

DD/A Register
79-1333/2

3 MAY 1979

MEMORANDUM FOR: Executive Officer, DD/A

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Carpool Representative

REFERENCE: a. Letter dated 16 April 1979 to DCI from
Regional Administrator, GSA, Same Subject
(DDA 79-1333/1, OL-9-1570)

b. Memo dated 24 April 1979 to EO/DD/A from
D/OL, Same Subject (DDA 79-0749/4, OP 79-2626)

1. The Director of Logistics must have been grossly misinformed about the Office of Personnel's role--leadership or otherwise--in Agency carpooling arrangements. Reference b. indicates much more OP activity than is actually the case.

2. Our efforts extend only to an occasional monitoring of the Carpool Locator Board in the "J" corridor of the first floor of the Headquarters Building to ensure that blank cards are available, outdated cards removed, and that the general appearance of the board is maintained in an acceptable condition. This is little more than an extension of our custodial responsibility for the maintenance and care of other Agency bulletin boards.

3. On the other hand, reference a. addresses the much broader subject of transportation involving employees in all metropolitan Washington locations. It would appear, therefore, that your original referral of this matter to the Office of Logistics was appropriate.

[Redacted Signature Box]

Harry E. Fitzwater

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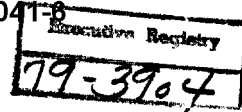
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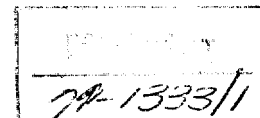
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 General Services Administration - Region 3

Washington, DC 20407



a.

APR 16 1979



Admiral Stansfield Turner
 Director
 Central Intelligence Agency
 Washington, DC 20505

Dear Admiral Turner:

In furtherance of the Federal Government's efforts in energy conservation and in view of possible additional reductions in the importation of fuel oils due to international circumstances, I feel it is important to renew efforts to create a more viable computerized carpooling matching program for Federal employees in the Washington metropolitan area.

I believe now is the time to place additional emphasis on the advantages of carpooling, by increased participation by every Federal agency. All employees of your agency should again be advised of the continued availability of the computerized matching service to assist in forming or enlarging carpools.

Therefore, I request that you designate an individual in your agency to coordinate an increase in activities in this program with my carpool representative. Please have your designee contact Mr. Jay Cohen of my staff on 472-1334.

Sincerely,

WALTER V. KALLAUR
 Regional Administrator

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Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, DC 20505



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PERS 77-2020

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79-0744/4

24 APR 1979

REFERENC

MEMORANDUM FOR: Executive Officer, DDA
FROM: James H. McDonald
Director of Logistics
SUBJECT: Carpool Representative
REFERENCE: Letter dtd 16 Apr 79 to DCI fm Regional
Administrator, GSA, same subj (DD/A-79-
1333/1, OL 9-1570)

b.

To date, the only involvement for the Office of Logistics with carpools has been the assignment of parking space after the carpool has been organized. The Office of Personnel has been the leader in organizing pools and stimulating employees' interest through notices and the carpool locator system. Rather than fracture a well-organized arrangement, I believe it more appropriate for the Office of Personnel to maintain leadership in the organization of carpools.

[Redacted Signature]

James H. McDonald

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cc: D/Pers

OL 9-1570a

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The computerized carpool matching service "Commuter Club," is a part of the Council of Governments (COG) plan for reducing energy consumption and improving the air quality in the Metropolitan area. The General Services Administration (GSA) is assisting by coordinating activities involving Federal agencies. Employee participation is voluntary and is intended to assist employees in finding the best means of transportation to and from work. In addition, the overall data obtained will be used to try to improve the transit service to match the needs of employees.

To provide a more complete data base, the cooperation of all employees is requested in completing the attached form, even though your present transportation arrangements are satisfactory. Each employee is being given the opportunity to complete and turn in a questionnaire. Completed questionnaires should be returned to _____ no later than _____ to be included in the initial computer run.

Those employees who are members of Commuter Club have recently received a new print out and need not submit a new questionnaire except to correct the information listed in the system. Any present member submitting a correction should list their Commuter Club ID number in question 12.

Each person who indicates a desire to carpool will receive a printout with the names of fellow employees who have compatible home locations, work locations and duty hours. Participants can then contact these persons to form or enlarge carpools. Names of persons who indicate on the questionnaires they do not wish to carpool will not appear on any printout. However, since overall transportation data is needed, it is to each persons advantage to complete a questionnaire even if not interested in carpooling at this time.

The question has been raised whether Federal participation brings COG's Commuter Club under the Privacy Act of 1974. Employee participation is voluntary but does require solicitation and collection of personal information. Therefore, although GSA recognizes the function performed by Federal agencies is more an accomodation of participating employees than a Federal activity, GSA will follow the Privacy Act requirements.

All questionnaires are collected for and delivered to COG. Information on them is converted to machine readable form for computer processing and storage. Individual questionnaires are then destroyed. COG and GSA keep master lists. COG prepares individual printouts and delivers them to Federal employees through GSA and employer agencies. These contain work location, duty hours and work telephone number of participants and the recipient's home address. They contain no personal information about participants. No other use or distribution is made of questionnaire information on individual on employees.

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INSTRUCTIONS: Please complete all questions and return only this page through interoffice mails.

COMMUTER CLUB

1. YOUR NAME (Last and first) (Leave a blank space between first and last name)

G	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
----------	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------	------	------	------	------

2. HOME ADDRESS (Number and street name) (Leave blank space after street number) (Omit apartment no.)

(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)
------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

3. CITY

(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)	(50)	(51)
------	------	------	------	------	------	------	------	------	------

4. COUNTY (Abbrev., if necessary)

(52)	(53)	(54)	(55)	(56)	(57)	(58)	(59)
------	------	------	------	------	------	------	------

5. STATE

(55)	(56)
------	------

6. ZIP CODE

(56)	(57)	(58)	(59)	(60)
------	------	------	------	------

7. AGENCY NAME (Please print)

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8. OFFICE SYMBOL

(61)	(62)	(63)
------	------	------

(Leave blank)

(64)	(65)	(66)	(67)
------	------	------	------

9. BUILDING NAME (Please print)

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(76)	(77)	(78)	(79)	(80)
------	------	------	------	------

10. What are your usual working hours? Example:

(1) show 8:00 A.M.

8	0	0	A
---	---	---	---

 and 4:30 P.M.

4	3	0	P
---	---	---	---

(If "flexi-time", write "flex" in boxes)

BEGIN

(2)	(3)	(4)	(5)	(6)
-----	-----	-----	-----	-----

END

(7)	(8)	(9)	(10)	(11)
-----	-----	-----	------	------

11. Office Phone (Do not use area code)

(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19) If needed	(20)	(21)	(22)
------	------	------	------	------	------	------	----------------	------	------	------

12. If you have previously submitted a Commuter Club questionnaire and are using this form to update information,

place an 'X' here

--

 If known, enter your Commuter Club ID Number here:

(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)
------	------	------	------	------	------	------	------	------

13. Do you desire to be included for carpool matching? (Place "Y" for "Yes" or an "N" for "No" in box)
REMEMBER THAT A "YES" ANSWER PLACES YOU UNDER NO OBLIGATION.

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(33)

14. How do you usually get to work? (Place appropriate number in box)

- | | | | |
|-----------------------|-----------------|-----------|--------------------------|
| 1 - Drive alone | 4 - Dropped off | 7 - Train | A - Rail Transit |
| 2 - Member of carpool | 5 - Motorcycle | 8 - Walk | B - Rail/Bus Combination |
| 3 - Bus passenger | 6 - Bicycle | 9 - Other | |
- | |
|--|
| |
|--|
- (34)

15. If you are presently in a carpool, how many members do you usually have, including yourself?
(Place number in box.)

--

(35)

YOU MAY WISH TO TAKE ADVANTAGE OF THE ADDITIONAL SERVICE OF BEING MATCHED WITH COMMUTERS ALONG YOUR ROUTE TO WORK, OR WHOM YOU COULD MEET AT FRINGE PARKING ALONG YOUR ROUTE

16. Are you willing to pick up riders along your route? (Place "Y" for "Yes" or an "N" for "No" in box)

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(36)

17. Are you willing to meet other commuters at fringe parking? (Place "Y" for "Yes" or an "N" for "No" in box)

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(37)

18. If you answered "Yes" to either question 16 or 17 please look at the list on the back, locate the major route segments you normally use to get to work and place the code numbers in the boxes provided in the order in which you use the routes. NOTE: Your alternate routes or occasional routes cannot be taken into account.

1st major route segment after leaving home	2nd route segment	3rd route segment	4th route segment								
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(38) (39)	(40) (41)	(42) (43)	(44) (45)								

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Responses on Draft OMB Circular on Employee Parking

ADD/OS 4/18/79 OL 9-1555

AC/ISAS 4/18/79 OL 9-1557

C/MS/ODP 4/19/79 OL 9-1580

DTR 4/19/79 OL 9-1589

ACD/ORD 4/18/79 OL 9-1588

9 May 1979

MEMORANDUM FOR: Director of Logistics, DDA

ATTENTION :

[Redacted]

SUBJECT :

Employee Parking

Attached are the comments from NFAC offices on the parking fee problem per our conversation.

[Redacted]

Chief, NFAC Administrative Staff

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01 9 1891