

1.1 WELCOME

On behalf of the Director of the Federal Bureau of Investigation, I welcome you to the FBI Academy. I trust you will take full advantage of the wide array of educational, physical training, and recreational facilities at your disposal.

You may rest assured that the staff of the FBI Academy is committed to providing an environment conducive to personal and professional growth. In return, we expect our student guests to conduct themselves in a mature, professional manner while living at the Academy.

To maintain the international reputation of the FBI Academy as an institution of excellence, and to accommodate the diverse student body, I have approved certain regulations. Since we specifically intend these rules to help, failure to abide by them could result in administrative action, including dismissal from the Academy. The regulations, along with other information that I hope will assist you, are set forth in this *Student Handbook*. You are responsible for familiarizing yourself with our regulations.

I wish you every success while a guest at the Academy and continued success in your professional endeavors.

Sincerely,

Assistant Director
Training Division

This handbook will provide information about the facilities available at the FBI Academy and give you a basic understanding of the Academy's rules and services. To ensure you have a pleasant, rewarding stay at the Academy, please become familiar with this information.

1.2 REGISTRATION

The normal business hours for the Academy staff are Monday - Friday 8:00 a.m. to 4:30 p.m. All students must register at the reception desk in the Jefferson Dormitory which is staffed 24 hours a day, 7 days a week. You should register your vehicles with the receptionist and check your weapons with the Weapons Management Facility (WMF) located at the gun vault. Instructions for your specific group follow.

1.2.1 New Agents

You need to report to the Jefferson Dormitory at the FBI Academy to register on the day before your first day of training.

1.2.2 National Academy

You need to register at the Jefferson Dormitory on the Saturday or Sunday before your session starts.

1.2.3 In-Service and Specialized Schools

Upon your arrival, your class coordinator or Headquarters representative should meet and register you. If your class coordinator is not present, please register at the reception desk in the Jefferson Dormitory.

1.3 IDENTIFICATION BADGES

You must wear your identification (ID) badge, prominently displayed, at all times in the Academy. To avoid damaging the badge, please wear the badge above your waist area. Please do not affix adhesive tags or labels to your badge because this may interfere with the card readers.

Academy staff and security guards will question anyone not displaying an ID badge. Please be courteous and cooperative when someone asks to see your identification. Remember, it is for everyone's safety that this rule must be enforced.

You must have an ID badge to get meals in the cafeteria, check out books from the library, buy items at the Academy PX and Mainside PX, or conduct business in the gun vault, linen exchange, or open external doors into the facility.

These badges are Academy property entrusted to you to protect, so we can issue them to future classes. If you lose or damage your ID badge, immediately report it to your counselor. You **must** return your badge to your counselor before you leave.

1.4 FIREARMS

You **MUST** turn in all firearms, both issued and personally owned, to the Weapons Management Facility (WMF) located at the gun vault as soon as you arrive. **No student** may carry a firearm anywhere in the Academy complex other than to, from, and at the firearms ranges, the gun cleaning room and gun vault areas. You must **unload your weapons** when surrendering them.

The WMF hours are as follows:

Monday - Friday 7:30 a.m. - 5:30 p.m.

If you arrive at the Academy during the hours when the WMF is closed, please **unload your weapon**, complete the identification tag, secure it in the bags that are provided and place it in the weapons drop box located at the WMF. If you need to depart when the WMF is closed, it is your responsibility to retrieve your weapon in advance from the WMF and place it in an assigned temporary storage box at the WMF.

FBI in-service students must bring their firearms, even if they aren't scheduled for firearms training, so the gunsmiths can check and repair them as necessary.

New Agents will be issued an FBI weapon, recorded by serial number, to use on the firearms range. When not using it, you must keep your FBI weapon in an assigned numbered space in the gun vault. The numbered tab accompanying your weapon helps us keep track of it, so it's important that you do not lose the tab.

You may not - under any circumstances - take a weapon to your dormitory room.

1.5 EMERGENCIES

In an emergency, medical or fire, DIAL 3333, NOT "0" for operator.

Certain Academy staff members are certified Emergency Medical Technicians (EMTs) available for medical emergencies during normal business hours. After business hours and on weekends, emergency medical response is provided by community-based response crews. All such services are dispatched through the communication center, which can be reached by dialing 3333.

In the event of fire, pull the nearest fire alarm at your area. **DO NOT USE THE ELEVATORS.** If you cannot reach the ground floor via the stairwell, try to reach the roof. A rescue helicopter is on 24-hour standby at the Marine Air Station.

Fire extinguishers are located throughout the Academy complex. You can use the large, red CO₂ extinguishers on mechanical and electrical fires. Use the chrome-colored water extinguisher on other fires (such as paper, cloth, etc.). As a fire precaution, do not use lamps to dry damp objects.

1.6 TELEPHONES

The Academy telephone number is (703) 632-1000. The operator can transfer incoming calls to individual dormitory rooms. However, once at the Academy, students should give out their direct dial phone number for their dormitory room (703-632 + the 4-digit extension) on the phone in their rooms. Students may place 800, 888 or 877 calls from their dormitory rooms by dialing 9-1-800 + 7 digit number. Long distance calls can be made from the dormitory rooms only by using a credit card or prepaid phone cards accessed through toll free numbers. Prepaid calling cards may be purchased at the Academy PX. Also, pay phones are located throughout the Academy complex. **The Academy switchboard operator cannot accept collect calls.**

It is against FBI policy to install portable equipment devices to the telephones located anywhere within the Academy complex that convert digital transmission to analog for the purpose of accessing the Internet or any other type of data communication. The digital/analog conversion devices are neither approved nor sanctioned for use with our telephone system and could affect our warranty with the manufacturer. Periodic telephone checks will be conducted to check for abuse, which may result in the individual losing the capability of making outside calls. Internet access is available in the Library, the computer room located above the gymnasium and the Common Grounds Coffee Lounge which is located on the first floor of the Washington Dormitory.

Academy phones have voice mail. A flashing red-light means you have a message waiting. **To listen to your messages:**

FROM YOUR PHONE: dial 4999, then follow the prompts

FROM ANOTHER PHONE IN THE ACADEMY: dial your extension, when the system answers, press *, then follow the prompts

FROM OUTSIDE THE ACADEMY: dial your extension, when the system answers, press *, then follow the prompts

The message centers for students are:

NEW AGENTS	Bulletin board in the hallway of the second floor of the New Agents' Training Center. For EMERGENCY purposes only, you may call 703-632-3514 to have a message posted.
IN-SERVICES	Callers may leave messages on your phone's voice mail system.
NATIONAL ACADEMY	Callers may leave messages on your phone's voice mail system.

There is an emergency phone located on the east side of the athletic track, nearest the gymnasium building, adjacent to the water fountain. This telephone will automatically ring emergency 3333.

1.7 LEAVING THE ACADEMY: LOCATOR CARDS

Before leaving the Academy, all National Academy students and New Agents must sign out at the reception desk in the Jefferson Dormitory, so you may be reached in an emergency.

1.8 ACADEMY FACILITIES

1.8.1 Dormitories

You must remain in your assigned dormitory room; **you may not move**. The Academy keeps rooms available for instructors, other students, or for maintenance.

You will receive limited custodial services. To take advantage of these and to help us continue to offer them, please do the following:

- empty your trash can daily in the trash room on your floor

- put all luggage, boxes, bags, and other bulky items in the baggage room on your floor
- keep clothing, books, food containers, and other items off the floor of your room
- do not store anything under your bed
- do not store bathroom articles (soap, shampoo, hair dryers, etc.) in the bathroom.

Academy maintenance staff will post a notice 1 day before they clean the rooms on your floor. Dormitory rooms are cleaned once a week. Please complete the blue housekeeping card that is available in every dormitory room to help the staff meet the custodial needs of the students and guests. Upon completion of the housekeeping card, give it to your counselor or drop it in the Academy mail to the Facilities Management Unit.

You may not keep electrical appliances such as coffee pots, portable heaters, refrigerators, and hot plates in your rooms. Also, please do not post photographs, posters, or other items on your dormitory walls or doors.

1.8.1.1 Maintenance Problems:

Only authorized maintenance personnel can open windows or adjust thermostats. To help us conserve energy, please turn off lights when you leave the room.

Please do not try to "fix" anything in the dormitories, especially anything electrical. Tell your counselor if anything needs repairing. If a maintenance problem occurs during the night, you may reach the on-duty repair person through the switchboard.

1.8.1.2 Alcohol:

At no time are you allowed to possess or drink alcoholic beverages in the dormitories. You are subject to dismissal from the Academy if you violate this rule. Academy personnel may search your dormitory room at any time if they reasonably suspect you're storing or using items that violate Academy policy.

1.8.1.3 Lounges:

The TV lounges are for everyone's use. Please keep them clean.

1.8.1.4 Departure:

Please take your linen to the laundry exchange and empty your trash before you check out. You must be out of your room by **8:00 a.m.** on the day of departure. You may store your luggage in the Williamsburg Room of the Jefferson Dormitory until you leave.

1.8.2 Library

The FBI Academy library is located in the center of the complex. It is open 24 hours a day on the honor system. The library offers a wide range of items including books, videos, audio books, government documents, electronic databases, computers for word processing and Internet-access periodicals, subject bibliographies, and legal materials. The selection also includes recreational and leisure materials. Items may be checked out for the duration of your stay at the Academy. If you are an employee from an FBI field division, items may be checked out and taken back to the field for 30 days. The exceptions are periodicals and reference and legal books. The copier, computers, TV/VCRs, fax machine, cassette players, and typewriters are available, free of charge.

Library staff members are available to help you with your research needs. Just ask! Specialized instruction in your topic area is also available upon request. The library is staffed Monday through Thursday from 8:00 a.m. to 8:00 p.m., and Friday and Saturday from 8:00 a.m. to 4:30 p.m. The telephone number is 703-632-3200.

1.8.3 Computer Center

The Computer Center is located on the second floor of the gym building. There are two computer classrooms located at the Center. Each of the classrooms is equipped with 50 desktop workstations and printers. Classroom 1 is available for all Academy students while Classroom 2 is only available to New Agents. Both of the classrooms are open 24 hours a day, 7 days a week, and are accessible any time a class is not in session. Both computer rooms are equipped with similar hardware and software. However, only Classroom 1 has access to the Internet. These classrooms are equipped with 3.5" disk drives and CD-ROM drives. WordPerfect and Microsoft Office Suite are installed on all of these computers.

1.8.4 Gym

The gym is open during the following times:

Monday - Friday	6:00 a.m. - 9:00 p.m.
Weekends and Holidays	8:00 a.m. - 4:00 p.m.

You may use the gym during these hours unless classes are scheduled or in progress. The gym has basketball courts, a volleyball net, gymnastics mats, and bars for chin-ups and dips.

1.8.5 Weight Room

This room, next to the gym and the men's locker room, has various types of exercising apparatus and free weights. The weight room is open during the following times:

Monday - Friday	6:00 a.m. - 9:00 p.m.
Weekends and Holidays	8:00 a.m. - 4:00 p.m.

1.8.6 Aerobics Room

The Aerobics Room is open 24 hours a day. It contains a variety of aerobics equipment such as stairmasters, lifecycles, and recumbent bicycles. If you do not know how to use this equipment, please ask a member of the Physical Training Unit to help.

1.8.7 Swimming Pool

You may use the pool, except when in use for scheduled training, during the following hours:

Monday - Thursday	12:00 p.m. - 1:00 p.m. 5:00 p.m. - 7:00 p.m.
Friday	12:00 p.m. - 1:00 p.m.

You may use the pool **only** when a lifeguard is on duty. Only students and Academy staff may use the pool.

1.8.8 Bank

A full-service branch of Bank of America, near the cafeteria, operates during the following hours:

Monday - Friday	9:00 a.m. - 1:30 p.m.
Payday Tuesdays	9:00 a.m. - 4:00 p.m.

If you do not have an account with Bank of America, you must pay \$1 per check to cash checks. The bank's automated teller machine (ATM) offers 24-hour service every day.

1.8.9 Justice Federal Credit Union (JFCU)

The Academy also hosts the nation's largest credit union serving the Justice community; membership is open to employees of the Department of Justice and each of its bureaus. The Credit Union is located on lower level 2, Room 123, of the dining hall building. Please call extension 5394 for the hours of operation. There is a JFCU ATM machine beside the "B-line" stairs on the ground floor of the dining hall building.

1.8.10 Post Office

The full service post office, on the ground floor of the dining hall building to the left of the "A-line" stairs, operates:

Monday	7:00 a.m. - 9:30 a.m. 11:00 a.m. - 1:00 p.m.
Tuesday - Friday	7:00 a.m. - 9:30 a.m. 10:30 a.m. - 1:00 p.m.

If Monday is a holiday, on Tuesday the post office will operate by Monday's hours. Please give your correspondents your correct mailing address which is as follows:

NATIONAL ACADEMY:	Your Name FBI Academy Assigned Post Office Box Number Quantico, VA 22135
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ALL OTHER STUDENTS:	Student's Name Class Title (e.g., NAC 001) FBI Academy Quantico, VA 22135
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1.8.11 Laundry

You may wash and dry normal laundry in the washers and dryers in the Washington, Madison, and Jefferson dormitories. In the Washington and Madison dormitories, you'll find washers and dryers on the 1st, 2nd, and 3rd floors near the elevators. They are located in the basement of the Jefferson dormitory. There are laundry detergent vending machines located in the laundry areas.

1.8.12 Linen Exchange

You may exchange your used sheets, towels, and wash cloths for clean linen at the linen exchange (ext. 3290) on the first floor of the dining hall building, **near the gun vault**, to the left of the stairs going to the cafeteria's "A-line." It operates:

Monday-Friday	6:30 a.m. - 3:30 p.m.
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When you leave the Academy, please carry your used linens and towels to the linen exchange. You must show your ID badge when dropping off and picking up linen. You should resolve any problems you have with the linen exchange services with the Academy personnel working there.

1.8.13 Dry Cleaning

The Academy's dry cleaning service (ext. 3290), operated by an outside private contractor, provides dry cleaning. You'll find it on the first floor of the dining hall building, past the gun vault. The dry cleaning fees are posted outside the drop off room. The dry cleaning contractor accepts cash, Visa, and Master Card. The hours are:

Monday - Friday	6:30 a.m. - 3:30 p.m.
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You must show your ID badge when dropping off and picking up dry cleaning. You should allow a **minimum** of 3 days to pick up your clean clothes. The service **will not** accept undergarments, socks, or leather or suede materials. Try to resolve any problems you have with the dry cleaning services with the personnel working there. If you cannot do so to your satisfaction, you may file a claim against the contractor. Academy staff in the dry cleaning room have the appropriate forms. The contractor must correct the problem or replace damaged or lost clothes in kind or with a cash settlement equal to the fair market value of the items.

1.8.14 Marine Corps Post Exchange (PX)

Located next to the Boardroom, the Marine Corps PX operates a well-stocked Academy PX with merchandise to accommodate FBI Academy students. The Academy PX is open:

Monday - Thursday	10:00 a.m. - 6:00 p.m.
Friday	7:30 a.m. - 3:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.*

* ONLY OPEN SUNDAY ARRIVAL DAY OF NATIONAL ACADEMY.

Your student ID badge also lets you shop at the Main PX, on Mainside Quantico, about 6 miles east of the Academy. The Main PX operates:

Monday - Friday	10:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 7:00 p.m.
Sunday	10:00 a.m. - 5:00 p.m.

1.9 DRESS CODE

1.9.1 Students

Please respect our dress code of professional, business clothes (such as a collared shirt or blouse and slacks or skirt, or a dress) for class and during normal business hours, which are 8:00 a.m - 4:30 p.m. Monday - Friday. You may wear more casual clothes, such as jeans and T-shirts, only after 4:30 p.m. and on weekends and holidays.

1.9.1.1 FBI Agents

You must purchase all items of your uniform from the Academy PX. They should all bear the insignia: FBI Academy. These items will cost approximately \$325.00. You must wear this uniform Monday through Friday, except on periodic training days when you wear other prescribed attire.

1.9.1.2 National Academy

You may purchase all items of your uniform, which should bear the insignia, "FBI National Academy," at the Academy PX. These items will cost you, or your department, approximately \$325.00. You must wear this uniform Monday through Friday. You must wear a business suit for the graduation ceremony.

1.9.1.3 All Students

On weekends, holidays, and after 4:30 p.m. and before 8:00 a.m. on weekdays, you may wear casual attire, such as jeans and shirts with no collars. Exercise/workout clothing cannot be worn outside the gym area, except before and after normal business hours and on weekends and holidays. **You may not wear sandals, shorts, halters, tube or tank tops at any time.**

1.9.2 Firearms

Agents returning for FBI in-service schools do not have to wear a specific uniform; however, you **MAY NOT** wear jeans, T-shirts, halters, tube and tank tops, shorts or sandals.

1.9.3 Gym and Athletic Facilities

During scheduled training sessions, New Agents and National Academy students must wear the prescribed gym clothing. Counselors or instructors will inform other students scheduled for physical training about the appropriate dress. In winter, students may want to bring warm-up suits, or buy them at the PX, for physical training conducted outside. When not scheduled for training, you may wear clothing suitable for athletic activity in the gym and related facilities. You may not wear hard-soled shoes on the gym floor or racquetball courts.

1.9.4 Field Problems

Trainees participating in practical problems or field problems, such as surveillances and crime scene searches, may wear appropriate work clothes as defined by the counselor or instructor. If the problems take one-half day or more, trainees may wear that work attire for the rest of the day.

1.10 SMOKING

This is a NON-SMOKING facility. You may smoke **ONLY** in the designated smoking areas: the courtyard between the auditorium building and Hall of Honor, outside the Crossroads Lounge and outside of each dormitory. **You MAY NOT smoke anywhere inside the Academy complex.** If you choose to smoke, please use the outside ashtrays that are provided and not the ground. Please do not put trash in ashtrays or use trash cans as ashtrays.

1.11 FOOD SERVICES

1.11.1 Cafeteria

You must have an ID badge to get meals. If you do not have your badge, you'll have to pay cash. Please do not ask the cashier to make change, as this delays service for those behind you. You may get change from and cash checks at the JFCU and the Bank of America or use their ATM.

Because you usually can get second helpings, please take only one selection at a time. This policy allows everyone to have an equal choice. You do not have to go through the turnstile again for seconds. The Academy cafeteria makes every effort to provide nutritious, well-balanced, appetizing meals.

After eating, you must clear away your own tray. At the front of the dining room, you'll find carts to put them in. Please leave your table when you have completed your meal as others are waiting to eat. To control the lines and minimize delays, please eat only during your scheduled times as instructed by your class counselor. You may not take food or beverages from the cafeteria.

Serving times for the cafeteria are as follows::

Monday - Thursday

Breakfast	6:30 a.m. - 7:45 a.m.
Lunch	11:15 a.m. - 1:30 p.m.
Dinner	5:00 p.m. - 7:30 p.m.

Friday

Breakfast	6:30 a.m. - 7:45 a.m.
Lunch	11:15 a.m. - 1:30 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

Saturday

Breakfast	7:30 a.m. - 9:00 a.m.
Lunch	11:30 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

Sundays and Holidays

Continental Breakfast	8:00 a.m. - 10:00 a.m.
Brunch	10:00 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

The cafeteria does not open for beverage service between meal hours. However, you may purchase beverages between meals in the Boardroom.

1.11.2 Boardroom

The Boardroom, near the cafeteria and Academy PX, offers various snack items, including coffee, donuts, and sandwiches. A cash bar is available after 4:30 p.m. You cannot remove alcoholic drinks from the Boardroom. To keep costs to a minimum, please return china to the bar and throw out your trash in the cans provided.

The hours for the Boardroom are:

Monday - Friday	7:30 a.m. - 10:30 a.m. 11:00 a.m. - 1:30 p.m.
Sunday - Thursday	4:30 p.m. - 10:30 p.m.
Friday - Saturday	6:00 p.m. - 11:00 p.m.

1.11.2.1 Morning Coffee

You may purchase coffee and donuts between 9:30 a.m. and 10:30 a.m. in the Hall of Honor. Please put your trash in the cans provided as you leave. **You may not take food or beverages into the classrooms or auditoriums.**

1.11.2.2 Common Grounds Coffee Bar

A coffee shop is located in the Washington Dormitory Lounge area and is open Monday through Friday from 7:00 a.m.- 9:00 a.m. with additional evening hours Monday - Thursday 6:30 p.m.- 10:30 p.m. during the Fall, Winter and Spring.

1.11.2.3 Pastime Bar-Deli

The Pastime Bar-Deli, Hogan's Alley, offers snack and lunch service on a cash basis. It is open Monday through Friday from 7:00 a.m. to 1:30 p.m., except on holidays.

1.11.2.4 Catering

A variety of services are available for special events, such as class dinners, picnics, or graduation parties. You may arrange for catering through the Advanced Training Office and Food Services offices. Class counselors may make arrangements by calling ext. 3005.

1.11.2.5 Vending Machines

You'll find vending machines located throughout the Academy complex. If you lose money in one, you may ask for a refund at the Academy PX (near the Boardroom). **You may**

NOT take food or drink into the classrooms or auditoriums. Please dispose of all trash properly.

1.12 HEALTH SERVICES

1.12.1 Reporting Emergencies:

To report a Medical or Fire emergency, dial 3333. Give your location, describe the emergency, identify the number of patients, and report any first aid being performed.

1.12.1.1 Reporting Illness or Injury:

If you become ill or injured during your stay, tell your class counselor. The Academy Health Service (ext. 3474), is usually staffed Monday through Friday from 7:30 a.m. to 5:30 p.m. The Academy Health Service does not have a physician on staff. It is staffed with a receptionist, Registered Nurses, (some of which have emergency room experience), and a Certified Athletic Trainer (ext. 3473), who specializes in sports injuries.

1.12.1.2 Employee Assistance Program (EAP)

The EAP at the FBI Academy (ext. 1161) provides confidential, short-term counseling and referrals to all employees or students with personal problems that adversely affect their job performance and health. The EAP services address alcoholism, alcohol abuse, drug abuse, and a broad range of medical and behavioral problems. The EAP does not unnecessarily interfere with an employee's or student's private life or try to influence his or her personal decisions away from the workplace. It is not a disciplinary program, nor, conversely, a haven for problem employees.

The EAP of the Administrative Services Division coordinates the Academy's EAP. You may get information about Alcoholics Anonymous meetings and other support groups from the EAP.

Another aspect of EAP is the visiting chaplain, who may be contacted through EAP. Please contact the Chaplain's office (Ext. 1163 or 1161) for a list of local Churches and Synagogues.

1.13 RELIGIOUS SERVICES

A variety of religious services are held in the Academy Chapel, located in the Hall of Honor. Please consult the service schedule which is posted near the entrance to the chapel.

1.14 OTHER SERVICES

1.14.1 Newspapers

You'll find newspaper racks near the Crossroads Lounge (under the cafeteria) and outside the front entrance of the Jefferson Dormitory. A private concessioner operates them. You will also find newspapers and magazines in the library, but you must read them there. You may not bring newspapers into the classrooms.

1.14.2 Lost and Found

The switchboard maintains a lost and found service in the Jefferson Building. Please give anything you find to the telephone operators.

1.14.3 Notary Public

You'll find Notary Publics, who offer their services free of charge, in the Personnel Office (ext. 3044).

1.15 ACADEMICS

1.15.1 Academic Integrity

The FBI Honor Code reads as follows: "As a student of the FBI Academy, I devote myself to the pursuit of truth and knowledge. I subscribe to the highest standards of honesty, integrity, fidelity, and honorable behavior. I will not condone the actions of those who would use a dishonest means to attain these ethical goals." Any student found violating this code is subject to immediate dismissal from the Academy.

1.15.2 Class Attendance

Classes normally meet from 8:00 a.m. until 5:00 p.m. Instructors generally give a 10-minute break every hour.

You **must** attend all classes as scheduled. Instructors must keep a record of your attendance in each class. Only illness, an emergency, or other preauthorized reason can excuse you from attending class, and you must first clear that with a counselor. Students may be dismissed from the Academy for unauthorized absences.

1.15.3 Assignments, Examinations, and Grades

Each instructor determines all general and special assignments and the number and type of examinations.

The University of Virginia, which accredits most National Academy classes, requires the following grading scale:

100-98 = A+	83-85 = B-	Below 70 = F
95-97 = A	80-82 = C+	
92-94 = A-	77-79 = C	
89-91 = B+	74-76 = C-	
86-88 = B	70-73 = D	

For New Agents, 85 and above is passing, 80-84 is marginal failure, and 79 or less is an outright failure.

1.15.4 Affiliation with the University of Virginia

Through the Academy's affiliation with the University of Virginia, National Academy students may receive college credit for work completed in the National Academy program. To receive a transcript, from the University of Virginia, you should send \$3 with a written request to:

Registrar
University of Virginia
Carruthers Hall, P. O. Box 9009
Charlottesville, Virginia 22906

Military veterans may be entitled to veterans' benefits. You may inquire about this at the University of Virginia office located on the first floor of the Madison Dormitory.

1.16 GENERAL INFORMATION

1.16.1 Alcohol

You may not have alcoholic beverages on FBI Academy premises, except at authorized functions and locations. This prohibition extends to parties or organized social functions in the dormitories. **You may not--under any circumstances--drink or possess alcoholic beverages in the dormitories.**

1.16.2 Automobiles and Parking

You must register your vehicle at the reception desk in the Jefferson Dormitory and park in the large lot across the road from the Jefferson Dormitory. Please **DO NOT** park in spaces marked "**Reserved.**" Do not park on the grass anywhere in the Academy complex.

1.16.3 Conduct

Any student who fails to adhere to reasonable standards of conduct and personal discipline or acts in a disorderly manner while a guest at the FBI Academy, is subject to dismissal from the Academy. Unacceptable behavior includes willfully damaging Academy property or appearing intoxicated in public.

A federal statute prohibits gambling on government property.

1.16.4 Miscellaneous

You'll find information about car rentals, airlines, Amtrak, recreation, sporting events, and local motels and hotels in the back of this booklet, in room 301 of the classroom building, and on a kiosk in the Jefferson Lobby.

1.16.5 Relationship with the United States Marine Corps (USMC)

The FBI has an extremely cordial relationship with the USMC, and we ask you to help us maintain this relationship. Please observe all posted speed limits, exercise courtesy and good judgment when dealing with USMC personnel, and respect all restricted areas. Many of these restricted areas contain unexploded ordnance.

The USMC strictly enforces traffic regulations, especially **alcohol-related offenses**. You **must** wear a seatbelt on base.

1.16.6 Security Staff

The overall security of the FBI Academy complex rests with the FBI Police, who patrol the Academy around the clock. They are Special Deputy U. S. Marshals. You must display your ID badge at all times while in the Academy complex and cooperate fully if asked to produce identification by members of the security staff or FBI Police. You also must obey all posted speed limits and parking restrictions. Failure to do so could result in the issuance of a citation. Police personnel are also trained to provide emergency first aid. In non emergency situations dial 3803, 6031, or 6032 to reach the Police. Emergency calls should be directed to extension 3333. The FBI Police office is located adjacent to the east entry gate.

1.16.7 Use of Government Property

You are responsible for all government property issued to you or that you use. You must return all such property, including your ID badge, before leaving the Academy. You may not remove property from its assigned location without permission.

1.16.8 Visitors

Please tell your counselor who will visit you and when they will arrive. You must notify the guard gate of your expected visitor. You may do this by calling (ext. 6031) or faxing (ext. 6033) an Expected Visitor form to the guard gate. All guests must register at the reception desk in the Jefferson Dormitory. Visitors will receive and must display a guest identification badge. You must escort your guests while in the Academy. Guests must return their badges at the reception desk when they leave. Check out in the evening will be no later than 11:00 p.m. Guests may pay cash for their meals and use the "B" line to the cafeteria (the one near the Academy PX and bank).

1.17 RECREATION

The Academy Recreation Association (RA) promotes and encourages athletic, social, and welfare activities among its members. The RA provides sports and other recreational equipment such as ping-pong tables, cable enhanced televisions, motor boats, canoes, tennis, softball, soccer equipment, picnic tables, and barbecue grills for your use during your stay at the Academy. The Association also sponsors and subsidizes trips to baseball games in Baltimore, and sells discount tickets to major area attractions such as Kings Dominion and Busch Gardens amusement parks.

You'll find color TVs, ping-pong tables, and pool tables in the basement of the Madison Dormitory. Outdoor facilities include lighted tennis courts, softball fields, racquetball courts, an

obstacle course, horseshoes, and soccer goals. You may check out RA equipment through the Physical Training Unit.

To receive these benefits, we ask long-term students to contribute \$1.00 per week during their stay. Your contributions ensure that future students also enjoy these benefits. Please see your counselor to contribute or to suggest group activities.

You may sunbathe only on the athletic field and other recreation areas. Please do not sunbathe in the immediate area around the Academy.

1.17.1 Base Activities

Certain Quantico Marine Corps facilities are available to students. You may use the golf course as long as you display your student ID badge and pay the required fees. You may rent golf clubs and electric golf carts at the club house. You may also use the movie theaters, swimming pools, bowling alley, stables, and hobby shops on Base. If interested, you may attend recreation classes given on Base.

The Quantico boat dock has lightning-class sail boats available for rent. You must present a blue sailing card to rent one of these boats. Call the Base recreation department (703-784-2789) for more information.

The Base authorizes hunting and fishing during designated seasons. You must have a Virginia state license and a Base permit. The Game Warden's Office (703-640-5240) issues Base permits.

1.18 TRANSPORTATION

1.18.1 Arrival

To help us get you to the Academy, please book flights to Washington's Reagan National Airport, arriving between 2:00 and 6:00 p.m. We provide buses to bring you to the Academy. The buses leave from the main bus lane (in the center of the circle in front of the main terminal) every Sunday at 4:30, 6:30, and 8:00 p.m. For classes beginning on days other than Monday, the buses leave at 5:30 and 8:00 p.m. on the evening before the class begins. The Academy bus schedule is provided to each training technician in every FBI field office.

If you must arrive at Dulles International Airport, you'll need to take a shuttle to Reagan National Airport to meet the buses going to the Academy. The shuttle, which costs approximately \$23 per person, leaves every hour, on the hour, from the front of the Dulles main terminal.

If circumstances beyond your control (flight delays) make it impossible for you to meet the Academy buses, you may take the Washington Flyer (Dafre) shuttle to the Academy. You'll find the Washington Flyer office on the north side of the main terminal, past United Airlines. The cost for an individual rider for a one-way trip to the Academy on the Dafre is approximately \$40.00. Because taxis to the Academy cost about \$75.00, you should use them **ONLY** in extraordinary circumstances. To minimize transportation costs to the Academy, you'll have to specifically justify Washington Flyer (Dafre) or a taxi service to the Academy. A transportation justification form may be obtained from your counselor upon your arrival at the Academy. The justification form must be submitted to the Advanced Training Office at the Academy for approval or denial. If approved by Quantico, this form **MUST** accompany your voucher in order for your transportation expense to be considered for reimbursement by the voucher unit at Headquarters.

1.18.2 Departure

Classes will end on Friday in time for you to take the 10:00 a.m. or the 12:00 noon bus to National Airport. The trip takes about an hour--often longer--so you should schedule your flights accordingly. If you arrange for the Dafre or a taxi, you **MUST** obtain a transportation justification form from your counselor on the first day of your class. This form will be sent to the Advanced Training Office for approval or denial. If approved, it **MUST** accompany your voucher in order for your transportation expense to be considered for reimbursement by FBI Headquarters. Please arrange your flights to use the buses that the Academy provides.

1.19 DIRECTORY

1.19.1 Academy

EMERGENCY	3333
Bank	3060
Boardroom	3004
Cafeteria	3005, 3002
Chaplain	1163
Gymnasium	3463
Laundry	3290

Library	3200
National Academy Message Center	3101/3102
New Agents' (FBI) Counselors	3502/3503/3504
New Agents' (FBI) Message Center	3514
Nurse	3471/3474
Maintenance (Day)	1221
Maintenance (Night)	1268
Post Office	3007
PX (Academy)	3006
Telephone Repair	4357

1.19.2 FBI Headquarters

FBIRA Store	*54-3414
Relocation Unit	*54-3923/5838

1.19.3 Marine Corps Base Quantico

Chapel	703-784-2035
Golf Course	703-784-2424
Golf Pro Shop	703-784-2463
Information	703-784-2121
Lunga Lake	703-784-5270
Officers' Club	703-784-4264
Package Store	703-221-4553
Marine Corps Exchange (PX)	703-640-8800
Stables	703-784-2288
Western Union	703-640-8831

1.19.4 Transportation

Greyhound Bus Line	703-373-2103
Stafford Airways Taxi	540-657-6977
Dafre Shuttle Service	703-680-0987
Metro	202-690-3102
Yellow Cab	703-640-6464
Train Services	
Amtrak	800-872-7245
Rental Cars	

Enterprise Rental Car	703-221-2525
Thrifty Rental Car	703-494-0101
Airlines	
American Airlines	800-433-7300
Continental Airlines	800-525-0280
Delta Airlines	800-221-1212
Northwest Airlines	800-225-2525
TWA	800-221-2000
United Airlines	800-241-6522
U.S. Air	800-428-4322
Travelers' Aid (National Airport)	703-684-3472

1.19.5 Motels –

1.19.5.1 Quantico Area

Comfort Inn (Garrisonville)	504-659-8999
Country Inn (Garrisonville)	540-659-4330
Days Inn (Stafford/Aquia)	540-659-0022
Days Inn (Potomac Mills)	703-494-4433
Econo Lodge (Dumfries)	703-221-4176
Holiday Inn-Express (Dumfries)	703-221-1141
Super 8 Motel (Garrisonville)	540-659-9990

1.19.5.2 Fredericksburg

Best Western-Fredericksburg	540-371-5050
Best Western-Thunderbird	540-786-7404
Hampton Inn	540-371-0330
Holiday Inn (South)	540-898-1102
Holiday Inn (North)	540-371-5550
Ramada Inn	540-786-8361
Sheraton	540-786-8321

1.19.6 Miscellaneous Services

1.19.6.1 Florist

Peg's	540-659-3494
Mullin's	540-659-1754

1.19.6.2 Food

Domino's Pizza	540-720-3030
Pizza Hut	540-659-8111

1.19.6.3 Theatres

Aquia	540-659-3200
AMC (Potomac Mills)	703-998-4262

1.19.6.4 Sports

Times Sports FAX	202-529-7869
Orioles baseball	202-432-7328
Maryland football	301-314-7086
	800-462-8377
Howard football	202-806-7198
	202-806-7199
Navy football	410-268-6060
	800-874-6289
WTA Champions	202-432-7328
Cannons baseball	703-590-2311
Keys baseball	301-662-0013