



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

January 30, 2018

ALL AGREEMENT STATES, VERMONT, WYOMING

NOTIFICATION OF ACCEPTANCE TO THE TRANSPORTATION OF RADIOACTIVE  
MATERIALS (H-308) COURSE (STC-18-005)

**Purpose:** To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC) Transportation of Radioactive Materials (H-308) course scheduled to be held April 9-13, 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 April 9-13, 2018, Transportation of Radioactive Materials (H-308) 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 TRANSPORTATION OF  
RADIOACTIVE MATERIALS (H-308) COURSE (STC-18-005)

DISTRIBUTION:  
Robert Prince, TTC

**ML18009A554**

<b>OFFICE</b>	NMSS/MSTR/ASPB	NMSS/MSTR/ASPB	NMSS/MSTR
<b>NAME</b>	MCasby	PMichalak	KWilliams
<b>DATE</b>	1/30/18	1/30/18	1/30/18

**OFFICIAL RECORD COPY**

**TRANSPORTATION OF RADIOACTIVE MATERIALS (H-308)**

April 9-13, 2018  
Chattanooga, TN

<b>STATE</b>	<b>PARTICIPANT</b>
ALABAMA	Latira Simon
CALIFORNIA	Kevin Quach Carlin Harkness Davood Aboudarda
COLORADO	Matt Gift
OKLAHOMA	Michael Reid
OREGON	Thomas Mynes
SOUTH CAROLINA	Kenneth Farmer
TEXAS (DSHS)	Marina Pulley Richard Lamboi
WISCONSIN	Jerry Lee
WYOMING	Brandi O'Brien

## INSTRUCTIONS TO STUDENTS

**ACCEPTANCE:** Individuals listed in Enclosure 1 have been accepted for participation in the Transportation of Radioactive Materials (H-308) course. This course is scheduled to be presented April 9-13, 2018, at the U.S. Nuclear Regulatory Commission 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 website, <https://scp.nrc.gov/training.html> for the Tentative Course Schedule and note that the course begins at 8:00 a.m. on Monday, April 9, 2018 and ends at 4:00 p.m. on Friday, April 13, 2018. A scientific calculator is required. You must attend the course in its entirety and receive a grade of at least 70 percent on the exam, which is administered on the last day, to receive credit for the course.

**LODGING AND TRAVEL:** Please plan to arrive on Sunday, April 8, 2018, and depart on Friday, April 13, 2018. If there are no flights available that would allow you to arrive home before midnight on Friday, April 13th, you may elect to depart on Saturday, April 14th. In this event, the NRC will provide reimbursement for hotel on Friday night and per diem on Saturday, April 14th. 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, February 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 Form.

**Residence Inn Chattanooga**

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

*A link to reservations will be provided on your Travel 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 Hawkins at (301) 415-6268.