



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

September 4, 2015

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE INTRODUCTORY HEALTH PHYSICS (H-117)  
COURSE (STC-15-070)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Introductory Health Physics (H-117) course to be held November 17-20, 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 November 17-20, 2015, Introductory Health Physics (H-117) 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](mailto:Marcia.Casby@nrc.gov)

*/RA Chris Einberg for/*

Josephine M. Piccone, 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

**INTRODUCTORY HEALTH PHYSICS (H-117)**

November 17-20, 2015

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
CALIFORNIA	Kevin Quach
FLORIDA	James Stokes David Ward
IOWA	Stuart Jordan
LOUISIANA	Paula Lang David Day
NORTH CAROLINA	Sherri Stubbs Amy Harmon
NEW YORK (CITY HEALTH)	Wedlyne Guerrier
PENNSYLVANIA	Carl Livermore Lisa Forney
SOUTH CAROLINA (MATERIALS)	Kenneth Farmer
TENNESSEE	Holly Morse Virginia Ostrander
TEXAS (TCEQ)	Karen Bachtel
TEXAS (DSHS)	Keith Waterman
UTAH	Don Verbica

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Introductory Health Physics (H-117) course. This course is scheduled to be presented November 17-20, 2015, at the U.S. Nuclear Regulatory Commission 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 website, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 p.m. on Tuesday, November 17 and ends at 10:00 a.m. on Friday, November 20. Note that this is a four day course.

**LODGING AND TRAVEL:** Please plan to arrive on Monday, November 16, 2015, and depart on Friday, November 20, 2015. Students must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable government fare if one is available, and make sure that El Sol Travel correctly direct bills your fare to credit card ending 2835. Flights 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 which will be provided to you and submit to Marcia Casby, [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than September 18. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$95 hotel and \$64 meals and incidentals. 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 57.5 cents per mile. Note that a block of rooms has been set aside for you at the Federal government rate, link provide below. *If using the link make sure you select the appropriate check-in date of Monday, November 16.* 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 Reservations:

<http://cwp.marriott.com/chahp/11152015/>

**DIRECT DEPOSIT:** We recommend Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our website and return to Mary Matheson at [Mary.Matheson@nrc.gov](mailto: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." If you have any questions regarding direct deposit, please contact Mary Matheson at 301-415-8748.