

September 20, 2019

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7018 0360 0001 9950 9718

Dear Brian:

As a matter of general interest, the Postal Service is revising the National Center for Employee Development (NCED) document titled, *Pre-Arrival Information for Postal Students*.

The changes update information regarding the following:

- Shuttle prices
- Travel delay procedures
- Possession of weapons
- Dress code
- Sign language interpreter services
- Wildlife at NCED
- Charges for family members who visit students attending NCED
- Laundry and dry cleaning services
- Check cashing

Enclosed is a copy of the December 2018, Pre-Arrival Information for Postal Students and the updated version dated July 2019. Additionally, enclosed is a detailed listing of the specific revisions.

If you have any questions, please contact Jeffery Meadows at (304) 743-9436.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rickey R. Dean".

 Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

SUMMARY OF REVISIONS TO THE 2018 PRE-ARRIVAL INFORMATION FOR POSTAL STUDENTS

ADDITIONS

1. Shuttle prices are \$22 per person each way for students who attend training offered through HERO. Postal employees who attend "group" training events pay what is negotiated between the USPS meeting planner and the hotel, typically \$27 plus tax per person each way. Family members pay \$27 plus tax per person each way. (p. 2)
2. Travel delays must be reported to the hotel ASAP. (p. 3)
3. Personal Protective Equipment (PPE) requirements link added (p. 4)
4. Weapons not allowed on campus include but not limited to self-defense aerosols (i.e., mace, pepper spray, etc.) (p. 4)
5. T-shirts with political slogans not allowed on campus (p. 4)
6. Swimwear of any kind not permitted in any training or dining facility. (p. 4)
7. Not permitted – lighting candles, incense, or any other flammable material (p. 6)
8. Reminder that students are at NCED for training. They are responsible for family members' conduct. Babysitting is not available. (p. 8)
9. Hearing impaired students who need sign language interpreter service must contact Student Services 4 weeks in advance to schedule. (p. 8)
10. Change machine location for washers and dryers. (p. 10)
11. Do not approach, feed, or tease the wildlife on NCED campus. (p. 13)

DELETIONS

12. Laundry and dry cleaning services no longer available.
13. Cashing checks at credit union. Credit Union is no longer located at NCED.

CHANGES

14. Family members.
 - "Spouse and children" changed to "Family members" (p. 7)
 - Meal plans for family members are no longer available. Meals at own cost. (p. 8)
 - In the classic queen room provided to student, only 1 additional person in room for \$10+tax per night. Fire safety regulations allow only 2 people per regular room. (p. 8)
 - More than 2 additional people, must upgrade to a classic queen suite at 40+tax per night (p. 8). Additional persons and upgrade charges are student responsibility (p. 7)
15. Hotel phone number for postal student reservations information is (405) 447-9000, Option 1. (p. 3, 7, 8)
16. "Church Attendance" changed to "Religious Services" (p. 13)

PRE-ARRIVAL
INFORMATION
FOR
STUDENTS
December 2018



Norman, Oklahoma 73071-1198

On The Internet: <http://nced.usps.gov>



We are pleased to know you will be attending training at NCED, and we hope you are looking forward to this opportunity to expand your level of knowledge and skill. Our all-inclusive learning complex combines classrooms, labs, conferencing, housing, food, fitness, and health facilities in an educational campus setting.

This brochure is designed to prepare you with information you might find useful prior to your arrival at NCED. It includes sections related to planning your transportation to the facility, what to bring with you, information regarding housing and services available to you, general information, and maps.

Students are to restrict the use of portable electronic devices (such as cell phones) to authorized break periods. They are not to use cell phones, check voice mail, view or take cell phone pictures, or send/receive text messages during class, lab, or testing. Portable electronic devices should be powered down and stored (i.e., in a pocket or purse) during class, lab, and testing. Unauthorized use of portable electronic devices during designated test times may result in a failing grade on that test. If a student believes the use of portable electronic devices is necessary for critical circumstances during testing, they must provide notification and explanation to the instructor prior to testing.



We want to ensure you are aware that NCED delivers training for non-postal clientele as well, and provides hotel and conferencing services that generate revenue for the United States Postal Service. As a guest of NCED, we ask that you remain respectful of all other NCED guests—whether postal or public—in an effort to ensure NCED is a place where all clientele can make the most of their experience and, in effect, maximize the benefits to the USPS.

We hope you find this Pre-Arrival Brochure helpful, and we look forward to your visit.

Postal students are required to adhere to the following policies located in *Poster 7, Rules and Regulations Governing Conduct on Postal Property*. **Individuals who do not comply with these policies will be subject to disciplinary procedures including notification of home office, immediate removal from training, and possible investigation by the Postal Inspection Service or Office of Inspector General.**



Rules and Regulations Governing Conduct on Postal Service Property

Applicability

These rules and regulations apply to all real property under the charge and control of the U.S. Postal Service®, to all tenant agencies, and to all persons entering in or on such property. These rules and regulations must be kept posted at a conspicuous place on all such property. These rules and regulations shall not apply to:

- a. Any portions of real property, owned or leased by the Postal Service™, that are leased or subleased by the Postal Service to private tenants for their exclusive use.
- b. With respect to restrictions on soliciting, electioneering, collecting debts, vending, advertising and posting or depositing literature on sidewalks along the street frontage of Postal Service property falling within the property lines of the Postal Service that are not physically distinguishable from adjacent municipal or other public sidewalks and any paved areas adjacent to such sidewalks that are not physically distinguishable from such sidewalks.

Inspection, Recording Presence

- a. Purses, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. However, items brought directly to a Postal Service facility's customer mailing acceptance area and deposited in the mail are not subject to inspection, except as provided by the *Administrative Support Manual*, section 274. A person arrested for violation of this section may be searched incident to that arrest.
- b. Vehicles and their contents brought into, while on, or being removed from restricted nonpublic areas are subject to inspection. A prominently displayed sign shall advise in advance that vehicles and their contents are subject to inspection when entering the restricted nonpublic area, while in the confines of the area, or when leaving the area. Persons entering these areas who object and refuse to consent to the inspection of the vehicle, its contents, or both may be denied entry; after entering the area without objection, consent shall be implied. A full search of a person and any vehicle driven or occupied by the person may accompany an arrest.
- c. Except as otherwise ordered, properties must be closed to the public after normal business hours. Properties also may be closed to the public in emergency situations and at such times as may be necessary for the orderly conduct of business. Admission to properties when closed to the public may be limited to authorized individuals who may be required to sign the register and display identification when requested by Security Force personnel or other authorized individuals.

General Restrictions

Preservation of Property

Improperly disposing of rubbish, spitting, creating any hazard to persons or things, throwing articles of any kind from a building, climbing upon the roof or any part of the building, or willfully destroying, damaging, or removing any property or any part thereof is prohibited.

Conformity with Signs and Directions

All persons in and on property shall comply with official signs of a prohibitory or directory nature and with the directions of Security Force personnel or other authorized individuals.

Specific Restrictions

Disturbances

Disorderly conduct, or conduct that creates loud and unusual noise, or which impedes entrance to or departure from Post Offices™ or otherwise obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public or employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on Postal Service property, is prohibited.

Gambling

Participating in games for money or other personal property, the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets is prohibited on postal premises. This does not apply to state lottery tickets at vending facilities operated by licensed blind persons where such lotteries are authorized by state law.

Alcoholic Beverages, Drugs, and Smoking

Anyone under the influence of alcohol or any drug that has been defined as a "controlled substance" may not enter Postal Service property or operate a motor vehicle on Postal Service property. The possession, sale, or use of any "controlled substance" (except when permitted by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on Postal Service premises is prohibited. The term "controlled substance" is defined in Title 21, *United States Code*, section 802. Smoking is prohibited in all Postal Service buildings and office space, including public lobbies.

Soliciting, Electioneering, Collecting Debts, Vending, and Advertising

Soliciting alms and contributions, campaigning for election to any public office, collecting private debts, commercial soliciting and vending, displaying or distributing commercial advertising, and collecting signatures on petitions, polls, or surveys (except as otherwise authorized by Postal Service regulations) are prohibited on Postal Service property. These prohibitions do not apply to the following:

- a. Commercial or nonprofit activities performed under contract with the Postal Service or pursuant to the provisions of the Randolph-Sheppard Act.
- b. Posting notices on employee bulletin boards as authorized by Title 39, *Code of Federal Regulations* (CFR) 243.2.
- c. The solicitation of U.S. Postal Service and other federal military or civilian personnel for contributions by recognized agencies as authorized by the *Manual on Fund Raising Within Federal Service*, issued under Executive Order 12353.

Tables, Chairs, Freestanding Signs or Structures

Except as part of authorized postal activities, no tables, chairs, freestanding signs or posters, structures, or furniture of any type may be placed in postal lobbies or on postal walkways, steps, plazas, lawns or landscaped areas, driveways, parking lots, or other exterior spaces.

Public Assembly and Public Address

Leafleting, distributing literature, picketing, and demonstrating by members of the public are prohibited in lobbies and other interior areas open to the public. Public assembly and public address, except when conducted or sponsored by the Postal Service, are prohibited in lobbies and other interior areas open to the public.

Depositing Literature

Depositing or posting of handbills, flyers, pamphlets, signs, posters, placards, or other literature (except official Postal Service and other governmental notices and announcements) on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on Postal Service premises is prohibited. This does not apply to the following:

- a. Posting notices on employee bulletin boards as authorized by 39 CFR 243.2.
- b. Interior space assigned to tenants for their exclusive use.
- c. Posting of notices by U.S. Government-related organizations.

Photographs for News, Advertising, or Commercial Purposes

Photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings except where prohibited by official signs or Security Force personnel or other authorized personnel or a federal court order or rule. Other photographs may be taken only with the permission of the local Postmaster or installation head.

Dogs and Other Animals

Dogs and other animals (except those used to assist persons with disabilities) must not be brought onto Postal Service property for other than official purposes.

Vehicular and Pedestrian Traffic

Drivers of all vehicles in or on Postal Service property must be in possession of a current and valid driver's license and vehicle registration, and the vehicle must display all current and valid tags and licenses required by the jurisdiction in which it is registered. Drivers who have had their privilege or license to drive suspended or revoked shall not drive any vehicle in or on Postal Service property during such period of suspension or revocation.

Drivers of all vehicles in or on Postal Service premises shall drive in a careful and safe manner at all times and shall comply with signals and directions of Security Force personnel, other authorized individuals, and all posted traffic signs.

Blocking of entrances, driveways, walks, loading platforms, or fire hydrants is prohibited.

Parking without authority, parking in unauthorized locations or in reserved locations, or parking continuously in excess of 18 hours without permission or contrary to the direction of posted signs is prohibited. Supplemental specific traffic directives may be issued by the Postmaster or installation head. When issued and posted, such directives shall have the same force and effect as if made a part hereof.

Voter Registration

Provided that all required conditions are met, voter registration may be conducted on Postal Service property only with the approval of the Postmaster or installation head. See 39 CFR 232.1(h)(4) for the conditions that apply to voter registration activities on Postal Service property.

Weapons and Explosives

Notwithstanding any other law, rule, or regulation, no person while on Postal Service property may carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, or store the same on Postal Service property, except for official purposes.

Nondiscrimination

No person entering on postal property shall be subjected to discrimination on the basis of race, color, sex, religion, national origin, or disability in using any of the facilities or services of a public nature provided by the U.S. Postal Service.

Penalties and Other Law

Alleged violations of these rules and regulations are heard, and the penalties prescribed herein are imposed, either in a federal district court or by a federal magistrate in accordance with applicable court rules. Individuals found guilty of violating these rules and regulations while on property under the charge and control of the Postal Service are subject to a fine as provided in 18 U.S.C. 3571 or imprisonment of not more than 30 days, or both. Nothing contained in these rules and regulations shall be construed to abrogate any other federal laws or regulations or any state or local laws and regulations applicable to any area in which the property is situated.

Enforcement

Security Force personnel will exercise the powers under 18 U.S.C. 3061(c)(2) and are responsible for enforcing the regulations in this notice in a manner that will protect U.S. Postal Service property. Postmasters or installation heads may, with the approval of the Chief Postal Inspector or designee, enter into agreements with State and local enforcement agencies to insure enforcement of the regulations in a manner that will protect U.S. Postal Service property. Postal Inspectors, Office of Inspector General Special Agents, and anyone designated by the Chief Postal Inspector may also enforce these regulations. Poster 7, August 2016
PSN 7690-03-000-9181

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This brochure may be downloaded from the Internet at
http://nced.usps.gov/pub/pre_arrv.pdf

To book “on line” airport shuttle reservations, go to
<http://ncedtransport.questionpro.com>

PLANNING TRANSPORTATION

Travel Expenses

All costs for authorized student travel and per diem, including travel advances, are funded through your home office in accordance with the *F-15 Travel Handbook*. When traveling on official business, you represent the Postal Service, and you are expected to perform your duties in a professional manner and with the same care and prudence as if you were traveling at your own expense. You are required to abide by travel regulations as outlined in the *F-15 Travel Handbook*. Student housing is furnished by the hotel at the National Center for Employee Development (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.

Planning Your Trip and Reservations

The postal employee's confirmation letter shows reporting date, course dates, and class hours while you are at NCED. Please note any special comments at the bottom of your confirmation letter. If you have not received a copy of your confirmation letter, contact your training/maintenance office to obtain a copy. Since class hours can change, you may want to log into HERO (My Learning, My Active Training, Training Details) to verify class hours.

Students may not check in at the hotel prior to 3:00 p.m. the day before their class starts or stay over additional nights without approval from their office management. Students arriving early, staying over, or leaving late for personal convenience without approval from their office will be responsible for payment of room rate, including tax, for those housing nights. This payment will be paid at check-in either by cash or credit card.

Reservations for your return flight and interim trips, if applicable, should be made at the same time you make your reservations to come to NCED. Reservations should be made in sufficient time to take advantage of airline discount fares, keeping in mind that you will not be allowed to leave class early. **(During your training, annual leave will not be approved for any reason.)** Return reservations should be made for flights leaving no earlier than 3 hours after the class ending time shown in your confirmation letter. You should notify your office in advance if you need to change your travel plans.

The hotel at the NCED Conference Center is located at 2801 East State Highway 9, Norman, Oklahoma 73071-1104. Callers can reach a student directly by dialing (405) 447-9000. An automated attendant will answer and prompt callers to dial the room number. During non-class hours the call will be transferred to voice mail. In the event of an emergency during class hours, callers may call NCED Security at (405) 366-4411 or NCED Student Services at (405) 366-4429.

Most students arrive at Will Rogers World Airport, Oklahoma City. If your baggage is missing upon arrival, file a claim with the airline before leaving the airport. Give the address referenced above so that your baggage can be delivered. Keep your baggage claim check until baggage has been received.

The NCED shuttle service at the Oklahoma City airport is the authorized means of transportation to NCED.

The postal student fare is \$22.00 each way. Drivers may neither solicit nor accept tips. Spouses and children traveling in a vehicle with a postal student will be charged the student rate. Spouses and children being transported in a vehicle without a postal student will be charged \$25 plus tax each way. Children ages 0-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.

All individuals are required to make shuttle reservations no less than 48 hours prior to arrival at the airport on-line by going to <http://ncedtransport.questionpro.com>. Shuttle departures from the airport will be based strictly on reservations (with no more than a 30-minute wait).

Physically-challenged students needing special transportation accommodations should notify Student Services (405) 366-4429 or NCEDStudentServices@usps.gov 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 located to your far left; the shuttles will be located in the Courtesy Van section. "NCED Conference Center" is displayed on the sides, front and back of the vehicles.

Postal students are expected to always use the least expensive form of transportation from the airport to Norman (*Handbook F-15, 8-1.1 Travel To and From the Terminal*). If it is necessary to use a taxi, obtain a receipt from the driver. Submit the receipt and your justification for use of a taxi with your travel voucher.

Travel Delay Procedures

Students who are stranded or delayed due to flight cancellations, weather conditions, etc., creating a delayed arrival to NCED must adhere to the following guidelines:

- If the class in which you are enrolled is one week (5 days) or less and you will not be in attendance at the "begin time" of class on the first day, you must make arrangements to return home.
- If the class is longer than one week (5 days) and you will arrive in time to report to class at "begin time" on the second day of class, you must continue your trip to Norman.

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- If you will not be able to report on time (begin time) the second day of a class longer than one week (5 days) you must make arrangements to return home.
 - **Every student experiencing a travel delay that prevents them from arriving on their check-in date must call the hotel Front Desk at 405-447-9000 to report their situation.**
 - They must also notify their home office of the situation.
 - Students should coordinate lodging requirements and travel plan changes with their home office as necessary.

Parking for Student Vehicles

Student vehicle parking is located on the north, south, and west sides of the hotel.

Note: Your vehicle is your responsibility. Neither USPS nor the NCED Conference Center and Hotel will assume responsibility for damage to vehicles parked on the NCED campus. Vehicles and their contents are subject to inspection when entering, leaving or while parked within the campus area. Entering into the campus area constitutes consent to vehicular inspection.

Recreational vehicles, travel trailers, enclosed trailers, towing trailers and boats are permitted to park on the premises. These types of vehicles must be parked in the gravel overflow parking lot located to the northwest of the hotel.

All vehicles on NCED property, whether driven or towed, must have a license plate and current registration.

All enclosed trailers are subject to be opened for inspection upon request.

All vehicle repairs or maintenance on NCED property must be pre-approved using the "Request for Approval" form, which can be found at the hotel Front Desk, NCED Security, or the Student Services Office.

Bicycles are not allowed inside the training buildings or the hotel. Outside bicycle racks are available around the hotel to secure your bicycle. NCED is not responsible for loss, theft, or damage, and long-term bicycle storage is not available at NCED.

PLANNING WHAT TO BRING

Student Personal Protective Equipment (PPE)

Students are required to bring the appropriate PPE needed for the course they are attending. This information is listed in the course description in the HERO Course Catalog. A student will be sent home if he/she does not bring appropriate PPE to NCED.

Possession of Weapons

Postal policy and federal law prohibit the possession of a firearm within postal installations. At NCED this includes housing, safe-deposit boxes, and personal vehicles parked on property owned or leased by the U. S. Postal Service. **Bringing, storing, or in any way possessing a firearm within postal installations is cause for immediate removal from postal employment without regard to past record or other elements of progressive discipline.** NCED also does not allow other weapons such as cross-bows or bows and arrows.

If you travel with a weapon, you are responsible for making arrangements with a gun range or storage facility to take custody of the weapon before entering onto postal property. Please be aware that storage facilities are limited and the Norman Police Department will not store weapons.

Student Dress

This is a professional training environment and you are encouraged to dress appropriately for class. Neat, clean jeans or slacks and appropriate t-shirts or collared shirts are acceptable. Women may wear dresses or skirts and blouses if compatible with their course environment. All students are required to wear shoes appropriate for the course they are in, as described in *EL-814, Postal Employee's Guide to Safety, Section IV.A.4.*

Shoes

- Wear appropriate work shoes, whether you walk many miles on a route or handle mail in the workroom. Wear shoes that are fully enclosed at the heels, toes, and sides, made of leather or a substantial synthetic material (canvas or nylon is not acceptable). The approved footwear for uniform program employees must have the SR/USA label. See ELM 939 for exceptions.
- To eliminate slips, trips, and falls, do not wear the following types of shoes on the workroom floor:
 - Heels more than 1 1/2 inches and soles more than 1/2 inch in height.
 - Spiked heels, regardless of height.
 - Open shoes (including open sides, toes, or heels) such as thongs or flip flops, sandals, mules, house slippers, clogs, wedgies, etc.
 - Heels with steel taps.
 - Shoes with cloth, nylon, or mesh-woven tops, such as tennis shoes, athletic or jogging shoes (except those with leather or leatherlike uppers), moccasins, etc.
 - Shoes no longer adequate because of disrepair.

T-shirts with unprofessional or derogatory slogans may not be worn **anywhere** in the facility. Sandals, jogging suits, sweat suits, shorts, and tank or halter tops may not be worn in the classroom.

Fitness and Recreation Dress Code

Appropriate exercise clothing is required of all persons using the Recreation and Fitness facilities. Shirts and rubber-soled shoes are mandatory.

Swimsuits or shorts are required in the whirlpools and saunas.

Credit

Upon registration, if you choose to be on a credit basis, a credit card imprint (American Express, Discover, VISA, MasterCard, or Diner's Club) will be requested for incidental charges. Credit card students may charge phone calls directly to their room. You must sign for the actual charges when you check out.

Cash

Students not wishing to be on a credit basis will be on a cash-only basis. Those who wish to pay on a cash-only basis will not have charging privileges.

Cashing Checks

No personal checks will be accepted. With proper identification (driver's license and a postal ID card) you may cash payroll checks, travel advance checks, savings bonds, and money orders in the Credit Union. You may also purchase money orders in the Credit Union at a cost of \$2.00 per \$1,000. The Credit Union is located in the Main Learning Center, Room C-131. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday, and closed on holidays. Traveler's checks (\$25 per student per day) may be cashed at the hotel Front Desk when the Credit Union is closed.

HOUSING

Reporting To Your Quarters

Arriving students should check in at the hotel Front Desk. If there is no reservation in your name and you are a substitute, please advise the Front Desk of the name of the person you are replacing. Also advise the Front Desk if you are a last-minute addition to the class.

If there is doubt about the class for which you are scheduled or the location of your housing, report to the hotel Front Desk for your guest room assignment. A class/facility schedule is provided with your key packet at check-in.

If you are a night student and request a specific room not on the floor/area designated for students attending night courses, or you are attending back to back classes and choose not to move to the designated "night" floor, it is possible that the floor will have noise by housekeepers during your normal sleeping time.

Check In and Check Out

Hotel check in time is 3:00 p.m. Students arriving earlier than 3:00 p.m. may store their luggage at the Front Desk until their check-in time. Only if a room is available, the student may be checked in prior to the official check-in time. Students may not check in at the hotel the day before their official travel day or stay over additional nights without approval from their office management. Students arriving early, staying over, or leaving late for personal convenience without approval from their office will be responsible for payment of room rate, including tax, for those additional nights. This payment will be paid at check-in either by cash or credit card. Check-out time is 11:00 a.m. on the day of departure. If needed, students may store their luggage at the Front Desk after they check out.

All guests will be required to show a photo ID at check-in.

Housing Policies

Housing is authorized for students for the final day of class. The hotel Front Desk must be notified any time you are not arriving on your scheduled check-in day or leaving the day after the final day of class. Check-out time for those remaining overnight is 11:00 a.m. on the day of departure.

Visitor Policies

The NCED campus is open to visitors; however, the use of the fitness facilities is limited to guests staying in the hotel or those with fitness center memberships. You may purchase a day pass for a visitor not staying in the hotel.

Visitors should not be taken into the learning centers without first checking them in with the Security Office in the Main Learning Center.

No-Smoking Policy

To protect the health of all students and staff and to comply with Postal Service policy, smoking is strictly prohibited in all NCED facilities. Smoking is defined as having a lighted or activated electronic cigar, cigarette, pipe, or other smoking material. There will be no indoor smoking permitted by any occupant of NCED space, including all housing and training facilities. Postal students who do not comply with the smoking policy will be subject to the disciplinary procedures as outlined in the Employee and Labor Relations Manual, Chapter 650, Non-bargaining Disciplinary, Grievance, and Appeal Procedures, or Article 16 of the applicable National Agreement. The hotel will also charge a \$250 cleaning fee if evidence is found of smoking in your room.

Alcohol

Alcohol is not permitted in the first-floor dining area, lobby, grounds, or public corridors of the hotel. Only alcohol purchased in the GP405 (lounge) 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.

Guest Rooms

Guest rooms are equipped with remote-controlled televisions, clock radios, telephones, free internet access, irons, ironing boards, hair dryers, and private baths. A limited number of special service equipment, i.e., heating pads, bed boards, and humidifiers are available for temporary use upon request by contacting the Front Desk.

The policy on Housekeeping in your guest room is: Housekeeping will not enter the room the first day a "Do Not Disturb" sign is posted; however, should the "Do Not Disturb" sign remain posted continuously, housekeeping will enter the room every third day for the remainder of the student's stay, to clean and complete scheduled projects.

Refrigerators/Specialized Supplies

The Health Clinic has available specialized medical supplies such as refrigerators, bio-hazard containers, etc., for student in-room use. The student must make arrangements for a refrigerator through his/her supervisor prior to arrival at NCED. A note from the student's doctor is also required specifying the medication type and the disease process. **Refrigerators are allowed in guest rooms only for medical purposes.** Due to the limited number of refrigerators, the Clinic Nurse will determine medical priorities for refrigerator requests, and Security will distribute refrigerators at the Nurse's discretion. For special medical requests contact the Clinic by calling (405) 447-9000 (x1853).

While at NCED, all students are required to dispose of needles and items soiled with blood in a bio-hazard container. The bio-hazard container will be issued by the Health Clinic. The student will also be required to sign a consent form which indicates their name, room number, reason and type of medication taken. The biohazard container must be returned to the medical unit prior to the student's departure from NCED.

Spouses and Children

Spouses of students may stay in the hotel. Spouse room fees are the responsibility of the student. Please refer to the fee schedule under "Spouses and Children Fee."

- Students and conferees must pre-register their spouses with the hotel Front Desk, either in person or by calling (405) 447-9000. Reservations should be made at least one week in advance of the spouse's arrival, and arrival and departure dates given.

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- The spouse room fee is due at check-in, and may be paid with cash or credit card. Personal checks cannot be accepted. If a student is on a credit card basis, meals may be charged to the room and paid for at check out.
 - **Spouses must present a valid photo ID card at check in**, and fill out a registration card. The Postal Service is not responsible for the personal lodging or food expenses of spouses.

In accordance with *Handbook F-15, 2-2.1.5.3, Spouses of Postal Service Employees*, if the home office approves a spouse's travel to Norman in lieu of the student's official interim trip home, the Postal Service will pay the round-trip fare for the spouse. If the Postal Service flies a spouse to Norman for a student's interim trip weekend, in lieu of returning home, a student's per diem is suspended and the student's lodging cannot be claimed. An additional room charge will be applied in addition to the rate for the spouse. (See F-15 9-7.1.1)

The National Center for Employee Development (NCED) now welcomes children under the age of 18 to stay at the hotel. All children under 18 must be accompanied by an adult at all times.

Spouses and Children Fee:

For an adult spouse to stay in the room with the student (as a second guest), the required charges are:

Monday thru Friday—\$31/day + taxes (classic room and three meals) **OR** \$61/day + taxes (classic suite, if available, and three meals)

Saturday & Sunday—\$10/day + taxes (classic room only) **OR** \$40 + taxes (classic suite only, if available). Meals on your own.

For each child age 12 to 18, the required additional charges are:

Monday thru Friday—\$21/day + taxes for three meals and no additional room charges

Saturday & Sunday—No additional room charges. Meals on your own.

For each child age 5 to 11, the additional charges are:

Monday thru Friday—\$10.50/day + taxes for three meals and no additional room charges

Saturday & Sunday—No room charges. Meals on your own.

There are no additional charges for children under 5.

Prohibition on Pets

Pets are not permitted inside or on the surrounding grounds of the training buildings or hotel. An exception will be made for animals needed to aid a physically impaired student.

Special Accommodations

Special accommodations are available for students with physical impairments. Prior to arrival, your home office should contact Student Services (405) 366-4429 or NCEDStudentServices@usps.gov to make arrangements for these special accommodations. A Sorenson Video Relay Service (VRS) is available in the hotel for use by hearing impaired students. The remote control for this system can be checked out from the Front Desk.

SERVICES AVAILABLE

Dining Services

Three meals are provided daily Monday through Friday, and per diem is reduced in accordance with the *Handbook F-15, A-2.5 Special Situations*. You will receive full per diem for Saturdays, Sundays, and holidays. Meals on those days will be on a cash basis.

At check-in, a meal/door card will be issued. This card entitles the student to three meals daily, Monday through Friday, in the hotel's 3 Squares Eatery (breakfast, lunch, dinner, late night meal). Missed meals may not be saved from one day to the next.

Freshly prepared foods will be offered, and a variety of combinations to create your favorite meals can be selected. It's "All You Wish to Eat," so don't forget the dessert!

Because of extensive food service capability and other safety and health concerns, no food preparation or appliances, such as personal coffee pots, hot plates, etc., can be permitted in guest rooms. For health and sanitation reasons, guests are not permitted to take food from the 3 Squares Eatery to the guest rooms. In support of this policy, the dining areas do not stock carry-out containers.

If you have special dietary requirements due to health concerns or religious affiliations, please contact Student Services at (405) 366-4429 or NCEDStudentServices@usps.gov **at least three weeks prior to** your arrival so advance preparations can be made. Additional costs for organic foods must be paid by the individual at check-in. The Postal Service will not reimburse you for the additional cost above the allowable per diem.

Wake-up Service

The hotel rooms are equipped with a clock radio. Additionally, automatic wake-up is available by programming either the telephone or television provided in your room.

Medical Services

A nurse is available at the hotel at no charge. Other medical services are available at Norman Regional Hospital, and nearby Classen Urgent Care or East Norman Urgent Care Clinics.

All charges for medical services must be paid by the student at the time of treatment. Transportation to medical facilities is your responsibility, 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.

Employee Assistance Program (EAP)

EAP Services are available by calling 1-800-EAP-4-You (1-800-327-4968).

Mail Service

Your mail should be addressed as follows:

YOUR NAME
NCED CONFERENCE CENTER AND HOTEL
2801 E STATE HIGHWAY 9
NORMAN OK 73071-1104

Addressing mail to any other location only delays delivery.

Mail that arrives after your departure will be returned to sender unless a forwarding address is on file with the Front Desk.

Laundry Services and Facilities

Laundry and dry cleaning services are available through the Gift Shop for a fee. Three coin-operated washers and dryers are located on floors 2-6.

ATM

For your convenience, an Automated Teller Machine (ATM) is located in the Information Center. The ATM accepts American Express, Cirrus, Discover, MasterCard, Plus, SCS, Transfund, and Visa. A service charge will be applied.

Safe-Deposit Boxes

Safe-deposit boxes are available for your valuables at the Front Desk, and are complimentary to all guests. Individuals will be charged the expense of replacing lost safe-deposit keys.

Lost Property

Neither USPS 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 ext. 1851.

NCED Fitness and Recreation Center

The Fitness and Recreation Center offers state-of-the-art exercise equipment for aerobic conditioning and weight training. Other features include:

- Multipurpose Gymnasium
- Aerobic Classes
- Indoor Running Track
- Billiard Room
- Ping Pong
- Lighted Softball Field
- Two Lighted Sandlot Volleyball Pits
- Two Indoor Racquetball Courts
- Two Outside Lighted Tennis Courts
- Horseshoe Pits
- Lighted 8/10 Mile Fitness Course w/8 separate workout stations
- 1/3 Mile Walking Track (circles softball field)
- Heated Outside Pool w/Hot Tub (open year-round)
- One Indoor Driving Range
- Outdoor Pitching/Chipping Area
- Bicycle Rentals

A dry sauna and whirlpool are available in both the men's and women's locker rooms. Lockers are available during your stay, and locks may be checked out at the equipment check-out counter.

Board games, parlor games, and cards, as well as a full line of recreational equipment, are available for check out at the Recreation Equipment Counter.

Note: Golf clubs may be rented on a daily basis for a \$10.00 fee. Also, check at the Fitness Issue Counter for information on local golf courses, fees, and directions to the courses.

GENERAL INFORMATION

An Information Center is located across the lobby opposite the hotel Front Desk. This center contains information regarding the local area and an ATM.

Student Identification

All students and guests entering the NCED Campus are required to display photo identification on their person. Home office ID is acceptable. Students and guests who do not have postal ID badges will be required to display their NCED hotel room key. Students and guests who, for personal reasons, stay off-site and do not have either ID described above will be required to obtain a temporary ID badge from NCED Security.

Students should also carry information that would affect treatment in a medical emergency.

Students must sign all visitors in at the Front Desk of the hotel.

Incoming Telephone Calls

Telephones in guest rooms are equipped with voice mail. The phone extension is the room number. Callers can reach a student directly by dialing (405) 447-9000. An automated attendant will answer and prompt callers to dial the room number. During non-class hours the call will be transferred to voice mail. In the event of an emergency during class hours, callers may call NCED Security at (405) 366-4411 or NCED Student Services at (405) 366-4429.

Outgoing Telephone Calls

Official phone calls to the home office can be made from complimentary phones throughout the facility or the phone in the guest room. Subject to prior approval of a student's manager, the cost of the official phone call can be claimed on the travel voucher for reimbursement.

In accordance with *Handbook F-15, Travel and Relocation, 8-1.7.2*, the policy on telephone calls home is as follows:

- a. Your reimbursement is limited to 5 minutes per 24-hour period.
- b. You must use the least expensive means of placing the phone call, when possible.

- c. You should use phone lines owned or leased by the Postal Service whenever possible. If you cannot use Postal Service-owned or -leased lines, you are allowed to claim the expense. You do not need a receipt.

If...	Then You May...
a. You are expected to be in travel status for 24 or more consecutive hours	Make one personal telephone call home per 24-hour period.
b. Your travel plans change at the last minute	Make one additional telephone call to advise a family member or friend of the change.
c. You are in a travel status less than 24 hours and your travel plans change after your departure	Make one personal telephone call to advise a family member or friend of the change.

Important: Approving officials may challenge or request support for questionable charges.

Telephones are conveniently located in the lobby of the hotel.

Complimentary local calls may be made from the phone in the guest room. The fee for U. S. Continental Long Distance calls from a guest room is currently \$0.22 per minute (tax included). Calls to local and long-distance information are \$1.00. Fees are subject to change.

Students are required to pay for **all** phone calls at the time they check out. This includes the 5-minute per day phone call that may be submitted on a travel voucher through eTravel.

Oklahoma Liquor and Drug Laws

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.

While some states have authorized recreational use of marijuana, postal employees attending training at the NCED in Norman, Oklahoma, should be aware that the possession, use, and sale of recreational marijuana are prohibited in Oklahoma and remains illegal under federal law. Additionally, using the Postal Service to transport illegal substances is a federal offense.

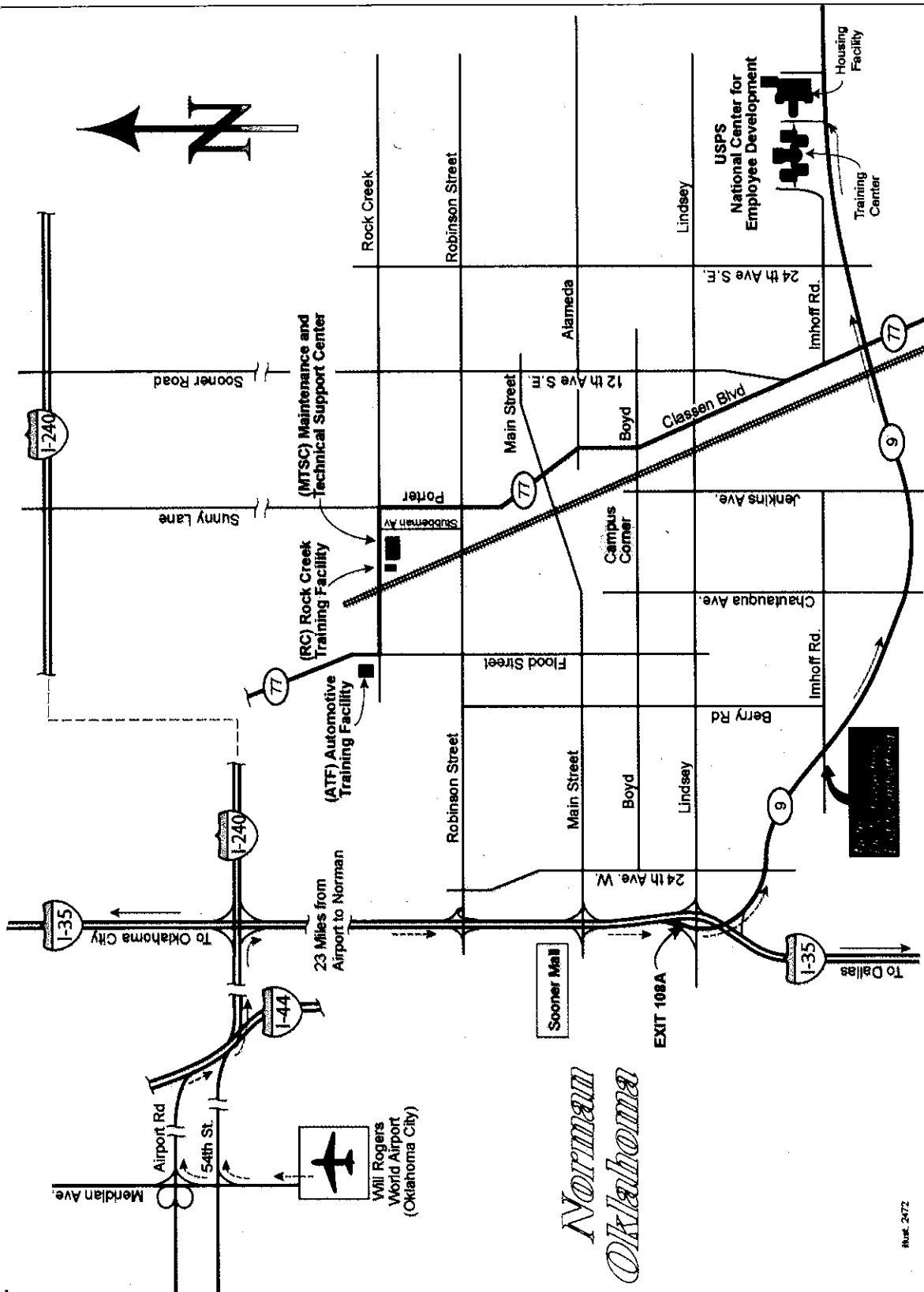
The Employee and Labor Relations Manual (ELM) Section 665.25, Postal Service Standards of Conduct, Illegal Drug Sale, Use or Possession states that "the Postal Service will not tolerate the sale, possession, or use of illegal drugs, or the abuse of legal drugs, while on duty or on postal premises. Employees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

Oklahoma Driving Tips

All front-seat vehicle passengers must wear seat belts. Exemptions are pickups with farm tags and commercial, tractor-trailer trucks. In Oklahoma, it is legal to turn right on red unless otherwise posted.

Church Attendance

While visiting in Norman many students like to attend the church of their choice. Most churches in Norman will make arrangements for transportation to their services if their office is contacted, and advance notice is advised. Local church numbers may be found in the yellow pages of the Norman phone book.



PRE-ARRIVAL
INFORMATION
FOR
POSTAL STUDENTS
July 2019



Norman, Oklahoma 73071-1198
On The Internet: <http://nced.usps.gov>



We are pleased to know you will be attending training at NCED, and we hope you are looking forward to this opportunity to expand your level of knowledge and skill. Our all-inclusive learning complex combines classrooms, labs, conferencing, housing, food, fitness, and health facilities in an educational campus setting.

This brochure is designed to prepare you with information you might find useful prior to your arrival at NCED. It includes sections related to planning your transportation to the facility, what to bring with you, information regarding housing and services available to you, general information, and maps.

Students are to restrict the use of portable electronic devices (such as cell phones) to authorized break periods. They are not to use cell phones or Smart devices, check voice mail, view or take photos, or send/receive text messages during class, lab, or testing. Portable electronic devices should be powered down and stored (i.e., in a pocket or purse) during class, lab, and testing. Unauthorized use of portable electronic or Smart devices during designated test times may result in a failing grade on that test.



We want to ensure you are aware that NCED delivers training for non-postal clientele as well, and provides hotel and conferencing services that generate revenue for the United States Postal Service. As a guest of NCED, we ask that you remain respectful of all other NCED guests—whether postal or public—in an effort to ensure NCED is a place where all clientele can make the most of their experience and, in effect, maximize the benefits to the USPS.

We hope you find this Pre-Arrival Brochure helpful, and we look forward to your visit.

Postal students are required to adhere to all Postal Service rules and policies, including but not limited to those located in *Poster 7, Rules and Regulations Governing Conduct on Postal Property*. Individuals who do not comply with these policies will be subject to disciplinary procedures including notification of home office, immediate removal from training, and possible investigation by the Postal Inspection Service or Office of Inspector General.

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This brochure may be downloaded from the Internet at
http://nced.usps.gov/pub/pre_arrv.pdf

To book “on line” airport shuttle reservations, go to
<http://ncedtransport.questionpro.com>

The NCED Student Services office is located in the
Main Learning Center, Room A107C.
NCEDStudentServices@usps.gov
(405) 366-4429

PLANNING TRANSPORTATION

Travel Expenses

All costs for authorized student travel and per diem, including travel advances, are funded through your home office in accordance with the *F-15 Travel Handbook*. When traveling on official business, you represent the Postal Service, and you are expected to perform your duties in a professional manner. You are required to abide by travel regulations as outlined in the *F-15 Travel Handbook*. Student housing is furnished by the hotel at the National Center for Employee Development (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.

Planning Your Trip and Reservations

The postal employee's confirmation letter shows reporting date, course dates, and class hours while you are at NCED. Please note any special comments at the bottom of your confirmation letter. If you have not received a copy of your confirmation letter, contact your training/maintenance office to obtain a copy. Since class hours can change, you may want to log into HERO (My Learning, My Active Training, Training Details) to verify class hours.

Students may not check in at the hotel prior to 3:00 p.m. the day before their class starts or stay over additional nights without approval from their office management. Students arriving early, staying over, or leaving late for personal convenience without approval from their office will be responsible for payment of room rate, including tax, for those housing nights. This payment must be paid at check-in by credit card.

Reservations for your return flight and interim trips, if applicable, should be made at the same time you make your reservations to come to NCED. Reservations should be made in sufficient time to take advantage of airline discount fares, keeping in mind that you will not be allowed to leave class early. **During your training, annual leave will not be approved for any reason.** Return reservations should be made for flights leaving no earlier than 3 hours after the class ending time shown in your confirmation letter. You should notify your office in advance if you need to change your travel plans.

The hotel at the NCED Conference Center is located at 2801 East State Highway 9, Norman, Oklahoma 73071-1104. Callers can reach a student at the hotel directly by dialing (405) 447-9000. An automated attendant will answer and prompt callers to dial the room number. During non-class hours the call will be transferred to voice mail. In the event of an emergency during class hours, callers may call NCED Security at (405) 366-4411 or NCED Student Services at (405) 366-4429.

Most students arrive at Will Rogers World Airport, Oklahoma City. If your baggage is missing upon arrival, file a claim with the airline before leaving the airport. Give the address referenced above so that your baggage can be delivered. Keep your baggage claim check until baggage has been received.

The NCED shuttle service at the Oklahoma City airport is the authorized means of transportation to NCED.

The postal student fare is \$22 per person each way for students who attend training at NCED that is offered through the HERO learning enrollment system. Family members traveling in a vehicle with a postal student will be charged \$27 plus tax per person. Children ages 0-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.

All individuals are required to make shuttle reservations at least 48 hours prior to arrival at the airport on-line by going to <http://ncedtransport.questionpro.com>. Shuttle departures from the airport will be based strictly on reservations.

Physically-challenged students needing special transportation accommodations should notify Student Services (405) 366-4429 or NCEDStudentServices@usps.gov 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; the shuttles will be located in the Courtesy Van section. "NCED Conference Center" is displayed on the sides, front and back of the vehicles.

Postal students are expected to always use the least expensive form of transportation from the airport to Norman (*Handbook F-15, 8-1.1 Travel To and From the Terminal*). If it is necessary to use a taxi, other airport shuttle, or ride sharing service (i.e., Uber, Lyft), obtain a receipt from the driver. Submit the receipt and your justification for use of a taxi or ride sharing service with your travel voucher.

Travel Delay Procedures

Students who are stranded or delayed due to flight cancellations, weather conditions, etc., creating a delayed arrival to NCED must adhere to the following guidelines:

- If the class in which you are enrolled is one week (5 days) or less and you will not be in attendance at the "begin time" of class on the first day, you must make arrangements to return home.
- If the class is longer than one week (5 days) and you will arrive in time to report to class at "begin time" on the second day of class, you must continue your trip to Norman.

-
- If you will not be able to report on time (begin time) the second day of a class longer than one week (5 days) you must make arrangements to return home.
 - **Every student experiencing a travel delay that prevents them from arriving on their check-in date must call the hotel Front Desk as soon as possible at 405-447-9000, Option 1 to report their situation.**
 - They must also notify their home office of the situation.
 - Students should coordinate lodging requirements and travel plan changes with their home office as necessary.

Parking for Student Vehicles

Student vehicle parking is located on the north, south, and west sides of the hotel.

Note: Your vehicle is your responsibility. Neither USPS nor the NCED Conference Center and Hotel will assume responsibility for damage to vehicles parked on the NCED campus. Vehicles and their contents are subject to Postal Service rules and regulations, including inspection when entering, leaving or while parked within the campus area. Entering into the campus area constitutes consent to vehicular inspection.

Recreational vehicles, travel trailers, enclosed trailers, towing trailers and boats are permitted to park on the premises. These types of vehicles must be parked in the gravel overflow parking lot located to the northwest of the hotel.

All vehicles on NCED property, whether driven or towed, must have a license plate and current registration. NCED is not responsible for loss, theft, or damage to any vehicle parked on postal property, including the hotel.

All enclosed trailers are subject to be opened for inspection upon request.

All vehicle repairs or maintenance on NCED property must be pre-approved using the "Request for Approval" form, which can be found at the hotel Front Desk, NCED Security, or the Student Services Office.

Bicycles are not allowed inside the training buildings or the hotel. Outside bicycle racks are available around the hotel to secure your bicycle. NCED is not responsible for loss, theft, or damage, and long-term bicycle storage is not available at NCED.

PLANNING WHAT TO BRING

Student Personal Protective Equipment (PPE)

Students are required to bring the appropriate PPE needed for the course they are attending. This information is listed in the course description in the HERO Course Catalog. A student will be sent home if he/she does not bring appropriate PPE to NCED. For NCED PPE requirements, please refer to the following link:

https://nced.usps.gov/downloads/electrical_work_plan_requirements_at_NCED.

Possession of Weapons

Postal policy and federal law prohibit the possession of a firearm within postal installations. At NCED this includes housing, safe-deposit boxes, and personal vehicles parked on property owned or leased by the U. S. Postal Service. **Bringing, storing, or in any way possessing a firearm within postal installations is cause for immediate removal from postal employment without regard to past record or other elements of progressive discipline.** NCED also does not allow other weapons such as but not limited to cross-bows or bows and arrows, and self-defense aerosols (i.e., mace, pepper spray, etc.).

If you travel with a weapon, you are responsible for making arrangements with a gun range or storage facility to take custody of the weapon before entering onto postal property. Please be aware that storage facilities are limited and the Norman Police Department will not store weapons.

Student Dress

This is a professional training environment and you are encouraged 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 *EL-814, Postal Employee's Guide to Safety, Section IV.A.4*.

T-shirts with unprofessional, political, or derogatory slogans may not be worn **anywhere** in the facility. Sandals, jogging suits, sweat suits, shorts, and tank or halter tops may not be worn in the classroom.

Fitness and Recreation Dress Code

Appropriate exercise clothing is required of all persons using the Recreation and Fitness facilities. Shirts and rubber-soled shoes are mandatory.

Swimwear of any kind is not permitted in any of the training and dining facilities. Swimsuits or shorts are required in the whirlpools and saunas.

Credit

Upon registration, a credit card imprint (American Express, Discover, VISA, MasterCard, or Diner's Club) will be requested for incidental charges. Credit card students may charge phone calls directly to their room. You must sign for the actual charges when you check out.

Cashing Checks

No personal checks will be accepted. Cash can be accepted for payment.

HOUSING

Reporting To Your Quarters

Arriving students should check in at the hotel Front Desk. If there is no reservation in your name and you are a substitute, please advise the Front Desk of the name of the person you are replacing. Also advise the Front Desk if you are a last-minute addition to the class.

If there is doubt about the class for which you are scheduled or the location of your housing, report to the hotel Front Desk for your guest room assignment. A class/facility schedule is provided with your key packet at check-in.

If you are a night student and request a specific room not on the floor/area designated for students attending night courses, or you are attending back to back classes and choose not to move to the designated "night" floor, it is possible that the floor will have noise by housekeepers during your normal sleeping time.

Check In and Check Out

Hotel check in time is 3:00 p.m. Students arriving earlier than 3:00 p.m. may store their luggage at the Front Desk until their check-in time. Only if a room is available, the student may be checked in prior to the official check-in time. Students may not check in at the hotel the day before their official travel day or stay over additional nights without approval from their office management. Students arriving early, staying over, or leaving late for personal convenience without approval from their office will be responsible for payment of room rate, including tax, for those additional nights. This payment will be paid at check-in either by cash or credit card. Check-out time is 11:00 a.m. on the day of departure. If needed, students may store their luggage at the Front Desk after they check out.

Housing Policies

Housing is authorized for students for the final day of class. The hotel Front Desk must be notified any time you are not arriving on your scheduled check-in day or leaving the day after the final day of class. Check-out time for those remaining overnight is 11:00 a.m. on the day of departure.

Visitor Policies

The NCED campus is open to visitors; however, the use of the fitness facilities is limited to guests staying in the hotel or those with fitness center memberships. You may purchase a day pass for a visitor not staying in the hotel.

Visitors should not be taken into the learning centers without first checking them in with the Security Office in the Main Learning Center.

No-Smoking Policy

To protect the health of all students and staff and to comply with Postal Service policy, smoking is strictly prohibited in all NCED facilities. Smoking is defined by *Employee and Labor Relations Manual (ELM) 880 Smoking* to include lighted or activated electronic cigarettes, cigars, pipes, or vaping devices. There will be no indoor smoking permitted by any occupant of NCED space, including all housing and training facilities. Postal students who do not comply with the smoking policy will be subject to the disciplinary procedures as outlined in the Employee and Labor Relations Manual, Chapter 650, Non-bargaining Disciplinary, Grievance, and Appeal Procedures, or Article 16 of the applicable National Agreement. The hotel will also charge a \$250 cleaning fee if evidence is found of smoking in your room.

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

Alcohol

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 GP405 (lounge) 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. Please keep in mind that you are subject to *ELM 665.16 Behavior and Personal Habits* when using alcohol at NCED.

Guest Rooms

Guest rooms are equipped with remote-controlled televisions, clock radios, telephones, free internet access, irons, ironing boards, hair dryers, and private baths. A limited number of special service equipment, i.e., heating pads, bed boards, and humidifiers are available for temporary use upon request by contacting the Front Desk.

The policy on Housekeeping in your guest room is: Housekeeping will not enter the room the first day a "Do Not Disturb" sign is posted; however, should the "Do Not Disturb" sign remain posted continuously, housekeeping will enter the room every third day for the remainder of the student's stay, to clean and complete scheduled projects.

Refrigerators/Specialized Supplies

The Health Clinic has available specialized medical supplies such as refrigerators, bio-hazard containers, etc., for student in-room use. The student must make arrangements for a refrigerator through his/her supervisor prior to arrival at NCED. The Health Clinic requires a note from the student's doctor specifying the medication type and the disease process. **Refrigerators are allowed in guest rooms only for medical purposes.** Due to the limited number of refrigerators, the Clinic Nurse will determine medical priorities for refrigerator requests. For special medical requests contact the Clinic by calling (405) 447-9000 x1853.

While at NCED, all students are required to dispose of needles and items soiled with blood in a bio-hazard container. The bio-hazard container will be issued by the Health Clinic. The student will also be required to sign a consent form which indicates their name, room number, reason and type of medication taken. The biohazard container must be returned to the medical unit prior to the student's departure from NCED.

Family Members

Family members of students may stay in the hotel. Upgrade room fees are the responsibility of the student.

- Students must pre-register their family members with the hotel Front Desk, either in person or by calling (405) 447-9000, Option 1. Reservations should be made at least one week in advance of the family member's arrival, and arrival and departure dates given.
- Upgrade room fees are due at check-in, and may be paid with cash or credit card. Family members' meals are on their own. Personal checks cannot be accepted. If a student is on a credit card basis, family members' meals may be charged to the room and paid for at check out.
- The Postal Service is not responsible for the personal lodging or food expenses of family members.
- Due to fire safety regulations, up to 2 people, including the postal student, can stay in a postal student's guest room. If more than 1 person accompanies the postal student, an upgrade to a classic queen suite is required. Cost of the upgrade is \$40 + tax per night.

In accordance with *Handbook F-15, 2-2.1.5.3, Spouses of Postal Service Employees*, if the home office approves a spouse's travel to Norman in lieu of the student's official interim trip home, the Postal Service will pay the round-trip fare for the spouse. If the Postal Service flies a spouse to Norman for a student's interim trip weekend, in lieu of returning home, a student's per diem is suspended and the student's lodging cannot be claimed. An additional room charge will be applied in addition to any charges for the spouse. (See F-15 9-7.1.1)

The National Center for Employee Development (NCED) welcomes children under the age of 18 to stay at the hotel. All children under 18 must be accompanied by an adult at all times. Please

remember that you are at NCED to attend training. Postal students are responsible for the conduct of family members (adults and children) who accompany them to NCED. Babysitting is not available.

Family Members Fees:

- One family member can stay in the queen classic room provided to the student (as a second guest) for \$10 plus tax per night.
- An upgrade to a classic queen suite is required when additional adult family members and/or children 17 and under accompany the postal student. Suites can accommodate up to 4 people. An upgrade charge for a classic queen suite is \$40 plus tax per night and dependent on availability. Please call the hotel Front Desk at (405) 447-9000, Option 1 to reserve.
- There is no meal plan for family members; family members' meals at the hotel are at current prices.

Prohibition on Pets

Pets are not permitted inside or on the surrounding grounds of the training buildings or hotel. An exception may be requested 3 weeks in advance of arrival for a service animal or emotional support animal for a student with a qualifying disability. Requests must be made by contacting NCED Student Services at NCEDStudentServices@usps.gov prior to arrival. Postal students are responsible for damages made by their service animal, and service animals must not be left unattended at any time. The animal must be under the owner's control at all times while on NCED property. Noise and safety issues may require the removal of the animal from the NCED campus.

Special Accommodations

Special accommodations are available for students with disabilities. At least 3 weeks prior to arrival, your home office must contact Student Services at NCEDStudentServices@usps.gov to make arrangements for these special accommodations in the classroom or at the hotel. A Sorenson Video Relay Service (VRS) is available in the hotel for use by hearing impaired students. The remote control for this system can be checked out from the Front Desk. Sign language interpreter services can be requested for training classes by contacting NCED Student Services at least 4 weeks in advance.

SERVICES AVAILABLE

Dining Services

Three meals are provided daily Monday through Friday, and per diem is reduced in accordance with the *Handbook F-15, A-2.5 Special Situations*. You will receive full per diem for Saturdays, Sundays, and holidays. Meals on those days will be on a cash or credit card basis.

At check-in, a meal/door card will be issued. This card entitles the student only to three meals daily, Monday through Friday, in the hotel's 3 Squares Eatery (breakfast, lunch, dinner, late night meal). Missed meals may not be saved from one day to the next.

Freshly prepared foods will be offered, and a variety of combinations to create your favorite meals can be selected. It's "All You Wish to Eat," so don't forget the dessert!

Because of extensive food service capability and other safety and health concerns, no food preparation or appliances, such as personal coffee pots, hot plates, etc., can be permitted in guest rooms. For health and sanitation reasons, guests are not permitted to take food from the 3 Squares Eatery to the guest rooms. In support of this policy, the dining areas do not stock carry-out containers.

If you have special dietary requirements due to health concerns or religious affiliations, please contact Student Services at NCEDStudentServices@usps.gov at least **3 weeks prior** to your arrival so advance preparations can be made. Any additional costs for organic foods must be paid by the individual at check-in. The Postal Service will not reimburse you for the additional cost above the allowable per diem. If your enrollment has been cancelled, we require notification that special meals are no longer necessary.

Wake-up Service

The hotel rooms are equipped with a clock radio. Additionally, automatic wake-up is available by programming either the telephone or television provided in your room.

Medical Services

A nurse is available at the hotel at no charge. Other medical services are available at Norman Regional Hospital, and nearby Classen Urgent Care or East Norman Urgent Care Clinics.

All charges for external medical services must be paid by the student 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.

Employee Assistance Program (EAP)

EAP Services are available by calling 1-800-EAP-4-You (1-800-327-4968).

Mail Service

For long-term stays at NCED, your mail should be addressed as follows:

YOUR NAME
NCED CONFERENCE CENTER AND HOTEL
2801 E STATE HIGHWAY 9
NORMAN OK 73071-1104

Addressing mail to any other location may delay delivery.

Mail that arrives after your departure will be returned to sender unless a forwarding address is on file with the Front Desk.

Laundry Services

Three coin-operated washers and dryers are located on floors 2-6. A change machine is located at the information center across from the Front Desk.

ATM

For your convenience, an Automated Teller Machine (ATM) is located in the Information Center. The ATM accepts American Express, Cirrus, Discover, MasterCard, Plus, SCS, Transfund, and Visa. A service charge will be applied.

Safe-Deposit Boxes

Safe-deposit boxes are available for your valuables at the Front Desk, and are complimentary to all guests. Individuals will be charged the expense of replacing lost safe-deposit keys.

Lost Property

Neither USPS 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.

NCED Fitness and Recreation Center

The Fitness and Recreation Center offers state-of-the-art exercise equipment for aerobic conditioning and weight training. Other features include:

- Multipurpose Gymnasium
- Aerobic Classes
- Indoor Running Track
- Billiard Room
- Ping Pong
- Lighted Softball Field
- Two Lighted Sandlot Volleyball Pits
- Two Indoor Racquetball Courts
- Two Outside Lighted Tennis Courts
- Horseshoe Pits
- Lighted 8/10 Mile Fitness Course w/8 separate workout stations
- 1/3 Mile Walking Track (circles softball field)
- Heated Outside Pool w/Hot Tub (open year-round)
- One Indoor Driving Range
- Outdoor Pitching/Chipping Area
- Bicycle Rentals

A dry sauna and whirlpool are available in both the men's and women's locker rooms. Lockers are available during your stay, and locks may be checked out at the equipment check-out counter.

Board games, parlor games, and cards, as well as a full line of recreational equipment, are available for check out at the Recreation Equipment Counter.

Note: Golf clubs may be rented on a daily basis for a \$10.00 fee. Also, check at the Fitness Issue Counter for information on local golf courses, fees, and directions to the courses.

GENERAL INFORMATION

An Information Center is located across the lobby opposite the hotel Front Desk. This center contains information regarding the local area and an ATM.

Student Identification

While on the NCED campus, all students and guests are required to display photo identification on their person. Home office ID is acceptable. Students and guests who do not have postal ID badges will be required to display their NCED hotel room key. Students and guests who, for personal reasons, stay off-site and do not have either ID described above will be required to obtain a temporary ID badge from NCED Security.

Students should also carry information that would affect treatment in a medical emergency.

Students must sign all visitors in at the Front Desk of the hotel.

Incoming Telephone Calls

Telephones in guest rooms are equipped with voice mail. The phone extension is the room number. Callers can reach a student directly by dialing (405) 447-9000. An automated attendant will answer and prompt callers to dial the room number. During non-class hours the call will be transferred to voice mail. In the event of an emergency during class hours, callers may call NCED Security at (405) 366-4411.

Outgoing Telephone Calls

Official phone calls to the home office can be made from complimentary phones throughout the facility or the phone in the guest room. Subject to prior approval of a student's manager, the cost of the official phone call can be claimed on the travel voucher for reimbursement.

All calls must be made in accordance with *Handbook F-15, Travel and Relocation*, 8-1.7.2.

Important: Approving officials may challenge or request support for questionable charges.

Telephones are conveniently located in the lobby of the hotel.

Complimentary local calls may be made from the phone in the guest room. The fee for U. S. Continental Long Distance calls from a guest room is currently \$0.22 per minute (tax included). Calls to local and long-distance information are \$1.00. Fees are subject to change.

Students are required to pay for **all** phone calls at the time they check out. This includes the 5-minute per day phone call that may be submitted on a travel voucher through eTravel.

Oklahoma Liquor and Drug Laws

The 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.

While some states have authorized medical or recreational use of marijuana, postal employees attending training at the NCED in Norman, Oklahoma, should be aware that the possession, use, and sale of recreational marijuana are prohibited in Oklahoma, and any possession, use, and sale of medical or recreational marijuana remains illegal under federal law. Additionally, using the Postal Service to transport illegal substances is a federal offense.

Oklahoma Driving Tips

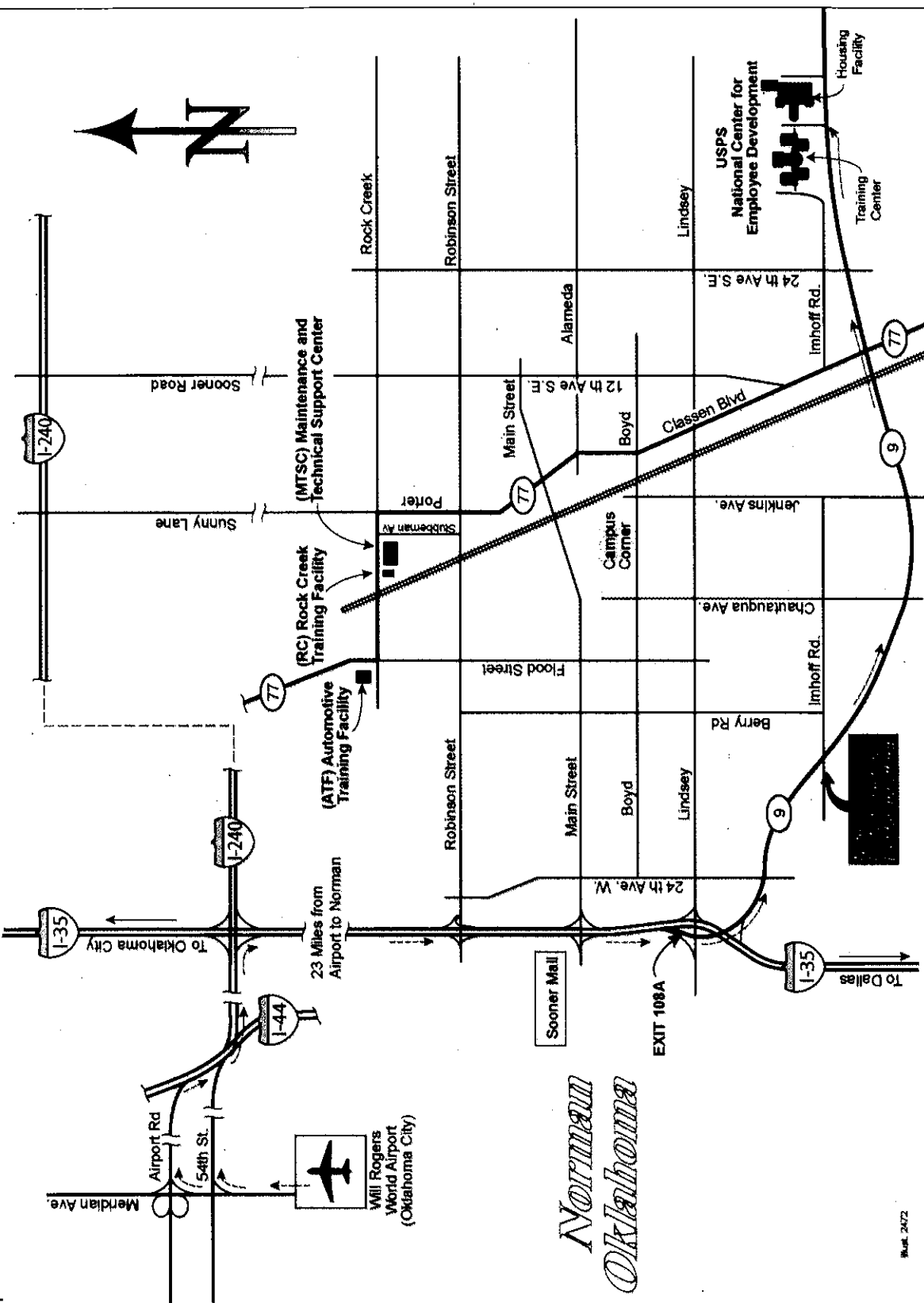
All front-seat vehicle passengers must wear seat belts. Exemptions are pickups with farm tags and commercial, tractor-trailer trucks. In Oklahoma, it is legal to turn right on red unless otherwise posted.

Religious Services

While visiting in Norman many students like to attend the worship service of their choice. Many places of worship in Norman may make arrangements for transportation to their services if their office is contacted, and advance notice is advised. Contact numbers for local houses of worship may be found in the yellow pages of the Norman or Oklahoma City phone books.

Wildlife at NCED

Please do not feed the wildlife on NCED property. Do not approach or tease the ducks and geese that inhabit the campus.



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