



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

(STC-14-115, December, Training, H-410)

December 30, 2014

ALL AGREEMENT STATES

NOTIFICATION OF ACCEPTANCE TO THE RESRAD TRAINING WORKSHOP (H-410) COURSE (STC-14-115)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) RESRAD Training Workshop (H-410) course scheduled to be held March 10-13, 2015, in Trenton, New Jersey.

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

**Discussion:** Students selected to attend the March 10-13, 2015, RESRAD Training Workshop (H-410) course in Trenton, New Jersey 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

**RESRAD TRAINING WORKSHOP (H-410)**

March 10-13, 2015

Trenton, NJ

STATE	PARTICIPANT
MINNESOTA	Lynn Fortier
NORTH CAROLINA	James Albright
NEW JERSEY	James McCullough Jenny Goodman James Vouglitios Sarah Staab Karen Flanigan
PENNSYLVANIA	Elaine Crescenzi
UTAH	Russell Topham

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the RESRAD Training Workshop (H-410) course. This course is scheduled to be presented March 10-13, 2015, at the New Jersey Department of Environmental Protection (NJDEP). Please contact Marcia Casby at 301-415-6525 immediately if you are unable to attend this course. The NJDEP is located at 401 East State Street, Trenton, New Jersey 08625. The on-site training contact is Jenny Goodman, (609) 984-5498.

**COURSE:** Please see our website, <http://nrc-stp.ornl.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:30 a.m. on Tuesday, March 10, 2015 and ends at 4:30 p.m. on Friday, March 13, 2015.

**LODGING AND TRAVEL:** Please plan to arrive on Monday, March 9, and depart on Friday, March 13. If you are unable to select a flight that would return you to your home before midnight on Friday, you may return on Saturday, March 14. 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 Trenton, New Jersey is 127/61/188. This means that lodging/meals/not to exceed the total. NJDEP employees will provide transportation between the hotel and the training site for individuals staying at the hotels listed below. Those students who elect to stay at an alternate hotel will be responsible for their own transportation between the hotel and the training site.

<b>Residence Inn at Market Fair</b> 3563 US Route 1 Princeton, New Jersey 08540 (609) 799-0550	<b>Hyatt Place</b> 3565 US Route 1 Princeton, New Jersey 08540 (609) 720-0200
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**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.