

# Welcome Brochure



**Coggins International  
Washington, D.C.  
Training Center**

—

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## Introduction

Welcome to Coggins International’s new Headquarters and Training Center located in the quaint, richly historic **Old Town Alexandria, Virginia**. Our facility overlooks the Potomac River and Washington, D.C. Known for its historic town houses, art galleries, antique shops and restaurants, Old Town features award winning attractions, theaters and live entertainment.



This brochure outlines key information about our new Training Center, Washington area, Old Town Alexandria and Fort Belvoir to better assist you in navigating your stay during training with Coggins International. For any additional questions, **please contact our Training Help Desk at (571) 800-6615**. The Coggins International Training Center is located at **44 Canal Center Plaza, 4th Floor, Suite 401, Alexandria, Virginia 22314**. You can visit us via our website at: [www.coggins.com](http://www.coggins.com).

Your training accommodations are at the **Crowne Plaza Alexandria Hotel**, which is adjacent to the Coggins International Training Center (just a few steps away). With contemporary furnishings and the latest in entertainment technologies, rooms at the Crowne Plaza become the ideal place for relaxation. Guests are afforded inviting views of the Potomac River and Washington D.C. landmarks.



Feel like breaking a sweat? Stay fit by using the Hotel’s fully equipped fitness center, or take a stroll along the **Mount Vernon Trail** – *an 18-mile paved multi-use trail that stretches from George Washington’s Mount Vernon Estate to Theodore Roosevelt Island, across from George Town*. You can enjoy excellent food options and drinks throughout the day at the Crowne Plaza’s full-service, on-site restaurant and lounge – **Chequers Restaurant** and **Railstop Gastropuba**. Coggins International Training Center guests will enjoy a preferred \$139 rate per night. This preferred rate includes complimentary features such as parking, wireless and high speed internet access, hot breakfast buffet, 10% Food & Beverage Discount in Railstop Gastropub, and convenient shuttle services. The Crowne Plaza Alexandria’s address is 901 N Fairfax St, Alexandria, VA 22314. The front desk’s telephone is (703) 683-6000.

## Coggins International Training Facility

Coggins International chose **Old Town Alexandria** as the ideal location for its corporate headquarters and world-class training facility, where we host and train over 1,000 military, government and civilian personnel annually. Old Town boasts many top-notch amenities: the finest hotels and highly diverse shopping and dining in the Washington, D.C. area. Plus, you have



convenience and easy access to the District’s sights, including Ronald Reagan Washington National Airport (DCA). Positioned between three major highway arteries connecting D.C., Virginia and Maryland – **I-495, I-95 and Route 1** – Old Town is just 0.8 miles from the Capital Region Metro’s Braddock Road station.

Coggins International is located in the prestigious Canal Center Plaza campus adjacent to the Potomac River in the Old Town North neighborhood. The area is an easy access to restaurants and such as: *Tokyo Japanese Steak House, Fairfax Deli, Royal Thai & Sushi Bar, A La Lucia, Casa Felipe, Extra Perks Coffee Shop, Hank’s Pasta and T.J. Stone’s. Harris Teeter, a full size grocery store, is just a couple of blocks away on Madison and N St. Asaph St.*



You can take a break and relax in the nearby water adjacent parks: *Tide Lock Park, Alexandria Waterfront Walk and Oronoco Bay Park.* There are pharmacies, health stores, and health clubs within walking distance. Our facilities are designed to provide a comfortable and professional training environment, while equipping students with the knowledge and tools necessary to perform their mission at the highest level. Want to visit DLA Headquarters or DLA Energy, you are just minutes away. Just ask for directions.

Our Training Center has a well-equipped kitchen, coffee galley, break room and lounge for student interaction and enjoyment. Safety being a top priority, every student is given an access badge on the first day of training —allowing secure access to the training facility Monday-Friday, 0700 to 1800 hours. An instructor is always there to greet them upon arrival and throughout the day.

**We are always at your service!**

## The Crowne Plaza – Your Home Away From Home

Experience the newly renovated **Crowne Plaza Old Town, Alexandria hotel** located at 901 North Fairfax Street, Alexandria, VA 22314, adjacent to the Coggins International Training Facility. You can reach the Hotel directly via phone at (703) 683-6000, or you can visit them via the web: [www.ihg.com/crowneplaza/hotels/us/en/alexandria/axecp/hoteldetail](http://www.ihg.com/crowneplaza/hotels/us/en/alexandria/axecp/hoteldetail). Your home away from home features a flat screen HD-TV in each room, hairdryer, coffee maker with complimentary coffee/tea, refrigerator and microwave, ironing board & iron, plus an ergonomic chair and large work desk.

You will enjoy many complimentary amenities during your stay to include:

- Free self-parking
- Shuttle service to King St and to and from the airport (*only routes shuttle provides*) seven days a week from 0500-2230
- In-room, high-speed, wireless Internet access
- Full breakfast buffet from 0600-1000
- 10% Food & Beverage Discount in Railstop Gastropub
- Access to the state-of-the-art Fitness Center



Things to know during your stay:

- Check-in is at 1500, Check-out is at 1200 (Noon).
- Internet is complimentary for Coggins International guests. **Note:** You may see a charge on your bill, ignore this as it is required for log-in to wireless and will be adjusted off at the end of your stay. (*The above portion may be removed as the charge will no longer appear on the bill*)
- Upon checking in, the hotel will run an authorization on your credit card for a portion of your stay, but they will not charge your card until you check out. **Note:** If you use a debit card, your bank may put a hold on the authorized funds.
- Chequers Restaurant and Lounge is onsite and serves breakfast, lunch, dinner and room service. Their telephone number is (703) 683-6000.
- Railstop Gastropub is a sophisticated, wood-paneled pub in the hotel serving American fare & cocktails. Their telephone number is (703) 683-8793, and you can view



their menu at [washingtondc.menupages.com](http://washingtondc.menupages.com) (changes seasonally).

- The hotel provides a washer/dryer at a rate of \$1.50 per machine. Dry cleaning and laundry service is available.

## Arriving to the Crowne Plaza, Alexandria

### From Ronald Reagan Washington National (DCA)

Now that you've arrived, you want to get to your hotel with ease, just minutes away. The Crowne Plaza's free shuttle service is the most convenient option:

1. From Baggage Claim at your arriving terminal, exit through the Exit Door for Terminal A (no shuttle offered from Terminal A) Door 5 Exit - Terminal B or Door 9 Exit at Terminal C.
2. You will see signs for "Hotel Shuttle", just following them outside.
3. The Crowne Plaza Old Town shuttle stops for pick-up at approximately 15 and 45 minutes past the hour, starting at 5:15AM and ending at 10:45PM.
4. The shuttle serves **Crowne Plaza Alexandria** and Holiday Inn Alexandria.
5. If you need to contact the hotel, they can be reached at (703) 683-6000.

### By Automobile

From Ronald Reagan Washington National Airport (DCA): Take the George Washington Parkway South ramp to Alexandria. Merge onto George Washington Memorial Parkway South/Mount Vernon Memorial Highway South. Turn left at Wythe Street. Turn left at N. Fairfax Street and the hotel will be on the right at 901.

### From Dulles International (IAD)

If you are coming from Dulles International Airport, connect to Metrorail using Metrobus. For just \$7 per person (\$3.50 for seniors and people with disabilities), the **Metrorail 5A** takes you to Rosslyn Metrorail Station on the Orange, Silver and Blue Lines with just one stop in between. For your convenience, we have added the Washington Metropolitan Area Transit Authority website link and map on page 9. To find out when the bus leaves the airport, use the following link:

<http://www.wmata.com/bus/timetables/dc/05a.pdf>

1. Gather your luggage and head to **Curb 2E**.
2. Board the **Metrobus 5A** and exit at the **Rosslyn Station**.
3. Take the **Blue line** south towards **Springfield Station**.
4. After 5 stops, you will exit the Ronald Reagan Washington National Airport Station and follow the steps **From DCA** above.

### By Automobile

From Washington Dulles International Airport (IAD): Head west on **Saarinen Circle**. Take a slight left at Dulles Access Rd E/Hirst Brault

Expressway East (signs for Washington). Take the exit onto I-66 East. Take Exit 75 for State Highway 110 South toward Alexandria. Merge onto Jefferson Davis Highway South. Continue on Monroe Avenue/US-1. Continue to follow US-1. Turn left at Madison Street. Turn left at N. Fairfax Street to 901.

### **From Baltimore Washington International (BWI)**

From Baltimore/Washington International Thurgood Marshall Airport, connect to Metrorail using Metrobus. For just \$7 per person (exact change required), the **B30** takes you to Greenbelt Metrorail station on the Green Line. To find out when the bus leaves the airport, use the following link:

<http://www.wmata.com/bus/timetables/md/b30.pdf>

1. Gather your bags and head to the nearest bus stop: Either STOP 1 near Concourse A/B, or STOP 2 near Concourse E.
2. Get on **Metrobus B30** and exit at the **Greenbelt Station**.
3. Take the **Yellow Line** south towards Huntington Station.
4. After 17 stops you will exit the Ronald Reagan Washington National Airport Station and follow the steps **From DCA** above.

### ***By Automobile***

From Baltimore Washington International Airport (BWI): Head southeast on Friendship Rd. Continue straight onto I-195 W (signs for MD-170/I-95/I-295/Washington/Baltimore/Annapolis). Take exit 2B for Balt/Wash Pkwy/State Hwy 295 S. Merge onto MD-295 S entering District of Columbia. Continue on DC-295 S. Continue on I-295 S entering Maryland. Take exit 1C to merge onto I-495 S/I-95 S toward Richmond passing through District of Columbia and entering Virginia. Take exit 177B-A for US-1 N. Merge onto S. Patrick St/US-1. Turn right at Madison St. Turn left at N. Fairfax St.

## Directions from the Crowne Plaza to Coggins Training Facility

### On Foot

To reach the Coggins International Training Facility from the hotel, simply turn right toward N Fairfax St. about 230 ft., then turn right onto N Fairfax St about 70 ft., finally turn right onto Canal Center Plaza Main Lobby about 480 ft. away. Our facility is only a 3 minute walk from the hotel. We are located on the 4<sup>th</sup> Floor, Suite 401.

### By Shuttle

The hotel’s complimentary shuttle runs seven days a week from 0500-2300, the shuttle will transport you to our training facility.



### Ride the Capitol City Metro during your stay

The Crowne Plaza Alexandria’s location is convenient to adventure around the District by Metrorail. There two Metro stations closest to the Hotel are Braddock Rd. and King St; both train lines sit on the Blue and Yellow line. For more information on how to adventure around the district, you may reference the D.C. Metro map on page 9.

#### King Street Station

The hotel offers scheduled shuttle services to and from the King Street (drops off at the corner of King & North Fairfax Streets). The shuttle departs Crowne Plaza to King Street every hour beginning at 2:10pm; last departure to King Street at 10:10pm. Last pick up from King Street @ 10:20pm.

View King St. Station schedule at the following link:

[http://www.wmata.com/rail/station\\_detail.cfm?station\\_id=48](http://www.wmata.com/rail/station_detail.cfm?station_id=48).

#### Braddock Rd. Station

Another option is to walk, or drive to the Braddock Metro Station, just 8 blocks away. From the hotel, head south on N Fairfax St. and:

1. Turn right onto King St. (2nd right)
2. Turn right at N West St.
3. Arrive at Braddock Station, located at Madison St.
4. Free all-day parking available at the station.
5. View Braddock Station schedule at the following link:

[http://www.wmata.com/rail/station\\_detail.cfm?station\\_id=47](http://www.wmata.com/rail/station_detail.cfm?station_id=47).



# Washington Metropolitan Area Transit Authority Map

Website: [http://www.wmata.com/about\\_metro](http://www.wmata.com/about_metro)

Interactive Map: <http://www.wmata.com/rail/maps/map.cfm>



## Frequently Asked Questions

### Who pays for my hotel charges?

You are responsible for all of your hotel charges. When you arrive at the hotel please be prepared to give the Front Desk your CSA card or credit card information. At the end of your stay, upon check out, please see the front desk to settle your charges. You will be reimbursed once you file your Travel Voucher.

### When will my credit card be charged?

The hotel will run an authorization upon check-in for your stay. They won't bill your credit card until you check out. If you provide a debit card, your bank will likely hold funds equal to the amount of the authorization.

### Will I be charged for self-parking at the hotel?

No. You may see a parking charge on your confirmation email, but it will be adjusted off at the end of your stay.

### Is there a fee for internet usage in my room?

No. Internet service is complimentary.

### May I bring my pets?

No. The Crowne Plaza does not accept pets.

### Is there a charge for local and long distance calls?

Yes. There is a charge for all telephone calls placed from your room.

### What should I do if my flight is delayed?

Contact your Service Control Point and our Training Coordination Manager at (360) 774-0310. If your flight will be delayed after 1600 on the day of your arrival, please contact the Crowne Plaza front desk at (703) 683-6000.

### Is there a laundromat at the hotel?

Yes. The hotel provides a washer and dryer. The cost is \$1.50 per machine. Off-site laundromats are available within walking distance.

### What is the dress code?

The dress for military and civilian personnel will be civilian business casual. Military uniforms are optional, though not required; however, attendees must comply with the DLA Energy Training policy for dress and personal appearance while attending DLA Energy sponsored courses.

### Can I earn hotel points during my stay at the Crowne Plaza?

Yes. The Crowne Plaza is part of the IHG® Rewards Club. Simply add your IHG® Rewards Club number to an existing reservation to incur points.

### **What time, specifically, does class start?**

Class will be Monday-Friday from 0800-1700. Plan arrival and departure dates based on these statistics and plan to leave a few minutes early on the first day if you feel you will have trouble locating the Training Facility. If any issues arise, please call our Training Help Desk at (571) 800-6615.

### **What is the distance to additional D.C. landmarks?**

The Crowne Plaza Old Town Alexandria is one of the most ideally-located hotels near Ronald Reagan Washington National Airport. Providing easy access to top attractions and businesses, this Alexandria, VA hotel near Washington D.C. is positioned:

- 8 blocks from the shops and historic homes on the revitalized Alexandria waterfront
- 8 blocks from the Braddock Station Metro Stop
- 5 miles from Washington D.C. Convention Center
- 6.5 miles from the National Mall and downtown Washington D.C.
- 10 miles from Mount Vernon, George Washington's estate



**Enjoy Your Say in Washington, D.C.!**