



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

August 26, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE INSPECTION PROCEDURES (G-108) COURSE
(STC-16-067)

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Inspection Procedures (G-108) course scheduled to be held October 24-28, 2016, in Chattanooga, TN.

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

Discussion: Students selected to attend the October 24-28, 2016, Inspection Procedures (G-108) 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: Sandra Rodriguez
TELEPHONE: (301) 415-5441

E-MAIL: Sandra.Rodriguez@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

INSPECTION PROCEDURES (G-108)

October 24-28, 2016

Chattanooga, TN

STATE	PARTICIPANT
CALIFORNIA	Robert Custodio Kristina De Leon
FLORIDA	Brandie Peretz Alfredo Ortega
GEORGIA	Daryl G. Fahner
IOWA	Rebecca Munselle
LOUISIANA	Tiffany N. Rushing Jonathan Crain
MASSACHUSETTS	Holly Holden Zara Rejaee
NEW YORK	Marc T. Sullivan
OHIO	Kim Anderson
OREGON	Eric Packard
TEXAS	Karen Bachtel Forrest Weston
UTAH	Otis H. Willoughby Eric Boone
VERMONT	Littia C. Mann
WYOMING	Brandi O'Brien

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: Individuals listed in Enclosure 1 have been accepted for participation in the Inspection Procedures (G-108) course. This course is scheduled to be presented October 24-28, 2016 at the U.S. Nuclear Regulatory Commission (NRC) Technical Training Center (TTC). Please contact Sandra Rodriguez at (301) 415-5441 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 Web site, <http://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, October 24, 2016, and ends at noon on Friday, October 28, 2016.

LODGING AND TRAVEL: Please plan to arrive on Sunday, October 23, 2016, and depart on Friday, October 28, 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, contact Sandra Rodriguez at (301) 415-5441.

Please complete the Travel Application Form which will be provided to you and submit to Sandra Rodriguez, ASTrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but no later than Tuesday, September 13, 2016. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$100 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 .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/g108/>

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 Lindsey Hawkins at Lindsey.Hawkins@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 Lindsey Hawkins at (301) 415-6268.