



# BALDRIGE Examiner<sup>TM</sup> Training Logistics Book

manufacturing  
service  
small business  
nonprofit  
government  
education  
health care

2017

#Baldrige  
[www.nist.gov/baldrige](http://www.nist.gov/baldrige)

# Table of Contents

|  |    |
|--|----|
| Welcome .....  | 2  |
| Proof of U.S. Citizenship or Permanent Residency/Real ID ..... | 3  |
| Checklist to Prepare for Training .....                        | 4  |
| Training Location and Schedule.....                            | 5  |
| Meals .....  | 7  |
| Transportation .....   | 8  |
| Hotel Accommodations.....                                      | 10 |
| Directions to the Hotel and NIST.....                          | 12 |
| Examiner Training Expenses.....                                | 15 |

## WELCOME

Welcome to the 2017 Baldrige Examiner Preparation course. We encourage each of you to take advantage of the incredible opportunity offered to you through Baldrige examiner training to learn from and network with the nation's foremost performance-excellence professionals.

As a Baldrige examiner, you provide a valuable service to your country by using your expertise to improve the performance of U.S. organizations and help identify national role models. Members of the Baldrige Program's all-volunteer Board of Examiners give time and talent to improve U.S. competitiveness and generate over \$24 billion in social and economic benefit to the nation. Your service will make a difference.

This document is designed to help you with travel, lodging, and other logistical aspects of Baldrige examiner training. Familiarizing yourself with its contents will answer most of your questions concerning what to expect before and during examiner training.



**Due to the need to defray costs associated with examiner training courses and in response to feedback from past training participants, the following changes are being implemented:**

- In previous years, the training extended through midday on Friday. In 2017, the training courses will be held from 8:30 a.m.–5:00 p.m. on Tuesdays (for new and senior/alumni examiners) and Wednesdays (for all examiners) and 8:30 a.m. – 4:00 p.m. Thursdays (for all examiners). No sessions will be held on Fridays.
- Training participants will be responsible for paying for their lunches in the NIST cafeteria each day on site. The average price for lunch each day is \$8.00. Light snacks will be provided throughout the day in or near the classrooms.
- Light hors d'oeuvres will be served during the Wednesday evening reception from 6 p.m. – 6:30 p.m. at the Hilton Garden Inn hotel.
- Transportation to the area airports will not be provided after the training course ends on Thursday. The Baldrige Program will provide daily transportation from the Hilton Garden Inn and Homewood Suites to and from the training location. Contact the hotel front desk for assistance reserving transportation to the area airports. See page 8 for more detailed transportation information.

## PROOF OF U.S. CITIZENSHIP OR PERMANENT RESIDENCY

**PLEASE NOTE: Effective July 21, 2014, under the REAL ID Act of 2005, agencies, including NIST, can only accept a state-issued driver's license or identification card for access to federal facilities if issued by states that are REAL ID-compliant or have an extension.**

**NIST currently accepts other forms of federally issued identification in lieu of a state-issued driver's license, such as a valid passport, passport card, DOD's Common Access Card (CAC), Veterans ID, Federal Agency HSPD-12 IDs, Military Dependents ID, Transportation Workers Identification Credential (TWIC), and TSA Trusted Traveler ID.**

**To learn more about the REAL ID Act and to determine if your state or territory is compliant, visit the Department of Homeland Security's REAL ID Frequently Asked Questions web page at <https://www.dhs.gov/real-id-public-faqs>.**

To be a member of the Baldrige Program's all-volunteer Board of Examiners, you must be a citizen of the United States or a permanent resident of the United States or its territories. If you served on the Board of Examiners in 2011 or later, you do not need to present proof of U.S. citizenship or residency again.

If you did not serve on the Board of Examiners in 2011 or later, you will need to present one of the following documents to verify your U.S. citizenship or permanent residency:

- U.S. Passport
- Certified Birth Certificate Issued by the City, County, or State
- Consular Report of Birth Abroad or Certification of Birth
- Naturalization Certificate
- Certificate of Citizenship
- Permanent Resident Card

All training participants must present a government-issued ID at training registration and each training day at the NIST campus security gate. Should you have any questions, send an email to [examinerlogistics@nist.gov](mailto:examinerlogistics@nist.gov).

## CHECKLIST TO PREPARE FOR TRAINING

- Read this document thoroughly!
- Make airline and hotel reservations (if necessary). The hotel location is as follows:

**Hilton Garden Inn and Homewood Suites**  
**14975 Shady Grove Road**  
**Rockville, MD 20850**  
**Hilton Garden Inn (240) 507-1800 or (888) 472-1096**  
**Homewood Suites (240) 507-1900 or (888)472-1097**

- Use the guidelines from your examiner selection notification to select your training week preferences. You will then receive an email from the Baldrige Program office ([examinerlogistics@nist.gov](mailto:examinerlogistics@nist.gov)) confirming your selected training week.
- After you have received the confirmation email, if you are planning to stay at **the Hilton Garden Inn and Homewood Suites** (the hotel), please call the hotel by 12 midnight EDT by the date listed on page 10, to make your reservation using your credit card. Provide the name of the event (Baldrige Examiner Training) to hotel reservations **and have your check-in/check-out dates and Group Code available** (see page 11).

Please contact the hotel directly if you have any changes or wish to cancel your reservation:

**Hilton Garden Inn (240) 507-1800**  
**Homewood Suites (240) 507-1900**

- Make arrangements for ground transportation from the airport/train station to the hotel and to the airport/train station after the training course.
- Schedule adequate time to complete your prework assignments, including review of e-learning modules and partial completion of an Independent Review Scorebook (30-40+ hours). For questions related to the prework assignment, please send an email to [examtrng@nist.gov](mailto:examtrng@nist.gov) or call **(877) 237-9064 (select option 2 in the automated voicemail system)**.
- Print out and bring this **logistics information document** to assist you in traveling to and during training.

## TRAINING LOCATION AND SCHEDULE

### ACCESS TO THE NIST CAMPUS

Training classes will be held at the National Institute of Standards and Technology (NIST), 100 Bureau Drive, Gaithersburg, Maryland 20899. Transportation will be provided between the hotel and NIST during training. For those driving to training, NIST has free on-site parking—be prepared to present a photo ID and vehicle registration at the NIST Visitor Center. All staff and visitors are required to wear a NIST-supplied badge at all times while on campus. This badge will be provided to you on the morning of your first training day, and you may be requested to show photo identification while on the NIST grounds.

### DRESS AND AVERAGE TEMPERATURES

Casual business dress is appropriate for all examiner training events, including the Wednesday Baldrige Director's Reception. Although the average temperature for the Washington, D.C., metropolitan area in May is 63° F, temperatures can vary between 50° F and 90° F. The area also can get a lot of rain during May. In addition, the temperature of the training classrooms can vary, so layered clothing is appropriate. Many examiner training participants bring sweaters or light jackets to class.

### REGISTRATION

Senior and Alumni Examiner Training, New Examiner Orientation, and Baldrige Examiner Training Experience attendees will register for training in the hotel lobby on Tuesday morning from 7:15 a.m.–7:45 a.m. Examiner training participants living in Washington, D.C.; Maryland; and Virginia or not staying at the hotel may register at the NIST Visitors Center on Tuesday morning from 8:00 a.m.–8:30 a.m.

Examiners attending only the Examiner Preparation course will register for training in the hotel lobby on Wednesday morning from 7:15 a.m.–7:45 a.m. Examiner training participants living in Washington, D.C.; Maryland; and Virginia or not staying at the hotel may register at the NIST Visitors Center on Wednesday morning from 8:00 a.m.–8:30 a.m.

**ALL PARTICIPANTS IN THE EXAMINER TRAINING COURSE MUST PRESENT A GOVERNMENT-ISSUED PICTURE IDENTIFICATION. BALDRIGE EXAMINERS WHO HAVE NOT PREVIOUSLY DONE SO MUST ALSO PRESENT PROOF OF U.S. CITIZENSHIP. SEE PAGE 3 FOR A LIST OF THE ACCEPTABLE CITIZENSHIP/RESIDENCY DOCUMENTS.**

### ATTENDANCE AND CLASS TIMES

Class times are 8:30 a.m. – 5:00 p.m. (Tuesdays and Wednesdays), 8:30 a.m. – 4:00 p.m. (Thursdays) On the first day of class, Examiner Training participants who are driving to NIST should allow an extra 30 minutes to go through the NIST security process. Examiner Preparation course participants are expected to print out and bring copies of their prework assignments as outlined in the prework assignment email. Attendance is mandatory for all days of examiner training. Please plan to arrive at training on time each day and to remain for the full day. Examiners who do not stay through the end of training will not receive a certificate and will not be considered a member of the 2017 Board of Examiners.

## **USE OF ELECTRONIC DEVICES**

NIST has public Wi-Fi on the first floor and inside the training rooms. If you decide to bring your electronic devices to training, you will be responsible for ensuring that they remain secured. The training rooms are not secured, and NIST cannot be responsible for your personal items. Your full attention and engagement contributes to the success of your learning experience. Therefore, please limit usage of electronic devices inside the classroom. See your facilitator about usage of electronic devices inside your classroom.

## **SPECIAL ACCOMMODATIONS**

Training rooms are located throughout the NIST Administration Building—some at a considerable distance from the main parking lot and bus drop-off location at the Administration Building. If you require special accommodations to reach these training rooms and did not note this when selecting your training week, please send an email to [examinerlogistics@nist.gov](mailto:examinerlogistics@nist.gov).

## **TRAINING WEEK CHANGES OR CANCELLATIONS**

Inform the Baldrige office of a change or cancellation needed as soon as possible via the following email address: [examinerlogistics@nist.gov](mailto:examinerlogistics@nist.gov)

## **EMERGENCY CONTACT INFORMATION FOR PARTICIPANTS DURING TRAINING HOURS**

Persons who need to contact you for an urgent reason during the training day may call the **Examiner Help Center at (877) 237-9064 (select option 1)**. A Baldrige staff member will deliver a message to you in your training room.

## MEALS

### **BREAKFAST**

A complimentary hot breakfast will be available at the hotel from 6:30 a.m. to 7:30 a.m. The Baldrige Program will not provide breakfast at NIST.

### **LUNCH AND SNACKS**

Training participants will be responsible for payment of their lunch in the NIST cafeteria each day of the training course. The lunch buffet is charged by weight. The average cost for lunch per day is \$8.00. Light snacks will be provided during all days of training.

### **TUESDAY NIGHT NO-HOST DINNER**

Interested examiner training participants may meet in the lobby of the hotel to form dinner parties. Check with the hotel for information on local restaurants.

A complimentary reception with light hor d'oeuvres, wine, and beer will be held on Tuesday, Wednesday, and Thursday evenings in the hotel lobby from 5:30 p.m.–7:30 p.m. A jazz band will perform each Thursday evening.

### **WEDNESDAY NIGHT BALDRIGE DIRECTOR'S RECEPTION**

All examiner training participants are invited to attend the Baldrige Director's Reception at the Hilton Garden Inn and Homewood Suites on Wednesday nights. During the reception, Mr. Robert Fangmeyer, director of the Baldrige Performance Excellence Program, will share changes to and other current information on the Baldrige Program. Attendance at this reception is limited to Baldrige Examiner Preparation course participants and Baldrige staff members. Light hor d'oeuvres will be provided.



## TRANSPORTATION

### GENERAL INFORMATION

#### From the Airports to the Hotel

2017 Baldrige Examiner Preparation course participants are expected to make arrangements and pay for their own transportation to the hotel. Information on traveling from the airports to the **Hilton Garden Inn and Homewood Suites** begins on page 12.

#### To Class

Buses will pick up Baldrige Examiner Preparation course participants at the hotel starting at 7:45 a.m. each morning. Buses will return Baldrige Examiner Preparation course participants to the hotel at the end of each training day.

#### After Training on Thursday

Buses will be provided to the hotel immediately after training on Thursday afternoon. Transportation is reserved only for members of the Baldrige Program's Board of Examiners and other training participants.

#### Departure Transportation Reservations

Examiner training participants are responsible for arranging their departure transportation. Examiner training will end at approximately 4:00 p.m. on Thursday afternoon. Buses will take training participants staying at the hotel back to the hotel on Thursday afternoon. If making departure reservations for Thursday, ensure that the departure time is not scheduled before 8 p.m. EDT to ensure adequate transport time to your departure destination. Ensure that the correct checkout date is indicated when making your hotel reservation.

## **COMMERCIAL TRANSPORTATION SERVICES**

*Disclaimer: The following commercial businesses have no official relationship with NIST or the Baldrige Program. We provide this information as a convenience to NIST visitors and conference attendees. NIST and the Baldrige Program do not endorse or guarantee the quality or services provided by these businesses.*

### **Taxi Services**

Action Taxi: (301) 840-1000  
Barwood Cab: (301) 984-1900  
Regency Taxi: (301) 990-9000

**Limousine Service** (provides transportation to Dulles, Reagan National, and BWI Airports)

**Kapitol Executive Sedan & Limousine (240) 533-6262**

**Federal Airport Shuttle: (866) 721-2929 or (301) 528-2929 or go to**  
<http://federalairportshuttle.net/>

**Roadmaster Transportation: (301) 881-7200 or (800) 283-5634 or go to**  
<http://www.roadmastertransportation.com/>

**Corporate Chauffeured Services: (800) 637-9874 or (301) 637-9268 or go to**  
<http://www.ccslimodc.com/>

### **Car Rental**

Avis Rent A Car  
701 Russell Avenue  
Gaithersburg, MD 20877  
(240) 683-8954

Enterprise Rent A Car  
16127 Shady Grove Rd.  
Gaithersburg, MD 20877  
(301) 208-7315

Enterprise Rent A Car  
2 Montgomery Village Avenue  
Gaithersburg, MD 20879  
(301) 670-6272

## HOTEL ACCOMMODATIONS

### LODGING GUIDELINES

You must wait to receive an email from our office confirming your scheduled training dates before making your hotel reservation. Rooms are being held for Baldrige Examiner Preparation course participants at the **Hilton Garden Inn and Homewood Suites**. Detailed information for making hotel reservations follows, beginning on this page.

Examiner training participants may choose to stay at a different hotel or to commute daily. If staying at a hotel other than the **Hilton Garden Inn and Homewood Suites**, examiner training participants must ensure that they arrive to their class on time each day. Please note that the group room rate is available for rooms at the **Hilton Garden Inn and Homewood Suites only**.

### HOTEL INFORMATION

#### HILTON GARDEN INN AND HOMEWOOD SUITES

14975 Shady Grove Rd.

Rockville, MD 20850

Hilton Garden Inn (240) 507-1800 or (888) 472-1096

Homewood Suites (240) 507-1900 or (888)472-1097

#### Hotel Room Rates

Blocks of rooms have been reserved for examiner training participants at the **Hilton Garden Inn (\$185/night)** and at the **Homewood Suites (\$195/night)**.

#### Deadline for Making Hotel Reservations

**All reservations must be made by 12 midnight, EDT, on the “Cutoff date” listed below** to get the training block rate. It is advised that you book early; the special room rate will be available until the “Cutoff date” listed below or until the group block is sold out, whichever comes first.

April 25– April 28 “Cutoff date” – 12 midnight, EDT, Monday, April 4, 2017

May 2 – May 5 “Cutoff date” – 12 midnight, EDT, Monday, April 11, 2017

May 9 – May 12 “Cutoff date” – 12 midnight, EDT, Monday, April 18, 2017

### HOW TO MAKE A RESERVATION AT THE HILTON GARDEN INN AND HOMEWOOD SUITES

- Please call the hotel at telephone numbers listed above or use the website link on page 11.

#### Making a Reservation by Telephone

1. Dial **(888) 472-1096 or (888)472-1097**
2. Provide the event name: Baldrige examiner training and be prepared to provide the Group Code provided on Page 11.
3. Provide appropriate dates for your arrival and departure. The room block rate at the Hilton Garden Inn—(\$185/night) and at the Homewood Suites — (\$195/night) is available on a first-come, first-served basis.

The dates below represent check-in and check-out dates at the hotel.

**Hilton Garden Inn and Homewood Suites Reservation Check-In/Check-Out Dates  
by Training Week**

| <b>SENIOR AND NEW EXAMINERS,<br/>BALDRIGE EXAMINER TRAINING<br/>EXPERIENCE PARTICIPANTS</b> |                        | <b><u>RETURNING EXAMINERS</u></b> |                        |
|---|------------------------|-----------------------------------|------------------------|
| <b>Check in</b>   | <b>Check out</b>       | <b>Check-in</b>                   | <b>Check-out</b>       |
| <b>Group<br/>Monday<br/>4/24</b>  | <b>Friday<br/>4/28</b> | <b>Tuesday<br/>4/25</b>           | <b>Friday<br/>4/28</b> |
| <b>Monday<br/>5/1</b>   | <b>Friday<br/>5/5</b>  | <b>Tuesday<br/>5/2</b>            | <b>Friday<br/>5/5</b>  |
| <b>Monday<br/>5/8</b>   | <b>Friday<br/>5/12</b> | <b>Tuesday<br/>5/9</b>            | <b>Friday<br/>5/12</b> |

**\*\*Please remember to enter the appropriate check-in date and check-out date if making reservations online (see chart above for check-in/check-out dates).**

Making Reservations Online (online training week links are specific for each week)

- **April 24 – April 28      GROUP CODE - MBA**  
[http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DCARVGI-MBA-20170424/index.jhtml?WT.mc\\_id=POG](http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DCARVGI-MBA-20170424/index.jhtml?WT.mc_id=POG)
- **May 1 – May 5      GROUP CODE - MBB**  
[http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DCARVGI-MBB-20170501/index.jhtml?WT.mc\\_id=POG](http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DCARVGI-MBB-20170501/index.jhtml?WT.mc_id=POG)
- **May 8 – May 12      GROUP CODE - MBC**  
[http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DCARVGI-MBC-20170508/index.jhtml?WT.mc\\_id=POG](http://hiltongardeninn.hilton.com/en/gi/groups/personalized/D/DCARVGI-MBC-20170508/index.jhtml?WT.mc_id=POG)

Changing or Cancelling a Hotel Reservation

Please call the hotel directly to reserve your room, make changes, or cancel your reservation.

## **DIRECTIONS TO THE HOTEL AND NIST**

### **DRIVING DIRECTIONS TO THE HOTEL**

The hotel is located in Rockville, Maryland, which is about 25 miles northwest of Washington, D.C., via Interstate 270.

### **General Driving Directions**

#### Northbound

Take I-270 North toward Frederick. Take exit 8 to Shady Grove Road. Turn left on Shady Grove Road. Drive 0.9 mile, and the hotels will be on your left.

#### Southbound

Take I-270 South toward Washington, D.C. Take exit 8 to Shady Grove Road. Turn right on Shady Grove Road. Drive 0.9 mile, and the hotels will be on your left.

#### From NIST (via I-270)

Take Bureau Drive to Clopper Road. Turn right on Clopper Road. Merge onto I-270 South toward Washington, D.C. Take exit 8 to Shady Grove Road. Turn right on Shady Grove Road, and the hotels will be on your left.

#### From NIST (via Muddy Branch Road)

Take Bureau Drive to North Drive. Turn left onto North Drive. Turn left onto East Drive. Turn right onto Muddy Branch Road. Turn left at Great Seneca Highway. Turn left at Key West Avenue. Turn right onto Shady Grove Road, and the hotels will be on your left.

## **From Local Airports to the Hilton Garden Inn and Homewood Suites**

Information on commercial providers of local ground transportation, including contact information, is on page 9.

### Dulles International Airport (IAD)

Take 267 East (Dulles Expressway) toward Washington, D.C. Exit to I-495 North toward Baltimore. Merge onto I-270 North and take exit 8 to Shady Grove Road. Turn left on Shady Grove Road, and the hotels will be on your left. The total distance is approximately 28 miles.

### Reagan National Airport (DCA)

Take George Washington Parkway North to I-495 North to I-270 North. Take exit for Shady Grove Road. Turn left at the light, and continue 0.5 miles. The hotels will be on the left. The total distance is approximately 24 miles.

### Baltimore-Washington International (BWI) Thurgood Marshall Airport

Exit airport on I-195 West to 95 South. Follow 95 South 19 miles to I-495 West. Remain on I-495 for 10 miles to I-270 North. Follow I-270 North approx. 6 miles and exit on Shady Grove Road. Turn left at the light, and continue 0.5 miles. The hotels will be on your left. The total distance is approximately 44 miles.

## **From the Metro Subway System**

Metro rail service is available from Reagan National Airport (DCA) on the Blue Line to the Shady Grove Metro Station on the Red Line. The Shady Grove Metro Station is in close driving proximity to both NIST and the hotel. Additional Metro service information is available on the Metro website: [www.wmata.com](http://www.wmata.com).

### Driving from Shady Grove Metro Station to the hotel

Exit Metro Station to Redland Road. Turn right on Redland Road. Turn right on Rockville Pike (355 North). Turn left on Shady Grove Road, and the hotels will be on your left.

## **DRIVING DIRECTIONS TO NIST**

NIST is located about 25 miles northwest of Washington, D.C. Additional information about transportation to NIST is available on its website: [www.nist.gov](http://www.nist.gov).

### NIST Address

100 Bureau Drive, Gaithersburg, MD 20899-1020

## **General Driving Directions**

### **From northbound I-270**

Take Exit 10, Route 117 West, Clopper Road. Bear right at the first light onto Clopper Road/West Diamond Avenue. At the next light, turn left onto the NIST grounds.

### **From southbound I-270**

Take Exit 11, Route 124, Montgomery Village Avenue/Quince Orchard Road. Bear right at the first light onto Route 124 West, Quince Orchard Road. After you merge onto Rt. 124, Quince Orchard Road, turn left at the second light onto Route 117, West Diamond Avenue. Turn right at the first light onto NIST grounds.

## **From the Metro Subway System**

Metro rail service is available from Reagan National Airport (DCA) on the Blue Line to the Shady Grove Metro Station on the Red Line. The Shady Grove Metro Station is in close driving proximity to both NIST and the hotel. Additional Metro service information is available on the Metro website: [www.wmata.com](http://www.wmata.com).

### Driving from Shady Grove Metro Station to NIST

Exit Metro Station onto I-370 West. From I-370, take I-270 North toward Frederick. Stay in the local lanes of I-270 North and take exit 10, Route 117 (West Clopper Road). At the light at the end of the exit ramp, turn right onto Clopper Road. Then turn left at the first traffic light onto Bureau Drive. This will take you to the main gate of NIST. Before driving through the main gate, turn into the parking lot from the right lane for the secured entry process. This process occurs in the building at the end of the parking lot. Be prepared to present a photo ID and vehicle registration.

## **NIST Metro Shuttle Service**

NIST provides shuttle service for official visitors and staff to and from the Shady Grove Metro Station from 6:45 a.m. to 6:15 p.m.

Visitors using Metro can meet the NIST shuttle at the east side of the Shady Grove Metro Station at 15 and 45 minutes past the hour. The shuttle stops at the 4th kiosk on the Eastside of the Shady Grove Metro Station and at NIST in front of the Administration Building (101) every 30 minutes. The first shuttle leaves the Shady Grove Metro Station at 6:45 a.m., and the last shuttle from NIST leaves at 6:05 p.m. the shuttle departs from the front of the NIST Administration Building at 5 and 35 minutes past the hour. The ride between NIST and the Shady Grove Metro Station takes approximately 15 minutes, depending on traffic conditions.

The shuttle operates Monday through Friday except on federal holidays. All visitors who do not have a NIST visitor's badge must disembark at the NIST Visitors Center to register.

## **EXAMINER TRAINING EXPENSES**

The Baldrige Program provides the training course\*, course materials\*, transportation between the hotel and the training site, and one evening reception free of charge. Examiner training participants or their employers need to cover other transportation, lodging, meals, and other costs related to attending training in Gaithersburg, Maryland. In addition, for examiners who participate in a site visit, the Baldrige Program covers all travel and lodging costs associated with that travel.

*\*The training course and course materials are provided to the Baldrige Program's volunteer Board of Examiners at no cost. A fee is assessed to all other training participants.*