



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

January 9, 2020

ALL AGREEMENT STATES

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE  
(STC-20-002)

**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 17-20, 2020, 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 17-20, 2020, 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)

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Michael C. Layton, Director  
Division of Material 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 17-20, 2020

Chattanooga, TN

STATE	PARTICIPANT
COLORADO	Carrie Romanchek
ILLINOIS	Igor Gomes
LOUISIANA	Paula Lang
NEBRASKA	Brooke Olson
NEW JERSEY	Sarah Adkisson
NEW YORK (City)	Erik Finkelstein
NEW YORK (SHD)	Marc Sullivan David O'Hehir
OREGON	Thomas Mynes
PENNSYLVANIA	Grace Schoeniger
TEXAS (DSHS)	Renu Selli Syed Naeem
UTAH	Larry Kellum

## 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 17-20, 2020, 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 Monday, March 9th, from 1:00 – 1:30 p.m. eastern time. Attendance at this webinar is suggested.

A pre-course webinar will be conducted on Wednesday, March 11th, from 1:00 – 5:00 p.m. eastern time. You will receive an invite to the webinar 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. The required pre-reading facilitates successful completion of this course.

The classroom portion of the course begins at 8:00 a.m. local time on Tuesday, March 17th, and ends at 2:00 p.m. local time on Friday, March 20th. This course simulates an onsite investigation and as such has documentation and reporting requirements, so it is suggested that you bring your personal laptop computer to the classroom to assist in the exercises.

**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 16th, and depart on Friday, March 20th. If there are no flights available that would allow you to arrive home before midnight on Friday, March 20th, you may elect to depart on Saturday, March 21st. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, March 21st. 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 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, March 6th. Please 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 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 16-19, 2020 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).