



## DIRECTIVE

| Number   | Date         | Organization |
|----------|--------------|--------------|
| FD 119-3 | June 4, 2009 | FA           |

### Facility Utilization and Expenses at the National Emergency Training Center

#### I. Purpose

This directive provides the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) policy regarding the responsibilities, procedures, and fees charged for using the National Emergency Training Center (NETC).

#### II. Scope

The provisions of this directive are applicable to all individuals and organizations authorized to use facilities at NETC.

#### III. Supersession

The provisions of this directive supersede FEMA Instruction 6200.3, "Facility Utilization and Expenses at the National Emergency Training Center," dated April 6, 1998.

#### IV. Authorities

- A. The Fire Act, codified at Title 15 United States Code (USC), Section 2201 et. seq.
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 USC, Sections 5121 et. seq.

#### V. References

- A. Office of Management and Budget (OMB) Circular A-45 (revised), Rental and Construction of Government Quarters.
- B. General Services Administration (GSA) Federal Travel Regulation ([www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation)).

#### VI. Definitions

- A. Affiliates. Individuals who have official business to conduct at NETC related to and in direct support of the mission of FEMA. Individuals in a student or guest status are NOT considered "affiliates." Affiliates include auditors, FEMA employees, employees of other Federal, State, and local government agencies, volunteers, or members of non-profit organizations.
- B. Contractors. Individuals or firms providing services at NETC under a contract or grant with FEMA.
- C. Emergency Occupants. Otherwise unauthorized individuals who are stranded due to severe weather conditions, disaster, or national emergency.

- D. Guest Faculty and Staff. Individuals who provide educational program development and delivery assistance at NETC at no direct cost to FEMA.
- E. NETC Staff. Federal employees whose official duty station is NETC.
- F. Special Groups. Groups or organizations conducting activities closely related to and in direct support of the United States Fire Administration (USFA) or the Emergency Management Institute (EMI) specifically, other Federal departments and agencies or groups chartered by Congress to support the activities contained in their charters (American Red Cross, Boy Scouts of America) or State and local governments; volunteer groups; and national and international associations representing State and local governments.
- G. Students. Individuals who have been accepted to attend National Fire Academy (NFA) or EMI courses.

**VII. Responsibilities**

- A. The FEMA Assistant Administrator for USFA is responsible for:
  - 1. Developing Agency policy and procedures for the use of NETC facilities; and
  - 2. Ensuring that a fee schedule is established and updated bi-annually.
- B. Regional Administrators, Heads of Field Establishments, and Directorate/Office Assistant Administrators/Directors are responsible for ensuring only employees within their areas of responsibility are authorized to use the NETC facilities.
- C. The Director, NETC Management, Operations, and Support Services Division (MOSS), is responsible for:
  - 1. General oversight and resolution of policy and procedural questions.
  - 2. Maintaining a current fee schedule for lodging, class and conference rooms, equipment, and services;
  - 3. Ensuring that request procedures outlined are followed;
  - 4. Maintaining a current master schedule of NFA and EMI classes to determine availability of rooms for special groups or Emergency Occupants;
  - 5. Issuing invoices for special groups based on purchase orders received; and
  - 6. Maintaining a cost schedule for meals at the dining facility.

**VIII. Policy and Procedures**

- A. **Lodging Facility**. Lodging at the NETC has been listed, as required, under the Hotel/Motel Fire Safety Act and meets the acceptable use requirements for Federal employees traveling on official business. Only the following individuals are eligible to use housing at NETC:
  - 1. *Affiliates*. Lodging may be provided to affiliates through a request generated by the USFA or EMI staff members responsible for the affiliates. Such individuals must reside outside the local commuting area and not be duty-stationed at NETC.

2. *Contractors.* Lodging is provided to DHS contractors when their documented tasks at NETC require such accommodations.
  3. *Emergency Occupants.* Lodging will be provided in general emergency situations as ordered by the Director, NETC MOSS, or designated official available on-site, or by telecommunications and documented records of such order.
  4. *Guest Faculty and Staff.* Lodging is provided in exchange for services provided. The administrative assistant coordinators for each of the NFA 2-Day Program (formerly the State Weekend Program) are included in this category.
  5. *NETC Staff.* Lodging at NETC may be provided for an employee whose official duty station is NETC and who is required by appropriate authority to remain at or within the confines of his post of duty throughout the night in an actual work status, a standby status, or on-call status. Such a requirement originates from appropriate authority and not from the employee. There must be an Agency need for this requirement and it must be related to performing the job in an efficient manner. Examples of such circumstances include national emergencies, national or international exercises, protection of government property, or the protection of human life. The administrative need or requirement to work late does not alone meet that prerequisite.
  6. *Special Groups.* NETC accommodates, to the extent possible, requests for use of the facility, housing, use of audiovisual equipment, etc., for special groups. Lodging may be obtained by special groups within DHS, and of the Executive, Legislative, and Judicial branches of the Federal Government on official business. Special groups from outside the Federal Government must be sponsored by USFA or EMI before their request for use of NETC facilities can be processed. The use of NETC facilities by a special group comprised of any foreign nationals, or by a special group comprised of U.S. citizens with foreign sponsorship, must have concurrence from the FEMA Security Division. Lodging for other special groups is restricted to those organizations whose mission is related to and in direct support of the DHS mission.
  7. *Students.* Lodging is automatically assigned to students who have been accepted to attend on-campus courses at NETC.
- B. Users of the FEMA facilities must abide by the following restrictions:
1. FEMA facilities at NETC MAY NOT be used to support personal activities (e.g., weddings, birthday parties, or anniversary celebrations).
  2. Transportation WILL NOT be provided by FEMA for special groups from outside of DHS using NETC facilities.
  3. Pets are prohibited at NETC, except for service animals for individuals with disabilities, i.e., seeing-eye dogs for the visually impaired and law enforcement dogs on-duty performing a specific law enforcement activity.

4. Anyone lodged on campus for more than one evening must purchase a meal ticket for the duration of the stay. Included in the cost of the meal ticket are morning and afternoon refreshments.
  5. Under no circumstances will lodging be provided to individuals who do not have official business to transact at NETC, except for emergency occupants.
  6. Lodging WILL NOT be provided for spouses or family of special group attendees.
  7. Accommodations are not available for relatives (including spouses) and friends accompanying an individual authorized to use lodging. The exceptions are for Emergency Occupants, or for very unusual situations where the authorized occupant requires the attendance of an aid to provide for frequent medical intervention. The latter situation must be appropriately documented by a physician.
  8. Only those people who are authorized lodging are permitted in the dorm rooms.
  9. In the event of national security or emergency, planned or continued use of NETC lodging by any of the eligible parties listed herein will be at the discretion of the Director, NETC MOSS.
- C. Procedures for Requesting Use of Facilities. The following procedures will be used to request use of NETC facilities:
1. *Affiliates.* When transacting business at NETC that does not otherwise qualify for accommodations, lodging may be requested using FEMA Form 75-10. FEMA Form 75-10 must be signed by the USFA or EMI employee requesting housing for the affiliate, the employee's supervisor, and the Director, NETC MOSS. The completed FEMA Form 75-10 is forwarded to the NETC Housing Office where lodging is assigned.
  2. *Contractors.* When required by contractors, lodging is provided as part of their compensation for services rendered. To request lodging for a contractor, the requesting USFA or EMI program office must forward the contract or purchase order and FEMA Form 75-10 for the contractor to the Director, NETC MOSS.
  3. *Emergency Occupants.* Lodging for emergency occupants is authorized by the Director, NETC MOSS, or designee on the site at the time of the emergency using a FEMA Form 75-10. FEMA Form 75-10 must be signed by the Director, NETC MOSS, or designee before being sent to the NETC Housing Office for action.
  4. *Guest Faculty and Staff.* Lodging must be requested by the appropriate USFA or EMI program office using FEMA Form 75-10, Request for Housing Accommodations. A completed FEMA Form 75-10 with the signatures of the employee requesting housing for the guest faculty, the employee's supervisor and the Director, NETC MOSS, or designee, is forwarded to the Housing Office where lodging is assigned.
  5. *NETC Staff.* A FEMA Form 75-10 must be completed by the employee's supervisor and approved by the head of the program office (Superintendent, etc.), or designee, and the Director, NETC MOSS, prior to the assignment of housing.

The request must include a statement of an operational need requiring the employee to use campus lodging.

6. *Special Groups.* Persons or groups seeking accommodations must submit a written request to: Director, NETC MOSS, U.S. Fire Administration, 16825 South Seton Avenue, Emmitsburg, Maryland 21727. Accommodations are provided at prevailing rates and other facilities at service cost.
  - a. Requests must provide the following information:
    - i. Full names, mailing addresses, and telephone numbers of the applicants (not members/participants requesting the group or organization), i.e., individual, small group, organization (along with a description of the organization, if not obvious from the title) sponsoring the proposed activity, and the name, address, and telephone number of the contact person;
    - ii. A description of the proposed activity, including the dates and times during which the activity is to be conducted and the number of persons to be involved; and
    - iii. Requirements for overnight lodging, meal service, use of conference rooms, equipment, and any other pertinent information.
  - b. The requestor is provided with a written response confirming the acceptance or denial of the request.
  - c. If approved, the requestor will be informed that FEMA Form 75-11, Request for Use of NETC Facilities, must be completed and returned within 1 week of FEMA's cover letter date and FEMA Form 75-10 must be completed and returned at least 2 weeks prior to scheduled conference. Both forms should be returned to the Director, NETC MOSS.
  - d. Upon return of the completed FEMA Form 75-11, the Director, NETC MOSS will coordinate food service and administrative support with the appropriate project officer for the specific contract involved. Final food service arrangements are made between the special group and the food service contractor.
  - e. When FEMA Form 75-10 is returned, copies are provided to the NETC housing office and food service contractor to ensure lodging rooms are assigned and meal tickets prepared.
  - f. Requests to serve alcoholic beverages at a meal or special function must be addressed in writing to the FEMA Assistant Administrator for the U.S. Fire Administration, Attention: Director, NETC MOSS, National Emergency Training Center, 16825 South Seton Avenue, Emmitsburg, Maryland 21727, for approval or disapproval.
  - g. Accommodations may be canceled by the Director, NETC MOSS, no later than 60 days in advance of the date housing accommodations are required.

These cancellations will occur only to accommodate unscheduled FEMA or DHS mission-related activities.

7. *Students*. No action is required on the part of an individual student to arrange for lodging, except for early arrivals.
- D. Financial Procedures. OMB Circular A-45 requires that a determination of the reasonable value for Government-furnished quarters be established based upon an impartial study of comparable private quarters. OMB Circular A-45 describes two methods that may be used to develop this comparison. The first involves a direct comparison with individual private units through an appraisal. The second involves a regional survey that creates an economic model based upon a survey of comparable private rentals through the region. The survey method was used, this method being less costly and administratively less burdensome. OMB Circular A-45 requires a periodic review of the fees and appropriate adjustments. The rates charged at NETC will be re-evaluated bi-annually. The attachment provides a current fee schedule. Other fees for use of audiovisual equipment, classrooms, etc., are determined based on periodic surveys of charges for similar items in the area.
1. *Affiliates*. Lodging may be provided at prevailing rates for the units occupied when transacting business at NETC. Payment in the form of cash, check, or credit card is due at the time of registration. The lodging fees for DHS employees will be waived upon presentation of Official Federal Government Travel Authorization at the time of registration. Lodging fee for other affiliates may be waived in return for in-kind services.
  2. *DHS Contractors*. The lodging is provided as part of compensation for services rendered at NETC.
  3. *Emergency Occupants*. A determination of charges will be made by the Director, NETC MOSS, or designee at the time of the request. Any payment due may be made in the form of cash, check, or credit card at the time of registration.
  4. *Guest Faculty and Staff*. A Federal Government travel authorization, letter of invitational travel or purchase order for services is the minimum required documentation for guest faculty or staff. Lodging is provided at no cost in exchange for services provided; however, lodging must be provided for and documented in the appropriate official travel authorization or contractual provisions.
  5. *NETC Staff*. Employees assigned to NETC will not be charged for the use of the lodging.
  6. *Special Groups*. Accommodations are provided at prevailing rates and other facilities at service cost. Travelers who are traveling on behalf of DHS must present a copy of their official travel authorization or invitational travel letter at the time of registration to avoid being charged for lodging. The requestor will be provided with a written response detailing the costs. Costs or fees associated with the use of the lodging and facilities must be prepaid upon registration in the housing office unless a duly executed purchase order has been received. Final

food service arrangements, including billing, are made between the special group and the food service contractor.

7. *Students.* There is no charge for lodging for individual students representing State or local governments, volunteer emergency organizations or private industry (invitational only). Individuals representing DHS must present a copy of the official travel authorization at the time of registration to avoid being charged for lodging. DHS employees are not authorized or reimbursed for lodging expenses at non-NETC facilities in the Emmitsburg area unless NETC certifies that lodging is not available during the employee's stay. Individuals representing other Federal departments and agencies outside of DHS, private industry (not invitation only), or foreign governments are charged for lodging at the prevailing rates.

E. Methods of Payment. The following provides information on the methods of payment:

1. *Cash, Checks, or Credit Cards.* Payment by cash, check, or credit card is accepted for lodging fees, use of NETC facilities, use of equipment, and administrative fees. Payment in cash is discouraged because of the negotiability of cash. Checks are to be payable to the National Emergency Training Center.
2. *Purchase Order.* Based on the cost information provided, a purchase order is issued by the requesting organization for the use of lodging, facilities, equipment, and/or required services. The Director, NETC MOSS, issues an invoice for the actual expenses incurred and the monies collected are deposited to the general receipts of the U.S. Department of Treasury by the Director, NETC MOSS. The requesting organization issues a separate purchase order directly to the contractor to pay for costs associated with the use of the facilities such as food service. The NETC contractor is responsible for the billing of these costs, and FEMA is not involved in the transaction.

F. Waiver of Fees. The USFA Assistant Administrator, Deputy Administrator, USFA Division Directors, or the Superintendent, EMI, may request the waiver of ordinary fees for items such as classroom or conference room use, equipment use, and administrative fees for special groups sponsored by their institutions. Lodging fees are not subject to waiver. The request for waiver of fees must include fees to be waived, reason for the requested waiver, and why it is advantageous to the government to waive the fees. Requests for waiver of fees must be submitted by the respective USFA Senior Staff or the Superintendent, EMI, to the Director, NETC MOSS. A request for waiver of fees must be submitted at the time of approval of sponsorship of the group or activity for the use of the facilities. The Director, NETC MOSS, shall be responsible for making a recommendation to the FEMA Assistant Administrator for USFA, based on the facts presented and existing policies. The FEMA Assistant Administrator for USFA may delegate the decision authority to the FEMA Deputy Assistant Administrator for USFA or to the Director, NETC MOSS.

G. Reporting Requirements.

1. The information collection requests, FEMA Form 75-10 and 75-11, have been approved by OMB and assigned OMB control number 3067-0219.
2. The Fee Schedule Survey is not subject to the Paperwork Reduction Act of 1980, as amended, in accordance with the provisions of Title 44, USC, Section 3501.

IX. **Forms Prescribed**

This directive prescribes the use of the following FEMA forms, which can be obtained from the Printing, Publications and Graphics Art Section, Program Services Section, Facilities Management and Services Division. Forms are available online for downloading from the Library section of FEMA's website, [www.fema.gov](http://www.fema.gov).

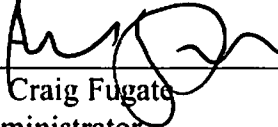
- A. FEMA Form 75-10, Request of Housing Accommodations, may also be obtained from the Director, NETC MOSS.
- B. FEMA Form 75-11, Request for Use of NETC Facilities, may also be obtained from the Director, NETC MOSS.

X. **Questions**

Questions concerning this FEMA Directive should be addressed to the Director, NETC MOSS, at (301) 447-1223.

XI. **Attachment**

Fee Schedule for use of the NETC facilities and lodging.

  
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W. Craig Fugate  
Administrator  
Federal Emergency Management Agency



**Fee Schedule**

Housing fees have been developed by a survey in accordance with OMB Circular No. A-45, **“Rental and Construction of Government Quarters.”** The survey for housing fees is conducted bi-annually by the NETC, Management Operations and Support Services Division (MOSS), USFA. The following rates are subject to change:

**A. Housing accommodations shall be priced as follows:**

|   |                       |
|---|-----------------------|
| Single occupancy room with private bathroom                 | \$ 40.00              |
| Double occupancy room with private bathroom                 | \$ 25.00 (per person) |
| Single occupancy room with private bathroom and lounge area | \$ 50.00              |
| Double occupancy room with private bathroom and lounge area | \$ 30.00 (per person) |

Survey for rental equipment fees is conducted annually by NETC MOSS. The following rates are subject to change:

**B. Equipment rental (per day) shall be priced as follows:**

|                             |           |
|-----------------------------|-----------|
| Public Address/Sound System | \$ 75.00  |
| Computer                    | \$ 28.00  |
| DVD unit                    | \$ 7.00   |
| VCR Machine                 | \$ 25.00  |
| Slide Projector             | \$ 30.00  |
| Overhead Projector          | \$ 30.00  |
| Video Projection Unit       | \$ 300.00 |
| Easel Chart                 | \$ 17.50  |

**C. Classroom and conference room prices may vary depending on the capacity of the room. For more information on availability and prices, please contact the Special Groups Coordinator at (301) 447-1179.**

**D. In addition, a 20 percent overhead charge will be made to cover administrative costs. This 20 percent is based on the cost of meeting space, plus equipment charges.**