



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

(FSME-13-169, July, Other, 2013 SLO Conference)

July 24, 2013

ALL STATE LIAISON OFFICERS

NATIONAL STATE LIAISON OFFICERS 2013 CONFERENCE (FSME-13-069)

Purpose: To: (1) provide notification of the National State Liaison Officers (SLOs) 2013 Conference to be held in Rockville, Maryland on November 5-6, 2013; (2) inform participants about an opportunity to attend a training session on effective communication of nuclear information for SLOs on November 7, 2013; and (3) provide conference participants with registration information and travel instructions. By October 15, 2013, all SLOs are requested to either register for the conference through the registration website described below or provide notification of decline in attendance to one of the contacts listed*.

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 NRC senior management. Previous National SLOs Conferences have been well attended and very successful.

Discussion: The NRC-sponsored National SLOs Conference will be held on November 5-6, 2013, at the Two White Flint North Auditorium at NRC Headquarters in Rockville, Maryland. Conference registration will begin at 7:30 a.m., and sessions will start at 8:00 a.m., on November 5, 2013. The conference will end by 5:00 p.m. on November 6th. Participants will also be provided an opportunity to attend an optional training session on effective communication of nuclear information for SLOs on November 7, 2013. The training is scheduled to begin at 8:00 a.m. and be completed by 12:00 p.m.

Based on feedback from NRC's Regional State Liaison Officers, which included input from some SLOs, we are developing an agenda for the conference that will include key items of interest for participants. Some of the agenda topics being considered, which are subject to change, include: Japan lessons learned activities, waste confidence activities, emergency preparedness updates, disaster initiated reviews, probabilistic flood hazard assessments for nuclear facilities, public affairs initiatives, agency Tribal activities, and open forum discussions.

*This information request has been approved by OMB 3150-0163, expiration 03/31/2016. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

Questions or comments regarding the conference should be directed to June Cai at (301) 415-5192 or June.Cai@nrc.gov or Michelle Ryan at (630) 829-9724 or Michelle.Ryan@nrc.gov.

Conference website and registration: Please refer to the following website to learn more about the conference and to register: <http://homer.ornl.gov/nrc/conf/>. Additional information will be added to the website as it becomes available. If you do not plan to attend and will not send a designee in your place, please let Ms. Cai or Ms. Ryan know as soon as possible, but no later than **October 15, 2013**, as this information will assist with our planning process.

Travel funding and per diem expenses: NRC will fund the travel and per diem expenses for the SLO or his/her designee from each State to attend the conference and the training session.

Enclosed you will find travel instructions, including lodging information, and the required travel registration form which must be completed in order to prepare your travel authorization. The travel registration form is separate from registration on the conference website. This travel registration form should be submitted as soon as possible, but no later than **October 15, 2013**. Note that reimbursement will be authorized in accordance with hotel check-in on November 4, 2013, and check-out no later than November 7, 2013. Any deviation from this timeframe should be noted on the travel registration form. If you have any questions related to travel for this conference, please contact Brenda Usilton at 301-415-2348 or Brenda.Usilton@nrc.gov.

Optional training on November 7: NRC is pleased to offer an optional training session on effective communication of nuclear information for SLOs on the morning of November 7, 2013, at NRC headquarters. Based on feedback from the agency's Regional State Liaison Officers, NRC has scheduled this training to be held in conjunction with the 2013 conference to provide an opportunity for SLOs who are interested to attend. The goal of this training session is to provide a forum for information sharing from some NRC staff and among the SLO attendees on effectively communicating information related to the civilian use of radioactive materials. There will be opportunity for SLOs to discuss and share: 1) tools, techniques, references, and resources available for supporting effective communication of nuclear information based on the audience and situation, and 2) best practices and lessons learned by NRC as well as SLOs in their experiences with communicating nuclear information. The presentations and discussions will be led mainly by NRC staff with expertise in these areas. To register for the training, 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 Ms. Cai or Ms. Ryan know so that we can work to arrange separate meetings for you with the appropriate NRC personnel where possible. If you have any questions regarding this correspondence, please contact me at 301-415-7278 or the individuals named below. We look forward to your participation in the National SLOs Conference.

FSME-13-069

-3-

POINT OF CONTACT: June Cai INTERNET: June.Cai@nrc.gov
TELEPHONE: 301-415-5192 FAX: 301-415-5955

POINT OF CONTACT: Michelle Ryan INTERNET: Michelle.Ryan@nrc.gov
TELEPHONE: 630-829-9724 FAX: 630-515-1259

/RA/

Deborah A. Jackson, Acting Director
Division of Intergovernmental Liaison
and Rulemaking
Office of Federal and State Materials
and Environmental Management Programs

Travel Instructions

NRC will provide travel for the State Liaison Officer (SLO) or his/her designee from each State to participate in the National State Liaison Officers Conference on November 5-6, 2013, and the optional training session on effective communication of nuclear information for SLOs on November 7, 2013. Both the conference and training session will be at NRC headquarters in Rockville, Maryland.

Meeting Location:

The conference will be at the Two White Flint North Auditorium, 11545 Rockville Pike, Rockville, MD, 20852 (White Flint Metro Stop on the Red Line). The room location for the training session will be determined based on the class size. Directions to NRC's Headquarters location can be found at: <http://www.nrc.gov/about-nrc/locations/hq.html>. Attendees should allow at least ten minutes to be processed through security screening upon arrival at NRC facilities and be ready to show proof of identification.

Travel:

Participants must make their own lodging and travel arrangements. Attendees should plan to travel out on November 4, 2013. For the return trip, attendees should plan to travel back in the morning of November 7th if they will not be attending the training session and in the afternoon if they plan to take the training (the training is scheduled to end at 12 p.m.).

Airline reservations can be made directly through Carlson Wagonlit Travel at 1-800-453-8396, Monday through Friday 8:00 a.m. - 7:00 p.m. Eastern 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. Travel by personal car will be reimbursed at a rate of \$0.565 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 or 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>. No rental cars will be authorized for travel.

Hotel:

You are requested to make your own hotel reservations. A block of rooms at the prevailing government per diem rate has been reserved at the Bethesda North Marriott Hotel and

Conference Center, which is located approximately one block from NRC Headquarters, through October 7, 2013. Note that the current per diem rates for November 2013 have not yet been published. The currently agreed upon rate is \$189 per night, which is based on last November's per diem rate. After the November 2013 per diem rate is published (see website link under "Expenses" section), the rate may be subject to change to match the approved per diem amount. Reservations can be made online (preferred option) at <https://resweb.passkey.com/go/ebfae317> or by calling 1-877-212-5752 (toll free) or 301-822-9200 (local) (ask for the "NRC State Liaison Officer Conference Room Block"). After October 7th, the remaining rooms will be released and may no longer be available at the per diem rate. Information about the hotel can be found at: <http://www.marriott.com/hotels/travel/wasbn-bethesda-north-marriott-hotel-and-conference-center/>. Other hotel options are listed at the conference information webpage at: <http://homer.ornl.gov/nrc/conf/>.

Please note that you must pay hotel expenses upon checkout with your own funds, and you will be reimbursed by the NRC after the travel is completed. Tax is a separate line item on your voucher. If the hotel requires proof of Federal Travel, please let Brenda Usilton know and she will fax you a copy of your authorization.

Expenses:

SLOs or their designees will be reimbursed for expenses in accordance with Federal Travel Regulations. Receipts are necessary to claim any expense of \$75 or more. Telephone calls will not be reimbursed by NRC. The lodging and per diem rates for November 2013 are not yet available. Once established, they can be found on this website: <http://www.gsa.gov/portal/category/100120> (use zip code 20852 for the search). Lodging and meals are not to exceed the per diem rate.

For travel voucher reimbursement, please follow instructions posted at: <http://nrc-stp.ornl.gov/special/voucher110215.pdf>.

Note: Reimbursement will be in accordance with hotel check-in on November 4, 2013, and check-out no later than November 7, 2013. Please note any deviation from this timeframe on the Travel Registration Form.

Any questions about, or changes in, travel should be directed to Brenda Usilton, 301-415-2348, or Brenda.Usilton@nrc.gov.

TRAVEL REGISTRATION FORM

U.S. Nuclear Regulatory Commission's
National State Liaison Officers (SLOs) Conference
November 5-6, 2013
Effective Communication of Nuclear Information for SLOs Training Session
November 7, 2013

Please email (preferred) or fax information by 5:00 p.m. Eastern Time on October 15, 2013 to:

Brenda Usilton
Work: 301-415-2348
Fax: 301-415-3502
Brenda.Usilton@nrc.gov

NAME: _____

STATE: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

PHONE NUMBER: _____ SOCIAL SECURITY: _____ - _____ - _____

EMAIL ADDRESS: _____

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

DATE OF MEETING: November 5-6, 2013 (conference); November 7, 2013 (training)

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. Nov 4)

IF DRIVING, INDICATE ROUND TRIP MILEAGE: _____
Will need a cost comparative to drive versus fly

NOTE: Reimbursement will be in accordance with hotel check-in on November 4, 2013, and check-out no later than November 7, 2013. Please note any deviation from this timeframe on the Travel Registration Form.