

CONFIDENTIAL

29 SEP 1983

OS REENTRY
FILE 00324

MEMORANDUM FOR: Chief, Logistics Services Division
Office of Logistics

VIA: Deputy Director for Administration

FROM: [Redacted] Director of Security

25X1

SUBJECT: Ridesharing

REFERENCE: Your Memo of 20 September 1983 to Chief, Policy and Plans Group/OS, same Subject

1. In response to reference, this will affirm the Office of Security position that figured in coordination of Employee Bulletin 1033; i.e., the Agency cannot participate in the General Services Administration (GSA)-sponsored Federal Facility Ridesharing Program. Our objection is based on the fact that a list of overt Agency employees would be created in machine records of the Metropolitan Washington Council of Governments Committee Club. Such a list, created to support a public sharing of information, is not acceptable in terms of our obligation to avoid compilation of the names of Agency employees (Section 6, CIA Act of 1949).

2. We have agreed to participation in the Rosslyn ridesharing program as a concession to public relations factors associated with the new building. Any list of Agency employees created by this concession will be insignificant, certainly in comparison to the numbers that would be involved in an area-wide program. We feel this is sufficient to satisfy expressed local concern over traffic conditions, particularly when supported by the following:

- ° The bulk of Agency employees are quartered in Headquarters Building and the percentage will increase upon completion of the new building. The location of these facilities, well removed from any other major Government facility, does not lend itself to a proximity destination program.

[Redacted]

[Redacted]

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OS 3 2174/1A

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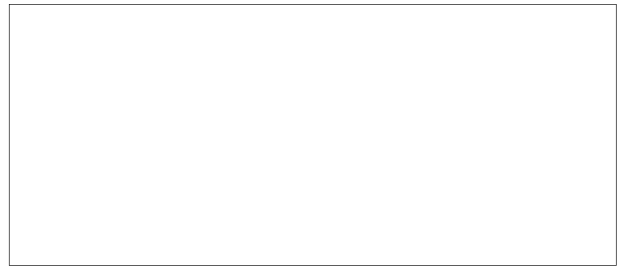
CONFIDENTIAL

° Our in-house effort to encourage ridesharing is organized and active. Assignment of a substantial number of choice parking spaces for carpools and vanpools is graphic evidence of Agency intent in ridesharing.

° The Agency has and does encourage vanpooling and information concerning this type of ridesharing is welcome.

3. It is suggested the above-mentioned factors and any other demonstration of a positive attitude toward ridesharing be included in a response to the Northern Virginia Transportation Committee (NVTC). We have not prepared a suggested response because we cannot speak for [redacted] We are interested in the reply to the NVTC and request that the second letter to Mr. Peter Braham be coordinated with this Office. Our wish is that the letter be as responsive as possible, consistent with our position on the GSA-sponsored ridesharing program.

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Distribution:

- Orig - Adse
- 1 - DDA
- 1 - D/S
- ① - OS Registry
- 1 - PPG Chrono

OS/P&M/PPG/[redacted] ali (28SEP83)

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9/20
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D/S signed off
29 Sep 83.

Forwarded to DDA
this date.

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CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Ridesharing

FROM:

Policy and Plans Group
4E-70, Headquarters

EXTENSION

NO.

25X1

DATE

27 September 1983

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/PPG

It may be desirable to route this to the D/OL via the DDA. Per the basics, both were involved or interested in the public relations aspect.

2.

DD/PTM

28 SEP 1983

1/29 [Signature]

3.

DIOS

29 SEP 1983

30 SEP 1983

[Signature]

The issue seems narrow, but it could involve a major policy decision; i.e., is preventing listings of overt employees practical or necessary? Also, the public relations angle may raise the immediate issue to the DDA level or higher. The line-up of Northern Virginia Transportation Commission includes a number of County and State leaders who could influence placement of the new building.

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DPG

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It seems to me we have gone as far as we can on this issue. Concern with [redacted] recommendations. Concern [redacted]

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12.

13. REGRADED UNCLASSIFIED WHEN SEPARATED FROM CONFIDENTIAL ATTACHMENT

14.

15.

25X1

25X1

DD/PTM

CONFIDENTIAL

28 SEP 1983

053 41241

~~CONFIDENTIAL~~

28 SEP 1983

MEMORANDUM FOR: Chief, Policy and Plans Group

FROM:

Policy and Plans Group

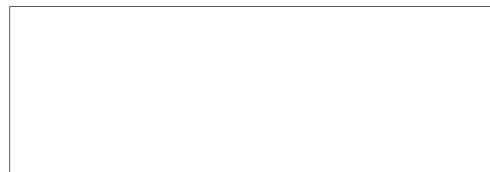
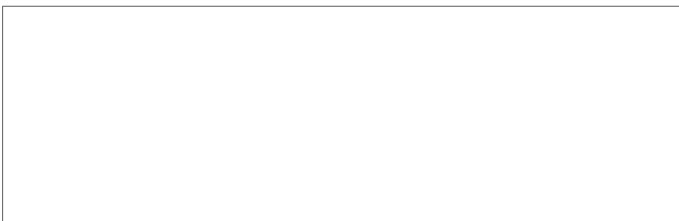
25X1

SUBJECT: Ridesharing

1. As reflected in basic material, carpooling and vanpooling figured in a previous exchange with the Logistics Service Division, Office of Logistics (LSD/OL). The result of the exchange was agreement that applications for ridesharing to and from Rosslyn could be publicized and made available for distribution. It was further agreed, that the Agency would not publicize the Federal Facility Ridesharing Program sponsored by the General Services Administration (GSA). The latter position was taken because the GSA-sponsored program features a master computer index for the entire Washington, D.C. area; the index would create an extensive list of overt employees in violation of Section 6 of the CIA Act of 1949 which states "the Agency should be exempted from the provisions of Section 654 of Title 5, and the provisions of any other law which require the publication or disclosure of the organization, functions, names, official titles, salaries, or number of personnel employed by the Agency." In addition to listing in machine records, Agency employees would be named and their employers identified in lists circulated as part of the computer ridematching service.

2. An employee bulletin (attached) has been published that promotes ridesharing to Rosslyn. Originally, this bulletin was also to promote the GSA-sponsored program. It does not mention the latter program due to an Office of Security objection that was explained to LSD/OL. LSD/OL also knew that we considered the matter resolved with respect to a response to the Northern Virginia Transportation Commission (NVTC). Although no formal position paper was forwarded, it was made clear that the limit of compromise had been reached in agreeing to cooperation with the NVTC effort in Rosslyn.

3. LSD/OL is under the gun on the ridesharing issue. The basic material notes the public relation aspect of responding to the NVTC and our appreciation of it. It was believed the Rosslyn



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concession was sufficient to placate the NVTC, but apparently LSD/OL does not consider the matter settled in the absence of a written statement. To close the issue, we are forced to consider alternative:

- ° Holding the line on creation of more public lists of overt employees; or
- ° Bow to the pressure and accept the idea it is no longer possible to prevent public listings of overt employees.

4. The choice is not as simple as it may appear. Contrary to conditions in 1949, most CIA employees are now open. There has been an erosion of the protection that once prevented creation of listings. State tax records are not controlled and could be used to compile an almost complete roster of overt employees from Virginia, Maryland and D.C. records alone. Medicare records can be afforded limited but not absolute protection. Social Security will soon be with us and will further complicate the situation.

5. On the other hand, a statutory responsibility stands. We need not compound a threat by cooperating in a Government program that by its nature invites removal of the last barrier of confidentiality or at least limited access. Finally, we have an in-house ridesharing program that conforms fully with the spirit of the Federally-sponsored activity.

6. On balance, it is believed that our mission is not consistent with the GSA program, and that it is appropriate we assert our unique status and responsibility under the law. With due provision for the need for diplomacy in a response to the NVTC, it is recommended:

- ° The Office of Security go on record as opposed to participation in the GSA-sponsored ridesharing program.
- ° Public relations considerations be addressed in the manner proposed in the attached response to LSD/OL.



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Attachment

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EMPLOYEE BULLETIN

EB No. 1033

16 September 1983

USE OF PUBLIC TRANSPORTATION, CARPOOLS, AND VANPOOLS

1. The Agency continues to encourage employee use of public transportation, carpools, and vanpools in the Metropolitan Washington area. Recently, the Agency has received application forms for ridesharing in the Rosslyn area and general information about vanpooling from the Northern Virginia Transportation Commission.

2. This material is available at the carpool grid located in the 1J corridor, Headquarters Building, and in the Staff Personnel Division, Office of Personnel, 803 Ames Building, extension . Agency employees in other buildings who desire vanpooling information or ridesharing application forms may contact the Space Maintenance and Facilities Branch, Office of Logistics, 1J45 Headquarters Building, extension .

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3. Participation in these worthwhile programs is strongly encouraged whenever consistent with cover.

DISTRIBUTION: ALL EMPLOYEES (1-6)

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Ridesharing

FROM:

Policy and Plans Group
4E-70, Hqs.

EXTENSION

NO.

25X1

DATE

28 September 1983

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/PPG

2.

DD/P&M

28 SEP 1983

29 SEP 83

3.

DD/S

4.

D/S

19 Sept. 83 *[Signature]*

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13. REGRADED UNCLASSIFIED WHEN SEPARATED FROM CONFIDENTIAL ATTACHMENT

14.

15.

CONFIDENTIAL

REFERENCE

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Ridesharing

FROM:
Chief, LSD/OL
3E14 Headquarters

EXTENSION NO.

DATE
20 September 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PPG/OS
GE31 Headquarters

Attached is additional information from GSA regarding the Federal Facility Ridesharing Program. We are still awaiting a decision from the Office of Security regarding Agency participation in this program. We will then respond to the letter from Mr. Peter Braham of the Northern Virginia Transportation Commission to the Office of Public Affairs, dated 20 July 1983, on this subject. An interim response only has been sent to Mr. Braham to date.



Attachments

	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
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05 3 2174/1

AUG 30 1983

GSA RUSH HOUR INFORMATION UPDATE : COMPUTER RIDEMATCHING

During the past 2 years, the Metropolitan Washington Council of Governments (COG), the General Services Administration (GSA), and the local county ridesharing coordinators have developed and implemented a new ridematching software system for use by area commuters. This new system is far superior to the previous system which had been in use since 1973. New algorithms built into the software allow the computer to "think" like a typical commuter would think in attempting to locate an appropriate carpool or vanpool. Those facility coordinators actively using the system have expressed a great deal of satisfaction with the results. A description of the new features follows:

1. Applicants are no longer placed in a grid data base. The residence and worksite locations are now represented as points on a map. Matching is based on areas within circles of expanding radii. The greater the distance is between the home and work sites, the larger the area the computer will search for potential riders and drivers.

2. Applicants can be matched from their residence and/or from any other location, such as a day-care center, park and ride lot, etc.

3. Applicants will be matched with other commuters based on specific flexibility of work hours. Ridematching forms require that the amount of flexibility (in minutes) and the direction of flexibility (earlier or later) to be indicated.

4. COG provides overnight ridematching service to applicants. The ridematching list is mailed to the applicant's home.

Each month COG mails delete notices and renewal applications to individuals who have been on the data base for 5 months. Information on those who do not reapply for a new match list will be deleted from the data base during the 6th month.

Ridematching Applications, GSA Form 10045, are available for use by all Federal agencies for distribution on a "Take One" basis. The forms should be stocked in personnel, parking, and administrative offices and cafeterias. Every new or transferring Federal employee should be handed the application by a personnel office staff member. (New employee ridesharing orientation is an important part of a facility ridesharing program.) GSA will soon have available for agency use 500 standing display units that will hold the applications in a pocket for distribution directly to employees.

Sample Cover Memorandum for Ridematching Application

TO: ALL EMPLOYEES

FROM:

As a participant in the Federal Facility Ridesharing Program, we are able to assist you in obtaining carpool and vanpool information. If you are interested in joining an employee carpool or vanpool or if your pool has a vacancy, please complete the attached Ridematching Application and return it to (Name and Room Number) by (Date).

The application will be sent to the Metropolitan Washington Council of Governments for immediate processing. After the applications are processed you will receive a current list of names, telephone numbers, and work hours of employees who live and work near you and have indicated an interest in sharing-the-ride to work.

Ridematching Applications will be stocked in the following locations: () for future use. You may reapply any time for an updated list.

Significant savings in commuting costs (vehicle insurance, gasoline, and maintenance) can be achieved by sharing-the-ride. The first step in locating a convenient carpool or vanpool is to complete the attached Ridematching Application. A high degree of employee participation will ensure the success of our ridesharing program.

FEDERAL FACILITY RIDESHARING PROGRAM – RIDEMATCHING APPLICATION

1	2-6	HAVE YOU APPLIED BEFORE?	7	NO	8	YES	I.D. NO. (If known) 9-16
1	F 0 0 0 1						

NAME	LAST 17-40	FIRST
------	------------	-------

1 2	HOME	STREET ADDRESS 41-80	APT. NO.
	MAILING	NEAREST MAJOR INTERSECTION 2-46	
1 3	ADDRESS	SUBDIVISION 47-66	
		CITY (If in D.C., enter NW, NE, SW, or SE for county) 2-17	COUNTY 18-20 STATE 21-22 ZIP CODE 23-27

See county abbreviations on back.

ARE YOU A FEDERAL EMPLOYEE?	32	YES	33	NO	AGENCY	BUILDING NAME
-----------------------------	----	-----	----	----	--------	---------------

1 4	WORK ADDRESS	STREET ADDRESS 34-67	ROOM NO. 68-73
		CITY 2-17	COUNTY 18-20 STATE 21-22 ZIP CODE 23-27

PHONE	32-38	EXT. 39-42	43	THIS IS YOUR NUMBER AT	HOME	44	WORK
-------	-------	------------	----	------------------------	------	----	------

WORK HOURS	BEGIN 45-48	49	A.M.	50	P.M.	AMOUNT OF FLEXIBILITY, IF ANY (Indicate in minutes)	I CAN BEGIN	LATER 51-53	EARLIER 54-56
	END 57-60	61	A.M.	62	P.M.		I CAN END	LATER 63-65	EARLIER 66-68
	OR, CHECK BOX IF ON VARIED SHIFT SCHEDULE →							69	70-73

1 5	WHICH RIDE-SHARING OPTIONS INTEREST YOU?	2	CAR-POOL	4	VAN-POOL	6	PUBLIC TRANSIT	INDICATE PREFERENCE (Check only one)	8	RIDER	9	DRIVER	10	BOTH
	HOW DO YOU CURRENTLY GET TO WORK?	11	DRIVE ALONE	12	CAR-POOL	13	VAN-POOL	14	PUBLIC TRANSIT	15	COMBINATION	16	OTHER (Specify)	
	DO YOU WISH TO START YOUR POOL FROM YOUR HOME MAILING ADDRESS AREA? (If not, specify major intersection or subdivision of starting point in "FIRST CHOICE" space below.)	17	YES	18	NO			DO YOU WISH TO PICK UP RIDERS OR BE PICKED UP AT OTHER POINTS? (If so, specify major intersection or subdivision where you are willing to meet others.)	19	YES	20	NO		

1 6	FIRST CHOICE	NEAREST MAJOR INTERSECTION OR SUBDIVISION (Indicate street type: st., ave., etc.) 21-65	COUNTY 66-68
	SECOND CHOICE	2-46	COUNTY 47-49

PLEASE LEAVE BLANK 50-69

NOTE – Applicants are not screened. Matching is based solely on the information provided. Participation is voluntary. Processing is provided by the Metropolitan Washington Council of Governments.

PLACE
POSTAGE
STAMP
HERE

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
COMMUTER CLUB
1875 EYE STREET, NW.
WASHINGTON, DC 20006

FEDERAL FACILITY
RIDESHARING PROGRAM

**RIDEMATCHING
APPLICATION**

Return this application to your facility
ridesharing coordinator or mail it to the
Metropolitan Washington Council of
Governments Commuter Club.

PRIVACY ACT NOTICE

Employee participation in the Federal Facility Ride-sharing Program is voluntary, a private accommodation of employees rather than a Federal activity. Nevertheless, GSA and Metropolitan Washington Council of Governments (COG) Commuter Club will observe Privacy Act requirements because participation requires solicitation and collection of personal information. Following are the routine uses of the information collected. All questionnaires are collected for and delivered to COG. Information is converted to machine readable form for computer processing and storage. Individual questionnaires are then destroyed. You may be contacted by COG by phone at work or by mail at home for survey information on the effectiveness of Commuter Club and for updating information. COG prepares individual ride-match lists and delivers them to Federal employees. These contain work locations, duty hours and telephone numbers of participants. No other use or distribution is made of questionnaire information.

STATE AND COUNTY ABBREVIATIONS

MARYLAND	MD	WEST VIRGINIA	WV
Anne Arundel	AAC	Berkeley	BER
Baltimore	BCO	Hampshire	HAM
Baltimore City	BCY	Jefferson	JEF
Calvert	CAV	Morgan	MOR
Caroline	CAR		
Carroll	CRL		
Cecil	CEC	VIRGINIA	VA
Charles	CHA	Alexandria	ALX
Frederick	FRD	Arlington	ARL
Harford	HFD	Caroline	CAL
Howard	HOW	Clarke	CLA
Kent	KNT	Culpeper	CUL
Montgomery	MC	Fairfax	FFX
Prince George's	PGC	Fairfax City	FCY
Queen Anne's	QAC	Falls Church	FLS
St. Mary's	STM	Faquier	FAQ
Talbott	TAL	Frederick	FRK
Washington	WAS	Fredericksburg	FRE
		Henrico	HEN
DELAWARE	DE	King George	KGC
Kent	KEN	Loudoun	LDN
New Castle	NCS	Orange	ORN
Sussex	SUS	Page	PAG
		Prince William	PWC
PENNSYLVANIA	PA	Rappahannock	RAP
Adams	ADM	Shenandoah	SHE
Frankline	FRN	Spotsylvania	SPO
Fulton	FUL	Stafford	STA
Lancaster	LAN	Warren	WAR
York	YOR	Westmoreland	WST

RIDESHARING ASSISTANCE

See your Employee Transportation Coordinator for information on
carpools, vanpools and public transportation

NAME: _____ PHONE: _____

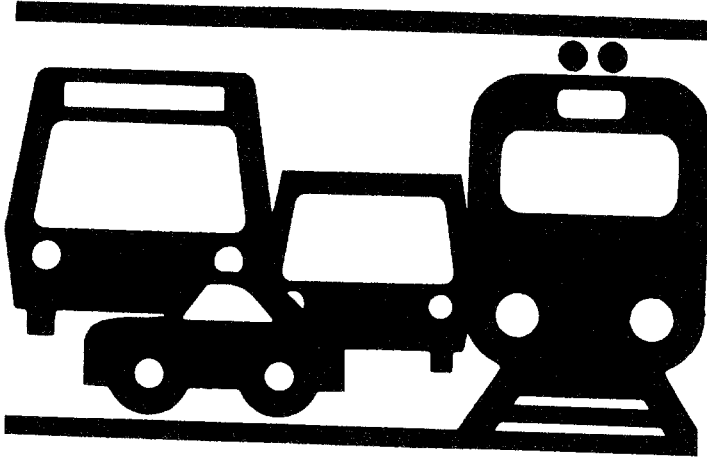
ROOM NUMBER: _____ BUILDING: _____



GENERAL SERVICES ADMINISTRATION

NCR-1692 (6-80)

Here are four cost-cutting alternatives for federal commuters:



Buspool, carpool,
vanpool, mass transit.

One can be the answer to
your questions on how
to reach work easier and
cheaper every day.

For more information on
solving commuting problems,
contact your Employee
Ridesharing Coordinator.

Name:

Telephone:

Hours:

Room/Building:

Agency:

Federal Facility Ridesharing Program
sponsored by your agency and the
General Services Administration

OL/LSD chone

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Ridesharing

FROM:
Chief, LSD/OL
3B14 Headquarters

EXTENSION

NO.

DATE

20 September 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PPG/OS
GE31 Headquarters

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Attached is additional information from GSA regarding the Federal Facility Ridesharing Program. We are still awaiting a decision from the Office of Security regarding Agency participation in this program. We will then respond to the letter from Mr. Peter Braham of the Northern Virginia Transportation Commission to the Office of Public Affairs, dated 20 July 1983, on this subject. An interim response only has been sent to Mr. Braham to date.

Attachments

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Basic

ADMINISTRATIVE INTERNAL USE ONLY

ADS - 2-4

See also:

15 AUG 1983

EB Backup
Rem-8

MEMORANDUM FOR: Chief, Policy and Plans Group

FROM:

STAT

SUBJECT: Employee Participation in Regional Carpooling
and Vanpooling Programs

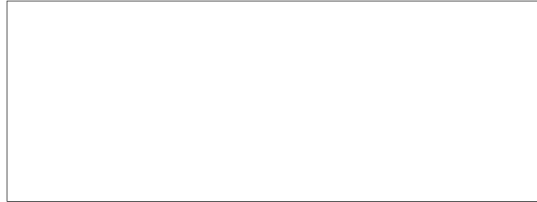
1. Interest in subject is detailed in the attachment. Subsequent (12 August) to preparation of the attachment, the Deputy Chief, Logistics Services Division/OL contacted me regarding preliminary (within DDA) coordination on a proposed letter to the Northern Virginia Transportation Commission (NVTC) and a draft Headquarters notice concerning the making of NVTC material available to Agency employees. He was advised I could not speak for the Office at this point, but could provide personal reaction to the proposals. In brief and in keeping with the analysis in the attached memorandum, the DC/LSD/OL was advised that direct applications to the Federal Facility Ride-sharing Program (FFRP) would create lists of Agency employees that were uncontrolled, available to the public and, therefore, unacceptable. Applications for pooling to Rosslyn provided by the NVTC were acceptable because of the limited number of people involved and public relations considerations that cannot be ignored. Names of the employees who file application for pooling to Rosslyn will be fed into machine records maintained for the FFRP and will be kept indefinitely. The DC/LSD/OL felt no more than a dozen people would respond, since previous efforts by the Agency to promote pooling to Rosslyn generated little interest. The number probably is low, but it is believed a larger figure could be tolerated. The DC/LSD/OL felt the overriding consideration was the good will of the officials who will determine the fate of the new building. From the security standpoint, this factor is important but secondary to the extent to which Agency employees will appear in public listings.

2. The DC/LSD/OL provided a package containing the proposed letter and draft notice mentioned above. Review was confined to substance; editorial matters were not addressed. In the substantive area LSD/OL was advised that the FFRP should be deleted from the proposed notice and FFRP applications should not be distributed to Agency employees. The opinion was offered that employees under cover should not participate and that CCS should be consulted for jurisdictional guidance on the cover situation. It was agreed mention of the FFRP would be deleted and their application not circulated.

ADMINISTRATIVE INTERNAL USE ONLY

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3. The preliminary coordination does not bind the Office. Formal coordination of the notice through RCD will be required and the draft will be offered throughout the Agency for comment. In other words, we will have another shot at it if it is decided the Office position is not consistent with the opinion of the writer. It is recommended this paper and the explanatory attachments be forwarded for the information of the DD/P&M and, if he has no objection, defer further action until RCD coordinates the notice.



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Attachment

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

15 AUG 1983

MEMORANDUM FOR THE RECORD

FROM:

Policy and Plans Group

STAT

SUBJECT: Employee Participation in Regional Carpooling
and Vanpooling Programs

1. The Employee Activity Branch has referred two items dealing with subject and forwarded to them for guidance/comment by the Deputy Chief, Logistics Services Division/OL. They are:

° A pamphlet from the Metropolitan Washington Council of Governments Commuter Club (COG) which includes an application for registration with the Federal Facility Ridesharing Program. The application is a General Services Administration form complete with a Privacy Act notice. COG is the area's central repository for machine records of Federal employees who are interested in pooling and is "fed" by jurisdictions promoting car and vanpools. The COG application calls for name, address, telephone numbers (home and work), employer and work site. COG conducts surveys of people registered and updates records. No time limit is set for retention of record information which is used to create "ridematch" lists for Federal employees and is not to be used for any other purpose.

° A package from the Northern Virginia Transportation Commission (NVTC) which consists of an applicant form for Rosslyn commuters, a brochure on the "Virginia Van Plan" and assorted literature on the benefits of a vanpool and how to start one with the help of the Commonwealth. Of this material, only the application is of security interest. Information provided is substantially the same as that given to COG; NVTC feeds COG. NVTC also prepares "ridematch" lists and provided a sample copy used for the Rosslyn operation. Records of NVTC are purged after six months from a computer database unless renewed. A note from the Executive Officer for the DDA indicates NVTC had,

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

upon first contact, been advised the Agency could not participate in their program because of cover considerations. This did not prevent forwarding of the material of instant interest which was accompanied by a letter that pointedly commented on the benefits of pooling to relieve traffic congestion "in both Rosslyn and around Langley." LSD/OL plans to respond favorably to the NVTC letter and prepared a letter of commitment for the signature of the Deputy Director of Public Affairs.

2. The first item concerning COG is considered to represent a program unsuited for Agency participation. Registration on a large scale by Agency employees would create a list of overt personnel that would be maintained indefinitely. This in itself is contrary to Agency efforts to avoid creating listings of its people. Further, shifts of employees in or out of cover would jeopardize cover mechanisms. In all, the function of COG as a central repository for what could involve many or most Federal employees over the years is completely inconsistent with the security and cover requirements of the intelligence function. It is recommended that LSD/OL be advised the Office of Security discourages any action that would further erode efforts to prevent public compilation of a roster of CIA employees.

3. The item concerning NVTC must be approached with a mind to the new building. Whenever possible, positive efforts should be made to assuage official and public concern over the impact of consolidation in the Headquarters compound and emphasize the very real Agency aim to cooperate in efforts to minimize traffic congestion. This factor, along with the limited number of our people situated in Rosslyn (further diminished by the number who would respond) is considered enough to justify acceptance of the NVTC overture; i.e., forwarding the proposed letter to the NVTC and implement the commitment through publication of a Headquarters notice. It is so recommended.



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ADMINISTRATIVE INTERNAL USE ONLY

GENE
BOWIE, MD 20716

I.D.....
WORK HOURS:.....NEGOTIABLE
OFFICE PHONE:.....
AGENCY/FIRM:.....PATENT OFFICE
BUILDING:CRYSTAL MALL # 2, 3, 4
ROOM#/OFFICE SYMBOL:.....913C
DELETE DATE:.....

CRYSTAL CITY COMMUTER SERVICES

The people listed below are interested in carpools or vanpools to Crystal City. The people at the top of the list live nearest to you or your route to work. Please call people even if your work hours are not identical, since many people have flexible schedules and you may be able to compromise in travel times.

NAME	PHONE (H)=HOME (W)=WORK	DRIVER OR RIDER	WORK HOURS	EMPLOYER OR DESTINATION
ANDREW	557-	DRIVER	NEGOTIABLE	GSA 1921-41 JEFF DAVIS HWY
GOBIND P	557-	DRIVER	NEGOTIABLE	EPA 1921-41 JEFF DAVIS HWY
*RICHARD	557-	BOTH	NEGOTIABLE	GSA 1921-41 JEFF DAVIS HWY
LOUIS A	697-	BOTH	7:30- 4:00	NAVY 1921-41 JEFF DAVIS HWY
DONALD	557-	BOTH	8:30- 5:00	PATENT OFFICE 2221 JEFF DAVIS HWY
JOHN	557-	BOTH	7:00- 3:30	EPA 1921-41 JEFF DAVIS HWY
PETER B	249-	DRIVER VAN	7:00- 3:30	NAVY 2511 JEFF DAVIS HWY
ALVIN	692-	BOTH	7:00- 3:30	NAVY 2531 JEFF DAVIS HWY
JOSEPH P	692-	BOTH	NEGOTIABLE	NAVY 2531 JEFF DAVIS HWY
JAMES	692-	BOTH	NEGOTIABLE	NAVY 2511 JEFF DAVIS HWY
MARK	692-	BOTH	NEGOTIABLE	NAVY 2511 JEFF DAVIS HWY
ARTHU	692-	BOTH	7:30- 4:30	NAVY 2511 JEFF DAVIS HWY
JAMES	692-	BOTH	7:00- 3:30	NAVY 2511 JEFF DAVIS HWY
*ROBERT	692-	BOTH	NEGOTIABLE	NAVY 2511 JEFF DAVIS HWY

This match list was prepared in cooperation with the Metropolitan Washington Council of Governments Commuter Club.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Vanpools and Carpools

FROM:
DC/LSD/OL
3E14 Headquarters

EXTENSION

NO.

STAT

DATE 9 August 1983

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1. C/EAB/OS
4E33 Headquarters
Attn:

jm

Attached is the information from the NVTC and a draft response prepared for the signature of the DD of Public Affairs Office. Bob C/SS/OL, suggested

STAT

2. C/SSD

10 Aug 8/10

A

that this material be sent to your office for your review and comments. Please return the material attached to the letter from the NVTC when you have had a chance to read it. Thanks.

STAT

3. ~~C/Ops/PSI~~
~~ADD/PSI~~

10 AUG 1983

h

4. OS/PPG

8/11/83

A

STAT
STAT

6.

7. DC/LSD/OL

Attachments

1-2:

The proposed reply to the No. Virginia Transportation Comm. re: info on vanpools appears appropriately responsive. I would recommend that this matter be routed through OS/PPG since an HN or Employee Notice will be following.

TRANSMITTAL SLIP		DATE 9 Aug 1983
TO: C/EAB/OS		
ROOM NO. 4E33	BUILDING Headquarters	
REMARKS: The attached pamphlet was sent to OL/LSD by the Office of Personnel. Your comments regarding distribution of this application for ridesharing would be appreciated.		
FROM: DC/LSD/OL		
ROOM NO. 3E14	BUILDING Headquarters	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT

PLACE
POSTAGE
STAMP
HERE

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
COMMUTER CLUB
1875 EYE STREET, NW.
WASHINGTON, DC 20006

FEDERAL FACILITY
RIDESHARING PROGRAM

**RIDEMATCHING
APPLICATION**

Return this application to your facility
ridesharing coordinator or mail it to the
Metropolitan Washington Council of
Governments Commuter Club.

PRIVACY ACT NOTICE

Employee participation in the Federal Facility Ride-sharing Program is voluntary, a private accommodation of employees rather than a Federal activity. Nevertheless, GSA and Metropolitan Washington Council of Governments (COG) Commuter Club will observe Privacy Act requirements because participation requires solicitation and collection of personal information. Following are the routine uses of the information collected. All questionnaires are collected for and delivered to COG. Information is converted to machine readable form for computer processing and storage. Individual questionnaires are then destroyed. You may be contacted by COG by phone at work or by mail at home for survey information on the effectiveness of Commuter Club and for updating information. COG prepares individual ride-match lists and delivers them to Federal employees. These contain work locations, duty hours and telephone numbers of participants. No other use or distribution is made of questionnaire information.

STATE AND COUNTY ABBREVIATIONS

MARYLAND	MD	WEST VIRGINIA	WV
Anne Arundel	AAC	Berkeley	BER
Baltimore	BCO	Hampshire	HAM
Baltimore City	BCY	Jefferson	JEF
Calvert	CAV	Morgan	MOR
Caroline	CAR		
Carroll	CRL		
Cecil	CEC	VIRGINIA	VA
Charles	CHA	Alexandria	ALX
Frederick	FRD	Arlington	ARL
Harford	HFD	Caroline	CAL
Howard	HOW	Clarke	CLA
Kent	KNT	Culpeper	CUL
Montgomery	MC	Fairfax	FFX
Prince George's	PGC	Fairfax City	FCY
Queen Anne	QAC	Falls Church	FLS
St. Mary's	STM	Fauquier	FAQ
Talbot	TAL	Frederick	FRK
Washington	WAS	Fredericksburg	FRE
		Henrico	HEN
DELAWARE	DE	King George	KGC
Kent	KEN	Loudoun	LDN
New Castle	NCS	Orange	ORN
Sussex	SUS	Page	PAG
		Prince William	PWC
PENNSYLVANIA	PA	Rappahannock	RAP
Adams	ADM	Shenandoah	SHE
Frankline	FRN	Spotsylvania	SPO
Fulton	FUL	Stafford	STA
Lancaster	LAN	Warren	WAR
York	YOR	Westmoreland	WST

FEDERAL FACILITY RIDESHARING PROGRAM – RIDEMATCHING APPLICATION

1 2-6 **F 0 0 0 1** HAVE YOU APPLIED BEFORE? 7 NO 8 YES I.D. NO. (If known) 9-16

1 NAME LAST 17-40 FIRST

1 HOME STREET ADDRESS 41-80 APT. NO.
 2 NEAREST MAJOR INTERSECTION 2-46
 MAILING SUBDIVISION 47-66
 ADDRESS CITY (If in D.C., enter NW, NE, SW, or SE for county) 2-17 COUNTY 18-20 STATE 21-22 ZIP CODE 23-27

See county abbreviations on back.

1 ARE YOU A FEDERAL EMPLOYEE? 32 YES 33 NO AGENCY BUILDING NAME

1 WORK ADDRESS STREET ADDRESS 34-67 ROOM NO. 68-73
 4 CITY 2-17 COUNTY 18-20 STATE 21-22 ZIP CODE 23-27

PHONE 32-38 EXT. 39-42 THIS IS YOUR NUMBER AT 43 HOME 44 WORK

WORK HOURS BEGIN 45-48 49 A.M. 50 P.M. AMOUNT OF FLEXIBILITY, IF ANY I CAN BEGIN LATER 51-53 EARLIER 54-56
 END 57-60 61 A.M. 62 P.M. I CAN END LATER 63-65 EARLIER 66-68
 OR, CHECK BOX IF ON VARIED SHIFT SCHEDULE → 69 70-73 74-78

1 WHICH RIDE-SHARING OPTIONS INTEREST YOU? 2 CAR-POOL 4 VAN-POOL 6 PUBLIC TRANSIT INDICATE PREFERENCE (Check only one) 8 RIDER 9 DRIVER 10 BOTH

HOW DO YOU CURRENTLY GET TO WORK? 11 DRIVE ALONE 12 CAR-POOL 13 VAN-POOL 14 PUBLIC TRANSIT 15 COMBINATION 16 OTHER (Specify)

DO YOU WISH TO START YOUR POOL FROM YOUR HOME MAILING ADDRESS AREA? (If not, specify major intersection or subdivision of starting point in "FIRST CHOICE" space below.) 17 YES 18 NO DO YOU WISH TO PICK UP RIDERS OR BE PICKED UP AT OTHER POINTS? (If so, specify major intersection or subdivision where you are willing to meet others.) 19 YES 20 NO

1 FIRST CHOICE NEAREST MAJOR INTERSECTION OR SUBDIVISION (Indicate street type: st., ave., etc.) 21-65 COUNTY 66-68
 6 SECOND CHOICE 2-46 COUNTY 47-49

PLEASE LEAVE BLANK 50-69

NOTE – Applicants are not screened. Matching is based solely on the information provided. Participation is voluntary. Processing is provided by the Metropolitan Washington Council of Governments.

VAN PURCHASE
INFORMATION

The Northern Virginia Transportation Commission is offering interest-free vanpool loans up to \$1,000.00 to Virginia residents who live or work in the City of Alexandria, Arlington County, City of Falls Church, Fairfax City or Fairfax County. The loans are offered to help individuals with the start up expenses of purchasing a van that will be used to transport at least eight passengers to and from work on a daily basis.

In addition, services available to Northern Virginia van poolers include 100% financing from area banks, and a matching service for passenger referrals through the Metropolitan Council of Governments. Group discounts on insurance and supplies are available through the Virginia Vanpool Association (VVPA).

For further information contact:

Northern Virginia Transportation
Commission
2009 N. 14th Street, Suite 300
Arlington, Virginia 22201
524-3322

SUPPORTED BY:

Alexandria Ridesharing Service
Charles City Vanpool Program
Commuter Club
COMPOOL
Easyride
Greater Roanoke Transit
JAUNT, Inc.
Northern Virginia Transportation Commission
Prince William County

RADCO
Tidewater Regional Transit
Virginia Office of Emergency and Energy Services
Cumberland Plateau Planning District
Central Shenandoah Planning District
Fairfax County RIDESOURCES
Rooftop of Virginia
Southside Planning District
Lord Fairfax Planning District

VIRGINIA
HAS A
VAN PLAN



WHAT IS A VAN POOL?

A van pool is a group of 10-15 commuters who ride to and from work each day in a luxury passenger van. By participating in a van pool you will start noticing certain changes in your commuting life:

- You will begin saving about \$1,200 a year based on a 30 mile daily round trip.
- You will not be putting as much mileage on your car, which means it will last quite a bit longer without repairs or replacement.
- You will arrive at work on time each day without having to deal with traffic, which means you should also be more relaxed.
- You will be making a large contribution to improve the environment, reduce traffic congestion, and save gasoline.

As a driver:

- You will receive free transportation back and forth from work plus private use of the vehicle at night and on weekends.
- You will receive the first 150 miles of personal use each month free of charge, except for gasoline.
- You will receive additional savings if the need for a car is eliminated.

As a passenger:

- You can use your commuting time to talk with other riders, listen to music, or read the paper - - - all of which beats driving.
- You could realize a reduction in auto insurance payments.
- You have no long term commitment or obligation.

WHAT IS THE VIRGINIA VAN PLAN?

The Virginia Van Plan is a van leasing arrangement available statewide to individuals or companies for the purpose of van pooling. It is offered through your local ridesharing coordinator, participating transit company, and the Public Transportation Division of the Virginia Department of Highways and Transportation. You can lease a current model luxury van for van pooling. Since it is a statewide program, it offers a competitive rate which

covers all operating expenses (insurance, maintenance, gasoline, oil, tires, everything).

In addition, you have two different leasing plans from which to choose.

Plan one

Short Term Lease

This is a month to month lease arrangement. The lessee can terminate the agreement with no further commitment by giving 30 days notice. The terms of the agreement are designed for people who would like to try van pooling before making a long term commitment.

Plan two

50 Month-20 Percent

This plan involves a lease commitment of 50 months on a brand new van. In return for making the 50 month commitment, the lessee will have first option to purchase the vehicle at 20 percent of its original cost at the end of the lease.

Call the ridesharing coordinator or participating transit company in your area. He or she will be glad to answer all your questions about van pooling and The Virginia Van Plan.

Their services are free; give them a call and learn that it pays to ride with a friend.



**Rosslyn
Commuters—
Are You Looking
For Alternatives
To Driving Alone?**

**Complete and submit this
application for free:**

- Vanpool information
and matching
- Carpool matching
- METRO information

**Return to:
Northern Virginia
Transportation Commission
Arlington Executive Building
2009 North 14th Street
Suite 300
Arlington, Virginia 22201**

Rossllyn Commuter Services

1 Office use only **A 1000** _____
2 16

Name _____
17 40

Street Address _____
41 80

2 **1** **Nearby major intersection** _____
2 46

Subdivision _____
47 66

3 **1** **City** _____ **County** _____
2 17 18 20

State _____ **Zip** _____
21 22 23 27

Employer _____

Address _____
34 67

4 **1** **Work City** _____ **County** _____
2 17 18 20

State _____ **Zip** _____
21 22 23 27

Phone _____ **Extension** _____ **Home** **Work**
32 (Do not enter area code) 38 39 42 43 44

Hours:
Begin _____ **AM** **PM** **Is your start schedule flexible by:** _____ **minutes later** _____ **minutes earlier.**
45 48 49 50 51 53 54 56

End _____ **AM** **PM** **Is your end schedule flexible by:** _____ **minutes later** _____ **minutes earlier.**
57 60 61 62 63 65 66 48

Office use only _____
70 73 74 78

5 **1** **Indicate your commuting interests:** **Carpool** **Vanpool** **METRO**
2 4 6

Indicate Preference: **Rider** **Driver** **Both**
8 9 10

How do you usually commute? **Drive alone** **Carpool** **Vanpool** **Public Transit** **Combination** **Other**
11 12 13 14 15 16

Do you prefer to start a pool at your home address? **Yes** **No**
17 18

Do you wish to connect with riders/driver at other points? **Yes** **No**
19 20

If yes, indicate an intersection, subdivision or landmark:
_____ **County** _____
21 65 66 68

6 **1** _____ **County** _____
2 46 47 49

Office use only _____
50 69

The information on this form will be used for commuter matching only. It will not be released for any other purpose.

83-1901

Northern Virginia Transportation Commission

Arlington Executive Building ■ 2009 North 14th Street ■ Suite 300 ■ Arlington, Virginia 22201 ■ (703) 524-3322

July 20, 1983

Ellen M. Bozman

Bernard S. Cohen

Martha V. Pennino

Charles E. Beatley, Jr.
Donald C. Casey

Ellen M. Bozman
Dorothy T. Grotos
John G. Milliken

Joseph Alexander
Sandra L. Duckworth
Martha V. Pennino
James M. Scott
Marie B. Travesky

John W. Russell

Carol W. DeLong

Sally H. Cooper

Senator Joseph V. Gartlan, Jr.
Senator Edward M. Holland
Delegate Bernard S. Cohen
Delegate Robert E. Harris
Delegate Warren G. Stambaugh

David F. Erion



Office of Public Affairs
Central Intelligence Agency
Washington, D.C. 20505



I have enclosed 1000 applications for the Rosslyn Commuter Services. In less than a week the application will trigger the mailing of a ridesharing matchlist to the applicants home address. A sample matchlist is included. This can be used by anyone wishing information about car and/or van pooling as a rider or driver or both. If the appropriate box is checked route specific public transit information can be made available.

The information provided by the applicant is deleted from the data bank in 6 months unless renewed. No fee is charged for the matchlist. The information is used for the purposes of ridesharing only.

The ideal method of distribution is an all employee mailing in Rosslyn. We have had this sort of assistance from the DOD and USAID offices located in Rosslyn. Another effective use of the application is as a part of the new employee orientation materials. Jack Carlile of GSA's ridesharing effort can provide a similar GSA form for on-going use in this capacity. His office number is 557-1288. Most of the local jurisdictions have ridesharing efforts and most including ours feed the Metropolitan Washington Council of Governments Commuter Club matching service. The list of phone numbers includes local ride-sharing coordinators, public transit information, and other services and options available to the Washington Commuters.

I have also included information about vanpooling in general. The NVTC has a program providing interest-free \$1000 loan for start up expenses and information about insurance discounts and 100% financing for vanpool vehicles. This material can be distributed in any manner. More of the blue brochures can be made available for bulletin boards and the like.

STAT

STAT

STAT

[Redacted Box]
July 20, 1983
Page 2

Traffic congestion and parking limitations problems can be alleviated with a vigorous ridesharing and public transit promotion by major employers in both Rosslyn and around Langley. I hope that this employment area based effort the NVTC is undertaking in Rosslyn can supplement the CIA's efforts in this regard. If you or anyone else has any questions or need more applications please call me at the Commission. A meeting can be arranged at your convenience to give a more detailed explanation and answer any questions you may have.

Thank you.



Peter Braham

Enclosures
PB/ek



Northern Virginia Transportation Commission

Arlington Executive Building ■ 2009 North 14th Street ■ Suite 300 ■ Arlington, Virginia 22201 ■ (703) 524-3322

Vanpool Riders and Drivers Share a Mutual Benefit

Vanpools:

A group of seven or more commuters who travel to work in a van. The van is usually owned (or leased) by the driver who charges the passengers a monthly fare. The driver recovers all of the costs of owning and operating the van through the fares and may even produce a profit. Van owners also receive significant tax benefits and van passengers receive safe, reliable transportation for much less than the cost of driving alone.

Legality:

Non-profit vans carrying fifteen or less people are not regulated in Virginia. The same licensing and insurance requirements for private vehicles apply to vanpools. If the van is operated as a profitable business within Virginia, a license is required from the State Corporation Commission. If the van operates as a profitable interstate business, it falls under the jurisdiction of the Washington Metropolitan Area Transit Commission.

Finance Assistance:

Virginia residents who live or work in the City of Alexandria, Arlington County, City of Falls Church, Fairfax City, or Fairfax County may qualify for an interest free loan of up to \$1,000 to help cover start-up expenses associated with vanpooling. The loans are repayable over a one year period and may be used for insurance premiums, downpayment, operating expenses, etc.

At least two banks in the Washington, D.C. area (Riggs and Bank of Virginia) offer 100% financing for the purchase of vans to be used for vanpooling. Generally, these institutions require that qualified applicants purchase *new* vans and that they develop a list of prospective riders *prior* to receiving the loans.

Vanpool Association:

The Virginia Vanpool Association (VVPA) is a non-profit state-wide association of vanpool owners and operators. VVPA has successfully lobbied for legislation to relax restrictions on vanpooling and offers its members discounts on insurance policies and vanpool equipment such as tires. VVPA also operates a vanpool driver/rider referral system and publishes an informative magazine on current vanpooling issues and problems.



Northern Virginia Transportation Commission

Arlington Executive Building ■ 2009 North 14th Street ■ Suite 300 ■ Arlington, Virginia 22201 ■ (703) 524-3322

Estimated Monthly Vanpool Costs & Revenues

Based On A Fifty Mile Round Trip
(or 12,500 miles per year)

If you drive to work by yourself you will spend approximately \$2,670 a year.

Below are the monthly costs and revenues for a vanpool, down to a passenger's monthly fare.

Example:	Eleven paying passengers (driver rides free):	
Fuel:	$(12,500 \text{ mi} \div 11 \text{ mpg} \times \$1.30/\text{gal}) \div 12 \text{ mos.} =$	\$123.11
Parking:	Monthly Fee	\$ 40.00
Tires:	$(\$0.015/\text{mi} \times 12,500 \text{ mi.}) \div 12 \text{ mos.} =$	\$ 15.62
Oil & Maintenance:	$(\$0.035/\text{mi} \times 12,500 \text{ mi.}) \div 12 \text{ mos.} =$	\$ 36.46
Repairs:	\$100/yr. for misc. repairs $\div 12 \text{ mos.} =$	\$ 8.33
Insurance:	\$650/yr. $\div 12 \text{ mos.} =$	\$ 54.16
Purchase & Finance Charge:	Purchase price of \$12,500, 100% financing, 48 months, 15% annual interest rate	\$347.00
Taxes & Registration:		\$ 33.33
Total Monthly Costs:		\$658.01
Monthly Passenger Fare:	Total Monthly Cost $\div 11 \text{ passengers}$	\$ 59.82

COMMUTER COST COMPARISON
HOW MUCH WOULD YOU SAVE?

EXAMPLE: A 50-MILE ROUND TRIP (or 12,500 miles/year)

- If you drive to work by yourself every day, you will spend approximately \$ 2,670 /yr
- If you carpool with one other commuter, you will spend approximately \$ 1,986 /yr
- If you carpool with two other commuters, you will spend approximately \$ 1,757 /yr
- If you operate your own vanpool, you will spend \$ -0- /yr

ANNUAL COMMUTING COSTS ESTIMATED AS FOLLOWS:

	DRIVE ALONE	2-PERSON CARPOOL	3-PERSON CARPOOL	FIGURE YOUR PRESENT COMMUTING COSTS
Fuel	\$ 650	\$ 325	\$ 217	_____
Parking	420	210	140	_____
Tires	75	38	25	_____
Oil & Maintenance	125	63	42	_____
Repairs	100	50	33	_____
Insurance	300	300*	300*	_____
Purchase & Finance Charges	<u>1,000</u>	<u>1,000*</u>	<u>1,000*</u>	_____
TOTAL:	\$2,670	\$1,986	\$1,757	

*Assume each carpool member owns own auto.



Northern Virginia Transportation Commission

Arlington Executive Building ■ 2009 North 14th Street ■ Suite 300 ■ Arlington, Virginia 22201 ■ (703) 524-3322

Vanpool Loan Program

The Northern Virginia transportation Commission is offering interest-free vanpool loans up to \$1,000.00 to Virginia residents who *live or work* in the City of Alexandria, Arlington County, City of Falls Church, Fairfax City or Fairfax County. The loans are offered to help individuals with the start-up expenses of purchasing or leasing a van that will be used to transport at least eight passengers to and from work on a daily basis. The loans are to be repaid over a 12 month period with the first installment due in the third month after the loan is issued.

The loans are restricted to people who do not already own or operate a vanpool and may be used for expenses such as:

- downpayment on vehicle
- insurance payments
- lease payments
- operating expenses (e.g., fuel, parking, etc.)
- conversion of trade van to commuter van
- other expenses directly related to vanpool operations.

To qualify for a loan, the applicant must meet the following conditions:

1. The applicant must furnish a lender's credit verification, available from the lender financing your van.
2. The applicant must furnish a copy of their driving record for the past two (2) years, available from the Division of Motor Vehicles.
3. The applicant must be able to obtain insurance for the vanpool.
4. The van to be purchased or leased must have a minimum seating capacity for nine people.
5. The application must be complete.

Completed applications should be sent to:

Northern Virginia Transportation Commission
2009 North 14th Street, Suite 300
Arlington, Virginia 22201

If you have any questions about the interest-free loans call NVTC at 524-3322. NVTC reserves the right to verify any information provided on the application. All information will be kept confidential and will only be used to determine the applicant's eligibility for a vanpool loan.

APPLICATION FOR NORTHERN VIRGINIA TRANSPORTATION COMMISSION VANPOOL LOAN

Please Print or Type

NAME _____ DATE _____

MAILING ADDRESS _____ ZIP CODE _____

HOME ADDRESS (if different than mailing) _____
WORK _____ HOME _____
TELEPHONE # _____

LOAN AMOUNT REQUESTED _____ LOAN PURPOSE (specify) _____

VAN: _____
MAKE _____ MODEL _____ YEAR _____ SEATING CAPACITY _____

TRIP: _____
ORIGIN _____ DESTINATION _____ TRAVEL TIMES _____ a.m. _____ p.m.

INSURANCE: _____
COMPANY _____ ADDRESS _____

AGENT _____ TELEPHONE # (work) _____

PASSENGERS: _____
NAME _____ ADDRESS _____ WORK PHONE _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

LENDOR'S CREDIT VERIFICATION

Please attach a lender's credit verification to your loan application. The credit verification may be obtained from your credit bureau, bank, or the automobile dealership where you are purchasing the van.

DRIVING RECORD

The Virginia Department of Motor Vehicles will provide you with a copy of your driving record at your request. Please attach this record to your application.



Bank of Virginia
Potomac

Serving All Northern Virginia

703-750-7241 (Metro)

703-361-4333 (Local)

Please refer to:

Bank of Virginia has agreed to accept applications for 100% financing of passenger vans purchased for commuting. The objective is to encourage commuters to use vanpools for commuting to work in order to conserve energy. Financing will be offered at 14% APR for new vans financed for 36 months and 15% APR for vans financed 42 or 48 months. Initial requirements for this financing are:

1. Signed consumer loan application.
2. Certificate signed by the borrower listing minimum of 8 passengers.
3. Name and telephone number of the insurance agency which will provide the required insurance.
4. A copy of your driving record obtained for the Division of Motor Vehicles.
5. A description or sales order for the vehicle which must be a 12-15 passenger van.

We also recommend but will not require the following:

1. Life insurance in the amount of the loan on the borrower.
2. The borrower open a demand account with Bank of Virginia and allowing this account to be debited monthly for payments.

Ernest M. Hooker
Assistant Vice President

VANPOOL

VANPOOL

VANPOOL

Riggs offers a complete loan service designed for group commuting.

In recognition of the critical importance of energy conservation, The Riggs National Bank offers a complete loan service designed for group commuting.

Vanpooling, a program endorsed by the Department of Energy, is an economical, energy-saving means of travelling to work each day. Both van owners and riders can enjoy many benefits by participating in a Vanpool.

In return for helping to reduce traffic congestion and pollution, the van owner profits in many ways:

- decreased commuting expenses—drivers pay no fare
- riders' daily fares contribute to payment of the van loan and
- personal recreation use of the van evenings and weekends.

By avoiding the hassles and tension of morning traffic, vanpoolers can conserve their own energy and arrive at the office fresh and relaxed. Vanpooling offers several additional advantages to riders including:

- savings in commuting costs
- guaranteed seating, often with front-door pick-up and
- reduced expenses for personal auto use.

To qualify for Riggs 100% van financing, potential van owners must furnish the following:

- an excellent driving record
- a credit worthy history
- a list of at least eight riders who wish to join the Vanpool and
- one back-up driver.

Riggs encourages Vanpooling in support of a national commitment to energy conservation. Join us in this effort and start a Vanpool today.

For a Vanpool application and further information, please contact our Consumer Credit Department at (202) 624-2735.

Branches

- Main Office
1503 Pennsylvania Avenue, N.W.
- Chevy Chase Office
Connecticut Avenue & Morrison St., N.W.
- Dupont Circle Office
1913 Massachusetts Avenue, N.W.
- 18th & M Office
1800 M Street, N.W.
- Farmers and Mechanics Office
Wisconsin Avenue and M St., N.W.
- Federal Office
1750 Pennsylvania Avenue, N.W.
- 15th & M Office
1200 15th Street, N.W.
- Friendship Office
Wisconsin Avenue and Warren Street, N.W.
- L'Enfant Plaza Office
935 North Building, L'Enfant Plaza, S.W.
- Lincoln Office
17th and H Streets, N.W.
- Northeast Office
1348 4th Street, N.E.
- Northwest Office
1779 Columbia Road, N.W.
- Park Road Office
14th Street and Park Road, N.W.

Seventh Street Office
7th and Eye Streets, N.W.
Seventh and D Street Office
318 7th Street, N.W.

• Southeast Office
South Capitol and Brandywine Street, S.E.

20th & L Office
1920 L Street, N.W.

• Spring Valley Office
4801 Massachusetts Avenue, N.W.

• Universal Office
Connecticut Avenue and T Street, N.W.

Walter Reed Medical Facility
Army Medical Center

• Washington Loan and Trust Office
9th and F Streets, N.W.
(24-Hour Teller available only from 8:30 a.m.—6:00 p.m., Monday thru Friday)

• Watergate Office
2600 Virginia Avenue, N.W.

• Westbridge Office
26th and M Streets, N.W.

• Wisconsin & Jenifer Office
5252 Wisconsin Avenue, N.W.

• Riggs 24-Hour Teller Service
• Drive-in Teller Service

Suggested Rules For Vanpooling

A written set of vanpool rules will help you operate the van reliably and will reduce the chances of misunderstandings with your passengers.

Suggested rules include:

1. Routes, times, pick-up and drop-off locations.
2. Fares, collection dates, method of payment.
3. Waiting times for a.m. and p.m. departures.
4. Driver and back-up driver names and phone numbers.
5. Agreements on annual leave, illness, seating arrangements.
6. Emergency back-up transportation (for example pre-organized carpools.)
7. Smoking / non-smoking.
8. Notification for terminating membership in the vanpool.

VIRGINIA MOTOR CARRIER LAWS

Regulations for operation of motor carriers are specified in title 56, chapter 12 of the Virginia code. Under art 56-274 there are three exclusions which can apply to van pool operations. (changes effective 1 July 1980 included.)

(5) Motor vehicles while used exclusively in transporting only bona fide employees directly to and from the factories, plants, offices or other places of like nature where they are employed and accustomed to work, provided that the operator of such vehicle shall first secure from the Commission a permit, and the necessary warrant for each vehicle so operated, neither of which permit nor warrant shall be issued by the Commission unless the applicant shall furnish the commission at the time the application is made, with a statement in writing signed by the applicant setting forth the name and location of the factories, plants, offices or other places of like nature to and from which applicant proposes to operate, and that such applicant will transport only bona fide employees of such factories, plants, offices or like place to and from work, which permit shall be subject to revocation or suspension and the holder thereof subject to the imposition of penalties by the Commission for any of the causes and in the manner and to the extent provided for by art, 56-297; provided that any permit issued by the Commission under the provisions of this section prior to July first, nineteen hundred fifty, shall, unless suspended or revoked as herein provided, continue to be valid; but any such permit or permit holder shall in all other respects be subject to the provisions of this section;

(10) Any motor vehicle while transporting not more than fifteen passengers in addition to the driver, if the driver and the passengers are engaged in a share-the-ride undertaking and if they share not more than the expenses of operation of the vehicle. Regular payments toward a capital recovery fund or used to pay for leasing the vehicle are to be considered eligible expenses of operation;

(15) Minibuses controlled and operated by a bona fide nonprofit corporation organized or existing under Chapter 2 art 13.1-201 et ses. of Title 13.1 of the Code of Virginia, or by a tax-exempt organization as defined in art 501 (c) (4) of the United States Internal Revenue Code, as from time to time amended, while used exclusively in the transportation, or hire, for compensation, or otherwise, of members of such organization if it is a membership corporation, or of (elderly, handicapped or economically disadvantaged) members of the community served by such organization if it is not a membership corporation; provided that such minibuses shall not be operated over the same or an adjacent route and on a similar schedule or a holder of a certificate of public convenience and necessity or as a public transportation authority; and provided further, that each operator of a minibus hereby excluded shall be issued an exemption card and classification plate under art 56-304 and shall file insurance as required under art 56-299 unless evidence can be shown the Commission that the operator is a self-insurer under an ordinance of the city or an ordinance of the county where the registered office of the operator is located; and failure to keep insurance in force shall subject the operator to cancellation of its exemption card and withdrawal of its classification plate;

VIRGINIA VAN PLAN
An Operators Guide, operated by
Van Pool Services, Inc.
For further information contact:
Ike Jarvis or Mike Cook
202-862-5438

● The Van and Driver

- As a van pool driver you are entitled to commute for free and have personal use of the van. The van will be a fifteen (15) passenger vehicle with dual air conditioning and heating, AM/FM Radio, automatic transmission, power front disc brakes, power steering, and an attractive interior package which includes a digital clock.

● Fuel and Maintenance

- The driver purchases the gasoline wherever they wish and is reimbursed from the passenger fares
- The driver arranges all maintenance on the van.
 - Chrysler requires that work covered under the warranty be performed at a Dodge or Chrysler/Plymouth dealership.
 - Service not covered by warranty or that which will not affect the warranty may be performed wherever you wish. Maintenance over \$35.00 must be authorized in advance.
- The driver must keep the vehicle clean and provide normal checks to tire air pressure, etc.

● Break Downs

- The driver is responsible for arranging towing, but will be reimbursed for costs incurred.
- If the van is inoperable, Van Pool Services, Inc. (VPSI) will reimburse for the days it is down.
- A back up van will be provided, if available, when several days of repair work are anticipated.

● Insurance

VPSI provides insurance for bodily injury, property damage, uninsured motorists and medical payments.

● Fares and Fees

- Fares must be collected in advance. Payment to VPSI is due the first of the month. Payments not received within seven days of their due date will be charged a 5% late fee.

- Example fare calculation:

This would fluctuate based on your actual commute mileage.
50 mi/day x 21 days = 1050 mi/mo.
1050 mi/mo x .05 = \$52.50 operating cost (charged by VPSI)
\$52.50 + \$485 Fixed cost = \$537.50 - Total payment due VPSI.

- Gasoline costs are included in the fare charged, but not paid to VPSI. This money is used by the driver to purchase gasoline.

Gasoline: 1050 mi/mo x 12¢/mi = \$126.00 (Based on a gasoline cost of \$1.20/gal. and anticipated 10mi/gal.)

The fare then becomes \$537.50 + \$126.00 = \$663.50 ÷ 14 passengers = \$47.39/mo
(assuming free parking)
THAT IS ONLY \$2.25/day FOR ROUNDTRIP TRANSPORTATION!

- As the driver you receive 150 miles monthly above the commute mileage for your personal use. Anything over that is charged at 8¢/mi. You will be responsible for gasoline for personal use mileage.

Additional information is provided in the attached detailed agreement.

Keeps family and friends together.

Want to make a lot of people happy? Take them for a trip in a 1983 Voyager. They'll be pleased no matter which of the three Voyager models you take them in: the 109 6-inch wheelbase model shown to the left...the 127 6-inch model shown on the cover...or the "big hauler" 127 6-inch Voyager Maxiwagon shown below. Each offers ride, room, and comfort that will turn on the smiles. Voyager's standard seating arrangement is for five passengers, but you can elect to have eight, twelve, or fifteen-passenger seating, depending on the model and wheelbase you choose. And if you wish, you can use a quick-release latch to easily remove the three-passenger bench seats for as much cargo space as you need. One more thing Voyager can be outfitted with a Trailer Towing Preparation Package with up to 7,000 pounds of trailer towing capacity. So if you want to enjoy traveling while keeping family and friends together, we suggest you do it in a handsome, dependable 1983 Plymouth Voyager.

'83 Maxiwagon—everything its name suggests.

Maxiwagon has the inner space with optional seating for up to fifteen passengers in the P8350 model. Thanks to quality construction and years of Plymouth engineering know-how, no matter which model 1983 Voyager you select you'll find that Voyager is still the best American way to get your money's worth in wagon value.

About this catalog.

We have tried to make this catalog as complete as possible. And we hope you're satisfied. However, since the time of printing, some of the information you find here may have been updated. Your dealer has data and you should ask him for current information before ordering.

Some of the equipment shown or described throughout this catalog is available at extra cost.

Unibody construction.

There are many good reasons why Voyager features Unibody construction design. Unibody means that the body and frame are welded together in a single strong unit. In addition to a saving in weight, Unibody eliminates bolt holes and bolts which are prone to rust, corrosion, and squeaks if they work loose.

Quality is value.

The New Chrysler Corporation recognizes that the customer's number-one priority in purchasing a new vehicle is value. We believe that value can be achieved only through quality-built products. Therefore, as with all our vehicles, Voyager's quality is constantly evaluated by quality specialists who randomly select them for testing in the plant...in the field...and on the road. Based on our high standards of quality, Voyager wagons include the extensive use of corrosion protection materials. Galvanized steel helps protect against rust and corrosion. Plymouth Voyager wagons include the extensive use of corrosion protection materials. Plymouth uses galvanized steel in many critical body areas to help protect against corrosion. To help all sheet metal resist corrosion, the Voyager body is prepared for the primer coat by a six-stage spray phosphate treatment. High-gloss acrylic enamel paint is then used for a durable quality exterior.

This handsome grille with integral headlight panels, and front bumper with optional nerf strips and bumper guards contribute to Plymouth Voyager's modern look. Also offered are dual vertically stacked quad rectangular headlamps (optional on standard Voyager models) featuring whiter, brighter halogen high beams (shown below); smart optional upper and lower side and rear body moldings; and an optional two-tone exterior paint procedure.

Trailer Towing Preparation Package will tow up to 7,000 pounds. Ask your dealer for the 1983 Trailer Towing Catalog with complete details.

Radial tires can add to ride and economy. Glass-beited radials are standard on P8150 and P8250 Plymouth Voyager models, and steel-beited radials are standard on Plymouth P8250 Maxiwagon models.

Big 22-gallon fuel tank is standard; if you want to extend your driving range per tank of fuel, order the optional 36-gallon tank.

Chassis designed for minimum servicing. In normal use, the Voyager chassis requires lubrication just once every two years or 22,500 miles.

Power front disc/rear drum brakes are designed for smooth stopping and to resist fade. Standard on all models.

Standard 3.7-liter 225 CID Slant Six engine (P8150 and P8250—except P8250 Maxiwagon). A proven performer, with a 30-degree tilt cylinder block, tin-plated aluminum alloy pistons, cast iron crankshaft, and much more.

Prefer V-8 power? Select the optional 5.2-liter 318 CID V-8 (standard on P8250 Maxiwagon models) with quality features such as drop-forged steel connecting rods with aluminum bearings, and steel-strut pistons with chrome-plated top compression rings. For even more V-8 power, choose the optional 5.2-liter 318 CID four-barrel V-8 (standard on P8350 Maxiwagon models), or the 5.9-liter 360 CID V-8 available only on P8350 models with the 8,510-Pound GVW Package.

The standard transmission on the P8150 and P8250 Plymouth Voyager (except P8250 Maxiwagon) is a four-speed manual overdrive that shifts like a normal manual transmission in city driving, and provides an economical 0.73:1 overdrive ratio fourth gear for highway cruising. The three-speed Torqueflite automatic is optional with these models. The P8250 Maxiwagon and all P8350 models are offered with the three-speed Torqueflite automatic transmission standard.

Some of our automatic transmissions are equipped with a lockup clutch in the torque converter that automatically produces a direct mechanical drive through the transmission after the transmission upshifts from second to third gear. Normal slippage in the converter is eliminated, resulting in reduced engine speed and improved fuel economy* at cruising speeds.

Voyager's wide hood opening helps make engine servicing easier. Concealed hood hinges add to front end style.

Energy-absorbing steering column. It's designed to lessen the chance of injury to the driver should a collision occur.

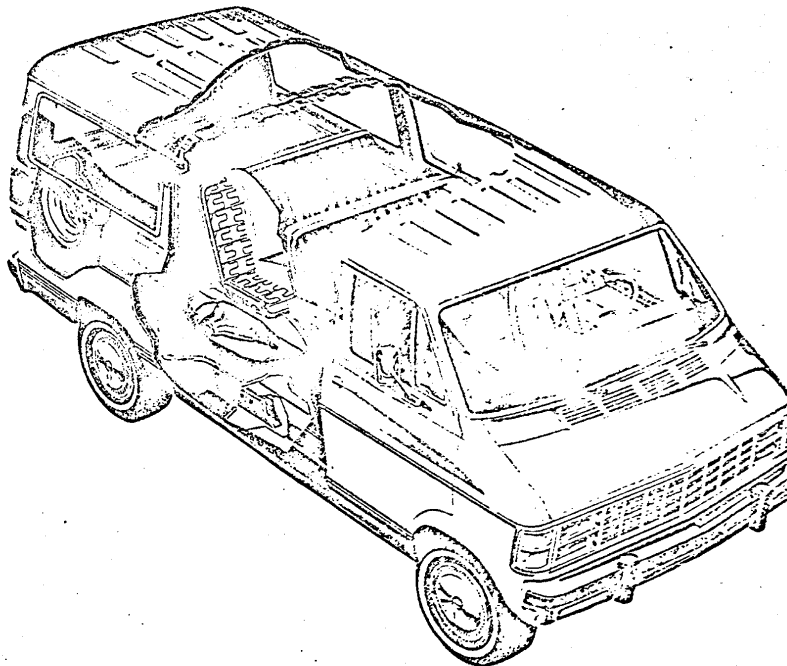
Sharp turning, agile maneuvering result from Voyager's short turning diameter.

Coolant reserve system, standard, designed to minimize coolant loss and provide for easy checking.

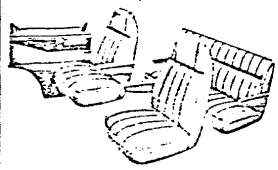
Voyager's independent front suspension features standard tuned front coil springs with large upper and lower suspension control arm rubber bushings.

*1983 EPA MPG ratings were unavailable at the time of publication. However, we believe the Voyager, as in 1982, will achieve good mileage ratings. For the latest information, see your dealer.

VOYAGER EXTERIOR AND INTERIOR DIMENSIONS	109 6" wb	127 6" wb	127 6" wb Maxiwagon
Height (max.)	79 6"	80 9"	85 6"
Width (max.)	79 8"	79 8"	79 8"
Length (max.)	178 9"	196 9"	222 9"
Effective headroom, driver	35 1"	35 1"	36 1"
Maximum inside width	72 2"	72 2"	72 2"
Front seat to rear door	92 9"	110 9"	136 9"
Engine cover to rear door	120 1"	138 1"	164 1"
Standard rear seat to rear door	57 1"	75 1"	101 1"
Width between wheelhouses	50 0"	50 0"	50 0"
Rear and side hinged doors			
—opening height	47 2"	47 2"	47 2"
—opening width	49 3"	49 3"	49 3"
Side sliding door			
—opening height	47 2"	47 2"	47 2"
—opening width	39 8"	39 8"	39 8"
Floor-to-root height	53 2"	53 2"	53 2"



SEATING



Voyager Custom
 The standard seats in the Voyager Custom are deluxe vinyl high-back Command bucket seats in Blue or Beige. A three-passenger quick-release bench seat in matching trim is included.

Voyager Sport Option
 The Voyager Sport Package offers the high-back Command bucket seats in deluxe vinyl trim as an option. Available in Blue, Beige, or Red. A three-passenger quick-release bench seat in matching trim is included.



Voyager Sport
 Driver and front passenger high-back Command bucket seats with cloth-trim vinyl trim are standard in the Voyager Sport Package. In Blue, Silver, Beige, or Red. A three-passenger quick-release bench seat in matching trim is included.



Voyager Premier Package
 Deluxe high-back Command bucket seats in deluxe cloth-and-vinyl trim are standard with the Voyager Premier Package. Available in Blue, Beige, or Red. A three-passenger quick-release bench seat in matching trim is included.

EXTERIOR COLORS

NOTE: Due to occasional printing irregularities, the colors shown may vary slightly from actual hues. See your Plymouth dealer for accurate color chips.

- Air Cleaner - Dry type
- Air Vent Doors - Left outlet in cowl side panel; right outlet in right side of instrument panel
- Alternator - 12-volt, 60-amp
- Antifreeze - Protection to -20°F
- Armrests - Driver and front passenger
- Ashtray - Driver's compartment
- Battery - 370-amp, maintenance-free
- Brake Booster - Vacuum
 - 10.5-inch single diaphragm (PB150, PB250)
 - 11.5-inch single diaphragm (PB350)
- Brakes
 - Front - Disc
 - 11.75-inch by 1.25-inch (PB150, PB250)
 - 12.82-inch by 1.19-inch (PB350)
 - Rear - Drum
 - 10-inch by 2.5-inch (PB150, PB250)
 - 12-inch by 2.5-inch (PB350)
- Bumper - Painted; front and rear
- Cigar Lighter
- Cleaner Air System
- Clutch - 10-inch diameter (PB150, PB250 non-Maxiwagon models)
- Doors - Passenger, hinged type; right-side double doors with vented and bonded glass; rear single door with fixed glass and inside door handle and lock button (all doors include metal check arm)
- Electronic Ignition System
- Floor Mat - Full width, black
- Fuel Tank - 22-gallon
- Glass - Tinted; oil windshields
- Glove Box - With door
- Grille - Argent finish
- Headlamps - Round; 7-inch
- Headliner - Driver's compartment; color-keyed
- Heater - Deluxe; fresh air with defroster
- Hood Release - In-cab activated
- Horns - Electric; dual
- Hubcaps - Bright (four)
- Instrumentation - Speedometer, odometer, fuel gauge, temperature gauge, ammeter, and oil pressure indicator light
- Jack - Bumper type (PB150, PB250); axle type (PB350)
- Lights - Backup with integral stop and tail lamps; license plate; combined rear side marker lights and reflectors - red (two); combined front parking lamps, turn signals and side marker lamps - amber (two); dome, driver and passenger compartment lights with door-operated switches
- Locks - All doors
- Mirrors - Interior, rear vision day/night type, 10-inch; exterior: left and right sides, 5-inch by 7-inch, bright
- Nameplates - On front doors
- Oil Filter - Throwaway type
- Power Steering - All models
- Radio - AM*
- Seats - Driver and front passenger high-back deluxe vinyl Command bucket seats with Unibelt System; three-passenger quick-release deluxe vinyl rear bench seat with three seat belts
- Shock Absorbers - Front and rear (heavy-duty; PB250 Maxiwagons only)
- Steering Wheel - 15-inch diameter; color-keyed
- Sun Visors - Padded; color-keyed (two)
- Tire Carrier - Spare; inside mounted
- Windshield Washers - Electric; wiper-arm mounted
- Windshield Wipers - Two-speed (non-intermittent) with washer

STANDARD SAFETY FEATURES

- Backup lights
- Brake system warning light
- Directional signals - parking and tail lamps, front and rear
- Dual braking system with separate brake fluid reservoirs in the master cylinder
- Electric windshield washers and wipers
- Energy-absorbing steering column
- Face-resistant front disc brakes
- Glare reduction measures for windshield wipers, instrument panel, and steering wheel
- Ignition and steering column lock
- Inside and outside rearview mirrors
- Inside hood release
- Padded instrument panel and sun visors
- Recessed inside door release handles
- Resilient window crank knobs
- Safety-Rim 15-inch wheels on PB150 and PB250 models
- Side marker lights and reflectors
- Traffic hazard warning flasher system
- Unibelt restraint system

Model	PB150 Wagon	PB250 Wagon & Max Wagon	PB350 Wagon & Max Wagon
GVW (lbs)	5,300 6,010	6,010 6,400	7,500 8,100
Wheelbase (in)	109.6 126.6 127.6	121.6 127.6 127.6 Max	127.6 127.6 127.6 Max
Axle Capacity (lbs)	Front 3,300 Rear 3,850	3,300 3,850	3,300 3,850
Brakes	Front Disc (in) 11.75 x 1.25 Rear Drum (in) 10 x 2.5	11.75 x 1.25 10 x 2.5	12.82 x 1.19 12 x 2.5
Engines Std	3.7-ltr (225 CID) Sert 5 x 52-hp (318 CID) 2-car V-8	3.7-ltr (225 CID) Sert 5 x 52-hp (318 CID) 2-car V-8	5.2-ltr (318 CID) 2-car V-8 5.2-ltr (318 CID) 4-car V-8
Shock Absorbers (in)	Front 1.0 Clutch 1 1/4 Rear 1.0	1.0 1 1/4 (1 1/2 Max) 1.0	1.0 1 1/4 (1 1/2 Max) 1.0
Steering Ratings (lbs)	standard tuned 1,810 1,810	standard tuned 1,810 1,980	standard tuned 2,300 2,370
Steering	Power	Power	Power
Transmission Std	4-speed manual overdrive 3-speed automatic	4-speed manual overdrive (Maxi) 3-speed automatic (Maxi)	3-speed automatic
Tire Size	P205/75R15 5 g 335 rated load -std with 5,300-lb GVW P235/75R15 335 rated load -std 109.6" w/w with 6,010-lb GVW	P225/75R15 335 rated load -std with 6,010-lb GVW P235/75R15 335 rated load -std 127.6" w/w with 6,400-lb GVW P235/75R15 335 rated load -std 127.6" w/w with 6,400-lb GVW	6.00 x 16 55 (11.91) 335 rated load -std with 7,500-lb GVW 8.75 x 16 55 (11.91) 335 rated load -std 127.6" w/w with 8,100-lb GVW
Wheel Rim Size (in)	15 x 5.50	15 x 6.50 15 x 6.50 heavy-duty (Maxi)	16.5 x 6.50 -std or 17.0" w/w Max 16.5 x 6.75 -std or 17.0" w/w Max

*Standard on Maxiwagon, optional on regular wagon. *Not available in California

JULY 1983RIDESHARING REFERRAL LISTMARYLAND

Ridesharing Statewide

Ms. Toni Buckson
Director
Maryland Ridesharing Office
Mass Transit Administration
1515 Washington Boulevard
Baltimore, MD 21230
(301) 859-POOL 659-2993
(800) 492-3757 659-2995

Anne Arundel County

Ms. Meredith Johnson
Anne Arundel County Ridesharing
Coordinator
Planning and Zoning Division
Arundel Building, Room 202
Annapolis, MD 21404
(301) 224-1888
From Washington: 261-8285 X1888

Baltimore City

Ms. Cathy Powell
Ridesharing Coordinator
City of Baltimore
414 N. Calvert Street
Baltimore, MD 21202
(301) 396-3010

Baltimore County

Mr. Lenwood Johnson
Ridesharing Coordinator
Baltimore County Office of
Planning and Zoning
Towson, MD 21204
(301) 494-3495

Calvert County

Mrs. Shirley Whittington
Calvert County Ridesharing
Coordinator
Economic Development Office
Courthouse
Prince Frederick, MD 20678
(301) 535-1600 X211
From Washington: 885-1243

MARYLAND CONTINUED

Harford County

Ms. Jean Zamostny
Ridesharing Coordinator
Harford County
Department of Planning and Zoning
45 S. Main Street
Bel Air, MD 21024
(301) 879-2000 X288

Howard County

Transportation Services Coordinator
Howard County
3430 Court House Drive
Ellicott City, MD 21043
(301) 992-2017

Montgomery County

Mr. Tom Pogue
Program Manager
Ridesharing Unit
Department of Transportation
101 Monroe Street
Rockville, MD 20850
(301) 251-2786

Laurel, Maryland

Maryland Vanpool Association
Laurel Chapter
(301) 776-0303

Silver Spring, Maryland

Share-A-Ride
1201 Spring Street
Silver Spring, MD 20910
(301) 588-2335

**Montgomery County Transit
Ride On Buses**

Transit Information Center
Montgomery County
Department of Transportation
101 Monroe Street, 11th Floor
Rockville, MD 20850
(301) 251-2225

**Vanpool Vehicle 100%
Financing**

Mr. Philip Cassidy
Mercantile Bank and Trust
Calvert & Redwood Streets
Baltimore, MD 21202
(301) 237-5437

MARYLAND CONTINUED

Vanpool Vehicle 100% Financing

Mr. Daniel King, Jr.
Senior Consumer Credit Officer
1 National Bank of Maryland
P.O. Box 517
Gaithersburg, MD 20877
(301) 840-3835

Vanpool Information

Maryland Vanpool Association, Inc.
P.O. Box 2442
Silver Spring, MD 20902
(301) 622-4888

Maryland Commuter Trains
Schedules

State Railroad Administration
Maryland DOT
P.O. Box 8755
Baltimore Washington International
Airport, MD 21240-0755
(301) 859-7345
From Washington: 261-1000 X7345

Bicycle Commuting in
Montgomery County

Ms. Kim Finch
Office of Transportation Planning
Department of Transportation
101 Monroe Street
Rockville, MD 20850
(301) 251-2145

VIRGINIA

Clarke, Frederick, Page,
Shenandoah, and Warren Counties,
and Winchester City

Mr. Tom Christoffel
Lord Fairfax Planning District
103 E. 6th Street
Front Royal, VA 22630
(703) 635-4146

Caroline, King George,
Spotsylvania, and Stafford
Counties, and City of
Fredericksburg

Mrs. Jean Satterwhite
Rappahannock Area Development
Commission (RADCO)
P.O. Box 863
Fredericksburg, VA 22404
(703) 373-POOL

Fairfax County

Ms. Dorothy Cousineau
Ridesharing Coordinator
County of Fairfax
Office of Transportation
4100 Chain Bridge Road
Fairfax, VA 22030
(703) 691-2323

Prince William County

Prince William County Ridesharing
Coordinator
9258 Lee Avenue
Manassas, VA 22110
(703) 369-9374
From Washington: 631-1703 X374

Alexandria, Virginia

Ms. Marsha Spears
City of Alexandria Ridesharing
Coordinator
Office of Management & Budget
P.O. Box 178
City Hall
Alexandria, VA 22313
(703) 838-4780

VIRGINIA CONTINUED

Tysons Corner, Virginia

Mr. Robert Neveu
Tysons Transportation Association
8400 West Park Drive, Suite 600
P.O. Box 3264
Tysons Corner, VA 22103
(703) 821-3000

VANPOOL INFORMATION AND ASSISTANCE

Northern Virginia Transportation Commission
2009 N. 14th Street, Suite 300
Arlington, Virginia 22201
(703) 524-3322

Virginia Vanpool Association, Inc
P.O. Box 1016
Woodbridge, VA 22198
(703) 670-9000 (between 5 P.M. and 9 P.M.)

WASHINGTON, DC

Area Ridesharing Agency
Computer Matching

Mr. John Williams
Commuter Club
Council of Governments
1875 Eye Street, NW
Washington, DC 20006
(202) 783-POOL
(202) 223-6800 X365

Bicycle Commuting Information

Washington Area Bicyclist
Association
(202) 393-2555

Metro Omnibus, Metro Connection

Ms. Karen Lamb
Metro Marketing
600 5th Street, NW
Washington, DC 20001
(202) 637-1322

Metro Schedules
Bulk Orders

Metro Marketing
600 5th Street, NW
Washington, DC 20001
(202) 637-1179

Metro Bus and Rail Information

(202) 637-2437

Vanpool Vehicle 100% Financing

Mr. Dennis Berry
Riggs National Bank
Thomas Circle Branch
1120 Vermont Avenue, NW
Washington, DC 20005
(202) 835-6405

FEDERAL OFFICES

Federal Facility Ridesharing
Program

Federal Facility Ridesharing
Program
General Services Administration
Crystal Mall #4, Room 405
Washington, DC 20406
(703) 557-1288

THIRD PARTY LEASING COMPANIES

Available to All Federal
Employees

Mr. Ike Jarvis
Vanpool Services, Inc.
1100 Connecticut Avenue, NW
Suite 930
Washington, DC 20036
(202) 862-5438

Available to All Federal
Employees

Van America Network, Inc.
11900 Parklawn Drive
Rockville, MD 20852
(301) 468-6640

Available to All Federal
Employees

Ms. Georgia Fay
Kayser Van Pool Services Company
P.O. Box 1526
2303 W. Beltline Highway
Madison, WI 53701
(608) 271-8944

Available to All Federal
Employees

Mr. Lew Pratsch
Transportation Total, Inc.
6220 Tally Ho Lane
Alexandria, VA 22307
(703) 768-3050

Available to Frederick and
Washington County, MD residents

Mr. Larry Cresap
Marjon, Inc.
511 W. South Street
Frederick, MD 21701
(301) 622-2626

Available in Annapolis, Bowie,
and Crofton Areas

CPT & Associates
P.O. Box 3009
Annapolis, MD 21403
(301) 267-9548

DRAFT

TO: Personnel

FROM:

SUBJECT: Commuting Opportunities

_____ was recently invited by the Northern Virginia Transportation Commission (NVTC) to participate in a cooperative project to address some of Rosslyn's transportation issues. We are working with NVTC to offer assistance to any employee who wishes to find out more about vanpooling or carpooling opportunities at _____. Metro route and schedule information for your particular needs is also available.

Please contact _____, if you are looking for alternatives to your present commute. NVTC has a special vanpool program for new operators and provides complete start-up assistance, including interest free loans up to \$1,000.00.

ROUTING AND RECORD SHEET

OFFICE OF SECURITY
FILE *R E M 8*

SUBJECT: (Optional)

Proposed **EB** No. 1033, Use of Public Transportation, Carpools, and Vanpools

FRO		EXTENSION	NO.	STAT STAT
Chief, Regulations Control Division 1105 Ames Building			DATE 1 September 1983	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Chief, Policy and Plans Group Office of Security	<i>9/2/83</i>			This proposed employee bulletin is forwarded for concurrence. It was initiated by the Office of Logistics and concerns the use of public transportation, carpools, and vanpools. Please respond by 8 September 1983.
2. 4E70 Headquarters	<i>9/2/83</i>			
4.				CONCUR: Office of Security Date <i>9/6/83</i>
5.				
6. RCD 1105 Ames Building				<p><i>AD S-2-4</i></p>
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

ADMINISTRATIVE - INTERNAL USE ONLY



EMPLOYEE BULLETIN

EB No. 1033

USE OF PUBLIC TRANSPORTATION, CARPOOLS, AND VANPOOLS

1. The Agency continues to encourage employee use of public transportation, carpools, and vanpools in the Metropolitan Washington area. Recently, the Agency has received application forms for ridesharing in the Rosslyn area and general information about vanpooling from the Northern Virginia Transportation Commission.

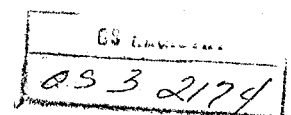
2. This material is available at the carpool grid located in the 1J corridor, Headquarters Building, and in the Staff Personnel Division, Office of Personnel, 803 Ames Building, extension . Agency employees in other buildings who desire vanpooling information or ridesharing application forms may contact the Space Maintenance and Facilities Branch, Office of Logistics, 1J45 Headquarters Building, extension

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3. Participation in these worthwhile programs is strongly encouraged; however, employees must be mindful at all times of cover considerations.

DISTRIBUTION: ALL EMPLOYEES (1-6)



ROUTING AND RECORD SHEET

SUBJECT: (Optional)
 Proposed EB No. 1033, Use of Public Transportation, Carpools, and Vanpools

FROM: [Redacted] Policy and Plans Group
EXTENSION: [Redacted]
NO.: [Redacted]
DATE: 6 September 1983

STAT
STAT

TO: (Officer designation, room number, and building)
DATE: RECEIVED | FORWARDED
OFFICER'S INITIALS:
COMMENTS: (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	AC/PPG	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1.	AC/PPG		9/6/83	[Signature]	The attached EB and the courtesy copy of a letter signed by [Redacted] tracks with our previous involvement in the matter.
2.	DD/P&M	6 SEP 1983	9/6	[Signature]	
3.	C/PPG		9/6/83	[Signature]	
4.					Suggest this be forwarded to the DD/P&M for signature. The action may qualify as a briefing item for the D/S; i.e., we headed off action that could have created a substantial partial listing of Agency employees. At the same time, we have been responsive to the PR aspects of dealing with local officials.
5.	Carve -				
6.	[Redacted]				1 - 2: I believe [Redacted] has found a reasonable solution and recommend you concur and forward the proposed Employee Bulletin to RCD.
7.	Send to [Redacted] and remove from PPG Deadline list.				
8.					
9.					
10.	OS Ppg.				
11.					
12.					
13.					
14.					
15.					

STAT

STAT

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

PPG

EXTENSION

NO.

STAT

DATE

15 AUG 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/PPG

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed HN, Use of Public Transportation, Carpools and Vanpools

FROM:
Policy and Plans Group

EXTENSION

NO.

DATE

26 August 1983

STAT
STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG

P/26/83

Per your request, an effort was made to affirm that no action (distribution of applications and vanpooling informational material) was taken prior to establishment of Agency policy through publication of an HN. The C/LSD/OL promised to check it out and get back to me. He did not respond directly, but I take Subject as an answer.

2.

3.

4.

5.

was called on this date and affirmed that nothing would be disseminated until publication of the notice.

6.

7.

The notice is in keeping with an advisory opinion offered by the writer - only applications relating to Rosslyn are mentioned. Ms.

8.

was advised we still had reservations as to any employee under cover filing an application, but deferred to CCS on the matter. Also, she was thanked for deleting mention of applications that covered the entire DC area.

9.

10.

11.

12.

13.

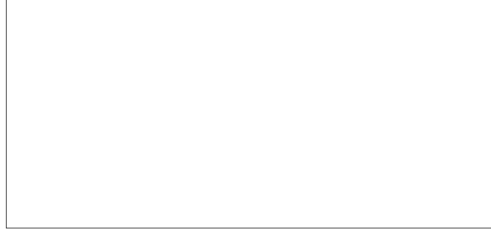
14.

15.

STAT

STAT

STAT



Page Denied

ADMINISTRATIVE — INTERNAL USE ONLY

24 AUG 1983

MEMORANDUM FOR: Chief, Regulations Control Division, OIS

FROM: Daniel C. King
Director of Logistics

SUBJECT: Proposed Employee Bulletin

1. It is requested that the attached proposed employee bulletin regarding use of public transportation, carpools and vanpools be published.

2. Questions concerning the proposed bulletin should be directed to [redacted] of the Logistics Services Division, OL, on extension [redacted]

STAT
STAT
STAT

[redacted signature box]

Daniel C. King

Attachment

cc: DD/OP/SP
C/PPG/OS ✓

OS REGISTRY
[initials]

OL 10107-83

ADMINISTRATIVE — INTERNAL USE ONLY

Attachment

ADMINISTRATIVE — INTERNAL USE ONLY

USE OF PUBLIC TRANSPORTATION,
CARPOOLS AND VANPOOLS

CIA continues to encourage employee use of public transportation, carpools and vanpools in the Metropolitan Washington Area. In this connection, the Northern Virginia Transportation Commission has sent the Agency applications for ridesharing information in the Rosslyn area and information about vanpooling in general.

All of this material is available at the carpool grid in the 1-J corridor at Headquarters Building and in the Staff Personnel Division, Office of Personnel, Room 803, Ames Building. Agency employees in other buildings who desire this information or ridesharing applications may contact the Space Maintenance and Facilities Branch, LSD/OL, extension

Participation in these worthwhile programs is strongly urged; however, employees must be mindful at all times of cover considerations.

STAT

ADMINISTRATIVE — INTERNAL USE ONLY

TRANSMITTAL SLIP

DATE

TO: ~~C/SS/OE~~ C/PPG/OS

ROOM NO. **BUILDING**

REMARKS:

FROM:

ROOM NO. **BUILDING** **EXTENSION**

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Deputy Director, Public Affairs Office

VIA: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Agency Support of Employee Use of Public Transportation, Carpools and Vanpools

REFERENCE: Letter for Office of Public Affairs from NVTC dated 20 July 1983, Same Subject (DD/A 83/1901)

1. Attached is a letter prepared for your signature to Mr. Peter Braham of the Northern Virginia Transportation Commission (NVTC) in response to reference (Attachment A). Also forwarded is a draft of a suggested employee bulletin giving information regarding the material on carpools and vanpools sent to the Agency by the NVTC and the Commuter Club of the Metropolitan Washington Council of Governments (Attachment B).

2. In view of local citizens' concerns about increased traffic in the area as a result of the new building on the headquarters compound, it is felt that a positive response should be sent to the NVTC and an effort made to encourage employee participation in these programs.

ILLEGIB

Daniel C. King

Attachments

- A. Letter to NVTC
- B. Draft of Employee Bulletin

cc: DD/OP/SP
~~C/EAB/SSD/OS~~ *c/PPG/OS*

Distribution:

- Orig - Addressee, w/atts
- 2 - DDA, w/atts
- 1 - OL/LSD Official, w/atts

Distribution Withheld:

- 1 - OL/LSD Chrono, w/atts
- 1 - C/SS/OL, w/atts
- 1 - D/L Chrono, w/atts

OL/LSD, (11 Aug 83)

STAT

Attachment A

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Mr. Peter Braham
Northern Virginia Transportation Commission
Arlington Executive Building
2009 North 14th Street
Suite 300
Arlington, Virginia 22201

Dear Mr. Braham:

Thank you for your letter of 20 July 1983 enclosing brochures and information on carpools and vanpools. CIA is vigorously encouraging and supporting these programs and offers choice parking spaces to participants. As new employees enter on duty, they are given information regarding the Agency's present carpool and vanpool efforts, and the Agency will be pleased to include the Rosslyn Commuter Services brochure in the orientation information package given to new employees.

The attachments to your letter will be prominently displayed in the area of the carpool grid in the Headquarters Building. Arrangements are also being made for this material to be distributed to other buildings in the Metropolitan Washington Area where Agency employees are working.

For your information, CIA held a Vanpool Fair in the CIA Headquarters Building on 14 January 1980 in order to promote interest in forming vanpools. Your efforts in support of carpools and vanpools are greatly appreciated, and the Agency will continue to cooperate in these worthwhile programs.

Sincerely,

Charles E. Wilson
Deputy Director
Public Affairs Office

Distribution:

- Orig - Addressee
- 1 - DD/PAO
- 2 - DDA
- 1 - DD/OP/SP
- 1 - ~~C/EAB/SSD/OS~~ C/PPG/OS
- 1 - OL/LSD Official

Distribution Withheld:

- 1 - OL/LSD Chrono
- 1 - D/L Chrono
- 1 - C/SS/OL
- OL/LSD [redacted] OL 10106-83

shn/ (11 Aug 83)

STAT
STAT

Attachment B

Page Denied

STAT

TRANSMITTAL SLIP		DATE
TO: C/PPG/OS		
ROOM NO. 4E70	BUILDING HQS	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

STAT

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

83-1901/1

24 AUG 1983

MEMORANDUM FOR: Deputy Director, Public Affairs Office
VIA: Deputy Director for Administration
FROM: Daniel C. King
Director of Logistics
SUBJECT: Agency Support of Employee Use of Public
Transportation, Carpools and Vanpools
REFERENCE: Letter for Office of Public Affairs from
NVTC dated 20 July 1983, Same Subject
(DD/A 83/1901)

Attached is a letter prepared for your signature addressed to Mr. Peter Braham of the Northern Virginia Transportation Commission (NVTC) as an interim response to reference. A letter responding more fully to NVTC is being prepared along with an employee bulletin on Agency support of employee use of public transportation, carpools and vanpools.

[Redacted Signature Box]

STAT

for Daniel C. King

Attachment

cc: DD/OP/SP
C/PPG/OS

* OL 10110-83

REFERENCE

2
2

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

DD/A Registry
83-1901/2

31 AUG 1983

Mr. Peter Braham
Northern Virginia Transportation Commission
Arlington Executive Building
2009 North 14th Street
Suite 300
Arlington, Virginia 22201

Dear Mr. Braham:

In response to your letter of 20 July 1983, the Agency is in the process of preparing an employee bulletin encouraging vanpooling and carpooling and the use of public transportation. Once this bulletin has been published, we plan to respond more fully to your letter.

Sincerely,

11511

Charles E. Wilson
Deputy Director
Public Affairs Office

Distribution:

- Orig - Addressee
- 1 - DD/PAO
- 2 - DDA
- 1 - DD/OP/SP
- 1 - C/PPG/OS
- 1 - OL/LSD/Official

OL 10111-83