

McDonald, Steven

From: netc-admissnotifications <netc-admissnotifications@fema.dhs.gov>
Sent: Monday, May 12, 2014 9:34 AM
To: McDonald, Steven
Subject: NFA Course Acceptance: R0200

Steven E McDonald

Dear Mr. McDonald:

Congratulations, you have been accepted for the National Fire Academy class listed below:

- R0200: Leadership Strategies for Community Risk Reduction
- 8/10/2014 To 8/15/2014

You should refer to the NETC Welcome Package at http://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf. This package contains pertinent information about making your travel arrangements, transportation, lodging, reimbursement, food service, and on campus services. In addition, the package contains airport/shuttle information. You are required to provide information contained in the package if you plan to use the NETC shuttle service.

Your travel dates for this course are: August 9, 2014 and August 16, 2014.

Airport pickup times for this course are as follows:

- ~~Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)~~
- Ronald Reagan National Airport (DCA) pickup times: 06:00 PM (EST)
- No pickups scheduled for Dulles International Airport (IAD)

Please plan to arrive at least 1 hour before the shuttle pickup time stated above.

Campus departure times for this course are as follows:

- ~~Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)~~
- Departing for Ronald Reagan National Airport (DCA): 08:00 AM (EST)
- No departures are scheduled for Dulles International Airport (IAD)

On the return, you should make your flight 4 hours from the NETC departure time. This will allow 2 hours for transportation to the airport and another 2 hours for airport security.

Your course may have pre-course work that you must complete prior to your attendance at NFA. For additional acceptance information and to check for pre-course requirements, access the NFA website at: <http://www.usfa.dhs.gov/nfa/pre-course>.

Since you have been accepted into a class at NETC, lodging has been reserved for you for 8/9/2014 to 8/16/2014. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at FEMA-NETC-Housing@fema.dhs.gov upon receipt of this email. For further information regarding lodging, please refer to the NETC Welcome Package.

If you are unable to attend this course, please notify the NETC Admissions Office (in writing) prior to the course start date. If you have questions or need further information, please contact the Admissions Office at 301-447-1035 or at NETCAdmissions@fema.dhs.gov.

Jo Ann Boyd
Admissions Specialist
NETC Management Operations and Support Services

FOOD SERVICE

- ▶ The NETC food service contractor is Guest Services. If needed, Guest Services' federal tax identification number is 53-0164700.
- ▶ If you stay on campus, you must purchase a meal ticket. **If you do not purchase a meal ticket, you will be asked to vacate your room on campus. You then will be responsible for your off-campus lodging costs, and your request for stipend reimbursement will be denied.**
- ▶ **Prices Effective Aug. 5, 2012:** If you stay off campus, you must purchase a break ticket, currently \$6.00 per day. The cost for the meal ticket is \$25.04 per day — breakfast is \$5.81; lunch is \$7.96; and dinner is \$11.27. There is no tax on the meal ticket. The amounts for five-day, six-day, and two-week courses are:
 - Five-day course: \$125.20 (Sunday evening arrival through Friday lunch).
 - Six-day course: \$167.32 (Saturday evening arrival through Saturday morning departure).
 - Two-week course: \$300.48 (Sunday evening arrival through second Friday lunch).
 - For any other variation of course days, please contact Guest Services.
- ▶ **Meal ticket prices are subject to change and will be updated in this package as the changes are provided.**
- ▶ **Meal amounts for focus groups, conferences or any activity other than a resident course are not provided in this package. Please contact the food service contractor for your meal amount. You may call 301-447-1303 for exact meal ticket prices for conferences, symposiums and any other special groups.**
- ▶ Meals other than those included in your meal ticket are to be paid for with cash.
- ▶ If you are attending back-to-back courses, your meal ticket includes the time between the two courses.



- ▶ If you stay off campus between the two courses (vacating your room), you must notify the food service contractor **before** purchasing your meal ticket for the first course. If you do not, you will be charged the full amount.
- ▶ You may pay for your meals by one of the following payment methods:
 - Cash.
 - Traveler's checks.
 - State or local government checks payable to the food service contractor, Guest Services.
 - Advanced payment by department check. **Please notify your department to include your name, course code, and course date on the check** and send it to Guest Services, Building K, 16825 South Seton Ave., Emmitsburg, MD 21727. Guest Services' federal tax identification number is 53-0164700.
 - Purchase order payable to the food service contractor, Guest Services.
 - Credit card (MasterCard or VISA) — minimum charge of \$6. Credit card payment is only accepted in person.
 - **The food service contractor DOES NOT accept personal checks.**
- ▶ If you will not be on campus for the first and last meal identified as part of your meal ticket, you must notify the food service contractor at least one week prior to your course start date. If you do not, you will be obligated to pay the full amount.
- ▶ If you are on a special diet, please call the food service contractor at 301-447-1551 or fax your request to 301-447-6944 at least two weeks prior to your arrival at NETC. The food service contractor will make arrangements to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.
- ▶ If the buses arrive at NETC after the dining hall has closed, the food service contractor will provide you with a boxed dinner, or snack food is available at the Command Post Pub.
- ▶ You may contact the food service contractor at 301-447-1551 if you have any questions.

Dining Hall Hours of Operation

Breakfast

Monday to Friday:..... 6:30 a.m. to 8:30 a.m.

Saturday to Sunday:..... 6:30 a.m. to 9:30 a.m.

Lunch

Daily:..... 11:30 a.m. to 1 p.m.

Dinner

Monday to Saturday:..... 5 p.m. to 7:30 p.m.

Sunday:..... 5:30 p.m. to 9:30 p.m.