



RECEIVED  
RECEIVED  
MAY 03 2024  
MAY 03 2024

April 30, 2024

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 King St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0328 1577

Dear Ivan:

As a matter of general interest, the Postal Service has revised the pre-arrival guide for students attending training at the National Center for Employee Development (NCED) in Norman, Oklahoma.

The guide has been updated with new photographs and references to COVID-19 have been removed. Additionally, the pre-arrival guide has been updated to reflect the per diem changes negotiated as part of the 2021-2024 National Agreement with the American Postal Workers Union, AFL-CIO (APWU), in which the parties agreed that APWU-represented bargaining unit employees attending training at the NCED will receive the full per diem rate.

Enclosed is a copy of the pre-arrival guide, one with and one without changes identified.

If you have any questions regarding this matter, please contact Tom Elias at 301-300-5022.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon Richardson".

Shannon Richardson  
Director, Labor Relations  
Contract Administration (APWU)

Enclosures

# United States Postal Service®



Hotel website: <http://cc.nced.com>





### Welcome to the National Center for Employee Development!

We are pleased you will be attending training at the National Center for Employee Development (NCED) and hope you are looking forward to this opportunity to expand your knowledge and skills.

This guide is to provide you with useful information before you arrive at NCED, including:

~~Transportation;~~

~~Items to bring;~~

~~Housing;~~

~~Available services; and~~

~~Other general information.~~

~~Be aware that NCED delivers training for non-USPS clientele as well and provides hotel and conferencing services that generate revenue for the United States Postal Service®.~~

~~Our all-inclusive learning complex combines classrooms, labs, conferencing, housing, food, fitness, and health facilities in an educational campus setting.~~

~~As a guest of NCED, we ask that you remain respectful of all other NCED guests — whether postal or public — to ensure NCED is a place where all clientele can make the most of their experience and, in effect, maximize the benefits to the Postal Service™.~~

---

<b>WHAT TO BRING .....</b>	<b>3</b>
Student Personal Protective Equipment (PPE)     3	
<b>TRANSPORTATION .....</b>	<b>3</b>
Travel Expenses     3	
Planning Your Trip and Reservations     3	
Shuttle Service     3	
Parking for Student Vehicles     4	
<b>HOTEL ACCOMMODATIONS .....</b>	<b>8</b>
Hotel Information     8	
Check-In and Check-Out     8	
Incidental Charges     8	
Family Members     9	
Pets and Service Animals     10	
Personal Appliances are Prohibited     10	
<b>SERVICES AVAILABLE.....</b>	<b>11</b>
Dining Services     11	
Medical Services     12	
Reasonable Accommodations     12	
<b>GENERAL INFORMATION.....</b>	<b>14</b>
Student Identification     14	
Alcohol Policy     14	
Smoking Policy     14	
Lost Property     14	
<b>PROPERTY MAP.....</b>	<b>16</b>

## WHAT TO BRING

### Student Personal Protective Equipment (PPE)

The following applies to NCED PPE requirements:

- You must bring the appropriate PPE if it is required for the course you are attending.
- Look for course requirements in the course description in the HERO Course Catalog.
- If you do not bring appropriate PPE to NCED and your course requires it, you may be sent home.

## PLANNING YOUR TRANSPORTATION

### Travel Expenses

- All costs for authorized student travel and per diem, including travel advances, are funded through the student's home office in accordance with Handbook F-15.
- Student housing is furnished by the hotel at NCED and incorporated in the cost of training.

### Planning Your Trip and Reservations

~~Make reservations for your return flight and interim trips at the same time you make your reservations to come to NCED. Your Student~~ transportation must be in accordance with Handbook F-15, Travel and Relocation. Make return reservations for flights leaving no earlier than 3 hours after the class ending time shown in your confirmation letter. ~~You must notify your office in advance if you need to change your travel plans.~~ Overnight accommodations are provided at NCED for the last day of class if travel is not possible for that day.

### Hotel Information

~~The hotel at the NCED Conference Center is located at:~~

~~2801 East State Highway 9  
Norman, Oklahoma 73071.  
405-447-9000~~

~~Callers can reach a student at the hotel directly by dialing 405-447-9000, Ext. 0. An automated attendant will answer and prompt callers to dial the room number. In the event of an emergency during class hours, callers may call NCED Security at 405-366-4411.~~



### Shuttle Service

The NCED shuttle service at the Oklahoma City airport is the authorized means of transportation to NCED. ~~Currently, shuttle service is for airport arrivals and departures only. Shuttle departures to and from the airport are based strictly on reservations. Review this information before you reserve the NCED shuttle:~~

~~**Reservations.** You ~~All~~ shuttle reservations must be made online and at least 48 hours before your arrival at the airport by going to <http://ncedtransport.questionpro.com>.~~

~~**Departures.** Shuttle departures to and from the airport are based strictly on reservations.~~

- ~~• **Fare.** The fare is \$30 per person each way.~~
- ~~• **Children's car seats.** Children under 6 must be in a car seat, and children 6-12 must be belted in the seat restraint. NCED does not provide car seats; you must provide your own.~~
- **Special accommodations.** Students who require transportation accommodations due to a disability must notify the NCED Front Desk at 405-447-9000, Ext. 0 or [nced-frontdesk@aramark.com](mailto:nced-frontdesk@aramark.com) at least 14 days in advance of their arrival date.

To locate the NCED shuttle at the airport:

- Go to the lower level of the terminal and exit from the baggage area;
- Look for the shuttles in the Courtesy Van section. You will see "**NCED Conference Center**" clearly marked on the sides, front, and back of the vehicles.

### Travel Expenses

~~All costs for authorized student travel and per diem, including travel advances, are funded through the student's home office in accordance with Handbook F-15. The following applies to travel expenses:~~

~~All costs for authorized student travel and per diem, including travel advances, are funded through your home office in accordance with Handbook F-15.~~

~~When traveling on official business, you represent the Postal Service, and you are expected to perform your duties in a professional manner.~~

~~You must abide by travel regulations as outlined in Handbook F-15.~~

~~Student housing is furnished by the hotel at NCED and incorporated in the cost of training.~~

~~Other authorized travel expenses are claimed with your travel voucher in eTravel at the conclusion of your training or on a predetermined schedule.~~

### Travel Delay Procedures

~~If you experience a travel delay that prevents you from arriving on your check-in date, you must:~~

~~• Call the hotel front desk at 405-447-9000, Ext. 0 to report your situation.~~

~~• Notify your home office of the situation.~~

~~If you are stranded or delayed due to flight cancellations, weather conditions, or other travel delays that prevent you from arriving when your class at NCED begins, you must adhere to the following guidelines:~~

<del>If the class is...</del>	<del>and you will...</del>	<del>You must...</del>
<del>1 week (5 days) or less</del>	<del>not make the "begin time" of class on the first day</del>	<del>plan to return home.</del>
<del>longer than 1 week (5 days)</del>	<del>arrive in time to make the "begin time" on the second day of class</del>	<del>continue your trip to NCED.</del>
<del>longer than 1 week (5 days)</del>	<del>not make the "begin time" of class on the second day of class</del>	<del>plan to return home.</del>

### Parking for Student Vehicles

The following applies to students parking vehicles at NCED:

- Your vehicle is your responsibility.
- Vehicles and their contents are subject to Postal Service rules and regulations, including inspection when entering, leaving, or while parked within the campus area.

- Recreational vehicles, travel trailers, enclosed trailers, towing trailers, and boats are permitted to park on the premises in the gravel overflow parking lot.
- All vehicles on NCED property, whether driven or towed, must have a license plate and current registration.
- All vehicle repairs or maintenance on NCED property must be pre-approved using the "Request for Approval" form, which is available at the hotel Front Desk or NCED Security.

## **WHAT TO BRING**

### **Student Personal Protective Equipment (PPE)**

The following applies to NCED PPE requirements:

You must bring the appropriate PPE if it is required for the course you are attending.

Look for course requirements in the course description in the HERO Course Catalog.

If you do not bring appropriate PPE to NCED and your course requires it, you may be sent home.

For NCED PPE requirements, click on the following link:

[https://nced.usps.gov/documents/pdf/Electrical Work Plan Requirements at NCED.pdf](https://nced.usps.gov/documents/pdf/Electrical_Work_Plan_Requirements_at_NCED.pdf)

### **Student Dress Code**

The following dress code applies at NCED:

This is a professional training environment, and you are expected to dress appropriately for class.

Neat, clean jeans or slacks and appropriate t-shirts or collared shirts are acceptable.

All students are required to wear shoes and clothing appropriate for the course they are in, as described in Handbook EL-814, Postal Employee's Guide to Safety, section IV.A.

T-shirts with unprofessional, political, derogatory, or any other slogans or content deemed inappropriate for Postal Service work may not be worn anywhere in the facility.



~~Sandals, jogging suits, sweatsuits, shorts, and tank tops or halter tops are prohibited in the classroom. This list is not exhaustive.~~

~~See the Fitness and Recreation Dress Code on page 10.~~

## HOUSINGHOTEL ACCOMMODATIONS



### Hotel Information

The hotel at the NCED Conference Center is located at:

2801 East State Highway 9  
Norman, Oklahoma 73071  
405-447-9000

### Check-In and Check-Out

Check-in and check-out at the hotel are as follows:

- Hotel check-in time is 4 p.m.; check-out time is 11 a.m.
- If you arrive earlier than 4 p.m. or stay later than 11 a.m., you may store your luggage at the NCED Front Desk, until your check-in time.
- You may not check in at the hotel the day before their official travel day or stay over additional nights without approval from your manager. Send your manager's approval to the NCED Registrar's Office at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov).
- If you arrive early, stay over, or leave late for personal convenience without approval from your manager, you will be responsible for paying the cost of the room, including tax, for these additional nights. You must pay at check-in either by cash or credit card.
- Check-out time is 11 a.m. on the day of departure. If needed, you may store your luggage at the NCED Front Desk after you check out.

### Credit and Personal Checks for Incidental Charges

The following applies to having a payment on file for incidental charges:

- When you check-in/register, a credit card imprint (American Express, Discover, VISA, MasterCard, or Diner's Club) is requested for incidental charges.
- If credit card information is not on your reservation, you must pay cash in advance for round trip shuttle charges at check-in. Personal checks are not accepted. Cash is accepted for payment. An ATM is available near the hotel lobby.

### Visitor Policy

The visitor policy is as follows at NCED:

The NCED campus is open to visitors.

Use of fitness facilities is limited to guests staying in the hotel or those with fitness center memberships.

You may purchase a day pass to fitness facilities for a visitor not staying in the hotel.

You cannot take visitors into the learning centers without first checking them in with the Security Office in the Main Learning Center.

### Smoking Policy

The smoking policy at NCED is as follows:

To comply with Postal Service policy, smoking is strictly prohibited in all NCED facilities. Smoking is defined by the Employee and Labor Relations Manual (ELM), section 880, Smoking, to include lighted or activated electronic cigarettes, cigars, pipes or other smoking devices.

Smoking is confined to designated smoking areas.

USPS® students who do not comply with the smoking policy may be subject to the disciplinary procedures as outlined in ELM section 650, Nonbargaining Disciplinary, Grievance, and Appeal Procedures, or Article 16 of the applicable National Agreement. The hotel will also charge USPS students a cleaning fee if evidence of smoking is found in their guestroom.

Lighting candles, incense, or any other flammable material is not permitted in any training building or in the hotel, including guestrooms.

### Alcohol

The alcohol policy at NCED is as follows:

Alcohol purchased off campus is not permitted in the first-floor dining area, lobby, grounds, or public corridors of the hotel.

Only alcohol purchased in the lounge (GP405) and contained in a soft container may be carried into the following designated areas: the GP405, the billiard room, the courtyards, and the pool area.

Contact the NCED Front Desk for current hours of operation.

### Refrigerators and Specialized Supplies

To get a refrigerator or specialized supplies:

The Health Clinic offers specialized medical supplies such as refrigerators and bio-hazard containers for student guestroom use.

You Student's supervisor must make specialized arrangements through your supervisor before prior to arrival at NCED by contacting the NCED Front Desk at 405-447-9000.

The Health Clinic requires medication verification to issue refrigerators to ensure refrigerators are reserved only for employees with medical needs. Refrigerators are not allowed in guest rooms except for medical purposes.

All students are required to dispose of needles and items soiled with blood in a bio-hazard container. The biohazard container must be returned to the Health Clinic before the student's departure from NCED.

### Family Members

#### Family Members

The following applies to bringing family members to NCED:

- Your family members may stay in the hotel. You are responsible for room upgrade fees.
- Due to fire safety regulations, a maximum of 2 people, including yourself (the USPS student), can stay in your guestroom.
- You must pre-register your family members at least 1 week in advance with the NCED Front Desk, either in person or by contacting 405-447-9000, Ext. 0 or [nced-frontdesk@aramark.com](mailto:nced-frontdesk@aramark.com). You must make reservations at least 1 week in advance of the family members' arrival and give arrival and departure dates.
- Upgrade room fees are due at check in, and you must pay with cash or credit card. Family members are responsible for their own meals, but if you are using a credit card, you may charge family members' meals to the room and pay for those meals at check-out.

- If more than one person accompanies you, you must upgrade to a classic queen suite.
- If you are an employee on extended duty or training assignments and you would rather have your spouse accompany or visit you rather than take intermediate trips home, the Postal Service will pay the round-trip fare for the spouse, in accordance with Handbook F-15 section 2-2.1.5.3, Spouses of Postal Service Employees.
- If you are a bargaining unit employee, make travel arrangements for the spouse through the GTA if the employee does not have an individually billed government travel card. However, the approving official must approve the spouse's travel and the use of the GTA before the assignment begins. An additional room charge will be applied in addition to any charges for the spouse. (See F-15 section 9-7.1.1).
- NCED welcomes children under the age of 18 to stay at the hotel. All children under 18 must always be accompanied by an adult. USPS students are responsible for the conduct of family members (adults and children) who accompany them to NCED.

### Pets and Service Animals

#### Pets and Service Animals

- Pets are not permitted on campus.
- If you require a service animal, your manager must notify the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4 weeks prior to your arrival. Service animals must be accompanied at all times while on campus, including in your guestroom.

### Personal Appliances are Prohibited

The following applies to food and personal appliances in guestrooms:

- Personal appliances are not permitted in guestrooms.
- Students must not prepare food using personal appliances, such as personal coffee pots, hot plates, George Foreman grills, microwave ovens, or mini refrigerators.

If you are found to have personal appliances in your guestroom:

1. You will be issued a warning to remove it within 24 hours.
2. If you do not remove the appliance after 24 hours, you will be denied key access to the room.
3. You will require Security to gain access to the room, and the appliance will be removed by Security. The appliance will be stored until your check-out date.
4. 3 Squares Eatery provides an all you can eat buffet and is dine-in only!

### ~~The pet policy at NCED is as follows:~~

~~Pets are not permitted inside or on the surrounding grounds of the training buildings or hotel.~~

~~If you required a service animal, your manager must notify the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) Front Desk at 405-447-9000, Ext. 0 at least 42 weeks prior to before your arrival. Service animals must be accompanied at all times while on campus and not be left unattended anywhere in the NCED Conference Center and Hotel, including in your guestroom, including in your guestroom.~~

## SERVICES AVAILABLE

### Dining Services

Part of the 2021–2024 National Agreement with the American Postal Workers Union (APWU) provides for full per diem for students attending training at NCED. Effective November 7, 2022, the following apply to the food service at the NCED housing facility:

- All locations accept cash, credit/debit and Apple Pay. For fastest service, credit/debit and Apple Pay options are encouraged.

There are several dining options available:

- 3 Squares Eatery, Hotel Building – Restaurant – Dine-In Only – Breakfast, Lunch and Dinner
- GP 405, Hotel Building – Bar and Lounge – Dinner Only
- Gift Shop – Hotel Building – Starbucks; Grab and Go - Breakfast, Lunch and Dinner
- Pony Express - Main Learning Center – Grab and Go marketplace – Breakfast and Lunch
- Vending machines with snacks and beverages are also located throughout the property. – 24/7
- Food delivery services are not permitted to deliver directly to your guest room. Meet drivers in the hotel lobby to retrieve food. Outside food deliveries cannot be consumed in 3 Squares Eatery or GP 405 dining areas.
- All patrons must pay before entering 3 Squares Eatery (not at the exit).
- Buffet style, all you care to eat, dine-in restaurant.
- Open daily.
- GP 405, Hotel Building – Bar and Lounge
- Dine in, a la carte service.
- Dinner service only.
- Starbucks Gift Shop, Hotel Building
- Coffee, grab and go snacks, sandwiches, salads and beverages.
- Open every day for breakfast, lunch, and dinner.
- Pony Express, Main Learning Center – Grab and Go marketplace
- Salads, sandwiches, snacks, pastries, frozen items, bottled beverages and coffee.
- Open Monday–Friday for breakfast and lunch only.
- Vending machines with snacks and beverages are also located throughout the property.
- Food delivery services are not permitted to deliver directly to your guest room. When placing an order:
  - Instruct the driver to call you when arriving on the property.
  - Meet the driver in the hotel lobby to retrieve your food.
- Drivers may not leave your delivery with the NCED Front Desk. Outside food deliveries cannot be consumed in 3 Squares Eatery or GP 405 dining areas.

For current hours of operation, please visit our website at <https://cc.nced.com/dining.html>.

**Personal Appliances in Guestrooms Prohibited**

The following applies to food and personal appliances in guestrooms:

Personal appliances are not permitted in guestrooms.

Because of extensive food service capability and other safety and health concerns, you must not prepare food using personal appliances, such as personal coffee pots, or hot plates, George Foreman grills, microwave ovens, or mini refrigerators. The personal appliances are not permitted in guestrooms.

For health and sanitation reasons, guests are not permitted to take food from the 3 Squares Eatery to the guestrooms. In support of this policy, the dining areas do not stock carry-out containers.

If you are found to have personal appliances in your guestroom:

You will be issued a warning to remove it within 24 hours.

If you do not remove the appliance after 24 hours, you will be denied key access to the room.

You will require Security to gain access to the room, and the appliance will be removed by Security.

The appliance will be stored until your check-out date.

3 Squares Eatery provides an all you can eat buffet and is dine-in only!

**Medical Services**

Medical Services are available as follows:

- A nurse is available at the hotel at no charge.
- Other medical services are available at nearby Norman Regional Hospital and several Urgent Care facilities, nearby Classen Urgent Care or East Norman Urgent Care Clinics.
- You must pay for external medical services at the time of treatment. Charges may or may not be covered by insurance.
- ~~Transportation to medical facilities is your responsibility at your expense, and a list of taxi services is available from the front desk or the Medical Clinic. Transportation is provided only in cases of extreme emergency via ambulance.~~
- ~~Fitness and Recreation~~
- ~~The following apply to fitness and recreation at NCED:~~
- ~~You must wear appropriate exercise clothing if you are using the Recreation and Fitness facilities.~~
- ~~You must wear shirts and rubber-soled shoes in all areas of the NCED Ultimate Fitness Center.~~
- ~~You are prohibited from wearing swimwear of any kind in any of the training and dining facilities.~~
- ~~You must wear swimsuits or shorts when you are in whirlpools and saunas.~~
- ~~See the NCED Front Desk for updated hours of operation.~~
- ~~If you want to use any area of the NCED Ultimate the Fitness Center, you must get a wristband from the check-out counter.~~
- ~~The pool is seasonal and may or may not be available during your stay.~~
- 
- The Health Clinic offers specialized medical supplies such as refrigerators and bio-hazard containers for student guestroom use.
- The Health Clinic requires medication verification to issue refrigerators to ensure refrigerators are reserved only for employees with medical needs. Refrigerators are not allowed in guest rooms except for medical purposes.
- All students are required to dispose of needles and items soiled with blood in a bio-hazard container. The biohazard container must be returned to the Health Clinic before the student's departure from NCED.

**Reasonable Accommodations**

If you need reasonable accommodations during your stay at NCED:

- Reasonable accommodations are available for NCED students consistent with USPS policy.
- A student's manager must contact the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks prior to arrival at NCED to identify the accommodation in order to meet requirements.
- Students can request American Sign Language interpreter services for training classes by contacting NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks in advance.

- A Sorenson Video Relay Service (VRS) videophone is available in the hotel for use by students. Students can check out the remote control for this system from the NCED Front Desk.

## GENERAL INFORMATION

### Student Identification

While on the NCED campus, all students ~~and guests~~ are required to display photo identification on their person as follows:

- Your home-office ID is acceptable.
- If you do not have USPS ID badge, you must display your NCED hotel room key.
- If for personal reasons, you and your guests stay off-site and do not have either ID described above, you will be required to obtain a temporary ID badge from NCED Security.
- You must sign in all visitors at the NCED Front Desk.

### Reasonable Accommodations

~~If you need reasonable accommodations during your stay at NCED:~~

~~Reasonable accommodations are available for NCED students consistent with USPS policy.~~

~~A student's Youmanager must contact the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least your supervisor or manager 4–6 weeks before prior to arrival at NCED to identify the accommodation in order to meet requirements.~~

~~Your supervisor or manager must contact the NCED Registrar to identify the necessary accommodation so NCED can make arrangements for it.~~

~~Students can request American Sign Language interpreter services for training classes by contacting NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks in advance.~~

~~A Sorenson Video Relay Service (VRS) videophone is available in the hotel for use by students.~~

~~Students can check out the remote control for this system from the NCED Front Desk. Alcohol~~

### Policy

The alcohol policy at NCED is as follows:

- Alcohol purchased off campus is not permitted in the first-floor dining area, lobby, grounds, or public corridors of the hotel.
- Only alcohol purchased in the lounge (GP405) and contained in a soft container may be carried into the following designated areas: the GP405, the billiard room, the courtyards, and the pool area.

### Smoking Policy

The smoking policy at NCED is as follows:

- Smoking is confined to designated smoking areas.
- Lighting candles, incense, or any other flammable material is not permitted on campus.

### Lost Property

Neither the Postal Service nor the NCED Conference Center and Hotel will assume responsibility or accountability for lost items. If any personal property is lost during your stay, contact Hotel Loss Prevention at 405-447-9000 x1851.

### Alcohol and Drug Use

Here are more reminders about alcohol and drug use:

~~ELM-665.25, Postal Service Standards of Conduct, Illegal Drug Sale, Use or Possession, states that "the Postal Service will not tolerate the sale, possession, or use of illegal drugs, or the abuse of legal drugs, while on duty or on postal premises. Employees found to be engaged in these activities are subject to discipline, including removal and/or criminal prosecution where appropriate."~~

~~It is illegal to transport an open alcoholic beverage container in the passenger compartment of any vehicle.~~

~~This includes beer, wine and liquor. Oklahoma vigorously enforces this law.~~

~~Any possession, use and sale of marijuana remains illegal under federal law and prohibited by USPS policy.~~

### Possession of Weapons

~~Here is information about possessing firearms or other dangerous weapons:~~

~~Possessing a firearm or other dangerous weapon in a federal facility for other than official purposes, causing such a weapon to be present, or attempting to do so are punishable by a fine, imprisonment for up to 1 year,~~



~~or both. If the prohibited weapon is intended to be used to commit a crime, the penalty is an increased fine, imprisonment for up to 5 years, or both. See Title 18, United States Code, Section 930.~~

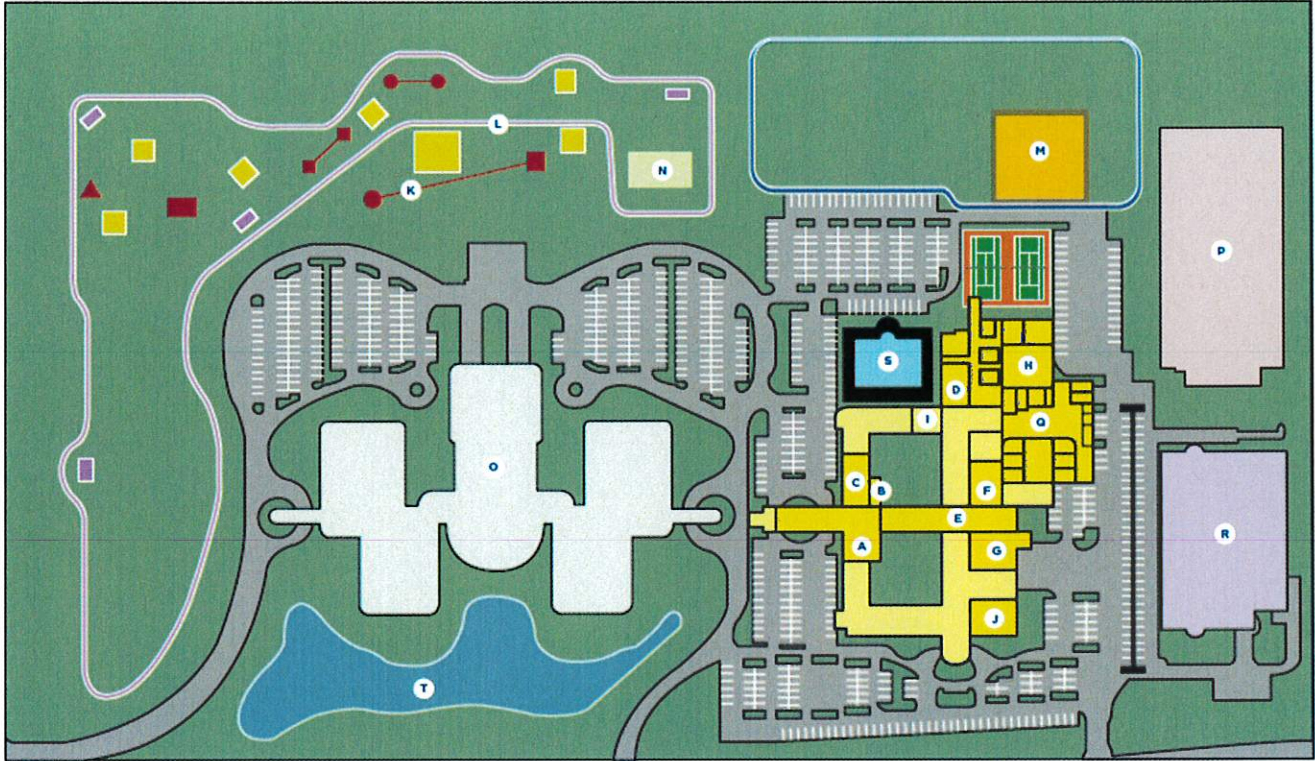
~~No person on U.S. Postal Service property may carry or store firearms, explosives or other dangerous or deadly weapons, either openly or concealed, except for official purposes. See Title 39, Code of Federal Regulations, Section 232.1.~~

~~Except for employees authorized by the chief postal inspector or the inspector general, USPS employees are prohibited from possessing, carrying, or storing firearms while on duty, either on or off USPS property, and at any time on or within USPS property. See Administrative Support Manual section 276.22.~~

~~Report all firearms violations immediately to the United States Postal Inspection Service.~~

We hope you find this Pre-Arrival Guide helpful and look forward to your upcoming training at the National Center for Employee Development.—

**PROPERTY MAP**



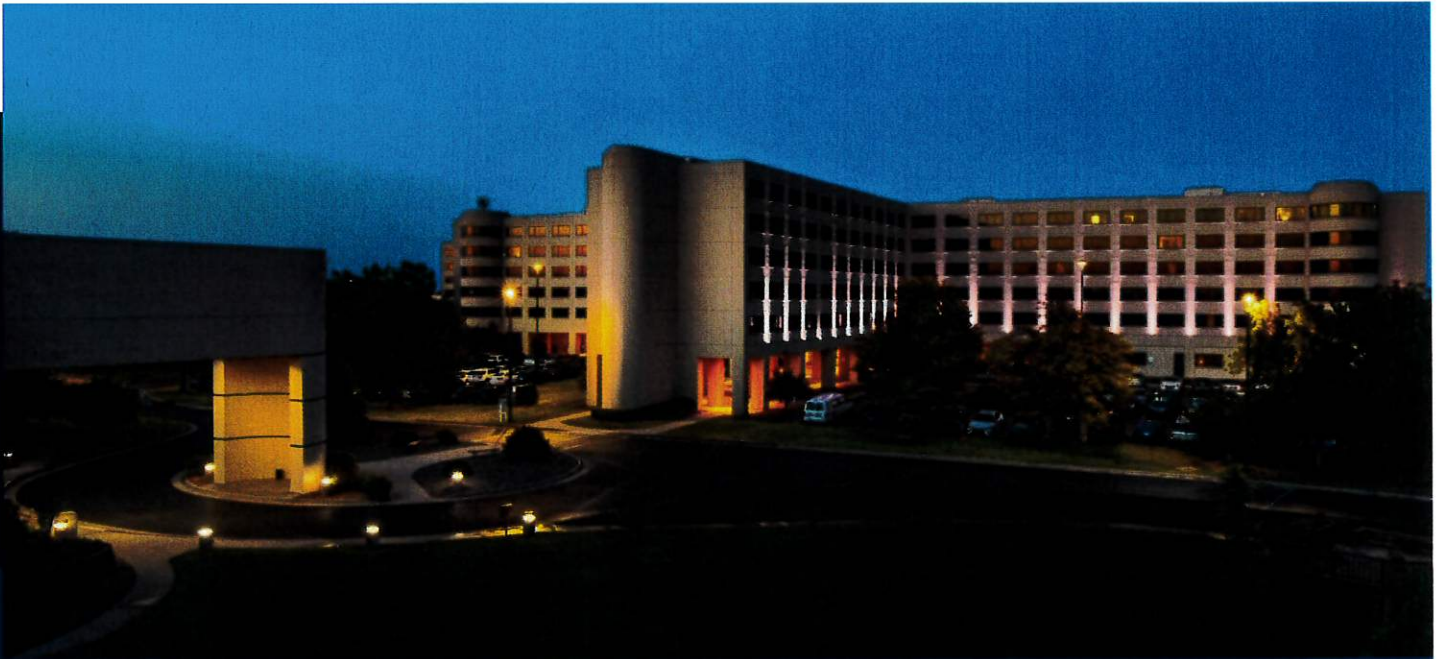
**MAP KEY**

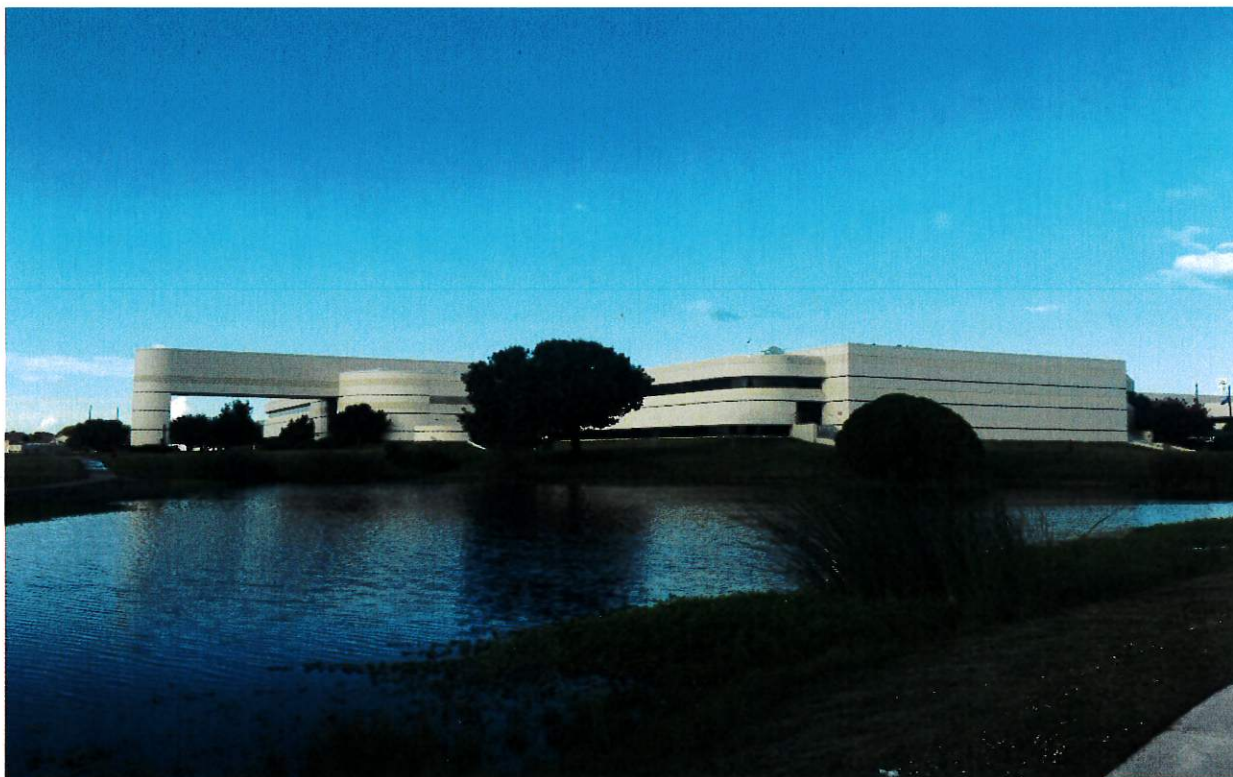
A / Hotel Lobby	E / 3 Squares Eatery	I / Billiards Room	M / NGDV Center	Q / Main Ballroom
B / Front Desk	F / GP 405	J / Clinic	N / Horseshoes/Volleyball	R / Preston Center
C / Gift Shop/Starbucks	G / Business Center	K / Ropes Course	O / Main Learning Center	S / Swimming Pool
D / Fitness Center	H / Basketball Gym	L / Jogging Trail	P / Franklin Center	T / Pond/Walking Path

# United States Postal Service®



Hotel website: <http://cc.nced.com>





**Welcome to the National Center for Employee Development!**

We are pleased you will be attending training at the National Center for Employee Development (NCED) and hope you are looking forward to this opportunity to expand your knowledge and skills.

This guide is to provide you with useful information before you arrive at NCED and throughout the duration of your stay with us!

Our all-inclusive learning complex combines classrooms, labs, conferencing, housing, food, fitness, and health facilities in an educational campus setting.

---

**WHAT TO BRING ..... 3**

Student Personal Protective Equipment (PPE) 3

**TRANSPORTATION ..... 3**

Travel Expenses 3

Planning Your Trip and Reservations 3

Shuttle Service 3

Parking for Student Vehicles 4

**HOTEL ACCOMMODATIONS ..... 4**

Hotel Information 4

Check-In and Check-Out 5

Incidental Charges 5

Family Members 5

Pets and Service Animals 5

Personal Appliances are Prohibited 5

**SERVICES AVAILABLE ..... 6**

Dining Services 6

Medical Services 6

Reasonable Accommodations 7

**GENERAL INFORMATION ..... 7**

Student Identification 7

Alcohol Policy 7

Smoking Policy 7

Lost Property 8

**PROPERTY MAP ..... 9**

---

## WHAT TO BRING

### Student Personal Protective Equipment (PPE)

The following applies to NCED PPE requirements:

- You must bring the appropriate PPE if it is required for the course you are attending.
- Look for course requirements in the course description in the course catalog available through the learning management system (also known as HERO).
- If you do not bring appropriate PPE to NCED and your course requires it, you may be sent home.

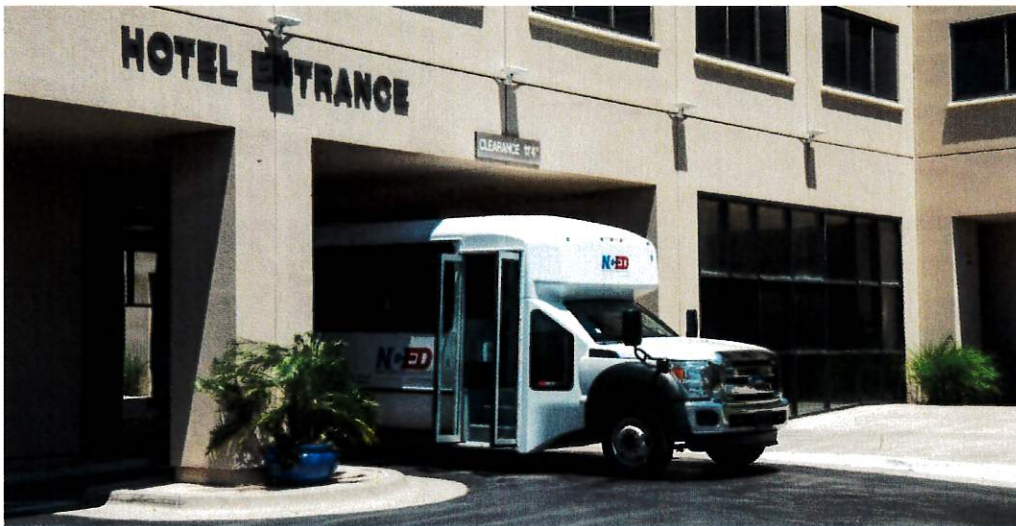
## TRANSPORTATION

### Travel Expenses

- All costs for authorized student travel and per diem, including travel advances, are funded through the student's home office in accordance with Handbook F-15.
- Student housing is furnished by the hotel at NCED and incorporated in the cost of training.

### Planning Your Trip and Reservations

Student transportation must be in accordance with Handbook F-15, Travel and Relocation. Make return reservations for flights leaving no earlier than 3 hours after the class ending time shown in your confirmation letter. Overnight accommodations are provided at NCED for the last day of class if travel is not possible for that day.



### Shuttle Service

The NCED shuttle service at the Will Rogers World Airport in Oklahoma City is the authorized means of transportation to NCED. Shuttle departures to and from the airport are based strictly on reservations. All shuttle reservations must be made online and at least 48 hours before your arrival at the airport by going to

<http://ncedtransport.questionpro.com>. Students who require transportation accommodations due to a disability must notify the NCED Front Desk at 405-447-9000 or [nced-frontdesk@aramark.com](mailto:nced-frontdesk@aramark.com) at least 14 days in advance of their arrival date.

To locate the NCED shuttle at the airport:

- Go to the lower level of the terminal and exit from the baggage area.
- Look for the shuttles in the Courtesy Van section. You will see **“NCED Conference Center”** clearly marked on the sides, front, and back of the vehicles.

### Parking for Student Vehicles

The following applies to students parking vehicles at NCED:

- Your vehicle is your responsibility.
- Vehicles and their contents are subject to Postal Service rules and regulations, including inspection when entering, leaving, or while parked within the campus area.
- Recreational vehicles, travel trailers, enclosed trailers, towing trailers, and boats are permitted to park on the premises in the gravel overflow parking lot.
- All vehicles on NCED property, whether driven or towed, must have a license plate and current registration.
- All vehicle repairs or maintenance on NCED property must be pre-approved using the “Request for Approval” form, which is available at the hotel Front Desk or NCED Security.

## HOTEL ACCOMMODATIONS



### Hotel Information

The hotel at the NCED Conference Center is located at:

2801 East State Highway 9  
Norman, Oklahoma 73071  
405-447-9000



---

### Check-In and Check-Out

Check-in and check-out at the hotel are as follows:

- Hotel check-in time is 4 p.m.; check-out time is 11 a.m.
- If you arrive earlier than 4 p.m. or stay later than 11 a.m., you may store your luggage at the NCED Front Desk.
- You may not check in at the hotel the day before your official travel day or stay over additional nights without approval from your manager. Send your manager's approval to the NCED Registrar's Office at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov).
- If you arrive early, stay over, or leave late for personal convenience without approval from your manager, you will be responsible for paying the cost of the room.

### Incidental Charges

The following applies to having a payment on file for incidental charges:

- When you check-in, a credit card imprint (American Express, Discover, VISA, MasterCard, or Diner's Club) is requested for incidental charges.
- If credit card information is not on your reservation, you must pay cash in advance for round trip shuttle charges at check-in. Personal checks are not accepted. Cash is accepted for payment. An ATM is available near the hotel lobby.

### Family Members

The following applies to bringing family members to NCED:

- Your family members may stay in the hotel. You are responsible for costs associated with room upgrade fees, if applicable.
- Due to fire safety regulations, a maximum of 2 people including yourself (the USPS student) can stay in your guestroom.
- You must pre-register your family members at least 1 week in advance with the NCED Front Desk, by contacting 405-447-9000 or [nced-frontdesk@aramark.com](mailto:nced-frontdesk@aramark.com).
- If more than one person accompanies you, you must upgrade to a classic queen suite.
- All children under 18 must be accompanied by an adult at all times while on campus.

### Pets and Service Animals

- Pets are not permitted on campus.
- If you require a service animal, your manager must notify the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) prior to your arrival. Service animals must be accompanied at all times while on campus, including in your guestroom.

### Personal Appliances are Prohibited

The following applies to food and personal appliances in guestrooms:

- Personal appliances are not permitted in guestrooms.

- Students must not prepare food using personal appliances, such as personal coffee pots, hot plates, George Foreman grills, microwave ovens, or mini refrigerators.

If you are found to have personal appliances in your guestroom:

- You will be issued a warning to remove it within 24 hours.
- If you do not remove the appliance after 24 hours, you will be denied key access to the room.
- You will require Security to regain access to the room, and the appliance will be removed by Security. The appliance will be stored until your check-out date.

## SERVICES AVAILABLE

### Dining Services

Part of the 2021–2024 National Agreement with the American Postal Workers Union (APWU) provides for full per diem for students attending training at NCED. Effective November 7, 2022, the following apply to the food service at the NCED housing facility:

- All locations accept cash, credit/debit and Apple Pay. For fastest service, credit/debit and Apple Pay options are encouraged.

There are several dining options available:

- **3 Squares Eatery**, Hotel Building – Restaurant – Dine-In Only – Breakfast, Lunch and Dinner
- To view the Menu: <https://nced.aramarkcafe.com/LocationsAndMenus/3SquaresEatery>
- **GP 405**, Hotel Building – Bar and Lounge – Dinner Only
- **Gift Shop** – Hotel Building – Starbucks; Grab and Go - Breakfast, Lunch and Dinner
- **Pony Express** - Main Learning Center – Grab and Go marketplace – Breakfast and Lunch
- **Vending machines** with snacks and beverages are also located throughout the property. – 24/7
- **Food delivery services** are not permitted to deliver directly to your guest room. Meet drivers in the hotel lobby to retrieve food. Outside food deliveries cannot be consumed in 3 Squares Eatery or GP 405 dining areas.

For current hours of operation, please visit our website at <https://cc.nced.com/dining.html>.

### Medical Services

Medical Services are available as follows:

- A nurse is available at the hotel at no charge. Monday – Friday from 8am – 5pm
- Other medical services are available at nearby Norman Regional Hospital and several Urgent Care facilities.
- You must pay for external medical services at the time of treatment. Charges may or may not be covered by insurance.

- Transportation to medical facilities is your responsibility at your expense, and a list of taxi services is available from the front desk or the Medical Clinic. Transportation is provided only in cases of extreme emergency via ambulance.
- The Health Clinic offers specialized medical supplies such as refrigerators and biohazard containers for student guestroom use. Medical verification, from a doctor, is required for the Health Clinic to issue refrigerators since refrigerators are not allowed in guest rooms except for medical purposes.
- All students are required to dispose of needles and items soiled with blood in a biohazard container. The biohazard container must be returned to the Health Clinic before the student's departure from NCED.

### Reasonable Accommodations

If you need reasonable accommodations during your stay at NCED:

- Reasonable accommodations are available for NCED students consistent with USPS policy.
- A student's manager must contact the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks prior to arrival at NCED to identify the accommodation in order to meet requirements.
- Students can request American Sign Language interpreter services for training classes by contacting NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks in advance.
- A Sorenson Video Relay Service (VRS) videophone is available in the hotel for use by students. Students can check out the remote control for this system from the NCED Front Desk.

## GENERAL INFORMATION

### Student Identification

While on the NCED campus, all students are required to display photo identification on their person as follows:

- Your home-office ID is acceptable.
- If you do not have a USPS ID badge, you must display your NCED hotel room key.
- If, for personal reasons, you and your guests stay off-site and do not have either ID described above, you will be required to obtain a temporary ID badge from NCED Security.
- You must sign in all visitors at the NCED Front Desk.

### Alcohol Policy

The alcohol policy at NCED is as follows:

- Alcohol purchased off campus is not permitted in the first-floor dining area, lobby, grounds, or public corridors of the hotel.
- Only alcohol purchased in the lounge (GP405) and contained in a soft container may be carried into the following designated areas: the GP405, the billiard room, the courtyards, and the pool area.

### Smoking Policy

The smoking policy at NCED is as follows:

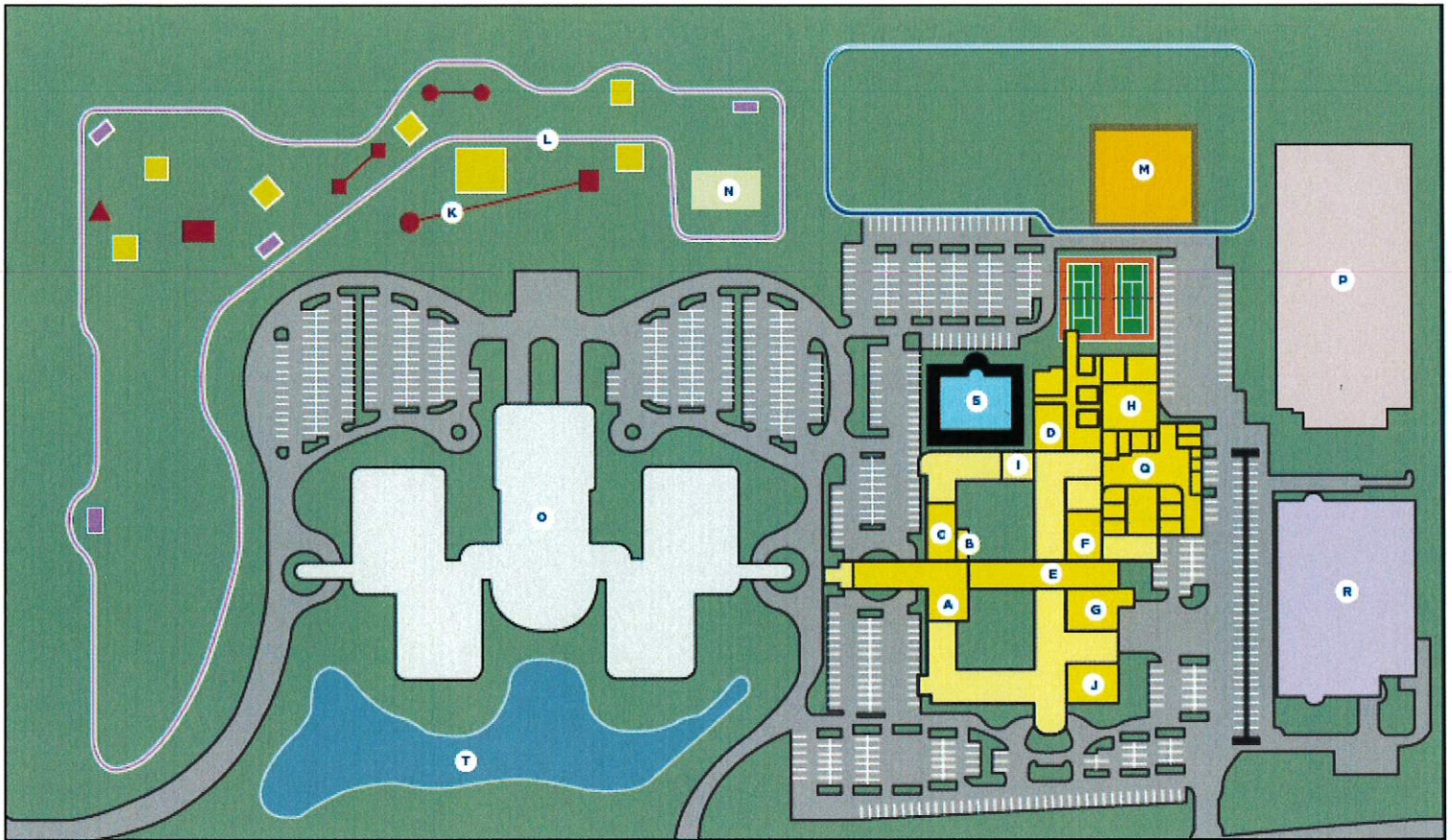
- Smoking is confined to designated smoking areas.
- Lighting candles, incense, or any other flammable material is not permitted on campus.

**Lost Property**

Neither the Postal Service nor the NCED Conference Center and Hotel will assume responsibility or accountability for lost items. If any personal property is lost during your stay, contact Hotel Loss Prevention at 405-447-9000 x1851.

We hope you find this Pre-Arrival Guide helpful and look forward to your upcoming training at the National Center for Employee Development.

## PROPERTY MAP



### MAP KEY

A / Hotel Lobby	E / 3 Squares Eatery	I / Billiards Room	M / NGDV Center	Q / Main Ballroom
B / Front Desk	F / GP 405	J / Clinic	N / Horseshoes/Volleyball	R / Preston Center
C / Gift Shop/Starbucks	G / Business Center	K / Ropes Course	O / Main Learning Center	S / Swimming Pool
D / Fitness Center	H / Basketball Gym	L / Jogging Trail	P / Franklin Center	T / Pond/Walking Path