



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

December 23, 2014

ALL AGREEMENT STATES

NOTIFICATION OF ACCEPTANCE TO THE INSPECTION PROCEDURES (G-108) COURSE  
(STC-14-113)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Inspection Procedures (G-108) course scheduled to be held March 2-6, 2015, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the March 2-6, 2015, Inspection Procedures (G-108) 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 me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Marcia Casby  
TELEPHONE: (301) 415-6525

E-MAIL: [Marcia.Casby@nrc.gov](mailto:Marcia.Casby@nrc.gov)

*/RA Chris Einberg for/*

Laura A. Dudes, Director  
Division of Material Safety, State, Tribal  
and Rulemaking Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

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DISTRIBUTION: MSTR r/f Jeff Griffis, TCC

**ML14317A337**

OFFICE	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
NAME	MCasby	CEinberg for DWhite	CEinberg for LADudes
DATE	12/23/14	12/23/14	12/23/14

**OFFICIAL RECORD COPY**

**INSPECTION PROCEDURES (G-108)**

March 2-6, 2015

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
CALIFORNIA	Shelley Cole
COLORADO	Nick Dorrell
FLORIDA	Lisa Gavathas
ILLINOIS	Adam Ekstedt
LOUISIANA	Jarrod Harman
MASSACHUSETTS	Robert Locke
NORTH CAROLINA	Dawn Burke
NORTH DAKOTA	Allan Knapp
NEW JERSEY	Sarah Staab
NEVADA	Michael Schmidt
SOUTH CAROLINA	Adam Gause
TEXAS (TXDH)	James Durham
WASHINGTON	Bryony Stasney
WISCONSIN	Andrew Turner

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Inspection Procedures (G-108) course. This course is scheduled to be presented March 2-6, 2015, at the U.S. Nuclear Regulatory Commission Technical Training Center (TTC). Please contact Marcia Casby at 301-415-6525 immediately if you are unable to attend this course. 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 website, <http://nrc-stp.ornl.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, March 2 and ends at 12:00 noon on Friday, March 6.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, March 1, 2015, and depart on Friday, March 6, 2015. Students must make their own lodging and travel arrangements. If traveling by air, please contact Carlson Travel at 800-453-8396 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable Government fare and make sure that Carlson Travel correctly direct bills your fare to credit card ending 1299. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, contact Marcia Casby at (301) 415-6525.

Please complete the Travel Application Form, located at <http://nrc-stp.ornl.gov/training.html> and submit to Marcia Casby, [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than January 12. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is 94/56/150. This means that lodging/meals/not to exceed the total. Students will be reimbursed for transportation between the airport and hotel. 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 56 cents per mile. Note that a block of rooms has been set aside for you at the Federal government rate, link provided below. If calling the hotel, please specify that your reservation is with the NRC group block.

### **Residence Inn Chattanooga**

2340 Center Street

Chattanooga, TN 37421

Phone: 1-423-468-7700

<http://cwp.marriott.com/chahp/nrcinspectionprocedures/>

**DIRECT DEPOSIT:** We recommend Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our website and link provided here, [Direct Deposit Form](#). Complete and return to Mary Matheson at [Mary.Matheson@nrc.gov](mailto:Mary.Matheson@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 for Direct Deposit." If you have any questions regarding direct deposit, please contact Mary Matheson at (301) 415-8748.