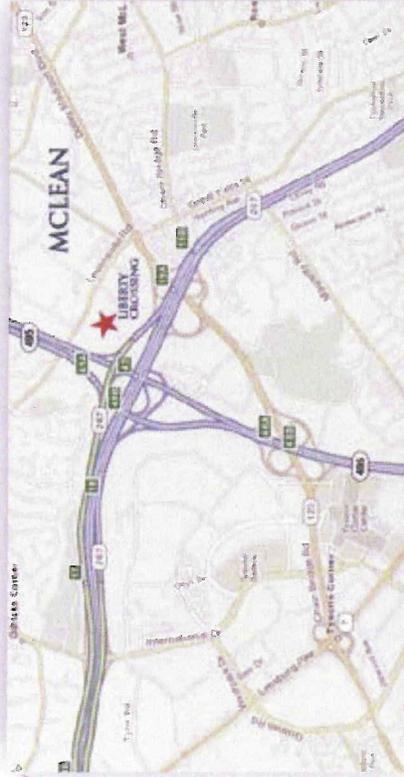


Directions to  
**Liberty Crossing Facilities**  
1500 Tysons McLean Drive  
McLean, VA 22102



**From the West:**  
Take I-66 E to I-495 N to Exit 46B Rt. 123 North - Chain Bridge Road (aka Dolley Dolley Madison Blvd.) Go approximately 1 mile and turn left onto Lewinsville Road. Go approximately 0.2 miles and turn left onto Tysons McLean Drive. The front gate/guard post is on the hill to the right.

**From the North:**  
Take I-495 S to Exit 46B, Rt. 123 North - Chain Bridge Road (aka Dolley Madison Blvd.) Go approximately 1 mile and turn left onto Lewinsville Road. Go approximately 0.2 miles and turn left onto Tysons McLean Drive. The front gate/guard post is on the hill to the right.

**From the East:**  
Take the Theodore Roosevelt Bridge onto 1-66 W. Take the Arlington Blvd/GW Parkway exit. Take the GW Parkway North exit. Go approximately 5.5 miles. Take the Chain Bridge/McLean exit onto 123 South Chain Bridge Road (aka Dolley Madison Blvd.). Go approximately 3.98 miles and turn right on Lewinsville Rd. Go approximately 0.2 miles and turn left onto Tysons McLean Drive (3rd stoplight). The front gate/guard post is on the hill to the right.

**From the South:**  
Take I-495 N to Exit 46B, Rt. 123 North - Chain Bridge Road (aka Dolley Madison Blvd.) Go approximately 1 mile and turn left onto Lewinsville Road. Go approximately 0.2 miles and turn left onto Tysons McLean Drive. The front gate/guard post is on the hill to the right.



**Hours of Operation**  
6:00am - 4:00pm (M-F)

**Contact Numbers**  
Secure: 91-917-2125 / 2126  
Unsecure: 703-275-2125 / 2126

**There are two e-mail addresses for contacting the badge office:**

CWE users please send correspondence to the following email address:  
**CRI\_ACCESS\_LX**

FBI personnel please send correspondence to the following address:  
**HQ\_DIV11\_CRI\_ACCESS\_LX**

The Access Control Center (ACC) was opened in April of 2008 and is the point of access for visitors and residents to the Liberty Crossing (LX) Compound.

Within the ACC is the LX Badge Office, which offers a variety of services to the residents of the LX compound.



# SECURITY ACCESS CONTROL CENTER AND BADGE OFFICE

## Requests Processed by the LIBERTY CROSSING BADGE OFFICE

**How do I contact my security department?**  
NCTC, FINO, CRI, ODNI, and NCPC employees and contractors please send badge requests to **ODNI-Personnel-Security**. CTC employees and contractors please send badge requests to **DO\_CTC\_ASO Group**. FBI, NJTTF employees and contractors please send badge requests through FBI Net to **HQ\_DIV11\_SAMC**.

### VISITOR REQUESTS

**How do I sponsor visitor requests?**  
Any resident of the LX compound can sponsor a visitor. All visit requests 5 working days in advance per ODNI instruction 113.03a. Requests can be submitted by CWE users through Service Order Request Database (SORDS) or Lotus Notes and FBI Net users can obtain a visit request from the following address:  
<http://home.fbinet.fbi/nsb/ctd/pages/lx1.aspx>.

**Please include the following information:**  
Last Name, First Name, SSN and DOB preferably in an excel spreadsheet and include as an attachment with the request. Please make sure date(s) and POC is included when sending the request.

**How do I sponsor a Foreign Visitor?**  
Any resident of the LX compound can sponsor a foreign visitor. Requests must be submitted no later than 5 days prior to the visit. Requests can be submitted by CWE users through SORDS or Lotus Notes and FBI Net users can obtain a foreign visit request from the following address:  
<http://home.fbinet.fbi/nsb/ctd/pages/lx1.aspx>.

**Please include the following information:**  
Visitors Full Name, DOB, POB (to include city and country) Gender, Occupation (to include position and agency) Marital Status, and Identification (to include Passport Number, Alien Registration Number, Cedula, Military Service Number, SSN, US Naturalization Number, Visa Number), date of visit, and POC.

### CONFERENCES

**How to sponsor visitors for a conference?**  
Any resident of the LX compound can sponsor visitors for a conference. All requests must be submitted 5 days prior to the beginning of the conference. Requests can be submitted by CWE users through SORDS or Lotus Notes, and FBI Net users through email. Please include the following information in an excel spreadsheet: Last name, First Name, DOB and SSN.

### VIP PARKING

**How do I request VIP parking?**  
Requests must be submitted by LX compound residents. VIP parking permit requests must be submitted to the LX Badge Office no later than 4:00pm prior to the day VIP Parking is requested. This is required to allow for sufficient processing time. Requests for LX VIP parking permits are submitted via CWE to **CRI\_Access\_LX**, via the SORDS, or via FBI Net to **HQ\_DIV11\_CRI\_ACCESS\_LX**.

### Who may receive VIP parking permits?

Available only for VIPs whose primary places of duty are external to the LX compound and carry the following rank: Government executives (SES or equivalent), Flag-rank military officers, Congressmen and senior staffers, senior foreign liaison representatives. Passes are valid for one day only.

### Please include the following information:

VIP's name, rank, parking location (LX1 or LX2), purpose of the visit, make/model of the vehicle (if known), LX POC name, parent organization, and telephone number

### How are VIP parking permits issued?

VIP visitors must pick up the daily issued permit at the front gate of the LX compound.

## Services Offered by the LIBERTY CROSSING BADGE OFFICE

### ODNI/NCTC Credentials

#### Who can get credentials?

Only Staff employees may obtain credentials.

#### How do I get credentials?

ODNI/NCTC Credential Request Forms can be obtained from ODNI/NCTC Security personnel. The form must be filled out with all the required information and signed by your manager and Area Security Office (ASO). Once you have a completed form, please proceed to the ODNI Security for approval.

### ODNI/NCTC Identification/Courier Cards

#### Who can get Identification/Courier Cards?

Residents of LX may obtain Identification/Courier Cards.

#### How do I get Identification/Courier Cards?

ODNI/NCTC Identification/Courier Card Forms can be obtained from ODNI/NCTC Security personnel. The form must be filled out with all the required information and signed by your manager and ASO. Once you have a completed form, please proceed to the ACC for processing.

### PASSPORT PHOTOS

#### Who can obtain Passport Photos?

Residents of LX may obtain Passport Photos for official travel documents.

#### How do I get Passport Photos?

You may obtain a passport form by utilizing this website: [www.cri.cia](http://www.cri.cia) or obtained at the Badge Office.

#### Once on the website:

- Click on Travel Services
- Go to Photo Form
- Input Requested Information
- Print and Proceed to the badge office to have photo taken

#### Hours for Credentials and Passports:

Monday-- Friday | 8:00 am--11:00 am and 1:00 pm--3:00 pm

- Credentials by appointment only -