Mark Center
Conference Center
4800 Mark Center Dr.
Alexandria, VA 22350

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Visitor Badge Issuance (Green Badge - No Escort)

DoD employees who have business at the Mark Center may gain access to the campus by obtaining a visitor badge at the Visitor Control Center (VCC). The VCC staff will issue a "no escort required" visitors badge if the visitor presents a current, DoD-issued Common Access Card (CAC).

All visitors must undergo security screening before entering the Mark Center. The visitor badge will permit the employee to gain entry to the Mark Center through the turnstiles in the security screening area and the building entrance on the east end of the East Tower of the Mark Center Complex.

The visitor pass must be returned to the Visitor Control Center whenever the employee leaves the Mark Center Campus. If the employee must leave the campus and return on the same day, she or he must return the visitor pass when leaving the Mark Center, and must get a new visitor pass upon returning to the Mark Center. If the visitor badge is not returned to the VCC, the badge will be deactivated automatically at 1800.
Finding the Conference Center

From the Transportation Center (bus bays):

After exiting the bus, turn right and walk to the Transportation Center entrance

Proceed up the escalator and follow signs to the VCC

From the parking garage:

The visitors parking lot is on P3. The VCC is on P5. Look for signs leading to the elevators or the VCC
At the VCC:

1. Enter the VCC, which is to the left of the turnstiles
2. Obtain your badge and proceed to security screening
3. Clear the screening area and exit

Inside the Mark Center:

1. Descend the escalator and cross the breezeway; enter the doors
2. Pass through a second security check (if you have a green visitor’s badge, enter via the far left gate rather than a turnstile)
3. You are now on the Mark Center’s "Main Street"
4. Proceed left down Main Street, passing the cafeteria
5. Turn left toward the East Tower Elevators
6. Take the elevator to Level B1
7. Use the map on p. 2 or inquire at the Conference Center Concierge Desk to find your conference room
Shuttle and Bus Transportation

Shuttle service is available Mon-Fri beginning at 5:30am and run at 10, 15, and 30 minute frequencies depending on the shuttle route. **The required ID for use on the shuttles is your CAC.**

**Schedules may vary depending on the weather and traffic conditions**

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
<th>Frequency</th>
<th>Operator</th>
<th>Bus #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pentagon Transit Center</td>
<td>Peak Hours: 5:40 – 9:00am and 3:30 – 6:30pm</td>
<td>Every 10 minutes during Peak hours and every 15 during off-peak hours</td>
<td>MetroBus Dispatcher #: 202-637-7000</td>
<td>7M</td>
</tr>
<tr>
<td><strong>Bus Bay U6</strong></td>
<td>Off-Peak Hours: 9:00 – 3:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>King Street Metro Station</td>
<td>Peak Hours: 6:00 – 9:00am and 3:00 – 6:00pm</td>
<td>Every 10 minutes during Peak hours and every 30 minutes during off-peak hours</td>
<td>DASH Dispatcher #: 703-746-3274</td>
<td>AT-2</td>
</tr>
<tr>
<td><strong>Bus Bay E</strong></td>
<td>Off-Peak Hours: 9:00 – 3:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franconia-Springfield Metro Station</td>
<td>Peak Hours: 5:30 – 9:30am and 3:30 – 7:00pm</td>
<td>Every 15 minutes</td>
<td>W&amp;T Transit Services Dispatcher #: 571-372-4357 Option 4</td>
<td>White 25 passenger motor coach with a sign in the front window that says Mark Center</td>
</tr>
<tr>
<td><strong>Loading Zone just before Bus Bay A</strong></td>
<td>No Off-Peak Operation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Falls Church Metro Station</td>
<td>Peak Hours: 5:30 – 9:30am and 3:30 – 7:00pm</td>
<td>Every 15-30 min.</td>
<td>MetroBus Dispatcher 202-637-7000</td>
<td>28X</td>
</tr>
<tr>
<td><strong>Bus Bay H - South Side</strong></td>
<td>No Off-Peak Operation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DoD Shuttle Bus Schedules

**PENTAGON TRANSIT CENTER MAP**

**CRYSTAL CITY MAP**

Routes are subject to change. Please arrive 15 minutes early at your stop.

<table>
<thead>
<tr>
<th>Route #</th>
<th>Destination</th>
<th>Approximate Service Time</th>
<th>PTC Platform</th>
<th>Dispatcher#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Columbia Pike/ DISA/Arlington Hall/Skyline</td>
<td>30 minutes</td>
<td>L9</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td>2</td>
<td>State Dep't/New &amp; Old Executive Office/OPM</td>
<td>30 minutes</td>
<td>L10</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td>3</td>
<td>Navy Annex/Pentagon/Crystal City</td>
<td>15 minutes</td>
<td>L7</td>
<td>(202) 685-1746 (202)-685-6092</td>
</tr>
<tr>
<td>4</td>
<td>Crystal City/Pentagon/Navy Annex</td>
<td>15 minutes</td>
<td>L8</td>
<td>(202) 685-1746 (202)-685-6092</td>
</tr>
<tr>
<td>5</td>
<td>400 Army-Navy Dr./Park Office Center/Skyline</td>
<td>30 minutes</td>
<td>L9</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td>6</td>
<td>Arlington Hall Station/Crystal City Metro/VRE</td>
<td>5-15 minutes</td>
<td>U8</td>
<td>(703) 607-1111</td>
</tr>
<tr>
<td>7</td>
<td>Capitol Hill/GAO</td>
<td>30 minutes</td>
<td>L10</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td>8</td>
<td>Washington Navy Yard/Crystal City</td>
<td>60 minutes</td>
<td>L8</td>
<td>(202) 685-1746 (202)-685-6092</td>
</tr>
<tr>
<td>9</td>
<td>Ft. Myer Flyer</td>
<td>15 minutes</td>
<td>L9</td>
<td>(703) 696-7109/7132</td>
</tr>
<tr>
<td>10</td>
<td>Pentagon Circulator</td>
<td>20 minutes</td>
<td>U8</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td>11</td>
<td>Bolling AFB</td>
<td>60 minutes</td>
<td>L8</td>
<td>(202) 685-1746 (202)-685-6092</td>
</tr>
<tr>
<td>12</td>
<td>Langley/Clarendon/DIAC</td>
<td>varies 1-2 hours</td>
<td>L7</td>
<td>(202) 231-2904</td>
</tr>
<tr>
<td>13</td>
<td>Ft. Myer/875 N. Randolph/VA Square</td>
<td>60 minutes</td>
<td>L11</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Travel Time</td>
<td>Line</td>
<td>Phone</td>
</tr>
<tr>
<td>---</td>
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<td>-------------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>14</td>
<td>Rosslyn - 1777 N. Kent/1500 Wilson Blvd</td>
<td>15 minutes</td>
<td>L11</td>
<td>(703) 604-0637</td>
</tr>
<tr>
<td>15</td>
<td>Ft. Belvoir</td>
<td>70 minutes</td>
<td>L9</td>
<td>(571) 437-5699</td>
</tr>
</tbody>
</table>

**Lost & Found:**
WMATA: 202-637-7000 ([www.wmata.com](http://www.wmata.com) or [www.metroopensdoors.com](http://www.metroopensdoors.com))
PFPA (Mark Center): 571-372-5623
PFPA (Pentagon): 703-697-4151
DoD Shuttle Bus: contact the respective route's dispatcher

**Peak Hours:**
The DoD Shuttle Buses share the Pentagon Transit Center with the [Washington Metro Area Transit Authority](http://www.wmata.com) (WMATA) MetroBus. Peak hours of operation for WMATA are 6:00am – 9:00am and 3:00pm – 6:00pm; there may be high patron usage during these times.
Driving Directions
4800 Mark Center Dr.
Alexandria, VA 22350

From 395 N:
Take Exit 4 toward Seminary Rd. West
Turn left onto Beauregard St.
Turn left onto Mark Center Dr.
At the stoplight, go straight through the roundabout and veer left PAST 4800
The visitors entrance is on the left (green sign)

From 395 S:
Take Exit 4 toward Seminary Rd.
Take the Seminary Rd. West Ramp
Slight right onto Seminary Rd.
Turn left onto Beauregard St.
Turn left onto Mark Center Drive
At the stoplight, go straight through the roundabout and veer left PAST 4800
The visitors entrance is on the left (green sign)

From 495S:
Take exit 176B for VA-241N / Telegraph Rd.
Take the VA-236W / Duke St. ramp toward Landmark (left lane)
Turn slight right onto VA-236W / Duke St.
Turn slight right onto N. Quaker Ln. / VA-402
Turn left onto VA-420W / Seminary Rd.
Get in left lane and continue straight ahead onto Seminary Rd.
Turn left onto Mark Center Avenue
Turn left at next road (Mark Center Drive)
The visitors entrance is the second entrance on the right (green sign)

From 95N / 495E:
Take the I-395N ramp toward Washington
Merge onto I-395N via exit 170A on the left toward Washington
Take Exit 4 toward Seminary Rd. (West)
Turn left onto Beauregard Street.
Turn left onto Mark Center Drive
At the stoplight, go straight through the roundabout and veer left PAST 4800
The visitors entrance is on the left (green sign)