



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

June 7, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE MATERIALS CONTROL, SECURITY SYSTEMS & PRINCIPLES (S-201) COURSE (STC-16-048)

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Materials Control, Security Systems & Principles (S-201) course to be held August 15-19, 2016, in Albuquerque, New Mexico.

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

Discussion: Students selected to attend the August 15-19, 2016, Materials Control, Security Systems & Principles (S-201) course in Albuquerque, New Mexico 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

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Daniel S. Collins, 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
3. Welcome letter and detailed instructions

MATERIALS CONTROL, SECURITY SYSTEMS & PRINCIPLES (S-201)

August 15-19, 2016

Albuquerque, NM

STATE	PARTICIPANT
CALIFORNIA	Donelle Krajewski
GEORGIA	John Hays
ILLINOIS	Adam Ekstedt
KANSAS	James Uhlemeyer
MASSACHUSETTS	Holly Holden
MINNESOTA	Martha Steinhart
MISSISSIPPI	Harry Culpepper
NEBRASKA	Larry Harisis
NEW JERSEY	Deborah Wenke
NEW MEXICO	James Hesch
NEW YORK (STATE HEALTH)	Michelle Kehoe
PENNSYLVANIA	Carl Livermore
SOUTH CAROLINA (DWM)	Lynne Garner
TENNESSEE	Sasi Krishnasarma
TEXAS (TCEQ)	Diane Wakefield
TEXAS (DSHS)	Forrest Weston
VERMONT	William Irwin
WASHINGTON	Andrew Holloran

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: Individuals listed in Enclosure 1 have been accepted for participation in the Materials Control, Security Systems & Principles (S-201) course. This course is scheduled to be presented August 15-19, 2016, at the Sandia National Labs (SNL) in Albuquerque, NM, located on Kirtland Air Force Base. The address is 1515 Eubank SE, Albuquerque, New Mexico 87123. Please contact Marcia Casby at (301) 415-6525 immediately if you are unable to attend this course.

COURSE: Please see our Web site, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, August 15, 2016, and ends at 4:00 p.m. on Friday, August 19, 2016.

LODGING AND TRAVEL: Please plan to arrive on Sunday, August 14, 2016, and depart on Friday, August 19, 2016. 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 flight 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, 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, at your earliest opportunity, but no later than June 17. Individuals should request the Federal government rate at the hotels. Transportation will be provided from the Hyatt Place Uptown Hotel to the training site. On Monday, the bus will depart at 6:45 a.m. Tuesday through Friday, the bus will depart at 7:20 a.m. for an on-time class start of 8:00 a.m. The per diem for Albuquerque, New Mexico is \$89 hotel and \$51 meals and incidentals. If you are authorized to drive, the Federal mileage reimbursement is 54 cents per mile.

The Hyatt Place Uptown Hotel
6901 Arvada NE
Albuquerque, NM 87110
Hotel Phone: (505) 872-9000

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 Lindsey Hawkins at Lindsey.Hawkins@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 Lindsey Hawkins at (301) 415-6268.

S201 NRC Materials Control, Security Systems & Principles Training Course

Presented by
The Nuclear Regulatory Commission and Sandia National Laboratories

Welcome!

On behalf of the Nuclear Regulatory Commission (NRC) and Sandia National Laboratories (SNL), we look forward to your participation in the upcoming *Materials Security* class in Albuquerque, NM.

Times: Class starts at **8:00 a.m.** local time each day. (All times are Mountain Time Zone) Class end times will vary.

Where: Sandia National Laboratories (located on Kirtland Air Force Base)
MO311 in the Sensor Test and Evaluation Center (STEC)
1515 Eubank SE
Albuquerque, NM 87123

Hotel

- Pick up each day is Hyatt Place Uptown Hotel (Albuquerque) **Note: First day's pick up will be at 6:45 a.m.!** All subsequent days - the bus will leave the hotel at 7:20 for an on-time class start of 8:00 a.m.
- For other hotels near this location for your stay, please search for 'Uptown' in Albuquerque
- Hotel information is:

The Hyatt Place Uptown Hotel
6901 Arvada NE
Albuquerque, NM 87110
Hotel Phone: (505) 872-9000

Transportation

- First Day - The bus will pick up participants at **6:45 a.m.** and shuttle everyone to the base for badge pickup. Meet just outside the entrance of the hotel. **Do not be late!**
 - If you are not staying at this hotel, and did not walk to this location, please park in the very back lot
 - **YOU MUST TAKE BUS THE 1st DAY**
 - You are responsible for getting to the Hyatt Place the first day
- After the first day, students with vehicles may drive/carpool to the STEC themselves, or take the bus

Badging Forms for Admission to SNL

- You **MUST** fill out and return (email or secure fax) the DBIDS forms (2) which will be provided to you.
 - ATTN: Valine Griego Fax: 505-844-4701 **or** Email: vgriego@sandia.gov

- Forms required to attend:
 - U.S. Citizens: **ONLY** the Access Document and Background Check
 - Foreign Nationals: **ONLY** the Foreign National form

Badging

- Photo identification such as driver's license is required to get badge
- Badge must **ALWAYS** be worn on Sandia Labs and Kirkland Air Force Base property
- Badges must be returned to Sandia staff on the last day of class to receive course credit

Lunches during Class

- Lunch provided on Day One **only**. You may bring your lunch for the rest of the week (refrigerators located onsite) or drive to the 'on-base' fast food locations (McDonald's, Military Commissary, etc) during designated lunch times
- **\$15 / student** will be required for the first day only. This will cover your lunch (Pizza & Salad) for the first day, and water/coffee/snacks for the rest of the week
- Base Map is attached

Miscellaneous Information

- Students should plan return flights **NO EARLIER** than Friday, 2:00pm
- The urgent message contact is Valine Griego 505-844-1803, or cell, 505-401-0318
- **NO smoking** on any Sandia property
- Casual dress is appropriate
 - Recommend comfortable clothes and sweater/light jacket for classroom
 - **CLOSED TOE WALKING SHOES ARE REQUIRED**
- Moisturizing lotions are advised due to dry environment
- The high altitude can be a health hazard for people with heart conditions. If this applies to you, check with your doctor before traveling
- Be sure to drink plenty of fluids to prevent dehydration

Contacts

<i>For NRC-related questions, contact:</i>	Andrea True Andrea.True@nrc.gov Phone: 423-855-6675 Cell: 423-309-6970
	Frank Pavlechko Frank.Pavlechko@nrc.gov Phone: 423-855-6506 Cell: 423-836-0773
<i>For course-related questions, contact:</i>	Tom Mack tkmack@sandia.gov Phone: 505-844-7597
<i>For clearance/confirmation paperwork questions, Sandia National Lab / Kirtland Air Force Base info, contact:</i>	Valine Griego vgriego@sandia.gov Phone: 505-844-1803

Map to STEC

