



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

March 15, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE VISUAL SAMPLING PLAN (H-500) COURSE  
(STC-16-023)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Visual Sampling Plan (H-500) course to be held May 23-26, 2016, in North Bethesda, Maryland.

**Background:** The NRC provides funding to the Agreement States for training and the associated travel.

**Discussion:** Students selected to attend the May 23-26, 2016, Visual Sampling Plan (H-500) course in North Bethesda, Maryland are provided in Enclosure 1. Please provide this notification to each individual from your program that has been accepted to this course. Students selected to attend this course will be paid travel and per diem by the NRC. Detailed guidance for students is provided in Enclosure 2. Please inform us of any withdrawals immediately so that individuals on the waiting list have an opportunity to attend.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Marcia Casby  
TELEPHONE: (301) 415-6525

E-MAIL: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

**/RA/  
PMichalak for DCollins**

Daniel S. Collins, Director  
Division of Material Safety, State, Tribal  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

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Distribution: MSTR r/f J. Griffis TTC

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OFC	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
NAME	MCasby	PMichalak	PMichalak for DCollins
DATE	3/14 /16	3/15/16	3/15/16

**OFFICIAL RECORD COPY**

VISUAL SAMPLING PLAN (H-500)  
May 23-26, 2016  
North Bethesda, MD

<b>STATE</b>	<b>PARTICIPANT</b>
CALIFORNIA	Rajwant Bedi Ted Ward Josephine Ortego
UTAH	Russell Topham
WASHINGTON	Bryony Stasney Kevin Siebert

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that individuals listed in Enclosure 1 have been accepted for participation in the Visual Sampling Plan (H-500). This course is scheduled to be presented at the U.S. Nuclear Regulatory Commission's (NRC's) Professional Development Center (PDC) May 23-26, 2016. The PDC is located at the 3 White Flint North Building which is situated across Marinelli Road from One White Flint North between the White Flint Metro station entrance and the Metro parking garage. The address for the building is 11601 Landsdown Street, North Bethesda, MD 20852. Please allow sufficient time to process through security upon arrival. You will be required to show proof of identification when you arrive. After you have processed through security, you will be escorted by an NRC employee to the 2<sup>nd</sup> floor where the training will be held.

**COURSE:** Please see our Web site, <https://scp.nrc.gov/training.html> for the tentative course schedule and note that the course begins at 8:00 a.m. on Monday, May 23, 2016, and will end at noon on Thursday, May 26, 2016.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, May 22, 2016, and depart on Thursday, May 26, 2016. Students must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable Government fare if one is available, and make sure that El Sol Travel correctly direct bills your fare to credit card ending 2835. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, please contact Marcia Casby at (301) 415-6525.

Please complete the Travel Application Form which will be provided to you and submit to Marcia Casby, [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than Friday, March 25. Individuals should request the Federal government rate at the hotels. The per diem for North Bethesda, Maryland is \$226 hotel and \$69 meals and incidentals. No rental cars will be authorized for travel. The hotel listed below is the most convenient, located on the Metro (White Flint Station on the Red Line), directly across from, and within walking distance of the training site. If you elect to stay at an alternate hotel, you will be responsible for your own transportation between your hotel and the training site. If you plan to drive, the Federal mileage reimbursement is 54 cents per mile.

**Bethesda North Marriott Hotel**  
5701 Marinelli Rd.  
North Bethesda, Maryland 20852  
(301) 822-9200

**DIRECT DEPOSIT:** We are very pleased to be offering Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our Web site and follow the instructions on the form. Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless your banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter "Enrolled for Direct Deposit." If you have any questions regarding direct deposit, please contact Lindsey Hawkins at (301) 415-6268.