



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

June 20, 2017

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205)  
COURSE (STC-17-052)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Root Cause Workshop (G-205) course scheduled to be held August 28 - September 1, 2017, in Denver, Colorado.

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

**Discussion:** Students selected to attend the August 28 - September 1, 2017, Root Cause Workshop (G-205) course in Denver, Colorado, 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

ROOT CAUSE WORKSHOP (G-205)  
August 28 - September 1, 2017  
Denver, CO

<b>STATE</b>	<b>PARTICIPANT</b>
COLORADO	Mark Dater Peter Rottenborn Nick Dorrell Ramon Li Derek Bailey Tim Thorvaldson Shiya Wang
GEORGIA	Shatavia Walker Irvin Gibson
KENTUCKY	Eric Perry
LOUISIANA	Jamie Dismukes Charles Strawn
MASSACHUSETTS	Zara Rejaee Holly Holden Ellie Choi
MISSISSIPPI	Benjamin Culpepper
NEW JERSEY	Deborah Wenke
NEW YORK (City Health)	Hailu Tedla

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Root Cause Workshop (G-205) course. This course is scheduled to be presented August 28 - September 1, 2017, at the Colorado Department of Public Health and Environment located at 4300 Cherry Creek Drive South, Denver, Colorado 80246. The local airport is the Denver International Airport. Please contact Marcia Casby at 301-415-6525 immediately if you are unable to attend this course.

**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, August 28, 2017, and ends at 2:00 p.m. on Friday, September 1, 2017.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, August 27, 2017, and depart on Friday, September 1, 2017. If there are no flights available that would allow you to arrive home before midnight on Friday, September 1st, you may elect to depart on Saturday, September 2nd. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, September 2<sup>nd</sup>.

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 Friday, June 30<sup>th</sup>. Attendees will be reimbursed at the NRC's contracted group rate of \$149 for the hotel listed below. Meals & Incidentals will be reimbursed via a per diem rate of \$69 per day. For the first and last day of travel the reimbursement is 75 percent of \$69 (i.e. \$51.75). The Marriott Residence Inn Denver-Cherry Creek is immediately across from and within easy walking distance to the training site. If you are authorized to drive, the Federal mileage reimbursement is 53.5 cents per mile.

**Marriott Residence Inn Denver-Cherry Creek**

670 S. Colorado Boulevard

Denver, CO 80246

Phone: 303-758-6200

*A reservation link will be provided on the Travel Application Form*

**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 in Direct Deposit." If you have any questions regarding direct deposit, please contact Lindsey Hawkins at (301) 415-6268.