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Preparing for a Visit

1.1 Building Location

The National Science Foundation’s Headquarters (NSF HQ) is located at 2415 Eisenhower Avenue, Alexandria, VA, 22314, in the Carlyle and Eisenhower area of southwestern Alexandria. The building is approximately 10 miles from downtown Washington, D.C., and is easily accessible from Interstates-495 and 95, as well as many points of arrival and departure from within the metropolitan D.C. area.

NSF sits directly across the street from the Eisenhower Avenue Metro stop and is within walking distance of both the King Street Metro and the Alexandria Virginia Railway Express (VRE) stations. For more information on traveling to NSF, please see Getting to NSF on page 4 of this guide. Parking is available in public lots in front of and behind the building. For information about parking options, please see Parking for Visitors on page 6.

Visitors will access the building through a dedicated entry adjacent to the south building entrance on Eisenhower Avenue. Visitors have access to the 2nd and 3rd floor Conference Center via an open stairway and dedicated elevators. Visitors who wish to access the building above the 3rd floor must be escorted by an NSF staff member at all times.

Visitors will check in and meet their sponsor at the NSF Visitor Center adjacent to the south entrance on Eisenhower Avenue. Visitors will receive a visitor badge before proceeding to meetings, appointments, or other business at NSF. Visitors bringing computers into NSF should consult the NSF Computer Security Policy before arriving.

NSF asks visitors with special needs to request necessary accommodations prior to arrival.

1.2 Security Information

NSF has instituted security measures to increase the safety of employees, contractors, and visitors, and to protect its facilities. Sponsoring offices will request passes for incoming visitors, and will notify visitors of NSF procedures, what to expect upon arrival, and what will be required to register upon arrival.

U.S. Code prohibits bringing any dangerous weapons onto Federal property. Security staff will confiscate any suspicious or potentially dangerous materials. Visitors may want to limit extra bags or personal materials in order to minimize required inspection time.

All visitors will:

- Refrain from bringing any controlled and/or prohibited items to the NSF facility.
  - For more details, please see Items Prohibited in Federal Facilities.
- Report to the NSF Visitor Center for security screening.
• Obtain and display valid NSF credentials at all times.
• Return visitor badges and sign out of the building upon completion of business.
• Refrain from entering unauthorized areas without an NSF escort.

1.3 | Required Identification
Secure driver's licenses and identification documents are a vital component of our national security framework. The REAL ID Act, passed by Congress in 2005, enacted the 9/11 Commission's recommendation that the Federal Government "set standards for the issuance of sources of identification, such as driver's licenses." The Act established minimum security standards for license issuance and production and prohibits federal agencies from accepting, for certain purposes, driver's licenses and identification cards from states not meeting the Act's minimum standards.

States have made considerable progress in meeting this key recommendation of the 9/11 Commission and every state has a more secure driver’s license today than before the passage of the Act. As a result, approximately 90% of all U.S. drivers hold licenses from jurisdictions: (1) determined to meet the Act's standards; or (2) that have received extensions. Individuals holding driver's licenses or identification cards from these jurisdictions may continue to use them as before. NSF is monitoring the official Department of Homeland Security website to ensure we are providing our customers the latest information concerning the REAL ID Act.

You can research more about the REAL ID Act by clicking on the following links:
NSF has instituted security measures to increase the safety of employees, contractors, and visitors, and to protect its facilities. Sponsoring offices will request passes for incoming visitors, and will notify visitors of NSF procedures, what to expect upon arrival, and what will be required to register upon arrival. NSF sponsors will meet their registered visitors at the NSF Visitor Center.

• Current Status of States/Territories
• Alternative IDs for NSF Access
• REAL ID and You: Rumor Control

1.4 | Getting to NSF
For detailed directions to NSF, please see the information and links below:

• Metro: NSF sits directly across the street from the Eisenhower Avenue stop on Metro's yellow line, and is a 15-minute walk from the King Street stop on Metro’s yellow and blue lines. Visit Metro's website for more information.
• VRE: The Alexandria Virginia Railway Express (VRE) station is a 15-minute walk from NSF, and is located adjacent to King Street Metro stop. Visit the VRE website for more information.
• Car: For detailed driving directions, visit Google Maps
• **Traveling From:**
  - Reagan National Airport
  - Washington Dulles International Airport
  - Baltimore-Washington International Airport
  - Union Station - Amtrak

### 1.5 | Travel-Related Information

This list serves as a center point of links to important information concerning Federal travel. This includes current per diem rates, airfare, currency exchange rates, and other topics of interest for NSF staff and visitors.

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<td>Calculate Driving Distance</td>
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### 1.6 | Parking for Visitors

Visitors may drive to NSF and obtain paid parking in public garages near the NSF HQ. Details for the four closest public lots are below. For more information, please contact info@nsf.gov.

- **Hoffman Town Center Garage**
  206 Swamp Fox Road Alexandria VA 22332
  $1.50/ Hour, $7 Daily.
  Open: 7 days/week, 24 hours/day

- **Hoffman Town Center Open Lot**
  2455 Eisenhower Avenue Alexandria, VA 22314
  $7 Daily.
  Open: M-F 5:30am-4:30pm
2 | During Your Visit

2.1 | Occupant Emergency Plan (OEP) for Visitors
NSF maintains and publishes policies and procedures for our employees and visitors to follow during an emergency response. The actions visitors should take in a given situation will be based upon the nature of the hazard or emergency, and instructions from emergency response officials.

Surviving such events begins with people being familiar with escape routes and safe room locations. During an emergency, visitors may be instructed to shelter in place or to evacuate the building. Building closures can be communicated via desktops, desk and mobile phones, broadcast announcements, and/or digital signage.

All visitors are encouraged to register for NSF Alert on their mobile devices at the Visitor Center. To get the application for your personal mobile device, go to Apple or Android App Store and download the free InformaCast Mobile app.


Proactive responses to emergencies for visitors include:
- Personal protective measures for immediate actions
- Guidance on the 3-R’s (Recognize, React, and Rally)
- Instructions on evacuation routes, rally points, safe havens, and shelters
- Emergency resource office phone numbers

For more information regarding emergency evacuation for the NSF HQ, contact info@nsf.gov.

2.2 | Internet Access for Visitors
Visitors have limited access to NSF systems: FastLane, the Interactive Panel System, and NSF printers in the Conference Center. Visitors can connect to the Internet from a computer or mobile device in one of two ways:

- Via an existing eduroam account:
  - Select eduroam from the list of available wireless networks.
  - Follow the eduroam login process to gain Internet access.
- Via the “NSF_Visitor” wireless network:
  - On your computer or mobile device, select the “NSF_Visitor” wireless network from the list of available Wi-Fi connections. An Internet browser should open; if it does not, open a browser and you will be redirected automatically to the NSF Sign-On page.
On the Self-Registration page, create an account by completing the fields and clicking “Register.” Note: You can self-register to use the NSF_Visitor Wi-Fi connection and have access for seven days. After seven days, you will have to create a new account.

For more information, please contact IT Help Central at (703) 292-HELP (x4357) or 1.800.711.8084, ithelpcentral@nsf.gov.

2.3  |  IT Help Central Support for Visitors
IT Help Central is located on the 4th floor of the central tower. This is a restricted floor and requires an NSF PIV card for access. Each morning, there will be an on-site IT Help Central technician at the Conference Center Customer Service Desk on the 3rd floor. Visitors may go to the Customer Service Desk or call IT Help Central for IT assistance.

For more information, please contact your sponsoring office or IT Help Central at (703) 292-HELP (x4357) or 1.800.711.8084, ithelpcentral@nsf.gov.

2.4  |  Support for New Mothers
For visitors who are nursing mothers, arrangements can be made to grant access to the on-site lactation suite. Visitors should make arrangements with their NSF sponsor prior to arrival.

3  |  Around NSF
NSF is located in the Carlyle/Eisenhower area of Alexandria, a new community with a dense assortment of high-rise residential complexes, large office buildings, hotels, and retail establishments. The neighborhood where NSF resides includes a variety of natural and urban open spaces and parks, a retail/entertainment center, and a number of restaurants and cafes.

Visitors to NSF will find that shopping and food facilities are numerous and accessible, to include NSF’s full-service cafeteria inside the building. Visitors may also be interested in general information specific to the area, including current weather information and area maps, and are thus encouraged to visit the links below for more specific information.
3.1 | Local Area Maps

- Visit Alexandria
- Parks and Recreation Space in Alexandria

3.2 | Local Weather Information

- AccuWeather Forecast - Alexandria, VA
- NOAA National Weather Service Forecast - Alexandria, VA

3.3 | Food and Drink

- Whalers Café – The NSF Cafeteria
  
  NSF offers its own full-service cafeteria located on the second floor. Whalers Café, operated by Kuukpik Arctic Catering, offers a variety of freshly prepared foods and beverages, including a daily special value entrée priced at $8 and below.

  Hours of Operation:
  
  - Breakfast 7:00 am – 10:00 am
  - Lunch 11:00 am – 2:00 pm
Five Food Stations:
- Sandwich & Pastries Station
- Grill Station
- Sauté Station
- Pizza/Flatbread/Quasadilla/Taco Station
- Salads & Soups Station

- Other Food and Drink Near NSF
  - Food Within 2-minute Walk of NSF
    - California Tortilla
    - Cold Stone Creamery
    - Delia's Mediterranean Grill & Brick Oven Pizza
    - Galae Thai
    - San Antonio Bar and Grill
    - Starbucks
    - Subway
    - Ted's Montana Grill
    - Yves’ Bistro
  - Food Within a 15-minute Walk of NSF
    - Aldo's Italian Kitchen
    - Dunkin Donuts
    - Foster’s Grille
    - Hunan Cafe
    - Jimmy John's Gourmet Sandwiches
    - Panera Bread
    - Potbelly Sandwich Shop
    - Sumo Japanese Restaurant
    - Sweet Fire Donna's BBQ & Hops
    - Zikrayet Lebanese Restaurant

3.4 | Hotels Near NSF

- Courtyard Alexandria Old Town/Southwest
- Holiday Inn Alexandria - Carlyle
- Residence Inn Alexandria Old Town South at Carlyle
- The Westin Alexandria

We hope this guide provides you with helpful information for planning your upcoming visit to NSF. Should you require additional details that are not provided herein, please contact our Visitor and Reception Center at 703-292-5111 or info@nsf.gov.