July 1, 2004

AGREEMENT STATES

TRAINING COURSE INFORMATION: NRC SECURITY SYSTEMS AND PRINCIPLES

The purpose of this letter is to invite Agreement States personnel to the U.S. Nuclear Regulatory Commission (NRC) Security Systems and Principles Training Course for Materials Inspectors. The training session will be held at Sandia National Laboratory in Albuquerque, New Mexico, from August 17, 2004, through August 26, 2004. An agenda outlining the modules of instruction and objectives for the course and a set of travel instructions to students is enclosed (Enclosures 1 and 2, respectively). Please provide a list of State participants by email to the point of contact listed below by close of business (COB) July 23, 2004. Please include the participant's e-mail and mailing addresses to ensure the participants receive the necessary preparation information and documents prior to attending the training session at Sandia National Labs. Also, please complete and fax to the point of contact the Travel Form, which is required for NRC to issue invitational travel orders to cover State participants (Enclosure 3). The form should be sent by COB July 23, 2004. Please note that this form includes a place for the Radiation Control Program Director's signature indicating that the individual nominated has a need to know the safeguards information that will be discussed during this course.

Participants that elect to attend the August 2004, training should familiarize themselves with the NRC Orders for Panoramic Irradiators and Manufacturers and Distributors and the Temporary Instruction for the inspection of those facilities prior to attending the course. Also, State participants should meet with their supervisor and discuss the expectations for inspection of the above-mentioned facilities.

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

POINT OF CONTACT: Ralph Costello INTERNET: rhc@nrc.gov
TELEPHONE: 301-415-6821 FAX: 301-415-6661

Sincerely,

/RA/

Barry C. Westreich, Chief
Security Oversight Section
Division of Nuclear Security
Office of Nuclear Security
and Incident Response

Enclosures:
As stated

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OFFICE	NSIR	E	NSIR	E				
NAME	R Costello		BWestreich					
DATE	07/01/04		07/01/04					

OFFICIAL RECORD COPY

INSTRUCTIONS TO STUDENTS

COURSE: This course will be conducted beginning at 8:00 a.m. and ending at 5:00 p.m. each day except on the weekend when the course is not scheduled.

LODGING AND TRAVEL: Please make arrangements to arrive no earlier than August 16, 2004, and depart no later than August 27, 2004. Participants must make their own lodging and travel arrangements. The hotel listed below is recommended; the confirmed government rate is $68.00 per night.

Albuquerque Marriott
2101 Louisiana Blvd., NE
Albuquerque, New Mexico 87110
(800)-334-2086

POINTS OF CONTACT:
Below are your points of contact if you should have any questions:

Questions pertaining to travel arrangements should be addressed directly to Carlson Wagonlit travel at (301) 415-5006.

Questions pertaining to processing of the travel orders should be addressed to Eric Skarpac at (301) 415-5361 or Ralph Costello (301) 415-6821.

Questions pertaining to reimbursement should be directed to Kevin Kline (301) 415-5757.

Questions pertaining to hotel accommodations should be directed to the hotel.

Your travel claim voucher with supporting documentation should be submitted to Nuclear Regulatory Commission, Attention Kevin Kline, Mail Stop T4A57, Washington DC 20555.

Questions pertaining to completion of the travel claim voucher should be directed to Eric Skarpac (301) 415-5361.

If you have any other questions please direct them to Ralph Costello (301) 415-6821.

Enclosure 2

NRC SECURITY SYSTEMS AND PRINCIPLES

August 17 - August 26, 2004

State participants, please **FAX** the following information to Ralph Costello at (301) 415-6661 by July 23, 2004. 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 EST.

STATE: _____

TRAVEL DATES: _____

NAME: _____

BUSINESS ADDRESS: _____
_____
_____

WORK PHONE NUMBER: _____

E-MAIL ADDRESS: _____

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 (e.g., 4:23 p.m. August 16): _____

If you are driving, indicate round-trip miles: _____

Lodging Arrangements Made: (Yes) (No)

Radiation Control Program Director's Signature:* _____

Enclosure 3

*Signature indicates a determination of trustworthiness in accordance with the Order has been made, and the Agreement State attendee has a "need to know" the Safeguards Information Modified Handling (SGI-M) presented in the training.