

## Jordan, Nicolas

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**From:** Simonton, Monica  
**Sent:** Monday, October 9, 2023 8:53 AM  
**To:** Jordan, Nicolas  
**Subject:** RE: NA 288 Graduation information

Good Morning

Yes this is sufficient information on the event. Providing that the hotel and flight are purchased in line with Travel Policy there should be no problem with paying the expense report.

Please be sure to include the document attachment and the information from the email below.

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**From:** Jordan, Nicolas <[Nicolas.Jordan@fortbendcountytexas.gov](mailto:Nicolas.Jordan@fortbendcountytexas.gov)>  
**Sent:** Monday, October 9, 2023 8:22 AM  
**To:** Simonton, Monica <[Monica.Simonton@fortbendcountytexas.gov](mailto:Monica.Simonton@fortbendcountytexas.gov)>  
**Subject:** FW: NA 288 Graduation information

Good morning Monica.

Constable Shike had wanted me to see if we are able to get this paid for the info below.

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**From:** Shike, Nabil <[Nabil.Shike@fortbendcountytexas.gov](mailto:Nabil.Shike@fortbendcountytexas.gov)>  
**Sent:** Thursday, October 5, 2023 11:47 AM  
**To:** Jordan, Nicolas <[Nicolas.Jordan@fortbendcountytexas.gov](mailto:Nicolas.Jordan@fortbendcountytexas.gov)>  
**Subject:** FW: NA 288 Graduation information

Good morning Nick,

Please get this on the calendar and see if we can get the flight/hotel paid for.

Thanks

**Constable Nabil Shike**  
**Fort Bend County Precinct 3 Constable's Office**  
**12919 Dairy Ashford**  
**Sugar Land Texas 77478**  
**Office: 281-242-4014**  
**Cell: 832-841-5608**



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**From:** Evans, Jimmy <[Jimmy.Evans@fortbendcountytexas.gov](mailto:Jimmy.Evans@fortbendcountytexas.gov)>  
**Sent:** Tuesday, October 3, 2023 10:23 PM  
**To:** Shike, Nabil <[Nabil.Shike@fortbendcountytexas.gov](mailto:Nabil.Shike@fortbendcountytexas.gov)>; Martin, Veronica <[Veronica.Martin@fortbendcountytexas.gov](mailto:Veronica.Martin@fortbendcountytexas.gov)>;

Scott, Marco <[Marco.Scott@fortbendcountytexas.gov](mailto:Marco.Scott@fortbendcountytexas.gov)>

**Subject:** Fwd: NA 288 Graduation information

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**From:** [NationalAcademy@FBI.GOV](mailto:NationalAcademy@FBI.GOV) <[NationalAcademy@FBI.GOV](mailto:NationalAcademy@FBI.GOV)>

**Sent:** Tuesday, October 3, 2023 7:11:50 AM

**Subject:** NA 288 Graduation information

## **Graduation information – please read carefully!**

### **NA 288 Graduation**

**Date:** Thursday, December 7

**Time:** 10:00am

**Location:** FBI Academy Auditorium

**Attire:** Business suit

**# of Guests:** Each graduate is limited to four (4) guests and each guest must be cleared by Security AND have a ticket – FBI employees/contractors – no exceptions. Children 3 years old and under that will be held do not require a ticket. DO NOT share unused tickets – each graduate is allowed four guests due to space limitations in the Auditorium.

**Guest Forms:** Field Counselors will distribute guest sign up forms and extra copies will be in the Field Counselor office. Please use a white form for guests that are U.S. Citizens, a yellow form for International guests/non-U.S. Citizens. Deadline to turn in forms to your field counselor is no later than **Friday, November 17**. Graduation tickets will be provided during homeroom on Monday, November 20. There will be a “will call” table for guests that you will not see before graduation to pick up tickets the day of graduation.

### **Helpful tips for guest form:**

- Please include the official professional title for each guest who is not family, otherwise put family or friend. If law enforcement or military, include rank/title.
- SSNs are NOT required for guests under the age of 16, but you MUST include their name and date of birth (DOB) - enter all zeros in the SSN field.
- SSNs are NOT required for current FBI employees/contractors with a SACS badge, but you must include their name/title/date of birth and enter all zeros in the SSN field.
- If you do not have guests coming, please return the form to your Field Counselor with your name and a large X.

**Stand by seating:** Daily Ops (room 201) will maintain a standby list for additional guest request(s). If you need more than 4 tickets, stop by room 201 to add **immediate family members/Department Supervisors only** (must provide name, DOB, SSN on a green form) no later than **Friday, November 17**. Students will be notified on **Monday, November 20** if their request(s) for extra seating/tickets is available.

**International Guests:** Turn in guest requests for non-US Citizens (yellow form) to your field counselor. You MUST provide a copy of the guest’s passport with the form (disregard social security number) and all requests must be received no later than Friday, November 17.

**Livestream:** Graduation Ceremony will be livestreamed - the link will be provided in the newsletter the week before graduation.

**Graduation Rehearsal:** Graduation rehearsal is mandatory on Wednesday, December 6th. We will finish by noon so you can pick up your guests. You are allowed to stay off base the night prior to graduation but you need to be in homeroom on graduation morning by 9am.

**Hotel discounts – Graduation Week:** The Stafford County Tourism Office has worked with local hotels to offer special rates during graduation week. More hotels will continue to add discounts over the upcoming weeks.  
<https://tourstaffordva.com/national-academy/>

Please review the attached family information packet that includes a guest access pass. Passes must be printed and displayed for guests entering MCBQ for graduation. Forward the attached NA 288 graduation packet to your guests to ensure they have no issues on graduation day!



*National Academy Staff*  
[nationalacademy@fbi.gov](mailto:nationalacademy@fbi.gov)  
703-632-3411

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