

To Whom it May Concern

Understanding the FAA Housing List...

PURPOSE: The FAA Academy maintains a Housing List to provide information in advance of travel to those being assigned to training at the Academy in Oklahoma City. The Academy has approximately 22,000 resident students in training each year with an average of 1,100 students on campus each day. Students arrive at the Academy from all over the United States and other countries. The students are authorized limited funds with two different per diem levels depending on length of classes.

DISCLAIMER: The FAA Academy Student Services Website alphabetically lists housing providers located in the Oklahoma City, OK area. The FAA does not have any on-going relationship with providers, nor does the FAA in any manner sponsor, endorse, or vouch for any of the housing providers. Housing information is provided solely as a courtesy to students.

CRITERIA/GUIDELINES: The providers listed have requested to have their properties appear on this website as a service to the students. The providers have certified that their property, at a minimum, meets the following criteria/guidelines in support of the FAA Academy student needs. (Any interested parties meeting this criteria and willing to certify, please call Student Services at (405) 954-3923.)

JUSTIFICATION FOR REMOVAL: The FAA Academy in its sole judgment may remove housing providers from the FAA Academy Student Services Website Housing List at any time it appears that they are not meeting all Criteria/Guidelines below.

Housing Provider Criteria/Guidelines

Every commercial lodging establishment must:

- 1) Be a commercial lodging property establishment which is properly licensed and in compliance with all Federal, State, and local laws including insurance requirements
- 2) Comply with Americans with Disabilities Act
- 3) Be located within 20 statute miles of perimeter of the Mike Monroney Aeronautical Center (MMAC)
- 4) Be mindful that the following FY17 long term and short term per diem rates generally apply to students at the MMAC:
 - a) **Long Term Daily Lodging Rate (16 class days or more):** Up to \$58.20 including taxes
 - b) **Short Term Daily Lodging Rate (15 class days or less):** Up to \$97.00 excluding taxes (short-term taxes are claimed separately on voucher)
- 5) Require only a minimal damage deposit, if any
- 6) Accept all major credit cards
- 7) Have on-site management available 24 hours a day, seven (7) days a week, with ability to accommodate late hour arrivals, early departures, and emergency type situations on any given day
- 8) Provide all utilities including electricity, heating, and air conditioning at no cost to students
- 9) Provide a local law enforcement agency report identifying all official visits by law enforcement to the facility/property within the previous 12 months. This report must be provided upon being added to the Housing List and thereafter on or before October 1 each year. Send report to: FAA Academy Student Services, 6500 S MacArthur Blvd, Bldg 14, Room 137, Oklahoma City, OK 73169
- 10) Allow students to vacate prior to the expected departure date without penalty
- 11) The Academy offers an optional method of payment for lodging to Air Traffic Control Specialist (ATCS) New Hire Students **ONLY**. This process is referred to as the Centrally Billed Account (CBA) Process and uses a government credit card to pay for lodging. The entire process (including pre-authorization) is outlined on the Student

Services Website under "ATCS New Hire Information." **If the provider uses the CBA Process, any discrepancy resulting in an overcharge by the provider must be refunded to the government credit card within seven (7) calendar days of notification.**

- 12) Provide in every unit designated for long-term stay (16 class days or more)
 - a) Minimal cooking facilities (e.g. utensils, cookware, dishware, glassware, microwave, refrigerator, sink), OR, an onsite cafeteria offering three full daily meals with a complete range of dietary options"
 - b) Minimal living facilities (e.g. bed, linens, furniture, TV, on-property washer and dryer, and on-property Internet capability)

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