



WELCOME Information

The **Business Mail Academy (BMA)**, a leader in providing professional certification programs to individuals and organizations in the mailing industry, is focused on “moving forward”. Our highly qualified team builds confidence and expertise in students which enables them to advance in their level of knowledge and skills.

The BMA at NCED (National Center of Employment Development) has served well **over 16,000 students**, consisting of both postal employees and mailing customers. Below is a list of courses offered by the BMA:

- *Executive Mail Center Manager*
- *Periodicals Professional*
- *Mail Design Professional*
- *Business Mail Academy Shaped Based*
- *Supervising the Business Mail Entry*
- *Specialist*
- *Auditing Business Mail Entry*



, a Postal owned world-class training, learning, and conferencing facility open to the public, is the heart of the USPS national technology and management training. The self-contained, living-and-learning center is located twenty-five miles south of Oklahoma City and is convenient to Will Rogers World Airport. The 72 acre campus offers:

- ★ State-of-the-art instruction
- ★ Conferencing and housing
- ★ Dining complex
- ★ Networking
- ★ Team-building
- ★ Distraction-free learning environment

Registration

- ★ Call 405-366-4639 to enroll
- ★ Fax 405-366-4012 to register



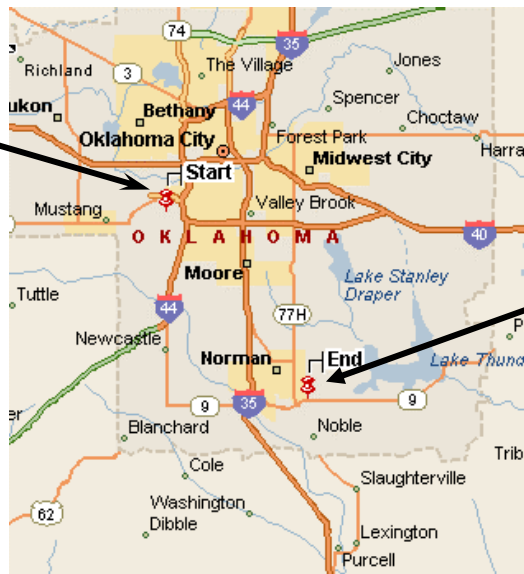
Check-In / Checkout times

- ★ Guests may check-in 11:00 a.m. the day before their class starts
- ★ Checkout time is 12:00 p.m. noon on the last day of class
- ★ Baggage arrangements may be made at the front desk

Additional nights of lodging may be arranged at the time of enrollment for an additional fee to accommodate your travel arrangements.



Will Rogers
World Airport
<http://www.flyokc.com/>



www.nced.com/bma

Directions to the National Center for Employee Development (NCED) from Will Rogers World Airport (approximately 25 miles):

1. As you leave the airport you will be traveling north on **Meridian Avenue**.
2. Exit right onto **SW 54th St.** and travel East/Southeast to **I-44**.
3. Turn right onto **I-44 westbound**. I-44 turns into I-240. Stay on **I-240 East** until you come to the **I-35** junction.
4. Turn right onto **I-35 South** (Dallas exit). Traveling southbound on I-35 you will enter Norman after approximately 10 miles.
5. There are 7 exits in Norman. The exit for NCED is **Exit 108A - HWY 9 East - University of Oklahoma - Tecumseh**.
6. Travel approximately 5 miles east on **HWY 9** and the NCED is on the North side of the road (left). Upon entering the property, the Housing Facility is the large six-story building.

Guest vehicle parking is located on the north, south, and west sides of the Housing Facility. Parking is complimentary to all guests.

Shuttle Service: The Marriott/NCED Shuttle Service at the Oklahoma City airport is the *authorized* means of transportation to the Housing Facility, and is provided at a *nominal fee*. To make reservations, call the Marriott/NCED Shuttle Service at 1-800-682-4560, at least 24 hours in advance of your arrival date.

To locate the Marriott/NCED Shuttle at the airport, go to the lower level of the terminal. Upon exiting the terminal, the Marriott/NCED Shuttle vans will be located in the Courtesy Van section. “Marriott/NCED Shuttle” is displayed on the sides of shuttle vehicles.



Dining Services

When you check in, you will receive a meal card. The meal card may be used in either the NCED cafeteria or the Housing Facility cafeteria. The enrollment fee includes three meals per day.

Recreation / Fitness

Recreational activities are an essential part of your stay at NCED. You can work off the stress of a day of training or be invigorated for the day to come. Take a few laps in the pool or a session on the stair stepper then relax in the hot tub.

- ★ A premiere work-out center with individualized instruction, assessment, and massages
- ★ Men's and women's locker rooms with a sauna and hot tub
- ★ Outdoor hot tubs and a large swimming pool
- ★ Aerobics, tennis, horseshoes, ping-pong, baseball, basketball, volleyball, racquetball, and golf
- ★ Indoor and outdoor track

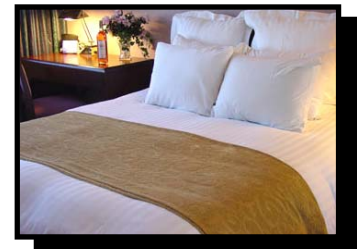


Medical Service

- ★ Monday - Thursday 8:00 a.m. to 9:00 p.m.
- ★ Friday 8:00 a.m. to 2:00 p.m.
- ★ Sunday 3:00 p.m. to 9:00 p.m.
- ★ Closed Saturdays
- A nurse is available at the Housing Facility.
- Other medical services are available at the Norman Regional Hospital.

Special Accommodations

- ★ **Spouses** of guests may stay in the Housing Facility. They will be charged a fee, which will include a meal card for all meals. Please make these arrangements when you are registering for the course.
- ★ **Special needs accommodation:** Adapted facilities are available. Prior to your arrival, please contact the Course Facilitator at (405) 366-4639.
- ★ **Pets** are not permitted inside or on the surrounding grounds of the NCED Facility or Housing Facility. An exception is made for assistance / service animals. Prior to your arrival, please contact the Course Facilitator at (405) 366-4639.
- ★ **Children** can be accommodated, with approval in advance from the front desk.
- ★ **Smoking** is prohibited in all NCED facilities to protect the health of all guests and staff. Designated areas are provided.



Payment Options

- ★ Payment is due in advance.
- ★ You will be asked to provide a credit card (American Express, VISA, MasterCard, or Diner's Club) imprint upon check-in for incidental charges.
- ★ Credit card guests may charge phone calls, gift shop and lounge charges directly to their room. If a credit card is given at check-in, express checkout will automatically be processed the night prior to departure.
- ★ No personal checks will be accepted at the front desk.



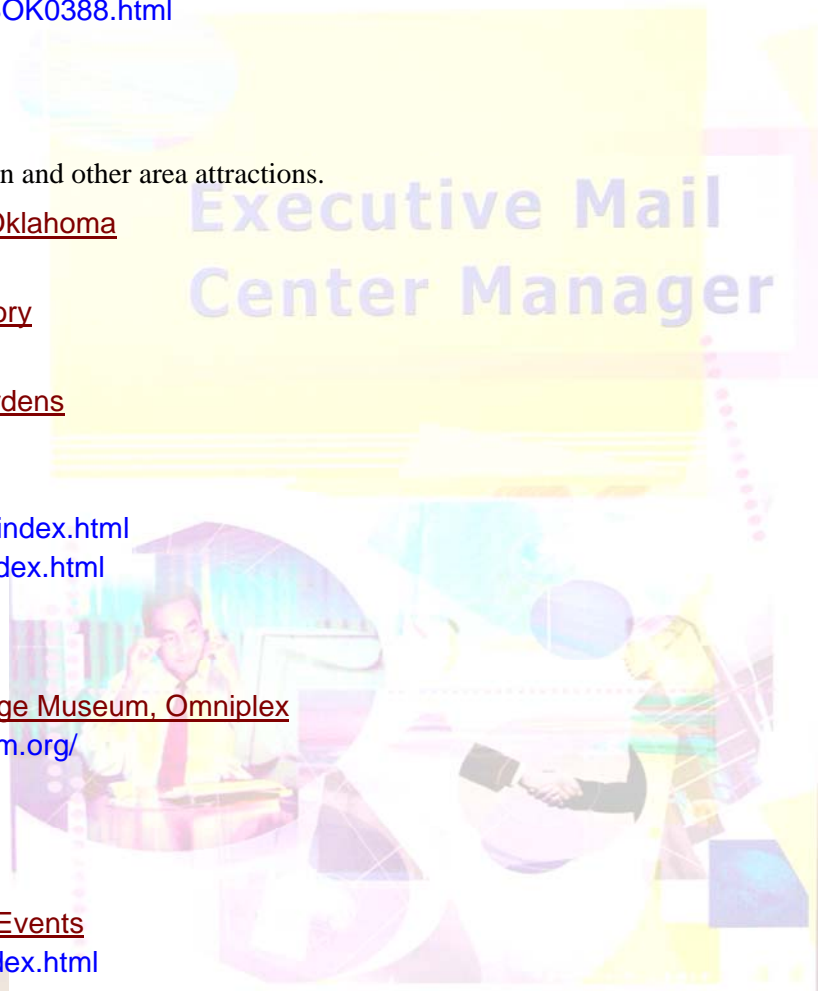
Local Weather conditions

<http://weather.yahoo.com/forecast/USOK0388.html>

Local Attractions

During your free time, visit the city of Norman and other area attractions.

- ★ Historic Tours of the University of Oklahoma
<http://www.ou.edu/>
- ★ Oklahoma Museum of Natural History
<http://www.snomnh.ou.edu/>
- ★ Oklahoma Museums, Zoo, and Gardens
<http://www.travelok.com/>
- ★ Theater and Musical Events
<http://okconline.com/fun/concerts/index.html>
<http://okconline.com/fun/events/index.html>
- ★ University of Oklahoma Sports
<http://www.soonersports.com>
- ★ National Cowboy & Western Heritage Museum, Omniplex
<http://www.nationalcowboymuseum.org/>
<http://www.omniplex.org/>
- ★ Historic Bricktown
<http://www.bricktownokc.com/>
- ★ College and Professional Sporting Events
<http://okconline.com/fun/sports/index.html>



BMA MOVING FORWARD
BUSINESS MAIL ACADEMY