



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

October 9, 2019

**ALL AGREEMENT STATES**

**NOTIFICATION OF ACCEPTANCE TO THE CHARACTERIZATION AND PLANNING FOR  
DECOMMISSIONING (H-115) COURSE (STC-19-068)**

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Characterization and Planning for Decommissioning (H-115) course scheduled to be held November 18-22, 2019, 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 18-22, 2019, Characterization and Planning for Decommissioning (H-115) course in Rockville, Maryland 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](mailto:AStrainingandtravel.Resource@nrc.gov)

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Michael C. Layton, 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 CHARACTERIZATION AND  
PLANNING FOR DECOMMISSIONING (H-115) COURSE (STC-19-068)

DISTRIBUTION:

ASTrainingandtravel.Resource  
Jeff Griffis, TCC

**ML19281B021**

OFFICE	NMSS/MSST/SALP	NMSS/MSST/SALP	NMSS/MSST
NAME	KMeyer	PMichalak	MLayton <i>PMichalak for</i>
DATE	10/08/19	10/09/19	10/09/19

**OFFICIAL RECORD COPY**

**CHARACTERIZATION AND PLANNING FOR DECOMMISSIONING (H-115)**

November 18-22, 2019

Chattanooga, TN

STATE	PARTICIPANT
ALABAMA	Undria McCullum
ILLINOIS	Cheryl Head

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Characterization and Planning for Decommissioning (H-115) course. This course is scheduled to be presented November 18-22, 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. local time on Monday, November 18, 2019 and ends at 12 noon local time on Friday, November 22, 2019.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, November 17th, and depart on Friday, November 22nd. If there are no flights available that would allow you to arrive home before midnight on Friday, November 22nd, you may elect to depart on Saturday, November 23rd. In this event, the NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, November 23rd. 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 the NRC credit card. If the need arises and you must make a change, please 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, November 1st. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, Tennessee is \$112 for hotel and \$61 for meals and incidentals. The first and last day of travel is calculated at 75 percent. Please contact the front desk for details upon arrival for shuttle service to the training center. 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.

### **TownPlace Suites Chattanooga**

7010 McCutcheon Road

Chattanooga, TN 37421

Phone: (423) 664-4107

**[Book your group rate for NRC NOV 17-22, 2019 TownePlace](#)**

**DIRECT DEPOSIT:** If you prefer this method of reimbursement, please complete the form located on our Web site (<https://scp.nrc.gov/training.html>) and follow the instructions on the form and submit to [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov). 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 [NRC\\_VendorRequest@nrc.gov](mailto:NRC_VendorRequest@nrc.gov).