

June 3, 2013

ALL AGREEMENT STATES

**ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) – ROCKVILLE, MD
JULY 22-26, 2013 (FSME-13-052)**

Purpose: To provide the list of students selected for the U.S. Nuclear Regulatory Commission's (NRC) Root Cause Workshop (G-205).

Background: The NRC provides the list of students and instructions to the States to help ensure that States with candidates on waiting lists will have an opportunity to fill vacated slots that may open up after this notification letter has been sent.

Discussion: Enclosure 1 is the list of students from the States selected to attend the Root Cause Workshop (G-205) scheduled for July 22-26, 2013. Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. This course will be held in Rockville, Maryland. Enclosed for your information is a tentative schedule for the course (Enclosure 3). Students attending this course will be paid lodging and per diem by the NRC. Students should immediately make their travel arrangements through Carlson Wagonlit Travel at 1-800-453-8396 and then download the Travel Application Form at <http://nrc-stp.ornl.gov/training.html>. The completed form should be sent to Brenda.Usilton@nrc.gov (preferred method) or by fax to 301-415-3502 for the NRC to issue the students travel authorization.

We ask that you inform us of any cancellations 30 days prior to the course starting date or as soon as you are aware that the student cannot attend the course.*

*This information request has been approved by OMB 3150-0029 expiration 11/30/2013. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

If you have any questions regarding this correspondence, please contact me at 301-415-3340 or the individual named below:

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: (301) 415-2348

INTERNET: Brenda.Usilton@nrc.gov
FAX: (301) 415-3502

/RA Duncan White for/

Brian J. McDermott, Director
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosures:

1. List of students
2. Instructions for students
3. Tentative Schedule

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OFC	FSME/MSSA	FSME/ASPB	FSME/MSSA
NAME	/ADWhite for/ BUsilton	ADWhite	/ADWhite for/ BMcDermott
DATE	6/3/13	6/3/13	6/3/13

OFFICIAL RECORD COPY

ROOT CAUSE WORKSHOP (G-205)
 July 22-26, 2013
 ROCKVILLE, MD

STATE	PARTICIPANT
ARKANSAS Dept. of Health 4815 W. Markham St., Slot 30 Little Rock, AR 72205-3867	Angela Dyan Hill
LOUISIANA Emergency & Radiological Services Div. P.O. Box 4312 Baton Rouge, LA 70821-4312	Jennifer Elee
MARYLAND Dept. of the Environment 1800 Washington Blvd., Suite 750 Baltimore, MD 21230-1718	Kenneth Brenneman
MINNESOTA Dept. of Health 625 Robert Street N. P.O. Box 64975 St. Paul, MN 55164-0975	Teresa Purrington
NEW JERSEY Dept. of Environmental Protection P.O. Box 420 Trenton, NJ 08625-0420	Karen Flanigan
PENNSYLVANIA Bureau of Radiation Protection Rachel Carson State Office Bldg. P.O. Box 8469 Harrisburg, PA 17105-8469	Gerald Horvath
TENNESSEE Division of Radiological Health L&C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	Daniel Sims
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Jason Callahan

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure (1) have been accepted for participation in the training course (G-205) Root Cause Workshop. This course is scheduled to be presented July 22-26, 2013, at the U.S. Nuclear Regulatory Commission (NRC) Professional Development Center (PDC). The PDC is located at our new 3 White Flint North Building; the address for the new building is 11601 Landsdown Street, North Bethesda, MD 20852. For non-headquarters personnel traveling to the training, we suggest that you stay at a hotel that is on the metro line for your convenience. Non-NRC attendees should allow sufficient time to process through security screening upon arrival at the training facility. You will need to show proof of identification when you get to the PDC. You will be escorted by an NRC employee to the 2nd floor where the training will be held.

COURSE: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, July 26, 2013, which is scheduled to end at 3:00 pm. A tentative outline for the course (Enclosure 3) is attached. Cellular phones and similar devices with audible capability should be disabled while classes are in session. Normal office/business attire is appropriate for students attending training.

LODGING AND TRAVEL: You should plan to arrive on Sunday, July 21, 2013 and depart on Friday, July 26, 2013. Participants must make their own lodging and travel arrangements. The per diem for Rockville, Maryland is 169/71/240. This means lodging/meals/not to exceed total per day. Tax is a separate line item on your voucher. No rental cars will be authorized for travel. If traveling by air, contact Carlson Wagonlit Travel at 1-866-250-2160 to book reservations. Effective January 1, 2013, the reimbursement for mileage has increased to 56.5 cents per mile. Please complete the Travel Application Form which is located at <http://nrc-stp.ornl.gov/training.html> and return it to Brenda Usilton at Brenda.Usilton@nrc.gov (preferred method) or fax it to 301-415-3502. If you have any questions regarding the travel form please contact Brenda on 301-415-2348. You will also go to the same web site to receive a copy of the travel instructions and voucher reimbursement. Below is a list of hotels that are on the Metro line. If the hotel requires proof of Federal Travel please let Brenda Usilton know and she will fax you a copy of your authorization.

<p>Hyatt Hotel One Bethesda Metro Center Bethesda, MD (301) 657-1234 1-800-233-1234 *Four metro stops from NRC's PDC</p>	<p>Hilton Hotel 1750 Rockville Pike Rockville, MD (301) 468-1100 1-800-222-8733 *One Metro Stop from NRC's PDC</p>
<p>Bethesda North Marriott Hotel 5701 Marinelli Rd. Rockville, Maryland (301) 984-0004 1-800-859-8003 *Across from the NRC Headquarters</p>	<p>Holiday Inn Express 1775 Rockville Pike Rockville, MD (301) 881-2300 1-800-255-1775 *One metro stop from NRC's PDC</p>

**G-205 Root Cause /Incident Investigation Workshop
Tentative Course Outline
July 22-26, 2013**

Monday, Day 1	8:00-12:00 noon	Welcome <ul style="list-style-type: none"> • Investigations of Incidents • RCA Concepts • Event And Causal Factor Analysis
	12:00-1:00 PM	LUNCH
	1:00-5:00 PM	Case Study Assignment and Team Formation Team Case Study Assignment <ul style="list-style-type: none"> • Effective teaming • Communication • Establishing roles
Tuesday, Day 2	8:00-12:00 noon	RCA Concepts <ul style="list-style-type: none"> • Knowledge Check – Review • Information Gathering Techniques • Fault tree analysis
	12:00-1:00 PM	LUNCH
	1:00-5:00 PM	Team Case Study Assignment: <ul style="list-style-type: none"> • Document review and data collection • Apply RCA techniques • Identify information gaps
Wednesday, Day 3	8:00-12:00 noon	RCA Concepts <ul style="list-style-type: none"> • Knowledge Check – Review • Pareto Analysis • The Five-Whys • Barrier Analysis • Management and Oversight Risk Tree
	12:00-1:00 PM	LUNCH
	1:00-5:00 PM	Team Case Study Assignment <ul style="list-style-type: none"> • Apply ECFA, and other RCA techniques to the RCA • Identify interview candidates • Request and Conduct interviews
Thursday, Day 4	8:00-12:00 noon	RCA Concepts <ul style="list-style-type: none"> • Knowledge Check – Review of previous day's material • Management and Oversight Risk Tree, Cont'd • Procedure for MORT Analysis • The Critical Incident Technique • Advanced Interviewing
	12:00-1:00 PM	LUNCH
	1:00-5:00 PM	Team Case Study Assignment <ul style="list-style-type: none"> • Applying MORT and Barrier Analysis to the RCA and Finalizing the Report • Conduct interviews • Demonstrate use of MORT chart • Demonstrate use of two other RCA techniques • Prepare draft "Out-Brief" presentation
Friday, Day 5	8:00-12:00 noon	Case Study Report Out <ul style="list-style-type: none"> • Present RCA findings • Explain approach • Describe processes applied • Walk through MORT diagram
	12:00-1:00 PM	LUNCH
	1:00-3:00 PM	Course Review