	BREAK
10:15-10:45 a.m.	THE IMPEP REVIEW REPORT – Writing IMPEP review reports. Roles and responsibilities of team members. Examples of reports.
10:45-11:15 a.m.	THE MANAGEMENT REVIEW BOARD (MRB) – The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
11:15-11:30 a.m.	INCREASED OVERSIGHT – Policies and procedures governing Heightened Oversight, Monitoring, etc.
11:30-11:45 a.m.	COMMUNICATIONS – Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
11:45-1:00 p.m.	LUNCH
1:00-3:00 p.m.	MANAGEMENT REVIEW BOARD EXERCISE
3:00-3:30 p.m.	BREAK
3:30-4:30 p.m.	MRB TAKEAWAYS AND DAILY WRAP-UP

**TENTATIVE AGENDA  
INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)  
TEAM MEMBER TRAINING**

Thursday, February 15, 2017

8:00-9:00 a.m.	BREAKING DOWN THE COMMON INDICATORS
9:00-9:45 a.m.	BREAKING DOWN THE NON-COMMON INDICATORS
9:45-10:00 a.m.	BREAK
10:00 -11:00 a.m.	INDICATOR EXERCISE
11:00-11:45 a.m.	WRAP-UP DISCUSSIONS/COURSE EVALUATION – Final opportunity for questions