



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

(FSME-14-050, May, Other, OAS Meeting)

May 21, 2014

ALL AGREEMENT STATES

FUNDING FOR THE 2014 ORGANIZATION OF AGREEMENT STATES ANNUAL MEETING  
(FSME-14-050)

**Purpose:** To provide funding for one representative from each Agreement State to attend the 2014 Organization of Agreement States (OAS) annual meeting.

**Discussion:** The 2014 OAS annual meeting will be held August 25 to 28, 2014, at the Omni Chicago Hotel, 676 North Michigan Avenue, Chicago, Illinois. The U.S. Nuclear Regulatory Commission (NRC) will pay the travel, lodging, and registration for one representative from each Agreement State. Each Agreement State interested in attending this meeting should identify the traveler, make their travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396, and then complete the attached form. The completed form should be sent to [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov) so that NRC can issue the travel authorization. The NRC will cover the meeting registration fee of \$400.00, but will not reimburse travelers for the cost of the night out. The NRC will not reimburse for rental cars. You should plan on arriving on August 25, 2014, by 12:00 noon and depart at 12:00 noon on August 28th. If you plan on attending the August 25th training session in the morning from 9:00am to 11:30am, then plan to arrive on August 24<sup>th</sup>.

The per diem rate for Chicago is: \$166 for lodging; \$71 for meals and incidental expenses; and the total not to exceed \$237. A block of rooms has been reserved at the Omni for the amount of \$169.00 per night subject to all current taxes. To ensure you receive this rate, you must make your reservations by August 4, 2014, and ask for the room rate under the "Organization of Agreement States" block. The reservation can be made by calling the hotel at 312-944-6664. Alternatively, there will be a link on the OAS website (<http://agreementstates.org>) shortly to make your hotel reservation and meeting registration on-line. In order to confirm a room assignment with the hotel, you will require a credit card to guarantee the reservation. Confirmed rooms may be cancelled with 72 hours notice.

Transportation from the airport to the hotel by taxi is approximately \$40, shuttle is approximately \$30 each way or by CTA train service is available. The Amtrak station (Union Station) is approximately 2 miles away from the hotel.

We ask that you inform us of any cancellations 30 days prior to the meeting or as soon as you are aware that you cannot attend the meeting.

If you have any questions regarding this correspondence, please contact me or the individuals named below:

POINT OF CONTACT: Brenda G. Usilton  
TELEPHONE: (301) 415-2348

INTERNET: [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov)

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

INTERNET: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

**/RA Dennis Sollenberger for/**

Laura A. Dudes, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

## INFORMATION NEEDED FOR NRC TO AUTHORIZE AGREEMENT STATE TRAVEL

Please send the following information to  
[ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov) .

State:

Dates of Meeting:

Travel Purpose: OAS Annual Meeting

Location: Chicago, IL

Name:

Home Address:

Business Address:

Work Phone Number:

E-Mail Address:

Social Security Number:

\*If you have traveled for us this year, then we only need the last 4 digits of your SS number. If this is your first time traveling this year, then we need the entire number.

Departure City (airport):

Date of Departure: (note anything unusual):

Please provide reason:

Cost of Airfare (from Carlson Travel):

If you are driving, indicate the round trip miles: \*please note that you need to get a cost estimate for the airfare from Carlson in order to know what it would cost if you were to fly. The reimbursed driving costs cannot exceed the cost of flying. Please be aware that for driving your personal vehicle you will be reimbursed .56 cents per mile not to exceed cost of lowest airfare.

\*Please call Carlson Wagonlit Travel on 1-800-453-8396 (normal business hours are 8:00a.m.-6:00pm. Eastern Standard Time).