

September 11, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE NRC MATERIALS CONTROL AND SECURITY SYSTEMS AND PRINCIPLES TRAINING COURSE (S-201)  
(FSME-13-092)

**Purpose:** To provide the list of students selected for the U.S. Nuclear Regulatory Commission (NRC) Materials Control and Security Systems and Principles Training Course (S-201).

**Background:** The NRC provides the list of students and instructions to the States to help ensure the States with candidates on waiting list will have an opportunity to fill vacated slots that may open up after this notification letter has been sent.

**Discussion:** Enclosure 1 is the list of students from the States, who have been selected to attend the November 4-8, 2013, NRC Materials Control and Security Systems and Principles Training Course (S-201). Please provide this memorandum and the enclosed instructions (Enclosure 2) to the students that may be in your organization. Enclosure 3 provides the tentative agenda. State travelers attending this course should make their airline travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396. Travel information should then be submitted to Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) in order to process the travel authorization (Enclosure 4). Travelers should follow the instructions in Enclosure 2 to reserve lodging in Chattanooga, Tennessee. Enclosure 4 needs to be completed and returned to Brenda Usilton. Please make sure your program manager signs the form.

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

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\* 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](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.

If you have any questions regarding this correspondence, please contact me at 301-415-3340, 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 Pamela J. Henderson for/**

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

Enclosure:

1. List of Students
2. Instructions to Students
3. Tentative Schedule
4. Authorization Form

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**DISTRIBUTION:**

MSSA r/f  
 Frank Pavlechko, TTD

**ML13252A045**

<b>OFC</b>	<b>FSME/MSSA</b>	<b>FSME/ASPB</b>	<b>FSME/MSSA</b>
<b>NAME</b>	DSollenberger for BGUsilton	DSollenberger for Duncan White	PHenderson for BJMcDermott
<b>DATE</b>	9/9/13	9/9/13	9/11/13

**OFFICIAL RECORD COPY**

NRC MATERIALS CONTROL AND SECURITY SYSTEMS AND PRINCIPLES  
November 4-8, 2013  
Chattanooga, TN

STATE	PARTICIPANT(S)
<b>ALABAMA</b> Dept. of Public Health 201 Monroe Street, Suite 700 Montgomery, AL 36130-3017	Roger Cleckler
<b>CALIFORNIA</b> P.O.Box 997414, MS-7610 Sacramento, CA 95899-7414	Alan Rook
<b>Florida</b> Dept. of Health 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-1741	Willie Burgess
<b>LOUISIANA</b> Emergency & Radiological Services Division P.O. Box 4312 Baton Rouge, LA 70821-4312	Kelly O'Neal
<b>OHIO</b> Dept. of Health 246 North High Street Columbus, OH 43215	Rochelle Smith
<b>OKLAHOMA</b> Radiation Management Section P.O. Box 1677 Oklahoma City, OK 73101-1677	Michael Reid
<b>PENNSYLVANIA</b> Bureau of Radiation Protection Rachel Carson State Office Bldg P.O. Box 8469 Harrisburg, PA 17105-8469	Robert Wickline Gerald Horvath
<b>TENNESSEE</b> Division of Radiological Health L & C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	Jon Thompson Ruben Crosslin
<b>TEXAS DEPT. OF HEALTH</b> Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	James Durham
<b>TEXAS DEPT. OF CONSERVATION</b> MC233, P.O. Box 13087 Austin, TX 78711-3087	Mohanned Kawasmi

STATE	PARTICIPANT(S)
<b>UTAH</b> Dept. of Environmental Quality 195 North 1950 West Salt Lake City, UT 84116	Ronald Mike Givens Spencer Wickham
<b>VIRGINIA</b> Dept. of Health James Madison Bldg. 109 Governor Street, Room 736 Richmond, VA 23219	Afaw Fenta

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the NRC Materials Control and Security Systems and Principles Training Course (S-201). This training course is scheduled for November 4-8, 2013 in Chattanooga, Tennessee at the U.S. Nuclear Regulatory Commission Technical Training Center (TTC). The TTC is located at 5746 Marlin Road, Suite 200, Osborne Office Center (near Eastgate Shopping Center) Chattanooga, Tennessee 37411-5677; the facility's telephone number is (423) 855-6500.

**COURSE:** This course will be conducted beginning at 8:00 a.m. on Monday, November 4, 2013, and end around 1:00 p.m. on Friday, November 8, 2013. Enclosed is a tentative schedule for the course (Enclosure 3). Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending TTC courses.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, November 3, 2013, and depart on Friday, November 8, 2013. If traveling by air, you need to contact Carlson Travel at 1-800-453-8396 for airline reservations. Please complete the invitational travel authorization form (Enclosure 3) and return it to Brenda Usilton at [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov). Please note that the form will require the Radiation Control Program Director's signature. If you have any questions regarding the travel form please contact Brenda Usilton at (301) 415-2348. No rental cars are authorized for invitational travel. The per diem for Chattanooga, Tennessee is 94/56/150. This means lodging/meals/not to exceed total per day. Tax is a separate line item on your voucher. Effective January 1, 2013, reimbursement for mileage is 56.5 cents per mile. Please be sure to choose a hotel within the Chattanooga vicinity and within per diem. To obtain the travel instructions and voucher packet you will need to go to the following Web site to download the information <http://nrc-stp.ornl.gov/training.html>.

Below are a few suggestions for lodging in the Chattanooga area:

Residence Inn:

[Book a room at Residence Inn Chattanooga Near Hamilton Place at the Nuclear Regulatory Commission rate >>](#)

Hampton Inn

[www.chattanoogaairporti75.hamptonInn.com](http://www.chattanoogaairporti75.hamptonInn.com)

The Hampton Inn has free shuttle service to and from the Airport, local shopping and to and from the training center.

**NRC MATERIALS CONTROL AND SECURITY SYSTEMS AND  
PRINCIPLES  
November 4-8, 2013**

State participants; please email the following information to [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov) or fax it to (301) 415-3502 by **October 14, 2013**. Airline reservations can be made directly through Carlson Wagonlit Travel at 1-800-453-8396; normal business hours are 8:00 a.m. - 6:00 p.m.

**STATE:** \_\_\_\_\_

**TRAVEL DATES:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_ **WORK FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

(For travel authorization) \_\_\_\_\_

\_\_\_\_\_

**SS#:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*If you have traveled for us within the past year you only need to give us the last 4 digits of your social security number.*

**Departure City (airport):** \_\_\_\_\_

**Date of Departure** (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. July 6): \_\_\_\_\_

*If you are driving, indicate round-trip miles:* \_\_\_\_\_

**Lodging Arrangement Made:** (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

**Radiation Control Program Director's Signature\*** \_\_\_\_\_

\*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 sensitive unclassified information and Safeguards Information Modified Handling (SGI-M) presented in the training.