



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

March 2, 2020

ALL AGREEMENT STATES

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES  
(G-109) COURSE (STC-20-016)

**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 May 4-7, 2020, in Chattanooga, TN.

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

**Discussion:** Students selected to attend the May 4-7, 2020, 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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Michael C. Layton, 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)**

May 4-7, 2020  
Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
FLORIDA	Lynne Andresen
ILLINOIS	Igor Gomes
MARYLAND	Tayla Langbaum
NORTH CAROLINA	Kenneth Bugaj
NEW JERSEY	Christopher Giaquinto
NEW MEXICO	Robert Bicknell
NEW YORK (SHD)	David O'Hehir
PENNSYLVANIA	Grace Schoeniger
SOUTH CAROLINA (Materials)	Tawny Morgan
TEXAS (CEQ)	Anastasia Ozain-Porterie Ben Wishert
UTAH	Larry Kellum Eric Boone
VIRGINIA	Sheila Nelson
WISCONSIN	Trenton Yadro Diego Saenz

## 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 May 4-7, 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, <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, May 4th, and ends at 4:00 p.m. local time on Thursday, May 7th.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, May 4th, and depart on Thursday, May 7th. Please plan to attend the course through the stated end time of 4:00 p.m. If there are no flights available that would allow you to arrive home before midnight on Thursday, May 7th, you may elect to depart on Friday, May 8th. 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, April 24th. 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 .575 cents per mile. Rental cars are not authorized for reimbursement.

### **Residence Inn Chattanooga**

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

**[Book your group rate for NRC MAY 3-8, 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).