



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

January 18, 2019

ALL AGREEMENT STATES, VERMONT

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE  
(STC-19-004)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Root Cause Workshop (G-205) course scheduled to be held March 19-22, 2019, 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 19-22, 2019, Root Cause Workshop (G-205) 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

**ROOT CAUSE WORKSHOP (G-205)**

March 19-22, 2019  
Chattanooga, TN

STATE	PARTICIPANT
ARKANSAS	David Stephens
ARIZONIA	Zack Mengel
CALIFORNIA	Tracy Au
IOWA	Derek Elling
ILLINOIS	Robin Muzzalupo
KANSAS	Jeffrey Herschell
NORTH CAROLINA	Chinwe Ekwuribe
NEVADA	Fayne Martini
OHIO	Joshua Wagner
PENNSYLVANIA	Serena Groff
RHODE ISLAND	Charma Waring
TEXAS (DSHS)	Marina Pulley
UTAH	Heather Mickelson
WISCONSIN	Connor Brennan

## 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 March 19-22, 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, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that this course has two components, a live webinar and classroom.

A functionality webinar will be conducted on March 11, 2019, from 1:00 – 1:30 p.m. ET. Attendance at this webinar is suggested.

A pre-course webinar will be held from 1:00 – 5:00 p.m. ET on Wednesday, March 13, 2019. The webinar will be conducted using Go-To-Training. You will receive an invite to the Go-To-Training session. You will need to register for the session. Attendance at this webinar is mandatory.

You will also be enrolled in the NRC's Collaborative Learning Environment (CLE). You will receive a separate login and password once you have been enrolled. All course reference material and assignments will be provided in the CLE.

You should receive the webinar invite two (2) weeks prior to the webinar and an invitation to test the Go-To-Training webinar platform to ensure your system is configured and staged to participate in the webinar. The Go-To-Training provides both computer audio (microphone and speakers) and a bridge-line number for use. If you decide to use your computer audio please ensure you have conducted the system testing that Go-To-Training platform provides.

**This required webinar is a vital portion of the course, and failure to actively participate in the webinar will result in withdrawal from the course.** Pre-course reading to prepare for classroom activities will be distributed after the webinar and must be completed prior to attending the classroom portion, so plan to spend several hours reading and assessing the material before the course. If you do not complete the pre-reading, you will have trouble completing the course.

The classroom portion of the course begins at 8:00 a.m. on Tuesday, March 19, 2019, and ends at 2:00 p.m. on Friday, March 22, 2019. This course simulates an onsite investigation and as such has documentation and reporting requirements so it is required that you bring your personal laptop computer to the classroom.

**You must attend and participate in all course components in its entirety to receive credit for the course.** If you have any questions concerning login or with the live webinar please contact Eric Riggs at (423) 855-6672.

**LODGING AND TRAVEL:** Please plan to arrive on Monday, March 18, 2019, and depart on Friday, March 22, 2019. If there are no flights available that would allow you to arrive home before midnight on Friday, March 22, 2019, you may elect to depart on Saturday, March 23, 2019. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, March 22, 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 or cancel, 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 1, 2019. Please 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 54.5 cents per mile. Rental cars are not reimbursable. Note that a block of rooms has been set aside for you at the Federal government rate.

**Residence Inn Chattanooga**

2340 Center Street

Chattanooga, TN 37421

Phone: (423) 468-7700

[Book your group rate for NRC Mar 18 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 in Direct Deposit.” If you have any questions regarding direct deposit, please contact Lindsey Santos at (301) 415-6268.