

July 25, 2013

ALL AGREEMENT STATES

ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) –CHATTANOOGA, TN
SEPTEMBER 16-20, 2013 (FSME-13-068)

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

Background: 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 September 16-20, 2013, Root Cause Workshop (G-205). Please provide the list of students and the instructions (Enclosure 2) to each individual from your program that is on the list. This course is to be held in Chattanooga, Tennessee. 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: 1-866-250-2160 and download the Travel Application Form at: <http://nrc-stp.ornl.gov/training.html>. The completed form should be sent to: Brenda.Usilton@nrc.gov 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. This will assist us in ensuring that States with candidates on waiting lists have an opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you.

*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 DWhite for/

Brian J. McDermott, Director
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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Distribution:

DCD (SP03)

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ML13205A250

OFC	FSME/MSSA	FSME/MSSA	FSME/MSSA
NAME	BUsilton	ADWhite	DWhite for BJMcDermott
DATE	7/25/2013	7/25/2013	7/25/2013

OFFICIAL RECORD COPY

ROOT CAUSE WORKSHOP (G-205)
September 16-20, 2013
CHATTANOOGA, TN

STATE	PARTICIPANT
KENTUCKY Cabinet for Health & Family Services 275 East Main Street, HS1C-A Frankfort, KY 40621-0001	Eric Perry
LOUISIANA Emergency & Radiological Services Division P.O. Box 4312 Baton Rouge, LA 70821-4312	Natalie Lonsberry
OREGON Public Health Division 800 NE Oregon Street, Suite 640 Portland, OR 97232-2162	Richard Wendt
TEXAS Dept. of State Health Services P.O. Box 149347 Austin, TX 78714-9347	Robin Phillips Irene Casares

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 September 16-20, 2013 at the U.S. Nuclear Regulatory Commission 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: This course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, September 20, 2013, when the class is scheduled to end at 3:00 pm.

LODGING AND TRAVEL: You should plan to arrive on Sunday, September 15, 2013 and depart on Friday, September 20, 2013. Participants must make their own lodging and travel arrangements. Please be sure to choose a hotel within the Chattanooga vicinity and within the per diem. Individuals should request a Federal government rate at the hotel of their choice. The per diem for Chattanooga, Tennessee is 94/56/150. 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 1-800-453-8396 to book reservations. You may also access a copy of the travel instructions and voucher for reimbursement at the above Web site. Effective January 1, 2013 the reimbursement for mileage has increased to 56.5 cents per mile. There is no suitable lodging within walking distance, nor reliable public transportation, from the hotels to the Training Center; therefore, students should coordinate with students who have cars or take a taxi to and from the training center. 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. 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.

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.

Below are a few suggestions for lodging in the Chattanooga area:

Residence Inn

[Book a room at Residence Inn Chattanooga Near Hamilton Place at the Nuclear Regulatory Commission rate >>](#)

Hampton Inn

www.chattanoogaairport75.hamptonInn.com

The Hampton Inn has free shuttle service to and from the Airport, local shopping and to and from the training center.

**G-205 Root Cause /Incident Investigation Workshop
Tentative Course Outline
September 16-20, 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