



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

February 23, 2024

ALL AGREEMENT STATES  
CONNECTICUT, INDIANA, WEST VIRGINIA

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE  
(STC-24-013)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) offering of the Root Cause Workshop (G-205) course scheduled to be held April 29-May 3, 2024, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the April 29-May 1, Root Cause Workshop (G-205) 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 the individual named below:

POINT OF CONTACT: Karen Meyer  
TELEPHONE: (301) 415-0113

E-MAIL: [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov)

A handwritten signature in cursive script, appearing to read "Adelaide Giantelli".

Signed by Giantelli, Adelaide  
on 02/23/24

Adelaide Giantelli, Acting Branch Chief  
State Agreement Liaison Programs  
Division of Material Safety, Security, State  
and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

**ROOT CAUSE WORKSHOP (G-205)**  
April 29-May 3, 2024  
Chattanooga, Tennessee

<b>PARTICIPANT(S)</b>	<b>STATE</b>
Kelsey Cruz	CALIFORNIA
Judy Atkinson	FLORIDA
Daisy Coffman	INDIANA
Tessa Maze	KANSAS
Tyler Benner	MINNESOTA
Thomas Mynes	OREGON
Desirae Walker	TEXAS DSHS
Adam Wingate	UTAH
Carlos Delgado-Loya	SOUTH CAROLINA Waste

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Root Cause Workshop (G-205). This workshop is scheduled to be presented April 29-May 3, 2024, at the U.S. Nuclear Regulatory Commission (NRC) Technical Training Center (TTC). 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 note that the course begins at 8:00 a.m. eastern time on Monday, April 29th, and ends at 2:00 p.m. eastern time on Friday, May 3rd.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, April 28th, and depart on Friday, May 3rd. If there are no flights available that would allow you to arrive home before midnight on Friday, you may elect to depart on Saturday, May 4th. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday. Students **need** to make their lodging and air travel arrangements through El Sol Travel at (844) 244-6694 and indicate that the travel is "Invitational" for the NRC. 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 the NRC. If the need arises and you must make a change, contact Karen Meyer at (301) 415-0113.

Please complete the Travel Application Form which will be provided to you and submit to [AStrainingandtravel.Resource@nrc.gov](mailto:AStrainingandtravel.Resource@nrc.gov), at your earliest opportunity, but no later than, Friday, April 19th. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, TN is \$117 for hotel and \$64 for meals and incidentals. The first and last day of travel is calculated at 75 percent. Students are responsible for their own transportation between the hotel and the training center. If you are authorized to drive, the Federal mileage reimbursement is 67 cents per mile. Rental cars are **not** authorized for reimbursement.

In addition, you will need complete the attached NRC-64 voucher for reimbursement upon return from travel, no later than, Friday, May 10th. Review the itemized list for accuracy, including hotel, hotel tax and any additional authorized expenses. Then sign the NRC-64 and e-mail back to me as one document with your hotel (individual days & a zero balance), taxi/uber (tip not to exceed 15%), flight receipt, and any other receipts over \$75.

Specific questions concerning the course can be sent directly to the NRC's Course Manager, Eric Riggs ([eric.riggs@nrc.gov](mailto:eric.riggs@nrc.gov)).

RECOMMENDED CHATTANOOGA, TN HOTELS  
**MUST BOOK THROUGH EL SOL**

Aloft Chattanooga Hamilton Place  
2090 Hamilton Place Blvd  
Chattanooga, TN 37421  
(423) 206-5400

Homewood Suite by Hilton  
2250 Center St  
Chattanooga, TN  
(423) 510-8020

Hampton Inn  
2014 Hamilton Place Blvd  
Chattanooga, TN 37421  
(423) 602-7840

Residence Inn, Hamilton Place  
2340 Center St  
Chattanooga, TN 37421  
(423) 468-7700

TownPlace Suites  
6801 Ringgold Rd  
East Ridge, TN 37412  
(423) 933-2700

Hampton Inn, East Ridge  
623 Camp Jordan Parkway  
Chattanooga, TN 37412  
(423) 269-6600

STC-24-013 Notification of Acceptance to the Root Case Workshop (G-205) Course - Chattanooga, TN:  
April 29-May 3, 2024 DATE February 23, 2024

DISTRIBUTION:

**ADAMS Accession No.: ML24054A106**

OFFICE	NMSS/MSST/SMPB			
NAME	AGiantelli	AG		
DATE	Feb 23, 2024			

***OFFICIAL RECORD COPY***