



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

February 27, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE  
(STC-18-014)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Root Cause Workshop (G-205) course scheduled to be held May 1-4, 2018, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the May 1-4, 2018, 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 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/*

Kevin Williams, Acting 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

SUBJECT: NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP  
(G-205) COURSE (STC-18-014)

DISTRIBUTION:  
Eric Riggs, TCC

**ML18033A530**

<b>OFFICE</b>	NMSS/MSST/ASPB	NMSS/MSST/ASPB	NMSS/MSST
<b>NAME</b>	MCasby	PMichalak	PMichalak for KWilliams
<b>DATE</b>	2/27/18	2/27/18	2/27/18

**OFFICIAL RECORD COPY**

**ROOT CAUSE WORKSHOP (G-205)**

May 1-4, 2018  
Chattanooga, TN

STATE	PARTICIPANT
CALIFORNIA	Ana Casaje Carlin Harkness
FLORIDA	Lynne Andresen
KANSAS	James Uhlemeyer
LOUISIANA	Jonathan Crain Angela Jackson
MARYLAND	Alan Goldey
MASSACHUSETTS	Holly Holden
MISSISSIPPI	Robert Sims
NEW YORK (STATE HEALTH)	Nathaniel Kishbaugh Michael Soucie
SOUTH CAROLINA	Adam Gause
WISCONSIN	Luther Loehrke
WYOMING	Reid Brown

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Root Cause Workshop (G-205) course. This course is scheduled to be presented May 1-4, 2018, 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, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that this course has two components, a live webinar and classroom.

A pre-course webinar will be held from 1:00 – 5:00 p.m. ET on Wednesday, April 25, 2018. The webinar will be conducted using Go-To-Training. You will receive an invite to the Go-To-Training session. You will need to register for the session.

You will also be enrolled in the NRC's Collaborative Learning Environment (CLE). You will receive a separate login and password once you have been enrolled. All course reference material and assignments will be provided in the CLE.

You should receive the webinar invite two (2) weeks prior to the webinar and an invitation to test the Go-To-Training webinar platform to ensure your system is configured and staged to participate in the webinar. The Go-To-Training provides both computer audio (microphone and speakers) and a bridge-line number for use. If you decide to use your computer audio please ensure you have conducted the system testing that Go-To-Training platform provides.

**This required webinar is a vital portion of the course, and failure to actively participate in the webinar will result in withdrawal from the course.** Pre-course reading to prepare for classroom activities will be distributed after the webinar and must be completed prior to attending the classroom portion, so plan to spend several hours reading and assessing the material before the course. If you do not complete the pre-reading, you will have trouble completing the course.

The classroom portion of the course begins at 8:00 a.m. on Tuesday, May 1, 2018, and ends at 2:00 p.m. on Friday, May 4, 2018. This course simulates an onsite investigation and as such has documentation and reporting requirements so it is required that you bring your personal laptop computer to the classroom.

**You must attend and participate in all course components in its entirety to receive credit for the course.** If you have any questions concerning login or with the live webinar please contact Eric Riggs at (423) 855-6672.

**LODGING AND TRAVEL:** Please plan to arrive on Monday, April 30, 2018, and depart on Friday, May 4, 2018. If there are no flights available that would allow you to arrive home before midnight on Friday, May 4th, you may elect to depart on Saturday, May 5th. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, May 5th. 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, 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, March 9th. Please 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 54.5 cents per mile. Rental cars are not reimbursable. 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 Application Form.

**Residence Inn Chattanooga**

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

*A link to the group block will be provided on your Travel Application Form*

**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 in Direct Deposit." If you have any questions regarding direct deposit, please contact Lindsey Santos at (301) 415-6268.