



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

April 18, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE MILDOS-AREA TRAINING WORKSHOP (H-413)  
COURSE (STC-18-028)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) MILDOS-Area Training Workshop (H-413) course to be held June 25-27, 2018, in N. Bethesda, Maryland.

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

**Discussion:** Students selected to attend the June 25-27, 2018, MILDOS-Area Training Workshop (H-413) course in N. Bethesda, Maryland 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: Karen Meyer  
TELEPHONE: (301) 415-0113

E-MAIL: [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov)

***/RA Paul Michalak for/***

Kevin Williams, Acting Director  
Division of Materials Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

**MILDOS-AREA TRAINING WORKSHOP (H-413)**

June 25-27, 2018  
N. Bethesda, Maryland

STATE	PARTICIPANT
UTAH	Timothy Butler Heather Mickelson
WYOMING	Alan Thompson Brandi O'Brien David Adams

## 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 June 25-27, 2018, at the U.S. Nuclear Regulatory Commission's (NRC) Professional Development Center (PDC) June 25-27, 2018. The PDC is located at our Three White Flint North Building which is situated across Marinelli Road from One White Flint North between the White Flint Metro station entrance and the Metro parking garage. The address for the building is 11601 Landsdown Street, North Bethesda, Maryland 20852. Please allow sufficient time to process through security upon arrival. You will be required to show proof of identification when you arrive. After you have processed through security, you will be escorted by an NRC employee to the 2<sup>nd</sup> floor where the training will be held.

**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, June 25, 2016, and ends at 12:00 noon on Wednesday, June 27, 2018.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, June 24, 2018, and depart on Wednesday, June 27, 2018. 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. If the need arises and you must make a change, contact Karen Meyer at (301) 415-0113.

Please complete the Travel Application Form which will be provided to you and submit to Karen Meyer, [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than April 27. Individuals should request the Federal government rate at the hotels. The per diem for N. Bethesda, Maryland is \$253 hotel and \$69 meals and incidentals. The hotel listed below is the most convenient, located on the Metro (White Flint Station on the Red Line), directly across from, and within walking distance of the NRC. Use the hotel link below to receive free breakfast and internet. Those students who elect to stay at an alternate hotel will be responsible for their own transportation between the hotel and the training center. If you are authorized to drive, the Federal mileage reimbursement is .545 cents per mile.

**Bethesda North Marriott Hotel**

5701 Marinelli Rd.

North Bethesda, Maryland 20852

(301) 822-9200

<https://book.passkey.com/event/49652234/owner/2644099/home>

*Contracted Room Rate: \$249 + 13% tax*

**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 Santos at [Lindsey.Santos@nrc.gov](mailto:Lindsey.Santos@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 Santos at (301) 415-6268.