



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

January 4, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE BRACHYTHERAPY AND GAMMA KNIFE (H-313)
COURSE (STC-16-001)

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Brachytherapy and Gamma Knife (H-313) course scheduled to be held March 14-18, 2016, in Houston, Texas.

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

Discussion: Students selected to attend the March 14-18, 2016, Brachytherapy and 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

/RA Lisa Dimmick for/

Pamela J. Henderson, Acting 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 AND GAMMA KNIFE (H-313)

March 14-18, 2016

Houston, TX

STATE	PARTICIPANT
CALIFORNIA	Kevin Quach
COLORADO	Derek Bailey
GEORGIA	Monica Johnson
MARYLAND	Cheryl Nitkowski
NEBRASKA	Larry Harisis
NEVADA	Cynthia Pacheco Michael Schmidt
OKLAHOMA	Mike Broderick
PENNSYLVANIA	Richard Hughes
TEXAS (DSHS)	William Duncan
UTAH	Phil Goble
VERMONT	Littia Mann

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: Individuals listed in Enclosure 1 have been accepted for participation in the Brachytherapy and Gamma Knife (H-313) course. This course is scheduled to be presented March 14-18, 2016, 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 9:00 a.m. on Monday, March 14 and ends at 1:00 pm on Friday, March 18.

LODGING AND TRAVEL: Please plan to arrive on Sunday, March 13 and depart on Friday, March 18. Students must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 844-244-6694 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 El Sol Travel correctly direct bills your fare to credit card ending 2835. 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 which will be provided to you and submit to Marcia Casby, ASTrainingandtravel.Resource@nrc.gov, no later than Friday, January 15. Individuals should request the Federal government rate at the hotels. The per diem for Houston, Texas is \$147 hotel and \$59 meals and incidentals. 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.

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