

**PRE-ARRIVAL**

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**INFORMATION**

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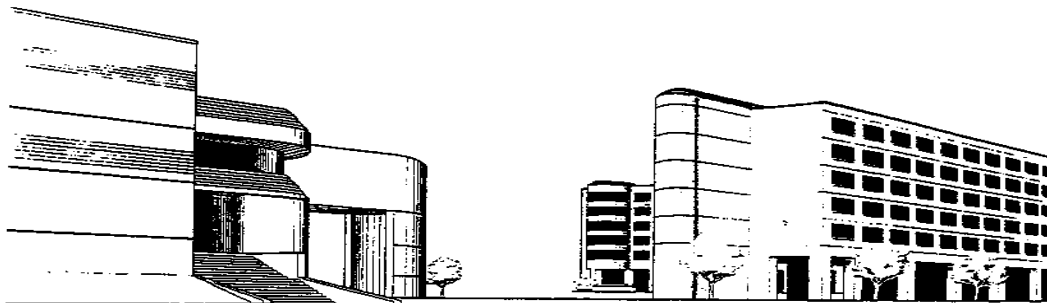
**FOR**

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**CONFEREES/GUESTS**

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**October, 2009**



***NCEd***

*National Center for Employee Development*

Norman, Oklahoma 73071-1198

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

U.S. Postal Service National Center for Employee Development

Norman, OK

## **Policy Statement on Smoking, Weapons, and Drugs**

Individuals who choose not to comply with the following policies will be subject to immediate removal from training, and possibly investigation by the Postal Inspection Service.

### **Smoking Policy**

The Postal Service has a no-smoking policy that states “Smoking is strictly prohibited in all buildings or office space (including service lobbies) owned or leased by the U.S. Postal Service.” In compliance with this policy, smoking is prohibited in all National Center for Employee Development (NCED) facilities, including all housing and training facilities.

### **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. NCED does not allow other weapons such as cross-bows or bows and arrows.

### **Possession of Drugs**

The sale, use, or distribution of any “controlled substance” (except as medically approved) on postal premises is prohibited. At NCED, all reported instances of possession and or use of illegal drugs will result in an investigation conducted by the Office of Inspector General.

**In the interest of homeland security and preparedness, NCED is partnering with the Inspection Service, Office of Inspector General and the Norman Police Department to begin using the NCED parking lot as a site for canine training exercises. These exercises will be held bi-annually using dogs training on both narcotics and explosives. If there is an actual ‘hit’ during one of these exercises, it will be dealt with in accordance with Postal Policies that are in place.**



## **CLASSROOM COURTESY POLICY ON CELL PHONES AND PAGERS**

**Please don't create a learning distraction for yourself or a fellow guest with chiming phones or whistling pagers!**

**Cell phones and pagers must be kept silent or turned off while in NCED classrooms or labs.**

**Use break periods to make or return essential phone calls.**

**Be Kind. Keep Learning in Mind.**

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This brochure may be downloaded from the Internet at  
<http://www.nced.com>

## PLANNING TRANSPORTATION

### Planning Your Trip and Reservations

Your confirmation letter shows course dates, class hours, reporting date, and housing assignment while you are at NCED. Please note special comments at the bottom of your confirmation letter. If you have not received a copy of your confirmation letter, you should contact your office to obtain a copy. Since class hours can change, you may want to request that your office call NCED and verify class hours.

Guests may not check in prior to 11:00 a.m. the day before their class starts, or stay over additional nights without approval from their office management. Additional fees will be added to course fees charged the office, if offices authorize travel plans permitting guests to stay extra nights not covered in the base fees. Guests arriving early, staying over, or leaving late for personal convenience will be responsible for payment of room rate, plus tax, for those housing nights. This payment will need to be paid at check-in either by cash or credit card.

Return reservations should be made for flights leaving no earlier than 2-1/2 hours after the class ending time shown in your confirmation letter.

The NCED Housing Facility is located at 2801 East State Highway 9, Norman, Oklahoma 73071-1104. The telephone number at which you can be reached while attending school is (405) 447-9000. When making reservations, please provide the airline this phone number so they may advise you of any change to your flight times or reservations.

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

The USPS National Center For Employee Development (NCED)/ Shuttle Service at the Oklahoma City airport available for transportation to the facility. The fare is \$30 plus tax, each way.

**If you need to make shuttle reservations, please do so prior to 9:00 AM the day prior to arrival at the airport by calling 1-800-682-4560.** Shuttles will depart the airport on Sundays and Monday holidays every 30 minutes beginning at

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11 AM. Departures from the airport on all other days will be based strictly on reservations (with no more than a 30-minute wait).

Physically-challenged guests needing special transportation accommodations should notify the front desk at 1-800-682-4560 at least fourteen days in advance of their arrival date.

To locate the USPS NCED Shuttle Service 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 under the Courtesy Van section. "USPS NCED Shuttle Service" is displayed on the sides, front and back of the vehicles.

Upon departure from the airport, ask the driver to take you to the address of your assigned housing in Norman.

## **Parking For Guest Vehicles**

Guest vehicle parking is located on the north, south, and west sides of the Housing Facility. A parking tag will be issued to you at the security gate. Parking tags must be visible in your vehicle at all times. Guests with rental cars, and guests residing in outside housing and driving their vehicle to training, must obtain a parking tag at the security gate.

**Note:** Your vehicle is your responsibility. Neither NCED nor Marriott 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 now 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 Housing Facility.

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

All enclosed trailers will be opened at the security gate for inspection.

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All vehicle repairs or maintenance on NCED property must be pre-approved using the “Request for Approval” form, which can be found at the Housing Facility Front Desk, NCED .

Bicycles are not allowed inside the Main Learning Center or the Housing Facility. Outside bicycle racks are available around the Housing Facility. Please secure your bicycle. We are not responsible for loss, theft, or damage. Long-term bicycle storage is not available at the Main Learning Center or Housing Facility.

## PLANNING WHAT TO BRING

### 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 the NCED and possible prosecution. NCED 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.

### Guest Dress

This is a professional training environment and you are encouraged to dress appropriately for class. Pants or slacks and collared shirts are preferred in the classroom.. Neat, clean jeans and collared pullovers are acceptable. Women may wear dresses or skirts and blouses if compatible with their course environment. All guests are required to wear shoes appropriate for the course they are in, as determined by their instructor.

T-shirts with unprofessional or derogatory slogans are not be worn anywhere on campus. 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 (Only - American Express, Discover, VISA, Mastercard, or Diner's Club) imprint will be requested for incidental charges. Credit card guests may charge phone calls directly to their room. You must sign for the actual charges when you check out.

## **Cash**

Guests not wishing to be on a credit basis will be on a cash-only basis. Phone calls may be charged directly to their room, with payment upon checkout.

## **Room Balance Limit**

Immediate payment will be required for cash paying guests whose room balance reaches \$100 or over. Immediate payment will also be required for guests choosing to pay by credit card, if their balance reaches \$500 or over. As a courtesy, the Front Desk will attempt to notify a guest when their room balance nears these limits.

Weekend meals and holiday meals, and any other incidentals will be on a cash-only basis. If you are on a credit card basis, you may charge meals to your room.

## **Cashing Checks**

No personal checks will be accepted. With proper identification you may cash payroll checks, travel advance checks, savings bonds, money orders, and get a cash advance with a VISA card at the Credit Union. You may also purchase money orders in the credit union at a cost of \$1.50 per thousand. The Credit Union is located in the Main Learning Center, Room C-131. The Credit Union is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. Closed on holidays.

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Traveler's checks (\$25 per guest per day) may be cashed at the Housing Facility Front Desk when the Credit Union is closed.

## HOUSING

### Arriving At Your Quarters

Arriving guests should check in at the Housing Facility Front Desk.

### Check In

Guests may not check in prior to 11:00 a.m. the day before their class starts or stay over additional nights without approval from their office management. Additional fees will be added to course fees charged the office, if offices authorize travel plans permitting guests to stay extra nights not covered in the base fees. Guests arriving early, staying over, or leaving late for personal convenience will be responsible for payment of room rate, plus tax, for those housing nights. This payment will need to be paid at check-in either by cash or credit card. **All guests will be required to show a photo ID at check-in.**

### No-Smoking Policy

To protect the health of all guests and staff and to comply with Postal Service policy, smoking is strictly prohibited in all NCED facilities. There will be no indoor smoking permitted by any occupant of NCED space, including all housing and training facilities. Visitors and guests who choose not to comply with the smoking policy will be required to vacate their rooms at the housing facility.

### Visitor Policy

If NCED guests will be having visitors during their stay, the visitor access to the property will be more efficient and timely if NCED Security is notified in advance at extension 64411. At that time, you will need to provide the identity and approximate time of arrival of your visitor. If you do not provide pre-notification, Security will need to locate the guest to verify the visitor identity before they will be allowed on property. If the guest is in class, the visitor will be turned away.

### Alcohol

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Alcohol is not permitted in the first-floor dining area or public corridors of the Housing Facility (unless an exception has been approved). Only alcohol purchased in the Lounge and contained in a soft container may be carried into the following designated areas: the first-floor lounge, the billiard room, the courtyards, and the pool area.

## **Guest Rooms**

Guest rooms are equipped with remote-controlled televisions, clock radios, telephones, irons, ironing boards, hair dryers, free internet connection 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.

## **Refrigerators/Specialized Supplies**

The Health Clinic has available specialized medical supplies such as refrigerators, bio-hazard containers, etc., for guest in-room use. The guest must make arrangements for a refrigerator through his supervisor prior to arrival at NCED. A note from the guest'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. Security will distribute refrigerators at the Nurse's discretion. For special medical requests contact the Clinic by calling (405) 447-9000 (x1853).

While a guest at NCED, all guests 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 guest 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 guest's departure from NCED.

## **Spouses and Children**

Spouses of guests may stay in the Housing Facility at an additional cost. On an availability basis and for an additional fee you may upgrade to a suite.

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- Guests and conferees must pre-register their spouses with the Housing 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.
  - The Spouse room fee is due at check-in, and may be paid with cash or credit card. Personal checks cannot be accepted.
  - **Spouses must present a valid photo ID card at check in**, and fill out a registration card.

**The National Center for Employee Development(NCED) now welcomes children under the age of 18 to stay at the Housing Facility on Friday and Saturday Nights. The guardian of the children must accept full responsibility for the children's behavior. The cost is as follows:**

**The Queen rooms are set up for a maximum occupancy of 2 persons; if the child stays with one parent there is an additional cost.**

**If there are more than 2 persons, then a Suite, if available, would be provided at an additional cost.**

## **Prohibition on Pets**

Pets are not permitted inside or on the surrounding grounds of the Main Learning Center or Housing Facility. An exception will be made for animals needed to aid a physically impaired guest.

## **Special Accommodations**

Special accommodations are available for guests with physical impairments. Prior to your arrival, your office should contact the Clinic Nurse at (405) 447-9000 (x1853), to make arrangements for these special accommodations. A Sorenson Video Relay Service (VRS) is available in the housing facility for guest use. Hearing Impaired guests will need to check out the remote control for this system from the Front Desk.

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## SERVICES AVAILABLE

### Dining Services

Meals on Saturday and Sunday will be on a cash basis in the housing facility unless other arrangements have been made.

When you check in, you will be issued a meal/door card. This card entitles you to three meals daily, Monday through Friday. The card can be used in either the Main Learning Center cafeteria (breakfast/lunch) or the Housing Facility cafeteria (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 you may select a variety of combinations to create your favorite meals. It's "All You Wish To Eat," so don't forget the dessert.

Given this extensive food service capability, and other safety and health concerns, no food preparation or appliances such as Personal Refrigerators, Coffee Pots or Hot Plates can be permitted in guest rooms. For health and sanitation reasons, guests are not permitted to take food from the dining area to the guest rooms. In support of this policy, neither cafeteria will stock to-go containers.

If you have special dietary requirements due to health concerns or religious affiliations, please call (405) 447-9000 x1853 **at least three weeks prior to** your arrival so advance preparations can be made. Arrangements for **religious** dietary or **organic** foods must be requested in writing. Additional costs for organic foods must be paid by the individual at check-in.

### Wake-up Service

The Housing Facility rooms are equipped with a clock radio. Additionally, auto wake-up is available by programming either the telephone or television provided in your room. In the unlikely event your housing assignment is in outside housing, you may want to bring a clock radio or an alarm clock.

## **Medical Services**

A nurse is available at the Housing Facility at no charge. Other medical services are available at Norman Regional Hospital, and Norman Regional Urgent Care Clinic. For detailed information regarding medical services, please refer to the Guest Book in your room.

All charges for medical services must be paid by the guest at the time of treatment. Transportation to medical facilities is your responsibility. Transportation is provided only in cases of extreme emergency via ambulance.

## **Mail Service**

Your mail should be addressed as follows, regardless of where you are housed:

YOUR NAME  
USPS (HOUSING FACILITY)  
2801 E STATE HIGHWAY 9  
NORMAN OK 73071-1104

Addressing mail to any other location only delays delivery.

If a forwarding address is not left with the Front Desk, mail that arrives after your departure will be returned to sender.

## **Laundry Services and Facilities**

Laundry and dry cleaning services are available through the Sundry Shop for a fee. Coin-operated washers and dryers are located three per floor, 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. This service is complimentary to all guests. Please contact the Front Desk. Individuals will be charged the expense of replacing lost safe-deposit keys.

## **Lost Property**

While every effort will be made to find personal property lost during your stay, please be aware that neither NCED nor Marriott will assume responsibility or accountability for lost items.

## **Housing Facility 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 (not open year-round)
- 1 Indoor Driving Range
- Outdoor Pitching/Chipping Area

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A dry sauna and whirlpool are available in both the men's and women's locker rooms. Lockers are available during your stay. 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 \$15.00 fee. Also, check at the Fitness Issue Counter for information on local golf courses, fees, and directions to the course.

The Fitness Center offers individualized, comprehensive fitness assessments. Participation is voluntary and the results are confidential. The assessment program provides individuals with an increased awareness of the positive impact daily exercise has on health, as well as information regarding your present health status. Personal training sessions are also available.

## GENERAL INFORMATION

An Information Center is located across the lobby opposite the Housing Facility Front Desk. This center contains information regarding the local area, an ATM, a cigarette machine, a listing of classes in session, a shuttle schedule to outlying training sites, and a give-and-take book shelf.

### Guest Identification

All guests entering the training facility must display photo identification on their person. Guests who do not have postal ID badges will be required to display their NCED housing room key. Individuals that are observed not displaying either form of identification will be required to comply. 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.

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

Guests must sign all visitors in at the Front Desk of the Housing Facility.

## **Incoming Telephone Calls**

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

## **Outgoing Telephone Calls**

Telephones are located in the lobby of the Housing Facility for your personal convenience.

Complimentary local calls may be made from the phone in your guest room. The fee for U. S. Continental Long Distance calls from a guest room is currently \$0.20 per minute plus \$0.02 tax. Calls to local information are \$1.00. Calls to long-distance information are \$1.00.

Guests are required to pay for **all** phone calls at the time they check out.

## **Oklahoma Liquor Laws**

It is illegal to transport an open, alcoholic-beverage container in the passenger compartment of your vehicle.

This includes beer, wine and liquor. Oklahoma vigorously enforces this law.

## **Oklahoma Driving Tips**

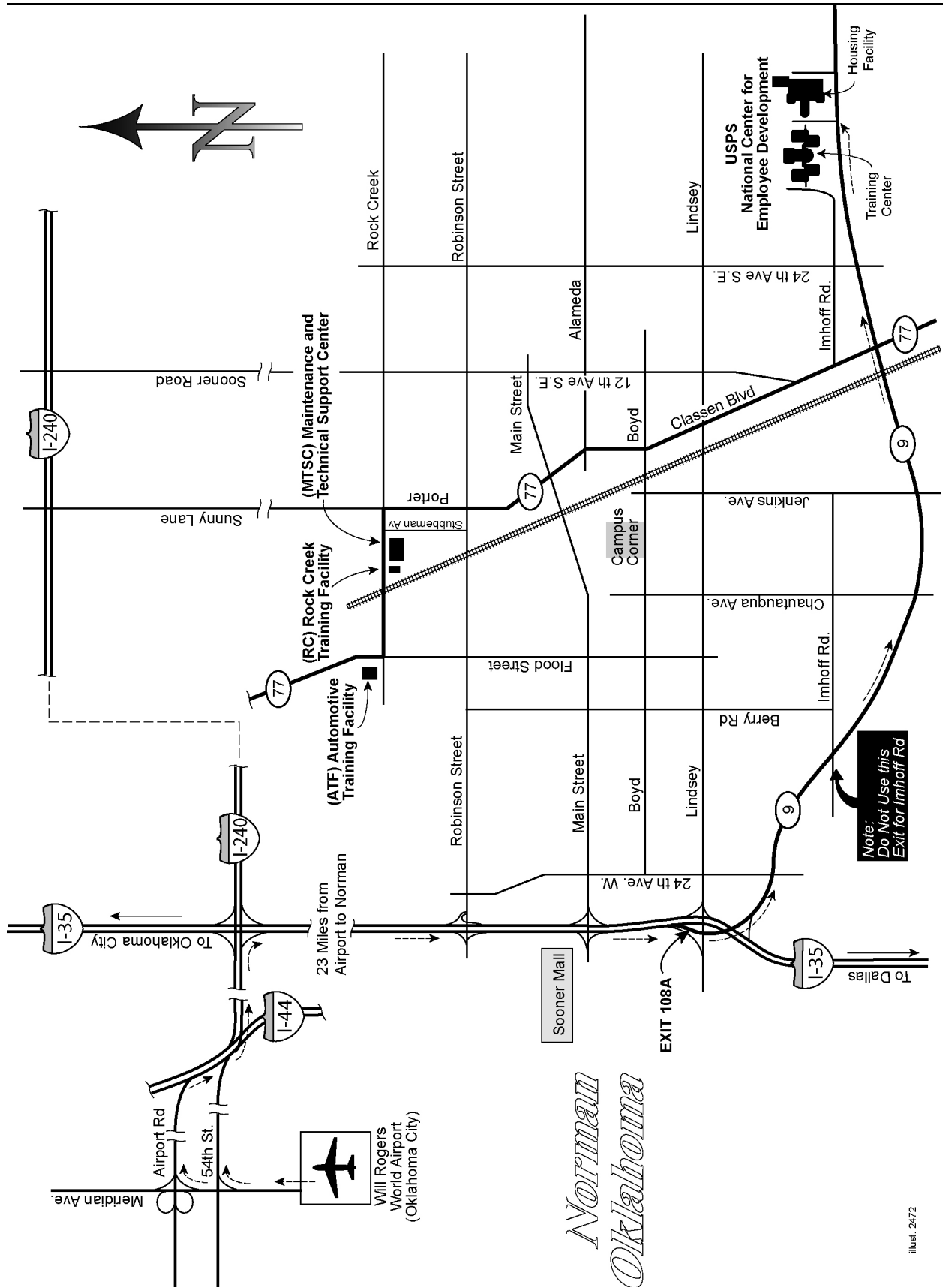
All front-seat vehicle passengers must wear seat belts. Exemptions are pickups with farm tags and commercial, tractor-trailer trucks. In Oklahoma, it is legal to turn right on red unless otherwise posted.

## **Church Attendance**

While visiting in Norman many guests like to attend the church of their choice. Most churches in Norman will make arrangements to transport you to their services, if you call their office and request transportation. Of course, advance notice is advised. Local church numbers may be found in the yellow pages of the Norman phone book.

## **Comment**

For more detailed information regarding your stay at NCED, you will find a copy of the Guest Book in your room. After you check in, please take time to review this book. We feel the Guest Book answers questions most frequently asked by guests.



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# Housing Facility Map

