

(SP-97-027, April 1997, Training, H-308)

DATED: APRIL 14, 1997

SIGNED BY: PATRICIA LARKINS  
FOR PAUL H. LOHAUS

ALL AGREEMENT STATES  
OHIO, OKLAHOMA, PENNSYLVANIA

TRANSMITTAL OF STATE AGREEMENTS PROGRAM INFORMATION (SP-97-027)

Your attention is invited to the enclosed correspondence which contains:

INCIDENT AND EVENT INFORMATION.....

PROGRAM MANAGEMENT INFORMATION...

TRAINING COURSE INFORMATION..... XX ACCEPTANCE TO THE  
(H-308) TRANSPORTATION  
OF RADIOACTIVE MATERIALS  
COURSE

TECHNICAL INFORMATION.....

OTHER INFORMATION.....

Supplementary information: Enclosure 1 is the list of Agreement State students selected to attend the Transportation of Radioactive Materials Course (H-308). This course will be held at the Clarion Town House, Columbia, South Carolina, April 28 - May 2, 1997.

Please provide the list of students and instructions (Enclosure 2) to the individuals from your program who are on the list. They should be encouraged to follow the instructions and make the appropriate travel and lodging arrangements as soon as possible. Please refer to the All Agreement States letter (SP-95-006) "Timeliness of Travel Orders" for further information on timing and travel arrangements for attendance at training courses.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Jim Myers  
TELEPHONE: (301) 415-2328  
FAX: (301) 415-3502  
INTERNET: JHM@NRC.GOV

Paul H. Lohaus, Deputy Director  
Office of State Programs

Enclosures:  
As stated



## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course Transportation of Radioactive Materials (H-308). This course will be held at the Clarion Town House, Columbia, South Carolina, April 28 - May 2, 1997 (800-277-8711).

**LODGING:** You should call the Clarion Town House to make a reservation as soon as possible. If you will be arriving after 6:00 p.m., you will need to guarantee your room with a credit card. Please refer to the Transportation of Radioactive Materials Course when making your reservation.

**COURSE:** The course starts at 8:00 a.m. on Monday, April 28, 1997. The course will begin at 8:00 a.m. daily. The course will end at approximately 5:00 p.m. every day, except for Friday, May 2, 1996, when class will end at 4:00 p.m.

### **TRAVEL AND EXPENSES FOR STUDENTS TRAVELING AT NRC EXPENSE:**

For those States that have requested that NRC continue funding their travel to training and have received notice in writing that NRC will continue to fund reasonable training and travel expenses for fiscal year 1997, they should follow the instructions below for Federal travel orders.

**TRAVEL:** If you travel by air, you must call Carlson Wagonlit Travel, (202) 554-1850, to make your flight reservations. You must use Carlson or you may not be reimbursed for your plane ticket. Your tickets will be mailed to you about a week before the course begins. If you travel by car, you will be reimbursed at a rate of \$0.31 per mile, with the total payment not to exceed the minimum airfare.

The Nuclear Regulatory Commission has received approval from the General Services Administration to allow State employees who are able to obtain a special discount (i.e., a lower fare than is available from Carlson Wagonlit Travel) through their State travel agency to purchase airline tickets themselves and be reimbursed via their travel voucher. In order to use your own State travel agency, it must be confirmed that Carlson Wagonlit Travel is not able to obtain that same class ticket for the same price. Before purchasing you own ticket, please contact Brenda Usilton at (301) 415-2348 in order to assure the proper procedures are followed.

**EXPENSES:** State participants traveling on Federal orders will be reimbursed for expenses in accordance with Federal travel regulations. A voucher will be provided to you at the course. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed by NRC. The per diem rate for Columbia, South Carolina, is **\$58.00** for lodging and **\$30.00** for meals and miscellaneous expenses. The total expenses cannot exceed **\$88.00**.

Any questions about or changes in travel should be directed to Ms. Brenda Usilton at (301) 415-2348. Any questions on this course should be referred to Jim Myers at (301) 415-2328 or E-Mail at JHM@NRC.GOV.

ENCLOSURE 2

**TRANSPORTATION OF RADIOACTIVE MATERIALS COURSE (H-308)  
COLUMBIA, SOUTH CAROLINA**

**ARKANSAS**

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**TEXAS**

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