



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

September 5, 2017

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES  
(G-109) COURSE (STC-17-064)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Licensing Practices and Procedures (G-109) course scheduled to be held November 13-16, 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 November 13-16, 2017, Licensing Practices and Procedures (G-109) 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 Paul Michalak for/***

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

SUBJECT: NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES (G-109) COURSE (STC-17-064)

DISTRIBUTION:

MSTR r/f  
Jeff Griffis, TCC

**ML17237C080**

<b>OFFICE</b>	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
<b>NAME</b>	MCasby	PMichalak	PMichalak for DCollins
<b>DATE</b>	9/5/17	9/5/17	9/5/17

**OFFICIAL RECORD COPY**

**LICENSING PRACTICES AND PROCEDURES (G-109)**

November 13-16, 2017

Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
ALABAMA	Emily Hasson Ashley Reynolds Latira Simon
ARIZONA	Tracy Rychlyk
KANSAS	Cindy Anderson
MASSACHUSETTS	Ellie Choi
NEVADA	Fayne Martini Brandie Peretz Haley Brown
NORTH CAROLINA	Chinwe Ekwuribe
OKLAHOMA	Jennifer Salvo
PENNSYLVANIA	Lisa Forney Gerald Horvath
RHODE ISLAND	Maria Barnes
UTAH	Eric Boone Heather Mickelson Otis Willoughby

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Licensing Practices and Procedures (G-109) course. This course is scheduled to be presented November 13-16, 2017, 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, <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, November 13, 2017, and ends at 5:00 p.m. on Thursday, November 16, 2017.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, November 12, 2017, and depart on Thursday, November 16, 2017. Please plan to attend the course through the stated end time of 5:00 p.m. If there are no flights available that would allow you to arrive home before midnight on Thursday, November 16<sup>th</sup>, you may elect to depart on Friday, November 17<sup>th</sup>. In this event, NRC will provide reimbursement for hotel on Thursday night and per diem on Friday, November 17<sup>th</sup>. 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, September 15. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$103 for hotel and \$64 for meals and incidentals. The first and last day of travel is calculated at 75 percent which is \$48. 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, link provide below.

### **Residence Inn Chattanooga**

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

Link to Reservations: <http://cwp.marriott.com/chahp/licensingprocedures/>

**DIRECT DEPOSIT:** 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 in Direct Deposit." If you have any questions regarding direct deposit, please contact Gita Patel at (301) 415-6991.

Enclosure 2