



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

(STC-14-114. December, Training, H-313)

December 30, 2014

ALL AGREEMENT STATES

NOTIFICATION OF ACCEPTANCE TO THE BRACHYTHERAPY & GAMMA KNIFE (H-313) COURSE (STC-14-114)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Brachytherapy & Gamma Knife (H-313) course scheduled to be held March 9-13, 2015, in Houston, Texas.

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

**Discussion:** Students selected to attend the March 9-13, 2015, Brachytherapy & Gamma Knife (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: Marcia Casby  
TELEPHONE: (301) 415-6525

E-MAIL: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

/RA/

Laura A. Dudes, Director  
Division of Material Safety, State, Tribal,  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

**BRACHYTHERAPY & GAMMA KNIFE (H-313)**

March 9-13, 2015

Houston, TX

STATE	PARTICIPANT
CALIFORNIA	Emir Cruz
COLORADO	Carrie Romanchek
ILLINOIS	Nathan Albrecht
KENTUCKY	Jeannie Merwin
LOUISIANA	Tiffany White
MASSACHUSETTS	Robert Locke
MISSISSIPPI	Jeffrey Algee
NORTH DAKOTA	Karen Deibert
OKLAHOMA	Kevin Sampson
PENNSYLVANIA	Joshua Myers
SOUTH CAROLINA	Benjamin Sease
TENNESSEE	Wade Brewer
VIRGINIA	Anthony Sands

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Brachytherapy & Gamma Knife (H-313) course. This course is scheduled to be presented March 9-13, 2015, at the Advanced Health Education Center (AHEC). Please contact Marcia Casby at 301-415-6525 immediately if you are unable to attend this course. The AHEC is located at 8502 Tybor Drive, Houston, Texas 77074. The facility's telephone number is (713) 772-0157.

**COURSE:** Please see our website, <http://nrc-stp.ornl.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, March 9, 2015 and ends at 12:00 noon on Friday, March 13, 2015.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, March 8, 2015, and depart on Friday, March 13, 2015. Students must make their own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 800-453-8396 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable Government fare if one is available, and make sure that Carlson Travel correctly direct bills your fare to credit card ending 1299. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, please contact Marcia Casby at 301-415-6525.

Please complete the Travel Application Form, located at <http://nrc-stp.ornl.gov/training.html> and submit to Marcia Casby, [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than January 12. Individuals should request the Federal government rate at the hotels. The per diem for Houston, Texas is 132/71/203. This means that lodging/meals/not to exceed the total. 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.

<b>Crowne Plaza Houston Suites</b>	<b>Hilton Houston Southwest</b>
9090 Southwest Freeway	6780 Southwest Freeway
Houston, Texas 77074	Houston, Texas 77074
(713) 995-0123	(713) 977-7911
<i>Complimentary shuttle service to and from the AHEC facility is provided</i>	<i>Complimentary shuttle service to and from the AHEC facility is provided</i>

**DIRECT DEPOSIT:** We recommend Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our website and link provided here, [Direct Deposit Form](#). Complete and return to Mary Matheson at [Mary.Matheson@nrc.gov](mailto:Mary.Matheson@nrc.gov). 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 for Direct Deposit." If you have any questions regarding direct deposit, please contact Mary Matheson at 301-415-8748.