In accordance with DA PAM 385-24, The Army Radiation Safety Program, 30, Nov 15:

An Army Radiation Permit (ARP) application should consist of the following:

(1) A letter applying for an ARP with supporting documentation.

(2) A copy of the NRC license that permits use or storage of radioactive sources, equipment, and devices at Army bases, garrisons, and installations. A copy of a DOE radiological permit with documentation showing that it is valid for the location and operation. A copy of an Agreement State License and if provided, then documentation to show the license is valid on Federal Property. This is usually NRC Form 241, Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction with the NRC in accordance with 10 CFR 150. If work is covered by NRC Form 241, then the work is limited to 180 days in a calendar year, otherwise an NRC license is required. If exempt from NRC licensing or under general licensing, proof of exemption or general licensing must be provided. For NARM, the contractor must provide appropriate NRC or State authorization that allows the contractor to use the radiation emitting sources, equipment, and devices. The licensing must show operational use conditions and restrictions with expiration date.

(3) The documentation must specify the start and stop dates for the ARP and describe why the applicant needs the ARP (Proposed Work Statement).

(4) Provide the portion of their contract that identifies the location(s) that the source will be used, the length of time required for the source, and the type of use for the source.

(5) A copy of the company RSP.

(6) A current list of trained and qualified employees using the radiation emitting sources or radiation generating equipment and their training records.

(7) The name of the contractor RSO and emergency contact telephone number.
(a) Operating instruction(s) and technical order(s) for the equipment that contains the radioactive source, provide an indication of whether the sources, equipment, and devices are to be stored on-site overnight and how it is to be stored and secured.
(b) Designated storage location and how it will be secured if the radioactive source remains overnight.
(c) Proposed marking of the storage location if it exceeds two mR/hr as measured at the surface of the storage container.
d) How the sources, equipment, and devices will be stored and secured during lunch hour and breaks.

(8) How exposure to contractors and Government personnel will be controlled and that NVLAP accredited dosimetry is used for dose of record.

(9) Emergency Response Plan in case of an emergency for a lost or damaged source, equipment, and device and over exposure incident and injury.

(10) Current leak tests on radiation sources, equipment, and devices.