

# Courier Routes – Washington, DC Area

This list details the daily courier routes for the Henry M. Jackson Foundation for the Advancement of Military Medicine (HJF) and its programs. Courier only stops at the following locations.

Courier picks up at 9:00 AM and Delivers at 2:00 PM to\*:

HJF Headquarters  
MAILROOM (301) 424-0800  
1401 Rockville Pike, Suite 600  
Rockville, MD 20852

\* includes all locations except USUHS

## Deliveries to:

### 1 CPDR – Center for Prostate Research

1530 East Jefferson Street, Rockville, MD 20852  
Contact: Marcie Russell (240) 453-8960

### 2 HJF/ WRAIR OFFICE & HIV LAB

1 & 13 Taft Court & 1600 E. Gude Drive, Rockville, MD 20850 (Mail is left at Gude Drive)  
Contact: Fran Greene (301) 251-5000

### 3 BDRD – Biological Defense Research Directorate

12300 Washington Avenue, Rockville, MD 20852  
Contact: Holly Vario (301) 984-9184

### 4 NIH – National Institute of Health

BUILDING 10, Clinical Center

### 5 NNMC – National Naval Medical Center

8901 Wisconsin Ave, Bethesda, MD 20889

BUILDING 5, HJF OFFICE, Room 230 (301) 295-6400, Dr. Martin or Robin (5/29/02)

CCRC, Room 435, Sgt. Chaney (301) 295-6263

BUILDING 7, Room 5309, 5th floor (on payroll day only)

BUILDING 8, Room 4127, 4th floor, Dr. Hoffmeister, (301) 435-5387 (Tuesday and Thursday)

BUILDING 10, DCI Office, 1st Deck, Room 1006, Sheila Gaines or Paulette, (301) 295-2275

### 6 DAIDS/NIAID/HIV Research Liaison Office

6700 A Rockledge Drive 2nd Floor (Tuesday and Thursday)

Bethesda, MD 20817

Contact: Sharee Body (301) 896-4025

### 7 AFFRI - Armed Forces Radiology Research Center

8901 Wisconsin Ave., Bethesda, MD 20889

Bldg 42 HJF Office (301) 295-6400

## **8 USU – Uniformed Services University**

4301 Jones Bridge Road, Bethesda, MD 20814  
Building A, Room A, 1016 Liaison Office  
Contact: Dee Harin (301) 295-3307 (for PICK-UP only at USUHS)

## **9 NMRC – Naval Medical Research Center**

Daniel K. Inovy Building, 503 Robert Grant Ave., Forest Glen MD 20910, (301) 319-9492  
Room 1 A39, WRAIR Mail Room, Mr. McGowan (301) 319-9820  
Retrovirology, Room GW19 Columbus Watson (301) 319-9032

## **WRAIR – Walter Reed Army Institute of Research**

Daniel K. Inovy Building, 503 Robert Grant Ave., Forest Glen, MD 20910, (301) 319-9492  
Room 1-A39, Mail Room, Mr. McGowan (301) 319-9820

## **10 WRAMC – Walter Reed Army Medical Center**

6900 Georgia Ave., N.W., Washington, DC 20301

BUILDING 1 – Administration Building  
Ward 11 DVHIP Room B 207  
Contact: Jose (202) 782-6345

BUILDING 2  
Room 2H22, Message Center, Main Distribution Center, (202) 782-3501  
Room 3G04, Deployment Health Clinical Center, (202) 782-6563, Dan Bullis  
Room 2B41 on request only  
Ward 43/44 on request only  
Ward 55 Clinical Breast Care Project (CBCP), (202) 782-0002, Lisa Lietz  
Ward 56, Room 5611 CPDR/Urology Research, (202) 782-4000 Raziya Dozier  
Ward 63 Infectious Disease Service, Room 6362, (202) 782-9259, Helene  
Ward 77 Pulmonary/Rheumatology, Room 7746  
Ward 78 Room 7864 Hematology/Oncology, (202) 782-5756, Linda Brewster, Monday & Thursday

BUILDING 6 – Borden Pavillion  
DCI Copy/Mail Room 4044, (202) 782-7862

## **11 HJF/ WRAIR OFFICE & HIV LAB**

1 & 13 Taft Court  
1600 E. Gude Drive, Rockville, MD 20850 (Mail is left at Gude Drive)  
Contact: Fran Greene (301) 251-5000

### **Please include the following:**

- Name
- Department
- Location
- Building/Room #

If the mail is not clearly addressed (including the Bldg. # and Room #) the couriers have been instructed NOT to pick it up. When sending a package to any of the above locations, please fill out a delivery slip (located in copy center) and attach it to the package. We will receive confirmation that the package has been delivered.

### **Courier service:**

Trans Time Express Delivery, (301) 251-4460