



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

September 9, 2019

ALL AGREEMENT STATES, VERMONT

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES  
(G-109) COURSE (STC-19-057)

**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 October 28-31, 2019, 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 28-31, 2019, Licensing Practices and Procedures (G-109) course in Chattanooga, TN 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)

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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

**LICENSING PRACTICES AND PROCEDURES (G-109)**

October 28-31, 2019

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
CALIFORNIA	Carlin Harkness Kevin Quach
GEORGIA	David Matos Stacy Allman
KANSAS	Cody Nichols
KENTUCKY	Corinne Hay
MASSACHUSETTS	Charma Waring
MISSISSIPPI	Nicholas Desselles
NORTH DAKOTA	Janell Anderson
NEW HAMPSHIRE	Fred Haniffy
NEVADA	Corey Creveling
OKLAHOMA	Chelsea Smith Anna Fernow
PENNSYLVANIA	Renu Selli Erin Reynolds Syed Naeem
SOUTH CAROLINA (MATERIALS)	Katy Ringbloom

## 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 October 28-31, 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://nrc-stp.ornl.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. local time on Monday, October 28th, and ends at 5:00 p.m. local time on Thursday, October 31st.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, October 27th, and depart on Thursday, October 31st. 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, October 31st, you may elect to depart on Friday, November 1st. In this event, NRC will provide reimbursement for hotel on Thursday night and per diem. 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 the NRC credit card. 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, October 11th. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$112 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 OCT 27-31, 2019 Residence](#)

**DIRECT DEPOSIT:** If you prefer this method of reimbursement, please complete the form located on our Web site (<https://scp.nrc.gov/training.html>) and follow the instructions on the form and submit to [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@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 in Direct Deposit." If you have any questions regarding direct deposit, please contact [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov).