

# Welcome to the Bureau of Land Management National Training Center

---

**Hours of Operation: Monday – Friday, 7:00 AM to 5:00 PM**

---

## **Security procedures for visitors at the BLM National Training Center**

The Bureau of Land Management (BLM) National Training Center (NTC) has implemented the following security requirements, which will be strictly enforced during your visit:

1. All visitors will be required to enter through the main entrance on the north side of the building no earlier than 7:00 AM. All visitors are also required to exit through the main entrance area no later than 5:00pm.
2. Upon check-in, visiting BLM personnel will be required to display their Government ID card (Smart Card or DI-238A), with photo. Visitors without a government issued ID will be issued a visitor's pass, which must be worn at all times while on the premises. Visitors Passes will be turned in at the end of each day.
3. All visitors that require an orange visitor's pass will be required to sign the visitor's roster each day, upon check-in.
4. Under no condition should a visitor open an exterior gate for other visitors or employees.
5. Our meeting rooms are available from 7:00 am – 4:30 pm. All visitors must vacate the premises no later than 5:00 pm each day.

## Directions to BLM National Training Center (NTC)

9828 N 31<sup>st</sup> Avenue Phoenix, AZ 85051  
Phone: 602-906-5500 Fax: 602-906-5555



### Phoenix Area



## From Airport to Peoria exit

1. Exit the airport, drive South on 32<sup>nd</sup> or 44<sup>th</sup> Street and connect with I-17 North (as if you were driving to Flagstaff).

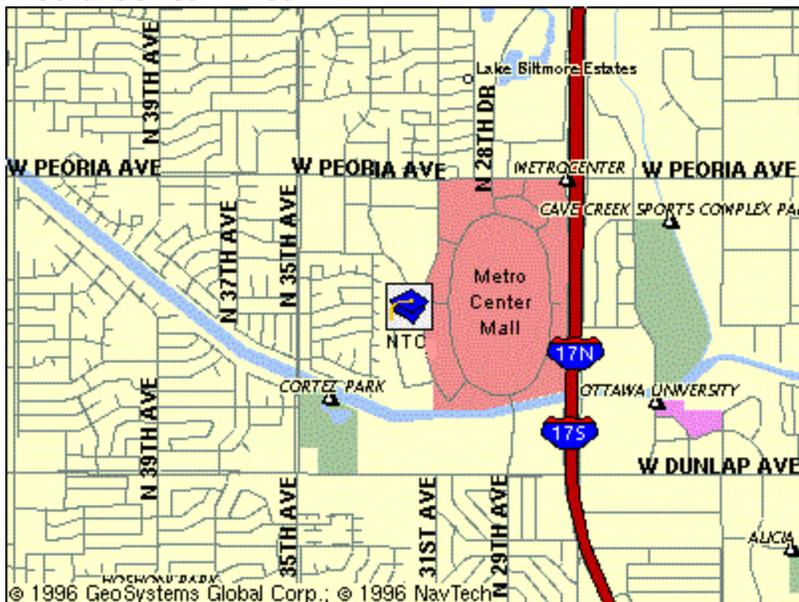
Exit Peoria Ave (west);

or

2. Exit the airport, drive North on 32<sup>nd</sup> Street and connect with Route 202 West or I-10 West. Follow 202 or I-10 to I-17. Take I-17 North (as if you were driving to Flagstaff).

Exit Peoria Avenue (west).

### Metro Center Area



## From Peoria exit to NTC

1. Exit Peoria Avenue (west), go several blocks to 31<sup>st</sup> Avenue.

2. Turn left (south) on 31<sup>st</sup> Avenue. Drive 3 blocks to Cheryl Drive.

NTC is on the SW corner of 31<sup>st</sup> Avenue and Cheryl Drive.

## **BLM National Training Center (NTC) Facility Details**

- **LUNCHROOM/BREAK ROOM** – The lunchroom is located in building A on the second floor. We have soda, snack and coffee machines for your convenience as well as refrigerators and microwaves. Drinks and food are allowed in the classroom but all individuals are responsible for cleaning up after themselves.
- **RESTROOMS** – Restrooms are located at the end of each hall in all three buildings
- **SMOKING** – In compliance with Executive Order 13058, **the NTC is a smoke-free facility. Smoking is also prohibited** in courtyards and within 25 feet of doorways and air intake ducts on outdoor space. There is a receptacle outside the front door in the middle of the walkway.
- **COPIER MACHINES** – The copy machine is located at the end of the hall in building B, second floor.
- **TELEPHONES** – Visitor telephones are located in the lunchroom/break room. Dial eight (8) to access local numbers, and 8+1+area code to call long distance. All long distance calls are to be for official business only, personal calls should be charged appropriately (i.e., credit card or calling card).
- **MESSAGES** – If you need to receive messages while you are at NTC, the number is (602) 906-5500. The message will be posted on the bulletin board in the reception/front desk area. You should also note that we have monitors throughout the facility which will display your name on the screen.
- **EMERGENCIES** – In the event of an emergency requiring medical attention, please contact our receptionist.
- **FIRE ALARM** – In the event of a building evacuation alarm, please proceed to the end of the hall for an emergency exit. Those requiring assistance will need to go to the refuge area noted by the signs at the end of the hall.
- **CLASSROOMS** – At the completion of your class/meeting, please erase the white boards, remove used flip chart pages, place trash items in the trash and recyclables in the recyclable receptacle.
- **VISITOR BADGES** – If you received a visitors badge upon check-in, please return that orange badge to the front desk at the end of the day or deposit it in the drop box located on the window near the exit door.
- **OUTGOING STAMPED MAIL** – The mail room is on the first floor in Building B. We also have FedEx mailing supplies for your use if you have your home office account number.
- **GUEST COMPUTERS** – We have computers for you to use on the 1st floor in Building B (room B-104) and outside of the Washington A, B & C rooms in Building A on the 2<sup>nd</sup> floor.
- If you need anything or have any questions dial zero (0) from any visitor phone or stop by our reception area on the first floor.

**ENJOY YOUR STAY!**