
PRE-ARRIVAL
INFORMATION
FOR
EXTERNAL STUDENTS
September 2020



Norman, Oklahoma 73071-1198

On The Internet: <http://www.nced.com>



We are pleased to know you will be attending training at NCED, and we hope you are looking forward to this opportunity to expand your level of knowledge and skill. Our all-inclusive learning complex combines classrooms, labs, conferencing, housing, food, fitness, and health facilities in an educational campus setting.

This brochure is designed to prepare you with information you might find useful prior to your arrival at NCED. It includes sections related to planning your transportation to the facility, what to bring with you, information regarding housing and services available to you, general information, and maps.

Students are to restrict the use of portable electronic devices (such as cell phones) to authorized break periods. They are not to use cell phones or Smart devices, check voice mail, view or take photos, or send/receive text messages during class, lab, or testing. Portable electronic devices should be powered down and stored (i.e., in a pocket or purse) during class, lab, and testing. Unauthorized use of portable electronic or Smart devices during designated test times may result in a failing grade on that test.



We hope you find this Pre-Arrival Brochure helpful, and we look forward to your visit.

*****Phased Reopening Policies*****

- **Students are required to bring with them a supply of face masks, either disposable or cloth (at least 2-3 disposable masks per day), and, if desired, disposable gloves along with applicable and required personal protective equipment (PPE) for their class for use during their stay at NCED.**
 - **Social distancing will be maintained in the classrooms, labs, and the hotel, and masks will be required when social distancing is not possible.**
 - **Surfaces will be cleaned regularly. We are following CDC guidelines regarding face coverings and social distancing.**
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Students are required to adhere to all Postal Service rules and policies, including but not limited to those located in *Poster 7, Rules and Regulations Governing Conduct on Postal Property*.

Individuals who do not comply with these policies will be subject to disciplinary procedures including notification of home office, immediate removal from training, and possible investigation by the Postal Inspection Service or Office of Inspector General.



Rules and Regulations Governing Conduct on Postal Service Property

Applicability

These rules and regulations apply to all real property under the charge and control of the U.S. Postal Service[®], to all tenant agencies, and to all persons entering in or on such property. These rules and regulations must be kept posted at a conspicuous place on all such property. These rules and regulations shall not apply to:

- a. Any portions of real property, owned or leased by the Postal Service[™], that are leased or subleased by the Postal Service to private tenants for their exclusive use.
- b. With respect to restrictions on soliciting, electioneering, collecting debts, vending, advertising and posting or depositing literature on sidewalks along the street frontage of Postal Service property falling within the property lines of the Postal Service that are not physically distinguishable from adjacent municipal or other public sidewalks and any paved areas adjacent to such sidewalks that are not physically distinguishable from such sidewalks.

Inspection, Recording Presence

- a. Purses, briefcases, and other containers brought into, while on, or being removed from the property are subject to inspection. However, items brought directly to a Postal Service facility's customer mailing acceptance area and deposited in the mail are not subject to inspection, except as provided by the *Administrative Support Manual*, section 274. A person arrested for violation of this section may be searched incident to that arrest.
- b. Vehicles and their contents brought into, while on, or being removed from restricted nonpublic areas are subject to inspection. A prominently displayed sign shall advise in advance that vehicles and their contents are subject to inspection when entering the restricted nonpublic area, while in the confines of the area, or when leaving the area. Persons entering these areas who object and refuse to consent to the inspection of the vehicle, its contents, or both may be denied entry; after entering the area without objection, consent shall be implied. A full search of a person and any vehicle driven or occupied by the person may accompany an arrest.
- c. Except as otherwise ordered, properties must be closed to the public after normal business hours. Properties also may be closed to the public in emergency situations and at such times as may be necessary for the orderly conduct of business. Admission to properties when closed to the public may be limited to authorized individuals who may be required to sign the register and display identification when requested by Security Force personnel or other authorized individuals.

General Restrictions

Preservation of Property

Improperly disposing of rubbish, spitting, creating any hazard to persons or things, throwing articles of any kind from a building, climbing upon the roof or any part of the building, or willfully destroying, damaging, or removing any property or any part thereof is prohibited.

Conformity with Signs and Directions

All persons in and on property shall comply with official signs of a prohibitory or directory nature and with the directions of Security Force personnel or other authorized individuals.

Specific Restrictions

Disturbances

Disorderly conduct, or conduct that creates loud and unusual noise, or which impedes entrance to or departure from Post Offices[™] or otherwise obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public or employees in the performance of their duties, or which otherwise impedes or disturbs the general public in transacting business or obtaining the services provided on Postal Service property, is prohibited.

Gambling

Participating in games for money or other personal property, the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of lottery tickets is prohibited on postal premises. This does not apply to state lottery tickets at vending facilities operated by licensed blind persons where such lotteries are authorized by state law.

Alcoholic Beverages, Drugs, and Smoking

Anyone under the influence of alcohol or any drug that has been defined as a "controlled substance" may not enter Postal Service property or operate a motor vehicle on Postal Service property. The possession, sale, or use of any "controlled substance" (except when permitted by law) or the sale or use of any alcoholic beverage (except as authorized by the Postmaster General or designee) on Postal Service premises is prohibited. The term "controlled substance" is defined in Title 21, *United States Code*, section 802. Smoking is prohibited in all Postal Service buildings and office space, including public lobbies.

Soliciting, Electioneering, Collecting Debts, Vending, and Advertising

Soliciting alms and contributions, campaigning for election to any public office, collecting private debts, commercial soliciting and vending, displaying or distributing commercial advertising, and collecting signatures on petitions, polls, or surveys (except as otherwise authorized by Postal Service regulations) are prohibited on Postal Service property. These prohibitions do not apply to the following:

- a. Commercial or nonprofit activities performed under contract with the Postal Service or pursuant to the provisions of the Randolph-Sheppard Act.
- b. Posting notices on employee bulletin boards as authorized by Title 39, *Code of Federal Regulations* (CFR) 243.2.
- c. The solicitation of U.S. Postal Service and other federal military or civilian personnel for contributions by recognized agencies as authorized by the *Manual on Fund Raising Within Federal Service*, issued under Executive Order 12353.

Tables, Chairs, Freestanding Signs or Structures

Except as part of authorized postal activities, no tables, chairs, freestanding signs or posters, structures, or furniture of any type may be placed in postal lobbies or on postal walkways, steps, plazas, lawns or landscaped areas, driveways, parking lots, or other exterior spaces.

Public Assembly and Public Address

Leafleting, distributing literature, picketing, and demonstrating by members of the public are prohibited in lobbies and other interior areas open to the public. Public assembly and public address, except when conducted or sponsored by the Postal Service, are prohibited in lobbies and other interior areas open to the public.

Depositing Literature

Depositing or posting of handbills, flyers, pamphlets, signs, posters, placards, or other literature (except official Postal Service and other governmental notices and announcements) on the grounds, walks, driveways, parking and maneuvering areas, exteriors of buildings, and other structures, or on the floors, walls, stairs, racks, counters, desks, writing tables, window ledges, or furnishings in interior public areas on Postal Service premises is prohibited. This does not apply to the following:

- a. Posting notices on employee bulletin boards as authorized by 39 CFR 243.2.
- b. Interior space assigned to tenants for their exclusive use.
- c. Posting of notices by U.S. Government-related organizations.

Photographs for News, Advertising, or Commercial Purposes

Photographs for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings except where prohibited by official signs or Security Force personnel or other authorized personnel or a federal court order or rule. Other photographs may be taken only with the permission of the local Postmaster or installation head.

Dogs and Other Animals

Dogs and other animals (except those used to assist persons with disabilities) must not be brought onto Postal Service property for other than official purposes.

Vehicular and Pedestrian Traffic

Drivers of all vehicles in or on Postal Service property must be in possession of a current and valid driver's license and vehicle registration, and the vehicle must display all current and valid tags and licenses required by the jurisdiction in which it is registered. Drivers who have had their privilege or license to drive suspended or revoked shall not drive any vehicle in or on Postal Service property during such period of suspension or revocation.

Drivers of all vehicles in or on Postal Service premises shall drive in a careful and safe manner at all times and shall comply with signals and directions of Security Force personnel, other authorized individuals, and all posted traffic signs.

Blocking of entrances, driveways, walks, loading platforms, or fire hydrants is prohibited.

Parking without authority, parking in unauthorized locations or in reserved locations, or parking continuously in excess of 18 hours without permission or contrary to the direction of posted signs is prohibited. Supplemental specific traffic directives may be issued by the Postmaster or installation head. When issued and posted, such directives shall have the same force and effect as if made a part hereof.

Voter Registration

Provided that all required conditions are met, voter registration may be conducted on Postal Service property only with the approval of the Postmaster or installation head. See 39 CFR 232.1(h)(4) for the conditions that apply to voter registration activities on Postal Service property.

Weapons and Explosives

Notwithstanding any other law, rule, or regulation, no person while on Postal Service property may carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, or store the same on Postal Service property, except for official purposes.

Nondiscrimination

No person entering on postal property shall be subjected to discrimination on the basis of race, color, sex, religion, national origin, or disability in using any of the facilities or services of a public nature provided by the U.S. Postal Service.

Penalties and Other Law

Alleged violations of these rules and regulations are heard, and the penalties prescribed herein are imposed, either in a federal district court or by a federal magistrate in accordance with applicable court rules. Individuals found guilty of violating these rules and regulations while on property under the charge and control of the Postal Service are subject to a fine as provided in 18 U.S.C. 3571 or imprisonment of not more than 30 days, or both. Nothing contained in these rules and regulations shall be construed to abrogate any other federal laws or regulations or any state or local laws and regulations applicable to any area in which the property is situated.

Enforcement

Security Force personnel will exercise the powers under 18 U.S.C. 3061(c)(2) and are responsible for enforcing the regulations in this notice in a manner that will protect U.S. Postal Service property. Postmasters or installation heads may, with the approval of the Chief Postal Inspector or designee, enter into agreements with State and local enforcement agencies to insure enforcement of the regulations in a manner that will protect U.S. Postal Service property. Postal Inspectors, Office of Inspector General Special Agents, and anyone designated by the Chief Postal Inspector may also enforce these regulations.

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This brochure may be downloaded from the Internet at
<https://www.nced.com/pre-arrv-ext.pdf>

To book “on line” airport shuttle reservations, go to
<http://ncedtransport.questionpro.com>

PLANNING TRANSPORTATION

Hotel and Shuttle Reservations

The NCED Conference Center and Hotel is located at 2801 East State Highway 9, Norman, Oklahoma 73071-1104. Students may reserve a hotel room at <http://cc.nced.com>.

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

Shuttle service from the airport is available for \$27 plus tax per person, each way. **All individuals are required to make shuttle reservations at least 48 hours prior to arrival at the airport on-line** by going to <http://ncedtransport.questionpro.com>. Shuttle departures from the airport will be based strictly on reservations. **During Phase 2 Reopening, shuttle service is for airport arrivals and departures only.**

To locate the NCED shuttle at the airport, go to the lower level of the terminal and exit from the baggage area; the shuttles will be located in the Courtesy Van section. “NCED Conference Center” is displayed on the sides, front and back of the vehicles.

Travel Delay Procedures

Students who are stranded or delayed due to flight cancellations, weather conditions, etc., creating a delayed arrival to NCED must adhere to the following guidelines:

- If the class in which you are enrolled is one week (5 days) or less and you will not be in attendance at the “begin time” of class on the first day, you must make arrangements to return home.
- If the class is longer than one week (5 days) and you will arrive in time to report to class at “begin time” on the second day of class, you must continue your trip to Norman.
- If you will not be able to report on time (begin time) the second day of a class longer than one week (5 days) you must make arrangements to return home.
- **Every student experiencing a travel delay that prevents them from arriving on their check-in date must call the hotel Front Desk as soon as possible at 405-447-9000, ext. 0 to report their situation.**
- Students should coordinate lodging requirements and travel plan changes with their home office as necessary.

Parking for Student Vehicles

Student vehicle parking is located on the north, south, and west sides of the hotel.

Note: Your vehicle is your responsibility. Neither USPS nor the NCED Conference Center and Hotel will assume responsibility for damage to vehicles parked on the NCED campus. Vehicles and their contents are subject to Postal Service rules and regulations, including 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 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 hotel.

All vehicles on NCED property, whether driven or towed, must have a license plate and current registration. NCED is not responsible for loss, theft, or damage to any vehicle parked on postal property, including the hotel.

All enclosed trailers are subject to be opened for inspection upon request.

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

Bicycles are not allowed inside the training buildings or the hotel. Outside bicycle racks are available around the hotel to secure your bicycle. NCED is not responsible for loss, theft, or damage, and long-term bicycle storage is not available at NCED.

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. NCED also does not allow other weapons such as but not limited to cross-bows or bows and arrows, and self-defense aerosols (i.e., mace, pepper spray, etc.).

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.

Student Dress

This is a professional training environment and you are encouraged to dress appropriately for class. Neat, clean jeans or slacks and appropriate t-shirts or collared shirts are acceptable. All students are required to wear shoes appropriate for the course they are in, as determined by their instructor.

Shoes

- Wear appropriate work shoes, whether you walk many miles on a route or handle mail in the workroom. Wear shoes that are fully enclosed at the heels, toes, and sides, made of leather or a substantial synthetic material (canvas or nylon is not acceptable). The approved footwear for uniform program employees must have the SR/USA label. See ELM 939 for exceptions.
- To eliminate slips, trips, and falls, do not wear the following types of shoes on the workroom floor:
 - Heels more than 1 1/2 inches and soles more than 1/2 inch in height.
 - Spiked heels, regardless of height.
 - Open shoes (including open sides, toes, or heels) such as thongs or flip flops, sandals, mules, house slippers, clogs, wedgies, etc.
 - Heels with steel taps.
 - Shoes with cloth, nylon, or mesh-woven tops, such as tennis shoes, athletic or jogging shoes (except those with leather or leatherlike uppers), moccasins, etc.
 - Shoes no longer adequate because of disrepair.

T-shirts with unprofessional, political, or derogatory slogans may not be worn **anywhere** in the facility. Sandals, jogging suits, sweat suits, shorts, and tank or halter tops may not be worn in the classroom.

Fitness and Recreation Dress Code

The Fitness Center and its activities (pool, gym, exercise machines, etc.) is closed until further notice due to COVID-19 restrictions.

Credit

Upon registration, a credit card will be requested for incidental charges. Credit card students may charge phone calls directly to their room. You must sign for the actual charges when you check out.

Cashing Checks

No personal checks will be accepted. Cash can be accepted for payment.

HOUSING

Check In and Check Out

Hotel check in time is 3:00 p.m. Students arriving earlier than 3:00 p.m. may store their luggage at the Front Desk until their check-in time. Only if a room is available, the student may be checked in prior to the official check-in time. Students may not check in at the hotel the day before their official travel day or stay over additional nights without approval from their office management. Students arriving early, staying over, or leaving late for personal convenience without approval from their office will be responsible for payment of room rate, including tax, for those additional nights. This payment will be paid at check-in either by cash or credit card. Check-out time is 12:00 p.m. on the day of departure. If needed, students may store their luggage at the Front Desk after they check out.

Housing Policies

Housing is authorized for students for the final day of class. The hotel Front Desk must be notified any time you are not arriving on your scheduled check-in day or leaving the day after the final day of class. Check-out time for those remaining overnight is 11:00 a.m. on the day of departure.

Visitor Policies

The NCED campus is open to visitors; however, **the Fitness Center and its activities (pool, gym, exercise machines, etc.) are closed due to COVID-19 restrictions.**

Visitors should not be taken into the learning centers without first checking them in with the Security Office in the Main Learning Center.

No-Smoking Policy

To protect the health of all students and staff and to comply with Postal Service policy, smoking is strictly prohibited in all NCED facilities. Smoking is defined as having a lighted or activated electronic cigar, cigarette, pipe, or other smoking material. There will be no indoor smoking permitted by any occupant of NCED space, including all housing and training facilities. The hotel will also charge \$250 if evidence is found of smoking in your room.

Lighting candles, incense, or any flammable material is not permitted in any training building or in the hotel, including guest rooms.

Alcohol

Alcohol purchased off campus is not permitted in the first-floor dining area, lobby, grounds, or public corridors of the hotel. **The GP405 lounge is closed due to COVID-19 restrictions.**

Guest Rooms

Guest rooms are equipped with remote-controlled televisions, clock radios, telephones, free internet access, irons, ironing boards, hair dryers, and private baths. A limited number of special service equipment, i.e., bed boards, are available for temporary use upon request by contacting the Front Desk.

Daily housekeeping service is suspended during COVID-19 reopening phases, but additional linens and toiletries (coffee, soap, shampoo, etc.) can be obtained by calling the Front Desk. Guest rooms will contain disposable bags for any masks and gloves after use.

SERVICES AVAILABLE

Dining Services

At check-in, a meal/door card will be issued. This card entitles the student only to three meals daily, Monday through Friday, in the hotel's 3 Squares Eatery (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 a variety of combinations to create your favorite meals can be selected. It's "All You Wish to Eat," so don't forget the dessert!

Because of extensive food service capability and other safety and health concerns, no food preparation or appliances, such as personal coffee pots, hot plates, etc., can be permitted in guest rooms. For health and sanitation reasons, guests are not permitted to take food from the 3 Squares Eatery to the guest rooms. In support of this policy, the dining areas do not stock carry-out containers.

Wake-up Service

The hotel rooms are equipped with a clock radio. Additionally, automatic wake-up is available by programming either the telephone or television provided in your room.

Medical Services

A nurse is available at the hotel at no charge. Other medical services are available at Norman Regional Hospital, and nearby Classen Urgent Care or East Norman Urgent Care Clinics.

All charges for external medical services must be paid by the student at the time of treatment. Charges may or may not be covered by insurance. Transportation to medical facilities is your responsibility at your expense, and a list of taxi services is available from the Front Desk or the Medical Clinic. Transportation is provided only in cases of extreme emergency via ambulance.

Laundry Services

Three coin-operated washers and dryers are located on floors 2-6. A change machine is located at the information center across from the Front Desk.

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 at the Front Desk, and are complimentary to all guests. Individuals will be charged the expense of replacing lost safe-deposit keys.

Lost Property

Neither USPS nor the NCED Conference Center and Hotel will assume responsibility or accountability for lost items. If any personal property is lost during your stay, contact hotel Loss Prevention at 405-447-9000 x1851.

NCED Fitness and Recreation Center

The Fitness Center and Recreation Center is closed until further notice due to COVID-19 restrictions.

GENERAL INFORMATION

An Information Center is located across the lobby opposite the hotel Front Desk. This center contains information regarding the local area and an ATM.

Oklahoma Liquor and Drug Laws

The *ELM 665.25, Postal Service Standards of Conduct, Illegal Drug Sale, Use or Possession* states that “the Postal Service will not tolerate the sale, possession, or use of illegal drugs, or the abuse of legal drugs, while on duty or on postal premises. Employees found to be engaged in these activities are subject to discipline, including removal and/or criminal prosecution where appropriate.”

It is illegal to transport an open, alcoholic-beverage container in the passenger compartment of any vehicle. This includes beer, wine, and liquor. Oklahoma vigorously enforces this law.

While some states have authorized medical or recreational use of marijuana, postal employees attending training at the NCED in Norman, Oklahoma, should be aware that the possession, use, and sale of recreational marijuana are prohibited in Oklahoma, and any possession, use, and sale of medical or recreational marijuana remains illegal under federal law. Additionally, using the Postal Service to transport illegal substances is a federal offense.

Oklahoma Driving Tips

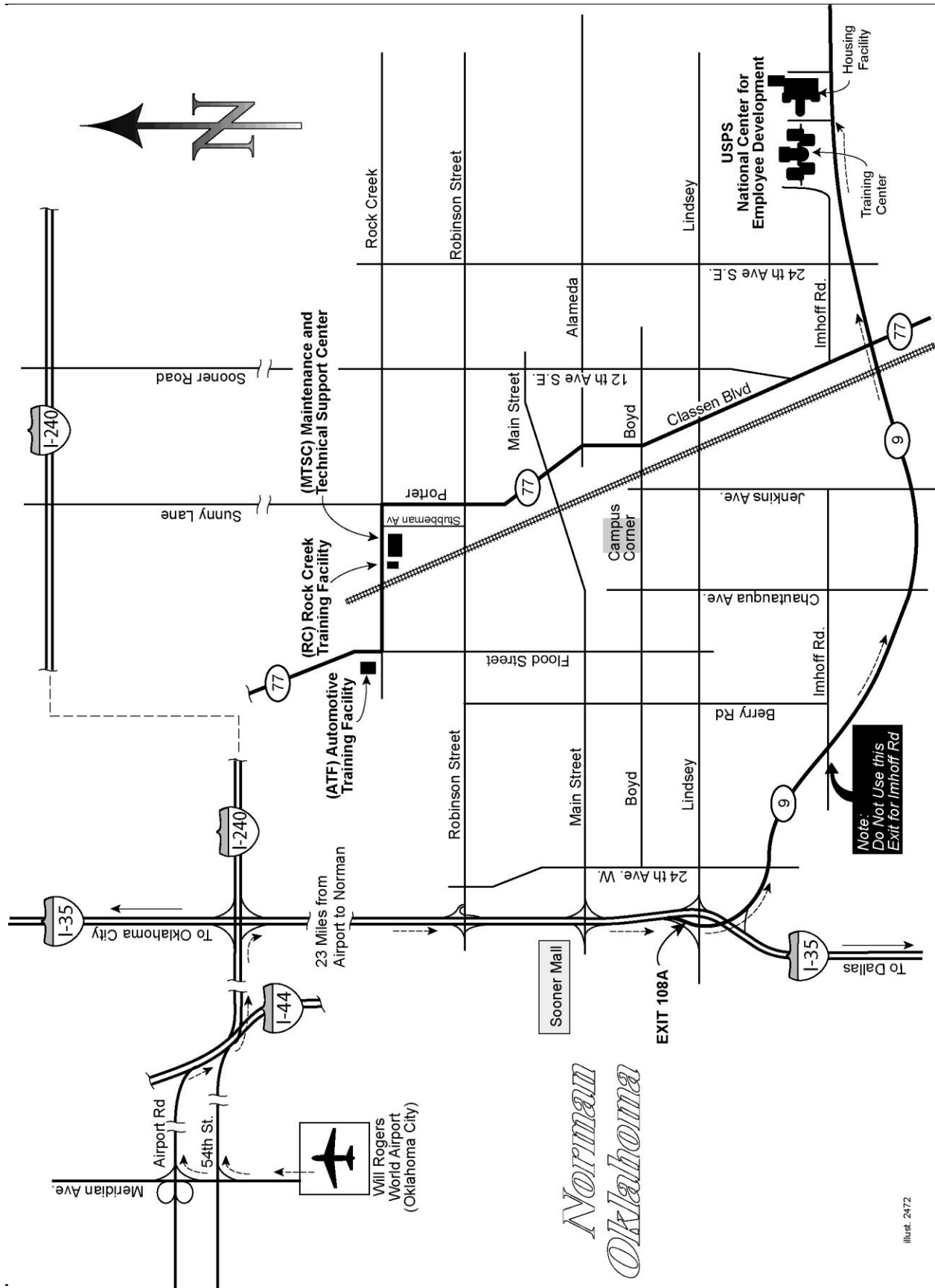
All front-seat vehicle passengers must wear seat belts. Exemptions are pickups with farm tags and commercial, tractor-trailer trucks. In Oklahoma, it is legal to turn right on red unless otherwise posted.

Worship Services

While visiting in Norman many students like to attend the worship service of their choice. Many places of worship in Norman may make arrangements for transportation to their services if their office is contacted, and advance notice is advised. Contact numbers for local houses of worship may be found in the yellow pages of the Norman or Oklahoma City phone books.

Wildlife at NCED

Please do not feed the wildlife on NCED property. Do not approach or tease the ducks or geese that inhabit the campus.



Illustr. 2472
