



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

January 31, 2025

ALL AGREEMENT STATES  
CONNECTICUT, INDIANA, WEST VIRGINIA

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES  
(G-109) COURSE (STC-25-005)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Licensing Practices and Procedures (G-109) Course to be held March 31-April 3, 2025, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the March 31-April 3, 2025, 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 the individual named below:

POINT OF CONTACT: Karen Meyer  
TELEPHONE: (301) 465-0791

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

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

Signed by Giantelli, Adelaide  
on 01/31/25

Adelaide S. Giantelli, Branch Chief  
State Agreement and 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

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

March 31-April 3, 2025

Chattanooga, TN

Hunter Broadaway	Arkansas
McKenna Todd	Arizona
Lucia Dittman	Connecticut
Matthew Hanselman	Iowa
Patrick Turner	Indiana
Morgan Nusser	Kansas
Duane Wilson	Kentucky
Keli Christiansen	Maryland
Drake Burri	Minnesota
Sarah Hiles	North Carolina
Rachel Murphy	New York SHD
Lesley Jones	South Carolina Materials
Mike Ballou	Tennessee
Stevie Norcross	Utah
Tyler Hale	Virginia

## 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 March 31-April 3, 2025, 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, March 31st, and ends at 5:00 p.m. eastern time on Thursday, April 3rd.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, March 30th, and depart on Thursday, April 3rd. If there are no flights available that would allow you to arrive home before midnight on Thursday, you may elect to depart on Friday, April 4th. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday. Students **must** make their lodging (recommended hotels listed below) and air travel arrangements through El Sol Travel at (844) 244-6694 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, March 21st. The per diem for Chattanooga, TN is \$117 for hotel and \$74 for meals and incidentals. The first and last day of travel is calculated at 75 percent. Students are responsible for their own transportation (taxi/uber/subway, etc.) between the hotel and the training center. If you are authorized to drive your personal vehicle, the Federal mileage reimbursement is 70 cents per mile.

- State vehicles are not authorized for mileage reimbursement.
- Rental cars are not authorized for reimbursement.
- Airport parking is allowed for personal and State vehicles; however, we will only reimburse up to the standard rate (i.e., no valet parking).

In addition, you will need complete the attached NRC-64 voucher for reimbursement upon return from travel, no later than, Friday, April 11th. 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 about the course can be sent directly to the NRC's Course Manager, Carmen Dykes ([carmen.dykes@nrc.gov](mailto:carmen.dykes@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-25-005 Notification of Acceptance to the Licensing Practices & Procedures (G-109) Course -  
Chattanooga, TN: March 31-April 3, 2025 DATE January 31, 2025

DISTRIBUTION:

**ADAMS Accession No.: ML25031A367**

OFFICE	NMSS/MSST/SMPB			
NAME	AGiantelli	AG		
DATE	Jan 31, 2025			

***OFFICIAL RECORD COPY***