



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

July 6, 2015

STATE LIAISON OFFICERS

2015 NATIONAL STATE LIAISON OFFICERS CONFERENCE (STC-15-050)

Purpose: To: (1) invite all State Liaison Officers (SLO's) to attend the 2015 National State Liaison Officers Conference to be held October 27-28, 2015, in Rockville, Maryland; (2) inform participants about an opportunity to attend one of two optional training sessions on October 29, 2015; and (3) provide participants with registration and travel information.

Background: Approximately every two years, the Nuclear Regulatory Commission (NRC) convenes a meeting with all SLO's to discuss issues of interest to the States and the NRC in the areas of nuclear regulation, nuclear security, radiological public health and safety, and environmental issues. This meeting provides a unique opportunity to discuss issues of mutual interest with representatives from multiple states and NRC senior management.

Discussion: The NRC will sponsor the travel of each SLO (or one designated representative in their place) to attend the 2015 National State Liaison Officers Conference, which is scheduled for October 27-28, 2015, at NRC headquarters in Rockville, Maryland. In addition, two optional half-day training sessions will be offered the morning of October 29, 2015. Some agenda topics being considered for the conference include: lessons learned from the Southern Exposure 2015 full-scale exercise; spent fuel storage and transportation; insights and updates on Fukushima; government-to-government meetings; reactor decommissioning; the U.S. Environmental Protection Agency Protective Action Guides; and small modular reactors.

Online registration and information about the conference and the two training offerings can be found at <http://www.nrc.gov/public-involve/conference-symposia/2015-national-state-liaison-officers-conf.html>. In addition to registering online, attendees should provide their name and contact information to Marcia Casby at ASTrainingandTravel.Resource@nrc.gov no later than July 31, 2015. Detailed travel guidance for attendees is provided in Enclosure 1. If you have any questions regarding this correspondence or the 2015 National State Liaison Officers Conference, please contact:

POINT OF CONTACT: Sarah Lopas
TELEPHONE: (301) 415-6360

E-MAIL: Sarah.Lopas@nrc.gov

/RA Pamela Henderson for/

Josephine Piccone, Director
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure:
Attendee instructions

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OFFICE	NMSS/MSTR/FSTB	NMSS/MSTR/ASPB	NMSS/MSTR/FSTB	NMSS/MSTR
NAME	SLopas	MCasby	PMichalak	PHenderson for JPiccone
DATE	6/24/15	6/26/15	6/25/15	6/2/15

OFFICIAL RECORD COPY

INSTRUCTIONS TO ATTENDEES

CONFERENCE DETAILS: The 2015 National State Liaison Officers Conference will take place Tuesday and Wednesday, October 27-28, 2015, at the U.S. Nuclear Regulatory Commission (NRC), Two White Flint North Auditorium, located at 11555 Rockville Pike, Rockville, MD 20852. The conference will run from approximately 7:45 a.m. to 5:00 p.m. on both days. Two optional training sessions will take place on Thursday, October 29, 2015, from 8:00 a.m. to 12:00 p.m.: (1) Media Interview Techniques; and (2) Response Technical Tools for Core Damage Assessment. Both training sessions will take place at the same time; attendees may choose to participate in one training session only.

INVITATIONAL TRAVEL: The NRC will fund the travel of each State Liaison Officer, or one designated representative in their place, to attend the 2015 National State Liaison Officers Conference. Attendees should please provide their name and contact information to Marcia Casby at ASTrainingandTravel.Resource@nrc.gov by Friday, July 31, 2015. Upon receipt of your e-mail, Ms. Casby will reply with a Travel Application Form to be completed and returned to her at ASTrainingandTravel.Resource@nrc.gov at your earliest opportunity, but no later than Friday, August 28, 2015.

CONFERENCE REGISTRATION: In addition to e-mailing Ms. Casby, please register online for the 2015 National State Liaison Officers National Conference at <http://www.nrc.gov/public-involve/conference-symposia/2015-national-state-liaison-officers-conf.html>. Additional information, including a draft conference agenda and details regarding the two training session offerings, will be added to the website as it becomes available.

FUNDING: Attendees will receive the following funding/reimbursements:

- Hotel and hotel tax for check-in no earlier than Monday, October 26 and check out no later than Thursday, October 29 (paid by the attendee and reimbursed by NRC, *not to exceed \$229, plus applicable taxes*). Hotel tax is separate line item on the voucher for reimbursement.
- Flight (direct billed to the NRC). Rental cars are not authorized for reimbursement.
- Baggage Fees (reimbursed by the NRC)
- Mileage for personal vehicle (reimbursed at .575 cents per mile by the NRC)
- Parking and tolls
- Taxi/Shuttle
- Meals and incidentals (paid by the attendee and reimbursed by the NRC via a per diem of \$71 per day). The first and last day of travel, the reimbursement is 3/4 of \$71. (\$71 is the current per diem for Rockville, MD; meals and incidentals will be reimbursed at the fiscal year 2016 per diem rate, which has not yet been established.)

TRAVEL: Please plan to arrive on Monday, October 26, 2015, and depart on Thursday, October 29, 2015. You may elect to depart on Friday, October 30, if available transportation will not allow you to return prior to midnight on Thursday, October 29.

Attendees must make their own lodging and travel arrangements. Please contact the NRC's travel management company, El Sol Travel, Inc. at 844-244-6694 for airline reservations, and

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indicate that the travel is "Invitational" for the NRC. Please select a fully-refundable Government fare and make sure that El Sol Travel, Inc. correctly direct-bills your fare to credit card ending 2835. Flights may be converted by Marcia Casby to less costly, non-refundable tickets, so please select carefully. If the need arises, and you must make a change, contact Marcia Casby at (301) 415-6525.

LODGING: A block of rooms has been reserved at the following hotel for an agreed-upon rate of \$229 (plus taxes) per night:

Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
North Bethesda, MD 20852
Phone: (301) 822-9200

Hotel reservations can be made at <https://resweb.passkey.com/go/888a16cd>.

Please note the following:

- The NRC will not reimburse a State directly. All reimbursements are paid directly to the traveler, and all receipts should identify the traveler as the payer.
- High speed internet is *not* reimbursable by NRC. However, we have negotiated complimentary high-speed internet at the Bethesda North Marriott Hotel & Conference Center. Upon check-in, please confirm that you will not be charged.
- Individuals can make hotel reservations using the link above or by calling Marriott Reservations at 1-800-228-9290 or 301-822-9200. If calling, individuals must identify themselves as part of the "NRC State Liaison Officers Conference" to receive the special group rate.
- A credit card is required to guarantee individual reservations.
- ***Hotel reservations must be made by 5:00 p.m. on September 28, 2015.*** The hotel will continue to accept reservations after the specified cut-off date on a space- and rate-available basis.

GROUND TRANSPORTATION: *Super Shuttle* (800-BLUE-VAN or 800-258-3826; www.supershuttle.com) services all three of the DC area airports. If you are flying into Reagan National Airport, you can take the BLUE LINE Metrorail (train) to the Metro Center Station or the YELLOW LINE Metrorail to the Gallery Place/Chinatown Station, then transfer to the RED LINE in the direction of Shady Grove Station. The NRC headquarters building and the Bethesda North Marriott Hotel & Conference Center are located at the White Flint Metro Station. A map of the Metrorail System is available at: www.wmata.com/rail/maps/map.cfm.