



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

(FSME-08-084, December, Training, Increased Controls)

December 2, 2008

ALL AGREEMENT STATES, MICHIGAN, NEW JERSEY, PENNSYLVANIA, VIRGINIA

**ACCEPTANCE TO THE INCREASED CONTROLS TRAINING COURSE (FSME-08-084)**

Thank you for submitting candidates for attendance for the Increased Controls Training Course (S-201), which will be held January 26-30, 2009 in Albuquerque, New Mexico. Enclosure 1 is the list of students from the States, who have been selected to attend the training. Please provide this memo and the enclosed instructions (Enclosure 2) to the students that may be in your organization and inform them they should complete and return Enclosure 3 (travel form). State travelers attending this course should make their airline travel arrangements through Carlson Wagonlit Travel at 301-415-5006 immediately and then submit their travel information to Traci Kime at Traci.Kime@nrc.gov or fax it to 301-415-3502 in order to process the travel authorization. Travelers should follow the instructions in Enclosure 2 to reserve lodging in Albuquerque. All NRC attendees and Master Material Licensees will need to have their travel funded by your particular office.

To assist us and other States, and to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you, we ask that you inform us of any cancellations 30 days prior to the course starting date or as soon as you are aware that you cannot attend.

Enclosure 4 provides a tentative schedule/agenda for this training course.

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

POINT OF CONTACT: Brenda G. Usilton INTERNET: Brenda.Usilton@NRC.GOV  
TELEPHONE: 301-415-2348 FAX: 301-415-3502

**/RA/**

Robert J. Lewis, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Enclosures:  
As stated

INCREASED CONTROL TRAINING COURSE

January 26-30, 2009

Albuquerque, NM

STATE	PARTICIPANT(S)
<p>ARKANSAS AR Dept of Health &amp; Human Services Radiation control Section P.O. Box 1437, Slot H-30 Little Rock, AR 72203-1437</p>	Robert Layne Pemberton
<p>ARIZONA Radiation Regulatory Agency 4814 South 40<sup>th</sup> Street Phoenix, AZ 85040</p>	Patricia Haworth
<p>CALIFORNIA CA Dept. of Health Services 1500 Capitol Ave., MS 7610 Sacramento, CA 95814</p>	Hugh Alsworth
<p>COLORADO CO Dept. of Public Health &amp; Environment HMWMD-RAD-B2 4300 Cherry Creek Drive South Denver, CO 80245-1530</p>	James Grice
<p>FLORIDA Department of Health 4052 Bald Cypress Way, Bin C21 Tallahassee, FL 32399-1741</p>	Debbie Gilley
<p>GEORGIA Radioactive Materials Program Department of Natural Resources 4220 International Parkway, Suite 100 Atlanta, GA 30354</p>	Keith St. Cyr Joseph Fieuet
<p>ILLINOIS Division of Nuclear Safety 1035 Outer Park Drive Springfield, IL 62704</p>	Charles Vinson
<p>KENTUCKY Cabinet for Health &amp; Family Services 275 East Main Street, HS1C-A Frankfort, KY 40621-0001</p>	Michele Greenwell
<p>LOUISIANA Office of Environmental Services 602 N. 5<sup>th</sup> Street Baton Rouge, LA 70802</p>	Melanie Bauder Jennifer Elee Gwen Maglic
<p>NEW JERSEY Dept. of Environmental Protection P.O. Box 415 Trenton, NJ 08625-0415</p>	James McCullough Adria Wentzel
<p>NEW YORK CITY HEALTH Office of Radiological health 2 Lafayette Street, 11<sup>th</sup> Floor New York, New York 10007</p>	Mark Rayman

STATE	PARTICIPANT(S)
NORTH DAKOTA ND Dept of Health 918 E. Divide Avenue Bismarck, ND 58501-1947	Daniel Harmon
OKLAHOMA Dept of Environmental Quality Land Protection Division P.O. Box 1677 Oklahoma City, OK 73101-1677	John Flynn
PENNSYLVANIA Rachel Carson State Office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Steve Acker Richard Croll Joseph Deman
TENNESSEE L&C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	Travis Barber Wade "Chuck" Brewer
UTAH Division of Radiation Control Department of Environmental Quality P.O. Box 144850 Salt Lake City, UT 84114-4850	Mario Bettolo
HEADQUARTERS	Michelle Killian Willie Lee
REGION I	Daniel Collins John Nicholson Richard McKinley Steve Courtemanche
REGION III	Christine Lipa Eugenio Bonano
REGION IV	Jackie Cook Robert Evans Roberto Torres
AIRFORCE	Lt. Col. Craig-Alan Bias

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the "Increased Controls Training Course (S-201)." This training course is scheduled for January 26-30, 2009 in Albuquerque, NM. Course location is International Programs Building, Research Park, Sandia National Laboratories, Albuquerque, New Mexico.

**COURSE:** This course will be conducted beginning at 8:00 am on Monday, January 26, 2009 and end around noon on Friday, January 30, 2009. Enclosed is a tentative schedule for the course (Enclosure 4). Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending TTC courses. You will be receiving an e-mail approximately 2-3 weeks before the course from Mary Green (the course coordinator at Sandia) regarding all the logistics for this course.

**LODGING AND TRAVEL:** You should plan to arrive on Sunday, January 25, 2009, and depart on Friday, January 30, 2009. If traveling by air, you need to contact Carlson Travel at 301-415-5006 for airline reservations. Please complete the invitational travel authorization form (Enclosure 3)" and return it to **Traci Kime** at TSK@nrc.gov or fax it to 301-415-3502. Please note that the form will require the Radiation Control Program Director's signature. If you have any questions regarding the travel form please contact Brenda Usilton at (301) 415-2348. Lodging will be at the Hyatt Place Uptown Hotel located at 6901 Arvada NE, Albuquerque, NM 87110. Please call them and make a reservation at (505) 872-9000 or 888-492-8847. Let them know you are with the "NRC I.C. CLASS". Your federal government rate should be \$80.00 plus tax. The cut-off date for reservations is January 4, 2009. Reservation requests received after the cut-off date will be based on availability at the Hotel's prevailing rates. Per diem will not be offered after cut-off.

Since Sandia National Laboratories is a secure facility you will be picked up by bus every morning from the hotel. The bus will also return the students to the hotel at the end of each class day. On Monday you will be picked up at 7:00am so you can receive a temporary Sandia picture badge, which must be worn at all times while on Sandia property. All other days you will be picked up at the hotel around 7:30 am to go to the training facility. Please bring photo identification for receiving a temporary badge, such as a driver's license. **ONLY U.S. CITIZENS may attend this class.** For all States who are being funded by FSME you will receive a travel voucher packet after you return to the office. Traci Kime will mail it to you.

**REMINDER** -no rental cars are authorized for invitational travel. If you are not staying at the above hotel, you still need to be there each morning to catch the bus to the International Program Building. You are responsible for daily transportation between your hotel and the Hyatt Place hotel if you are not staying there.

**ENCLOSURE 2**



**NRC SECURITY SYSTEMS AND PRINCIPLES**  
**January 26-30, 2009**

State participants; please **FAX** the following information to Traci Kime at (301)415-3502 by **January 12th**. Airline reservations can be made directly through Carlson Wagonlit Travel at (301)415-5006 or (888)455-4199; normal business hours are 8:00 a.m. - 5:00 p.m.

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

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

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

**BUSINESS ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_ **WORK FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

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

**(For travel authorization)** \_\_\_\_\_

\_\_\_\_\_

**SS#:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*If you have traveled for us within the past year you only need to give us the last 4 digits of your social security number.*

**Departure City (airport):** \_\_\_\_\_

**Date of Departure** (note anything unusual): \_\_\_\_\_

Please provide reason: \_\_\_\_\_

**Cost of Airfare** (from Carlson Travel): \$ \_\_\_\_\_

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

Arrival Time (e.g., 4:23 p.m. July 6): \_\_\_\_\_

*If you are driving, indicate round-trip miles:* \_\_\_\_\_

**Lodging Arrangement Made:** (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

**Radiation Control Program Director's Signature\*** \_\_\_\_\_

\*Signature indicates a determination of trustworthiness, in accordance with the Order, has been made, and the Agreement State attendee has a "need-to-know" the sensitive unclassified information and Safeguards Information Modified Handling (SGI-M) presented in the training.