

DHHQ VISITOR INSTRUCTIONS AND INFORMATION

HA/TMA security and visitor services must be notified 24-28 hours in advance for any visitors to the DHHQ. The DHHQ sponsor will email Parking&VisitorRequest@tma.osd.mil. DHHQ will determine if visitor parking is available; if parking is available, a parking placard with **space number** will be forwarded; if parking is not available, a shuttle bus pass will be provided.

Name:

Company:

Date/Time of Visit:

Government POC/Sponsor:

Government POC/Sponsor Phone Number:

Purpose of Visit:

Vehicle Tag Number of Visitor: (For rental cars, use “rental car unknown tag number” and be prepared to show their rental car agreement.)

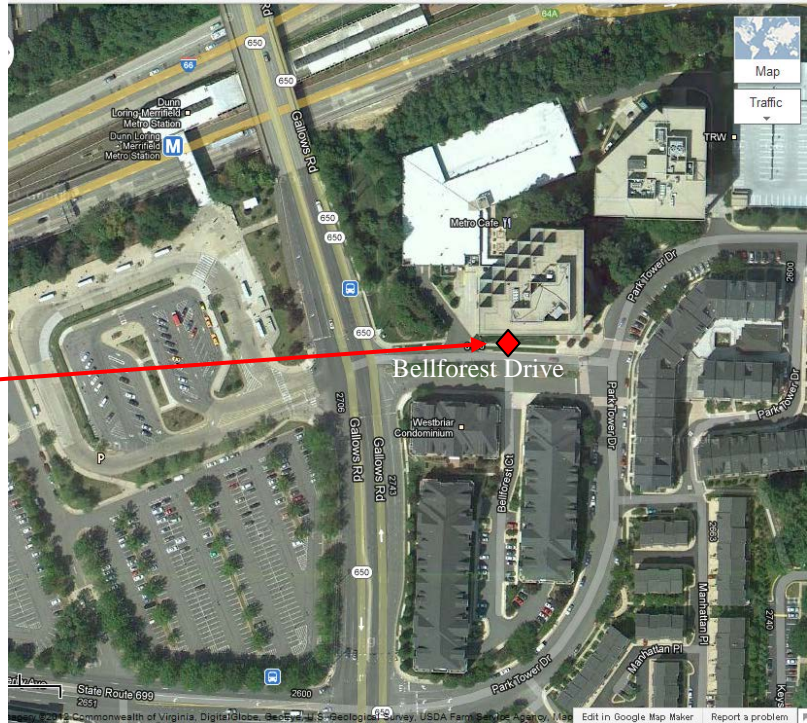
ALL visitors will enter the campus at Route 50 (7700 Arlington Blvd, Falls Church, VA 22042-5101) Access Control Point (ACP) except by cab. Visitors arriving by cab are requested to arrive via Fairview-Park Drive entrance on the west side of the campus. Please be aware that cabs are limited to wait for their fares for no more than 5 minutes.

The visitor must have one of those two items (placard or pass) to enter the campus (unless arriving by cab). Display the parking placard on the dashboard of the vehicle. Go to Visitor Entrance I (#1) where their sponsor should be available to escort their visitors.

SHUTTLE BUS:

For those with a DHHQ **shuttle pass** there are two options:

- Dunn Loring Metro** (Orange line). DHHQ shuttle drops off and picks up across the street from the Dunn Loring-Merrifield Metro Station Kiss & Ride at Bellforest Drive at the red diamond at right on the sidewalk. Currently, there is no signage other than a non-descript white bus with an 8.5”x11” sign in the front window with “DHHQ Shuttle”. Shuttle service runs from 6:00 a.m. to 6:00 p.m., departing every 30 minutes during peak hours, hourly during non peak hours. The schedule is shown below:



DHHQ Shuttle Schedule

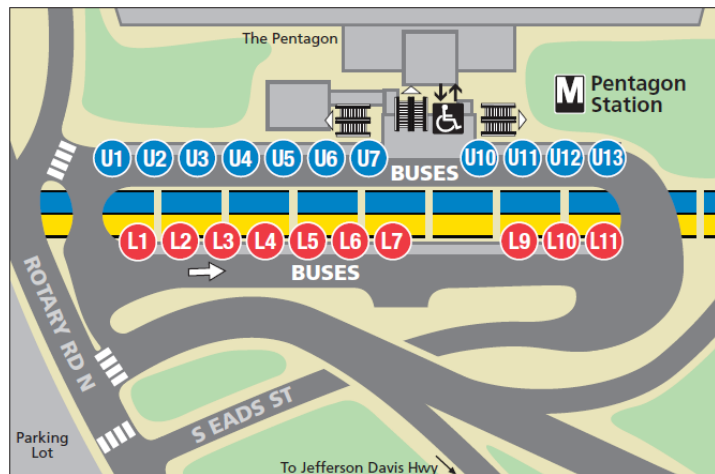
DHHQ TRANSIT CENTER

DEPARTURES APPROXIMATELY EVERY 30 MINUTES (During Peak Hours)†
 (Every Hour, During Non-Peak Hours)‡

Dunn-Loring Metro Station DHHQ (Route takes approximately 20 mins)†

.....Dunn-Loring Metro (Departure Times)†DHHQ (Departure Times)†
0600†	0630†
0630†	0700†
0700†	0730†
0730†	0800†
0800†	0830†
0830†	0900†
0900†	0930†
1000†	1030†
1100†	1130†
1200†	1230†
1300†	1330†
1400†	1430†
1500†	1530†
1530†	1600†
1600†	1630†
1630†	1700†
1700†	1730†
1730†	1800†
1800 (Last Departure)†	1830 (Last Departure)†
†	†

2. **Pentagon** (Blue and Yellow Metro lines). Go to the lower level platform L9 and get on the Route 5 shuttle bus. Eventually shuttle service from the Pentagon will run from 5:30 a.m. to 6:00 p.m., departing every 15 to 20 minutes. But currently the shuttle bus service is limited to the schedule shown below:



DoD Bus Schedule		PENTAGON TRANSIT CENTER	
DEPARTURES APPROXIMATELY EVERY 30 MINUTES		Bay L9	
Pentagon Transit Center (Route 5) - DHHQ - 7700 Arlington Blvd.			
Pentagon Transit Center (PTC)	Arrive at DHHQ - 7700 Arlington Blvd	Depart DHHQ - 7700 Arlington Blvd	
Morning Run			
0600	0630	0635	
0630	0700	0705	
0700	0730	0735	
0730	0800	0805	
0800	0830	0835	
Last Departure - 0830	0900	0905	
Evening Run	1500	1505	
	1530	1535	
	1600	1605	
	1630	1635	
	1700	1705	Last Departure

Five-minute layover at 7700 Arlington Blvd

Additionally, the DHHQ is also served by Metrobus Route 1A along Route 50/Arlington Blvd. Information about bus and Metro schedules is available at: <http://www.wmata.com/>

ONCE ON CAMPUS:

- 1) All visitors will enter the building through the Visitor Entrance I (#1) (on west side between NW and SW Buildings).
- 2) Visitor badges will be preprinted in the Badge Office in SW Building 1st Floor, once occupancy permit received. There will be two types of color-coded badges; green for visitor with no escort and red for visitor requiring escort.



Updated 14 May 2012.