



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

July 26, 2021

ALL AGREEMENT STATES, CONNECTICUT, INDIANA

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE  
(STC-21-050)

**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 September 14-17, 2021, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the September 14-17, 2021, 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 the individual named below:

POINT OF CONTACT: Karen Meyer  
TELEPHONE: (301) 415-0113

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

A handwritten signature in black ink that reads "B. Anderson".

Signed by Anderson, Brian  
on 07/26/21

Brian Anderson, Branch Chief  
State Agreement Liaison Programs  
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)**  
September 13-17, 2021  
Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
FLORIDA	Joyce McElroy
NEBRASKA	Becki Harisis
NEW MEXICO	Daniel Ortiz Nicole Wallis
NEW YORK (SHD)	Sara McMahon
TEXAS (DSHS)	Justin Highland Israel Chavarria Renu Selli Syed Naeem
WYOMING	Omar Nusair

## 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 September 14-17, 2021, 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 pre-course webinar will be conducted on Wednesday, September 8th, 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.

The classroom portion of the course begins at 8:00 a.m. eastern time on Tuesday, September 14th, and ends at 5:00 p.m. eastern time on Friday, September 17th. 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, September 13th, and depart on Friday, September 17th. If there are no flights available that would allow you to arrive home before midnight on Friday, September 17th, you may elect to depart on Saturday, September 18th. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, September 18th. 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. 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, June 28th. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$109 for hotel and \$61 for meals and incidentals. The first and last day of travel is calculated at 75 percent. **Students are responsible for their own transportation between the hotel and the training center.** If you are authorized to drive, the Federal mileage reimbursement is 56 cents per mile. Rental cars are **not** authorized for reimbursement.

Below is the recommended hotel.

**Residence Inn Chattanooga**  
2340 Center Street  
Chattanooga, TN 37421  
Phone: (423) 468-7700

**COVID Guidance:** The TTC will resume limited in-person **reduced** occupancy requirements for the building and classrooms. Socially distanced seating will be provided and maximized to the extent practicable. Hand sanitizer and disinfecting wipes will be available upon entry to the building. Fully vaccinated Federal employees and fully vaccinated visitors are no longer required to wear masks at NRC facilities. Fully vaccinated means at least 2 weeks past your final dose. Those who are not fully vaccinated must continue to wear a mask at NRC facilities, and masks may still be required in specific areas of NRC facilities or contractor facilities where NRC training is conducted.

**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).