

Lodging Interim Trip Policy for Off-Site Training

Students entitled to an interim trip during an off-site training assignment are covered by the applicable provisions of the F-15 Handbook.

Students may leave their personal belongings in their room during their interim trip when lodging is at the NCED. When lodging is provided for off-site training at a location(s) other than NCED, students may leave their personal belongings in their room during their interim trip when rooms are available.

Due to numerous requests from students requesting to leave their personal belongings in their rooms during an interim trip while training in an off site location, the following guidelines are intended to assist students when rooms are available.

- The Postal Service shall notify the appropriate lodging manager during the last week of the class before an interim trip begins of the student(s) that have decided to take their interim trip. Upon notification, the student would be allowed to leave their personal belongings in their hotel room during the interim trip. During the interim trip, no one will be permitted access to the room until the scheduled day of return.
- On the scheduled day of return from the interim trip the student may go directly to their room without checking in at the Front Desk.
- The place of lodging, and not the Postal Service, is responsible for personal belongings left in rooms while the student is on interim trip.
- On a rare occurrence hotel rooms may not be available during the period of the interim trip. Therefore, students may not leave their belongings in their rooms, and the hotel will provide the student with a secure place to store their personal belongings at no cost to the student during the student's interim trip. Upon the student's return from the interim trip they must check in at the Front Desk at which time the student will again be provided with lodging accommodations and room assignment.
- Unless an employee's office has made previous arrangements, each employee staying over during an interim trip time frame will be charged a room rate. This lodging expense(s) shall be billed directly to the employee's home installation.
- The Postal Service is not responsible for personal belongings left in hotel rooms at any time.

A handwritten signature in black ink, appearing to read "Rodney J. Lambson".

Rodney J. Lambson
Labor Relations Specialist
Contract Administration

A handwritten signature in black ink, appearing to read "Gary Kloepfer".

Gary Kloepfer
Assistant Director "A"
Maintenance Division

Date: MARCH 11, 2005