December 9, 2014

ALL AGREEMENT STATES

STC-14-110 - NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission’s (NRC’s) Root Cause Workshop (G-205) course scheduled to be held February 16-20, 2015, in Chattanooga, Tennessee.

Background: The NRC provides funding to the Agreements States for training and the associated travel.

Discussion: Students selected to attend the February 16-20, 2015, Root Cause Workshop (G-205) course in Chattanooga, Tennessee are provided in Enclosure 1. Please provide this notification to each individual from your program that has been accepted to this course. Students selected to attend this course will be paid travel and per diem by the NRC. Detailed guidance for students is provided in Enclosure 2. Please inform us of any withdrawals immediately so that individuals on the waiting list have an opportunity to attend.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Marcia Casby
TELEPHONE: (301) 415-6525

E-MAIL: Marcia.Casby@nrc.gov

/RA/
Laura A. Dudes, Director
Division of Material Safety, State, Tribal, and Rulemaking Programs
Office of Nuclear Material Safety and Safeguards

Enclosures:
1. List of students
2. Instructions for students
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<tr>
<th>STATE</th>
<th>PARTICIPANT</th>
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<tbody>
<tr>
<td>CALIFORNIA</td>
<td>Tracy Jue</td>
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<tr>
<td>CALIFORNIA</td>
<td>Ludovic Guerrand</td>
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<td>CALIFORNIA</td>
<td>Davood Aboudarde</td>
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<td>COLORADO</td>
<td>Phillip Peterson</td>
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<td>MASSACHUSETTS</td>
<td>Jack Priest</td>
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<tr>
<td>MARYLAND</td>
<td>Cheryl Nitowski</td>
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<td>NORTH DAKOTA</td>
<td>Karen Deibert</td>
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<tr>
<td>NEW JERSEY</td>
<td>Nadia Akbar</td>
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<td>PENNSYLVANIA</td>
<td>Jennifer Noll</td>
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INSTRUCTIONS TO STUDENTS

ACCEPTANCE: Individuals listed in Enclosure 1 have been accepted for participation in the Root Cause Workshop (G-205) course. This course is scheduled to be presented February 16-20, 2015, at the U.S. Nuclear Regulatory Commission (NRC) Technical Training Center (TTC). Please contact Marcia Casby at (301) 415-6525 immediately if you are unable to attend this course. The TTC is located at 5746 Marlin Road, Suite 200, Osborne Office Center (near Eastgate Shopping Center) Chattanooga, Tennessee 37411-5677. The facility's telephone number is (423) 855-6500.

COURSE: Please see our Web site, http://nrc-stp.ornl.gov/training.html for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, February 16, 2015, and ends at 2:00 p.m. on Friday, February 20, 2015.

LODGING AND TRAVEL: Please plan to arrive on Sunday, February 15, 2015, and depart on Friday, February 20, 2015. Students must make their own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 800-453-8396 for airline reservations, and indicate that the travel is “Invitational” for the NRC. You must select a government contract fare. If one is not available, contact Marcia for guidance. Fares may be converted 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.

Please complete the Travel Application Form, located at http://nrc-stp.ornl.gov/training.html and submit to Marcia Casby, AStrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but no later than December 22. Once you have submitted the travel form, you must request approval from Marcia Casby to make any changes. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is 94/56/150. This means that lodging/meals/not to exceed the total. A complimentary shuttle has been arranged for transportation between the hotel and the training center for individuals staying at the Residence Inn hotel listed below. Please contact the front desk for details upon arrival. Those students who elect to stay at an alternate hotel will be responsible for their own transportation between the hotel and the training center. If you are authorized to drive, the Federal mileage reimbursement is 56 cents per mile. Note that a block of rooms has been set aside for you at the Federal government rate, link provide below. If calling the hotel, please specify that your reservation is with the NRC group block.

Residence Inn Chattanooga
2340 Center Street
Chattanooga, TN 37421
Phone: 1-423-468-7700
Link to NRC Room Block

DIRECT DEPOSIT: We recommend Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our Web site and link provided here, Direct Deposit Form. Complete and return to Mary Matheson at Mary.Matheson@nrc.gov. Once you have signed up for Direct Deposit, you are in the system and will not need to complete a new form unless your banking information changes. When it is time to complete your voucher for reimbursement, in the address box enter “Enrolled for Direct Deposit.”