



NETC Standard Operating Procedure (SOP)

NETC SOP	Date	Organization
Number 119-3	24 June 2015	FA

Facility Utilization and Expenses at the National Emergency Training Center

I. Purpose

This Standard Operating Procedure (SOP) provides the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) policy regarding the responsibilities, procedures, and fees established for use of the facilities at the National Emergency Training Center (NETC). Its provisions are applicable to all individuals and organizations authorized to use facilities at NETC. Nothing in this document creates any rights enforceable at law and nothing in this document limits or preempts the application of law, regulation, FEMA or DHS directives, manuals, policies, or guidance which will control if this document is inconsistent in any way.

II. Supersession

FEMA Facility Directive 119-3, "Facility Utilization and Expenses at the National Emergency Training Center," dated June 4, 2009; FEMA Facility Directive 119-13, Coordination of Special Groups and Visitors at the NETC, dated March 11, 2009; and NETC SOP 119-17, Use of Facilities and Grounds at NETC, dated May 26, 2011. This SOP expires 3 years from the date of issue.

III. Authorities

- A. The Federal Fire Prevention and Control Act of 1974, P.L. 93-498, codified at 15 U.S.C. § 2201 *et seq.*
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121 *et seq.*
- C. The National Fallen Firefighters Foundation Act, 36 U.S.C. § 151307

IV. 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
<http://www.gsa.gov/portal/content/104790>

C. National Historic Preservation Act of 1966, as amended, 16 U.S.C. § 470 *et seq.*

D. NETC SOP 119-22, Conduct on the NETC Campus

V. Definitions

A. Approval for Access to the NETC - A determination made in accordance with FEMA Directive 121-3, Facility Access.

B. Contractor - An individual or business entity authorized by a contractual agreement with FEMA to provide goods or services.

C. Emergency Occupants - Otherwise unauthorized individuals who are stranded due to severe weather conditions, disaster, or national emergency.

D. Guest - An individual who is sponsored for physical access to FEMA facilities and has a valid Personal Identification (PIV) Card or PIV-I credential. Examples of guests include, but are not limited to, other government agency personnel who have a valid PIV Card, and representatives from state and local government who have a valid PIV-I credential.

E. National Fallen Firefighters Foundation (NFFF) - A federally chartered charitable and non-profit corporation whose purpose is to encourage, accept, and administer private gifts of property for the benefit of the National Fallen Firefighters' Memorial and the annual memorial service; and in coordination with the Federal Government and fire services, plan, direct, and manage the annual memorial service for fallen firefighters; to provide a national program to assist families of fallen firefighters and fire departments in dealing with line-of-duty deaths of firefighters; and to promote national, State, and local initiatives to increase public awareness of fire and life safety.

F. Special Groups - A pre-arranged group of DHS employees, Federal employees, military personnel, contractors, guests, visitors, or any combination thereof.

G. 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.

H. Student - An individual who is attending a National Fire Academy (NFA) or Emergency Management Institute (EMI) course. (*See stipulations regarding minors in Standard Operating Procedures, Age Restrictions, on page 7, subparagraph 11.*)

I. Visitor - Individual who is sponsored for physical access to a FEMA facility, but who does not have a Personal Identification Card (PIV card) or PIV-I credential. All visitors must be entered into Security Access Request Application (SARA) and escorted while on campus. For individuals with a PIV Card or PIV-1 credential, see definition of *Guest*. VIP Visitors are those individuals whose arrival has been pre-arranged by a senior FEMA Manager who will act as host for the duration of the visit. Examples of VIP visitors include members of the media or local, state, and federal political candidates or representatives.

- J. 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.

VI. Responsible Offices

- A. The U.S. Fire Administrator 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. The Director, NETC MOSS Division is delegated the authority for implementation of this SOP, to include but not limited to:
 - 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 the 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 or executing Interagency Agreements where authorized or required; and
 - 6. Maintaining a cost schedule for meals at the dining facility.

VII. Standard Operating Procedures

- A. Approval for Access to NETC - Access to NETC is governed by FEMA Directive 121-3, Facility Access, and FEMA Manual 121-3-1, Credential and Access Reference, as well as the FEMA Office of the Chief Security Officer (OCSO) SOP, FEMA National Emergency Training Center Access Procedures, and their respective successor documents.
- B. Security
 - 1. Visitors will be required to stop at the main entrance to provide a government-issued photo identification and receive a Visitor 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

tour of the campus with program briefings. Visitors will be met at Building V (Security Building) and will be escorted throughout the visit.

2. All security requirements for visitors will be coordinated through and managed by the NETC MOSS Division.
3. Vehicles are subject to search. Authorized persons will receive a temporary identification badge and individuals driving a motor vehicle will be issued a temporary parking permit.
4. Approvals of requests for the availability and access to all areas of the NETC are subject to change.
5. The NETC follows the National Terrorism Advisory System and modifies security access and procedures accordingly.

C. Use of Facility

1. FEMA facilities at NETC may be used for FEMA, DHS, and Federal organizational functions. At no time are facilities at NETC to be used for non-Federal government purposes.
2. 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.
3. Any group or individual entering onto the grounds of NETC shall adhere to the provisions of NETC SOP 119-22, Conduct on the NETC Campus.
4. Animals that are trained to be and are providing personal services such as seeing-eye dogs, personal service dogs, etc., are the *only* domesticated animals permitted on campus without specific approval of the Director, NETC MOSS.
5. Recreational use of metal detectors and/or digging on the NETC campus is prohibited by the National Historic Preservation Act. No exceptions can be made.
6. No natural resources may be removed from the NETC campus.
7. Sightseeing by individuals who are authorized to be on the NETC campus will be permitted in identified areas, exclusive of lodging, training, administrative, and other restricted areas of the campus, consistent with NETC, FEMA and DHS policy and alerts such as National Terrorism Advisory System alerts.
8. Smoking is permitted only in designated smoking areas outdoors on the NETC campus. Smoking is not permitted indoors. This includes the use of smokeless electronic vaporizers (e-cigarettes).

9. Dining Hall/Cafeteria – The students, faculty, FEMA employees, contractors working on NETC, guests, and visitors may patronize the cafeteria during meal service hours provided it does not interfere with the service to students and staff. Groups of 10 or more individuals shall make a request in advance to the cafeteria manager for service. The cafeteria manager may arrange service for such groups based on space availability and regular operations requirements.
10. The Learning Resource Center (LRC) –Open to students, staff, and other authorized personnel for all services. Visitors may request access to the LRC during visitor access hours, and may enter the LRC for on-site use of reference material only. Some materials are available through the Inter-Library Loan system. See www.usfa.fema.gov for more information.
11. The Chapel - Maintained as multi-faith religious facility for the exclusive use by the National Fallen Firefighters Memorial.
 - a. Use by any other group or individual will not be permitted without the specific written permission of the Director, NETC MOSS, in coordination with the National Fallen Firefighter Foundation.
 - b. The Chapel shall not be used for weddings or other private events.

D. Recreational Facilities

1. NETC Recreation Association members and their authorized guests and/or visitors, when accompanied by a member, are permitted to use NETC recreational facilities on a space-available basis.
2. An indoor swimming pool, weight room, gymnasium and indoor track are available for use by NETC employees, contract staff, students, and visitors. Also available are outdoor tennis, basketball, and volleyball courts.
3. The Student Activity Center (Building B) contains televisions, pool tables, arcade games, juke box, and the Pub.
 - a. The Pub is operated and maintained by the NETC Recreation Association. Beer, wine and snacks are sold in the Pub.
 - b. The Pub is not open to the public. Membership cards are sold by the NETC Recreation Association and are required to enter the Pub. The cards are available for purchase by students, faculty, contractors working on the NETC, and all FEMA employees.
4. The NETC Recreation Association has other recreational equipment available to members including basketball equipment in the gym; bicycles in Building C; and other equipment including baseballs, basketballs, golf clubs, tennis rackets and tennis balls in Building B.

5. Toms Creek is a public waterway which flows through the campus which may be used for fishing (catch and release only) by individuals authorized access to NETC, with a valid Maryland Fishing License.
6. The Log Cabin is used for students and staff events, from April 1 through October 15. Use of the Log Cabin is limited to groups and individuals who would otherwise be eligible for NETC Lodging per paragraph E, and NETC Staff and contractor employees.
 - a. Groups and individuals desiring to use the Log Cabin must request reservation of desired dates through the Special Groups and Visitors Coordinator.
 - b. There is a Thursday night-only exception for EMI and NFA to each have up to 100 spaces reserved for their respective classes. Reservations for Thursday nights must be made through the food services support staff.
 - c. The Log Cabin will **NOT** be used for private parties or events.

E. Lodging

1. Lodging at 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.
2. Use of housing at NETC is limited to students, contract instructors delivering training under the contract terms, guest faculty, individuals on invitational travel, Federal employees on travel orders, and in rare circumstance, emergency occupants.
3. All Federal Government staff lodging at the NETC must present a copy of their official Government Travel Authorization before being assigned accommodations.
4. No lodging may be provided to individuals who do not have official business at NETC, except for emergency occupants.
5. Lodging will NOT be provided for relatives (including spouses) or friends accompanying any 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 and coordinated with NETC staff in advance of the anticipated stay.
6. Only those people who are authorized lodging are permitted in the dorm rooms.
7. 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.

8. Check-in for lodging will not be allowed prior to 2:00 p.m. on the day of check-in.
9. Check-out for lodging must be on the last day of business at NETC; stay-overs following the course/activity are not permitted. An exception is made for classes that end late in the day; checkout is the following morning. Exceptions can also be granted for students attending back-to-back classes.
10. Any person utilizing on-campus lodging for more than one evening must purchase a meal ticket for the duration of that individual's stay.
11. Age Restrictions. Anyone under the age of 18 years must be accompanied by a parent or guardian when on the campus. If attending a class, the parent/guardian/chaperone must be a student registered in the same class as the student who is under 18 years of age.

F. Occupant-Specific Requirements

1. Contractors

- a. Lodging is provided to DHS contractors when their documented tasks at NETC require such accommodations.
- b. When required by contractors, and if there is a housing clause in the contract, lodging may be provided as available.

Contract Instructors are permitted to stay on campus one night prior to the beginning of the class they are contracted to teach. When a Contract Instructor has a contract to teach a class that starts on Monday morning, Contract Instructors are permitted to stay on Campus Sunday night, and check-in any time after 2:00 p.m. of that day.

- c. To request lodging for a contractor, the requesting USFA or EMI program office must forward the contract or purchase order along with the completed FEMA Form 119-17-1 for the contractor to the Director, NETC MOSS.

2. Emergency Occupants

- a. Lodging may be provided in emergency situations when directed by the Director, NETC MOSS, or the designated official available on-site, or by telecommunications and documented records of such order.
- b. To obtain authorization for lodging of emergency occupants, FEMA Form 119-17-1 must be signed either by the Director, NETC MOSS, or designee on the site at the time of the emergency before being sent to the NETC Housing Office for lodging to be assigned.
- c. The Director, NETC MOSS or designee will determine if charges for lodging will be waived.

3. Guest Faculty and Federal Staff

- a. The two or three administrative assistant coordinators and/or State Fire Administrators for each NFA 2-Day Program (formerly the State Weekend Program) are included in this category.
- b. Lodging must be requested by the appropriate USFA or EMI program office using FEMA Form 119-17-1. A completed FEMA Form 119-17-1 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.
- c. A Federal Government travel authorization, letter of invitational travel, or purchase order for services is the minimum required documentation for guest faculty or Federal staff. Lodging may be provided when documented in the appropriate official travel authorization or contractual provisions.

4. NETC Staff

- a. 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. Examples of such circumstances include impending or existing inclement weather, national emergencies, national or international exercises, protection of government property, or the protection of human life.
- b. Lodging must be requested by the appropriate USFA or EMI program office using FEMA Form 119-17-1. A completed FEMA Form 119-17-1 with the signatures of the employee's supervisor, and the Director, NETC MOSS or designee, is forwarded to the Housing Office where lodging is assigned.

5. Guest Groups

- a. Lodging may be requested by groups within DHS, and of the Executive, Legislative, and Judicial branches of the Federal Government on official business.
- b. The use of NETC facilities by any foreign nationals, or by individuals under foreign sponsorship must have prior approval from the FEMA Office of Security.
- c. Those seeking use of NETC facilities must submit a written request to: Director, NETC MOSS, U.S. Fire Administration, 16825 South Seton Avenue, Emmitsburg, Maryland 21727. Requests must provide the following information:
 - i. Employing Federal Entity, sponsoring office, full name, mailing 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.
- d. The requestor will be provided with a written response confirming the acceptance or denial of the request.
- e. If approved, the requestor will be informed that FEMA Form 119-17-2, Request for Use of NETC Facilities, must be completed and returned within 1 week of FEMA's cover letter date. FEMA Form 119-17-1 must be completed and returned at least 2 weeks prior to scheduled function. Both forms should be returned to the Director, NETC MOSS. All documentation including Interagency Agreements must be completed prior to the issuance of a reservation and in no case later than the day before arrival.
- f. Upon return of the completed FEMA Form 119-17-2, the Special Groups and Visitor Coordinator will coordinate logistical support with the appropriate NETC staff. The group POC makes all food service arrangements directly with the food service contractor.
- g. Lodging must be requested using FEMA Form 119-17-1. A completed FEMA Form 119-17-1 with the signature of the Special Groups and Visitors Coordinator, and the Director, NETC MOSS or designee, is forwarded to the Housing Office where lodging is assigned. If lodging is approved, the Special Groups and Visitors Coordinator will provide a list of names to the food service contractor to ensure meal tickets are prepared.
- h. Accommodations may be canceled by the Director, NETC MOSS at any time in advance of the date housing accommodations are requested.
- i. Accommodations are provided at prevailing rates and other facilities at service cost reimbursable through Interagency Agreements executed in advance of the event.
 - i. Travelers who are traveling on behalf of DHS or any other federal agency must present a copy of their official travel authorization or invitational travel letter prior to being issued lodging.
 - ii. The requestor will be provided with an Interagency Agreement 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.
 - iii. Final food service arrangements, including billing, are made between the group and the food service contractor.

6. Students

- a. Lodging is automatically assigned to students who have been accepted to attend on-campus courses at NETC.

- b. Early arrival by an individual student requires prior coordination and approval, as indicated in the student's acceptance package.
- c. There is no lodging charge for registered students that are U.S. citizens.
- d. Individuals representing DHS must present a copy of the official travel authorization at the time of registration before being issued 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.
- e. Students representing other Federal departments and agencies outside of DHS must present a copy of their official Government Travel Authorization.

G. Financial Procedures

1. 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, and 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 method involves a regional survey that creates an economic model based upon a survey of comparable private rentals through the region. For NETC, the survey method was used, this method being less costly and administratively less burdensome.
2. 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 the current fee schedule.
3. Other fees for use of audiovisual equipment, classrooms, etc., are determined based on periodic surveys of charges for similar items in the area.

H. Methods of Payment - Intergovernmental Transfers, Checks, or Credit Cards. Payment by check or credit card is accepted for lodging fees, use of NETC facilities, use of equipment, and administrative fees.

I. Waiver of Fees - The Superintendent of the National Fire Academy may modify or waive fees for attendance at or subscription only to courses offered by the Academy consistent with 15 U.S.C. §2206.

J. Reporting Requirements - The information collection requests, FEMA Forms 119-17-1 and 119-17-2, have been approved by OMB and assigned OMB control number 1660-0029.

VIII. Forms Prescribed

- A. FEMA Form 119-17-1, Request for Housing Accommodations
- B. FEMA Form 119-17-2, Request for Use of NETC Facilities

IX. Attachment

Fee Schedule for use of the NETC facilities and lodging.

X. Questions

Questions regarding to the content of this NETC SOP may be addressed to the Director, NETC MOSS, at (301) 447-1223.



Ernest Mitchell
U.S. Fire Administrator
U.S. Fire Administration

National Emergency Training Center (NETC) 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 (MOSS) Division, U.S. Fire Administration (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)

Surveys for rental equipment fees are conducted consistent with OMB Circular A-45 by NETC MOSS Division, USFA. 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
Video Projection Unit	\$ 300.00
Easel Chart	\$ 17.50

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