



**FEMA**

## **FEMA FACILITY DIRECTIVE**

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<b>Number</b>	<b>Date</b>	<b>Organization</b>
<b>FFD119-13</b>	<b>March 11, 2009</b>	<b>FA</b>

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### **Coordination of Special Groups and Visitors at the National Emergency Training Center**

#### **I. Purpose**

The purpose of this facility directive is to make public the National Emergency Training Center (NETC) policy and procedures for the coordination of special groups, visitors and associated activities, such as tours and special events at NETC.

#### **II. Scope**

This facility directive applies to Federal employees, private citizens, and special groups who request to use NETC recreational facilities, public areas, and grounds when planning for a special group, visit, and/or a briefing/tour.

#### **III. Supersession**

NETC Instruction 6000.2, "Coordination of Visitors at the National Emergency Training Center," dated April 1, 2007.

#### **IV. Definitions**

- A. Special Groups – Federal Government personnel or groups including those members of FEMA not duty stationed at NETC and groups or organizations sanctioned or sponsored by the Emergency Management Institute (EMI), the U.S. Fire Administration (USFA), or other NETC occupant elements authorized to use the facility for training, meetings, conferences, etc., on a space-available basis.
- B. Visitor - Any person on campus seeking information other than students enrolled in courses at EMI or NFA. This does not include contract instructors, development contractors, attendees for meetings, conferences, symposia or Headquarters' (HQ) staff providing technical support in training delivery, as well as Department of Homeland Security (DHS) or FEMA staff not duty-stationed at NETC.
- C. Visitor's Check-in – Visitors are required to stop at the main entrance of NETC. Visitors will be issued a Visitor badge and the driver will be issued a temporary parking permit. A government-issued photo identification (e.g., valid state driver's license) for each individual will be retained by Security until the Visitor badge(s) and temporary parking permit are returned.

- D. **Standard Tour** - A 30 to 40-minute outside walking tour of the campus, primarily given by contract staff. Visitors are not shown the administrative offices on the campus, but are shown the Learning Resource Center, Chapel, Building K, Building R, and Building E Auditorium.
- E. **Special Groups and Visitors Coordinator** - A staff member in the NETC Management, Operations, and Support Services (MOSS) Division who is responsible for coordinating, planning, and monitoring visits and itineraries for all visitors on campus as well as managing special group activities and events.

## V. Responsibilities

- A. An individual requesting a visit to NETC, or use of the facility as a special group, shall provide a written request to the Special Groups and Visitors Coordinator with significant details and requirements.
- B. The Special Groups and Visitors Coordinator monitors and coordinates the special groups' activities. The Special Groups and Visitors Coordinator will provide the itineraries for the visit to appropriate NETC staff and FEMA HQ elements as necessary (i.e., Physical Security Section, Office of External Affairs, Regional Offices, etc.). If the visitor(s) represent(s) a foreign country, the Special Groups Coordinator will provide appropriate background information to the NETC staff who will be briefing the visitor(s).
- C. The FEMA Administrator, U.S. Fire Administrator, the Deputy Fire Administrator, the Director, NETC MOSS, the NFA Superintendent or the EMI Superintendent identifies VIP visitors and arranges specialized tours and briefings for those individuals based upon the purpose/nature of the visit. The Special Groups and Visitors Coordinator facilitates the distribution of information to NETC Campus elements concerning visitors' itineraries and scheduled special group activities.

## VI. Policy and Procedures

- A. It is the policy at NETC to welcome visitors during the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday for tours and briefings concerning EMI and USFA programs and activities.
- B. Individuals or groups requesting visits, tours, briefings and/or use of the facility, must do so in writing at least two weeks in advance to the Special Groups and Visitors Coordinator. The request should include visitor name(s), organization name, address, telephone number, date and time of arrival, and any special needs associated with the visit. Requests should be forwarded to "Special Groups and Visitors Coordinator, NETC MOSS Division, U.S. Fire Administration, 16825 South Seton Avenue, Emmitsburg, Maryland 21727."
- C. With the exception of VIP visitors, all visitors will be required to stop at the main entrance to provide a government-issued photo identification and receive a visitor's

badge. On occasion, the visitors may be directed to Building C by the Special Groups and Visitors Coordinator to meet with contract support staff for a general orientation and information packet. If designated by the Special Groups and Visitors Coordinator, visitors may receive a standard tour of the campus with program briefings. Visitors will be met at Building V (Security Building) and will be escorted throughout the visit.

- D. All security requirements for visitors will be coordinated through and managed by NETC MOSS.
- E. Visits by individuals from foreign countries will be coordinated by the Special Groups and Visitors Coordinator with the DHS Internal Security and Investigations Office, FEMA Office of External Affairs, the FEMA Physical Security Section, and Regional offices as necessary.
  - 1. All foreign visitors who wish to visit NETC must provide the following information at least 28 days prior to the intended visit date: full name, place of birth (city, village, town, etc.), country of birth, passport number, expiration date of passport, country of origin for the passport, occupational title and the organization being represented.
  - 2. The information on each foreign visitor is entered in the DHS Foreign Access Management System (DFAMS) for approval for the visit.
- F. A person or group wanting to use the facility must submit a written request to: Director, NETC MOSS, U.S. Fire Administration, 16825 South Seton Avenue, Emmitsburg, Maryland 21727. Upon request, lodging, conference rooms, classrooms, and equipment are provided at prevailing rates.
  - 1. Requests must provide the following information:
    - a. **Requestor's** full name, mailing address, telephone number, and description of the organization;
    - b. 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
    - c. Requirements for overnight lodging, meal service, use of conference rooms, equipment, and any other pertinent information.
  - 2. The requestor is provided with a written response confirming the acceptance or denial of the request.
  - 3. 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. If lodging at NETC is also requested, FEMA Form 75-10, Request for Housing Accommodations, must be completed to include a listing of names of all individuals requiring lodging at NETC and this form must be returned at least 2 weeks prior to scheduled conference/activity/event. Both forms should be returned to the Director, NETC MOSS.

4. Upon return of the completed FEMA Forms 75-10 and 75-11, the NETC Special Groups and Visitors Coordinator will coordinate food service and administrative support. Final food service arrangements are made between the special group and the food service contractor.
  5. Requests for approval 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.
  6. All requests for use of the facility (lodging, classrooms, and conference rooms) may be cancelled 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.
- G. Special groups that require lodging will be granted access provided that the names of the individuals are included on the access list provided to Security prior to arrival. Special groups will be directed to Building C for registration. Vehicles operated by members of special groups are subject to search. At registration, all members will receive a temporary identification badge and individuals driving a motor vehicle will be issued a temporary parking permit.
- H. Special groups that do not require lodging will be granted access provided the names of the individuals are entered in the Security Access Request Authorization (SARA) database by the sponsor. Vehicles will be subject to search. Security will issue a temporary identification badge and individuals driving a motor vehicle will be issued a temporary parking permit. Everyone will be required to provide a government-issued photo identification, which will be retained by Security until the Visitor badge and temporary parking permit are returned.

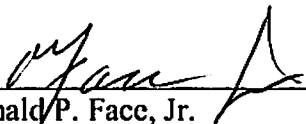
## **VIII. Forms Prescribed**

This facility 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). These specific forms may also be obtained from the Director, NETC MOSS.

- A. FEMA Form 75-10, Request for Housing Accommodations
- B. FEMA Form 75-11, Request for Use of NETC Facilities

**IX. Questions**

Questions pertaining to the information in this facility directive may be addressed to the Director, NETC MOSS, at (301) 447-1223.

  
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Ronald P. Face, Jr.  
Director  
NETC Management, Operations, and  
Support Services Division