



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

(STC-14-107, November, Training, 2014 IMPEP Members)

November 20, 2014

ALL AGREEMENT STATES

ACCEPTANCE TO THE FISCAL YEAR 2015 IMPEP TEAM MEMBER
TRAINING (STC-14-107)

Purpose: To provide the list of students selected for the fiscal year 2015 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 January 14–16, 2015, 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. Please inform us of any cancellations immediately so that individuals on the waiting list have an opportunity to attend.

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

POINT OF CONTACT: Lisa Dimmick
TELEPHONE: (301) 415-0694

E-MAIL: Lisa.Dimmick@nrc.gov
FAX: (301) 415-5955

/RA Duncan White for/

Laura A. Dudes, Director
Division of Material Safety, State, Tribal
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

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

IMPEP TEAM MEMBER TRAINING
January 14-16, 2015
North Bethesda, Maryland

STATE	PARTICIPANT
COLORADO	Shiya Wang
FLORIDA	Leo Bakersmith
FLORIDA	Ken Barnhart
FLORIDA	Caleb Smith
LOUISIANA	James Pate
MASSACHUSETTS	John Sumares
MINNESOTA	Tyler Kruse
OHIO	Patrick Becker
SOUTH CAROLINA	Mark Yeager
TENNESSEE	Ron Parsons
TENNESSEE	Steve Seeger
TEXAS	Jason Kelly
VIRGINIA	Beth Schilke
WASHINGTON	Anine Grumbles

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 2015 IMPEP Team Member training. This course is scheduled to be presented January 14–16, 2015, at the U.S. Nuclear Regulatory Commission's (NRC's) Professional Development Center, located at Three White Flint North, 11601 Landsdown Street, North Bethesda, Maryland 20852.

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 one hour for lunch. On Friday, January 16, 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 Tuesday, January 13, 2015, and depart on Friday, January 16, 2015. Students must make their own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 1-800-453-8396 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, contact Marcia Casby at 301-415-6525.

Please complete the Travel Application Form, located at <http://nrc-stp.ornl.gov/training.html> and submit to Marcia Casby, ASTrainingandtravel.Resource@nrc.gov at your earliest opportunity, but no later than December 15. If you have any questions regarding the travel form, please contact Marcia Casby at 301-415-6525. The per diem for Rockville, Maryland is 177/71/248. This means that lodging/meals/not to exceed the total. No rental cars will be authorized for travel. Please note that reimbursable expenses over \$50.00 require a receipt. Training participants for the 2015 IMPEP Team Member Training will stay at the Bethesda North Marriott Hotel and Conference Center. The hotel is within walking distance to the NRC's Professional Development Center and across the street from the White Flint metro stop. The hotel rate is \$177.00 plus (13 percent) tax per night. Please book your hotel reservation online by December 15 using the dedicated booking website provided below. Students who elect to stay at an alternate hotel will not be reimbursed for transportation between their hotel and the training site. If you are authorized to drive, the Federal mileage reimbursement is 56 cents per mile.

**Bethesda North Marriott Hotel
& Conference Center**

5701 Marinelli Road
North Bethesda, Maryland 20852
Phone: (301) 822-9200
[Link to NRC Room Block](#)

DIRECT DEPOSIT: We are very pleased to be offering Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our website and link provided here, [Direct Deposit Form](#). Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless your banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter "Enrolled for Direct Deposit." If you have any questions regarding direct deposit, please contact Mary Matheson at 301-415-8748.

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

Wednesday, January 14, 2015

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

Thursday, January 15, 2015

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

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

Friday, January 16, 2015

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