

June 15, 2010

ALL AGREEMENT STATES, MICHIGAN

**FUNDING FOR THE ANNUAL ALL AGREEMENT STATES MEETING  
(FSME-10-044)**

**Purpose:** To provide funding for the Annual All Agreement States Meeting.

**Discussion:** The Organization of Agreement States (OAS) annual meeting will be held August 23-26, 2010, at the [Doubletree Hotel Portland](#), 1000 NE Multnomah Street, Portland, Oregon 97232; Phone: 503-331-4904; Fax: 503-249-3137. Each Agreement State (including Michigan) interested in the U.S. Nuclear Regulatory Commission (NRC) paying for one person to attend this meeting should identify the traveler and make flight arrangements through Carlson Wagonlit Travel at 1-866-250-2160 as soon as possible. The traveler should then submit the travel information to Brenda Usilton (Fax: 301-415-3502) in order for NRC to issue their travel authorization (Enclosure). NRC will also cover the registration fee of \$300.00. NRC will not authorize any rental cars. You should plan on arriving on August 23, 2010, by 1:00 p.m. and expect to leave on August 26 by noon.

The per diem rate for Portland, Oregon is 120/66/186. This means: \$120 lodging/\$66 meals and incidentals/total not to exceed \$186.00. A block of rooms has been reserved at the current Federal per diem rate of \$120.00 per night subject to all current taxes. To ensure you receive this rate you must make your reservations by August 1, 2010. Be sure to ask for the group name "Organization of Agreement States" and Group Code "OAS" when making your reservation.

In order to confirm a room assignment the hotel will require a credit card to guarantee the reservation. Reservations can be cancelled up to 72 hours in advance of the arrival without penalty. To avoid an early checkout fee, advise the Doubletree Hotel Portland at or before check-in of any change in planned length of stay.

[Click here](#) to go to the online reservation page the hotel has provided specifically for this meeting.

**If you are flying into Portland:**

Portland International Airport

- Distance from hotel: 11 miles
- Drive time: 20 minutes
- Directions: 205 South to I-84 West, Take Exit 1 Lloyd Center. Turn right on NE 11th.

Transportation to and from the Airport

Subway/Rail

The MAX red line train runs from the airport to the hotel and costs about \$2.00 each way. The trip is approximately 38 minutes.

[TriMet Red Line](#)

Discounted parking will be offered to attendees staying at the hotel at a rate of \$9.00 per night and \$3.00 per day. Up to 10 complimentary day parking passes will be provided for local staff.

We ask that you inform us of any cancellations 30 days prior to the meeting, or as soon as you are aware that you cannot attend the meeting.\*

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: [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov)  
FAX: (301) 415-3502

***/RA/ by Terrence Reis***

Robert J. Lewis, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosure:  
As stated

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\*This information request has been approved by OMB 3150-0029, expiration 08/31/2010. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

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Distribution:  
MSSA R/F DCD (SPO3)

**ML101650036**

OFFICE	FSME/MSSA	FSME/MSSA
NAME	BGUsilton	RJLewis (TReis for)
DATE	6/15/10	6/15 /10

**OFFICIAL RECORD COPY**

## **INFORMATION NEEDED FOR NRC TO AUTHORIZIE AGREEMENT STATE TRAVEL**

Please fax the following information to: Brenda Usilton at (301) 415-3502

STATE:

Dates of Meeting:

Travel Purpose:

Location:

Name:

Home Address:

Business Address:

Work Phone Number:

E-Mail Address:

Social Security Number:

\*If you have traveled for us this year, then we only need the last 4 digits of your SS number. If this is your first time traveling this year, then we need the entire number.

Departure City (airport):

Date of Departure: (note anything unusual):

Please provide reason:

Cost of Airfare (from Carlson Travel):

If you are driving, indicate the round trip miles. Please note that you need to get a cost estimate for the airfare from Carlson in order to know what it would cost if you were to fly. The reimbursed driving costs cannot exceed the cost of flying.

Please call Carlson Wagonlit Travel on 1-866-250-2160. Normal business hours are 8:00 a.m.-6:00 p.m. Eastern Standard Time.

Enclosure