



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

February 1, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES  
(G-109) COURSE (STC-16-009)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Licensing Practices and Procedures (G-109) course scheduled to be held April 11-15, 2016, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the April 11-15, 2016, Licensing Practices and Procedures (G-109) 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)

***/RA Paul Michalak for/***

Daniel S. Collins, 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

**LICENSING PRACTICES AND PROCEDURES (G-109)**

April 11-15, 2016

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
IOWA	Rebecca Muncelle
KANSAS	James Uhlemeyer
MASSACHUSETTS	Holly Holden
MARYLAND	Charles Cox
MINNESOTA	Martha Steinhart
MISSISSIPPI	Robert Sims
NORTH CAROLINA	Daren Houchin
NORTH DAKOTA	Paul Jahraus
NEBRASKA	Larry Harisis
NEW HAMPSHIRE	Adam Tirrell
NEW JERSEY	Nadia Akbar
NEW YORK (STATE HEALTH)	Nathaniel Kishbaugh
OHIO	Patrick Becker
OKLAHOMA	Jordan Caldwell
OREGON	Rosiland Clark
PENNSYLVANIA	Robert Wickline
TEXAS (DSHS)	Sonia Hille
UTAH	Phillip Goble
VERMONT	Francis O'Neill
WISCONSIN	Luther Loehrke
WYOMING	Ryan Schierman

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Licensing Practices and Procedures (G-109) course. This course is scheduled to be presented April 11-15, 2016, 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, <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, April 11, 2016 and ends at 11:00 a.m. on Friday, April 15, 2016.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, April 10, 2016, and depart on Friday, April 15, 2016. 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, please 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 Friday, February 12. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$95 for hotel and \$64 for 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 54 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/chahp/g109/>

**DIRECT DEPOSIT:** We are very pleased to be offering Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our Web site and follow the instructions on the form. 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 Lindsey Hawkins at (301) 415-6268.