



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

January 2, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES
(G-109) COURSE (STC-18-002)

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 March 12-15, 2018, in Chattanooga, Tennessee.

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

Discussion: Students selected to attend the March 12-15, 2018, 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

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LRakovan for AKock**

Andrea L. Kock, Acting 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)

March 12-15, 2018

Chattanooga, TN

STATE	PARTICIPANT
FLORIDA	Karen Mercorella
IOWA	Derek Elling
KANSAS	Jason Meinholdt Jeffrey Herschell
NEW YORK (STATE HEALTH)	Troy Meisner
TEXAS (TCEQ)	Nicole Traphan
VIRGINIA	Anthony Sands
WYOMING	Reid Brown

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 March 12-15, 2018, at the U.S. Nuclear Regulatory Commission (NRC) 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 Web site, <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, March 12, 2018 and ends at 5:00 p.m. on Thursday, March 15, 2018.

LODGING AND TRAVEL: Please plan to arrive on Sunday, March 11, 2018, and depart on Thursday, March 15, 2018. Please plan to attend the course through the stated end time of 5:00 p.m. If there are no flights available that would allow you to arrive home before midnight on Thursday, March 15, you may elect to depart on Friday, March 16. In this event, NRC will provide reimbursement for hotel on Thursday night and per diem on Friday, March 16. 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. 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, at your earliest opportunity, but no later than Friday, January 13. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$103 for hotel and \$64 for meals and incidentals. The first and last day of travel is calculated at 75 percent which is \$48. 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 53.5 cents per mile. Note that a block of rooms has been set aside for you at the Federal government rate. A link will be provided on the Travel Form which will be provided to you.

Residence Inn Chattanooga

2340 Center Street
Chattanooga, TN 37421
Phone: 1-423-468-7700

A link to reservations will be provided on your Travel Form

DIRECT DEPOSIT: 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 Gita Patel at (301) 415-6991.

Enclosure 2