3 0 JUN 1987

NOTE FOR:   Deputy Director for Administration

FROM:       John M. Ray
            Director of Logistics

SUBJECT:    Action Plan for Headquarters Parking

REFERENCE:  Your Note to DC/FMD, dtd 23 June 1987, Same Subject

*Bill:*

1.  I have discussed reference note with Bob.  FMD will measure flow rates at all three gates in mid-July and periodically thereafter.  I think the counts will indicate that we are already dangerously close to exceeding the imposed limits.  The only "grace" we have at the moment, I believe, is that NBPO/McLean citizens/Va. Highway/et. al. will not pin us to the wall until we commence occupation of the NHB in early 1988.

2.  While the impact of the increase of people on parking will be felt throughout 1988, our problem vis-a-vis flow rate will hit us in March 1988. Accordingly, starting in late fall 1987, we must begin our educational campaign. Toward that end, I've asked FMD to prepare a draft HN for your concurrence which will outline the need for minimum three-person carpools, as well as controls regarding traffic flow at all three gates.

3.  Given our safety concerns and in view of the prospective increases we will be encountering at the George Washington Memorial Parkway (GWMP) entrance, FMD is in the process of contacting Mr. Byrne of the GWMP to arrange for the installation of a yield sign at the end of the overpass that leads to the GWMP gate entrance.  This will afford the right-of-way to vehicles exiting the southbound lane off the GWMP.

4.  I will be closely monitoring our proposed action plan on parking and will keep you informed of progress made in this area.

STAT

                                        John M. Ray

cc:  C/FMD/OL

STAT  OL/FMD
      Rewritten/O-DL/JMRAY:mgk          (28JUN87)
STAT                                    (29JUN87)

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Deputy Director
for Administration

DDA 87-1324
23 June 1987

NOTE FOR: Deputy Chief, FMD/OL

SUBJECT: Action Plan for Headquarters Parking

Bob,

Thanks for sending your proposed action plan to resolve the parking shortage at Headquarters. I want to follow-up on a conversation which you had with ☐ about recording flow rates.

Before we undertake changes to our current traffic patterns, it is important that we have a baseline measurement of the current flow. Please take counts at each of the Headquarters compound gates <u>before</u> you make any significant changes.

You might consider taking initial counts in September before we begin the push for carpooling and staggered work hours. Another count in early January would tell us if our push was working, and would give us a baseline before we begin to move components back to Headquarters.

William F. Donnelly

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ACTION PLAN - PARKING AT HEADQUARTERS COMPLEX

| ACTION | RESP. OFFICE | TIMEFRAME | FUNDING |
|---|---|---|---|
| 1. Remove dirt mound adjacent to West A Lot | NBPO | Jul-Dec 87 | NBPO |
| 2. Identify new site for Day Care Center | FMD | Sept 87 | ---- |
| 3. Solicit management's support for staggering of work hours | FMD | Sept 87 | ---- |
| 4. Develop gate flow rate control procedures | FMD | Sept-Oct 87 | ---- |
| 5. Design new West Lot and holding pond | FMD | Oct-Dec 87 | TBD |
| 6. Determine amount of additional Metro bus support that will be provided | FMD | Oct-Dec 87 | ---- |
| 7. Public relations campaign, inform employees of new parking plan, encouraging carpools, metro use, etc. | FMD | Nov 87/ongoing | ---- |
| 8. Gain access to top level of parking deck, new portion of perimeter road, and old West Lot | FMD/NBPO | Jan 88 | |
| 9. Start recording flow rates at all 3 gates | FMD | Jan 88 | ---- |
| 10. Reallocate parking permits to current occupants and personnel from new components moving onto compound | FMD | Feb 88 | ---- |
| 11. Construction of expanded West A lot and holding pond | FMD | Feb-June 88 | TBD |
| STAT 12. Construction complete - ☐ spaces available | FMD | July 88 | |
| 13. Annual re-allocation of permits | FMD | Mar 89 | |

STAT NOTE: Item 8 will provide approximately ☐ spaces that will offset spaces lost during construction of new West A Lot