



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

May 31, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE BRACHYTHERAPY, GAMMA KNIFE, AND  
OTHER MEDICAL USES (H-313) COURSE (STC-18-038)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Brachytherapy, Gamma Knife, and Other Medical Uses (H-313) course scheduled to be held August 13-17, 2018, in Houston, Texas.

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

**Discussion:** Students selected to attend the August 13-17, 2018, Brachytherapy, Gamma Knife, and Other Medical Uses (H-313) course in Houston, Texas 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: Karen Meyer  
TELEPHONE: (301) 415-0113

E-MAIL: [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov)

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PMichalak for TClark***

Theresa Clark, Acting Director  
Division of Material Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

SUBJECT: NOTIFICATION OF ACCEPTANCE TO THE BRACHYTHERAPY, GAMMA KNIFE,  
AND OTHER MEDICAL USES (H-313) COURSE (STC-18-038)

DISTRIBUTION:

Astrainingandtravel.Resource  
Jeff Griffis, TCC

**ML18150A665**

<b>OFFICE</b>	MSST/ASPB	MSST/ASPB	MSST:D
<b>NAME</b>	KMeyer	PMichalak	PMichalak for TClark
<b>DATE</b>	05/30/18	05/31/18	05/31/18

**OFFICIAL RECORD COPY**

**BRACHYTHERAPY, GAMMA KNIFE, AND OTHER MEDICAL USES (H-313)**

August 13-17, 2018

Houston, TX

<b>STATE</b>	<b>PARTICIPANT</b>
GEORGIA	Leslines Leveque Roger Wilson
FLORIDA	Lynne Andresen
KANSAS	Jeffrey Herschell
NEW YORK (CITY)	Olga Aminev Hailu Tedla
NEVADA	Faye Martini
PENNSYLVANIA	Benjamin Jenkins
SOUTH CAROLINA	Kenneth Farnen
TEXAS (DSHS)	Candice Martin

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Brachytherapy, Gamma Knife, and Other Medical Uses (H-313) course. This course is scheduled to be presented August 13-17, 2018, at the Advanced Health Education Center (AHEC). The AHEC is located at 8502 Tybor Drive, Houston, Texas 77074. The facility's telephone number is (713) 772-0157. Please contact [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov) immediately if you are unable to attend this course.

**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, August 13, 2018 and ends at 12 noon on Friday, August 17, 2018.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, August 12, 2018 and depart on Friday, August 17, 2018. 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. Due to the distance to the Houston airports from the training site and potential ticketing and security lines at the airports themselves, students should allow at least two hours between the class end time and their scheduled departure. 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. If the need arises and you must make a change, please contact Karen Meyer at 301-415-0113.

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), no later than Friday, August 3rd. Please request and do not exceed the Federal per diem of \$121 for your hotel. The meals and incidentals per diem for Houston, Texas is \$59. The first and last days of travel are calculated at 75 percent (i.e., \$48.25). Rental cars are not reimbursable. If you are authorized to drive your personal vehicle, mileage reimbursement is 54.5 cents per mile. A complimentary shuttle is available for transportation between the hotel and the training center for individuals staying at the hotels listed below. Please contact the front desk for details upon arrival. Those students who elect to stay at an alternate hotel will be responsible for their own transportation between the hotel and the training center.

<p><b>Crowne Plaza Houston Suites</b> 9090 Southwest Freeway Houston, Texas 77074 (713) 995-0123 <i>Reserve through El Sol Travel</i> <i>Complimentary shuttle service to and from the AHEC facility is provided</i></p>	<p><b>Hilton Houston Southwest</b> 6780 Southwest Freeway Houston, Texas 77074 (713) 977-7911 <i>Reserve through El Sol Travel</i> <i>Complimentary shuttle service to and from the AHEC facility is provided</i></p>
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**DIRECT DEPOSIT:** If you prefer this method of reimbursement, 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 in Direct Deposit." If you have any questions regarding direct deposit, please contact Lindsey Santos at (301) 415-6268.