



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

July 11, 20017

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE TRANSPORTATION OF RADIOACTIVE  
MATERIALS (H-308) COURSE (STC-17-053)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Transportation of Radioactive Materials (H-308) course scheduled to be held September 18-22, 2017, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the September 18-22, 2017, Transportation of Radioactive Materials (H-308) 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/ 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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SUBJECT: NOTIFICATION OF ACCEPTANCE TO THE TRANSPORTATION OF  
RADIOACTIVE MATERIALS (H-308) COURSE (STC-17-XXX)  
DATE: July 11, 2017

DISTRIBUTION:

MSTR r/f  
Robert Prince, TCC

**ML17191A415**

<b>OFFICE</b>	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
<b>NAME</b>	MCasby	PMichalak	PMichalak for DCollins
<b>DATE</b>	7/10/17	7/11/17	7/11/17

**OFFICIAL RECORD COPY**

**TRANSPORTATION OF RADIOACTIVE MATERIALS (H-308)**

September 18-22, 2017

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
GEORGIA	Irvin Gibson
LOUISIANA	Angela Jackson Daniel Phan Jonathan Crain
MAINE	Catherine Perham
NEW YORK (State Health)	Michael Soucie
OKLAHOMA	Jordan Caldwell
OREGON	Glenda Villamar
TEXAS (TCEQ)	Maryann Ryan Lee Line
TEXAS (DSHS)	Forrest Weston

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Transportation of Radioactive Materials (H-308) course. This course is scheduled to be presented September 18-22, 2017, 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, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, September 18, 2017 and ends at 4:00 p.m. on Friday, September 22, 2017.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, September 17, 2017, and depart on Friday, September 22, 2017. If there are no flights available that would allow you to arrive home before midnight on Friday, September 1st, you may elect to depart on Saturday, September 2nd. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, September 2nd. Students must make their own lodging and travel arrangements. If traveling by air, please contact El Sol Travel at 844-244-6694 for airline reservations, and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable Government fare if one is available, and make sure that El Sol Travel correctly direct bills your fare to credit card ending 2835. Flights may be converted to less costly, non-refundable tickets, so please select carefully. If the need arises and you must make a change, please 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](mailto:ASTrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than Friday, July 21st. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$100 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 53.5 cents per mile. Note that a block of rooms has been set aside for you at the Federal government rate. A link will be provided to you on the Travel Form.

**Residence Inn Chattanooga**  
2340 Center Street  
Chattanooga, TN 37421  
Phone: 1-423-468-7700

**DIRECT DEPOSIT:** If you prefer this method of reimbursement, 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 Gita Patel at (301) 415-6991.