



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

January 22, 2026

ALL AGREEMENT STATES
INDIANA, WEST VIRGINA

**NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES
(G-109) COURSE (STC-26-007)**

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Licensing Practices and Procedures (G-109) Course to be held March 10-12, 2026, in Chattanooga, Tennessee. A portion of this session will be Hybrid and includes pre-course work.

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

Discussion: Students selected to attend the March 10-12, 2026, Licensing Practices and Procedures (G-109) 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) 465-0791

E-MAIL: ASTrainingandtravel.Resource@nrc.gov

A handwritten signature in black ink, reading "Robert R. Johnson".

Johnson, Robert signing on behalf
of Giantelli, Adelaide
on 01/22/26

Adelaide S. Giantelli, Chief
State Agreement and 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

LICENSING PRACTICES & PROCEDURES (G-109)

March 10-12, 2026

Chattanooga, TN

PARTICIPANT(S)	STATE
Quinn Hinman	AZ
Joanne Davis	CT
Morris Sanders	FL
Duncan Peterson	IA
Laura Allen	IL
Jamie Woo-Beam	KY
Holly Rhodes	MD
Jackson Walters	MN
Hayden Burns	NC
William Putnam	NM
Matthew Rodriguez	OK
Jared Brokke	RI
Amy Katcher	TN
Michele Brown	TX CEQ
Jacquelyn Hughes	VT
Charlee Boger	WY

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 March 10-12, 2026, 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 note that the course begins at 8:00 a.m. eastern time on Tuesday, March 10th, and ends at 5:00 p.m. eastern time on Thursday, March 13th. A portion of this session will be Hybrid and includes pre-course work.

LODGING AND TRAVEL: Please plan to arrive on Monday, March 9th, and depart on Thursday, March 12th. If there are no flights available that would allow you to arrive home before midnight on Thursday, you may elect to depart on Friday, March 13th. In this event, NRC will provide reimbursement for hotel on Thursday night and per diem on Friday. Students need to make their lodging and air travel arrangements through El Sol Travel at (844) 244-6694 and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable government fare, El Sol Travel will direct bill the NRC for the flight. Traveler is responsible for providing a personal credit card to El Sol to reserve the hotel at the federal rate or lower, hotels are **not** direct billed to NRC. If the need arises and you must make a change and/or cancel, contact Karen Meyer at (301) 465-0791 at least 2 weeks prior to the course.

Please complete the Travel Application Form which will be provided to you and submit to ASTrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but **no later** than, Friday, February 27th. The per diem for Chattanooga, Tennessee is \$117 for hotel and \$74 for meals and incidentals. The first and last day of travel is calculated at 75 percent (\$55.50). Students are responsible for their own transportation (taxi/uber/subway, etc.) between the hotel and the training center. If you are authorized to drive your personal vehicle, the Federal mileage reimbursement is 73 cents per mile.

- Hotel must be reserved with ElSol.
- State vehicles are not authorized for mileage reimbursement. Hotel parking is reimbursable.
- Rental cars are not authorized for reimbursement.
- Airport parking is allowed for personal and State vehicles; however, will only be reimbursed up to the standard rate (i.e., no valet parking).
- Must provide ALL receipts for items over \$75. You need to list individual taxi/uber/lyft as separate items – NO lump total.
- Travel is allowed the day before and day after if you will not arrive home by midnight on the last day of class.
- For personal vehicles, you will need to include a map showing the mileage to and from.
- No personal time is allowed to be added before/after official NRC travel.

In addition, you will need to complete the attached NRC-64 voucher for reimbursement upon return from travel, **no later** than, Friday, March 20th. Review the itemized list for accuracy, including hotel, hotel tax and any additional authorized expenses. Additional expenses that were not included may be denied on a case-by-case basis. Sign the NRC-64 and e-mail back to AStrainingandtravel.Resource@nrc.gov with your hotel (individual days & a zero balance), taxi/uber (**tip not to exceed 15%**), flight receipt, and all other receipts including meals.

Further instructions, including pre-course work, course agenda, will be provided by the Course Manager, Carmen Dykes (carmen.dykes@nrc.gov).

RECOMMENDED CHATTANOOGA, TN HOTELS
MUST BOOK THROUGH EL SOL

Aloft Chattanooga Hamilton Place
2090 Hamilton Place Blvd
Chattanooga, TN 37421
(423) 206-5400

Homewood Suite by Hilton
2250 Center St
Chattanooga, TN
(423) 510-8020

Hampton Inn
2014 Hamilton Place Blvd
Chattanooga, TN 37421
(423) 602-7840

Residence Inn, Hamilton Place
2340 Center St
Chattanooga, TN 37421
(423) 468-7700

TownPlace Suites
6801 Ringgold Rd
East Ridge, TN 37412
(423) 933-2700

Hampton Inn, East Ridge
623 Camp Jordan Parkway
Chattanooga, TN 37412
(423) 269-6600

STC-26-007 Notification of Acceptance to the Licensing Practices & Procedures (G-109) Course -
Chattanooga, TN: March 9-13, 2026 DATE January 22, 2026

DISTRIBUTION:

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OFFICE	NMSS/MSST/SMPB			
NAME	AGiantelli RJohnson for RJ			
DATE	Jan 22, 2026			

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