



FEMA FACILITY DIRECTIVE

Number	Date	Organization
FFD 119-17	April 23, 2009	FA

Use of Facilities and Grounds at NETC

I. Purpose

This Facility Directive continues policies and procedures related to the occasional use of the National Emergency Training Center (NETC) facilities and grounds.

II. Scope

This Facility Directive is applicable to employees assigned to NETC, private citizens, and groups who request the use of NETC recreational facilities, public areas, and grounds.

III. Supersession

NETC Instruction 6900.1: Use of Facilities and Grounds at NETC, dated April 1, 2007.

IV. Authority

- A. Public Buildings Cooperative Use Act of 1976, Public Law (PL) 94-541.
- B. Federal Fire Prevention and Control Act of 1974, PL 93-498.
- C. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-298, as amended, 42 U.S. Code 5121 et seq., and Related Authorities.

V. References

- A. NETC Instruction 1100.1: Conduct on the NETC Campus.
- B. FEMA Facility Directive 119-3: Facility Utilization and Expenses at the NETC.
- C. Title 41 Code of Federal Regulations (CFR), Section 101-20.7, Federal Property Management Regulations.

VI. Definitions

- A. Public Area – Grounds and buildings which are generally open to individuals authorized to be on the NETC Campus. Public areas of the facility include the various building lobbies, Learning Resource Center, Chapel, dining facility, Log Cabin, and other such areas not assigned to an occupant agency or tenant.
- B. Recreational Facilities - NETC recreational facilities consist of a gymnasium; indoor track; indoor swimming pool; tennis, basketball, and volleyball courts; exercise room; recreation center; and other areas where recreational equipment is installed or where exercise is authorized.
- C. Special Groups - Federal Government personnel or groups including those members of FEMA not duty stationed at NETC, or groups/organizations chartered by Congress such as the American Red Cross, Boy Scouts of America, and the National Fallen Firefighters Memorial Foundation, sanctioned or sponsored by the United States Fire Administration (USFA), the Emergency Management Institute (EMI), or other NETC occupant elements authorized to use the facility for training, meetings, conferences, etc., the majority of which are scheduled on a space-available basis.
- D. Commercial Activities - Activities undertaken for the primary purpose of obtaining a profit for the benefit of an individual or organization established for profit.
- E. Private Activities - This includes weddings, private parties or personal celebrations.
- F. Member of the Public - Any individual who is not assigned to NETC.
- G. NETC Recreation Association - A non-profit organization established to provide social activities and recreational support for NETC staff, instructors, and students as members. Provides activities throughout the year to encourage the well-being of members, and maintains management oversight of the Student Activity Center operations, use of the pool, gymnasium, exercise equipment room, and other recreational areas.
- H. NETC Staff - A Federal employee or someone on loan to FEMA through the Intergovernmental Personnel Act and serving in program management or support capacity on the NETC campus.

VII. Responsibilities

- A. The NETC Management, Operations and Support Services (MOSS) Division, Support Services Branch is responsible for coordinating and/or approving all requests for use of NETC public areas, recreational facilities and the Log Cabin by Special Groups and non-members of the NETC Recreation Association.

- B. The Chief, Support Services Branch, NETC MOSS is responsible for:
1. Approving and coordinating the use of buildings or grounds on campus by special groups;
 2. Approving the use of buildings or grounds on campus by special groups; and
 3. Approving requests for use of NETC recreation and public areas.

VIII. Policy and Procedures

- A. NETC is maintained and operated to house and support USFA and EMI and to provide support for students attending courses and activities conducted by USFA and EMI. Recreational facilities and public areas are primarily for use by NETC staff, students, instructors, technical advisors and experts, and authorized special groups at authorized NETC functions.
1. Requests for use of the recreational facilities or public areas by other than authorized groups or individuals must be made in writing and addressed to Chief, Support Services Branch. The Support Services Branch will evaluate the request based on intended use, sponsor or sanctioning office, and space availability. Applicants will be notified if requests are approved or disapproved. If approved, a permit to use the recreation area(s) requested will be issued by the Support Services Branch.
 2. NETC Recreation Association members and their authorized guests, when accompanied by a member, are permitted to use the NETC recreational facilities on a space-available basis.
 3. Individuals and groups using recreational equipment must be members of the NETC Recreation Association. All individuals and groups utilizing facilities in Building H will sign in with the recreation attendant.
 4. Requests for use of accommodations, recreational facilities or public areas at NETC by non-members of the NETC Recreation Association must be coordinated and approved by NETC MOSS.
 5. Requests for use of the public and recreational areas and equipment by individual members of the public or for private use by an individual or group will not be considered. No exceptions will be made.
 6. Any group or individual entering onto the grounds of NETC shall adhere to the provisions of NETC Instruction 1100.1, Conduct on the NETC Campus. Copies of that directive are conspicuously displayed throughout the campus.

7. Requests for the availability and use of any and all areas of NETC are subject to change in accordance with the Homeland Security Advisory System.
 8. The staff members of the Support Services Branch reserve the right to deny the use of the recreational facilities and public areas to any individual or group based on availability, operational or maintenance status, and matters of health and safety. The decision may be appealed, in writing, to the Chief, Support Services Branch.
 9. Due to the historic significance associated with the grounds and certain buildings, the NETC facility is contained within the National Historical District.
 - a. 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.
 - b. Sightseeing by individuals who are authorized to be on the NETC campus will be permitted in all public areas of the campus, consistent with the National Security Threat Level.
 10. Smoking is permitted only in designated smoking areas outdoors on the NETC campus. Smoking is not permitted indoors.
 11. No natural resources may be removed from the NETC campus.
- B. Recreational Facilities and Areas available for use by individuals authorized to be at NETC include the following:
1. Weight room, gymnasium, indoor track, and swimming pool.
 - a. Recreational use of the swimming pool is restricted only to those who are authorized to be at NETC.
 - b. The use of the swimming pool for other purposes may be considered due to the nature of the intended purpose.
 2. Student Center - Contains televisions, pool tables, satellite 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 all students and NETC activity participants at the Pub and at the weight room.

3. Tennis, basketball, and volleyball courts - Outdoor tennis and volleyball courts are available. An indoor basketball court is located in the gymnasium. Equipment is available from the weight room attendant.
4. Tom's Creek - a public waterway which flows through the campus which can be used for fishing.
5. Log Cabin - used for students and special group events, from April 1 through October 15.
 - a. Groups and individuals desiring to use the Log Cabin must request reservation of desired dates through the Special Groups and Visitors Coordinator in the NETC Support Services Branch.
 - b. There is a Thursday night only exception for EMI and the National Fire Academy 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.

C. Buildings and Areas Open to the Public:

1. Dining hall/cafeteria - The public may patronize the cafeteria during normal business hours provided it does not interfere with the service to students and authorized special groups. Groups of 10 or more individuals shall make a request in advance to the cafeteria manager for service. The cafeteria manager shall arrange service for such groups based on space availability and student or special group requirements.
2. The Learning Resource Center (LRC) - open to students, staff, special groups, and other authorized personnel for all services. The general public may enter the LRC for on-site use of reference material only. Inter-library loan materials may be requested by the general public through local libraries.
3. 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, MOSS Division.
 - b. The Chapel may be used for meditation and other suitable activities with prior written approval of the Director, NETC MOSS Division, in coordination with the National Fallen Firefighter Foundation.

c. The Chapel shall not be used for weddings or other private events.

D. Procedures for Requesting Use of the NETC Accommodations, Recreational or Public Facilities.

1. Members of the NETC Recreation Association in good standing and their guests, when accompanied by a member, may use the recreational equipment. No formal request is required for use; a current NETC Recreation Association membership card serves as the necessary authorization.
 - a. Members are responsible for the behavior and welfare of their guests.
 - b. The membership card should be presented to site security personnel upon request and to the recreation attendant when signing in to use recreational equipment.
2. Special Groups may request authorization to use the buildings or grounds on campus, the recreational facilities, and public areas at NETC by submitting a FEMA Form 119-117-1 (previously FEMA Form 75-11), Request for Use of NETC Facilities, to the NETC MOSS Division, Attention: Special Groups and Visitors Coordinator.
 - a. The request should include the following information:
 - i. Full names, mailing addresses, and telephone numbers of the applicants, the organization sponsoring the proposed activity and the name, address and telephone number(s) of the contact person who will work with the Special Groups and Visitors Coordinator. Non-Federal groups must be sponsored by a FEMA organization which is located at NETC.
 - ii. A description of the proposed activity, including the dates and times during which it is to be conducted and the number of persons to be involved.
 - iii. The individual representing the group will be required to provide all individual's signatures on Release of Liability form on behalf of the group. All forms must be in the possession of the campus security force or the NETC MOSS Division prior to the use of the recreational facilities.
 - iv. The requester may be required to provide proof of insurance coverage for the activity.
 - b. The NETC Support Services Branch staff will provide a written response to the request in the form of a permit. If the request is approved, a copy will be

provided to the campus security supervisor. Any denial of a request may be appealed, in writing, to the Chief, Support Services Branch.

- c. The individual who is responsible for the authorized group must inform campus security, upon arrival and again prior to departure from the NETC.
3. Members of Special Groups who desire individual access to recreational facilities or the pub are required to purchase an NETC Recreation card.

IX. Forms Prescribed

FEMA Form 119-17-1 (previously FEMA Form 75-11), Request for Use of NETC Facilities, is available from the NETC Support Services Branch, USFA.

X. Questions

Questions regarding the contents of this FEMA Facility Directive may be addressed to the Director, NETC MOSS, at (301) 447-1223.

Ronald P. Face, Jr.
Director
NETC Management, Operations and
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