



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

(FSME-11-067, July, Other, State Liaison Officers Conference)

July 15, 2011

ALL STATE LIAISON OFFICERS

**NATIONAL STATE LIAISON OFFICERS 2011 CONFERENCE (FSME-11-067)**

**Purpose:** To (1) provide notification of the National State Liaison Officers (SLO) 2011 conference to be held in Rockville, Maryland on November 1-2, 2011; (2) inform participants about an opportunity to attend a training course on November 3, entitled "NRC: What It Is and What It Does;" and (3) provide conference participants with registration information and travel instructions.

**Contents:** Travel instructions

**Background:** Approximately every two years, the Nuclear Regulatory Commission (NRC) convenes a meeting with all Governor-appointed SLOs to discuss issues of significant interest to the States and NRC in the areas of nuclear regulation, nuclear security, radiological public health and safety, and environmental issues. This meeting provides a unique opportunity to discuss issues of mutual interest with representatives from multiple States and with NRC senior management. Previous National SLO conferences have been well attended and tremendously successful.

**Discussion:** The NRC-sponsored National SLO conference will be held on November 1-2, 2011, at the Bethesda North Marriott Hotel and Conference Center in Rockville, Maryland. Participants will also be provided an opportunity to attend a training course on November 3, entitled "NRC: What It Is and What It Does." Based on feedback from NRC's Regional SLOs, including input from some SLOs, we are developing an agenda for the SLO conference that will include key items of interest for all participants. Some of the agenda topics include: Japan earthquake/tsunami event; power reactor licensing; emergency response; waste disposal and transportation; handling and sharing of sensitive and security related information; tritium groundwater leakage; roles and responsibilities of SLO; and National Academy of Sciences' cancer-risk study. Questions or comments regarding the conference should be directed to Cindy Flannery at (301) 415-0223 or by e-mail at [Cindy.Flannery@nrc.gov](mailto:Cindy.Flannery@nrc.gov).

**Conference Registration and Conference Website** - Please refer to the following website to learn more about the conference:

[www.blsm meetings.net/NRC2011StateLiaisonConference](http://www.blsm meetings.net/NRC2011StateLiaisonConference).

**You may register for the SLO conference; make travel arrangements, and register for the November 3, NRC course, on-line at the website.** Additional information will be added to the website over the coming weeks as it becomes available.

**NRC to Fund Travel and Per Diem Expenses** - NRC will fund the travel and per diem expenses for all SLOs attending the meeting and the NRC course. Enclosed you will find travel instructions, including lodging information, and the necessary travel registration form which is required to be filled out in order to prepare your travel authorization. This travel registration form may either be completed on the registration section of the website or faxed as early as possible, but **no later than September 30, 2011**, to Amanda Noonan at (301) 415-5955. Note that reimbursement will be authorized in accordance with hotel check-in on October 31, 2011, and check-out on November 3, 2011 (or November 4, 2011 if you are attending the NRC course "NRC: What It Is and What It Does"). Any deviation from this time frame should be noted on the travel registration form. If you have any questions related to travel for this conference, Ms. Noonan would be pleased to assist you by telephone at 301-415-2551 or by e-mail [Amanda.Noonan@nrc.gov](mailto:Amanda.Noonan@nrc.gov).

**Training Course for SLOs on November 3** - NRC's course "NRC: What It Is and What It Does," will be available for SLOs to attend on November 3, 2011 in NRC's Two White Flint Auditorium. Based on suggestions made at the 2009 SLO conference, NRC has scheduled this course to be held in conjunction with the 2011 SLO conference to provide an opportunity for SLOs to learn more about the NRC. This classroom course provides an overview of the roles and responsibilities of the major offices in NRC. The course agenda will include presentations by senior managers from the Office of Nuclear Reactor Regulation; Office of Nuclear Security and Incident Response; Office of Federal and State Materials and Environmental Management Programs; Office of Nuclear Material Safety and Safeguards; Office of New Reactors; Office of Public Affairs; and Regional Operations. Upon completion of the course, participants will be able to demonstrate a basic understanding of the NRC's history and mission, roles of various offices within the NRC, and the interaction between these offices. To register for the course, please select the option on the registration website.

Finally, while at NRC Headquarters, if there are any issues specific to your State that you would like to discuss with NRC staff, please let us know so that we can attempt to arrange separate meetings for you with the appropriate NRC personnel.

If you have any questions or comments regarding this meeting, please contact me directly at (301) 415-7278 or through the staff contacts previously stated. We look forward to your participation in the National SLO Conference.

*/RA Deborah Jackson for/*

Josephine M. Piccone, Director  
Division of Intergovernmental Liaison  
and Rulemaking  
Office of Federal and State Materials  
and Environmental Management Programs

Enclosure:  
Travel Instructions

## TRAVEL INSTRUCTIONS

### U.S. Nuclear Regulatory Commission's National State Liaison Officers Conference November 1-2, 2011

#### MEETING LOCATION:

NRC will provide travel for a State Liaison Officer or their designee to participate in the November 1-2, 2011 State Liaison Officers Conference, to be held at Marriott Bethesda North Hotel & Conference Center, 5701 Marinelli Road, Bethesda, MD, 20852, (301) 822-9200 (White Flint Metro Stop on the Red Line).

#### TRAVEL:

Airline reservations can be made directly through Carlson Wagonlit Travel at 1-866-250-2160, Monday through Friday 8:00 a.m. – 7:00 p.m. Eastern Standard Time. Three airports service the Washington DC Metro area: Washington Reagan National Airport (DCA), Baltimore-Washington International Airport (BWI) and Dulles International Airport (IAD). **Please be sure to ask Carlson to check all three local airports for the lowest airfare from your departure city.** We are required to use the lowest airfare to bring you to Washington DC. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. If you prefer a paper ticket, Carlson will mail you the plane ticket approximately one week before the first day of your travels. Travel by personal car will be reimbursed at a rate of 51¢ per mile, not to exceed the minimum airfare.

#### GROUND TRANSPORTATION:

The two shuttle services for the three DC area airports are: Super Shuttle (800) BLUE-VAN (800-258-3826) and Airport Shuttle (800-776-0323). If you are flying into Reagan National Airport, you may take the BLUE LINE Metro (Train) to the Metro Center Station or the YELLOW LINE to the Gallery Place/Chinatown Station, then transfer to the RED LINE in the direction of the Shady Grove Station. NRC Headquarters is located across from the White Flint Metro Station. A map of the Metro system is available at: <http://www.wmata.com/rail/maps/map.cfm>.

#### EXPENSES:

Representatives will be reimbursed for expenses in accordance with Federal Travel Regulations. A voucher with travel instructions is attached. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC. The lodging per diem for the Washington Metro area varies depending on the time of year; for fiscal year 2011 in Montgomery County, Maryland the lodging per diem rate will be **[\$181.00]**. The meal and incidental per diem rate is **[\$71.00]** per day. **Rates may change slightly for fiscal year 2012 – you will receive an update prior to your travel.**

**NOTE: Reimbursement will be in accordance with hotel check-in on October 31, 2011 and check-out on November 3, 2011 (or November 4, 2011 for those attending the NRC course “NRC: What It Is and What It Does”). Please note any deviation from this time frame on the Travel Registration Form.**

**LODGING:**

You are requested to make your own hotel reservations. Below is a list of hotels in the area or along the Metro's Red Line. We have held a block of rooms for your convenience at the site of the conference the Bethesda North Marriott Hotel. Please note that you must pay for the hotel upfront with your own funds and will be reimbursed by the NRC after the travel is completed. When you call to make your reservation, please call 1-800-266-9432 and reference the conference code “State Liaison Conference 2011” or online at [https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=3411876](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=3411876).

Bethesda North Marriott Hotel 5701 Marinelli Road Bethesda, MD 20852  1-800-266-9432  (Across from the NRC/White Flint Metro) <b>LOCATION OF CONFERENCE</b>	Hilton Washington DC Rockville Executive Meeting Center 1750 Rockville Pike  (301) 468-1100  (One Metro Stop/Twinbrook North of NRC)
Hyatt Regency Bethesda One Bethesda Metro Center 7400 Wisconsin Ave Bethesda, MD 20814  (301) 657-1234  (Three Metro stops/Bethesda South of NRC)	The Legacy Hotel 1775 Rockville Pike Rockville, MD 20852  (301) 881-2300 1-800-225-1775  (One Metro Stop/Twinbrook North of NRC)
Embassy Suites at Chevy Chase Pavilion 4300 Military Rd., NW Washington, DC 20015  (202) 362-9300 1-800-362-2779  (Four Metro Stops/Friendship Heights South of NRC)	Residence Inn 7335 Wisconsin Ave. Bethesda, MD 20814  (301) 718-0200 800-331-3131  (Three Metro Stops/Bethesda South of NRC)

Any questions about, or changes in, travel should be directed to contact Amanda Noonan, 301-415-2551 or [Amanda.Noonan@nrc.gov](mailto:Amanda.Noonan@nrc.gov).

**TRAVEL REGISTRATION FORM**  
U.S. Nuclear Regulatory Commission's  
National State Liaison Officers' Conference  
November 1-2, 2011

Please Fax or E-mail information to Amanda Noonan  
by 5:00 pm Eastern Time **September 30, 2011**

Work: 301-415-2551, Fax: 301-415-5955 ([Amanda.Noonan@nrc.gov](mailto:Amanda.Noonan@nrc.gov))

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

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

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

**WORK ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **SOCIAL SECURITY:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

(NOTE: If you have travelled with the NRC in the past year only the last 4 digits are necessary. If not, the entire number is required for reimbursement)

**DATE OF MEETING:** **November 1-2, 2011**

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

**DEPARTURE CITY (AIRPORT):** \_\_\_\_\_

**DEPARTURE DATE:** \_\_\_\_\_

Please note anything unusual and provide reason:  
\_\_\_\_\_

**RETURN DATE:** \_\_\_\_\_

Please note anything unusual and provide reason:  
\_\_\_\_\_

**COST OF AIRFARE:** \_\_\_\_\_  
(from Carlson Travel)

Flight Number \_\_\_\_\_  
(e.g., UA 210)

Arrival Time \_\_\_\_\_  
(e.g. 4:23 p.m. July 30)

**IF DRIVING, INDICATE ROUND TRIP MILEAGE:** \_\_\_\_\_

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