



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

(FSME-13-126, December, Training, G-205)

December 11, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) RESCHEDULED
COURSE (FSME-13-126)

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 from the States selected to attend the February 24-28, 2014, Root Cause Workshop (G-205). This course is to be held in Rockville, MD. 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 for by the NRC. Students should make their travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396 immediately and then submit their travel information needed for the NRC to issue their travel authorization. Please go to the following Web site to download the Travel Application Form <http://nrc-stp.ornl.gov/training.html> and then send it to AStrainingandtravel.Resource@nrc.gov.

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 previously been approved by OMB 3150-01029 and was resubmitted to OMB for review of continued approval of information collection. 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 Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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.

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

/RA Duncan White for/

Laura A. Dudes, Director
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)
 Rockville, MD
 February 24-28, 2014

STATE	PARTICIPANT
ARKANSAS Dept. of Health 4815 W. Markham St., Slot 30 Little Rock, AR 72205-3867	Kayla Avery
IOWA Dept. of Public Health Lucas State Office Building, 5 th FL 321 East 12 th Street Des Moines, IA 50319	Leonardo Wardrobe
MARYLAND Dept. of the Environment 1800 Washington Blvd., Suite 750 Baltimore, MD 21230-1718	Alan Jacobson
NEBRASKA Dept. of Health & Human Services 301 Centennial Mall South P.O. Box 95026 Lincoln, NE 68509-5026	James DeFrain
OHIO Dept. of Health 246 North High Street Columbus, OH 43215	Courtney Shipley Rochelle Batdorf
PENNSYLVANIA Bureau of Radiation Protection Rachel Carson State Office Bldg P.O. Box 8469 Harrisburg, PA 17105-8469	Mary Fekete
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Derek Phillips Jason Callahan

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 February 24-28, 2014, at the U.S. Nuclear Regulatory Commission (NRC) Professional Development Center (PDC). The PDC is located at our new 3 White Flint North Building which is situated across Marinelli Road from One White Flint North (OWFN) between the White Flint Metro station entrance and the Metro parking garage. The address for the new building is 11601 Landsdown Street, North Bethesda, MD 20852. For non-headquarters personnel traveling to the training, we suggest that you stay at a hotel that is on the metro line for your convenience. Non-NRC attendees should allow sufficient time to process through security screening upon arrival at the training facility. You will need to show proof of identification when you get to the PDC. You will be escorted by an NRC employee to the 2nd floor where the training will be held.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, February 28, 2014, when the class is scheduled to end at 3:00 pm. 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.

LODGING AND TRAVEL: You should plan to arrive on Sunday, February 23, 2014, and depart on Friday, February 28, 2014. 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. The per diem for Rockville, Maryland is 184/71/255. This means lodging/meals/not to exceed total per day. Tax is a separate line item on your voucher. 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 ASTrainingandtravel.Resource@nrc.gov. Information should not be sent directly to Brenda Usilton. In addition, we are requesting that you do not send any training applications, travel forms and vouchers by fax. Processing of your requests sent by fax could result in significant delays. 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. Below is a list of hotels that are on the Metro line. If the hotel requires proof of Federal Travel please let Brenda Usilton know and she will e-mail you a copy of your authorization.

Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234	Hilton Hotel 1750 Rockville Pike Rockville, MD (301) 468-1100 1-800-222-8733
Bethesda North Marriott Hotel 5701 Marinelli Rd. Rockville, Maryland (301) 984-0004 1-800-859-8003 *Across from the NRC Headquarters	Holiday Inn Express 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775

**G-205 Root Cause /Incident Investigation Workshop
Tentative Course Outline
February 24-28, 2014**

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 • 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