

[Date]

[Addressee]
[Street Address]
[City], [ST] [Zip Code]

Dear [Addressee]:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the [State or NRC Radioactive Materials Program]. The team leader for this review, [Name, Affiliation] has assigned you as the lead reviewer for the performance indicator(s), [List assigned performance indicator(s)]. To participate on this review team, you will be required to travel to [City, State] for the on-site portion of this review. The on-site portion of the IMPEP review is scheduled for [Date].

[IF APPLICABLE, ADD]:

As the lead reviewer for the performance indicator, Technical Quality of Inspections, you are also requested to perform inspector accompaniments of [State] radioactive materials inspectors prior to the start of the on-site review. Please coordinate the schedule for the inspector accompaniments directly with [Radiation Control Program Director].

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. The NRC will pay for your travel, lodging, and per diem expenses for the IMPEP review in accordance with Federal travel regulations. If you have any general questions regarding the IMPEP process, please contact me at [contact information]. Specific questions regarding the [State] IMPEP review should be directed to [Team Leader] at [contact information].

Thank you for your support of IMPEP.

Sincerely,

IMPEP Project Manager
State Agreements and Industrial Safety Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Travel Instructions to Agreement State
IMPEP Team Members

cc: [RCPD]

Distribution:
[Team Leader]
[Regional State Agreements Officer]
[Headquarters Travel Contact]