



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

April 18, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

ACCEPTANCE TO THE FISCAL YEAR 2016 INTEGRATED MATERIALS PERFORMANCE
EVALUATION PROGRAM TEAM MEMBER TRAINING
(STC-16-036)

Purpose: To provide the list of students selected for the fiscal year 2016 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 June 29 – July 1, 2016, 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: Lisa Dimmick
TELEPHONE: (301) 415-0694

E-MAIL: Lisa.Dimmick@nrc.gov

/RA Paul Michalak for/

Daniel S. Collins, 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

IMPEP TEAM MEMBER TRAINING
June 29 – July 1, 2016
North Bethesda, Maryland

| STATE | PARTICIPANT |
|----------------|--------------------|
| North Carolina | David Crowley |
| North Dakota | Dave Stradinger |
| Tennessee | Mark Andrews |
| Texas DHS | Chris Meyers |
| Texas TCEQ | Tony Gonzalez |
| Texas TCEQ | Gehan Flanders |
| Virginia | Asfaw Fenta |
| Washington | Jeffrey Kulp |

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 2016 IMPEP Team Member training. This course is scheduled to be presented June 29 –July 1, 2016, 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, MD 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 2nd 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 Friday, July 1st, 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, June 28, 2016, and depart on Friday, July 1, 2016. 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 at your earliest opportunity, but no later than April 29, 2016. Training participants for the 2016 IMPEP Team Member Training will stay at the Bethesda North Marriott Hotel and Conference Center. The hotel listed below is the most convenient, located on the Metro (White Flint Station on the Red Line), directly across from, and within walking distance of the training site. The per diem for North Bethesda, Maryland is \$226 hotel and \$69 meals and incidentals. **Please book your hotel reservation online by May 25, 2016**, 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 North Marriott Hotel & Conference Center
5701 Marinelli Road
North Bethesda, Maryland 20852

Reserve online at <https://resweb.passkey.com/go/c094182e> or
Phone: 1 (877) 212- 57521
Reference the NRC IMPEP Training 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 Web site and follow the instructions on the 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 Lindsey Hawkins at (301) 415-6268.

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

Wednesday, June 29, 2016

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| 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 |

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

Thursday, June 30, 2016

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| 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, July 1, 2016

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| 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 |