



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

June 7, 2016

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE RESRAD OFFSITE (H-411) COURSE
(STC-16-047)

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) RESRAD Offsite (H-411) course to be held August 16-19, 2016, in Chattanooga, Tennessee.

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

Discussion: Students selected to attend the August 16-19, 2016, RESRAD Offsite (H-411) 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

**/RA/
PMichalak for DCollins**

Daniel S. Collins, 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

ML16159A418

OFFICE	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
NAME	MCasby	PMichalak	DCollins
DATE	6/07/16	6/07/16	6/07/16

OFFICIAL RECORD COPY

RESRAD OFFSITE (H-411)

August 16-19, 2016

Chattanooga, TN

STATE	PARTICIPANT
COLORADO	Shiya Wang
TENNESSEE	Trevor Jackson
TEXAS (TCEQ)	Gehan Flanders Mohanned Kawasmi
LOUISIANA	Tim Butler

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: Individuals listed in Enclosure 1 have been accepted for participation in the RESRAD Offsite (H-411) course. This course is scheduled to be presented August 16-19, 2016, at the U.S. Nuclear Regulatory Commission (NRC) 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 Web site, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Tuesday, August 16, 2016, and ends at 3:00 p.m. on Friday, August 19, 2016.

LODGING AND TRAVEL: Please plan to arrive on Monday, August 15, 2016, and depart on Friday, August 19, 2016. Students must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 1-844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Make sure that El Sol Travel correctly direct bills your fare to credit card ending 2835. You must select a fully refundable government fare. Flights may be converted by Marcia Casby 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 which will be provided to you and submit to Marcia Casby, ASTrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but no later than June 19. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$95 for hotel and \$64 for meals and incidentals. 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 54 cents per mile. Note that a block of rooms has been set aside for you at the Federal government rate, link provide 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/h411/>

DIRECT DEPOSIT: We recommend Direct Deposit for travel reimbursements. If you prefer this method, please complete the form located on our Web site and follow the instructions on the form. 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 Lindsey Hawkins at (301) 415-6268.