



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

September 14, 2015

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO TRANSPORTATION OF RADIOACTIVE MATERIALS  
(H-308) COURSE (STC-15-074)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Transportation of Radioactive Materials (H-308) course to be held November 16-20, 2015, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the November 16-20, 2015 Transportation of Radioactive Materials (H-308) 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](mailto:Marcia.Casby@nrc.gov)

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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

**Transportation of Radioactive Materials (H-308)**

November 16-20, 2015

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANTS</b>
CALIFORNIA	Eric Pulley
KANSAS	James Uhlemeyer
LOUISIANA	Judith Schuerman
NEBRASKA	Ahaileas Harisis
NEW JERSEY	Jack Tway
OHIO	Erick Ziegler
OKLAHOMA	Michelle Brewer Keisha Cornelius
TENNESSEE	Trevor Jackson
TEXAS (TCEQ)	Gehan Flanders
TEXAS (DSHS)	Sonia Hille Chris Myers Darwin Stiles
UTAH	William Craig
VERMONT	Littia Mann
WASHINGTON	Kevin Siebert
WISCONSIN	Luther Loehrke

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the Transportation of Radioactive Materials (H-308) course. This course is scheduled to be presented November 16-20, 2015, at the U.S. Nuclear Regulatory Commission (NRC) Technical Training Center (TTC). 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. If you are unable to attend this course, please contact Marcia Casby immediately at (301) 415-6525.

**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 a.m. on Monday, November 16 and ends at 4:00 p.m. on Friday, November 20.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, November 15, 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 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/cha/p/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 in Direct Deposit." If you have any questions regarding direct deposit, please contact Mary Matheson at (301) 415-8748.