

March 5, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA, WISCONSIN

**ACCEPTANCE TO THE INSPECTING FOR PERFORMANCE COURSE (G-304) (STP-03-018)**

Enclosure 1 is the list of students from the States selected to attend the April 22-24, 2003, Inspecting for Performance Course (G-304). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program who is on the list. States with students attending this course have agreed to pay travel expenses, and, where designated, the tuition. To cover the tuition expense, each State should submit a purchase order or equivalent document, to the U.S. Nuclear Regulatory Commission (NRC), to the following address:

U.S. Nuclear Regulatory Commission  
Attn: Leah P. Tremper  
Office of the Chief Financial Officer  
Mail Stop - T9E10  
Washington, DC 20555

The NRC will, in turn, issue you a bill (invoice). If for any reason your attendee is unable to attend, please submit to us a written purchase order, or equivalent, to cancel, prior to the starting date of the course. Course attendees should be encouraged to make travel and lodging arrangements as soon as possible.

We ask that you inform us of any cancellations 30 days prior to the course starting date. This will assist us in ensuring that States with candidates on waiting lists have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton  
TELEPHONE: 301-415-2348

INTERNET: [BGU@NRC.GOV](mailto:BGU@NRC.GOV)  
FAX: 301-415-3502

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Josephine M. Piccone, Deputy Director  
Office of State and Tribal Programs

Enclosures:  
As stated

STP-03-018

Distribution: (SP03) PDR (YES)

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Agreement State File

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OFFICE	STP	STP:DD					
NAME	BGUsilton:gd	JMPiccone					
DATE	03/4/03	03/5/03					

INSPECTING FOR PERFORMANCE COURSE (G-304)  
APRIL 22-24, 2003  
ROCKVILLE, MD

STATE	PARTICIPANT(S)	PAYING TUITION/SPACE AVAILABLE
<b>MINNESOTA</b> Section of Asbestos, Indoor Air, Lead and Radiation Division of Environmental Health Department of Health, P.O. Box 64975 121 E. Seventh Place, Suite 220, St. Paul, MN 55164-0975	1. Timothy Donakowski	1. Space Available
<b>PENNSYLVANIA</b> Bureau of Radiation Protection Department of Environmental Protection Rachel Carson State Office Building P.O. Box 8469 Harrisburg, PA 17105-8469	1. Roy Kitzer 2. Robert Scott	1. Paying Tuition 2. Paying Tuition
<b>TEXAS - BRC</b> Bureau of Radiation Control Texas Department of Health 1100 West 49th Street Austin, TX 78756-3189	1. Martin Utley	1. Paying Tuition

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course (G-304) "Inspecting for Performance." This course is scheduled to be presented April 22-24, 2003, at the NRC Professional Development Center, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland, 20852, Room 3B43.

**COURSE:** This course will be conducted beginning at 8:00 a.m. and end at 4:00 p.m. each day except for the last day it will end at noon. Students will need to sign in at the main lobby of the building and again in the training room on the 3<sup>rd</sup> floor. Non-NRC attendees should allow sufficient time to process through security screening upon arrival at TWFN. A picture ID or some other form of ID is required.

**LODGING AND TRAVEL:** You should plan to arrive on Monday, April 21, and depart on Thursday, April 24, 2003. Participants must make their own lodging arrangements. Individuals should request a State or government employee rate at the hotels. There are number of hotels in the area.

Close by hotels are:	Ramada Inn	(800) 255-1775
	1775 Rockville Pike	(301) 881-2300
	Doubletree Hotel	(800) 222-8733
	1750 Rockville Pike	(301) 468-1100
	Bridgestreet Accommodations	(800) 776-5057
	(Right across the street from One White Flint North Building)	