



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

January 31, 2019

ALL AGREEMENT STATES, VERMONT

NOTIFICATION OF ACCEPTANCE TO THE BRACHYTHERAPY, GAMMA KNIFE AND  
OTHER USES (H-313) COURSE (STC-19-008)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Brachytherapy, Gamma Knife and Other Uses (H-313) course scheduled to be held April 1-5, 2019, in Houston, Texas.

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

**Discussion:** Students selected to attend the April 1-5, 2019, Brachytherapy, Gamma Knife and Other Uses (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: Karen Meyer  
TELEPHONE: (301) 415-0113

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

**/RA Paul Michalak for/**

Andrea L. Kock, Director  
Division of Material Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

**BRACHYTHERAPY, GAMMA KNIFE AND OTHER USES (H-313)**

April 1-5, 2019

Houston, TX

<b>STATE</b>	<b>PARTICIPANT</b>
ARIZONA	Elizabeth Rhoe
CALIFORNIA	Ana Casaje
ILLINOIS	Todd Lafrenz
KANSAS	John Jones
LOUISIANA	Jonathan Crain
PENNSYLVANIA	Christopher Ott
TENNESSEE	Mariza Gonzalez
TEXAS (DSHS)	Matt Kennigton
WISCONSIN	Connor Brennan

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Brachytherapy, Gamma Knife and Other Uses (H-313) course. This course is scheduled to be presented March 25-29, 2019, at the Advanced Health Education Center (AHEC). The AHEC is located at 8502 Tybor Drive, Houston, Texas 77074. The facility's telephone number is (713) 772-0157.

**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, April 1, 2019, and ends at 12 noon on Friday, April 5, 2019.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, March 31, 2019, and depart on Friday, April 5, 2019. Please plan to attend the course through the stated end time of 12 noon. Due to the distance to the Houston airports from the training site and potential ticketing and security lines at the airports themselves, students should allow at least two hours between the class end time and their scheduled departure. If there are no flights available that would allow you to arrive home before midnight on Friday, April 5<sup>th</sup>, you may elect to depart on Saturday, April 6<sup>th</sup>. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, April 6<sup>th</sup>. Please allow at least two hours between the class end time and your scheduled return flight. 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. If the need arises and you must make a change or cancel, contact Karen Meyer at 301-415-0113.

Please complete the Travel Application Form which will be provided to you and submit to [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than Friday, March 15<sup>th</sup>. The per diem for Houston, Texas is \$94 hotel and \$55 meals and incidentals. The first and last day of travel is calculated at 75 percent. If you are authorized to drive, the Federal mileage reimbursement is 58 cents per mile. Rental cars are not reimbursable. 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. You are asked to reserve your hotel through El Sol Travel – doing so will provide you with various benefits. ***Please note that the Crown Plaza Suites is the preferred hotel.***

<b>Crowne Plaza Suites Near Sugarland</b> 9090 Southwest Freeway Houston, Texas 77074 (713) 995-0123 <i>Reserve through El Sol Travel</i> <i>Complimentary shuttle service to and from the AHEC facility is provided</i>	<b>Hilton Houston Galleria</b> 6780 Southwest Freeway Houston, Texas 77074 (713) 977-7911 <i>Reserve through El Sol Travel</i> <i>Complimentary shuttle service to and from the AHEC facility is provided</i>
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**DIRECT DEPOSIT:** If you prefer this method of reimbursement, please complete the form located on our Web site and follow the instructions on the form. Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless you're banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter "Enrolled in Direct Deposit." If you have any questions regarding direct deposit, please contact Lindsey Santos at (301) 415-6268.