October 12, 2010

Mr. Michael Snee, Administrator
Nuclear Materials Safety Section
Bureau of Radiation Protection
Ohio Department of Health
246 North High Street
Columbus, OH 43215

Dear Mr. Snee:

The U.S. Nuclear Regulatory Commission (NRC) is requesting your participation, as the co-chair of the WBL/LVS Working Group and representing the Organization of Agreement States, at the Web-based Licensing System Requirements Validation Workshop. The workshop is scheduled on October 26-27, 2010, from 8:30 a.m. to 4:30 p.m. EDT, at the NRC's Two White Flint building. NRC will pay for your travel, lodging, and per diem expenses for your attendance at this workshop in accordance with Federal travel regulations. Enclosed are the Travel Instructions for Invitational Travelers.

Thank you for your support of the WBL Requirements Validation Workshop.

Sincerely,

Ernesto Quinones for
Andrew N. Mauer, Chief **/RA/**
Source Management and Protection Branch
National Materials Program Directorate
Division of Materials Safety and State Agreements
Office of Federal and State Materials and Environmental Management Programs

Enclosure:
Travel Instructions

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Travel Instructions

DISTRIBUTION:
MSSA rf

ML102850437

OFFICE:	MSSA/FSME
NAME:	AMauer
DATE:	10/12/2010

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS FOR INVITATIONAL TRAVELERS

COORDINATION:
Information regarding times, lodging, and location of the Web-based Licensing System Requirements Validation Workshop that you are scheduled to participate in should be obtained from the coordinators, Ernesto Quiñones at (301) 415-0271 or Angela Randall (301) 415-6806.

TRAVEL:
Airline reservations can be made directly through Carlson Wagonlit Travel at (866) 250-2160; normal business hours are 8:00 a.m. -6:00 p.m Eastern Time, Monday -Friday. Three airports service the Washington, D.C. Metro area. They are Washington Regan National Airport (DCA), Baltimore-Washington International Airport (BWI) and Dulles International Airport (IAD). Please be sure to ask Carlson to check all three local airports for the lowest airfare from your departure city. We are required to use the lowest airfare to bring you to Washington, D.C. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Travel by personal car will be reimbursed at a rate of $0.55 per mile, not to exceed the minimum airfare.

EXPENSES:
Travel expenses will be reimbursed in accordance with Federal travel regulations. A voucher with travel instructions will be provided to you. Receipts are necessary to claim any expenses of $75.00 or more. Telephone calls will not be reimbursed by NRC.

LODGING:
You are requested to make your own hotel reservations. Below is a list of hotels in the area or along the Metro's Red Line. The NRC's White Flint North complex is located on Rockville Pike in Rockville, Maryland, near the White Flint Metro Station (Red Line).

Bethesda North Marriott Hotel (301) 822-9200 1-800-859-8003 *Across from the NRC	Hilton Hotel 1750 Rockville Pike (301) 468-1100 1-800-222-8733 *Two Metro Stops from NRC
Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234	The Legacy 1775 Rockville Pike Rockville, MD (301) 881-2300 *Two Metro Stops from NRC
Embassy Suites at Chevy Chase Pavilion 4300 Military Rd., NW Washington, DC (202) 362-9300 1-800-362-2779	Residence Inn 7335 Wisconsin Ave. Bethesda, MD (301) 718-0200 1-800-331-3131

Any questions about, or changes in, travel should be directed to Ms. Brenda Usilton at (301) 415-2348.

Enclosure

- TRAVEL INFORMATION -

NAME: _____

STATE: _____

HOME ADDRESS: _____
_____

WORK ADDRESS: _____
_____
_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SS# (required): _____ - _____ - _____

MEETING DATE: _____

TRAVEL DATES: _____

DEPARTURE CITY (AIRPORT): _____

DATE OF DEPARTURE: _____
Please note anything unusual and provide reason:

DATE OF RETURN: _____
Please note anything unusual and provide reason:

COST OF AIRFARE (from Carlson Travel): _____
Flight Number (e.g., UA 210) _____
Arrival Time (4:23 p.m. July 9) _____

IF YOU ARE DRIVING, INDICATE ROUND TRIP MILES: _____

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502 by 5 pm (EDT) a minimum of two (2) weeks prior to the workshop.