



DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
107 ARMY PENTAGON  
WASHINGTON DC 20310-0107

Office, Chief Information Officer / G-6

SAIS-ZC

23 Feb 2012

MEMORANDUM FOR RECORD

SUBJECT: Signal GO/SES/CSM Summit Administrative Information

1. The Signal General Officers, Senior Executive Service and Command Sergeants Major (GO/SES/CSM) Summit will be held 23 March at

The MITRE Corporation  
7525 Colshire Drive  
McLean, VA 22102  
Building: MITRE 1(H)  
Meeting Room: MITRE 1 Auditorium

The uniform is civilian (open collar). Directions to MITRE are in Enclosure 1.

2. RSVPs for the GO/SES/CSM Summit are due by 16 March 2012 to Ms. Laura Hames, [laura.m.hames2.ctr@mail.mil](mailto:laura.m.hames2.ctr@mail.mil), 703-545-1495, or Mr. Matthew Lapointe, [matthew.r.lapointe.ctr@mail.mil](mailto:matthew.r.lapointe.ctr@mail.mil), 703-545-1431.

- a. Please advise of any special dietary needs when making RSVPs (see item 4, below).
- b. Please provide the names of any aides or assistants who will accompany invitees.
- c. Please advise whether you plan to use MITRE's shuttle service from the West Falls Church Metro Station (see item 13 below).
- d. Please advise whether you will attend the Social.

3. Thursday, 22 March and Saturday, 24 March are travel days for those who attend on TDY status.

4. A continental-style breakfast, morning and afternoon snacks, lunch, beverages and a reception will be provided, at a cost of \$50 per person. Both fees will be collected at registration.

6. The MITRE Corporation's buildings are secure facilities. The names of all personnel participating in this event, as well as any aides or assistants accompanying invitees,

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must be on the access roster. Name tags will be issued during registration. They serve as access badges and must be displayed at all times while in the MITRE complex.

7. The briefings and discussions for this conference are UNCLASSIFIED.

8. MITRE will provide assistance with faxes, copies, supplies, document shredding, and messages during the meeting. MITRE's POC for office support and messages is Ms. Allyson Smith, [amsmith@mitre.org](mailto:amsmith@mitre.org), 703-983-3374 (desk). In case of an emergency, the reception desk telephone number is 703-983-6004.

9. Email/Internet access via MITRE's LAN is available in the auditorium. An access code will be provided.

10. Smoking is not permitted inside the MITRE facility, nor in front of or behind the building. Smoking is permitted outside the auditorium's atrium.

11. Reserved VIP parking spaces are located on the south side of the MITRE Complex. Upon entering the complex from Colshire Drive, signs will direct you to the south side of the MITRE complex. See Enclosure 2 for a map of VIP parking locations. All other attendees can park on a space-available basis in any of the parking lots.

12. A list of hotels in the McLean/Tysons Corner area is provided in Enclosure 3.

13. Shuttle service between the West Falls Church Metro station and MITRE's McLean campus is available for conference attendees and MITRE employees. See Enclosure 4 for the Shuttle Bus Schedule. See Enclosure 5 for information on the West Falls Church Metro station and connecting service with Dulles International Airport.

14. Information for this event and copies of the final briefing slides will be posted on AKO at: <https://www.us.army.mil/suite/page/9>

15. POC for this event is Mr. Todd Daugherty, [todd.j.daugherty2.civ@mail.mil](mailto:todd.j.daugherty2.civ@mail.mil), 703-545-1357 (office).

Enclosures (5)

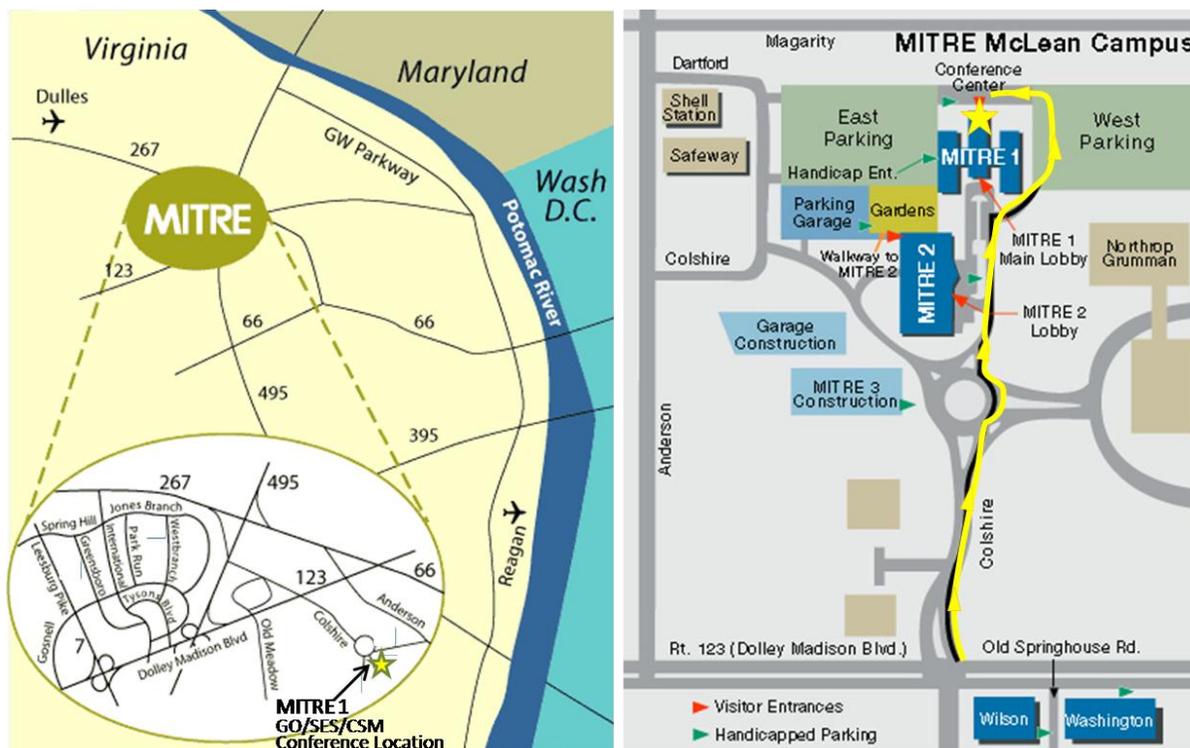
1. Directions
2. Parking
3. Hotels
4. Shuttle Bus
5. Metro

LTG Susan S. Lawrence  
Chief Information Officer/G6

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## Enclosure 1. Directions to the MITRE Complex



### From Reagan National Airport

Take George Washington Memorial Parkway North approximately 6 miles to Route 123 South, McLean exit. Exit onto Route 123, (also called Dolley Madison Blvd.) follow south for approx. four miles. Turn left onto Anderson Road; then turn right on Colshire Drive and continue through circle on Colshire and follow the signs to the north side of MITRE Building 1.

- or -

Take I-66 West. Take Exit 67 to Route 267 (Dulles Toll Road). Take Exit 19A, following signs to Route 123 South (also called Dolley Madison Blvd) follow south for approx. 1/4 mile. Turn left on Anderson Road; then turn right on Colshire Drive and continue through circle on Colshire and follow the signs to the north side of MITRE Building 1.

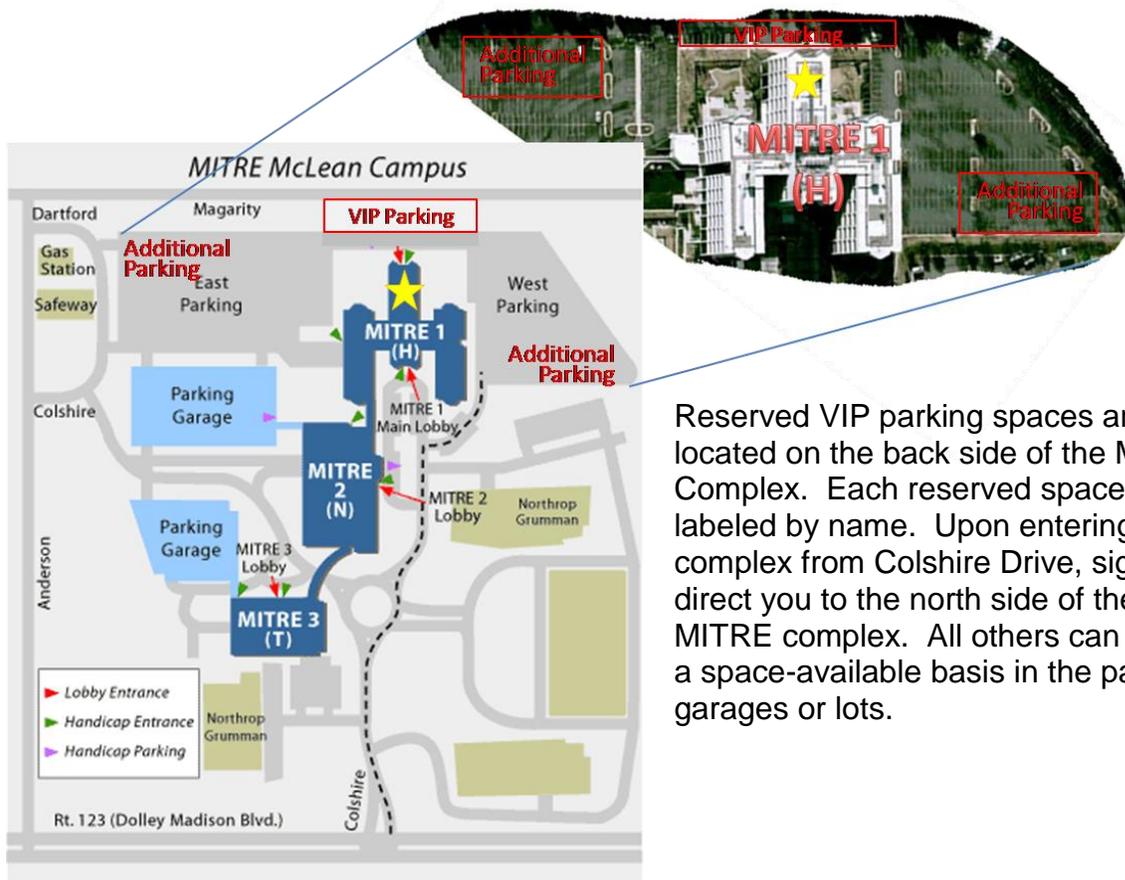
### From Dulles Airport

Take the Dulles Airport Access and Toll Road to Exit 19A, and follow signs to Route 123 South, Tysons Corner. At the light at the end of the ramp, turn right onto Route 123 (also called Dolley Madison Blvd.). Turn left on Anderson Road, then turn right on Colshire Drive. Continue through circle on Colshire and follow the signs to the north side of MITRE Building 1.

### From Route 495 (Beltway)

Take Exit 46B (McLean, Route 123). Take Route 123 North, (also called Dolley Madison Blvd). Turn right onto Anderson Road. Then turn right on Colshire Drive, continue through circle on Colshire, and follow the signs to the north side of MITRE Building 1.

Enclosure 2: Parking Map



Reserved VIP parking spaces are located on the back side of the MITRE Complex. Each reserved space will be labeled by name. Upon entering the complex from Colshire Drive, signs will direct you to the north side of the MITRE complex. All others can park on a space-available basis in the parking garages or lots.

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### Enclosure 3. McLean/Tysons Corner Area Hotels

Hilton McLean Tysons Corner (1.6 mi)  
7920 Jones Branch Drive  
McLean, VA  
(703) 847-5000  
[hilton.com](http://hilton.com)

Courtyard Marriott Herndon/Reston  
533 Herndon Pkwy  
Herndon, VA  
(703) 478-9400  
[courtyardtysonscorner.com](http://courtyardtysonscorner.com)

The Ritz Carlton (1.3 mi)  
1700 Tysons Boulevard  
McLean, VA 22102  
(703) 506-4300  
[ritzcarlton.com](http://ritzcarlton.com)

Marriott Suites Washington Dulles  
13101 Worldgate Drive  
Herndon, VA  
(703) 709-0400  
[marriott.com](http://marriott.com)

Crowne Plaza Tysons Corner (1.9 mi)  
1960 Chain Bridge Road  
McLean, VA  
(703) 893-2100  
<http://www.cptysonscorner.com/>

Crowne Plaza  
2200 Centreville Road  
Herndon, VA  
(703) 471-6700  
<http://www.cpdulles.com/>

Best Western Tysons Westpark Hotel (2.1 mi)  
8401 Westpark Drive  
McLean, VA  
(703) 734-2800  
[bestwesternvirginia.com](http://bestwesternvirginia.com)

Residence Inn by Marriott Herndon/Reston  
315 Elden Street  
Herndon, VA  
(703) 435-0044  
[marriott.com](http://marriott.com)

The Homewood Suites by Hilton Washington Dulles  
Intl Airport Hotel  
13460 Sunrise Valley Drive  
Herndon, VA  
(703) 793-1700  
[homewoodsuites.com](http://homewoodsuites.com)

Homestead Studio Suites Hotel  
8201 Old Courthouse Road  
Vienna, VA  
(703) 356-6300  
[homesteadhotels.com](http://homesteadhotels.com)

Springhill Suites by Marriott Herndon/Reston  
138 Spring Street  
Herndon, VA  
(703) 435-3100  
[marriott.com](http://marriott.com)

Embassy Suites Tysons Corner (2.2 mi)  
8517 Leesburg Pike  
Vienna, VA  
(703) 883-0707  
[embassysuites.com](http://embassysuites.com)

Homestead Reston  
12190 Sunset Hills Road  
Reston, VA  
(703) 707-9700  
[homesteadhotels.com](http://homesteadhotels.com)

Holiday Inn Express Washington-Herndon  
485 Elden Street  
Herndon, VA  
(703) 478-9777  
[hiherndon.com](http://hiherndon.com)

Lakeside Inn  
11150 S Lakes Drive  
Reston, VA  
(703) 264-0781  
[thelakesideinn.com](http://thelakesideinn.com)

Hyatt Dulles  
2300 Dulles Corner Blvd  
Herndon, VA  
(703) 713-1234  
[hyatt.com](http://hyatt.com)

Hyatt Summerfield Suites Herndon  
467 Herndon Pkwy  
Herndon, VA  
(703) 437-5000  
[hyatt.com](http://hyatt.com)

Sheraton Premiere at Tyson's Corner  
8661 Leesburg Pike  
Vienna, VA  
(703) 448-1234  
[starwoodhotels.com](http://starwoodhotels.com)

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Enclosure 4: Shuttle Schedule

A shuttle service to and from the West Falls Church Metro station is available to MITRE employees and conference attendees.



The 15-passenger van will travel from the West Falls Church "Kiss & Ride" Lot to the MITRE-2 Building at 7515 Colshire Drive in McLean, and then will return to the West Falls Church Metro lot. Departures from West Falls Church Metro will occur every 40 minutes beginning at 6:40 a.m. weekdays.

All times listed below are departure times. Printed schedules are available at the MITRE-2 front desk.

<b>West Falls Church Metro Shuttle "Kiss &amp; Ride" Lot</b>	<b>MITRE-2 Shuttle 7515 Colshire Drive, McLean, VA</b>
6:40am	7:00am
7:20am	7:40am
8:00am	8:20am
8:40am	9:00am
9:20am	9:40am
10:00am	10:20am
10:45am	11:00am
11:25am	11:40am
12:05pm	12:20pm
12:45pm	1:00pm
1:25pm	1:40pm
2:05pm	2:20pm
2:45pm	3:00pm
3:25pm	3:40pm
4:00pm	4:20pm
4:40pm	5:00pm
5:20pm	5:40pm

Enclosure 5: Metro

West Falls Church Metro Station



From the Pentagon or Crystal City, take the Blue Line to the Rosslyn Station, transfer to the Orange Line toward Vienna. Get off at the West Falls Church Station. Walk South to the Kiss and Park Lot. Meet Shuttle to MITRE.



To Dulles: Take the MITRE shuttle to the West Falls Church Metro Station. Walk north to the Bus Stop, **Bu Bay E**. Dulles Express Bus runs every 30 minutes.

From Dulles: Take the Washington Flyer Coach Service Bus from Door 4 of the Arrivals level (up the ramp from Baggage Claim) to the West Falls Church Metro Station. See map on next page. Walk from Bus Station to Kiss and Park Lot as indicated above.

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Dulles International Airport Map, Washington Flyer Pickup



Washington Flyer Schedule: Dulles-to-West Falls Church Metro

Weekdays		Weekdays		Weekends and Holidays		Weekends and Holidays	
Dulles to Metro Station	Metro Station to Dulles	Dulles to Metro Station	Metro Station to Dulles	Dulles to Metro Station	Metro Station to Dulles	Dulles to Metro Station	Metro Station to Dulles
Departing	Arriving	Departing	Arriving	Departing	Arriving	Departing	Arriving
5:45am	6:10am	6:15am	6:40am	7:45am	8:10am	8:15am	8:40am
6:15am	6:40am	6:45am	7:10am	8:15am	8:40am	8:45am	9:10am
6:45am	7:10am	7:15am	7:40am	8:45am	9:10am	9:15am	9:40am
7:15am	7:40am	7:45am	8:10am	9:15am	9:40am	9:45am	10:10am
7:45am	8:10am	8:15am	8:40am	9:45am	10:10am	10:15am	10:40am
8:15am	8:40am	8:45am	9:10am	10:15am	10:40am	10:45am	11:10am
8:45am	9:10am	9:15am	9:40am	10:45am	11:10am	11:15am	11:40am
9:15am	9:40am	9:45am	10:10am	11:15am	11:40am	11:45am	12:10pm
9:45am	10:10am	10:15am	10:40am	11:45am	12:10pm	12:15pm	12:40pm
10:15am	10:40am	10:45am	11:10am	12:15pm	12:40pm	12:45pm	1:10pm
10:45am	11:10am	11:15am	11:40am	12:45pm	1:10pm	1:15pm	1:40pm
11:15am	11:40am	11:45am	12:10pm	1:15pm	1:40pm	1:45pm	2:10pm
11:45am	12:10pm	12:15pm	12:40pm	1:45pm	2:10pm	2:15pm	2:40pm
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4:45pm	5:10pm	5:15pm	5:40pm	6:45pm	7:10pm	7:15pm	7:40pm
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8:15pm	8:40pm	8:45pm	9:10pm	10:15pm	10:40pm	10:45pm	11:10pm
8:45pm	9:10pm	9:15pm	9:40pm				
9:15pm	9:40pm	9:45pm	10:10pm				
9:45pm	10:10pm	10:15pm	10:40pm				