

## ***COURSE SITE and GENERAL INFORMATION***

**Office of Legal Education  
National Advocacy Center  
1620 Pendleton Street  
Columbia, South Carolina 29201  
(803) 705-5100 (Phone)  
(803) 705-5110 (FAX)**

**<http://www.usdoj.gov/usao/eousa/ole/index.html>**

### ***Airline Ticket Fee to Change Flights:***

Some airlines and travel agents may charge a \$25.00 administrative fee for non-contract carrier ticket changes, including flight changes, "early/late returns," ticket reissues, cancellations, and refunds. These ticket changes are charged to you and are not reimbursable unless the change was for official business purposes.

### ***Book Exchange:***

OLE has a browsing library on the first floor of the NAC. We encourage you to exchange books from our selection in the library or donate new or used books (paperbacks and hardbacks) to the library during your stay. If you wish to take a book along when you leave, please return it by mail or bring it (and/or others) back when you return for another course.

### ***Budget Information:***

The Office of Legal Education will not pay your travel expenses if you do not attend the entire seminar.

Please see the attached administrative chart for detailed information on making travel arrangements and filing your travel authorization and voucher. You must submit a travel authorization before you begin your travel.

If you want to combine your official travel to the NAC with personal travel, please read the Justice Management Division's bulletin on this subject. A copy of the bulletin is available at [http://www.usdoj.gov/usao/eousa/ole/travel\\_info/travelpro.html](http://www.usdoj.gov/usao/eousa/ole/travel_info/travelpro.html). Please note that when travel is to a destination solely for personal reasons, and no official duty is performed at that destination, a contract airfare may not be used for travel to or from that location.

Any questions concerning accounting classification codes, DCNs, or travel should be directed to Tina Tolbert at (803) 705-5650.

Please note that vouchers will be paid within 30 days after receipt, in accordance with 41 CFR 301-52.17. You are required to submit your voucher within 5 days after completing their trip.

***Cancellations and Substitutions:***

No substitutions will be permitted. If you are unable to attend this seminar, you must: (1) Fax a letter **from your supervisor** to the Director of OLE at (803) 705-5110, stating the reason why you are unable to attend the course, and (2) Cancel your hotel reservation by 6:00 PM two calendar days before the course is scheduled to begin; **otherwise, your credit card will be charged and you will not be reimbursed by OLE.**

***Car Rentals:***

If you fly to this course, OLE will not authorize the use of a rental car.

If you choose to drive from your home to Columbia, you may rent a car. However, the costs of the rental car and related expenses (e.g., fuel, parking and tolls) may not exceed the cost of round trip airfare and other expenses (mileage from your home to the airport and parking at the airport) that would have been incurred had you flown to Columbia. No additional M&IE or lodging will be authorized if you choose to drive to Columbia.

***Computer Access:***

- There are 12 computers with Internet access located in breakout rooms throughout the NAC. Please check with the front desk upon arrival for specific locations. Internet access for these computers is provided through the University of South Carolina and does not provide access to DOJNET or USANET
- United States Attorney Office employees can access their EMAIL though the “Home Connect” room, located in Room A028/9 of the NAC. The room is open from 7 AM to 11 PM daily and has 16 computers.
- Guests who bring a laptop computer with them can access their office network through NACSPOT, a free, high speed wireless network that operates throughout the NAC. Please check with your office’s computer systems manager before you leave for the NAC to make sure that your laptop is properly configured to work on a wireless network.
- Each guest room telephone includes a data port for guests who wish to access their office network or the Internet through a dial-up connection. Please check with your

office's computer systems manager before you leave for the NAC to make sure that your laptop is properly configured to work on a dial-up connection..

§ *If you must be in contact for mission critical work with your office during the time you are at the NAC, we strongly suggest that they bring a laptop computer.*

***Driving/Parking:***

If you choose to drive to the NAC, you will be reimbursed for mileage at the current GSA rate, which can be found here:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC).

The total mileage reimbursement and related expenses (parking and tolls) may not exceed the cost of round trip airfare and other expenses (mileage from your home to the airport and parking at the airport) that would have been incurred had you flown to Columbia. No additional M&IE or lodging will be authorized if you choose to drive to Columbia.

Limited parking is available near the NAC. You can purchase a parking pass at the front desk before proceeding to the parking garage. The cost is \$4 per day, payable by cash, check, or credit card.

***Fitness Centers:***

We have two fitness centers. There is a workout room with cardiovascular equipment on the 3<sup>rd</sup> floor in Room A303, open 24 hours daily. A weight room is located in the C wing in Room C310B, open from 7:00 AM to 10:00 PM.

***Guest Services:***

The NAC's Guest Services Manager can make arrangements for you to attend sporting and cultural events in the Columbia area while attending a class or week-end plans if you want to stay longer to enjoy all that South Carolina has to offer. If you have questions, you can call (803) 705-5000 and leave a message for the manager or e-mail her at [NACConcierge@gwm.sc.edu](mailto:NACConcierge@gwm.sc.edu). A copy of the NAC Newsletter is available at [http://www.usdoj.gov/usao/eousa/ole/ole\\_course\\_calendar/nacnewsletter.pdf](http://www.usdoj.gov/usao/eousa/ole/ole_course_calendar/nacnewsletter.pdf).

***Gift Shop:***

The Gift Shop is located in Room C110B. The store sells sundries and a wide variety of shirts, jackets, hats, bags, and other souvenir items with Department of Justice and National Advocacy Center logos. The store is open from 10:00 AM to 6:00 PM, Monday through Wednesday, 9:30 AM to 6:00 PM on Thursday, and 9:30 AM to 2:00 PM on Friday.

***Laundry:***

Washing machines and dryers with free detergent are available in Rooms C111L and C211L of the National Advocacy Center. There is no charge for using this equipment.

Dry cleaning is also available; please contact the Sodexo front desk if you need assistance.

***Mail:***

You may receive mail while attending classes at the National Advocacy Center. Please ensure the address indicates that you are a student, and include the course name. The mailing address is: EOUSA/OLE/(Student Name) attending (indicated the name of the course), 1620 Pendleton Street, Columbia, South Carolina 29201. Mail will be held at the front desk.

***Operations During Severe Risk of Terrorist Attack:***

OLE courses will be immediately suspended upon the declaration of a severe risk of terrorist attack (Severe Condition/Condition Red). We will make every effort to communicate our operating status to you, using internet technology, the Justice Television Network, E-mail, and telephones. You should not initiate travel to the NAC during a severe risk of terrorist attack. Instructions will be provided at (803) 705-5100 and posted on the OLE website at <http://www.usdoj.gov/usao/eousa/ole/index.html>

***Photo IDs:***

You must carefully read the NAC Operational Protocol (attached) before traveling to the NAC. Upon arrival at the NAC, you will be provided with a photo identification card (ID). Your ID is to be carried and displayed at all times while in the NAC. It will also be your admission into certain University of South Carolina (USC) facilities.

***Return Shipment of Course Materials:***

You are responsible for transporting your course materials back to your office. Due to budget constraints and requests by the districts, the Office of Legal Education will no longer supply FedEx materials to ship course binders back to your office.

***Special Needs:***

The Executive Office for United States Attorneys (EOUSA) will provide reasonable accommodations to people with disabilities. Requests should be made to the OLE Team that is handling your course as early as possible, preferably at least two weeks in advance of the seminar. No nominee will be excluded from a course on the basis of a disability-related accommodations request.