



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

January 10, 2019

ALL AGREEMENT STATES, VERMONT

NOTIFICATION OF ACCEPTANCE TO THE INSPECTION PROCEDURES (G-108) COURSE  
(STC-19-003)

**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 March 4-8, 2019, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the March 4-8, 2019, 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: Karen Meyer  
TELEPHONE: (301) 415-0113

E-MAIL: [ASTrainingandtravel.Resource@nrc.gov](mailto:ASTrainingandtravel.Resource@nrc.gov)

*/RA Paul Michalak for/*

Andrea L. Kock, Director  
Division of Materials Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

**INSPECTION PROCEDURES (G-108)**

March 4-8, 2019  
Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
ARIZONIA	Elizabeth Rhoe
CALIFORNIA	Ana Casaje
COLORDA	Kathryn Mote
FLORIDA	Thomas Adams
LOUISIANA	Sal Ange
NEW YORK (SDH)	Rachel Bratek
OREGON	Brent Herring
TEXAS (DSHS)	Candice Martin

## 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 March 4-8, 2019 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.

**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, March 4, 2019, and ends at noon on Friday, March 8, 2019.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, March 3, 2019, and depart on Friday, March 8, 2019. 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, contact Karen Meyer at (301) 415-0113.

Please complete the Travel Application Form which will be provided to you and submit to [Astrainingandtravel.Resource@nrc.gov](mailto:Astrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than Friday, February 15<sup>th</sup>. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$107 for hotel and \$61 for meals and incidentals. The first and last day of travel is calculated at 75 percent. 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 .58 cents per mile. Rental cars are not authorized for reimbursement. Note that a block of rooms at the Residence Inn Chattanooga has been set aside for you at the Federal government rate.

**Residence Inn Chattanooga**  
2340 Center Street  
Chattanooga, TN 37421  
Phone: 1-423-468-7700  
[Book your group rate for NRC Mar 03 2019](#)

**DIRECT DEPOSIT:** If you prefer this method of reimbursement, 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 you're 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 Linsey Santos at (301) 415-6268.