

June 20, 2011

ALL AGREEMENT STATES, MICHIGAN

FUNDING FOR THE ANNUAL ALL AGREEMENT STATES MEETING (FSME-11- 055)

Purpose: To provide funding for the Annual All Agreement States Meeting.

Background: The U.S. Nuclear Regulatory Commission (NRC) will provide support for the Organization of Agreement State (OAS) Annual Meeting. (See FSME-07-091)

Discussion: The OAS annual meeting will be held August 22-25, 2011 at the [Omni Richmond Hotel](#) 100 S 12th St., Richmond, VA 23219, telephone (804) 344-7000 fax (804) 648-6704. Each Agreement State (including MI) interested in the NRC paying for one person to attend this meeting should identify the traveler, make their flight arrangements through Carlson Wagonlit Travel at 1-866-250-2160 and have them submit the travel information need to Brenda.Usilton@nrc.gov or (fax 301-415-3502) as soon as possible, so the point of contact can issue their travel authorization (Enclosure). NRC will also cover the registration fee of \$350.00. NRC will not cover any rental cars. You should plan on arriving on August 22, 2011 by 1:00pm and expect to leave on August 25th by noon unless you plan on attending the August 22nd training session in the morning, then you will need to arrive on August 21, 2011

The per diem rate for Richmond, Virginia is 114/66/180. This means that \$114 is for lodging, \$66 is for meals and incidentals with the total not to exceed \$180.00. A block of rooms has been reserved at the current federal per diem rate of \$114.00 per night subject to all current taxes. To ensure you receive this rate you must make your reservations by July 22, 2011. Be sure to ask for the group name "Organization of Agreement States" when making your reservation. In order to confirm a room assignment the hotel will require a credit card to .guarantee the reservation. Reservations can be cancelled up to 12 noon on the day of arrival without penalty. Reservations can be made by at the [Omni Hotel Reservations](#) web page or calling Omni Reservations at 1-800-THE-OMNI. This group rate will be available three days before and three days after the meeting. When travel is completed, you will need to go to our training website <http://nrc-stp.ornl.gov/training.html> to download a copy of the voucher and instructions. Please return it to Brenda Usilton at Brenda.Usilton@nrc.gov or by fax to 301-415-3502. There is no need to mail original.

*This information request has been approved by OMB 3150-0029 expiration 11/30/2013. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

If you are flying into Richmond International Airport, the hotel is located approximately ten miles from the airport. Directions are as follows:

Take I-64 west to exit 190, merging onto I-95 south. On I-95 south take exit 74A onto I-195 (toll road). Then take the Canal Street exit and pay the toll (\$0.30). Turn right onto 10th Street. Turn right at the light onto Cary Street. For self parking, take an immediate right into the James Center underground parking. For valet parking, take an immediate right onto 12th Street and into the hotel motor entrance.

Other transportation options from the airport:

- Taxi: Approx. \$25 per cab
- Groome Transportation: Approx. \$24 one way.
- Limo Service: Contact concierge at (804) 344-7000

We ask that you inform us of any cancellations 30 days prior to the meeting or as soon as you are aware that you cannot attend the meeting.

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

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: (301) 415-2348

INTERNET: Brenda.Usilton@nrc.gov
FAX: (301) 415-3502

/RA/

Terrence Reis, Acting Director
Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Information needed for NRC
to Authorize Agreement State Travel

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Terrence Reis, Acting Director
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 Office of Federal and State Materials
 and Environmental Management Programs

Enclosure:
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 to Authorize Agreement State Travel

Distribution:
 MSSA R/F
 DCD (SPO3)

ML111610401

OFFICE	FSME/MSSA	FSME/MSSA
NAME	BGUsilton	TReis
DATE	6/15/11	6/20/11

OFFICIAL RECORD COPY

INFORMATION NEEDED FOR NRC TO AUTHORIZIE AGREEMENT STATE TRAVEL

Please send the following information to: Brenda.Usilton@nrc.gov or fax to (301) 415-3502.

STATE:

Dates of Meeting:

Travel Purpose:

Location:

Name:

Home Address:

Business Address:

Work Phone Number:

E-Mail Address:

Social Security Number:

*If you have traveled for us this year, then we only need the last 4 digits of your SS number. If this is your first time traveling this year, then we need the entire number.

Departure City (airport):

Date of Departure: (note anything unusual):
Please provide reason:

Cost of Airfare (from Carlson Travel):

If you are driving, indicate the round trip miles: *please note that you need to get a cost estimate for the airfare from Carlson in order to know what it would cost if you were to fly. The reimbursed driving costs cannot exceed the cost of flying. Please be aware that for driving your personal vehicle you will be reimbursed .51 cents per mile not to exceed cost of airfare.

*Please call Carlson Wagonlit Travel on 1-866-250-2160 (normal business hours are 8:00a.m.-6:00pm. Eastern Standard Time).

Enclosure