

# United States Postal Service®



Hotel website: <http://cc.nced.com>





## **Welcome to the National Center for Employee Development!**

We are pleased you will be attending training at the National Center for Employee Development (NCED) and hope you are looking forward to this opportunity to expand your knowledge and skills.

This guide is to provide you with useful information before you arrive at NCED and throughout the duration of your stay with us!

Our all-inclusive learning complex combines classrooms, labs, conferencing, housing, food, fitness, and health facilities in an educational campus setting.

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## WHAT TO BRING

### Student Personal Protective Equipment (PPE)

The following applies to NCED PPE requirements:

You must bring the appropriate PPE if it is required for the course you are attending.

Look for course requirements in the course description in the course catalog available through the learning management system (also known as HERO).

If you do not bring appropriate PPE to NCED and your course requires it, you may be sent home.

## TRANSPORTATION

### Travel Expenses

All costs for authorized student travel and per diem, including travel advances, are funded through the student's home office in accordance with Handbook F-15.

Student housing is furnished by the hotel at NCED and incorporated in the cost of training.

### Planning Your Trip and Reservations

Student transportation must be in accordance with Handbook F-15, Travel and Relocation. Make return reservations for flights leaving no earlier than 3 hours after the class ending time shown in your confirmation letter. Overnight accommodations are provided at NCED for the last day of class if travel is not possible for that day.



### Shuttle Service

The NCED shuttle service at the Will Rogers World Airport in Oklahoma City is the authorized means of transportation to NCED. Shuttle departures to and from the airport are based strictly on reservations. All shuttle reservations must be made online and at least 48 hours before your arrival at the airport by going to <http://ncedtransport.questionpro.com>. Students who require transportation accommodations due to a disability must notify the NCED Front Desk at 405-447-9000 or [nced-frontdesk@aramark.com](mailto:nced-frontdesk@aramark.com) at least 14 days in advance of their arrival date.



To locate the NCED shuttle at the airport:

Go to the lower level of the terminal and exit from the baggage area.

Look for the shuttles in the Courtesy Van section. You will see **“NCED Conference Center”** clearly marked on the sides, front, and back of the vehicles.

### Parking for Student Vehicles

The following applies to students parking vehicles at NCED:

Your vehicle is your responsibility.

Vehicles and their contents are subject to Postal Service rules and regulations, including inspection when entering, leaving, or while parked within the campus area.

Recreational vehicles, travel trailers, enclosed trailers, towing trailers, and boats are permitted to park on the premises in the gravel overflow parking lot.

All vehicles on NCED property, whether driven or towed, must have a license plate and current registration.

All vehicle repairs or maintenance on NCED property must be pre-approved using the “Request for Approval” form, which is available at the hotel Front Desk or NCED Security.

## HOTEL ACCOMMODATIONS



### Hotel Information

The hotel at the NCED Conference Center is located at:

**2801 East State Highway 9  
Norman, Oklahoma 73071  
405-447-9000**

### Check-In and Check-Out

Check-in and check-out at the hotel are as follows:

Hotel check-in time is 4 p.m.; check-out time is 11 a.m.

If you arrive earlier than 4 p.m. or stay later than 11 a.m., you may store your luggage at the NCED Front Desk.

You may not check in at the hotel the day before your official travel day or stay over additional nights without approval from your manager. Send your manager's approval to the NCED Registrar's Office at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov).

If you arrive early, stay over, or leave late for personal convenience without approval from your manager, you will be responsible for paying the cost of the room.

### Incidental Charges

The following applies to having a payment on file for incidental charges:

When you check-in, a credit card imprint (American Express, Discover, VISA, MasterCard, or Diner's Club) is requested for incidental charges.

If credit card information is not on your reservation, you must pay cash in advance for round trip shuttle charges at check-in. Personal checks are not accepted. Cash is accepted for payment. An ATM is available near the hotel lobby.

### Family Members

The following applies to bringing family members to NCED:

Your family members may stay in the hotel. You are responsible for costs associated with room upgrade fees, if applicable.

Due to fire safety regulations, a maximum of 2 people including yourself (the USPS student) can stay in your guestroom.

You must pre-register your family members at least 1 week in advance with the NCED Front Desk, by contacting 405-447-9000 or [nced-frontdesk@aramark.com](mailto:nced-frontdesk@aramark.com).

If more than one person accompanies you, you must upgrade to a classic queen suite.

All children under 18 must be accompanied by an adult at all times while on campus.

### Pets and Service Animals

Pets are not permitted on campus.

If you require a service animal, your manager must notify the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) prior to your arrival. Service animals must be accompanied at all times while on campus, including in your guestroom.

### Personal Appliances are Prohibited

The following applies to food and personal appliances in guestrooms:

Personal appliances are not permitted in guestrooms.

Students must not prepare food using personal appliances, such as personal coffee pots, hot plates, George Foreman grills, microwave ovens, or mini refrigerators.

If you are found to have personal appliances in your guestroom:

You will be issued a warning to remove it within 24 hours.

If you do not remove the appliance after 24 hours, you will be denied key access to the room.

You will require Security to regain access to the room, and the appliance will be removed by Security. The appliance will be stored until your check-out date.

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## SERVICES AVAILABLE

### Dining Services

Part of the 2021–2024 National Agreement with the American Postal Workers Union (APWU) provides for full per diem for students attending training at NCED. Effective November 7, 2022, the following apply to the food service at the NCED housing facility:

All locations accept cash, credit/debit and Apple Pay. For fastest service, credit/debit and Apple Pay options are encouraged.

There are several dining options available:

**3 Squares Eatery**, Hotel Building – Restaurant – Dine-In Only – Breakfast, Lunch and Dinner

To view the Menu: <https://nced.aramarkcafe.com/LocationsAndMenus/3SquaresEatery>

**GP 405**, Hotel Building – Bar and Lounge – Dinner Only

**Gift Shop** – Hotel Building – Starbucks; Grab and Go - Breakfast, Lunch and Dinner

**Pony Express** - Main Learning Center – Grab and Go marketplace – Breakfast and Lunch

**Vending machines** with snacks and beverages are also located throughout the property. – 24/7

**Food delivery services** are not permitted to deliver directly to your guest room. Meet drivers in the hotel lobby to retrieve food. Outside food deliveries cannot be consumed in 3 Squares Eatery or GP 405 dining areas.

For current hours of operation, please visit our website at <https://cc.nced.com/dining.html>.

### Medical Services

Medical Services are available as follows:

A nurse is available at the hotel at no charge. Monday – Friday from 8am – 5pm

Other medical services are available at nearby Norman Regional Hospital and several Urgent Care facilities.

You must pay for external medical services at the time of treatment. Charges may or may not be covered by insurance.

Transportation to medical facilities is your responsibility at your expense, and a list of taxi services is available from the front desk or the Medical Clinic. Transportation is provided only in cases of extreme emergency via ambulance.

The Health Clinic offers specialized medical supplies such as refrigerators and biohazard containers for student guestroom use. Medical verification is required for the Health Clinic to issue refrigerators since refrigerators are not allowed in guest rooms except for medical purposes.

All students are required to dispose of needles and items soiled with blood in a biohazard container. The biohazard container must be returned to the Health Clinic before the student's departure from NCED.

### Reasonable Accommodations

If you need reasonable accommodations during your stay at NCED:

Reasonable accommodations are available for NCED students consistent with USPS policy.

A student's manager must contact the NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks prior to arrival at NCED to identify the accommodation in order to meet requirements.

Students can request American Sign Language interpreter services for training classes by contacting NCED Registrar at [NCEDSS-Registrar@usps.gov](mailto:NCEDSS-Registrar@usps.gov) at least 4–6 weeks in advance.

A Sorenson Video Relay Service (VRS) videophone is available in the hotel for use by students. Students can check out the remote control for this system from the NCED Front Desk.

## GENERAL INFORMATION

### Student Identification

While on the NCED campus, all students are required to display photo identification on their person as follows:

Your home-office ID is acceptable.

If you do not have a USPS ID badge, you must display your NCED hotel room key.

If, for personal reasons, you and your guests stay off-site and do not have either ID described above, you will be required to obtain a temporary ID badge from NCED Security.

You must sign in all visitors at the NCED Front Desk.

### Alcohol Policy

The alcohol policy at NCED is as follows:

Alcohol purchased off campus is not permitted in the first-floor dining area, lobby, grounds, or public corridors of the hotel.

Only alcohol purchased in the lounge (GP405) and contained in a soft container may be carried into the following designated areas: the GP405, the billiard room, the courtyards, and the pool area.

### Smoking Policy

The smoking policy at NCED is as follows:

Smoking is confined to designated smoking areas.

Lighting candles, incense, or any other flammable material is not permitted on campus.

### Lost Property

Neither the Postal Service nor the NCED Conference Center and Hotel will assume responsibility or accountability for lost items. If any personal property is lost during your stay, contact Hotel Loss Prevention at 405-447-9000 x1851.

We hope you find this Pre-Arrival Guide helpful and look forward to your upcoming training at the National Center for Employee Development.



## PROPERTY MAP

