



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

(FSME-13-061, June, Training, G-205)

June 18, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) AUGUST 12-16, 2013
(FSME-13-061)

Purpose: To provide the list of students selected for the U.S. Nuclear Regulatory Commission (NRC) Root Cause Workshop (G-205).

Background: The NRC provides the list of students and instructions to the States to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after this notification letter has been sent.

Discussion: Enclosure 1 is the list of students selected to attend the Root Cause Workshop (G-205) scheduled for August 12-16, 2013. This course is to be held in Lisle, Illinois, at the Region III Headquarters. Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. Enclosed for your information is a tentative schedule for the course (Enclosure 3). Students attending this course will be paid lodging and per diem by the U.S. Nuclear Regulatory Commission (NRC). Students should immediately make their travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396 and then download the Travel Application Form at <http://nrc-stp.ornl.gov/training.html>. The completed form should be sent to Brenda.Usilton@nrc.gov (preferred method) or by fax to 301-415-3502 for the NRC to issue the students travel authorization.

We ask that you inform us of any cancellations 30 days prior to the course starting date or as soon as you are aware that the student cannot attend the course.*

* 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 (31 50-0029), 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.

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If you have any questions regarding this correspondence, please contact me at 301-415-3340 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 Duncan White for/

Brian J. McDermott, Director
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

1. List of students
2. Instructions for students
3. Tentative Schedule

ROOT CAUSE WORKSHOP (G-205)
LISLE, IL
AUGUST 12-16, 2013

STATE	PARTICIPANT
ARKANSAS Dept. of Health 4815 W. Markham St., Slot 30 Little Rock, AR 72206-3867	Tammy Kriesel
MINNESOTA Dept. of Health 625 Robert Street N. P.O. Box 64975 St. Paul, MN 55164-0975	Teresa Purrington
NEW YORK DEPT. OF CONSERVATION 625 Broadway 11 th Floor Albany, NY 12233-7255	Tiffany Fischer
NORTH DAKOTA Dept. of Health 918 E. Divide Avenue Bismarck, ND 58501-1947	David Stradinger
TEXAS Dept. of Health The Exchange Building 8407 Wall Street Austin, TX 78754	Tony Haynes Gentry Hearn

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the training course (G-205) Root Cause Workshop. This course is scheduled to be presented August 12-16, 2013, at the U.S. Nuclear Regulatory Commission (NRC) Region III Office located at 2443 Warrenville Rd, Suite 210, Lisle, IL 60532-4352.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, August 16, 2013, which is scheduled to end at 3:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, August 11, 2013, and depart on Friday, August 16, 2013. Participants must make their own lodging and travel arrangements. Individuals should request a government rate at the hotels. No rental cars will be authorized for travel. If traveling by air, you need to contact Carlson Travel at 1-800-453-8396 for airline reservations. Please complete the Travel Application Form which is located at <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton at Brenda.Usilton@nrc.gov (preferred method) or fax it to 301-415-3502. If you have any questions regarding the travel form please contact Brenda on 301-415-2348. You will also go to the same web site to receive a copy of the travel instructions and voucher reimbursement. Effective January 1, 2013, the mileage rate increased to 56.5 cents.

Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending training. Non-NRC attendees should allow sufficient time to process through security screening upon arrival at the NRC Region III Office. A picture ID or some other form of ID is required.

Individuals should request a Federal government employee rate at the hotels. The per diem for Lisle, IL area is 92/61/153. This means lodging/meals/not to exceed total. Below is a list of hotels that are located in Lisle, IL:

Hotels Near Region III

Courtyard

1155 East Diehl Rd
Naperville, IL
(630) 505-0550

Springhill Suites

4305 Weaver Parkway
Warrenville, IL
(630) 393-0400

Candlewood Suites

27 W 300 Warrenville Rd.
Warrenville, IL
(630) 836-1650

Hyatt Hotel

1400 Corporetum
Lisle, IL
(630) 852-1234

Wyndham Hotel

3000 Warrenville Rd.
Lisle, IL
(630) 505-1000

Residence Inn

28500 Bella Vista Parkway
Warrenville, IL
(630) 393-3444

Hilton

3003 Corporate West Drive
Lisle, IL
(630) 505-0900

**G-205 Root Cause /Incident Investigation Workshop
Tentative Course Outline
August 12-16, 2013**

Monday, Day 1	8:00 - 12:00 noon	Welcome <ul style="list-style-type: none"> • Investigations of Incidents • RCA Concepts • Event And Causal Factor Analysis
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	Case Study Assignment and Team Formation Team Case Study Assignment <ul style="list-style-type: none"> • Effective teaming • Communication • Establishing roles
Tuesday, Day 2	8:00 - 12:00 noon	RCA Concepts <ul style="list-style-type: none"> • Knowledge Check – Review • Information Gathering Techniques • Fault tree analysis
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	Team Case Study Assignment: <ul style="list-style-type: none"> • Document review and data collection • Apply RCA techniques • Identify information gaps
Wednesday, Day 3	8:00 - 12:00 noon	RCA Concepts <ul style="list-style-type: none"> • Knowledge Check – Review • Pareto Analysis • The Five-Whys • Barrier Analysis • Management and Oversight Risk Tree
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	Team Case Study Assignment <ul style="list-style-type: none"> • Apply ECFA, and other RCA techniques to the RCA • Identify interview candidates • Request and Conduct interviews
Thursday, Day 4	8:00 - 12:00 noon	RCA Concepts <ul style="list-style-type: none"> • Knowledge Check – Review of previous day's material • Management and Oversight Risk Tree, Cont'd • Procedure for MORT Analysis • The Critical Incident Technique • Advanced Interviewing
	12:00 – 1:00 PM	LUNCH
	1:00 – 5:00 PM	Team Case Study Assignment <ul style="list-style-type: none"> • Applying MORT and Barrier Analysis to the RCA and Finalizing the Report • Conduct interviews

		<ul style="list-style-type: none"> • Demonstrate use of MORT chart • Demonstrate use of two other RCA techniques • Prepare draft “Out-Brief” presentation •
Friday, Day 5	8:00 - 12:00 noon	Case Study Report Out <ul style="list-style-type: none"> • Present RCA findings • Explain approach • Describe processes applied • Walk through MORT diagram
	12:00 – 1:00 PM	LUNCH
	1:00 – 3:00 PM	Course Review