



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

April 10, 2015

ALL AGREEMENT STATES, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE INSPECTION PROCEDURES (G-108) COURSE  
(STC-14-025)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Inspection Procedures (G-108) course scheduled to be held June 1-5, 2015, in Norristown, Pennsylvania.

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

**Discussion:** Students selected to attend the June 1-5, 2015, Inspection Procedures (G-108) course in Norristown, Pennsylvania 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/**

***DWhite for LDudes***

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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Laura A. Dudes, Director  
Division of Material Safety, State, Tribal,  
and Rulemaking Programs  
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DISTRIBUTION: MSTR r/f Jeff Griffis, TCC

**ML15083A417**

OFFICE	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
NAME	MCasby	CEinberg	LADudes
DATE	4/10/15	4/10/15	4/10/15

**OFFICIAL RECORD COPY**

**INSPECTION PROCEDURES (G-108)**

June 1-5, 2015

Norristown, PA

<b>STATE</b>	<b>PARTICIPANT</b>
ARKANSAS	Susan Elliott
CALIFORNIA	Shelly Cole
FLORIDA	Karen Mercorella
LOUISIANA	Nicholas Desselles
MASSACHUSETTS	Robert Locke
NORTH CAROLINA	Louis Brayboy
NEBRASKA	Ahaileas Harisis
NEW HAMPSHIRE	Augusinus Ong
NEW JERSEY	Sarah Staab
NEVADA	Bradley Allured
PENNSYLVANIA	Tracy Swinger Richard Hughes Bethany Piper Tori Wagner Denny Kutz John Kime Tim Barrick Michelle Russo Carl Livermore Jerrica Cornelius Mike Azar Jamie Baddorf
WISCONSIN	David Lara David Reindl

## 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 June 1-5, 2015, at the Pennsylvania Department of Environmental Protection. Please contact Marcia Casby at 301-415-6525 immediately if you are unable to attend this course. The Pennsylvania Department of Environmental Protection is located at 2 East Main Street, Norristown, Pennsylvania 19401. The facility's telephone number is (484) 250-5833.

**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, June 1 and ends at 12:00 noon on Friday, June 5.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, May 31, 2015, and depart on Friday, June 5, 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 on our website and submit to Marcia Casby, [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than April 20. Individuals should request the Federal government rate at the hotels. The per diem for Norristown, Pennsylvania is 125/66/191. This means that lodging/meals/not to exceed the total. If you are authorized to drive, the Federal mileage reimbursement is 57.5 cents per mile. The hotel below is recommended for its convenience to the training site as well as restaurants and shopping:

**Crown Plaza – Valley Forge**  
260 Mall Boulevard  
King of Prussia, PA 19406  
Phone: 610-265-7500

**DIRECT DEPOSIT:** We recommend Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our website 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.