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

January 11, 2019

ALL AGREEMENT STATES, VERMONT

NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES (G-109) COURSE (STC-19-002)

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 March 11-14, 2019, in Chattanooga, TN.

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

Discussion: Students selected to attend the March 11-14, 2019, Licensing Practices and Procedures (G-109) course in Chattanooga, TN 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: Karen Meyer
TELEPHONE: (301) 415-0113
E-MAIL: AStrainingandtravel.Resource@nrc.gov

/RA Paul Michalak for/

Andrea L. Kock, Director
Division of Materials Safety, Security, State,
and Tribal Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:
1. List of students
2. Instructions for students

LICENSING PRACTICES AND PROCEDURES (G-109)
March 11-14, 2019
Chattanooga, TN

STATE	PARTICIPANT
ALABAMA	Kasey Beasley
ARKANSAS	Christopher Talley
CALIFORNIA	Tracy Jue
FLORIDA	Melissa Burns
ILLINOIS	Amy Bolar
KENTUCKY	Russell Hestamd
LOUISIANA	Angela Jackson
NEW JERSEY	Sarah Adkisson
OREGON	Joseph Enger
VERMONT	William (Bill) Irwin

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 11-14, 2019, 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 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, March 11, 2019, and ends at 5:00 p.m. on Thursday, March 14, 2019.

LODGING AND TRAVEL: Please plan to arrive on Sunday, March 10, 2019, and depart on Thursday, March 14, 2019. 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, March 14, you may elect to depart on Friday, March 15. In this event, NRC will provide reimbursement for hotel on Thursday night and per diem. 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. 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, at your earliest opportunity, but no later than, Friday, February 22, 2019. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is $107 for hotel and $61 for meals and incidentals. The first and last day of travel is calculated at 75 percent. 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 .58 cents per mile. Rental cars are not authorized for reimbursement. Note that a block of rooms at the Residence Inn Chattanooga has been set aside for you at the Federal government rate.

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

Book your group rate for NRC Mar 10 2019

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 you're 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 Linsey Santos at (301) 415-6268.