

November 12, 2002

AGREEMENT STATE INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM  
(IMPEP) REVIEW TEAM MEMBERS

This letter is to notify you that training for IMPEP review team members will be held on January 14-15, 2003 in Rockville, Maryland. Training on Tuesday, January 14, 2003 will be for new IMPEP team members only. Training on Wednesday, January 15, 2003 will be for both new and experienced team members. All qualified IMPEP review team members should attend Wednesday's session to be considered for future reviews. In addition, although not mandatory, Organization of Agreement States (OAS) Liaisons to the Management Review Board (MRB) are also welcome to attend the training. Both sessions are expected to last all day. A draft agenda is enclosed (Enclosure 1). If you will not be attending, or if you no longer plan to participate in the IMPEP program, please let us know. Although we prefer that you attend this course, we are also prepared to make separate arrangements for an alternative training session if necessary.

To prepare for the class, we suggest that all new IMPEP team members become familiar with Management Directive 5.6, Integrated Materials Performance Evaluation Program. The document can be downloaded off the Office of State and Tribal Programs (STP) web site at: <http://www.hsr.gov/nrc/special/md0506.pdf>. Also on the STP web site is the IMPEP Toolbox (<http://www.hsr.gov/nrc/impeptools.shtm>) which contains a number of IMPEP-related documents that may aid new IMPEP team members in preparing for the class.

The training starts at 8:00 a.m. each day. Both sessions will be held in the Two White Flint North Building, 11545 Rockville Pike, Rockville, Maryland 20852. Tuesday, January 14<sup>th</sup> training will be held in the 3<sup>rd</sup> Floor NRC Professional Development Center. Wednesday, January 15<sup>th</sup> training will be held in the NRC Auditorium.

Enclosed please find specific information about attending the training (Enclosure 2), including information on travel. NRC will cover travel and per diem costs, however, participants must make their own lodging and travel arrangements. The enclosed course registration form must be completed and faxed to Brenda Usilton at (301) 415-3502 by **December 13, 2002**. If you have any questions on this training, or will not be able to attend, please contact me at (301) 415-2589, Internet: LJR2@NRC.GOV, or Andrew Mauer at (301) 415-3384, Internet: ANM@NRC.GOV.

*/RA/*

Lance J. Rakovan, IMPEP Project Manager  
Office of State and Tribal Programs

Enclosures:  
As stated

cc: Agreement State Program Directors  
for IMPEP Team Members

OAS Liaisons to the MRB

Agreement State IMPEP  
Review Team Members

Distribution:

DIR RF  
MRB Members  
STP/Regional Team Members  
LPsyk, NMSS  
IMPEP File

DCD (SP01) PDR (YES/)

**DOCUMENT NAME: C:\docs\Invitation for 2003 IMPEP Training1.wpd**

To receive a copy of this document, indicate in the box: "C" = Copy without attachment/enclosure "E" = Copy with attachment/enclosure "N" = No copy

OFFICE	STP							
NAME	LJRakovan:gd:kk/gd							
DATE	11/12/02							

**OFFICIAL RECORD COPY**

**DRAFT AGENDA**  
**INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)**  
**ORIENTATION AND TRAINING FOR NEW REVIEW TEAM MEMBERS**  
Tuesday, January 14, 2002

Two White Flint North Professional Development Center

7:45-8:00 a.m.	SIGN IN
8:00-8:20 a.m.	INTRODUCTIONS AND ORIENTATION. Administrative information, agenda and training manual walk-through, introduction of participants and instructors, and discussion of session objectives.
8:20-8:40 a.m.	WHO WANTS TO BE AN IMPEP TEAM MEMBER?
8:40-9:00 a.m.	GENERAL STRUCTURE OF IMPEP. Introduction to the common and non-common performance indicators, recommendations, good practices, ratings, and findings.
9:00-9:30 a.m.	THE IMPEP PROCESS. Introduction to the basic steps in the IMPEP process sequence. Timeline for the IMPEP process. Roles and responsibilities of IMPEP team members, team leaders, and the Management Review Board.
9:30-9:45 a.m.	BREAK
9:45-10:45 a.m.	COMMON PERFORMANCE INDICATORS Status of Materials Inspection Program Technical Quality of Inspections Technical Staffing and Training Technical Quality of Licensing Actions Response to Incidents and Allegations
10:45-11:15 a.m.	NON-COMMON PERFORMANCE INDICATORS. A brief overview of the non-common performance indicators.
11:15-12:15 p.m.	GROUP EXERCISE: APPLYING IMPEP CRITERIA
12:15-1:15 p.m.	LUNCH
1:15-2:15 p.m.	GROUP DISCUSSION: APPLYING IMPEP CRITERIA.
2:15-2:45 p.m.	IMPEP REVIEW PREPARATION & ON-SITE REVIEW. Standard questionnaire. Accompaniments. Steps team members should take to become fully prepared for a review. Conduct of team members, team leader, and NRC management during the on-site portion of the IMPEP process.
2:45 - 3:00 p.m.	BREAK
3:00-3:30 p.m.	THE IMPEP REVIEW REPORT. Structures of the draft, proposed final, and final IMPEP review reports. Roles and responsibilities of team members in preparing and revising the reports.  THE MANAGEMENT REVIEW BOARD (MRB). The role of the MRB. Overview of an MRB meeting including team attendance, preparation, and conduct.
3:30-4:30 p.m.	GROUP EXERCISE: PRESENTATIONS FOR CLOSE-OUT AND MRB MEETINGS
4:30-4:45 p.m.	WRAP-UP DISCUSSIONS/SESSION EVALUATION. Final opportunity for questions, designation of contacts for additional information, and evaluation sheet distribution.

**DRAFT AGENDA**  
**INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)**  
**TRAINING FOR ALL REVIEW TEAM MEMBERS**

Wednesday, January 15, 2002

Two White Flint North Auditorium

7:45-8:00 a.m.	SIGN IN
8:00-8:20 a.m.	WELCOMING ADDRESS. NRC management greet attendees.
8:20-8:45 a.m.	INTRODUCTIONS AND ORIENTATION. Administrative information, agenda walk-through, introduction of participants and instructors, and discussion of session objectives.
8:45-9:00 a.m.	IMPEP QUIZ.
9:00-9:15 a.m.	RESULTS OF THE IMPEP LESSONS LEARNED WORKING GROUP. A brief overview of the group's findings.
9:15-10:15 a.m.	WHAT'S NEW? Policies that have changed/evolved, revision to guidance, etc.
10:15-10:30 a.m.	BREAK
10:30-11:00 a.m.	RESPONSIBILITIES. A review of the responsibilities of IMPEP team members, team leaders, MRB members, the IMPEP Project Manger, etc.
11:00-11:15 a.m.	PERFORMANCE BASED REVIEWS. Keeping reviews performance-based including making recommendations
11:15-12:00 p.m.	GROUP EXERCISE - PERFORMANCE BASED REVIEWS
12:00-1:15 p.m.	LUNCH
1:15-2:15 p.m.	GROUP DISCUSSION - PERFORMANCE BASED REVIEWS
2:15-2:30 p.m.	CASEWORK SELECTION. Focusing review casework selection including selecting significant actions from a risk standpoint and addressing special topics. When to stop reviewing casework.
2:30-2:45 p.m.	TIMING ISSUES. A review of the steps of the IMPEP process and the importance of doing the steps at the appropriate time. Flexibility in the length of an on-site IMPEP review.
2:45-3:00 p.m.	COMMUNICATIONS. Ensuring adequate and clear communication with all involved parties throughout the IMPEP process.
3:00-3:15 p.m.	BREAK
3:15-3:30 p.m.	HEIGHTENED OVERSIGHT AND MONITORING. An overview of these processes.
3:30-3:45 p.m.	TRAVEL POLICIES. Travel policies and restrictions of different NRC offices and States for IMPEP team members.
3:45-4:15 p.m.	EXPERIENCES/LESSONS LEARNED. IMPEP team members relate experiences they have had during IMPEP reviews.
4:15-4:30 p.m.	WRAP-UP DISCUSSIONS/SESSION EVALUATION. Final opportunity for questions, designation of contacts for additional information, and evaluation sheet distribution.

## INFORMATION FOR IMPEP TRAINING

TRAVEL: Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-5006; normal business hours are 8:00 a.m. - 5:00 p.m. Tickets will be mailed to you about a week before the meeting. Travel by car will be reimbursed at a rate of 36.5¢ per mile, not to exceed the minimum airfare.

GROUND TRANSPORTATION: Transportation from Washington area airports may be scheduled by calling Suburban Airport Shuttle, in advance, at 1-800-996-9393. Alternatively, you may take the "blueline" Metro (Train) from Washington Reagan National Airport to the Metro Center Station then transfer to the "redline" to the Shadygrove Station. NRC Headquarters is at the White Flint Station.

EXPENSES: State participants will be reimbursed for expenses in accordance with Federal travel regulations. A voucher will be provided to you during the training. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC. The per diem rate for Rockville is \$150.00 for lodging and \$50.00 for meals and miscellaneous expenses.

LODGING: You are requested to make your own hotel reservations. Below is a list of hotels in the area or along the Metro's Red Line. The NRC's White Flint North complex is located on Rockville Pike in Rockville, Maryland by the White Flint Metro Station (redline).

Residence Inn 7335 Wisconsin Ave. Bethesda, MD (301) 718-0200 1-800-331-3131	Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234
Embassy Suites at Chevy Chase Pavilion 4300 Military Rd., NW Washington, DC (202) 362-9300 1-800-362-2779	Double Tree Hotel 1750 Rockville Pike (301) 468-1100 1-800-222-8733
Ramada Inn 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775	Summerfield Suites Hotel 200 Skidmore Blvd. Gaithersburg, MD (301) 527-6000 1-800-833-4353
Bridgestreet Accommodations The Grand Across from the NRC 1-800-776-0557	

Any questions about, or changes in, travel should be directed to Ms. Usilton at (301) 415-2348.

**ENCLOSURE 2**

# IMPEP TRAINING

January 14-15, 2003

Please FAX the following information to Brenda Usilton at (301) 415-3502 by December 13, 2002.

STATE: \_\_\_\_\_

TRAVEL DATES: \_\_\_\_\_

NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Departure City (airport): \_\_\_\_\_

Date of Departure (note anything unusual): \_\_\_\_\_

Please provide reason: \_\_\_\_\_

Date of Return (note anything unusual): \_\_\_\_\_

Please provide reason: \_\_\_\_\_

Cost of Airfare (from Carlson Travel): \$ \_\_\_\_\_

Flight Number (e.g., UA 210) \_\_\_\_\_

Arrival Time (4:23 p.m. July 9) \_\_\_\_\_

If you are driving indicate round-trip miles: \_\_\_\_\_

Lodging Arrangements Made: (Yes) (No) \_\_\_\_\_