



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, DC 20555 - 0001

July 10, 2012

Karl Von Ahn, Supervisor
Medical Licensing & Inspection
Ohio Department of Health
246 North High Street
Columbus, OH 43215

Dear Mr. Von Ahn:

As a member of working group revising NUREG-1556, Volume 3, "Consolidated Guidance About Materials Licenses – Application for Sealed Source and Device Evaluation Registration," your participation is requested at the working groups meeting. To participate in the meeting, you will be required to travel to Sacramento, CA. The meeting is scheduled for July 31-August 2, 2012. To facilitate an early start for the meeting on Tuesday, July 31, 2012, you will be required to travel on Monday, July 30, 2012.

Enclosed are the Travel Instructions to Agreement State Working Group Members. NRC will pay for your travel, lodging, and per diem expenses for the working group review in accordance with Federal travel regulations. If you have any questions regarding the working group meeting please contact Tomas Herrera at (301) 415-7138 or tomas.herrera@nrc.gov.

Thank you for your continued support of the Volume 3 working group.

Sincerely,

/RA/

Jack Foster, Chief
Licensing Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Travel Instructions to Agreement State
Working Group Members

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Working Group Members

Distribution:
BUilton, FSME/MSSA

ML12192A146

OFFICE	MSSA/LB	MSSA/LB
NAME	THerrera	JFoster
DATE	July 10, 2012	July 10, 2012

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS FOR NUREG-1556 AGREEMENT STATE WORKING GROUP MEMBERS

COORDINATION:

Information regarding times, lodging, and location of the NUREG-1556 review that you are scheduled to participate in should be obtained from your working group leader. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC at least by July 23, 2012.

TRAVEL:

Airline reservations can be made directly through Carlson Wagonlit Travel at (866) 250-2160; normal business hours are 8:00 a.m. to 6:00 p.m. Eastern Time, Monday through Friday. Carlson Wagonlit Travel will e-mail you an electronic itinerary after the reservation has been made. Travel by car will be reimbursed at a rate of \$0.55 per mile, not to exceed the minimum airfare.

EXPENSES:

State participants in NUREG-1556 reviews will be reimbursed for expenses in accordance with Federal travel regulations, including a meal and incidental per diem. Lodging and per diem rates are based on locality. Instructions for completing a voucher to claim your expenses are available at the following website: <http://nrc-stp.ornl.gov/special/voucher.pdf>. Receipts are necessary to claim any expenses of \$75.00 or more. Telephone calls will not be reimbursed.

Any questions about, or changes in, travel should be directed to **Ms. Brenda Usilton at (301) 415-2348**.

**- TRAVEL INFORMATION -
NUREG-1556 STATE WORKING GROUP MEMBER**

NAME: _____

STATE: _____

HOME ADDRESS: _____

WORK ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SS# (required): _____ - _____ - _____

NUREG-1556 REVIEW FOR: _____

REVIEW DATES: _____

TRAVEL DATES: _____

DEPARTURE CITY (AIRPORT): _____

DATE OF DEPARTURE: _____

Please note anything unusual and provide reason: _____

DATE OF RETURN: _____

Please note anything unusual and provide reason: _____

COST OF AIRFARE (from Carlson Travel): _____

Flight Number (e.g., UA 210) _____

Arrival Time (4:23 p.m. July 9) _____

IF YOU ARE DRIVING, INDICATE ROUND TRIP MILES: _____

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502 by 5:00 p.m. (EDT) July 23, 2012.