

June 11, 2012

ALL AGREEMENT STATES

FUNDING FOR THE ANNUAL ALL AGREEMENT STATES MEETING (FSME-12-050)

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

Discussion: The OAS annual meeting will be held August 27-30, 2012 at the Hyatt Regency Milwaukee, 333 West Kilbourn Avenue, Milwaukee, Wisconsin, 53203. Tel (1-414-276-1234) Fax (414) 276-6338. Each Agreement State interested in the NRC paying for one person to attend this meeting should identify the traveler, make their flight arrangements through Carlson Wagonlit Travel at 1-866-250-2160 and have them submit the travel information needed to Brenda.Usilton@nrc.gov or (fax 301-415-3502) as soon as possible (enclosure), so Ms. Usilton can issue their travel authorization. NRC will also cover the registration fee of \$375.00, which does not include the night out. NRC will not cover any rental cars. You should plan on arriving on August 27, 2012 by 1:00 pm and expect to leave on August 30th by noon. If you plan on attending the August 27th training session in the morning, then you will need to arrive on August 26, 2012.

The per diem rate for Milwaukee, Wisconsin is 97/61/158. This means: \$97 is for lodging/\$61 is for meals and incidentals/with the total not to exceed \$158.00. A block of rooms has been reserved at the current federal per diem rate of \$97.00 per night subject to all current taxes. To ensure you receive this rate you must make your reservations by July 27, 2012. Be sure to ask for the group name "Organization of Agreement States" when making your reservation. Reservations can be made by calling 1-888-421-1442. There will be a link on the OAS website shortly to make your reservation on-line. In order to confirm a room assignment, the hotel will require a credit card to guarantee the reservation. This group rate will be available three days before and three days after the meeting. Confirmed rooms may be cancelled with 72 hours notice. The Hyatt Regency Milwaukee is pleased to offer valet parking for hotel guests at the rate of \$23.00 per night (including in/out privileges). Self parking is available at \$20.00 per night (including in/out privileges). When travel is completed, you will need to go to our training website <http://nrc-stp.ornl.gov/training.html> to download a copy of the voucher and instructions. Please return it to Brenda Usilton at Brenda.Usilton@nrc.gov or fax it to 301-415-3502. There is no need to mail the original in.

*This information request has been approved by OMB 3150-0029 expiration 11/30/2013. 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, 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.

Transportation options from the airport:

You should fly into Chicago O'Hare airport or the Milwaukee airport, whichever is the most cost effective. It is highly recommended to use Airport Connection when flying into either one of these airports.

- **Taxi:** Approx. \$25 per cab
- **Airport Connection:** \$13 per person each way or \$24 roundtrip. Reservations only. Please call 414-769-2451 or 1-800236-5450 to make reservations.

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
FAX: (301) 415-3502

/RA/ Christian Einberg
Brian J. McDermott, Director
Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Travel Form

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 Brian J. McDermott, Director
 Materials Safety and State Agreements
 Office of Federal and State Materials
 and Environmental Management Programs

Enclosure:
 Travel Form

Distribution:
 MSSA R/F
 DCD (SPO3)

ML12159A392

OFFICE	FSME/MSSA	FSME/MSSA
NAME	BGUsilton	BMcDermott
DATE	6/11/12	6/11 /12

OFFICIAL RECORD COPY

INFORMATION NEEDED FOR NRC TO AUTHORIZE AGREEMENT STATE TRAVEL

Please send the following information to: Brenda.Usilton@nrc.gov or fax to (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 be aware that for driving your personal vehicle you will be reimbursed .55.5 cents per mile not to exceed cost of lowest airfare.

*Please call Carlson Wagonlit Travel on 1-866-250-2160 (normal business hours are 8:00a.m.-6:00pm. Eastern Standard Time).