



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

July 26, 2022

ALL AGREEMENT STATES, CONNECTICUT, INDIANA

NOTIFICATION OF ACCEPTANCE TO THE ROOT CAUSE WORKSHOP (G-205) COURSE  
(STC-22-045)

**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 September 20-23, 2022, in Chattanooga, Tennessee.

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

**Discussion:** Students selected to attend the September 20-23, 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 black ink that reads "B. Anderson".

Signed by Anderson, Brian  
on 07/26/22

Brian Anderson, 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)**  
September 20-23, 2022  
Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
ARKANSAS	Christy Steward Angela Minden
ARIZONA	Thomas McCarthy
CONNECTICUT	Kirsten Davies
LOUISIANA	Kayln Fletcher
NEBRASKA	Michael Gries
NEW JERSEY	Christopher Giaquinto
NEW YORK (SHD)	Emily Brower
NORTH CAROLINA	Tawny Morgan
TEXAS DSHS	James Tomlinson
UTAH	Tyler Hegburg
WASHINGTON	Bryony Stansey Gregorio Rosado

## 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 September 20-23, 2022, 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, <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 functionality webinar will be conducted on Monday, September 12th, from 1:00 – 2:00 p.m. EDT. **Attendance at this webinar is mandatory.**

A pre-course webinar will be conducted on Wednesday, September 14th, from 1:00 – 5:00 p.m. EDT. You will receive an invite to the webinar session. You will need to register for the session. **Attendance at this webinar is mandatory.**

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 must attend and participate in all course components in its entirety to receive credit for the course.**

**LODGING AND TRAVEL:** Please plan to arrive on Monday, September 19th, and depart on Friday, September 23rd. If there are no flights available that would allow you to arrive home before midnight on Friday, September 23rd, you may elect to depart on Saturday, September 24th. In this event, NRC will provide reimbursement for hotel on Friday night and per diem on Saturday. 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 flight to the NRC credit card. If the need arises and you must make a change and/or cancel, contact Karen Meyer at (301) 415-0113 at least 2 weeks prior to the course.

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, September 9th. Individuals should request the Federal government rate at the hotels. The per diem for Chattanooga, TN is \$109 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 62.5 cents per mile. Rental cars are **not** authorized for reimbursement. Hotel link to room block is: [Book your group rate for NRC Training](#)

In addition, you will need complete the attached voucher for reimbursement upon return from travel by August 26th. Review the itemized list for accuracy, including hotel, hotel tax and any additional authorized expenses. Then print, sign, scan, and e-mail back to me as one document with your hotel, flight receipt, and any other receipts over \$75.

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