



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

February 12, 2020

ALL AGREEMENT STATES

NOTIFICATION OF ACCEPTANCE TO THE DIAGNOSTIC AND THERAPEUTIC NUCLEAR MEDICINE (H-304) COURSE (STC-20-010)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Diagnostic and Therapeutic Nuclear Medicine (H-304) Course scheduled to be held April 20-24, 2020, in Houston, Texas.

**Background:** The NRC provides funding to the Agreement States for training and the associated travel.

**Discussion:** Students selected to attend the April 20-24, 2020, Diagnostic and Therapeutic Nuclear Medicine (H-304) course in Houston, Texas are provided in Enclosure 1. Please provide this notification to each individual from your program that has been accepted to this course. Students selected to attend 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 withdrawals 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: Karen Meyer  
TELEPHONE: (301) 415-0113

E-MAIL: [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov)

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Michael C. Layton, Director  
Division of Material Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

SUBJECT: NOTIFICATION OF ACCEPTANCE TO THE DIAGNOSTIC AND THERAPEUTIC  
NUCLEAR MEDICINE (H-304) COURSE (STC-20-010)

DISTRIBUTION:  
Henry Lynn, TCC

**ML20041D610**

| <b>OFFICE</b> | NMSS/MSST/SLPB | NMSS/MSST/SLPB | NMSS/MSST                       |
|---------------|----------------|----------------|---------------------------------|
| <b>NAME</b>   | KMeyer         | LCuadrado      | MLayton<br><i>LCuadrado for</i> |
| <b>DATE</b>   | 02/11/20       | 02/12/20       | 02/12/20                        |

**OFFICIAL RECORD COPY**

**DIAGNOSTIC AND THERAPEUTIC NUCLEAR MEDICINE (H-304)**

April 20-24, 2020

Houston, TX

| <b>STATE</b> | <b>PARTICIPANT</b>  |
|--------------|---------------------|
| ALABAMA      | Undria McCallum     |
| FLORIDA      | Christopher Wallace |
| GEORGIA      | Stacy Allman        |
| ILLINOIS     | Todd Lafrenz        |
| KENTUCKY     | Corrine Hay         |
| LOUISIANA    | Sal Ange            |
| MISSISSIPPI  | Robert Simms        |
| OKLAHOMA     | Chelsea Smith       |
| OREGON       | Michelle Martin     |
| PENNSYLVANIA | Christopher Ott     |
| TENNESSEE    | Amy McKenna         |
| TEXAS (DSHS) | Randall Redd        |
| WISCONSIN    | Trenton Yadro       |

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Diagnostic and Therapeutic Nuclear Medicine (H-304) Course. This course is scheduled to be presented April 20-24, 2020, at the Advanced Health Education Center (AHEC). The AHEC is located at 8502 Tybor Drive, Houston, Texas 77074. The facility's telephone number is (713) 772-0157.

**COURSE:** Please see our web site, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. local time on Monday, April 20th, and ends at 3:00 p.m. local time on Friday, April 24th.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, April 19th, and depart on Friday, April 24th. Please plan to attend the course through the stated end time of 3:00 p.m. Due to the distance to the Houston airports from the training site and potential ticketing and security lines at the airports themselves, students should allow at least two hours between the class end time and their scheduled departure. If there are no flights available that would allow you to arrive home before midnight on Friday, April 24th, you may elect to depart on Saturday, April 25th. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, April 25th. 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 the NRC credit card. If the need arises and you must make a change or cancel, contact Karen Meyer at 301-415-0113.

Please complete the Travel Application Form which will be provided to you in a separate communication and submit to [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than **Friday, April 3rd**. The per diem for Houston, Texas is \$96 hotel and \$55 meals and incidentals. The first and last day of travel is calculated at 75 percent. If you are authorized to drive, the Federal mileage reimbursement is .575 cents per mile. Rental cars are not reimbursable. A complimentary shuttle is available for transportation between the hotel and the training center for individuals staying at the hotels listed below. Please contact the front desk for details upon arrival. Those students who elect to stay at an alternate hotel will be responsible for their own transportation between the hotel and the training center. You are asked to reserve your hotel through El Sol Travel – doing so will provide you with various benefits. ***Please note that the Crown Plaza Suites is the preferred hotel.***

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|---|---|
| <p><b>Crowne Plaza Suites Near Sugarland</b></p>                                      | <p><b>Hilton Houston Galleria</b></p>   |
| <p>9090 Southwest Freeway</p>   | <p>6780 Southwest Freeway</p>   |
| <p>Houston, Texas 77074</p>   | <p>Houston, Texas 77074</p>   |
| <p>(713) 995-0123</p>   | <p>(713) 977-7911</p>   |
| <p><i>Reserve through El Sol Travel</i></p>   | <p><i>Reserve through El Sol Travel</i></p>   |
| <p><i>Complimentary shuttle service to and from the AHEC facility is provided</i></p> | <p><i>Complimentary shuttle service to and from the AHEC facility is provided</i></p> |

**DIRECT DEPOSIT:** If you prefer this method of reimbursement, please complete the form located on our Web site (<https://scp.nrc.gov/training.html>) and follow the instructions on the form and submit to [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov). 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 in Direct Deposit." If you have any questions regarding direct deposit, please contact [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov).