

## Barnes, Linda

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**From:** McDonald, Steven  
**Sent:** Monday, September 08, 2014 12:20 PM  
**To:** Barnes, Linda  
**Subject:** FW: NFA Course Acceptance: R0206

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**From:** netc-admissnotifications [<mailto:netc-admissnotifications@fema.dhs.gov>]  
**Sent:** Thursday, July 24, 2014 7:14 AM  
**To:** McDonald, Steven  
**Subject:** NFA Course Acceptance: R0206

Steven E McDonald

Dear Mr. McDonald:

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

- R0206: Fire Arson Origin & Cause Investigation
- 12/8/2014 To 12/19/2014

You should refer to the NETC Welcome Package at [http://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf](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.

Your travel dates for this course are: December 7, 2014 and December 19, 2014.

You must contact the NETC Transportation Office at (301) 447-1113 at least 2 weeks prior to your course start date if you plan to use the shuttle to NETC. Failure to reserve a seat on the shuttle may result in your having to provide your own transportation to NETC which will be at your own expense.

Airport pickup times for this course are as follows:

- Baltimore/Washington International (BWI) pickup times: 03:00 PM and 07:00 PM (EST)
- Ronald Reagan National Airport (DCA) pickup times: 02:00 PM and 06:00 PM (EST)
- Dulles International Airport (IAD) pickup times: 05:00 PM (EST)

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): 09:30 AM (EST)
- Departing for Ronald Reagan National Airport (DCA): 09:30 AM (EST)
- Departing for Dulles International Airport (IAD): 09:30 AM (EST)

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 12/7/2014 to 12/19/2014. Check-in time is any time after 2:00 p.m. on your travel day. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at [FEMA-NETC-Housing@fema.dhs.gov](mailto: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](mailto: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.

