

February 19, 2014

Mr. C. Gibb Vinson, Head
Radioactive Materials Section
Division of Nuclear Safety
Illinois Emergency Management Agency
1035 Outer Park Drive
Springfield, IL 62704

Dear Mr. Vinson:

Thank you for agreeing to be one of our guest lecturers at the 2014 U.S. Nuclear Regulatory Commission (NRC) Sealed Source and Device (SSD) Evaluation Workshop, scheduled for March 31 to April 4, in Covington, KY. We have completed the workshop schedule, and your involvement is scheduled for Monday (3/31) and Tuesday (4/01). Please plan to arrive either on Sunday evening or Monday morning. Currently we anticipate about 35 participants in this workshop, mostly from the Agreement States and some NRC staff who require such training. The 5-day workshop will include classroom lectures covering the basic skills needed for conducting SSD safety evaluations, site visits to licensee facilities to observe the fabrication and operation of licensed hardware, and a class exercise on selected case studies.

Enclosed you will find a copy of the letter "FSME-14-011: Acceptance to the 2014 U.S. Nuclear Regulatory Commission Sealed Source and Device Evaluation Workshop." This letter was dispatched to those Agreement State staff members selected to participate in the workshop. Enclosed with this letter is a list of accepted participants, as well as travel instructions and a tentative schedule for the workshop.

As an invited instructor, your travel expenses for participating in this workshop will be paid for by the NRC, and you will be eligible for hotel and meal reimbursement at the federal per diem rate. Please make your travel arrangements through Carlson Wagonlit Travel at 301-415-5006 as soon as possible, and then submit your travel information needed for NRC to issue their travel authorization. Please go to the webpage at <http://nrc-stp.ornl.gov/training.html> to download the Travel Application Form and send it to Brenda.Usilton@nrc.gov.

C. Vinson

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We look forward to working with you and sharing your expertise with the participants. For any questions associated with travel, please call Brenda Usilton at 301-415-2348. If you have any questions regarding the workshop, please call Justin Vazquez at 301-415-6684.

Sincerely,

/RA/ THerrera for MKotzalas

Margie Kotzalas, Chief
Licensing Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials and
Environmental Management Programs

cc: Duncan White,
Agreement State Programs Branch

Jonathon Monken
Illinois Emergency Management Agency

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NAME	JVazquez	JJankovich	THerrera for Mkotzalas
DATE	2/11/14	2/11/14	2/19/14

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