Welcome to the USAID Washington, D.C. Learning Center!

USAID’s vision to be the leading development agency in the world requires an energized workforce. We anticipate that the Washington Learning Center will provide an environment that will move us toward this vision.

The Washington Learning Center is conveniently located at 2231 Crystal Drive, in Arlington Virginia. Designed to encourage active learning across the broad range of the Agency’s development affairs, the facility also affords the Agency direct access to world class meeting facilities for special Agency functions. The new WLC is the outcome of a joint effort by the Bureau for Management and Human Resources, in a public-private partnership with GSA and their great team of professionals.

Once again, we welcome you to the Agency’s new Washington Learning Center!

John Peevey,
Director, Management Services (M/MS/OD)

Toni Mitchell
Division Chief, Training & Education Division (HR/TE)
USAID has established a new, 42,300 sq ft world-class Washinton Learning Center (WLC), located at Crystal Park 3, 2231 Crystal Drive, Arlington, Virginia. The new facilities will serve all USAID local and overseas staff as well as visiting trainees. The Learning Center will reduce the cost and environmental impact involved in providing training to staff.

The WLC facilities include a rich variety of different types of resources, including the Self-Directed Learning Center, training rooms, VTC rooms, and support spaces such as dedicated copy areas, hoteling, lactation rooms, quiet rooms and a collaborative Commons Café, with WiFi Network Service throughout.

Concierge at your service
The Reception Concierge will welcome you upon your arrival. Here you will receive your temporary access badge to the facility. The Concierge can also help answer questions you might have as well as provide additional support ranging from helping you be in touch with your home office to arranging for sending your training materials that you’ve received during your time here back to your home office.
WLC Details

Hours of Operation:
Monday - Friday 8:30am - 5:30 pm

Rooms and Resources:
Training rooms: 10
Video Teleconference rooms: 3
Breakout rooms: 4
Lactation rooms: 3
Quiet Rooms: 2
Hoteling stations for visitors: 10

Self Directed Learning Center:
- Extension of RRB Learning Resource center
- (10) learning stations (enclosed for privacy)
- Shelving and customer service representative

The Commons Café: collaborative space for break time or casual discussion groups, equipped with:
- lounge seating, benches, tables and counters.
- Plug in power locations for laptops
- Vending Machines (2) beverage and (1) Snack
- Automatic Ice Machine
- (4) microwaves
- (2) Refrigerators

WiFi throughout

Full-time staffed Reception Concierge service.

Total Learning Center Staff: 39

Convenient access to local public transportation, as well as free shuttle service to nearby USAID headquarters locations.

Numerous hotels and restaurants are located within walking distance.

Convenient proximity to Washington DC's Reagan National Airport (DCA).

Access Badges for Visitors (without a USAID headquarters access badge):
Arriving visitors will be greeted at the Reception Concierge desk in the main lobby of the WLC. The visitor will register at this time, confirming their class schedule and any special arrangements. A day-access badge will be issued to each visitor. The visitor will be required to leave their drivers licence or passport with the Reception Concierge, which will be returned when the visitor leaves the facility. With the access badge, the visitor will be free to move throughout the WLC and take advantage of its many features and resources.

Building Safety
All visitors are asked to be familiar with the safety features of the building. Please refer to the Floor Plan on pages 4-5 for location of all exits and safety information. Don't hesitate to ask the Reception Concierge any questions.

Room Seating (may vary depending on actual room seating arrangements):
- Self-Directed Learning: 71
- Kathmandu: 26
- Kiev: 85
- Lapaz: 11
- Saigon: 11
- Kampala: 85
- Memorial A: 55
- Memorial B: 85
- Harare West (VTC): 44
- Hoteling Suite (workstations): 10
- Monrovia: 26
- Nairobi: 26
- Cape Town: 80
- Cairo: 14
- Port au Prince: 14
- Delhi: 80
- Jakarta: 26
- Harare East (VTC): 20
For Routine Facilities Requests, contact the Washington Learning Center Concierge at the Reception.

IN CASE OF EMERGENCY DIAL 911
Additional Useful Information

Go to [www.crystalcity.org](http://www.crystalcity.org) for a wide variety of information about the area, including transportation, parking, shopping, dining and hotels, all nearby.

Nearby Restaurants:
[www.crystalcity.org/area/play/restaurants](http://www.crystalcity.org/area/play/restaurants)

Nearby Hotels:
[www.crystalcity.org/area/stay](http://www.crystalcity.org/area/stay)

Metro: The WLC is conveniently located a short walk from Crystal City Metro Station. See Map on p. 10.

EPA Shuttle Schedule
A convenient FREE shuttle operated by EPA, serving the Ronald Reagan and Potomac Yard buildings also has a stop at the WLC outside the south entrance. Check the schedule below for hours of operation. You must present your USAID badge to the driver to be allowed on the shuttle.

**USAID Washington Learning Center (WLC)**

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For Metro information and schedules: [www.wmata.com](http://www.wmata.com)

For Virginial Railway Express (VRE) information and schedules: [www.vre.org](http://www.vre.org)

For MetroBus Route 9S (Crystal City - Potomac Yard Shuttle) schedule: [http://www.wmata.com/bus/timetables/va/9s.pdf](http://www.wmata.com/bus/timetables/va/9s.pdf)

Other bus schedules: [http://www.crystalcity.org/accessible/bus](http://www.crystalcity.org/accessible/bus)

**Scan this QR Code with your mobile device for quick access to Crystal City.org**
Parking Map

**CRYSTAL CITY PARKING**

FREE Entry After 4 PM Weekdays
All Day Weekends and Holidays

1. Crystal City Shops at 1750
   15th Street Entrance
2. Crystal City Shops at 1750
   Crystal Drive Entrance
3. Crystal City Shops at 1750
   18th Street Entrance
4. Crystal City Shops
   220 20th Street
5. Crystal City Shops at 2100
   2100 Crystal Drive
   Permit Only Until 4 PM
6. Crystal City Shops at 2200
   2200 Crystal Drive
   Permit Only Until 4 PM
7. Crystal City Shops
   223 23rd Street
   Permit Only Until 4 PM

FREE All Day Weekends

8. 1350 S. Clark Street
9. 1350 Crystal Drive
10. 2011 Crystal Drive
11. Crystal City Shops at 2345
    2345 Crystal Drive

Applicable Rates Apply

12. 1411 Jefferson Davis Highway
13. Surface Lot at 2200 S. Eads Street: Self Service
    $12.00 All Day, $6.00 after 5PM and weekends
14. Buchanan Shops & Dining
    FREE after 6 PM with Validation
    No Entry after 10 PM
15. Century Building Parking
    320 23rd Street South
    Early Bird - In by 9 AM: $10.00
16. Century Building Parking
    2450 Crystal Drive
    Early Bird - In by 9 AM: $10.00
17. 2530 Crystal Drive
18. Potomac One Parking
    2733 Crystal Drive
    Early Bird - In by 8 AM: $7.00
19. Holiday Inn Parking
    2650 Jefferson Davis Highway
    $6 - Daily/ $80 - Monthly
20. Concord Parking
    2611 Jefferson Davis Highway
    Early Bird - In by 8 AM: $8.00
21. Surface Lot at 2711 Jefferson Davis Highway
    Self Service
    $10.00 Max, $6.00 Weekends
22. Concord Parking
    2600 Crystal Drive
    Early Bird - In by 8 AM: $8.00
23. Potomac Two Parking
    Potomac Avenue
    Early Bird - In by 8 AM: $7.00
24. Potomac Gateway: 3800 Crystal Drive
    Weekdays Only: 6 AM - 6 PM
    $6.00 - Daily/ $120 Monthly

All Rates Current as of 10-24-11
Subject to Change

January 2013
The WLC Task Chair

Modeled after shopping carts, the award-winning Kart combines the comfort of a task chair with functionality never seen before in a stacking/nesting chair. With a simple flip of the seat, eight Kart chairs can nest in the space of two and a half. This minimizes storage requirements and provides tremendous flexibility for arranging classrooms, meeting halls and corporate training rooms. An alternative to a stacker, Kart is the only height adjustable, swivel/swirling/nesting chair in the world. No dolly needed; just push nested Kart chairs where they need to go.
As a lease requirement, the project is currently registered with U.S. Green Building Council (USGBC) to meet LEED (Leadership in Energy and Environmental Design) Silver for Commercial Interiors.

Green design makes positive impact on public health and the environment. The WLC will help support a sustainable community and contribute to USAID's environmental expectation.

Everyone who uses the WLC is encouraged to contribute to making a positive impact on the environment. Easy things to do that help include:

- avoid printing documents - request copies of documents in electronic / digital format
- re-use drinking cups rather than using a cup once and throwing it away
- turn off lights when you are the last to leave a room

Following are factors that contribute to this facility's LEED Silver status:

- LEED Certified Building
- Development Density and Community Connectivity
- Alternative Transportation - Public Transportation Access
- 30% Water Reduction
- Optimizing 15% Energy Performance--Lighting Power
- Optimizing 70% Energy Performance--Equipment and Appliances
- USAID purchasing 100% Green Power for 2 Years
- Low Emitting Materials – During Construction
- Low Emitting Materials – Flooring, wood, furniture and etc.
Local Map

- 18th Street
- 20th Street
- 23rd Street
- Interior Pedestrian Concourse
- USAID - WLC 2231 Crystal Drive
- EPA Shuttle Pickup Location @ south side of the building
- USAID 2 Potomac Yard location

Crystal Drive
Jefferson Davis Highway
East Street
18th Street
20th Street
23rd Street
Crystal City

EPA Shuttle
Pickup
Location @
south side of
the building

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United States Agency for International Development

Washington Learning Center

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Arlington, Virginia

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