



*National Fire Academy/Emergency Management Institute*

# Welcome Package

National Emergency Training Center

*September 2008*



**FEMA**

**NETC WELCOME PACKAGE**  
*for the*  
**National Fire Academy (NFA)**  
*and*  
**Emergency Management Institute (EMI)**

**T**he information provided is to help you plan your trip to the National Emergency Training Center (NETC). Even if you've taken classes at NETC previously, please read it carefully. **The procedures may have changed since you were here last, and you will be responsible for complying with the current procedures.** It is suggested that you provide a copy of the "Contact Information" to your family and office staff in case they need to contact you **while you are here**. Although friends or family **may not** stay in Housing, they are welcome to attend graduation. Please contact Security before their arrival for current security protocol required for their entry to NETC campus.

If you have any questions, you may call us at either (800) 238-3358 or (301) 447-1000. When you reach the operator, ask for the appropriate extension:

- ▶ **Housing/Transportation: 1048/1113**
- ▶ **Admissions: 1035**
- ▶ **Food Service (Guest Services): 1551**
- ▶ **Security: 1111**

You may send an e-mail to:

- ▶ **Housing/Transportation:** [NETC-Housing@dhs.gov](mailto:NETC-Housing@dhs.gov)
- ▶ **Admissions:** [NETC-Admissions@dhs.gov](mailto:NETC-Admissions@dhs.gov)
- ▶ **Food Service:** [NETC-Cafeteria@dhs.gov](mailto:NETC-Cafeteria@dhs.gov)

If you need to fax information to any of the following offices, please note the following fax numbers:

- ▶ **Housing/Transportation: (301) 447-1324**
- ▶ **Admissions: (301) 447-1441 (NFA); (301) 447-1658 (EMI)**
- ▶ **Food Service: (301) 447-6944**



**FEMA**

National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727

## SECURITY

**D**ue to increased security precautions, students should bring two photo ID's to campus. **PLEASE HAVE THEM WITH YOU, NOT IN YOUR LUGGAGE!** If you do not have the photo ID's, you will not be permitted on campus. Security checks will delay your registration at the NETC.

If you are a student from a foreign country, please be prepared to show your passport or visa at registration.

### **FIREARMS: Prohibited on campus!**

Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle, or your luggage. Maryland law is very narrow in its definition of law enforcement officers who may carry firearms. For your own protection, and to expedite your processing into the NETC, **do not bring weapons of any kind to campus.** Weapons include knives with blades longer than 3 inches, machete, bow & arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/Commissioned and State Peace Officer Standards and Training (POST) certified officers and Federal officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must obtain an exception from the Director of Support Services prior to arrival on campus. If you arrive at NETC with weapons of any kind without prior approval, your entry to campus will be delayed significantly.

**ALCOHOLIC BEVERAGES:** Alcohol is not allowed in lodging rooms or vehicles, and will be confiscated. Consumption of alcoholic beverages is limited to the Command Post Pub and the Log Cabin.

# TRAVEL

## TRAVEL BY AIR:

- ▶ You **must** make your own travel arrangements.
- ▶ You **must** be sure your flights meet the shuttle pickup/departure times, and the ticket purchase follows the parameters of travel as defined under **“REIMBURSEMENT”** in this package.

## NETC SHUTTLE SERVICE:

- ▶ Shuttle service is available between NETC and the airport(s) listed on the “COURSE SPECIFIC INFORMATION” sheet – a pink page enclosed with the acceptance letter you received for this class. **Read it carefully before making flight arrangements!**
- ▶ If you need bus transportation to NETC from the airport, you should plan to arrive at least 1 hour before bus departure time. **You must notify (e-mail, phone, or fax) the NETC Transportation Office at least 2 weeks prior to the course start date to reserve a seat. IF YOU DO NOT CALL, SEATING MAY NOT BE AVAILABLE AND TRANSPORTATION TO EMMITSBURG WILL BE AT YOUR OWN EXPENSE.**
- ▶ **Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door, or a maroon passenger van with the NETC signage in the front window.** You may contact the NETC Transportation Office a day before your arrival to inquire as to which vehicle will be used. For airport security reasons, **our drivers cannot leave their vehicles** and must circle the airport pickup area, **SO YOU WILL NEED TO LOOK FOR THE BUS OR VAN.** **If you do not see the vehicle 5 minutes prior to the pickup time, please call the NETC Transportation Office for guidance.**



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**SHUTTLE PICKUP POINTS AT EACH AIRPORT:** (Check your pink “Course Specific Information” sheet as to which airport you may use. **You can ONLY use an airport listed on that sheet!** Ground transportation from other airports may be at your own expense. If your **scheduled arrival time** does not coincide with the shuttle schedule, ground transportation will be at your own expense as well.)

- ▶ **Ronald Reagan National Airport (DCA):** Pickup is near the Travelers’ Aid Desk in Terminal ‘B’ (Lower Level, between gates 5 and 6). Buses and vans depart from the outside lane. If you arrive in Terminal ‘A’ please take the Economy/Rental Car airport bus shuttle to Terminal ‘B,’ lower level, or walk across the terminal connector and go downstairs to exit door number 5, on your left.
- ▶ **Baltimore/Washington International Airport (BWI):** Pickup is near the Lower Level Baggage Areas 13 and 14. There is not a Travelers’ Aid Desk in this location. Buses and vans depart from the outside lane.
- ▶ **Dulles International Airport (IAD):** There is a Traveler’s Aid Desk between Baggage Claim Areas 4 and 5 on the baggage level, located at the east end of the terminal. Go up the ramp and out exit door number 6.

**DELAYED FLIGHTS:** If you are scheduled to use NETC transportation, but your flight is delayed for other than weather-related reasons, the airline is responsible for your transportation. If they will not transport you, please call the NETC Transportation Office when you arrive at the airport. (It will be approximately 2 hours before we can pick you up.) If you choose not to use NETC transportation and arrange for other transportation, it will be at your own expense.

#### **IF DRIVING:**

- ▶ You may arrive on campus any time after 12:30 p.m. the day before your course begins.
- ▶ You must depart campus after the end of your course, except for courses with a next-day departure date.
- ▶ Your vehicle must be registered at Housing/Security for stipend/security reasons, even if you do not stay on campus.
- ▶ There are no connections for mobile homes or recreational vehicles available at NETC and we ask that you refrain from using these vehicles at our facility.

#### **DIRECTIONS TO NETC:**

- ▶ **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).
- ▶ **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).
- ▶ **From Philadelphia and East:** Pennsylvania Turnpike West to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).
- ▶ **From Pittsburgh and West:** Pennsylvania Turnpike East to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).

## CAMPUS REGISTRATION

- ▶ Class, dormitory, and vehicle registration will take place in Building C Lobby.
- ▶ Since you may have to walk some distance to your room, we recommend you bring luggage with wheels.



### STIPEND REIMBURSEMENT GUIDELINES

(For further information, please refer to the “Reimbursement” section.)

- ▶ **A copy of a check for an account that bears your name. Deposit slips or accounts for an organization or another individual are not acceptable.** A copy of a check is the best source for the correct financial information.
- ▶ If your account is with a credit union, or if the account is payable through another bank, please have the bank provide you with the routing and account numbers for ACH deposit.
- ▶ It speeds up registration if you fax the information to the Admissions Office (301) 447-1441 **prior** to your course start date. Please include your name, and course code/title/date on the fax, along with your vehicle or flight information. Please be sure the copy is legible.
- ▶ If you anticipate incurring additional expenses for transportation/lodging costs, **you must receive prior written approval** to be eligible for reimbursement of these expenses. If approved, **original receipts must** be presented at the time of your arrival. Your name must appear on receipts provided for reimbursement.

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▶ **If traveling by air or train you will need:**

- ✓ **A copy of your ticket** that shows an itinerary of your trip and proves that the ticket was purchased at least 21 days in advance of the course travel date and is nonrefundable.
- ✓ If you have an electronic ticket, you must submit the itinerary/receipt (with ticket number and actual ticket amount shown as having been paid).

▶ **If driving, you also will need to provide:**

- ✓ Automobile registration.
- ✓ Odometer readings.
- ✓ License tag number.
- ✓ A signed statement from the owning agency on letterhead stationery acknowledging your eligibility for reimbursement if you are driving a State, county, or municipal vehicle.
- ✓ If you drove to NETC, but you will not be keeping your car on campus, it **must be registered on campus or you will not** receive reimbursement.

**BACK-TO-BACK COURSES:**

- ▶ You will be housed in the same room for the entire length of the stay. If you choose to stay off campus and do not purchase a meal ticket for the time between the courses, you must check out of your dormitory room after the first course ends (turn in the keycard and remove your belongings), and be assigned a new room upon your return.
- ▶ **If you choose to leave campus between courses**, any additional expenses that you incur are your responsibility.

# LODGING

## LODGING RESERVATION

- ▶ Once you are accepted into a course, a room on the NETC campus will be reserved for you, unless you receive a letter indicating that you have been accepted with the knowledge that you agree to find your own accommodations.
- ▶ Room assignments are random. You may or may not be lodged in the same building as your classmates. No special requests will be granted.
- ▶ We make every effort to ensure you have a single room. However, if the student count is high, you may be doubled with another student. **PLEASE DO NOT CALL TO REQUEST A SINGLE ROOM.**
- ▶ **Disabilities/Special Accommodations:** Students who mark “yes” in block 11 of the application form must submit in writing, from their physician or medical attendant on official stationery, what specific accommodation(s) is needed. This must be done no later than 2 weeks prior to your arrival. Security is responsible for providing emergency medical services (EMS). **Any student, even those who marked “no” in block 11, who may have special needs in the event of an emergency, should consider notifying Security upon arrival to the campus.** This would include students who have physical restrictions, dietary needs, or any other type of special needs.
- ▶ **FEDERAL EMPLOYEES (non-Department of Homeland Security (DHS))**—If you are a nonDHS Federal employee your Travel Authorization should state that “Housing will be provided to the traveler at NETC” (currently \$20 to \$30 per night), payable upon arrival to NETC. If Housing is not available at NETC a “Certificate of Non-Availability” will be issued by NETC.



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- If you are a Federal employee participating in a course at NETC, a dormitory room will be reserved for you. If you do not require lodging at NETC, you must notify the Housing Office in writing at [NETC-Housing@dhs.gov](mailto:NETC-Housing@dhs.gov). You must make this notification upon receipt of your acceptance letter. Failure to notify the Housing Office that lodging is not needed will result in your being charged for the room for the length of the course.
- ▶ Foreign students, private sector representatives, or contractors to a State or local government entity: You are responsible for your own travel and per diem costs, and lodging (currently \$20 to \$30 per night), payable upon arrival to NETC. The U.S. Fire Administration (USFA) accepts credit card payment (VISA, MasterCard, Discover, or American Express) for lodging.
- ▶ DHS employees (including Disaster Assistance Employees/Stafford Act Employees (DAE/SAEs): You must present a copy of your travel authorization at registration, and you should read the FEMA instructions, policies, and comptrollergrams dealing with travel to NETC. Your travel authorization should state that “Housing will be provided to the traveler at NETC at no cost.” If lodging on the NETC campus is not needed, you must notify the Housing Office in writing at [NETC-Housing@dhs.gov](mailto:NETC-Housing@dhs.gov). Failure to notify the Housing Office that lodging is not needed will result in you being charged for the room for the length of the course.

#### LODGING CHARGE:

- ▶ There is no charge for lodging if you are eligible for stipend reimbursement **or if you are a DHS Federal traveler** (see “Reimbursement” section).
- ▶ If you DO have to pay for lodging, the current charge is \$30 per day, single occupancy.
- ▶ NETC Housing accepts cash, personal check, travelers check, and major credit cards (American Express, VISA, MasterCard, and Discover).

#### STAYING OFF CAMPUS:

- ▶ If you choose to stay off campus, it will be at your own expense. You are required to purchase a break ticket from the food service contractor for the length of your class.

#### AMENITIES IN EACH DORMITORY ROOM:

- ▶ Private bathroom.
- ▶ TV and clock radio.
- ▶ Refrigerator.
- ▶ Twin bed, linens, and towels, with daily housekeeping service.
- ▶ Telephone with voice mail.
- ▶ A telephone jack is located in each room for dial-up Internet access. Check with your Internet Service Provider (ISP) for local calling area access. Out-of-area ISP accessibility will require credit card, third party, or collect billing for access from NETC. You should consider bringing a longer cord (10 ft.) if you are bringing your laptop computer. Some courses require students to bring reports or projects to be shared with the class. It is convenient to bring that information in an electronic format. NETC

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can support Compact Disk-Read Only Memory (CD-ROM), universal serial bus (USB) devices, and 3-1/2" floppy storage. USB devices will be scanned before being allowed to connect to Government equipment.

#### ADDITIONAL COSTS YOU MAY INCUR DURING YOUR STAY:

- ▶ laundry and vending machines; dry cleaner costs;
- ▶ Recreation Association pass (\$1) allows use of all recreation facilities and the Command Post Pub (see section on NETC Recreation Association under "NETC Policies/Information");
- ▶ class shirts or group donations; and
- ▶ off-campus class dinners

#### LAUNDRY FACILITIES:

- ▶ There are coin-operated washers and dryers in each lodging building (change available at the convenience store on campus).
- ▶ You may purchase laundry supplies at the convenience store on campus.

#### VISITORS TO LODGING ROOMS ON CAMPUS:

- ▶ **Only the assigned NETC student** is allowed in the dormitory room. Relatives or friends are not allowed in the rooms, and cannot be lodged on campus. Upon request, the NETC Housing Office will provide information regarding local off-campus accommodations; however, you are responsible for arranging and paying for those accommodations.
- ▶ Animals are not allowed in campus housing, except for seeing-eye and other service dogs. Please notify the Admissions office at least 2 weeks in advance if you will be bringing a guide/service dog.

#### CHECKOUT TIME:

- ▶ Checkout time is **9 a.m.** You may leave your luggage in your room until 9:30 a.m., but it must be packed and by the door. When you return for your luggage, please **do not** use the bathroom facilities if the room already has been cleaned for the next occupant. Please return your key card to the front desk by 9:30 a.m.—you will no longer have access to your room after that time.

## CONTACT INFORMATION

You may receive phone calls in your dormitory room. The caller may dial your direct extension (301) 447-xxxx. If requested, you will be provided with your extension at check-in. Numbers are NOT given to anyone else.

- ▶ For nonemergency situations, the caller may dial (301) 447-1048. The Student Services Coordinator will transfer the call to your room.
- ▶ **NETC will NOT accept personal telephone calls to students from the (800) number.** Family members should dial (301) 447-1000 to contact a student.
- ▶ **You may NOT accept collect calls.** Accepting collect calls may restrict you from attending future EMI or NFA courses.

### EMERGENCY CALLS:

- ▶ The caller should state that the call is an emergency.
- ▶ The message will be delivered to you immediately unless you are not on campus.
- ▶ If you must return home due to an emergency, check out with the Housing Office in Building C before you depart the campus!

### MAIL:

- ▶ Mail is delivered to C Lobby Monday through Friday, except Federal holidays.
- ▶ All packages are x-rayed and no delivery is provided on weekends or holidays.
- ▶ Letters or packages **should not be mailed to reach NETC before** you arrive, since mail-holding areas are not available. Mail received when you are not on campus will be returned to the sender automatically.
- ▶ Outgoing mail should be deposited in the mailbox located near Building K (Dining Hall). The NETC Mailroom cannot mail outgoing items for students.
- ▶ Address:

(Your name)—Student  
National Emergency Training Center  
Room (**Room numbers are provided upon arrival**)  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998

## DRESS CODE FOR NFA

It is each student's responsibility to use good judgment in selecting attire that projects a professional image, and is appropriate for both climate differences and classroom activities. Generally, the standard is business casual. NFA staff has the authority to make a determination that a student's attire may be inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

### ACCEPTABLE ATTIRE FOR CLASSROOM SETTINGS:

- ▶ **Males:** Shirts with collars; dress jeans; departmental uniforms; shoes and socks. **T-shirts, including departmental T-shirts, are not acceptable.**
- ▶ **Females:** Dresses; blouses; slacks; capris; dress jeans; skirts; skorts; departmental uniforms; and shoes. **T-shirts, including departmental T-shirts, are not acceptable.**

### ACCEPTABLE ATTIRE FOR GRADUATION:

- ▶ **Males:** Suits; sports coats; dress shirts with ties or class shirts; dress slacks, or departmental dress uniforms.
- ▶ **Females:** Suits or dresses; blouses or class shirts with dress slacks or skirts; or departmental dress uniforms.

Shorts, tank tops, ball caps, etc., are not permitted in the classrooms, auditorium, or dining hall. Bathing suits/trunks are not permitted outside the pool area. No mini skirts. Bare midriffs are not acceptable.

## DRESS CODE FOR EMI

It is each student's responsibility to use good judgment in selecting attire which projects a professional image, and is appropriate for both local climate differences and classroom activities. We recommend you check the weather channel so you can plan your attire accordingly. If EMI staff determines that your attire is inappropriate, you will be required to change into more appropriate clothing before being allowed to continue class.

Exercise attire, ball caps, flip flops, etc., are NOT permitted in the dining hall, classrooms, or auditorium. Bathing suits/trunks are not permitted outside of the pool area.



## ADMISSIONS POLICIES

### ATTENDANCE:

- ▶ **You are required to attend all sessions of the course.** If you do not, you may not receive a certificate and your stipend may be denied.
- ▶ NFA students are limited to one reimbursable trip per fiscal year (October 1-September 30). If you wish to attend a second NFA class (at your own expense) a letter to that effect must accompany the second application stating that you are waiving your stipend reimbursement.

### SUBSTITUTIONS:

- ▶ Substitutions for NFA and EMI courses are made from waiting lists; **slots do not belong to the departments.**
- ▶ FOR NFA STUDENTS: All requests to consider an equally-qualified person must be in writing and be accompanied by a completed General Admissions Application (FEMA Form 75-5) for the substitute.
- ▶ FOR EMI STUDENTS: All requests to consider an equally-qualified person must be in writing and be accompanied by a completed General Admissions Application (FEMA Form 75-5) for the substitute. The application **must be** submitted for signature through the **appropriate** State or Regional Training Office.

**Cancellations or no-shows:** NFA and EMI's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a 2-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your **supervisor** needs to send a letter to Admissions explaining the cancellation/no-show.

## NETC POLICIES/INFORMATION

### CONDUCT:

- ▶ Federal regulations (available at the Learning Resource Center (LRC)).
- ▶ FEMA and NETC instructions (available at C Lobby, dormitory rooms, and on NETC Intranet Web site).

### SMOKING:

- ▶ All buildings on campus are **NON-SMOKING**. (Effective February 1, 2008 smoking is no longer allowed in the solarium at the Command Post Pub.)
- ▶ If you smoke in your room, **you will** be asked to leave campus, relinquish your stipend reimbursement, and be charged to clean the room.

### MEDICAL SERVICES:

- ▶ All medical expenses are your responsibility.
- ▶ Local hospitals accept medical insurance identification, cash, check, or major credit card.
- ▶ If you do not have proof of insurance, expect that payment may be a prerequisite to possible treatment.
- ▶ International students should be prepared to pay for medical services in the event the hospital or provider does not accept foreign insurance coverage.

### STUDENT WORD PROCESSING CENTER (located in D basement):

- ▶ Provides IBM® compatible microcomputers with Internet access and printing capabilities.
- ▶ Systems use Microsoft® Windows XP with Microsoft® Office Suite 2003.
- ▶ The center is open from 6 a.m. to 11 p.m. every day. There is a technician available Monday to Friday from 5 p.m. to 9 p.m., and from 8 a.m. till 12 p.m. on Saturday.

**LEARNING RESOURCE CENTER:** Located in Building N, the LRC provides current information and resources on fire and emergency management subjects. With its collection of more than 100,000 books, reports, periodicals, and audiovisual materials, the LRC facilitates and supports student and faculty research and supplements classroom lectures and course materials. While classes are in session, the schedule of hours for the LRC is as follows:

continued on next page

Monday to Thursday . . . 8:30 a.m. to 9 p.m.  
Friday . . . . . 8:30 a.m. to 5 p.m.  
Saturday . . . . . 4 p.m. to 8 p.m.  
Sunday . . . . . 12 p.m. to 4 p.m.

#### TELEPHONES:

- ▶ Outgoing calls can be placed from your lodging room via calling card, collect, or third-party billing.
- ▶ **You are not allowed to accept collect calls on campus phones. Any and all expenses related to phone use shall remain your responsibility.**

#### FAXES:

- ▶ Fax services are available at the O'Leary's Emporium convenience store for a fee.
- ▶ You may receive course- or stipend-related fax messages in the Housing Office at (301) 447-1324. All other fax messages (personal or work related) over 4 pages **will not be** forwarded by Housing. Please use the fax service available at the convenience store, or have it sent by overnight mail.

**NETC RECREATION ASSOCIATION:** On the NETC campus, the NETC Recreation Association operates the Command Post Pub providing beverage and limited food service each evening. The Pub is a private club under Maryland liquor laws and membership in the Recreation Association is required for service. The cost is \$1 per campus stay and membership cards can be obtained from the Pub.

#### NETC RECREATIONAL ACTIVITIES INCLUDE

- ▶ gym with running track;
- ▶ exercise room;
- ▶ swimming pool;
- ▶ tennis/basketball/volleyball (sand and inside) courts; and
- ▶ bicycles are available in Building H for use by Recreation Association members.

## 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, you will be asked to vacate your room on campus. You then will be responsible for your off-campus lodging costs, and we will deny your request for stipend reimbursement.**
- ▶ **Prices Effective October 1, 2008:** If you stay off campus, you **must** purchase a break ticket, currently \$4.00 per day. The cost for the meal ticket is \$19.35 per day—breakfast is \$4.30; lunch is \$6.15; and dinner is \$8.90. There is no tax on the meal ticket. The amounts for 5-day, 6-day, and 2-week courses are
  - 5-day: \$96.75;
  - 6-day: \$129.30 (Saturday evening arrival through Saturday morning depart); and
  - 2-week: \$232.20
- ▶ **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.**



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- ▶ Meals other than those included in your meal ticket are to be paid for by cash.
- ▶ If you are attending back-to-back courses, your meal ticket includes the time between the two courses.
- ▶ If you stay off campus between the two courses (vacating your room), you must notify the food service Contractor **before** purchasing your meal ticket for the first course. If you do not, you will be charged the full amount.
- ▶ You may pay for your meals by one of the following payment methods:
  - Cash.
  - Traveler's checks.
  - State or local government checks payable to the food service contractor, Guest Services.
  - Advanced payment by department check. **Please notify your department to include: your name, course code and course date on the check**, and send it to Guest Services, Building K, 16825 South Seton Avenue, Emmitsburg, MD 21727. Guest Services' Federal tax identification number is #53-0164700.
  - Purchase order payable to the food service contractor, Guest Services.
  - Credit card (MasterCard or VISA)—minimum charge of \$6. Credit card payment is only accepted in person.
  - **The food service contractor DOES NOT accept personal checks.**
- ▶ If you will not be on campus for the first and last meal identified as part of your meal ticket, you must notify the food service contractor at least 1 week prior to your course start date. If you do not, you will be obligated to pay the full amount.
- ▶ If you are on a special diet, please call the food service contractor at (301) 447-1551 or fax your request to (301) 447-6944 at least 2 weeks prior to arriving at NETC. The food service contractor will make arrangements to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.
- ▶ If the buses arrive at NETC after the dining hall has closed, the food service contractor will provide you with a boxed dinner OR snack food is available at the Command Post Pub.
- ▶ You may contact the food service contractor at (301) 447-1551 if you have any questions.



## REIMBURSEMENT

**B**elow is information about reimbursement procedures for NFA and EMI. Please read the information **carefully**. If you have any questions about your eligibility to receive a stipend please contact Admissions either by e-mail at [NETC-Admissions@dhs.gov](mailto:NETC-Admissions@dhs.gov) or by phone at (301) 447-1035.

**Any exceptions to travel must be requested in writing and faxed along with documentation to (301) 447-1441 for NFA and (301) 447-1658 for EMI. All exceptions must be approved prior to making your travel arrangements.** Otherwise, your stipend may be denied or limited to the State ceiling amount.

### INDIVIDUALS ELIGIBLE FOR REIMBURSEMENT:

- ▶ State, local, or Tribal government representatives.
- ▶ Recognized volunteer organization representatives.
- ▶ Active emergency management organization representatives.
- ▶ Representatives from State or local fire organizations.
- ▶ **If you do not apply for a stipend reimbursement within 60 days following the course start date, your stipend reimbursement will be denied.**

### INDIVIDUALS NOT ELIGIBLE FOR STIPEND REIMBURSEMENT:

- ▶ Federal government (Federal students are subject to Federal travel regulations and travel under orders prepared by their office);
- ▶ private industry employees;
- ▶ employees who are contracted to Federal, State, or local government entities (such as rural-metro departments);
- ▶ representatives of a foreign organization; and
- ▶ **for EMI only:** students eligible for Federally-funded grants.

### REIMBURSEMENT PROCESS:

- ▶ Reimbursement will be deposited electronically into the checking or savings account that you identify.
- ▶ **Reimbursement will only be made to an account that bears your name.** You are responsible for reimbursing your department, if applicable. This is a result of increased restrictions by the receiving financial institutions.
- ▶ If you do not have a personal account, please contact the Admissions office prior to your arrival for further instructions.

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**REIMBURSEMENT FOR A FAILED COURSE:**

- ▶ If eligible for a stipend, you **will** be reimbursed for the course you failed.
- ▶ If you reapply to either EMI or NFA and are accepted, no stipend will be paid for that course, and you will be required to pay for lodging. Once you successfully complete a course, you once again will be eligible to receive a stipend for future courses.

**REIMBURSEMENT FOR:****Airfare:**

- ▶ You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round/trip transportation by common carrier (economy coach class or less) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!
- ▶ **If you take side trips or travel outside of the defined travel days**, your reimbursement shall be limited to **no more than** the State ceiling amount as noted on the Reimbursement Ceiling Chart.
- ▶ **To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE**, unless you request, in writing, an exception PRIOR to making your travel arrangements, and have received written approval. Otherwise, your reimbursement will be limited up to the State ceiling amount.
- ▶ **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the State ceiling amount.
- ▶ **Use of frequent flyer miles** toward the purchase of a ticket is **NOT** reimbursable.
- ▶ **Flight or ticket insurance is not reimbursable.**
- ▶ If any portion of your airfare is subsidized by another source, that portion is **NOT** reimbursable under the Stipend program.

**Driving:**

- ▶ You will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance, or the State ceiling, **WHICHEVER IS LESS**.
- ▶ POV mileage is subject to validation.
- ▶ **If you do not register your vehicle with the Housing Office**, reimbursement for POV mileage may be denied.
- ▶ **If someone is dropping you off**, you **must** have the vehicle verified by the Housing Office prior to the vehicle departing campus, or your stipend will be denied.
- ▶ If you carpool with another student, only the driver will be reimbursed.
- ▶ If you drove a rental car instead of your POV, your reimbursement is limited to the POV allowance.
- ▶ If you are requesting mileage reimbursement and you are not the owner of the vehicle, you need to provide a letter from the owner stating that you have permission to drive the vehicle.
- ▶ Registration of the POV must be presented at the time of registration to validate ownership.

**TRAIN OR BUS:**

- ▶ Your reimbursement is limited **to the cost of the ticket**, not to exceed the State ceiling **amount**.
- ▶ You must provide copies of the tickets actually used.
- ▶ Reimbursement shall not include costs for sleep accommodations or for transport of vehicles on the train.

**SAVING MONEY ON AIRFARE:** If you save money on your airfare, you will be reimbursed for extra expenses **ONLY** if your class is 5 days or less in length with no Saturday stay over, and you save a minimum of \$250 off the cost of a 21-day prior to the course travel date prepurchase, nonrefundable round trip economy class common carrier ticket. To do this, submit written documentation of the savings—this can consist of itinerary copies of both the original price and the cheaper fare, OR copies of both fares from the Internet. Comparisons should be of like travel. If you do not acquire written approval from Admissions prior making your travel arrangements, the extra expenses will not be reimbursed. The following options apply if your request is approved:

**a) You may stay on campus 1 night prior to your regularly scheduled arrival date if lodging is available and you have received written approval to do so.**

- Please contact the NETC Transportation Department to see if there will be shuttle service available on your travel date. If you carpool using a rental car, only one individual will be eligible for reimbursement.

**b) You may stay in the Baltimore/DC metro areas before or after your course.**

- If you save at least \$250.00 in airfare as noted in the terms above, you may be reimbursed up to \$90 per day (2-day limit for savings over \$500) for lodging or transportation expenses. Original receipts must be provided. If you carpool from the airport using a rental car, only one individual is eligible for reimbursement.
- If you stay after your course ends, ask for a Stipend Agreement Amendment (FEMA Form 75-3a) when you register. When you return home, mail it with **original hotel or transportation** receipts to Admissions, Room I-216, 16825 South Seton Avenue, Emmitsburg, MD 21727 within 60 days of the start date of the course, or reimbursement **WILL BE DENIED**.

**LUGGAGE REIMBURSEMENT:** Airlines have tightened their restrictions on luggage. For students eligible for stipend reimbursement, you may be reimbursed for your first piece of luggage checked up to \$30 one way—\$60 total. **You must provide a receipt in order to be reimbursed for the luggage.**

## STATE CEILING CHART

This table will be used to determine reimbursement for NETC students who:

- ▶ Drove or traveled by bus or train
- ▶ Purchased tickets less than 21 days prior to course travel date
- ▶ Did not purchase or show proof of non-refundable fare
- ▶ Took side trips or had extended stayovers

### STATE CEILINGS FOR 2009

| State |                      | Saturday Stayover | No Saturday Stayover |
|-------|----------------------|-------------------|----------------------|
| AK    | Alaska               | \$ 1100.00        | \$ 1150.00           |
| AL    | Alabama              | 420.00            | 420.00               |
| AR    | Arkansas             | 390.00            | 430.00               |
| AS    | American Samoa       | 2,350.00          | 2,350.00             |
| AZ    | Arizona              | 490.00            | 490.00               |
| CA    | California           | 550.00            | 570.00               |
| CO    | Colorado             | 450.00            | 460.00               |
| CT    | Connecticut          | 240.00            | 280.00               |
| DC    | District of Columbia | 100.00            | 100.00               |
| DE    | Delaware             | 140.00            | 160.00               |
| FL    | Florida              | 400.00            | 400.00               |
| GA    | Georgia              | 350.00            | 350.00               |
| GU    | Guam                 | 2,500.00          | 2,500.00             |
| HI    | Hawaii               | 1,050.00          | 1,100.00             |
| IA    | Iowa                 | 470.00            | 490.00               |
| ID    | Idaho                | 540.00            | 575.00               |
| IL    | Illinois             | 300.00            | 340.00               |
| IN    | Indiana              | 280.00            | 280.00               |

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| State |                | Saturday Stayover | No Saturday Stayover |
|-------|----------------|-------------------|----------------------|
| KS    | Kansas         | 360.00            | 360.00               |
| KY    | Kentucky       | 320.00            | 320.00               |
| LA    | Louisiana      | 430.00            | 430.00               |
| MA    | Massachusetts  | 240.00            | 270.00               |
| MD    | Maryland       | 100.00            | 100.00               |
| ME    | Maine          | 400.00            | 400.00               |
| MI    | Michigan       | 410.00            | 410.00               |
| MN    | Minnesota      | 390.00            | 400.00               |
| MO    | Missouri       | 400.00            | 420.00               |
| MP    | Saipan         | 2,710.00          | 2,850.00             |
| MS    | Mississippi    | 360.00            | 390.00               |
| MT    | Montana        | 660.00            | 660.00               |
| NC    | North Carolina | 310.00            | 310.00               |
| ND    | North Dakota   | 530.00            | 690.00               |
| NE    | Nebraska       | 360.00            | 415.00               |
| NH    | New Hampshire  | 230.00            | 260.00               |
| NJ    | New Jersey     | 170.00            | 170.00               |
| NM    | New Mexico     | 480.00            | 510.00               |
| NV    | Nevada         | 490.00            | 560.00               |
| NY    | New York       | 250.00            | 275.00               |
| OH    | Ohio           | 310.00            | 310.00               |
| OK-   | Oklahoma       | 340.00            | 380.00               |
| OR    | Oregon         | 510.00            | 580.00               |
| PA    | Pennsylvania   | 150.00            | 150.00               |
| PR    | Puerto Rico    | 490.00            | 490.00               |
| RI    | Rhode Island   | 260.00            | 260.00               |
| SC    | South Carolina | 380.00            | 380.00               |
| SD    | South Dakota   | 530.00            | 560.00               |
| TN    | Tennessee      | 350.00            | 350.00               |

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| State |                | Saturday Stayover | No Saturday Stayover |
|-------|----------------|-------------------|----------------------|
| TX    | Texas          | 450.00            | 475.00               |
| UT    | Utah           | 470.00            | 480.00               |
| VA    | Virginia       | 180.00            | 200.00               |
| VI    | Virgin Islands | 910.00            | 990.00               |
| VT    | Vermont        | 450.00            | 470.00               |
| WA    | Washington     | 600.00            | 620.00               |
| WI    | Wisconsin      | 340.00            | 390.00               |
| WV    | West Virginia  | 200.00            | 200.00               |
| WY    | Wyoming        | 640.00            | 680.00               |

## FREQUENTLY ASKED REIMBURSEMENT QUESTIONS

- 1. Why must I be reimbursed electronically?** Public Law 104-134 mandates that after January 1, 1999, all Federal payments shall be made by electronic funds transfer unless a waiver is obtained from the Secretary of the Treasury.
- 2. If my organization paid for my ticket, may I request that the reimbursement go to them?** Due to increased restrictions by the receiving financial institutions, money should only be deposited into an account bearing your name. You may then reimburse your organization.
- 3. What if I don't have a checking account?** The money can be deposited into a savings account. Please call the Admissions Office (301-447-1035) and we will send you a form to complete. If you don't have a checking or savings account, you **MUST** submit a letter stating that fact, and a check will be sent to your home address. However, your reimbursement may take up to 12 weeks.
- 4. How will I know when my reimbursement is deposited?** The entry in an account may differ from bank to bank, but most likely it will be listed as "FED SALARY, FEM2, or TREAS" and will probably NOT have your name next to it.
- 5. How long will it take for me to receive reimbursement?** The reimbursement should be made to your account no later than 6 to 8 weeks from the course start date. If after 8 weeks you still haven't received your reimbursement, please call the Admissions Office at (301) 447-1035 or e-mail us at [netc-admissions@dhs.gov](mailto:netc-admissions@dhs.gov) to check on the status of your claim.
- 6. What would delay my stipend being processed?** Your stipend may not be processed because of not having any of the following: 1) your airline ticket; 2) itinerary with ticket number and payment made (ticket number pending is not acceptable); 3) POV information; 4) request from your organization for reimbursement; or 5) the appropriate direct deposit information. If you bank with a credit union, please have them confirm your routing and account numbers.
- 7. What would reduce my stipend claim?** Your stipend might be reduced if you purchased a refundable, first- or business-class ticket; took side trips or had extended stays; or purchased your ticket within 21 days prior to the course travel date.
- 8. What if I am submitting an electronic airline ticket?** You must submit the itinerary receipt (listing the ticket number and showing that payment was made) at registration. If the itinerary does not identify that the ticket is nonrefundable, you need to provide us with documentation that the ticket is either non-refundable or the cheapest fare available at the time you purchased your ticket. If you do not provide the documentation to us, we will only reimburse up to your State's ceiling amount.

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9. **Will I be reimbursed for the airfare if frequent flyer miles are used?** Frequent flyer miles cannot be reimbursed because you would not be incurring out-of-pocket expenses.
10. **What do I need to provide if I take a side/extended trip?** If the cost is less than your State's ceiling amount, you will be reimbursed for the cost of the ticket. If the cost is higher than your State's ceiling amount, your reimbursement will be limited to your State's ceiling amount.
11. **Do I receive reimbursement for parking, shuttles, and travel between my home and my local airport?** No, those expenses are part of the student's share of the stipend program.
12. **Will I be reimbursed for my meals?** No, that expense is also part of the student's share of the Stipend program.
13. **What is the driving mileage allowance?** Your reimbursement will be limited to the current POV Federal mileage allowance, or the State ceiling, WHICHEVER IS LESS. POV mileage is subject to validation.
14. **What information should I bring when driving my POV?** You must show a picture ID (we recommend you bring two in case our security level is elevated), registration card, and have your odometer readings and license tag number PRIOR to receiving your room key. Some States do not require the registration to be in the vehicle. However, you must submit a copy of your POV registration to be eligible for a stipend.
15. **What documentation do I need if I am driving my organizational vehicle and they want to be reimbursed for my mileage?** In addition to the information listed in question #14, you also need a statement from your organization, on organization letterhead, stating that you are authorized to drive the vehicle and they would like you to receive reimbursement. If you carpool with another student, only **one** driver will be reimbursed. As stated in #2, the reimbursement will be made to your account. You will be responsible for reimbursing your organization.
16. **What if I'm driving with family, and they will be using the car off campus while I'm at NETC?** You must register your car on campus prior to your family taking the car off campus or you will not be eligible for reimbursement.