

September 10, 2013

David M. Howe, M.A.
Program Director
Radiation Protection Services
Oregon Health Authority
800 NE Oregon Street, Suite 640
Portland, OR 97232-2162

Dear Mr. Howe:

The Nuclear Regulatory Commission (NRC) is pleased to invite you to participate in the Management Review Board (MRB) meeting for the Integrated Materials Performance Evaluation Program review of the Oregon Agreement State program. The meeting will take place on October 29, 2013, starting at 1:00 p.m. (ET) at the NRC's Headquarters building at One White Flint North, Room 17-B4.

To participate in person, you will need to travel Rockville, Maryland. Enclosed are the Travel Instructions to Agreement State Members. The NRC will pay for travel, lodging, and per diem expenses for one staff from the Oregon Agreement State program in accordance with Federal travel regulations. If you have any general questions regarding the MRB meeting, please contact Ms. Lisa Dimmick at (301) 415-0694 or lisa.dimmick@nrc.gov.

Thank you for your continued support of the Agreement State Program.

Sincerely,

/RA/

Karen N. Meyer
IMPEP Administrative Coordinator
Agreement State Programs Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Travel Instructions to Agreement State
MRB Member

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Enclosure:
Travel Instructions to Agreement State
MRB Member

Distribution:

BUsilton, FSME/MSSA
MFord, RI/RSAO

LDimmick, FSME/MSSA

DWhite, FSME/MSSA

ML13253A045

OFFICE	MSSA/ASPB
NAME	KMeyer
DATE	09/10/2013

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS FOR AGREEMENT STATE MRB MEMBER

COORDINATION:

Information regarding times, lodging, and location of the public meeting that you are scheduled to participate in should be obtained from Ms. Dimmick. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC at least 3 weeks prior to your travel.

TRAVEL:

Airline reservations can be made directly through Carlson Wagonlit Travel at (800) 453-8396; normal business hours are 8:00 a.m. to 6:00 p.m. Eastern Time, Monday through Friday. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Travel by car will be reimbursed at a rate of \$0.565 per mile, not to exceed the minimum airfare.

EXPENSES:

State participants in public meetings will be reimbursed for expenses in accordance with Federal travel regulations, including a meal and incidental per diem. Lodging and per diem rates are based on locality. Instructions for completing a voucher to claim your expenses are available at the following website: <http://nrc-stp.ornl.gov/special/voucher.pdf>. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed.

Any questions about, or changes in, travel should be directed to **Ms. Brenda Usilton at (301) 415-2348**. Any questions on the MRB meeting should be made to Lisa Dimmick, IMPEP Project Manager, at (301) 415-0694.

**- TRAVEL INFORMATION -
AGREEMENT STATE MRB MEMBER**

NAME: _____

STATE: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SS# (required): _____ - _____ - _____

IMPEP REVIEW FOR: _____

REVIEW DATES: _____

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 5:00 p.m. (ET) a minimum of three weeks prior to the MRB.