

# 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 **30** statute miles of perimeter of the Mike Monroney Aeronautical Center (MMAC)
4. Be mindful that the following **FY24** 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 **\$66.00** including taxes
  - b. **Short Term Daily Lodging Rate (15 class days or less):** Up to **\$110.00** excluding taxes (short-term taxes are claimed separately on voucher)
  - c. **Upon recertification please designate which you will be honoring.** (Long term, Short term or both).
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. Allow students to vacate prior to the expected departure date without penalty.
10. The method of payment for lodging to **Air Traffic Control Specialist (ATCS) New Hire Students ONLY** 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.” **The Housing provider must:**

- **provide receipts or invoice within the first 5 business days of each month.**
- **be capable of reconciliation with the invoice number transmitted to USBank**
- **payments that cannot be verified/validated with the USBank statement will be disputed by FAA**
- **process identified refunds in a timely manner**

**NOTE: The FAA will reimburse for student lodging in arrears; not in advance**

11. 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