



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

June 20, 2019

STATE LIAISON OFFICERS

2019 NATIONAL STATE LIAISON OFFICER CONFERENCE (STC-19-037)

Purpose: To: (1) invite all State Liaison Officers (SLO) to attend the 2019 National State Liaison Officer Conference to be held September 4-5, 2019, in Rockville, Maryland; (2) inform participants about an opportunity to attend an optional training session on September 6, 2019; and (3) provide participants with registration and travel information.

Background: Approximately every 2 years, the U.S. Nuclear Regulatory Commission (NRC) convenes a meeting with all SLOs 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 fund the travel of each SLO (or one designated representative) to attend the 2019 National State Liaison Officer Conference, which is scheduled for Wednesday and Thursday, September 4 and 5, 2019, at the Bethesda North Marriott Hotel & Conference Center, in Rockville, MD. In addition, an optional half-day training session will be offered on Friday, September 6, 2019, at the NRC headquarters building in Rockville, MD. Some topics and panels being developed for the conference include: transportation of spent fuel; Congressional coordination; risk-informed decision making; and reactor decommissioning.

Detailed registration and travel guidance for attendees is provided in the enclosure to this letter. If you have any questions regarding this correspondence or the 2019 National State Liaison Officer Conference, please contact:

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/RA P.Michalak for/

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

Enclosure:
Attendee instructions

INSTRUCTIONS TO ATTENDEES

CONFERENCE DETAILS: The 2019 National State Liaison Officer Conference will take place Wednesday and Thursday, September 4 and 5, 2019, at the Bethesda North Marriott Hotel & Conference Center, located at 5701 Marinelli Road, Rockville, MD 20852. The conference will run from approximately 8:00 a.m. to 5:00 p.m. on both days. The Bethesda North Marriott Hotel & Conference Center is within walking distance of the White Flint Metro station and the Nuclear Regulatory Commission (NRC) headquarters buildings.

An optional training session will take place on Friday, September 6, 2019, at the NRC headquarters Two White Flint Building, located at 11545 Rockville Pike, North Bethesda, MD 20852. A half-day version of the NRC's R-800, Perspectives on Reactor Safety, course will take place from 8:00 a.m. to 12:30 p.m. and will provide a broad perspective of important reactor safety concepts with emphasis on topics important to reactor risk.

CONFERENCE REGISTRATION: You must notify AStrainingandtravel.Resource@nrc.gov of your information or your designee for the conference. Please submit **no** later than July 26th.

INVITATIONAL TRAVEL: Karen Meyer, Agreement State Program Specialist, will follow-up with a travel application form, after July 26th, to be completed and returned to AStrainingandtravel.Resource@nrc.gov at your earliest opportunity, but no later than Friday, August 16th.

FUNDING: Attendees will receive the following funding/reimbursements:

- Hotel and hotel tax for check-in no earlier than Tuesday, September 3, 2019, and check out on Friday, September 6, 2019 (unless you are staying for the optional training). If available flights will not allow you to return home by midnight, you may elect to depart the following morning.
 - Hotel, *not to exceed \$251 plus applicable taxes* per day, is paid by the attendee and reimbursed by NRC.
 - Hotel tax is a separate line item on the voucher for reimbursement.
- Flight (directly billed to the NRC).
- Baggage fees (reimbursed by the NRC).
- Mileage for personal vehicle (reimbursed at \$58 cents per mile by the NRC).
- Parking and tolls.
- Taxi/Uber, shuttle, or other ground transportation.
- Rental cars are *not* authorized for reimbursement.
- Meals and incidentals (paid by the attendee and reimbursed by the NRC via a per diem of \$71 per day).
 - The reimbursement is 3/4 of \$71 on the first and last day of travel.

TRAVEL: Please plan to arrive on Tuesday, September 3, 2019, and depart on Friday, September 6, 2019. If you are participating in the half-day Perspectives on Reactor Safety training on Friday, September 6, 2019, you may elect to depart on Saturday, September 7, 2019.

Attendees must make their own lodging and travel arrangements. For airline reservations, contact the NRC's travel management company, El Sol Travel, Inc. at 844-244-6694, and indicate that the travel is "Invitational" for the NRC. Please select a fully-refundable

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Government fare and make sure that El Sol Travel, Inc. correctly direct-bills your fare to the NRC credit card. If the need arises, and you must make a change, contact Karen Meyer at (301) 415-0113.

LODGING: A block of rooms has been reserved at the Bethesda North Marriott Hotel & Conference Center (where the conference will take place) for an agreed-upon rate of \$251 (plus taxes \$32.63) per night. A credit card is required to guarantee individual reservations.

Bethesda North Marriott Hotel & Conference Center
5701 Marinelli Road
North Bethesda, MD 20852
Phone: (301) 822-9200
<https://book.passkey.com/e/49931245>

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.
- ***Hotel reservations must be made by 5:00 p.m. on Monday, August 26, 2019.*** 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 and a Trip Planner are available at the Washington Metropolitan Area Transit Authority Web site: <https://www.wmata.com/service/rail/>.