

Welcome Brochure



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

—

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Introduction

Welcome to Coggins International’s 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) 800-6501.** 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.

Your training accommodations are at the **Sheraton Suites Old Town Alexandria Hotel**, located just blocks away from the Coggins International Training Center. Sheraton Suites provides all the comforts of home with its spacious two-room suites, contemporary furnishings, galley kitchen, and the latest in entertainment technologies; making it the ideal place for relaxation. Guests are afforded inviting views of the Potomac River and Old Town Alexandria landmarks.



Feel like breaking a sweat? Stay fit by using the hotel’s fully equipped 24-hour 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 Georgetown. You can enjoy excellent food options and drinks throughout the day at the Sheraton Suites’ full-service, on-site restaurant and lounge – **Fin and Hoof Bar and Grill**. Coggins International Training Center guests will enjoy a preferred \$129 rate per night. This preferred rate includes complimentary features such as parking, wireless/high speed internet access, hot breakfast buffet, 10% Food & Beverage Discount in Fin and Hoof Bar and Grill, and convenient shuttle services.

The Sheraton Suites **address is 801 North Saint Asaph Street, Alexandria, VA 22314.** The front desk’s **telephone is (703) 836-4700.**

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, highly diverse shopping, and eclectic dining in the D.C. area. Visitors may also enjoy 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 many restaurants, including: *Café 44, 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.*



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.

Our Training Center has a student business center and a well-equipped galley kitchen where freshly brewed coffee is provided daily. The galley is a perfect gathering space for student interaction and enjoyment before class and during breaks. 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 students upon arrival and throughout the day.

We are always at your service!

Sheraton Suites Old Town —Your Home Away From Home

Experience the **Sheraton Suites Old Town**, located at **801 North Saint Asaph Street, Alexandria, VA 22314**, just a few short blocks from the Coggins International Training Facility. You can reach the hotel directly via phone at **(703) 836-4700**, or you can visit them via the web at: <https://www.marriott.com/hotels/travel/wassi-sheraton-suites-old-town-alexandria/>. Your home away from home features a two-room suite with separate sleeping and living areas, a large work desk, microwave, refrigerator, coffee maker with complimentary coffee/tea, hairdryer, ironing board and iron, plus two 32” flat-panel HD-TVs.

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

- Free self-parking
- Airport shuttle service from 0600-2300 (Monday – Sunday)
- Shuttle service to and from the Coggins International Training Facility (Monday – Friday)
- In-room, high-speed, wireless Internet access
- Full breakfast buffet, served from 0630-1030 Monday – Friday and 0700-1100 on Saturday and Sunday
- 10% Food & Beverage Discount at Fin and Hoof Bar and Grill
- 24/7 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.
- 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.
- Fin & Hoof Bar and Grill serves breakfast and dinner in a fresh and relaxing atmosphere. Enjoy the creative local fare this restaurant has to offer, either in the beautiful restaurant and lounge or on the outdoor patio and courtyard. To contact the restaurant by phone, call **(703) 836-4700**.
- The hotel provides a washer/dryer for guest use, located on the 10th floor. Dry cleaning and laundry services are available.



Arriving at the Sheraton Suites Old Town, 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 Sheraton Suites' free shuttle service is the most convenient option:

1. After retrieving your luggage at Baggage Claim, take the elevator to Ticketing (3rd Floor) and exit through Door 3.
2. Follow the signs for "Hotel Shuttle."
3. The Sheraton Suites shuttle stops for pick-up at approximately 15 and 45 minutes past the hour, starting at 6:00AM and ending at 11:00PM.
4. If you need to contact the hotel regarding the shuttle service, please call **(703) 836-4700, Ext. 7**.

By Automobile

Take the George Washington Parkway South ramp to Alexandria. Merge onto George Washington Memorial Parkway South/Mount Vernon Memorial Highway South. Turn left onto First Street. Turn right onto N. St. Asaph Street and the hotel will be on the left at 801.

From Washington Dulles International (IAD)

If you are coming from Dulles International Airport, connect to Metrorail using Metrobus. For just \$7.50 per person (exact change required), **Metrobus 5A** will take you to Rosslyn Metrorail Station. To find out when the Metrobus leaves the airport, use the following link:

https://www.wmata.com/schedules/timetables/upload/5a_170625.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 at the **Ronald Reagan Washington National Airport Station** and follow the steps **From DCA** above.

By Automobile

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 72 for George Washington Memorial Parkway South/Mount Vernon Memorial Highway South. Turn left onto First Street. Turn right onto N. St. Asaph Street and the hotel will be on the left at 801.

From Baltimore Washington International (BWI)

Connect to Metrorail using **Metrobus B30** for just \$7.50 (exact change required). To view the schedule for Metrobus B30, use the following link: https://www.wmata.com/schedules/timetables/upload/B30_180624.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 Metro Station**.
3. Take the **Green Line** towards **Branch Ave**.
4. After 12 stops, exit at the **L'enfant Plaza** metro station and transfer to the **Yellow Line**, heading south towards **Huntington Station**.
5. After 4 stops, exit at the **Ronald Reagan Washington National Airport** metro station and follow the steps **From DCA** above.

***IMPORTANT: Metrobus B30 does not operate on Saturdays or Sundays.**

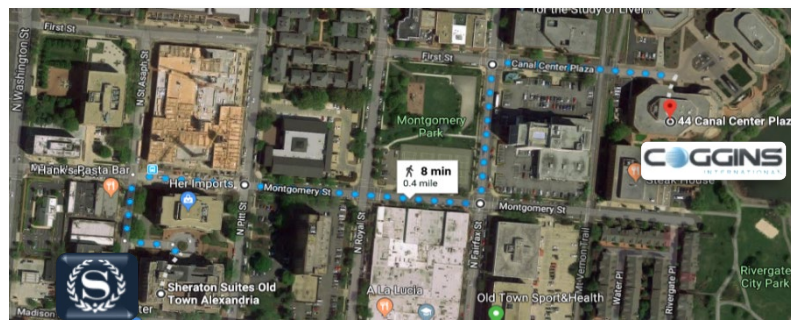
By Automobile

Head southeast on Friendship Rd. Merge onto Exit 2B and take MD-295 South toward Washington (MD-295 becomes DC-295). Take Exit 1B-C toward I-695/Downtown/I-395 South. Take Exit 10B to merge onto GW Memorial Pkwy/Mt. Vernon Memorial Hwy South. Turn left onto First St. Turn right onto N Saint Asaph St.; hotel will be on the left at 801.

Directions from Sheraton Suites to Coggins Training Facility

On Foot

The Coggins International Training Facility is just an 8-minute walk from the hotel. To reach our facility from the hotel, turn right onto Montgomery St. from either N Saint Asaph St. or N Pitt St. Turn left onto N Fairfax St. Finally, turn right onto Canal Center Plaza; enter the Main Lobby at Building 44 (on the right). We are located on the 4th Floor in Suite 401.



By Shuttle

The hotel provides complimentary shuttle service to-and-from the Training Facility. The shuttle to the Training Facility departs from the hotel at 0715, 0730 and 0745, M–F (times may vary slightly depending on traffic). The shuttle will be available to take students from the Training Facility to the hotel in the afternoons, as needed between 1600-1730.

Ride the Washington D.C. Metrorail during your stay

The location of the Sheraton Suites is convenient for adventuring around the District by Metrorail. The Metrorail system has six color-coded rail lines: Red, Orange, Silver, Blue, Yellow, and Green. The layout of the system makes it possible to travel between any two stations with no more than a single transfer. The two Metro stations closest to the Sheraton Suites hotel are Braddock Road and King Street; both stations sit on the Blue and Yellow train lines. For more information on how to adventure around the district, we have added the Washington Metropolitan Area Transit Authority website link and Metrorail map on page 9.

Braddock Road Station

Just 8 blocks away, the Braddock Road Metro Station is a short walk or drive from the hotel:

Another option is to walk or drive to the King Street – Old Town Metro Station:

1. From the hotel, head south on N St. Asaph Street
2. Turn right onto Madison Street
3. Arrive at Braddock Station, located at Madison Street

Free all-day parking available at the station

View the Braddock Road Station schedule at the following link:

<https://www.wmata.com/rider-guide/stations/braddock-road.cfm>

King Street Station

Another option is to walk or drive to the King Street – Old Town Metro Station:

1. From the hotel, head south on N. St. Asaph Street
2. Turn right onto Cameron Street
3. Turn right onto King Street
4. Arrive at the King Street – Old Town Metro Station

Limited paid parking is available at the station and in nearby public parking garages.

View the King Street Station schedule at the following link:

<https://www.wmata.com/rider-guide/stations/king-st-old-town.cfm>

Washington Metropolitan Area Transit Authority Map

Website: <https://www.wmata.com>

Interactive Map: <https://www.wmata.com/schedules/maps/upload/2017-System-Map.pdf>

M metro System Map

wmata.com
Customer Information Service: 202-637-7000
TTY Phone: 202-962-2033
Metro Transit Police: 202-962-2121

Legend

- RD** Red Line • Glenmont / Shady Grove
- OR** Orange Line • New Carrollton / Vienna
- BL** Blue Line • Franconia-Springfield / Largo Town Center
- GR** Green Line • Branch Ave / Greenbelt
- YL** Yellow Line • Huntington / Mt Vernon Sq / Fort Totten
- SV** Silver Line • Wiehle-Reston East / Largo Town Center

Station Features

- Bus to Airport
- Parking
- Hospital
- Airport

Connecting Rail Systems

- VRE
- MARC

Transfer Station



Metro is accessible.

Map is not to scale

- No Smoking
- No Eating or Drinking
- No Animals (except service animals)
- No Audio (without earphones)
- No Littering or Spitting
- No Dangerous or Flammable Items

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 GTC or credit card information. Upon check out at the end of your stay, 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 for your stay upon check-in. 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.

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 Manager at **(571) 800-6609**. If your flight will be delayed or is scheduled to arrive after 1600hrs on the day of your arrival, please contact the Sheraton Suites front desk at **(703) 836-4700**.

Is there a laundromat at the hotel?

Yes. The hotel provides a washer and dryer for your convenience. Use of the washer/dryer is complimentary, and available on a first-come, first-served basis. Off-site laundromats are also available within walking distance:

Ann Dry Cleaners
692 N St Asaph St
(703) 548-9333

Michael's Cleaners
610 Madison St
(703) 535-5950

What is the dress code?

The dress code for military and civilian personnel is civilian business casual attire. 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 Sheraton Suites?

Yes. Sheraton Suites is part of the Marriott® Rewards Club. Simply add your Marriott® Rewards Club number to an existing reservation to incur points.

What time, specifically, does class start?

Class will be held Monday-Friday from 0800-1700. Plan your travel on arrival and departure dates based on these timeframes. If you choose to walk to the Training Facility instead of riding the shuttle, but feel you may have trouble locating the Training Facility, you should plan to leave the hotel a few minutes early on the first day of class. If any issues arise, please call our Training Help Desk at **(571) 800-6615**.

What is the distance to additional landmarks and attractions in the D.C. area?

The Sheraton Suites 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 within the National Capital Region, this Alexandria hotel is positioned:

- 7 blocks from the bustling shops and historic homes on the revitalized Alexandria waterfront
- 10 blocks from the Alexandria City Marina where you can take a sightseeing cruise, hop on a water taxi to National Harbor, historic Georgetown, The Wharf on the D.C. waterfront, or even board the Baseball Boat and head over to Nationals Park to catch a game
- 4 miles from the Pentagon
- 5 miles from the Washington D.C. Convention Center
- 6 miles from National Harbor and the Capital Wheel
- 6.5 miles from the National Mall and downtown Washington D.C.
- 7.5 miles from the United States Capitol
- 10 miles from George Washington's Mount Vernon estate
- 10.5 miles from Arlington National Cemetery



Enjoy Your Stay in the Washington, D.C. Area!