National Geospatial-Intelligence Agency Transportation Management Plan

January 2008

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Introduction

This Transportation Management Plan (TMP) has been developed to identify, encourage, and provide for the use of public transit and other alternative transportation modes to and from the National Geospatial-Intelligence Agency (NGA) for all employees, students, contractors and visitors to the New Campus East (NCE). The plan is required by the *Record of Decision for the Final Environmental Impact Statement for Implementation of 2005 Base Realignment and Closure Recommendations and Related Army Actions at Fort Belvoir, Virginia,* dated 8 August 2007 (herein referred to as ROD). The TMP also complements the *Comprehensive Plan for the National Capital: Federal Elements*, adopted August 5, 2004 (herein referred to as the Comprehensive Plan), and the Draft Fort Belvoir Travel Demand Management Plan (TDMP), which is included as an Appendix H to this document. The NGA plan establishes goals to improve air quality, manage volumes, reduce traffic congestion, and minimize petroleum fuels consumption through proactive programs which encourage the use of alternatives to the single occupant vehicle. These transportation alternatives include buses, carpools, vanpools, bicycle riding, walking, working from home or telework centers, compressed work weeks and flexible work schedules.

Overall, NGA is committed to the following goals:

- To target 60% of the workforce participating in at least one of the transportation alternatives described in the TMP within the first year of occupancy of the NCE (i.e., 2011-2012) and to increase participation over the subsequent 10 years.
- Comply with the Comprehensive Plan parking ratio of 1:1.5 [space:employee] or better.
- Aggressively market the alternative programs in the TMP.

Elements of the TMP

Figure 1. shows the current elements of the TMP. Each element is an Appendix to this TMP to allow for easy revisions and updates, as needed. The Appendices contain current program information and policies, future strategies, measures, and NGA commitments.

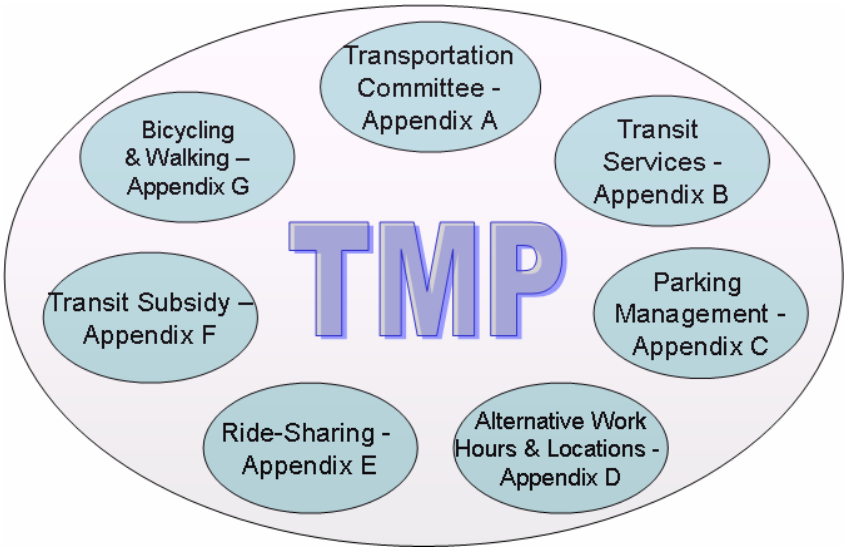

Figure 1. TMP Elements

Now (2007) and Later (2011)

NGA serves as a Department of Defense (DoD) combat support agency and a member of the Intelligence Community (IC). NGA provides timely, relevant, and accurate geospatial intelligence in support of national security. The geospatial intelligence products created serve a variety of military, civil, and international needs. NGA elements are currently housed in numerous government-owned and leased facilities in and around the NCR, as identified in Figure 2.

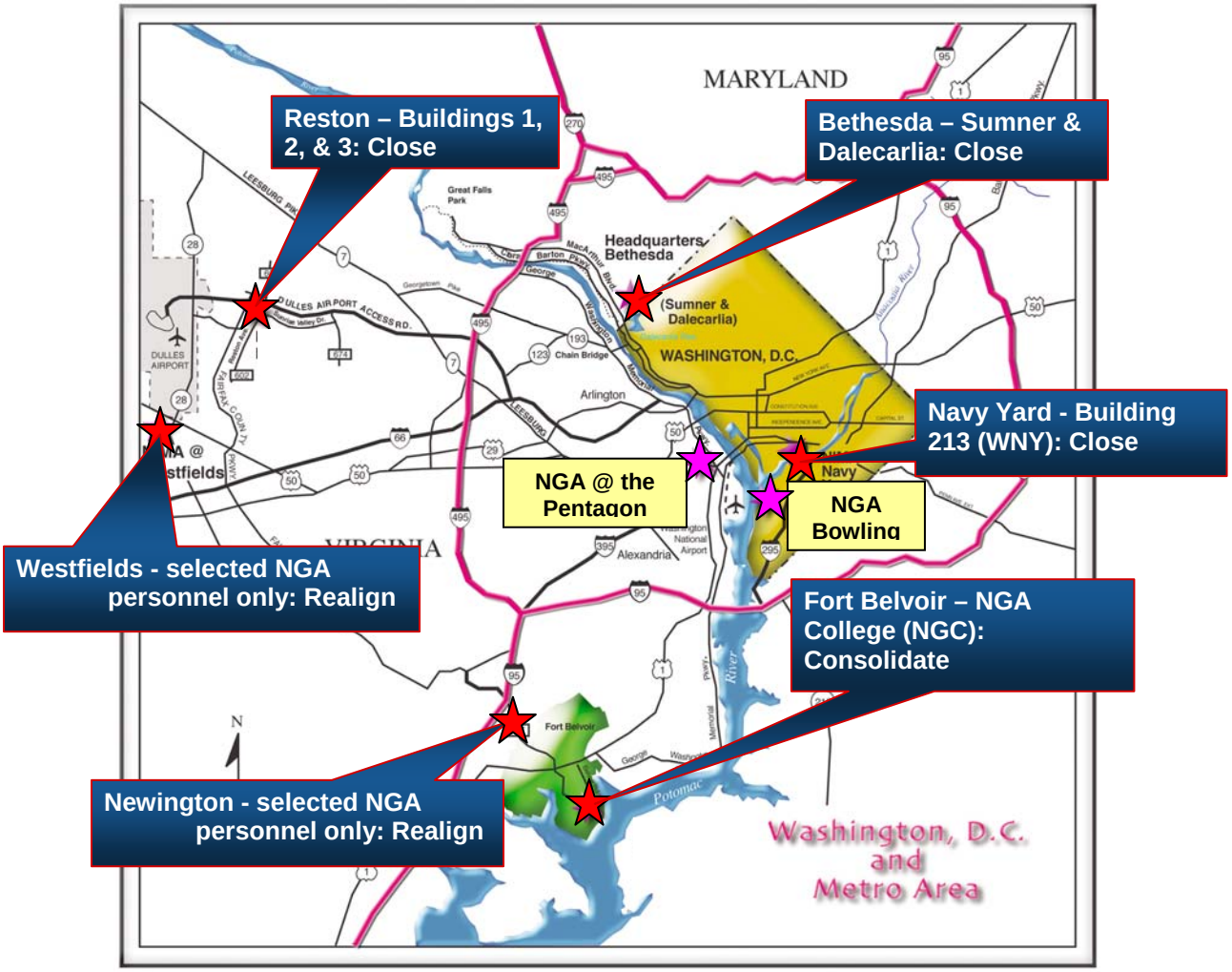

Figure 2. NGA Personnel at Sites in the National Capital Region

The availability of parking and public transportation varies from site to site. For instance, at Bethesda, parking is limited and transportation to and from the nearest Metrorail station is by bus that takes about 20 minutes to go just a few miles. There are vanpools and carpools using about 5% of the parking spaces. At the Reston site, there is very limited public transportation and parking is readily available. At the Washington Navy Yard, parking onsite is limited, with a shuttle service provided to and from a remote parking lot; public transportation is readily available. Parking and public transportation availability, along with the agency's mission (i.e., crisis work and secure work environment) and irregular employee hours to satisfy this mission

has influenced how many employees are currently taking advantage of mass transit and ride-sharing.

As provided for in the Defense Base Closure and Realignment Act (BRAC) of 1990 (Public Law 101-510), as amended 9 November 2005, NGA must close six of its sites (Figure 2.) and realign to Fort Belvoir, Virginia. Consistent with the law, the BRAC actions must be initiated by no later than September 15, 2007, and completed by no later than September 15, 2011. The ROD identified the Engineer Proving Grounds (EPG) as the site for NGA to construct a 2.4 million square-foot Sensitive Compartmented Information Facility (SCIF) for 8500 civilians, military personnel and contractors. The ROD also required that structured parking be provided. NGA used the parking ratio set forth by the "Transportation Element" of the Comprehensive Plan in sizing the parking garage. The Comprehensive Plan states that offices in suburban areas beyond 2,000 feet of Metrorail will have parking ratios of 1:1.5 to 1:2 [space:employee], with the former as the starting point and the latter as the ultimate target over time.

EPG is bounded by I-95 to the east, by Rolling Road and residential properties to the west, by residential properties to the north, and by Fullerton Road and commercial properties to the south (Figure 3). Access to EPG is currently via the Barta and Backlick Roads intersection. NGA occupation of EPG requires, at a minimum, the construction of the Fairfax County Parkway and connections to the I-95 corridor. A connector road from the Fairfax County Parkway will be constructed to provide access to the site. The road will be four lanes, with a center median. Additional entrances, ramps and flyovers are still under consideration by the Department of the Army, in coordination with Virginia Department of Transportation.

Public transportation to EPG does not currently exist, except for one public bus route that passes the Barta/Backlick Road intersection. There are metrorail and train stations nearby, but no bus service links the mass transit stations with EPG or communities with EPG.

Employee Location

During the preparation of the *Final Environmental Impact Statement for Implementation of 2005 Base Realignment and Closure Recommendations and Related Army Actions at Fort Belvoir, Virginia*, dated June 2007 (herein referred to as FEIS), several assumptions were made. It was estimated that about 50 percent of the existing employees might change their home residence (Figure 4.) because their job would be transferred to Fort Belvoir, although they are not required to move. It was further assumed that these employees would be redistributed within the region as the current Fort Belvoir employees are distributed (Figure 5). The time frame for this shift to occur cannot be predicted, though it would be expected to take up to 10 to 15 years. These projections indicate that many of the employees could relocate to the Northern Virginia I-95 corridor including Fairfax County, Prince William County, and Stafford County and the city of Fredericksburg. This information is invaluable in targeting specific transportation alternatives in each county.

The TMP targets actions related to employees' current residences. As stated above, NGA has facilities around the NCR, including at Fort Belvoir, and employees move from site-to-site frequently during their career at NGA. Employees, therefore, do not tend to move but rather make the commute to their new office until they move to another NGA site. Over the years, it is expected that with attrition and new hires, the residential distribution will eventually reflect that of the rest of the Fort Belvoir population but in the short-term, NGA is not expecting many employees to move closer to Fort Belvoir.

Figure 3. Existing Regional Transportation Network

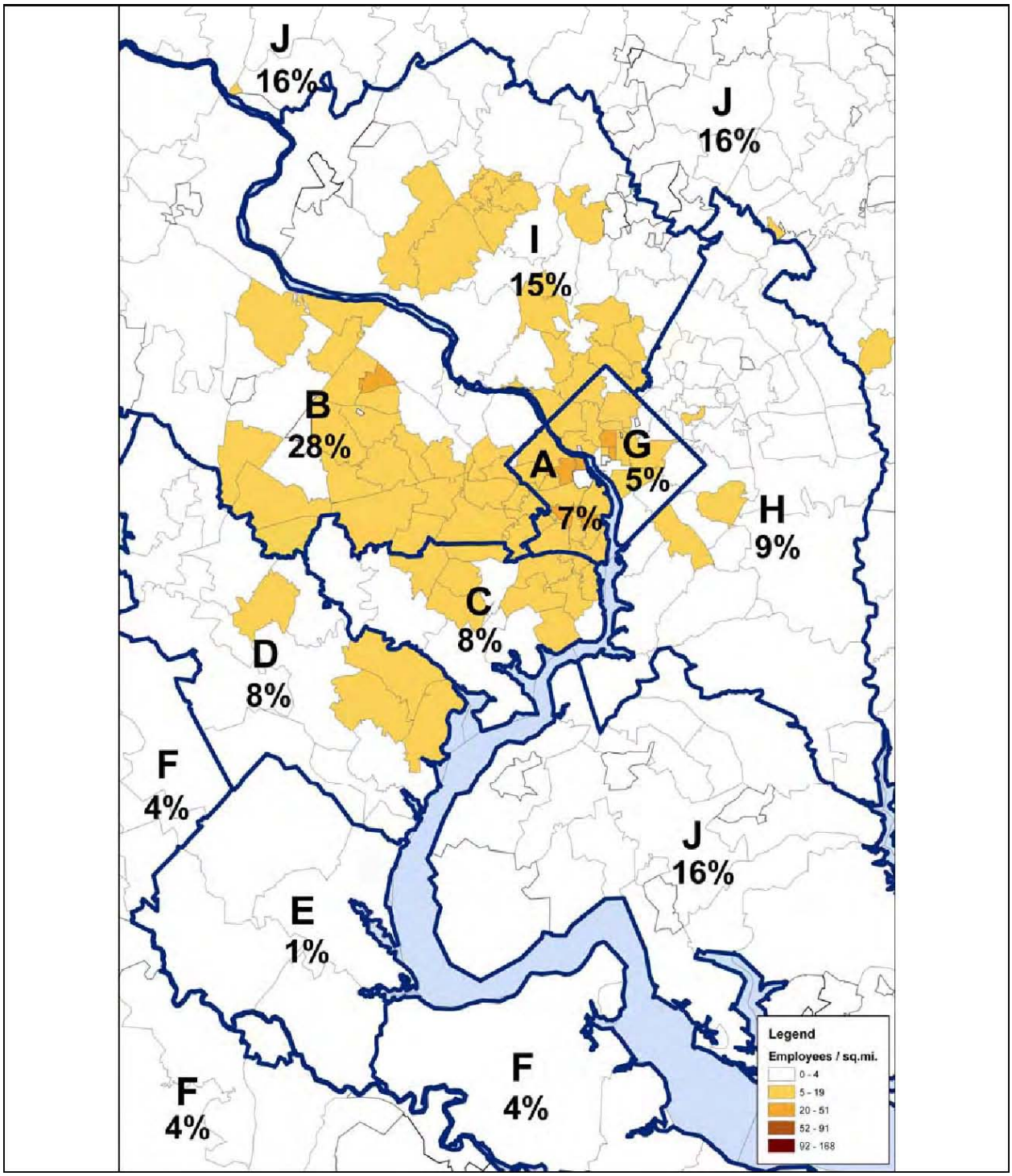

Figure 4. Current Residential Distribution of NGA Employees

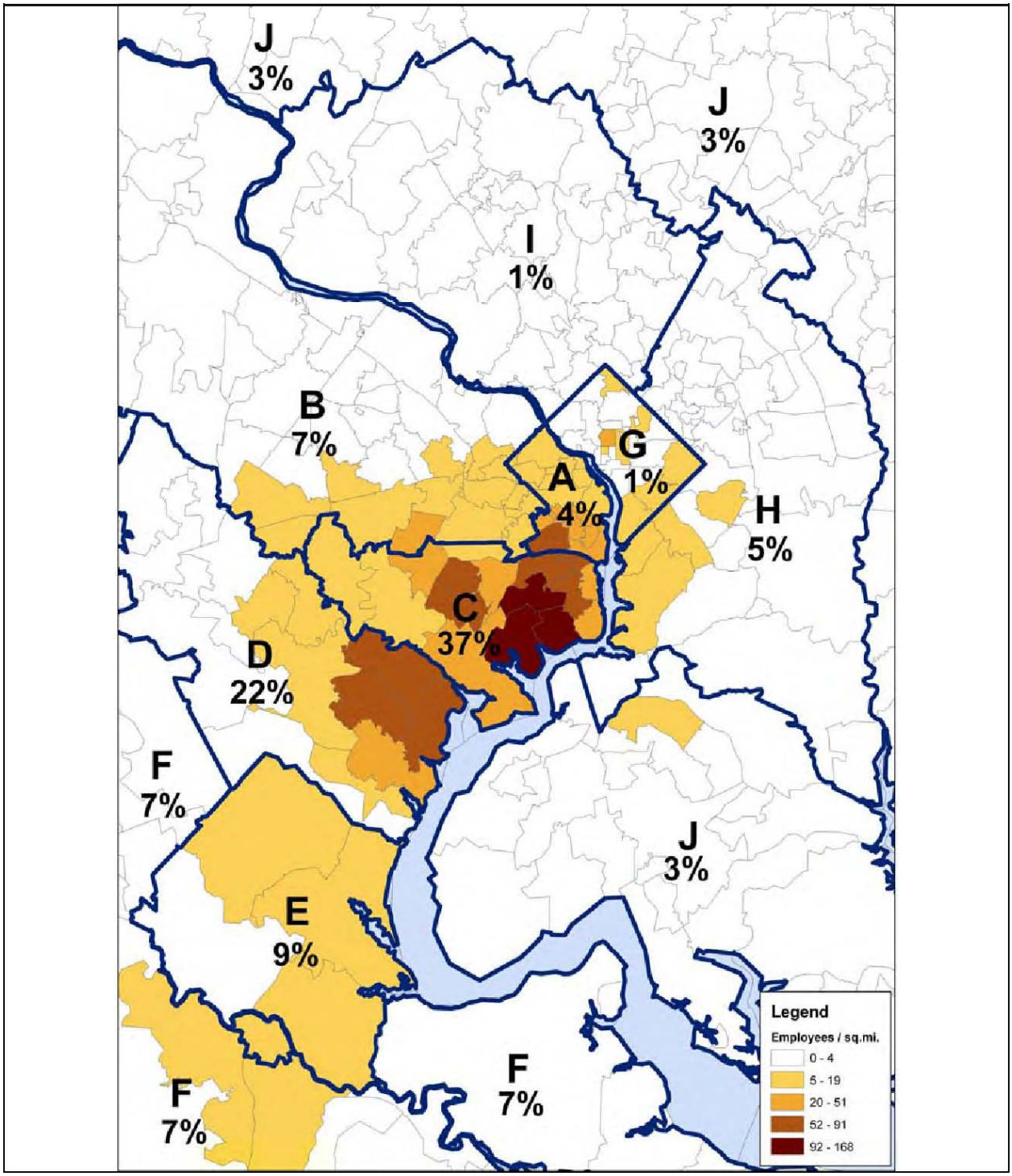

Figure 5. Current Residential Distribution of Fort Belvoir Employees

Transportation Impacts

During the preparation of the FEIS, transportation analysis was performed to provide sufficient detail for assessing the traffic impacts of implementing BRAC and to identify potential mitigating actions; the transportation section of the FEIS has been included in Appendix I. The studies used the regional travel demand model maintained by the Metropolitan Washington Council of Governments. The preferred or proposed alternative of the FEIS sited both NGA and Washington Headquarters Service (WHS) on EPG. However, the decision to locate WHS on EPG has been deferred by the Department of the Army, pending the outcome of an Environmental Assessment (EA) for siting WHS. The ROD acknowledged that implementing BRAC would be "expected to have significant adverse effects on the transportation system, regardless of the land use alternative selected," and identified several transportation projects, briefly described below, to be adopted and/or to seek funding for implementation. It was assumed that the segment of the Fairfax County Parkway, between the Franconia-Springfield Parkway and Fullerton Road, would be constructed.

- An access road beginning at the existing flyover ramp on southbound I-95 just south of its interchange with Franconia-Springfield Parkway, then proceeding along the flyover over Backlick Road to southbound Backlick Road and toward the west on a new alignment to the EPG loop road—a distance of approximately 0.3 mile.
- An access road beginning at the existing flyover ramp connecting the northbound I-95 HOV lanes to the northbound I-95 mainline just north of its interchange with Fairfax County Parkway, then proceeding west on a new alignment over southbound I-95 and Backlick Road to the EPG loop road—a distance of approximately 0.3 mile.
- An access road beginning at the existing exit ramp connecting southbound I-95 to westbound Fairfax County Parkway, then proceeding toward the northwest on a new alignment to the EPG loop road—a distance of approximately 1.0 mile.
- Modifications to the intersection of Backlick Road and Barta Road at the existing entrance to the EPG.
- Construction of a ride-share facility on EPG.

While the EA for the WHS is being written, new traffic studies are being performed by the Army to analyze the impacts of just the NGA population and to better define the needed road improvements to mitigate those impacts. Based on current modeling, the first road improvement detailed above would not be needed. NGA is working closely with the Army to ensure the needed roads are identified, funded and scheduled.

Marketing/Communication

NGA recognizes implementation of the TMP should begin immediately. Marketing of transportation alternatives has already begun (see end of this section for examples). The NCE website on the NGA network informs employees of the status of the project and plans for the future. The website contains helpful information and provides links to related transportation information and services. The Mass Transit Survey of 2005, available at the end of this section, makes it clear that NGA must proactively and aggressively change the trend and mindset from the use of single-occupancy vehicles to transportation via car/vanpools and mass transit.

Fort Belvoir Mass Transit Transportation Survey--NGA Results

Under the Base Realignment and Closure (BRAC) recommendations, NGA's East sites (Bethesda, Reston with Dulles North, Washington Navy Yard, Newington, Westfields, and NGA College) will be consolidated at a new campus at Fort Belvoir, Virginia, by 2011. In preparation, Fort Belvoir is studying the impacts of increasing the federal workforce population there. As part of the study, Fort Belvoir designed a web-based Mass Transit Transportation Survey to collect workforce input. NGA was invited to participate in this survey.

NGA conducted the Fort Belvoir Mass Transit Transportation Survey on the SBU and NGANet intranets from 21 November through 15 December 2005. The statistical results from the NGA respondents to the survey have been compiled and are provided below. Not all respondents answered every question. Therefore, the number of responses to each question varies. Percentages were "rounded" up or down and are provided by SIF for easier analysis of the data.

Total number of NGA respondents to the survey: 2847

Question	Total number or responses to this question	Total number of responses for this choice	Percentage of total for this question
1. Select your site:	2847		
NGA Bethesda		1002	35%
NGA Reston		584	21%
NGA Washington Navy Yard		665	23%
NGA—Other site		596	21%

2. Enter your **home** zip code (include sub-area zip code if possible).	2847	2847	100%
3. What do you consider your single MOST important reason for concern about traffic in and around Fort Belvoir?	2718		
A--I work at [or will be working at] Fort Belvoir.		1871	69%
B--I live near Fort Belvoir.		163	6%
C--I regularly use the roads around Fort Belvoir.		143	5%
D--Other		541	~~541~~%
4. What days of the week do you normally work? (Check all that apply.)	2847		
Monday		2751	97%
Tuesday		2812	99%
Wednesday		2782	98%
Thursday		2802	98%
Friday		2657	93%
Saturday		64	2%
Sunday		66	2%
5. Do you work a “compressed work schedule”?	2847		
No		1886	66%
Yes—If yes, what day of the week is your regularly scheduled day off?		961	34%
--Monday		2086	73%
--Tuesday		9	0.3%
--Wednesday		29	1%
--Thursday		11	0.3%

--Friday		712	25%
6. How would you plan to typically travel to the NGA East Campus at Fort Belvoir? (Check all that apply.)	2847		
I drive alone - if you check this box, please provide additional input (check all that apply):		2449	86%
I drive alone--Public transportation not available		993	41% of those who drive valone
I drive alone --Public transportation not convenient		1337	55% of those who drive valone
I drive alone --Need car for work or errands during lunch		525	21% of those who drive valone
I drive alone --Like freedom and privacy of my car		865	35% of those who drive valone
I drive alone --Have late or irregular hours		1025	42% of those who drive valone
I drive alone --Need car in case of emergency		745	30% of those who drive valone
I drive alone --Need childcare transportation		333	14% of those who drive valone
I drive alone --Travel Time		1037	42% of those who drive valone
I drive alone --Other		210	8% of those who drive valone
I drive with others from my household		118	4%
I ride as a passenger with others from my household		35	1%
Vanpool/carpool		205	7%
Bus (enter route numbers if applicable)		92	3%
Taxi		3	0.1%
Metrorail		285	10%

Bike		37	1%
Walk		10	0.4%
Other		42	1%
7. How many minutes do you believe a typical **one-way** trip from your home to the NGA Campus East at Fort Belvoir would generally take?	2847		
1-10 minutes		64	2%
11-20 minutes		195	7%
21-30 minutes		311	11%
31-45 minutes		560	20%
46-60 minutes		711	25%
More than 60 minutes		1006	35%
8. At what time do you usually arrive at work? [dropdown list of rush hour times 0500-1000, every 15 minutes, plus a selection for "Other"]	2749		
0500		86	3%
0515		33	1%
0530		121	4%
0545		92	3%
0600		448	16%
0615		104	4%
0630		310	11%
0645		96	3%
0700		390	14%
0715		95	3%

0730		256	9%
0745		79	3%
0800		222	8%
0815		51	2%
0830		123	4%
0845		22	1%
0900		75	3%
0915		9	0.3%
0930		17	0.6%
0945		2	0.1%
1000		12	0.4%
Other		106	4%
9. What time do you usually leave work? [dropdown list of rush hour times 1400-1900, every 15 minutes, plus a selection for “Other”]	2792		
1400		63	2%
1415		19	1%
1430		214	8%
1445		30	1%
1500		227	8%
1515		47	2%
1530		414	15%
1545		83	3%
1600		359	13%
1615		56	2%

1630		317	11%
1645		76	3%
1700		294	11%
1715		49	2%
1730		159	6%
1745		41	1%
1800		137	5%
1815		15	1%
1830		41	1%
1845		9	0.3%
1900		21	0.8%
Other		121	4%
10. Employment Status	2836		
Military		64	2%
Government civilian employee		1853	65%
Contractor		919	32%
11. Would you use the I-95 HOV (High Occupancy Vehicle) lanes if there were a ramp to/from Fairfax County Parkway [Rt. 7100] at Newington?	2847		
Very likely		332	12%
Likely		230	8%
Unlikely		365	13%
Very Unlikely		404	14%
Not applicable [to my probable commuting route to Fort Belvoir]		1516	53%

12. Would you use VRE (VA Railway Express: Lorton or Springfield Metro) or Metrorail (Springfield or Huntington) if a shuttle bus [from NGA Campus East] to the station were provided every 15 minutes?	2847		
Very likely		454	16%
Likely		354	12%
Unlikely		334	12%
Very Unlikely		410	14%
Not applicable [to my probable commuting route to Fort Belvoir]		1295	45%
13a. Are you aware of the REX Express Bus service that operates from Huntington Station to Fort Belvoir Main Post?	2847		
Yes		412	14
No		2435	86
If so, do you use this service now or would you in the future?	2190		
Yes		270	12%
No		1920	88%
13b. Would you change your commuting pattern if an internal bus system (shuttle bus service) were provided at Fort Belvoir to your work/duty station during peak hours to pick you up from a public transportation dropoff point at a Fort Belvoir Main Post gate and take you to NGA?	2847		
Yes		990	35%
No		1847	65%
13c. Would you use a Rapid Bus/Light Rail mass transit system proposed for Route 1 from Alexandria to Quantico? [Fort Belvoir Main Post	2847		

is located off Route 1.]			
Yes		618	22%
No		2229	78%
13d. Would you use High Occupancy Toll (HOT) lanes proposed for I-95 from DC to Spotsylvania? [Fort Belvoir Engineer Proving Ground is located off I-95 and the Main Post is near I-95.]	2847		
Yes		410	14%
No		2437	86%
14. Would you be willing to telecommute if telecommuting were an option?	2847		
Yes		1849	65%
No		444	16%
On occasion		554	19%
15. How many days a week would you be willing to telecommute?	various answers	various answers	various answers
16. Are you aware that the government provides incentives for using mass transit?	2847		
Yes		2413	85%
No		434	15%
17. Please select the description that best describes your current status in relationship to Fort Belvoir [NGA respondents should choose A, B, or C.]:	2847		
A. Uniformed member of the military (active, guard or reserve)		65	2%
B. Federal civilian employee		1802	63%
C. Contractor		873	31%
D. Retiree of either the military or federal civil		40	1%

service			
E. A family member of anyone in A-D above		7	0.2%
F. None of the above		60	2%

The SIF point of contact for this survey is Gail Cherochak, SIF, 301-227-1624.

Campus Consolidation: Creating the New Home for GEOINT

Ridesharing at NGA – Questions & Answers

1. Why are some people talking about planning their ridesharing to New Campus East (NCE) now? Isn't it too early? Would it really be an advantage to start ridesharing to our current work sites now, versus waiting until 2010 or 2011?

Ridesharing cuts your commuting costs, sometimes cuts your commuting time if the route includes use of high-occupancy "express" lanes, and helps relieve traffic congestion. If you join a carpool or vanpool now, you will become accustomed to a new mode of transportation now, which will make it easier to shift your commuting destination to Fort Belvoir. Easing into changes over time is less stressful. For some employees, the issue of commuting to NCE is stressful enough that being able to settle the issue now will relieve them of the worry.

2. What effect will NCE have on ridesharing at NGA?

In the east, the consolidation at NCE will exponentially increase opportunities for employees to ride together. Today, when employees use the RideShare matching system, employees need to match not only their departure sites (home), but their work sites. For example, three employees who live in Frederick, Maryland are unlikely to ride together if they work at the Reston, Bethesda, and Washington Navy Yard sites. But in 2011 all three will be commuting to Fort Belvoir.

3. What are the advantages of ridesharing to NGA employees and to NGA?

Benefits to the workforce:

- Ridesharing can work well when neither the departure area nor the destination are accessible to mass transit.
- Cutting personal commuting costs (gas, car maintenance, insurance, paying for a second family vehicle)
- Cutting commuting time through the use of high-occupancy highway lanes
- As a passenger, you can sleep, read, or talk during the ride. Arrive at work less stressed!
- If you like being with people instead of driving by yourself, you'll have company.

Benefits to NGA:

- Improving the likelihood of retaining valued employees.
- Enhancing employees' productivity because they will be less stressed by commuting.
- Helping manage parking capacities, reduce the need to arrange extra parking during periods of extreme parking need.
- Contributing to the solution for easing traffic problems makes NGA a good neighbor and citizen. In the west, NGA has been recognized and rewarded in the St. Louis program.

4. What are the advantages to riding with other NGA employees, versus other workers?

- NGA riders share the same system of flexible work schedules and working longer days to accommodate compressed work schedules.
- NGA vanpools travel directly from the pickup location to NGA.
- NGA offers closer, reserved parking for vanpools that park at NGA.
- You get to know your fellow vanpoolers and expand your network of contacts within the agency.
- If you ride with an external, non-NGA group that drops you off, you will probably share their additional costs, which may include parking fees at their destination.

5. Why might people choose to carpool, versus vanpool?

- More flexibility with a smaller group
- Like to drive occasionally for the carpool or need car during the day
- Not enough people to form a vanpool
- A short commute to work makes driving more cost-competitive with vanpooling

6. Why do people choose to vanpool, versus carpool?

- Vanpooling costs are typically lower than carpooling costs because the costs are divided among the members of a larger group. In fact, transit subsidies offered by NGA can make the ride on a vanpool virtually <u>free</u>.
- During summer vacation season, the van will still contain enough riders to use high-occupancy "express" lanes on roads. In contrast, during these periods the carpools might have most members on vacation.

- Passengers who wish to never drive will not be driving the van. In contrast, many carpools rotate the driving duties and use of personal vehicles among the passengers.

7. How does NGA support and encourage ridesharing?

- Preferred parking for vanpools and carpools
- Substantial transit subsidy
- web links
- RideShare database
- Public transportation information on the web
- east and west programs

8. What are good questions to consider when setting up a ridesharing situation such as a carpool or vanpool?

It's good to set guidelines for the group. Here are ideas for what to include:

- For registering the carpool or vanpool at NGA, who will be the primary point of contact?
- How often will the pool run? Every day? Once a week?
- Are their predictable days when the pool will not run?
- Will you rotate driving, or will there be a primary backup or driver?
- If you are rotating the driving to share equal driving responsibility and costs, how will the other pool members adjust the driving schedule when one person takes a day off or calls off sick?
- How long will the car/vanpool wait if a rider is late?
- What are the driver's responsibilities?
- Who fills up the gas tank? When? (Before or after the other riders are in the vehicle, or during the ride?)
- Will there be cost-sharing for tolls?
- Where will you pick up and drop off everyone? Will you meet at a commuter lot or at one person's home?
- If someone does not show up, how long will the pool wait?
- What will you do if you have to work late or go home during the day because of an emergency?
- What if you need to finish your workday at another NGA site?
- Will you play the radio during the drive? Listen to music? If so, what stations and what type of music?
- If there are stops along the way, where will they be, and for what reasons?
- Do you want to set up a probationary period so you can each gracefully bow out of the arrangement if it's not working out for either party?

- How much will ride sharing reduce the cost of my personal auto insurance? Fuel costs? Vehicle maintenance costs?

Vanpools – Questions & Answers

1. How can vanpools help with the new commute and the potential traffic problems caused by the move to the NCE?

Vanpools can provide several advantages. Vanpooling can significantly cut your commuting costs, especially with the numerous subsidy options that exist. Some vanpools literally have a free ride to work. Vanpools can alleviate congested roads. Think about it, one van can take up to 14 cars off the highways per day. Imagine being able to nap, work, read or chat on the way to work. Stress reduction is the most common advantage cited by vanpool riders. Vanpooling is environmentally friendlier – a moderately full van, over the course of a year, can help prevent the emission of 75 metric tons of carbon dioxide into the atmosphere. A vanpool can even save you time if the route to work includes use of high-occupancy "express" lanes.

The move to the NCE will be an unprecedented opportunity for NGA employees from several different work locations to form new commuting patterns. A diverse population of thousands of employees will suddenly be headed for a common location, creating both a potential traffic nightmare and ridesharing opportunities. By joining a carpool or vanpool you can contribute to the solution of this problem and your commute will be less stressful, more cost-effective, and environmentally friendlier.

2. Why bother with a vanpool now? Why don't I just wait until the NCE move?

If you join a vanpool now, you will become accustomed to a new mode of transportation now, which will make it easier to shift your commuting destination to Fort Belvoir. Many of the existing vanpools that serve NGA employees will stay in operation, simply switching their destination to Fort Belvoir. Easing into changes over time is less stressful. For some employees, the issue of commuting to NCE is stressful enough that being able to settle the issue now can help relieve them of the worry.

3. What exactly are vanpools? How do they work?

A vanpool is a group of people who commute to work together in a van. Vanpool vans can either be leased or independently owned and hold anywhere from 7 to 15 people each. A vanpool typically originates from an easily accessible pick-up point, such as a park and ride or mall parking lot, and transports employees to their place of work. Sometimes vanpools will have one or two additional stops along their route to and from the workplace. Vanpools typically operate on a fixed schedule with specific departure

and arrival times. The drivers of the van are volunteers and are recruited from the pool of riders.
Riders share the costs and pay a fee, usually monthly, to the vanpool coordinator if the van is leased or to the owner/operator. It is the operator's responsibility to manage all aspects of the vanpool's operation including finances, insurance, fueling, driver recruitment, maintenance and cleaning. Often, the members of a leased van share the management responsibilities, for instance, one rider will handle the finances, another the cleaning, and so on.

4. Are there any vanpools that operate at NGA? How can I find an existing vanpool?

There are numerous vanpools that serve many of NGA work sites. The best place to look for carpools and vanpool is on the NGA RideShare ridesharing web site found on the NGANet at http://webbet03.intranet.ic.gov/ocr/carpool/index.html.

Currently at NGA, there are several vanpools that serve the larger worksites. Serving Bethesda are vans from Frederick MD, Baltimore MD, Columbia MD, Stafford VA, Manassas VA, and Woodbridge VA. Serving the Washington Navy Yard are two vans from Frederick MD. Also, new vanpools are currently trying to form from Fredericksburg VA to Reston and from Berryville VA/Martinsburg WV to Bethesda.

Additionally, numerous internet ride sharing web sites exist including erideshare.com, commuterconnections.org, carpoolworld.com.

5. Please give an example of a real, existing NGA carpool.

A vanpool of 14 people departs at 5:15 a.m. from the Catonsville, Maryland park-and-ride lot in Baltimore County off Interstate 95. They drive 43 miles to the Bethesda site and arrive at 6:00 a.m. Monday through Thursday, they work 6:00 a.m. – 3:00 p.m., and on the working Friday they work 6:00 a.m. – 2:30 p.m. All riders work the 4-5-9 compressed work schedule with one-half hour for lunch, but their compressed day off varies. The vanpool has a fixed Friday off and alternate Friday as the eight-hour day. If riders do not take the vanpool's eight-hour Friday as their eight-hour day, they compensate by taking an hour of leave or drive to work separately.

6. How much does it cost to ride in a vanpool? What does the total cost include?

There is an example cost breakdown on the last page of this document. The total cost can vary widely and is dependent on a number of factors:

- Van lease or loan payment
- Number of riders

- Amount of rider subsidies
- Round trip commute distance, which determines:
    - Fuel costs
    - Maintenance costs
    - Insurance costs
- Repair/roadside assistance
- Tolls
- Parking (not applicable at NGA)

At NGA, all government employees are eligible for the Transit Subsidy Program, which will subsidize the use of mass transit, including vanpools, up to $105 a month. This level of subsidy can cover a rider's entire cost on vanpools that have few vacancies and/or short- to medium-length commutes. Depending on the length of your commute and what kind of car you drive, you could save thousands of dollars over the course of a year by joining a subsidized vanpool.

7. How does the Transit Subsidy Program work?

All NGA Government employees are eligible for the Transit Subsidy Program, which affords them up to $105 per month to defer the costs incurred by taking mass transit or vanpools to work. A one-page application is all that is required to join. Participants of the Program collect their metrocheks (the fare cards used on the Metro system) once a quarter, which they use to pay for transit on the Metro system. Vanpool riders simply sign the back of their metrocheks and forward them to their vanpool coordinator or operator who can exchange them for the funds necessary to operate the vanpool. If the value of the metrocheks does not cover the entire vanpool fee, the employee would then pay the difference.

8. I don't want to lose the freedom of having my own car at work. Would I have to ride every day?

You don't have to ride the van every day. It's understood that riders will need to take leave or be absent occasionally. If you don't want to commit to riding a van full time, many vanpools accept part-time and/or stand-by riders. Part-time riders could have the flexibility to ride specific days of the week. Stand-by riders do not commit to riding full-time, but ride when they wish on a space-available basis. Many vanpools are eager to fill vacancies in this manner. Each vanpool situation is different so flexible options are often available.

An additional benefit to vanpool participants in the National Capital Region is the Guaranteed Ride Home Program. This program is offered by the Metropolitan Washington Council of Governments (MWCOG) as a free service to commuters who regularly (twice or more a week) carpool, vanpool, bike, walk or take transit to work. Through this program the MWCOG offers a **FREE** and reliable ride home when one of

life's unexpected emergencies (family emergency, unscheduled overtime, sickness) arises. Visit the website at http://www.mwcog.org/commuter/Bdy-Grh.html.

9. What are the advantages to vanpooling with other NGA employees, versus external vanpools?

- NGA riders share the same system of flexible work schedules and working longer days to accommodate compressed work schedules.
- NGA vanpools travel directly from the pickup location to NGA.
- NGA offers closer, reserved parking for vanpools that park at NGA.
- You get to know your fellow vanpoolers and expand your network of contacts within the agency.
- If you ride with an external, non-NGA group that drops you off, you will probably share their additional costs, which may include parking fees at their destination.

10. What if there are no vanpools coming from the area where I live? How can I start one?

Start at the NGA RideShare ridesharing website. Posting an advertisement on the ridesharing site would gauge the amount of interest from potential riders. A good source of information would be the NGA employees who currently coordinate or operate an existing NGA vanpool. Their contact information can be found on the ridesharing site.

Another good source of assistance would be Van Pool Services, Inc. (VPSI). They are a full service vanpool leasing company and the leading transit provider that serves the National Capital Region. VPSI has a wide range of services to assist with the creation of new vanpools.

11. What are good questions to consider when setting up a ridesharing situation such as a carpool or vanpool?

It's good to set guidelines for the group. Here are ideas for what to include:

- For registering the carpool or vanpool at NGA, who will be the primary point of contact?
- How often will the pool run? Every day? Once a week?
- Are there predictable days when the pool will not run?
- Will you rotate driving, or will there be a primary backup or driver?
- If you are rotating the driving to share equal driving responsibility and costs, how will the other pool members adjust the driving schedule when one person takes a day off?

- What are the driver's responsibilities?
- Who fills up the gas tank? When? (Before or after the other riders are in the vehicle, or during the ride?)
- Will there be cost-sharing for tolls?
- Where will you pick up and drop off everyone? Will you meet at a commuter lot or at one person's home?
- If someone does not show up, how long will the pool wait?
- What will you do if you have to work late or go home during the day because of an emergency?
- What if you need to finish your workday at another NGA site?
- Will you play the radio during the drive? Listen to music? If so, what stations and what type of music?
- If there are stops along the way, where will they be, and for what reasons?
- Do you want to set up a probationary period so you can each gracefully bow out of the arrangement if it's not working out for either party?

An experienced vanpool coordinator/operator will probably help you with answering many of these questions.

12. Where can I find more official information about ridesharing in the Washington, D.C., and St. Louis areas?

National Capital Region:

Commuter Connections: (800) 745-RIDE, http://www.mwcog.org/commuter/ccindex.html
Commuter Choice Program: http://www.commuterchoice.gov/
Van Pool Services Inc: (800) VAN-RIDE, http://www.vanpoolusa.com
Commuter Page: http://www.commuterpage.com
Washington Metropolitan Area Transit Authority (Metro): http://www.wmata.com

Virginia:

Virginia Department of Rail and Public Transportation: http://www.drpt.virginia.gov
Virginia Department of Transportation: http://www.vdot.virginia.gov
Fairfax County, Cities of Falls Church and Fairfax: Fairfax County Ride Sources (703) 324-1111
City of Alexandria: Alexandria Rideshare (703) 838-3800
Arlington County: Arlington Transportation Partners (703) 247-9299
Loudoun County: Loudoun County Rideshare (703) 771- 5665
Prince William County, Cities of Manassas and Manassas Park: Potomac and Rappahannock Transportation Commission (PRTC) Omni Match (703) 583-7782

Maryland:

Maryland State Highway Administration: http://www.sha.state.md.us
Commuter Choice Maryland: http://www.commuterchoicemaryland.com/index.cfm
Maryland Mass Transit Administration: http://mtamaryland.com/index.cfm
Annapolis Regional Transportation Management Association (ARTMA): 410-269-7433
Baltimore County: 410-732-6000
Baltimore City: 410-396-POOL
Carroll County: 410-732-6000

Frederick County: 301-631-3543
Howard County: 410-313-3130
Montgomery County Commuter Services: 301-770-POOL
Prince George's County: 301-883-5656
Tri-County Council (Charles, Calvert, St. Mary's): 301-870-2777

St. Louis:

Ride Finders: http://www.ridefinders.org/

Cost Comparisons Example (updated 15 November 2006)

The following **example** is based on a commute of 20,000 miles a year (1667 miles per month or about 42 miles one-way each day for 20 workdays (this allows for two compressed workdays off during the month)). The vanpool rider fee is based on a real-life vanpool. The cost-per-mile rates are taken from The American Automobile Association (AAA)'s publication *Your Driving Costs 2006* and are shown for a small sedan. AAA's cost of gas per gallon was $2.405. Taxes, license and registration, finance charges, car payments, car washes, cellphones, and other expenses are not included because they would not change based on the amount of miles driven.

DRIVING versus VANPOOLING*	Monthly costs of driving to work in a small sedan	Monthly costs of vanpooling and driving to and from the vanpool pickup site in a small sedan
Number of miles driven in personal vehicle	1667 miles (about 42 miles one-way each day)	240 miles (12 miles round trip from home to the vanpool pickup site for 20 workdays)
Vanpool rider fee (rider's share of lease fee, fuel, insurance, maintenance, roadside assistance)	N/A	$115.00
Insurance costs for small sedan (AAA estimates $892 per year)--The insurance industry estimates an average of 10% savings from not driving to work ($74.33-7.43=$66.90)	$74.33	$66.90
Operating costs for small sedan: gas, tires, maintenance—AAA 13 cents per mile	$216.71	$31.20
Depreciation costs for a small sedan: (AAA—16 cents per mile)	$266.72	$38.40
Total rider costs before subsidy	$557.76	$251.50
Metrochek transit subsidy (available to government employees only)	N/A	- $105.00
Total rider costs after subsidy	**$557.76**	**$146.50**
Total savings for these vanpool riders	**$411.26 per month** **$4935.12 per year**	

This information is based on driving a small sedan. You can save even more if you drive a larger sedans, SUV, or truck.

Appendix A.
Transportation Committee

Transportation Committee

NGA will establish a Transportation Committee. The Committee/Committee Chairperson will, at a minimum:

- Manage the transportation and parking issues and enforce the TMP.
- Establish goals and measures, monitor progress, and take action to ensure those goals are met.
- Serve as the liaison between NGA and Fort Belvoir.
- Increase awareness of national and regional initiatives and link marketing efforts to national modal days (e.g., Walk to School Day or Bike to Work Day).
- Communicate to employees and managers about the status of the program, share information about initiatives, etc.
- Conduct employee surveys, as needed.
- Integrate with the New Employee initiatives, to include provide a briefing and information package.
- Review the TMP annually. The TMP is intended to be dynamic, with changes being made as needed. If no changes are made over a 12 month period, each element of the plan will be reviewed. TMP elements will be improved/expanded, if required.

Appendix B.
Transit Services

Transit Services

NGA understands that of all the transportation alternatives presented in this TMP, access to public transportation is one of the most critical to parking and traffic management. NGA is committed to:

- Providing shuttle service to/from Metrorail and VRE stations
- Providing shuttle service to/from other IC agencies
- Encouraging travel to/from the Pentagon and other DC sites through NGA provided connection to the Metrorail
- Investigating bus service options, including DoD-sponsored routes
- Identifying security concerns and any mitigations to allow better (but controlled) public transportation access to EPG
- Promoting transit ridership
- Measuring and monitoring ridership and making changes, when and where needed
- Publicizing and promoting the Transit Subsidy Program

The Rail System

While no rail transit service is provided directly to EPG, two rail services— Washington Metropolitan Area Transit Authority (WMATA, herein referred to as Metrorail) and the Virginia Railway Express (VRE) —have stations within a few miles of EPG, as discussed below. In addition, the MARC system connects to both the Metro and VRE systems and may offer travel opportunities for NGA employees.

Metrorail. Metrorail has one station that serves EPG. The Franconia-Springfield station on the Blue Line is approximately 3 miles northeast of EPG. The Blue Line provides service to Ronald Reagan National Airport and the Pentagon, as well as the central core area of Washington, DC, with connections to each of the other Metro lines. Metro operates 7 days a week with weekday service generally available from 5:30 AM to midnight. Service on the Blue Line generally is 6 minutes during peak times and 12 minutes during off-peak times. The Franconia-Springfield Station is also a stop for the Virginia Railway Express, Fredericksburg Line (see additional information below).

NGA is planning to provide shuttle service to/from the Franconia-Springfield Station. Shuttle times to/from the station will complement both the train and metrorail schedules. Shuttle service during the non-peak times will be needed to support ridership to the Pentagon and other DC destinations, as well as to provide service to the mid-afternoon VRE trains. Exact schedules and shuttle sizes (e.g., van versus bus) have not yet been established.

Information about the Metrorail is provided at the end of this Appendix. WMATA also has a weblink: http://www.wmata.com/default.cfm.

Virginia Railway Express (VRE). VRE connects Northern Virginia and Washington, D.C. with commuter rail service on two lines, one from Fredericksburg and one from Manassas. Three VRE stations are in the general vicinity of Fort Belvoir. The Lorton station is approximately 4.5 miles south of EPG. The Franconia-Springfield station is adjacent to the Franconia-Springfield Metro station, approximately 3 miles northeast of EPG. The third station, the Manassas line station closest to EPG, is the Backlick Road station, located about 4.5 miles north of EPG. The Fredericksburg Line operates between Fredericksburg and Union Station in Washington, DC. It serves locations in Stafford County, Prince William County, Fairfax County, Alexandria, and Arlington County. Service frequency at these stations is every 30 minutes from approximately 6:00 AM to 8:40 AM and from 4:00 PM to 7:15 PM. There is one mid-afternoon train (i.e., 1:25 PM), heading southbound from both stations. The Manassas Line operates between Broad Run/Manassas and Union Station. It serves locations in Prince William County, Fairfax County, Alexandria and Arlington County. Service frequency at the Backlick Road Station is every 40 minutes from approximately 5:30 AM to 8:20 AM and from 4:20 PM to 6:45 PM. There is one mid-afternoon train (1:44 PM), heading southbound.

At this time, NGA is planning to provide separate shuttle service to/from the Franconia-Springfield Station and, if ridership warrants, the Backlick Road Station (i.e., not to the Lorton Station). Shuttle times to the Backlick Road Station will coincide with the train schedule, and scheduling shuttles to/from the Franconia-Springfield Station will complement both the train and metrorail schedules. Shuttle service for the Backlick Road mid-afternoon train would be on an as needed basis, with employees requesting a ride up to the day needed. There will be sufficient shuttle service to the Franconia-Springfield Station, as described above, for employees to catch the mid-afternoon train. Exact schedules and shuttle sizes (e.g., van versus bus) have not yet been established.

Information about each station is provided at the end of this Appendix, along with the current schedules. VRE also has a weblink: http://www.vre.org/ .

MARC Trains. The MARC Train Service (MARC) is an integral component of Maryland's transportation system. There are three lines, between Washington, DC and Baltimore, MD; Washington, DC and Perryville, MD; and Washington, DC and Martinsburg, WV. All lines end at Union Station in Washington DC. Riders would have to take a blue line train to the Franconia-Springfield Station in order to take advantage of the NGA shuttle. It is difficult to determine if any NGA employee will ride the MARC trains, but that service does provide opportunities for employees to get to EPG via this route. Information about the MARC system is included in this Appendix. MARC also has a website: www.mtamaryland.com .

Bus Service

Presently, there is no bus service to EPG. A number of bus routes operate within a half-mile or less of the site. These include Fairfax Connector Routes 304, 305, 331, and 332 and Metrobus Routes 18R and 18S. All six of these routes connect to the Franconia-Springfield Station. Discussions with bus services will have to be undertaken to identify potential new bus stops or bus routes. In addition, NGA will need to investigate whether or not commuter buses or other non-NGA buses can access EPG without significant delays caused by security screening passengers and vehicles.

Some of the local bus services and commuter services are identified below. Most of the local buses are focused on getting commuters to a VRE or Metrorail station. Even with the shuttle

service NGA provides from the two VRE/Metrorail stations, described above, it is difficult to know, at this time, if employees would drive to a locally-provided commuter lot, get on a bus, and then get on a shuttle to their final destination. This would have to be further investigated, too.

Metrobus. Metrobus is part of WMATA's transit system and is the regional bus service, with over 350 routes. Weblink: http://www.commuterpage.com/metrobsched.htm

Fairfax Connector. The Fairfax Connector bus system runs seven days a week with service throughout Fairfax County and to Metrorail Stations on the Orange, Blue and Yellow lines, including the Pentagon Transit Center. Currently, South County Bus Routes 331 and 332 pass the Barta/Backlick Intersection of EPG, but the purpose of those routes is to and from the Franconia-Springfield Metro/VRE Station. NGA will investigate the feasibility of having a bus stop on EPG. Weblink: http://www.fairfaxcounty.gov/connector/

OmniRide. OmniRide is Potomac and Rappahannock Transportation Commission's (PRTC's) commuter bus service. OmniRide offers convenient weekday (Monday - Friday) service from locations throughout Prince William County along the I-95 corridor and Manassas and Gainesville areas along the I-66 corridor to destinations that include the Vienna, West Falls Church and Franconia/Springfield Metrorail Stations, the Pentagon, Crystal City, Rosslyn/Ballston, downtown Washington, D.C., Capitol Hill, and the Washington Navy Yard. PRTC also provides Metro Direct to the Franconia-Springfield and West Falls Church Metro stations. The Metro Direct services are ideal for commuters with non-traditional work schedules and those who need midday commuting options. NGA will investigate the potential to provide service to EPG, particularly when the HOV connection to I-95 is completed. Weblink: http://www.prtctransit.org/

OmniLink. OmniLink is PRTC's local weekday (demand responsive) bus service that operates in Eastern Prince William County and the Manassas area. Unlike a traditional public bus service that operates only along a designated route, with advanced notice, OmniLink buses can be rerouted to serve locations up to ¾ mile off the route when there is time available in the schedule. There is a Cross-County Connector, going from Manassas to Woodbridge. Weblink: http://www.prtctransit.org/omnilink/index.php

Loudon County Transit Commuter Bus Service: Loudoun County Transit operates throughout Loudoun taking passengers into the Metropolitan Washington region. These same commuter buses also bring passengers to Loudoun County via West Falls Church Metro Station. Loudoun County Transit operates rush hour service from park and ride lots in Loudoun to destinations that include West Falls Church Metro, Rosslyn, the Pentagon, and Washington, D.C. Weblink: http://www.loudoun.gov/Default.aspx?tabid=785

Other bus systems which target VRE and Metrorail Stations as the end point include, but are not limited to: Arlington ART Bus, DASH/Alexandria Transit Company, FRED, and GRTC. Comparable systems exist in Maryland. In addition to these local bus systems, one private company, Lee Coaches, also provides commuter bus service to Fort Belvoir from the Fredericksburg/Stafford County area.

System Map

MetroOpensDoors.com
Customer Information Service: 202/637-6000
TTY Phone: 202/638-3780

Legend

- Red Line • Glenmont to Shady Grove
- Orange Line • New Carrollton to Vienna/Fairfax-GMU
- Blue Line • Franconia-Springfield to Largo Town Center
- Green Line • Branch Avenue to Greenbelt
- Yellow Line • Huntington to Fort Totten

Station in Service
Commuter Rail
Virginia Railway Express
Amtrak MARC
Transfer Station
Bus to Airport
Parking

Metro is accessible.

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WASHINGTON METROPOLITAN
AREA TRANSIT AUTHORITY

REV 10/27/06

No Smoking

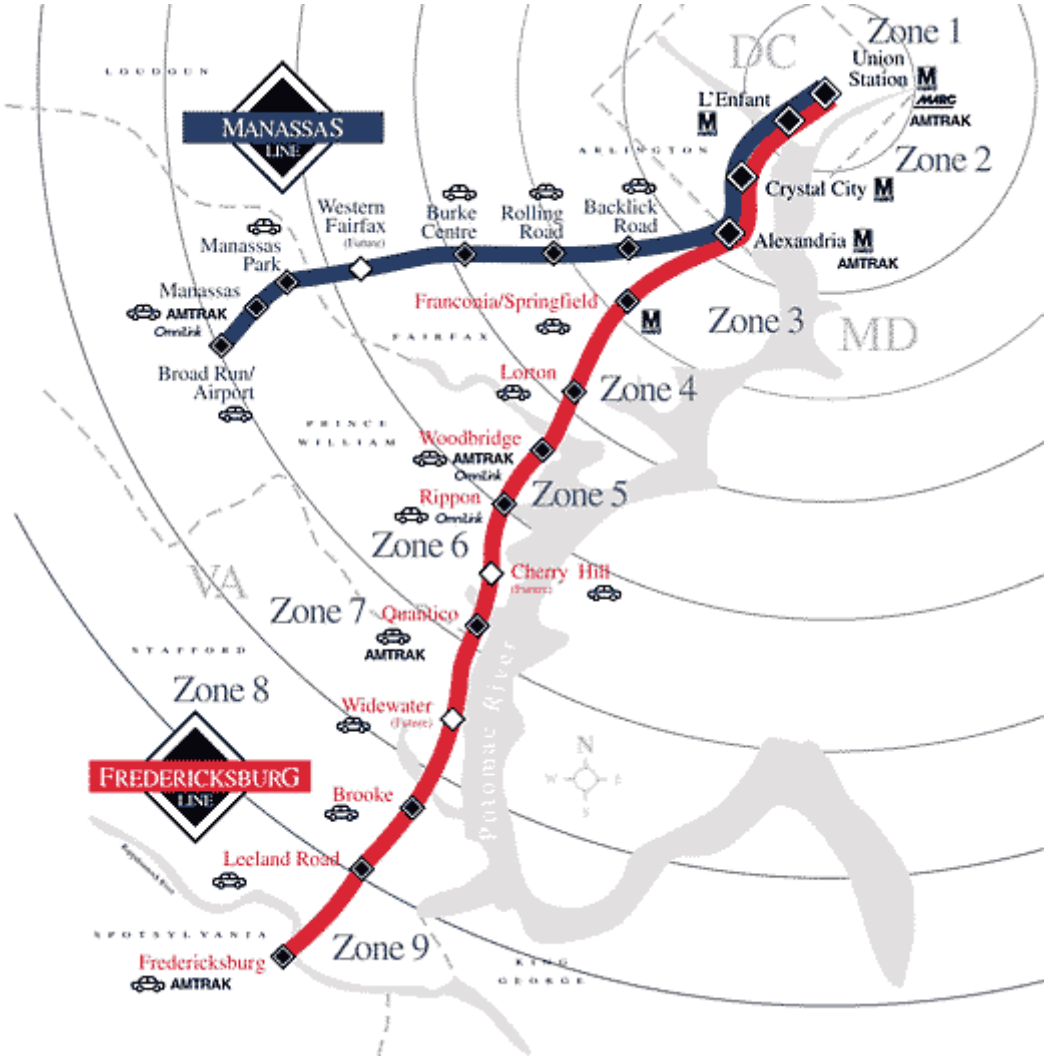
No Eating or Drinking

No Animals (except service animals)

No Audio (without earphones)

No Litter or Spitting

No Dangerous or Flammable Items

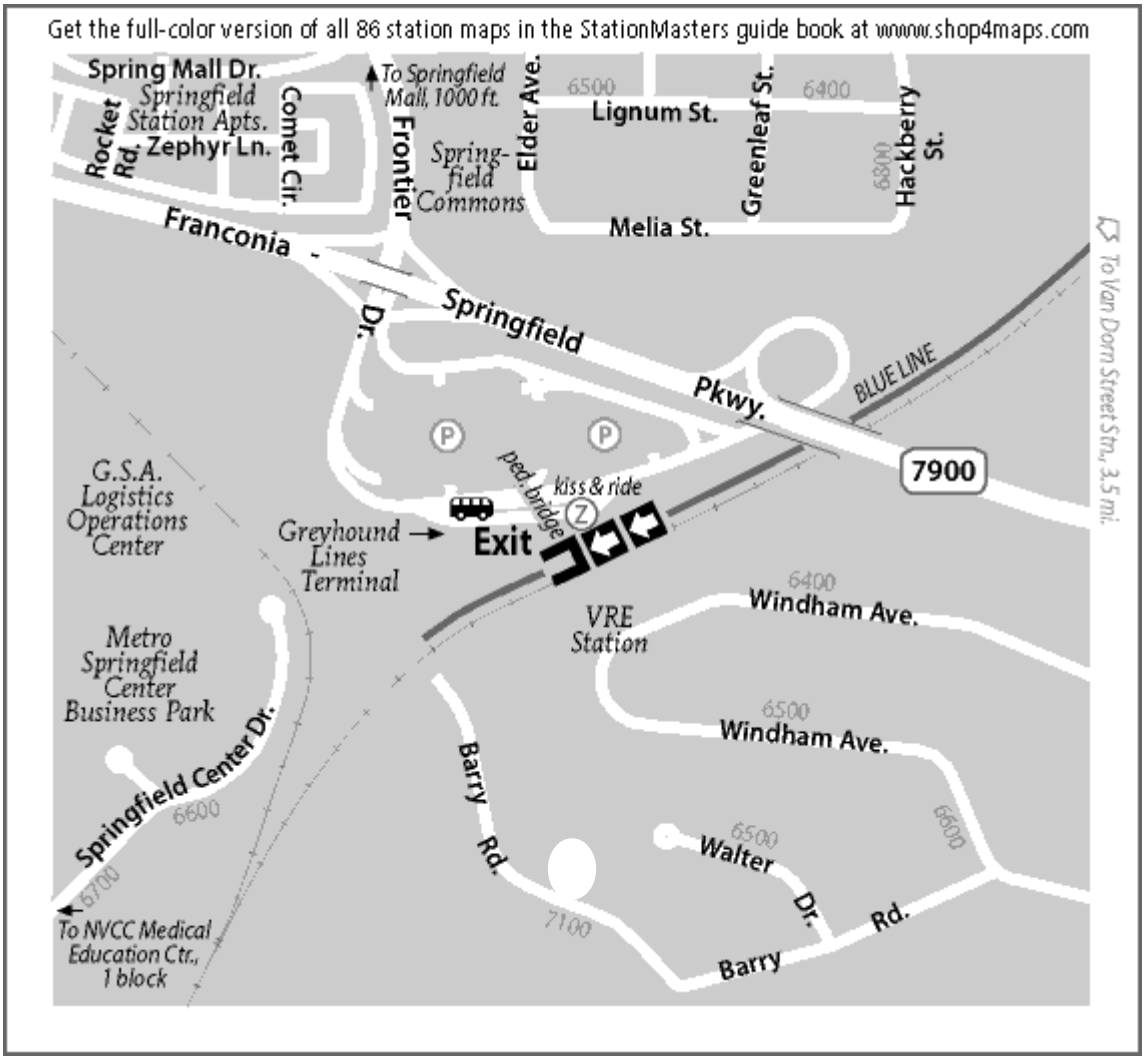

Zone 1
DC
Union Station
MARC
AMTRAK
L'Enfant
Zone 2
Crystal City
Alexandria
AMTRAK
Zone 3
MD
Zone 4
Zone 5
Zone 6
Zone 7
Zone 8
Zone 9
VA
LOUDOUN
ARLINGTON
FAIRFAX
PRINCE WILLIAM
STAFFORD
SPOTSYLVANIA
KING GEORGE
MANASSAS LINE
FREDERICKSBURG LINE
Manassas Park
Manassas
AMTRAK
Omnilink
Broad Run/ Airport
Western Fairfax
(Future)
Burke Centre
Rolling Road
Backlick Road
Franconia/Springfield
Lorton
Woodbridge
AMTRAK
Omnilink
Rippon
Omnilink
Cherry Hill
(Future)
Quantico
AMTRAK
Widewater
(Future)
Brooke
Leeland Road
Fredericksburg
AMTRAK
Potomac River
N
W
E
S

Franconia/Springfield Station
6880 Frontier Drive
Springfield, VA 22150
Approximately 3.1 miles from EPG

Metrorail Access
Springfield Station (Blue Line)
To get to Metrorail, head up the platform steps and cross the walkway over the tracks. The steps on the other side will lead you to the Metrorail Mezzanine level. Please use the walkway to cross the tracks. Other trains do pass through the station at high speeds.

Parking
Parking is available and costs $3.75 daily. Because this is a Metro facility, a SmarTrip card is needed to pay for and exit the parking lot.

Opens: 5 a.m. weekdays, 7 a.m. weekends
Closes*: midnight Sunday-Thursday, 3 a.m. Friday-Saturday nights



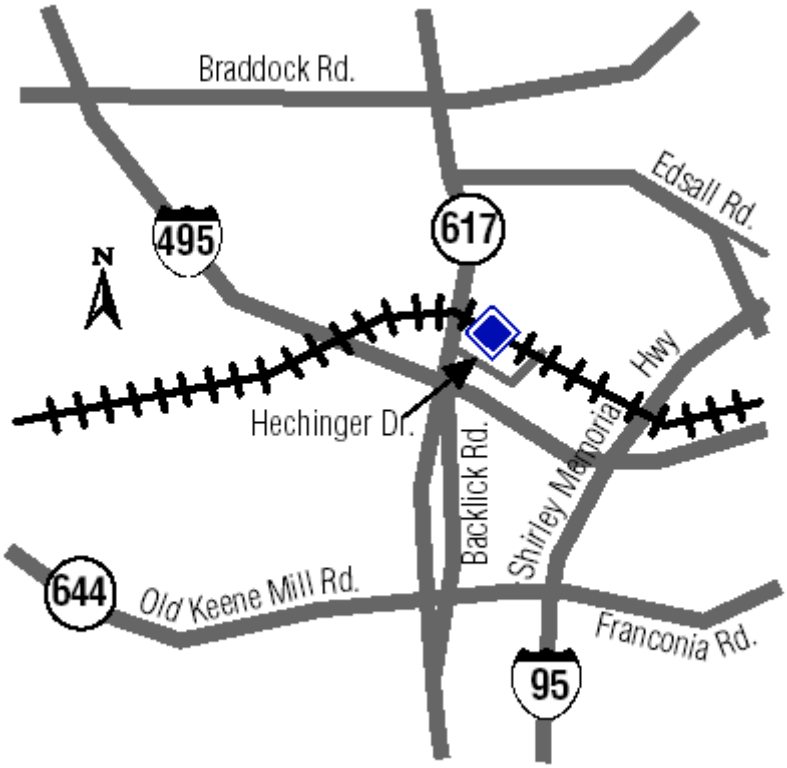
Bicyclists on Metrorail

Bicycles are permitted on Metrorail at most times to facilitate cyclists who enjoy riding, whether for leisure or as their daily commute.

Backlick Road Station
6900 Hechinger Drive
Springfield, Virginia 22151
~4.3 miles from EPG

Amenities
Ticket Vending machines (credit/debit only)
Newspaper Racks
Bicycle Racks
Pay Phones

Parking
The parking at this station is free for everyone. There are 220 spaces available. Overnight parking is permitted, at your own risk. In March 2007, the parking lot averaged 53% capacity.



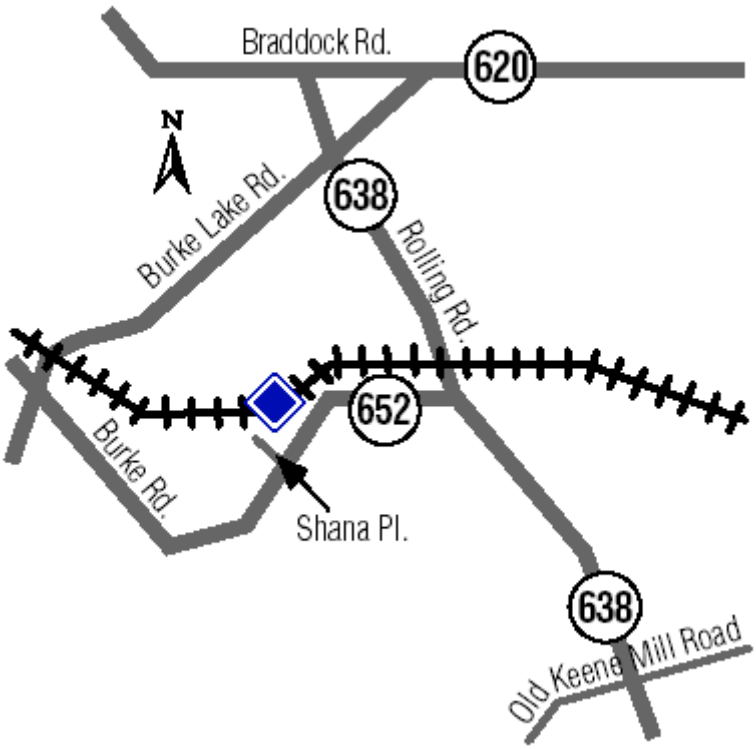
Rolling Road Station
9016 Burke Rd.
Burke, Virginia 22015
~7.72 miles from EPG

Amenities
Ticket Vending machines (credit/debit only)
Newspaper Racks
Bicycle Racks
Pay Phones

Parking
There are 368 free parking spaces available to everyone at this station. Overnight parking is permitted at your own risk. Rolling Road currently has 368 spaces. In March 2007, this lot was at 97% capacity. Overnight parking is at your own risk.

Fairfax County is in the midst of an engineering and feasibility survey for this lot. However, as this is a residential neighborhood, there is not much space for expansion.

Map



Fredericksburg Line

Fredericksburg Line Northbound
Effective October 29, 2007

Train #	300	S 302	304	S 306	Requires Step-Up Ticket Amtrak 84*	S 308	S 310	Requires Step-Up Ticket to ride Amtrak Amtrak 86*	Amtrak 94*	Amtrak 80*	Amtrak 66*
Frequency	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F
Fredericksburg	5:15a	5:45a	6:10a	6:35a	6:55a	7:15a	7:50a	8:55a	11:54a	3:41p	6:56p
Leeland Road	5:21	5:51	6:16	6:41	-----	7:21	7:56	-----	-----	-----	-----
Brooke	5:27	5:58	6:22	6:47	-----	7:27	8:02	-----	-----	-----	-----
Quantico	5:39	6:10	6:34	6:59	7:14	7:39	8:14	9:14	12:14	4:01	7:15
Rippon	5:48	6:19	6:43	7:08	-----	7:48	8:23	-----	-----	-----	-----
Woodbridge	5:54	6:25	6:48	7:14	7:27	7:54	8:28	-----	-----	-----	-----
Lorton	6:01	6:32	6:55	7:21	-----	8:00	8:35	-----	-----	-----	-----
Franconia/Spfld.(L)	6:10	6:39	7:02	7:28	-----	8:07	8:41	-----	-----	-----	7:35
Alexandria (L)	6:24	6:51	7:16	7:41	7:47	8:20	8:54	9:41	12:45	4:32	7:48
Crystal City (L)	6:33	6:59	7:26	7:51	-----	8:30	9:02	-----	-----	-----	-----
L'Enfant (L)	6:41	7:07	7:34	7:59	8:03	8:38	9:10	-----	-----	-----	-----
Union Station	6:48	7:13	7:40	8:05	8:15	8:44	9:18	10:06	1:25	5:08	8:25

Fredericksburg Line Southbound
Effective October 29, 2007

Train #	Requires Step-Up Ticket Amtrak 67*	Amtrak 79*	S 301	Requires Step-Up Ticket Amtrak 95*	S 303	305	S 307	309	Requires Step-Up Ticket Amtrak 93/83*	S 311	313	Requires Step-Up Ticket Amtrak 85*
Frequency	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F
Union Station	7:30a	10:55a	12:55p	2:30p	3:35p	4:05p	4:45p	5:15p	5:50p	6:00p	6:40p	7:00p
L'Enfant	-----	-----	1:01	-----	3:41	4:11	4:51	5:21	5:56	6:06	6:46	------
Crystal City	-----	-----	1:07	-----	3:47	4:17	4:58	5:27	------	6:12	6:52	------
Alexandria	7:47	11:12	1:15	2:45	3:55	4:25	5:06	5:35	6:07	6:20	6:59	7:15
Franconia/Spfld.	7:56	-----	1:25	-----	4:05	4:35	5:16	5:45	------	6:30	7:08	------
Lorton	-----	-----	1:32	-----	4:12	4:42	5:23	5:52	------	6:37	7:15	------
Woodbridge	-----	-----	1:40	3:03	4:20	4:49	5:31	6:00	------	6:45	7:22	7:32
Rippon	-----	-----	1:45	-----	4:25	4:55	5:36	6:05	------	6:50	7:27	------
Quantico	8:16	11:39	1:54	3:17	4:34	5:04	5:45	6:14	6:36	6:59	7:36	7:46
Brooke (L)	-----	-----	2:12	-----	4:53	5:22	6:03	6:32	------	7:16	7:50	------
Leeland Road (L)	-----	-----	2:20	-----	5:02	5:31	6:12	6:40	------	7:24	7:58	------
Fredericksburg	8:35	11:57	2:26	3:39	5:08	5:37	6:19	6:46	6:58	7:30	8:04	8:10

"S"= Special schedule.* Indicates Amtrak Trains accepting VRE Ten-Trip, Five Day, TLC and Monthly tickets only.
For VRE information: www.vre.org or call 1-800-RIDE-VRE. For Amtrak information, call 1-800-USA-RAIL.
(L) indicates train may leave early if everyone has boarded or deboarded, regardless of schedule time.

Manassas Line

Manassas Line Northbound
Effective October 29, 2007

Train #	322	S 324	326	S 328	S 330	S 332	Requires Step-Up Ticket Amtrak 20*	336	Requires Step-Up Ticket Amtrak 50*	338
Frequency	M -F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	W,F	M-F
Broad Run	5:05a	5:45a	6:15a	6:40a	7:20a	7:50a	-----	2:45p	-----	5:10p
Manassas	5:11	5:51	6:21	6:47	7:26	7:56	8:46a	2:51	4:35p	5:16
Manassas Park	5:16	5:56	6:26	6:53	7:31	8:01	-----	2:56	-----	-----
Burke Centre	5:28	6:08	6:38	7:05	7:43	8:13	-----	3:08	-----	-----
Rolling Road	5:33	6:13	6:43	7:11	7:48	8:18	-----	-----	-----	-----
Backlick Road	5:40	6:20	6:50	7:18	7:55	8:25	-----	-----	-----	-----
Alexandria (L)	5:52	6:33	7:03	7:31	8:08	8:39	9:43	3:30	5:22	5:52
Crystal City (L)	6:01	6:43	7:13	7:41	8:18	8:48	-----	-----	-----	-----
L'Enfant (L)	6:10	6:53	7:23	7:49	8:26	8:58	-----	-----	-----	-----
Union Station	6:18	7:00	7:30	7:55	8:35	9:05	10:03	3:55	5:55	6:25

Manassas Line Southbound
Effective October 29, 2007

Train #	321	Requires Step-Up Ticket Amtrak 51*	S 325	S 327	329	S 331	333	S 335	Requires Step-Up Ticket Amtrak 19*	337
Frequency	M-F	W,F	M-F	M-F	M-F	M-F	M-F	M-F	M-F	M-F
Union Station	6:25a	11:10a	1:15p	3:45p	4:25p	5:00p	5:30p	6:10p	6:30p	6:50p
L'Enfant	-----	-----	1:21	3:51	4:31	5:06	5:36	6:16	-----	6:56
Crystal City	-----	-----	1:26	3:57	4:37	5:12	5:42	6:21	-----	7:01
Alexandria	6:42	11:29	1:33	4:04	4:44	5:20	5:49	6:28	6:49	7:08
Backlick Road	-----	-----	1:44	4:15	4:55	5:32	6:00	6:39	-----	7:19
Rolling Road (L)	-----	-----	1:51	4:22	5:02	5:41	6:07	6:46	-----	7:26
Burke Centre (L)	-----	-----	1:56	4:27	5:07	5:46	6:13	6:52	-----	7:31
Manassas Park (L)	-----	-----	2:11	4:42	5:22	6:02	6:28	7:07	-----	7:46
Manassas (L)	7:15	12:02	2:19	4:50	5:30	6:10	6:36	7:15	7:22	7:54
Broad Run	7:40	-----	2:28	5:00	5:39	6:19	6:45	7:24	-----	8:03

"S"= Special schedule. *Indicates Amtrak trains accepting VRE 10-Trip, Five Day, TLC and Monthly tickets only.
For VRE information: www.vre.org or call 1-800-RIDE-VRE. For Amtrak information, call 1-800-USA-RAIL.
(L) indicates train may leave early if everyone has boarded or deboarded, regardless of schedule time.

MARC TRAIN SERVICE

I-95 CIRCULATOR (Weekday Service Only) 331

Counter-Clockwise Loop

ROUTE 331

Franconia-Springfield Metro Station	Bland at Amherst	Boston Boulevard at Corporate Court	Defense Logistics Agency (DLA)	Gateway 95	Medical College	Franconia-Springfield Metro Station
Weekday – AM Service						
—	—	—	5:59	6:06	6:15	6:20
5:59	6:10	6:26	6:36	6:43	6:52	6:57
6:29	6:40	6:56	7:06	7:13	7:22	7:27
6:59	7:10	7:26	7:36	7:43	7:52	7:57
7:29	7:40	7:56	8:06	8:13	8:22	8:27
7:59	8:10	8:26	8:36	8:43	8:52	8:57
8:29	8:40	8:56	9:06	9:13	9:22	9:27
8:59	9:10	9:26	9:36	9:43	9:52	9:57
9:29	9:40	9:56	10:06	10:13	10:22	10:27
9:59	10:10	10:26	10:36	10:43	10:52	10:57
10:59	11:10	11:26	11:36	11:43	11:52	11:57
11:59	12:10 pm	12:26	12:36	12:43	12:52	12:57
Weekday – PM Service						
12:59	1:10	1:26	1:36	1:43	1:52	1:57
1:59	2:10	2:26	2:36	2:43	2:52	2:57
2:59	3:10	3:26	3:36	3:43	3:52	3:57
3:29	3:40	3:56	4:06	4:13	4:22	4:27
3:59	4:10	4:26	4:36	4:43	4:52	4:57
4:29	4:40	4:56	5:06	5:13	5:22	5:27
4:59	5:10	5:26	5:36	5:43	5:52	5:57
5:29	5:40	5:56	6:06	6:13	6:22	6:27
5:59	6:10	6:26	6:36	6:43	6:52	6:57
6:29	6:40	6:56	7:06	7:13	7:22	7:27
6:59	7:10	7:26	7:36	7:43	7:52	7:57
7:59	8:10	8:26	8:36	8:43	8:52	8:57
8:29	8:40	8:56	9:06	9:13	9:22	9:27
9:29	9:40	9:56	10:06	10:13	10:22	10:27

All Fairfax Connector buses are wheelchair lift-equipped.

- Use exact fare; drivers do not carry change
- NO pennies
- NO smoking, eating or drinking on the bus
- Fold strollers
- Use earphones with radios and other electronic devices
- Service animals are permitted; other small animals are permitted if transported in a secure container.

I-95 Circulator

Springfield Plaza, Gateway 95 Business Park, DLA, Medical College, Franconia-Springfield Metro

(Weekday Service Only)

***See Route 332 for Clockwise Loop**

FAIRFAX CONNECTOR

CUSTOMER SERVICE

703-339-7200

TTY 703-339-1608
www.fairfaxconnector.com

See the
Fairfax Connector Policy Brochure
for fares and important information about the bus system

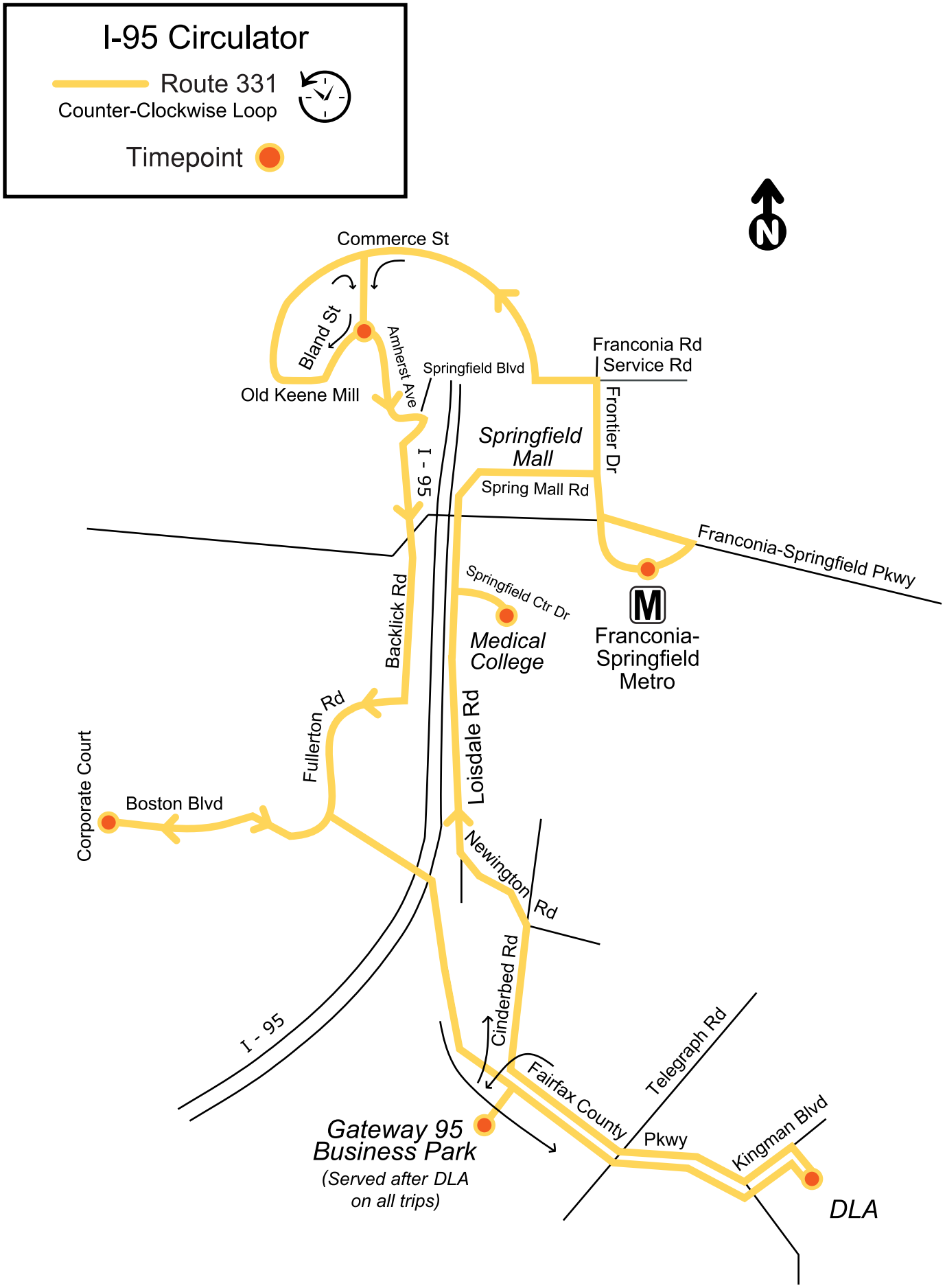
SmarTrip

SmarTrip® Now Accepted

If accommodations or alternative formats are needed, please call 703-324-1100, TTY 703-324-1102.

Effective October 31, 2004

Print Date 8.1.07


I-95 Circulator
Route 331
Counter-Clockwise Loop
Timepoint
N
Commerce St
Bland St
Old Keene Mill
Amherst Ave
Springfield Blvd
Franconia Rd
Service Rd
Frontier Dr
Springfield Mall
Spring Mall Rd
I - 95
Franconia-Springfield Pkwy
Springfield Ctr Dr
Medical College
Franconia-Springfield Metro
Backlick Rd
Fullerton Rd
Loisdale Rd
Corporate Court
Boston Blvd
Newington Rd
Cinderbed Rd
I - 95
Fairfax County
Telegraph Rd
Pkwy
Kingman Blvd
Gateway 95 Business Park
(Served after DLA on all trips)
DLA

I-95 CIRCULATOR (Weekday Service Only) 332

Franconia-Springfield Metro Station	Medical College	Gateway 95	Defense Logistics Agency (DLA)	Boston Boulevard at Corporate Court	Commerce at Amherst	Franconia-Springfield Metro Station
Weekday – AM Service						
5:44	5:54	6:01	6:10	6:22	6:38	6:48
6:14	6:24	6:31	6:40	6:52	7:08	7:18
6:44	6:54	7:01	7:10	7:22	7:38	7:48
7:14	7:24	7:31	7:40	7:52	8:08	8:18
7:44	7:54	8:01	8:10	8:22	8:38	8:48
8:14	8:24	8:31	8:40	8:52	9:08	9:18
8:44	8:54	9:01	9:10	9:22	9:38	9:48
9:14	9:24	9:31	9:40	9:52	10:08	10:18
9:44	9:54	10:01	10:10	10:22	10:38	10:48
10:44	10:54	11:01	11:10	11:22	11:38	11:48
11:44	11:54	12:01 pm	12:10	12:22	12:38	12:48
Weekday – PM Service						
12:44	12:54	1:01	1:10	1:22	1:38	1:48
1:44	1:54	2:01	2:10	2:22	2:38	2:48
2:44	2:54	3:01	3:10	3:22	3:38	3:48
3:14	3:24	3:31	3:40	3:52	4:08	4:18
3:44	3:54	4:01	4:10	4:22	4:38	4:48
4:14	4:24	4:31	4:40	4:52	5:08	5:18
4:44	4:54	5:01	5:10	5:22	5:38	5:48
5:14	5:24	5:31	5:40	5:52	6:08	6:18
5:44	5:54	6:01	6:10	6:22	6:38	6:48
6:14	6:24	6:31	6:40	6:52	7:08	7:18
6:44	6:54	7:01	7:10	7:22	7:38	7:48
7:14	7:24	7:31	7:40	7:52	8:08	8:18

All Fairfax Connector buses are wheelchair lift-equipped.

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- NO pennies
- NO smoking, eating or drinking on the bus
- Fold strollers
- Use earphones with radios and other electronic devices
- Service animals are permitted; other small animals are permitted if transported in a secure container.

Clockwise Loop

ROUTE
332

I-95 Circulator

Medical College, DLA, VA 95 Industrial Park,
Springfield Plaza,
Franconia-Springfield Metro

(Weekday Service Only)

***See Route 331 for Counter-Clockwise Loop**

FAIRFAX CONNECTOR

CUSTOMER SERVICE
703-339-7200

TTY 703-339-1608
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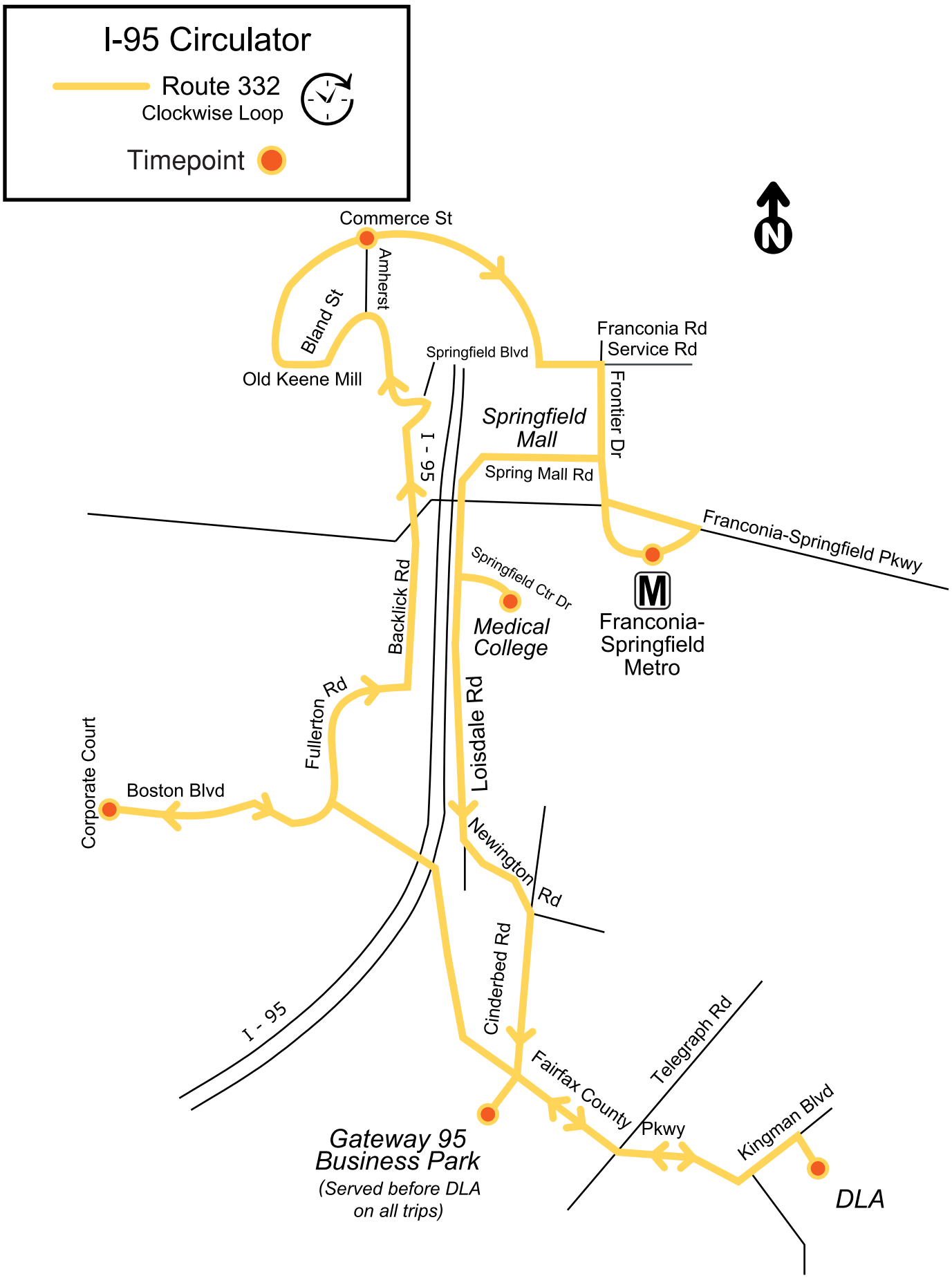
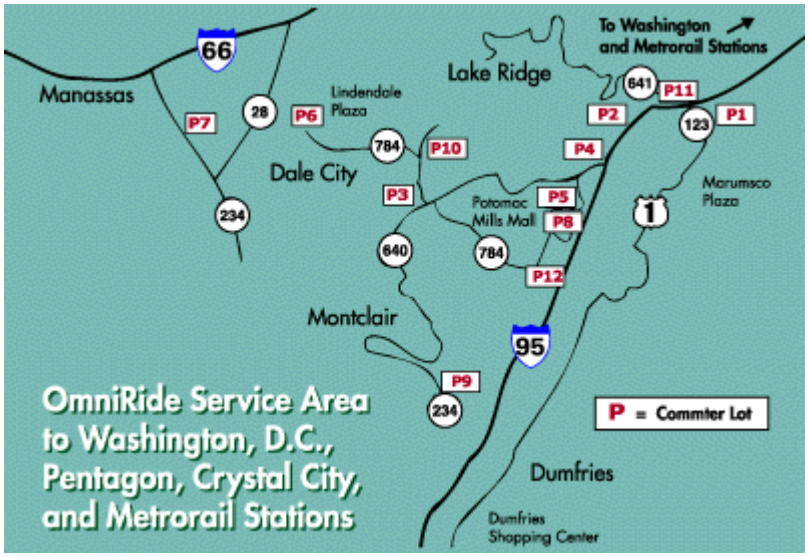

I-95 Circulator
Route 332
Clockwise Loop
Timepoint
N
Commerce St
Amherst
Bland St
Old Keene Mill
Springfield Blvd
Franconia Rd
Service Rd
Frontier Dr
Springfield Mall
Spring Mall Rd
I - 95
Franconia-Springfield Pkwy
Springfield Ctr Dr
Medical College
Franconia-Springfield Metro
Backlick Rd
Fullerton Rd
Loisdale Rd
Corporate Court
Boston Blvd
Newington Rd
Cinderbed Rd
I - 95
Fairfax County
Telegraph Rd
Pkwy
Kingman Blvd
Gateway 95 Business Park
(Served before DLA on all trips)
DLA



Prince William-Metro Direct AM Schedule
Shaded trips operate on Modified Holidays

***Depart*PRTC Transit Center**	**Potomac Mills (Main Entrance)**	**Horner Road Commuter Lot**	***Arrives at* Franconia-Springfield Metro Station**	***Leaves from* Franconia-Springfield Metro Station**	**Route 1 and Gordon**	**Route 1 and Sandra**	***Arrive*PRTC Transit Center**
5:25 AM	5:31 AM	5:41 AM	5:59 AM	6:00 AM	6:12 AM	6:18 AM	6:30 AM
5:55	**6:01**	**6:11**	**6:29**	**6:35**	**6:47**	**6:53**	**7:05**
6:35	6:41	6:51	7:09	7:15	7:27	7:33	7:45
7:10	**7:16**	**7:26**	**7:44**	**7:45**	**7:57**	**8:03**	**8:15**
7:50	7:56	8:06	8:24	8:30	8:42	8:48	9:00
8:20	**8:26**	**8:36**	**8:54**	**9:00**	**9:12**	**9:18**	**9:30**
9:05	9:11	9:21	9:39	----	----	----	----
9:35	**9:41**	**9:51**	**10:09**	**10:10**	**10:22**	**10:28**	**10:40**
10:45	**10:51**	**11:01**	**11:19**	**11:20**	**11:32**	**11:38**	**11:50**
11:55	**12:01 PM**	**----**	**12:24 PM**	**----**	**----**	**----**	**----**

Prince William-Metro Direct PM Schedule
Shaded trips operate on Modified Holidays

Franconia-Springfield Metro Station	Horner Road Commuter Lot	Potomac Mills (Main Entrance)	*Arrives at* PRTC Transit Center	*Leaves from* PRTC Transit Center	Route 1 and Featherstone	Route 1 and Gordon	Franconia-Springfield Metro Station
12:30 PM	12:44 PM	12:53 PM	12:59 PM	1:05 PM	1:12 PM	1:18 PM	1:34 PM
1:40	1:54	2:03	2:09	2:15	2:22	2:28	2:44
----	----	----	----	2:50	2:57	3:03	3:19
2:50	3:04	3:13	3:19	3:35	3:32	3:38	3:54
3:25	3:43	3:52	4:00	4:05	4:12	4:18	4:34
4:00	4:18	4:27	4:35	4:40	4:47	4:53	5:14
4:40	4:58	5:06	5:14	5:15	5:23	5:29	5:50
5:15	5:33	5:43	5:52	5:55	6:03	6:09	6:25
5:50	6:10	6:20	6:29	6:35	6:43	6:49	7:05
6:30	6:48	6:57	7:05	7:05	7:13	7:19	7:35
7:05	7:23	7:31	7:37	7:40	7:47	7:53	8:09
7:35	7:53	8:01	8:07	----	----	----	----
8:15	8:29	8:37	8:43	8:50	8:57	9:03	9:19
9:20	9:38	9:47	9:55	10:00	10:07	10:13	10:29
10:30	10:46	10:54	11:00	11:00	11:07	11:13	----

Weekdays between the hours of 5:30 a.m. - 8:30 p.m.:
Customer Service Office Phone: (703) 730-6664
Customer Service Office Toll Free:(888) 730-6664
Administrative Office Phone: (703) 583-7782
Fax: (703) 583-1377
E-Mail: Omni@OmniRide.com

Appendix C.
Parking Management

Parking Management

At each of NGA's existing NCR locations, there are a variety of parking capacities and configurations, ranging from very limited parking at the Bethesda site, plentiful parking at Reston, to limited parking and remote parking for the Washington Navy Yard. Fundamental to all sites, though, is the reserved parking for different groups, to include seniors, Band V/GS-15 employees, all other employees, van/carpools, handicap and VIPs. At the New Campus, there will be approximately 5200 parking spaces within NGA's secure perimeter, and 550 spaces for site visitors and students attending NGA College classes or NGA-hosted conferences. NGA understands that in addition to the aggressive program identified in this TMP, reserved parking needs to be limited, as this decreases the number of parking spaces available for general use. At this time, reserved parking will be set aside for senior management (i.e., SES, SIS, DISLs), some security personnel, and employees working within the 24/7 Operations Center. The existing parking policy will have to be revised; the current policy is included in this Appendix.

NGA is committed to:

- Providing unlimited parking for car/vanpools.
- Limiting reserved parking.
- Setting aside approximately 140 handicap spaces.
- Providing parking facilities for bicycles, motorcycles, and hybrid vehicles.
- Providing shower and locker facilities for bicyclists and access to regional trails.

NI 4540.1R10 Approved: 25 January 2006
Subgroup: Transportation

NGA Instruction for Parking and Vehicular Traffic

1. References.

a. Primary. NGA PD 4000R3, Policy Directive for Logistics, 24 November 2003.

b. Secondary. DoD Instruction 6055.4, DoD Traffic Safety Program, 20 July 1999.

2. Purpose. Establish procedures and responsibilities for the administration of vehicular traffic including compliance with state traffic laws and parking. This instruction implements the DoD Traffic Safety Program (reference 1.b.) and supersedes NI 4540.1R9, same title, 14 June 2005.

3. Policy. NGA will use innovative methods to obtain maximum parking use. All persons entering an NGA installation will comply with the vehicular and pedestrian traffic laws of the state in which the installation is located. An appropriate number of parking spaces will be designated for people with disabilities at each building or facility. Reciprocal parking privileges will exist among all NGA installations. This instruction does not replace any applicable Federal, State, or local laws.

4. Applicability and Scope. This instruction applies to all personnel using and parking vehicles on NGA installations. NGA elements that are not located at NGA installations follow the rules of the host facility.

5. Definitions.

a. Carpool or vanpool. Two or more personnel who commute together to an NGA installation.

b. Hang tag. An appropriately colored and numbered card, assigned and issued to an individual, that authorizes that individual to park a vehicle on an NGA installation.

c. NGA installation. Facilities controlled and managed under the legal jurisdiction and authority of a site manager.

d. Vehicle. Motorized equipment properly registered by a state government and capable of carrying passengers. This includes motorcycles, cars, pickup trucks, and vans, but excludes motor homes, travel trailers, and towed equipment.

e. Visitors. Individuals entering an NGA installation who are not issued an NGA picture badge.

6. Responsibilities.

a. Security and Installations Operations Directorate, Installation Operations Office (SIO) site managers.

(1) Develop and implement site-specific vehicle traffic and parking programs.

(2) Enforce local, State, and Federal traffic laws.

(3) NGA site-specific vehicle traffic and parking processes must, as a minimum, identify and mark reserved parking areas, and indicate the times parking is reserved (listed in the appendix). Where severe parking constraints exist, site managers may authorize other reserved parking in a consistent and fair manner to optimize parking space use.

b. Generally, SI installation parking coordinators at each site issue NGA parking hang tags and must be able to identify the owner or operator of every vehicle operated on an NGA installation.

c. NGA employees, military members, contractors, and visitors observe all vehicle, traffic, and parking signs and all provisions of this instruction.

7. Procedures.

a. Registration for parking hang tags and temporary parking permits. The hang tag is assigned to an individual (not to a vehicle) and it may be used on any vehicle that the NGA person drives on an NGA installation. The hang tag is not transferable and must be used only by the individual to whom it was issued.

(1) NGA personnel and contractors.

(a) NGA personnel and contractors who operate a privately owned vehicle (POV) or rental vehicle on an NGA installation must register with the SI installation parking coordinator office, located in the site security office, to receive an NGA parking hang tag. Personnel assigned to non-NGA core sites or OCONUS may request a hang tag from their organization's supporting NGA installation. Upon receipt of the hang tag, vehicle operators must display the hang tag from their vehicle's inside rear-view mirror while on an NGA installation. Immediately upon departing an NGA installation, the hang tag must be removed from plain view.

(b) Not all sites that house NGA personnel require the display of a hang tag. Vehicle operators should check with the site security office for specific site procedures.

(c) Lost or stolen hang tag must be reported to the issuing site security office immediately.

(d) Parking coordinators, in coordination with the security office, will periodically assess the serviceability of hang tags and replace worn or faded hang tags.

(e) Personnel departing NGA for another assignment, retirement, or termination must turn in their hang tag to the parking coordinator upon out-processing from the Agency.

(2) Visitors. A visitor who operates a vehicle on an NGA installation must display a temporary vehicle parking permit. The site security office issues temporary parking permits.

b. Parking. Authorized persons are assigned specific parking spaces or areas. Open parking includes unnumbered parking spaces or parking areas not designated and not readily identified as reserved.

(1) Parking for people with disabilities. Some parking spaces for people with disabilities are reserved 24 hours, 7 days per week, and are marked "RESERVED 24 HOURS." Other disability parking spaces are reserved for specific time periods, Monday through Friday, and are available on a first-come, first-park basis. At the St. Louis site (due to limited parking spaces), disability spaces are assigned to individuals by specific space numbers. Authorizations to use disability parking are periodically reviewed. Authorization to use parking for people with disabilities automatically expires 12 months from date of issuance and must be revalidated.

(a) Permanent disability parking. To qualify for permanent use of NGA parking for people with disabilities, the driver must follow the following procedures:

i. In the Washington, D.C., area, drivers present to the parking coordinator a copy of the special disability vehicle hang tag issued by the state or a copy of the vehicle registration paperwork (if the registration indicates special license plates for a driver with a disability), or certification from the NGA local health unit staff that the driver is eligible for permanent disability parking. Paragraph

7.b.(1)(b) explains the prerequisites for obtaining a health unit disability certification.

ii. In the St. Louis, Missouri area, drivers obtain a letter from a licensed physician verifying that the driver has a condition that restricts his or her ability to walk the distance from non-assigned parking areas to the building in which he or she normally works. Drivers present the letter to the NGA-assigned physician for review. The physician reviews the request and certifies the driver's eligibility for disability parking. In the absence of the physician, the nurse on duty makes a temporary eligibility determination. Drivers present the certification to the parking coordinator.

(b) Temporary disability parking. To qualify for temporary use of NGA parking for people with disabilities, drivers must do the following:

i. Drivers obtain a letter from a licensed physician verifying that they have a temporary or permanent condition that restricts their ability to walk the distance from the employee nonassigned parking area to the building in which they ordinarily work.

ii. Drivers present the physician's letter to the NGA local health unit staff and obtain a certification from the staff that the driver is eligible to park in spaces reserved for people with disabilities.

iii. In the Washington, D.C. area drivers present the certification to the SI installation parking coordinator. In the St. Louis, Missouri area, drivers must possess a state-issued disabled parking hang tag or vehicle disabled license plates and provide a copy of the state hang tag to the NGA local health unit staff.

(2) Carpool and vanpool parking spaces. Reserved parking is designated for each carpool and vanpool. All pools must have least two members, the principal member employed and physically working daily at an NGA site. The members of the applying pool sign the application (NGA form 5212-18, Car Pool Application) in the presence of the parking coordinator or site representative.

(a) In the Washington, D.C. area only one hang tag is issued to a pool group. The principal member is the first name on the

application and is assigned the pool hang tag. The principal member provides updated information to the SIO installation parking coordinator whenever membership or members' personal information changes. Registered NGA carpools and vans are revalidated annually.

(b) In the St. Louis, Missouri, area all members must provide updated information to keep their pool information current. Carpools entering NGA St. Louis with two or more members are issued a daily carpool pass and are allowed to park in the designated reserved carpool areas. Vanpools are assigned a reserved parking apace and are issued a hang tag by the badging office. Valid NGA carpool/vanpools register at the security office. The security office designates an employee transportation coordinator as a point of contact for register carpools/vanpools. Carpools with two or more members who ride together the majority of the time may register for the RideFinders Registered Ride Home Program.

(3) Visitor parking spaces. Signs identify visitor parking spaces. Parking spaces are reserved for "Visitors Only" (non-NGA personnel) as stated in the appendix. Visitors must register their vehicles with the front security guard desk (in the Washington, D.C. area) and at the front gate (in the St. Louis, Missouri area). In the Washington, D.C. area, visitors who are working on-site for extended periods of time are provided dashboard passes indicating the effective dates for parking. In the St. Louis, Missouri area, daily dashboard passes are provided at the gate.

(4) Special NGA guest, VIP, parking spaces (not available at all sites). Signs identify VIP parking spaces. Parking spaces are reserved for "VIP Visitors Only" as listed in the appendix on a first-come, first-park basis. VIP guest parking spaces in the St. Louis, Missouri area are reserved by name.

(5) Motorcycle parking. Parking spaces are reserved for motorcycle parking, 24 hours, 7 days a week, on a first-come, first-park basis.

(6) Government vehicle parking. Signs identify Government vehicle parking spaces. Government vehicle parking spaces are reserved 24 hours a day, 7 days a week.

(7) Reserved parking for personnel above pay band (NI) 5 and O-6 grades.

(a) The positions of Director (D/NGA), Deputy Director, Technical Executive, Business Executive, Military Executive,

General Counsel, Inspector General, Directors of Directorates, and D/NGA designated personnel are assigned spaces 24 hours per day.

(b) All others above the NI 5 or O-6 level are permitted to park in a designated area reserved for them during 0530-1800 in the Washington, D.C. area. In the St. Louis, Missouri, area, these spaces are assigned and are reserved 0530-1430.

(c) Reciprocal parking privileges. Personnel above the NI 5 and O-6 grades are authorized to park in any available unassigned space in the above NI 5 and O-6 pool areas in the Washington, D.C. area. In the St. Louis, Missouri, area, personnel from other sites above NI 5 and O-6 are assigned reserved VIP guest parking spaces.

(8) Parking for personnel at the NI 5 and O-6 grades. Unassigned reserved parking, rather than individually assigned spaces, is the practice. The areas are reserved Monday through Friday on a first-come, first-park basis as reflected in the appendix.

(9) Open parking. Open parking is available for personnel who are NI 4 and below, contactors, and others on a first-come, first-park basis.

c. Vehicle operations.

(1) Motor vehicles may not be operated on an NGA installation unless the operator holds a current operator's license.

(2) Motor vehicles may not be operated on an NGA site at a speed greater than the posted speed limits or in a manner other than is reasonable and prudent.

(3) Vehicle operators must obey all posted traffic signs and markings, including pedestrian crosswalks, while driving on an NGA installation.

(4) Unless authorized by a posted traffic sign, directed by a uniformed guard, or granted permission by the site parking coordinator office, no vehicle operator idles or parks a motor vehicle

(a) In an intersection or crosswalk.

(b) At any place that results in the vehicle's being double-parked.

(c) At curbs painted yellow.

(d) In a direction facing oncoming traffic.

(e) In a manner that obstructs traffic, except in an area specifically designated for parking.

(f) In excess of 24 hours.

(5) Motor vehicle operators must not use cell phones on any NGA installation unless the vehicle is safely parked or unless they are using a hands-free device. The wearing of any other portable headphones, earphones, or other listening devices (except for hand-free cellular phones) while operating any motor vehicle is prohibited.

(6) Motor vehicle operators and passengers must use seat belts at all time when operating or riding in any motor vehicle on any NGA installation.

d. Ticketing. Violation notices, which are either tickets or warnings, are given for failure to observe posted speed limits and other traffic signs and markings, such as reserved parking areas, crosswalks, and no-parking areas. The use of violation notices complies with State and local guidance. In the absence of any State and local guidance, violation notices are issued in accordance with Federal and DoD guidance. Appeals of violation notices may be made to the site manager. Appeals must include a full explanation of circumstances and the rationale for the appeal.

e. Penalties.

(1) Parking privileges may be revoked or suspended by the site manager for violating parking procedure or driving in an unsafe or hazardous manner. Revocation and suspension of parking privileges are governed by site-specific traffic and parking plans and may vary among sites.

(2) Motor vehicles parked in violation of parking signs may be towed away, booted, or moved if the site manager determines that the vehicle is parked illegally, a repeat offender, or exhibits non-adherence to parking signs such as parking improperly in visitor, handicapped or senior official parking or otherwise a hazard. The owner or operator of the vehicle pays all fees.

Appendix
NGA Site Parking Plan Matrix

Type of Parking	Hang Tag Color	Arnold	Bethesda	Reston	St. Louis	Washington Navy Yard
Above NI 5/O-6	Gold	Reserved 0530-1430	Reserved 0530-1800	Reserved 0530-1800	Reserved 0530-1430	Reserved 0530-1800
NI 5/O-6	Red	Reserved 0530-1430	Reserved 0530-1800	Reserved 0530-1800	Reserved 0530-1430	Reserved 0530-1800
NI 4/O-5 and below; contractors	Yellow	Open area parking	Open area parking	Open area parking	Open area parking	Satellite area parking
People with disabilities	Blue	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days	Reserved 0530-1430 and some spaces 24 hours, 7 days	Reserved 24 hours, 7 days
Carpool	Orange	Reserved 0530-0900	Reserved 0530-0900	Reserved 0530-0830	Reserved 0530-0800	Reserved 0530-0900
Vanpool	Green	Reserved 0530-1500	Reserved 0530-1300	Reserved 0530-1530	Reserved 0530-0800	Permit required at gate 0600-1500
VIP	None	Reserved as needed	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days	Reserved as needed	Reserved 24 hours, 7 days
Visitor	None	Reserved 0530-1600	Reserved 0530-1600	Reserved 0530-1600	Reserved 0530-1500. Additional spaces required are marked reserved as needed	Reserved 0530-1600
Govern-ment Vehicles	None	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days	Reserved 24 hours, 7 days

CARPOOL APPLICATION

(Please Read Privacy Act Statement (PAS) on back before completing this form.)

HANG TAG NO. _____ DATE _____

INSTRUCTIONS: EACH MEMBER MUST PRINT NAME AND INFORMATION. EACH MEMBER MUST SIGN PERSONALLY.

1	NAME(PRINCIPAL MEMBER)	OFFICE CODE	TELEPHONE NUMBER	SITE/LOCATION
	HOME ADDRESS and ZIP	LICENSE NUMBER OF VEHICLE		STATE
		WORK SCHEDULE	START TIME	END TIME
	NEAREST MAJOR INTERSECTION TO HOME	SIGNATURE		
2	NAME	OFFICE CODE	TELEPHONE NUMBER	SITE/LOCATION
	HOME ADDRESS and ZIP	LICENSE NUMBER OF VEHICLE		STATE
		WORK SCHEDULE	START TIME	END TIME
	NEAREST MAJOR INTERSECTION TO HOME	SIGNATURE		
3	NAME	OFFICE CODE	TELEPHONE NUMBER	SITE/LOCATION
	HOME ADDRESS and ZIP	LICENSE NUMBER OF VEHICLE		STATE
		WORK SCHEDULE	START TIME	END TIME
	NEAREST MAJOR INTERSECTION TO HOME	SIGNATURE		
4	NAME	OFFICE CODE	TELEPHONE NUMBER	SITE/LOCATION
	HOME ADDRESS and ZIP	LICENSE NUMBER OF VEHICLE		STATE
		WORK	START TIME	END TIME
	NEAREST MAJOR INTERSECTION TO HOME	SIGNATURE		

ANY PERSONNEL VIOLATING PROVISIONS OF THE PARKING REGULATIONS WILL BE SUBJECT TO SUSPENSION OF PARKING PRIVILEGE.
PRINCIPAL MEMBER OF A CAR/VANPOOL IS REQUIRED TO NOTIFY THE *PARKING COORDINATOR* OF ANY CHANGES TO THE CAR/VANPOOL

CARPOOL APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: This information is requested pursuant to 50 U.S.C. 797, and E.O. 12191.

PURPOSE: This information is required to control the use of parking spaces on NGA facilities.

ROUTINE USES: The information is to be used by the Security Office in the administration of the ride-sharing program. Social Security Number is used to insure correct identification of car pool members and prevent duplicate names from being listed on application.

DISCLOSURE OF INFORMATION: Disclosure of information is voluntary; however, failure to provide the requested information will result in denial of application.

Appendix D.
Alternate Work Hours & Locations

Alternate Work Hours & Locations

Alternate Work Schedules

Alternate work schedules, such as flex time, variable work hours and the compressed work week have been successful in spreading peak hour traffic volumes over the peak period and to reduce traffic volumes two days of the week. Flex time includes staggered and flexible work hours which allows employees to arrive or leave before or after the normal congested commuting period. The flexible working arrangements increases the opportunity of prospective rideshare employees having similar core period working hours. The compressed work week includes working four 10-hour days (4/10), or nine days over the two week period (5/4/9). Generally, with the 5/4/9 plan, employees are off every other Friday or Monday.

NGA currently offers alternate work schedules, with the work hours policy included in this Appendix. The program will be re-evaluated and modifications made, such as to the core hours. In addition, the program will be marketed and communicated to all employees. Participation will be monitored and tracked to help identify any gaps or hurdles to participation.

Telework

Telework is defined as any alternate work arrangement in which an employee performs officially assigned duties at an approved alternate location other than the primary worksite. The alternate location where work is performed might be a residence, a GSA Telecenter, an agency office closer to the employee's residence, or any other approved location. Telework can help reduce traffic congestion and can benefit the workforce by reducing commuting times and employee absenteeism. In addition, telework can be an effective recruitment and retention tool and effective means for continuity of operations during inclement weather and disasters.

NGA has a telework program. The Program Manager is Ms. Deborah Harrison, 301-227-3791. There is an NGA website dedicated to this program. The NGA Telework policy, the Telework Agreement Form, the tri-fold brochure, and list of points of contact for each agency Directorate are included in this Appendix.

At present, there are 48 civilians participating in the program, with formal telework agreements executed. However, there are many other employees who participate through informal agreements with their supervisors, such as working a home for a day or two, or working at another NGA location; exact numbers of informal agreements cannot be captured, as a result. Improved participation in NGA's Telework Program is being aggressively pursued and participation will be monitored. The focus will be on two basic options:

- Work at home, for unclassified work only
- Work at GSA Telecenters in the NCR, for unclassified work only

Options also being pursued include:

- Using kiosks set aside within the offices of another IC agency
- Partnering with other IC agencies to develop a telework center(s) for both classified and unclassified work

Suitability of Jobs and Eligibility of Employees. Telework agreements are formed based upon management's discretion that a position is suitable for telework. While all jobs may not be

suitable, telework arrangements can be feasible for a variety of tasks, including data analysis, data entry, policy development, research, programming and word processing. Rather than thinking about the suitability of the job, potential teleworkers should think of their jobs as a group of tasks, some of which may be able to be performed from an alternate approved location. Managers also determine which employees are suitable for telework based on personal characteristics such as demonstrated dependability, ability to handle responsibility, and ability to self-motivate.

***Types of Telework Arrangements*.** There are two basic types of telework arrangements, "regular and recurring" and "ad hoc," based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case-by-case basis. Some situations require occasional or infrequent arrangements while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of telework is to provide supervisors, managers, and employees with maximum flexibility to establish an arrangement that is responsive to their particular situation.

- **Regular and Recurring**--approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternate worksite.
- **Episodic or Situational (Ad hoc)**--approved telework performed at an alternate worksite on an occasional, one-time, or irregular basis. This type of telework can offer a good solution for an employee who is dealing with a temporary medical situation, or during inclement weather or disaster.

Telework as a Reasonable Accommodation. Telework can be an excellent tool for accommodating some employees with disabilities, enabling them to work more hours and/or manage their medical conditions more effectively. As an incentive to encourage telework, the DoD Computer/Electronic Accommodation Program (CAP) will provide computer systems and office equipment to employees with qualified disabilities who have a signed telework agreement.

***Work at home*.** The equipment needed for an employee's telework arrangement varies depending on the employee's work assignment, number of desired telework days, and necessary degree of connectivity to NGA systems. Equipment needed might include a laptop or might be as simple as notebooks, reading materials, and writing utensils. All work performed from home must be unclassified.

GSA Telecenters. GSA Telework Centers are located throughout the NCR. As a part of the Department of Defense (DoD), NGA's cost for using the telework centers is paid for by DoD on a first-come/first served basis as funding permits. GSA telework centers provide much of the same equipment that you would find in a traditional office setting such as computers, printers, and fax machines. Work performed from telework centers must be unclassified. Locations of the centers are provided in this Appendix.

NI 1422.1R10 Approved: 11 May 2005
Subgroup: Civilian Personnel

NGA Instruction for Work Hours and Overtime

1. References.

a. Primary. NGA PD 1000R4, Policy Directive for Workforce and Personnel, 5 January 2004.

b. Secondary. Secondary references are listed in appendix 1.

2. Purpose. Establish NGA policies, procedures, and responsibilities for work hours and overtime for civilian employees. This instruction supersedes NI 1422.1R9, same title, 20 September 2004.

3. Policy.

a. Work hours, overtime, and work schedules will comply with the references.

b. In order to limit the amount of night differential or night pay obligations, supervisors will normally schedule tours of duty for first shift employees to fall between the hours of 0600 and 1800.

c. Managers and supervisors may permit employees to use alternate work schedules (AWSs) to balance work and family responsibilities, to take advantage of educational opportunities, and to gain flexibility in scheduling other activities. Managers and supervisors may specify specific AWS options available to their employees. Managers and supervisors will not adopt AWS if they adversely impact the accomplishment of the NGA mission by reducing productivity, diminishing the level of customer services, or increasing the cost of operations. Managers and supervisors retain discretion to deny certain work units or employees AWS if the AWS would, or has been shown to, adversely impact the accomplishment of the NGA mission by reducing productivity, diminishing the level of customer service, or increasing the cost of operations. This includes temporary suspension of such schedules for individuals or groups, for example, when on temporary duty (TDY), attending training, on military or extended leave, or in other situations deemed appropriate by the supervisor.

d. NGA participates in the following AWSs:

(1) Compressed work schedule (CWS). NGA CWS will consist of either eight workdays of 9 hours each and one 8-hour workday, or eight 10-hour workdays, with set start and stop times.

(2) Flexible work schedules (FWSs). FWSs available to NGA management and employees are maxi-flex tour, flexi-tour, and flexi-glide.

e. Core hours. Core hours for all AWSs during the first shift are from 0900 to 1430. All employees must be present for work during these core hours unless they request and subsequently receive, in writing, specific exception from their Directorate or Office Director.

f. Defense Intelligence Senior Executive Service (DISES), Defense Intelligence Senior Level (DISL), and Senior Intelligence Service (SIS) employees may elect to work an AWS with prior approval of their Directorate or Office Director, the Office of General Counsel, or the Deputy Director of NGA.

4. Applicability and Scope. The instruction applies to all NGA organizations and civilian employees. It provides guidance on work hours, alternate work schedules, and overtime.

5. Definitions. Terms used in this instruction are defined in appendix 2.

6. Responsibilities.

a. Director of NGA (D/NGA) discontinues an AWS if there is an adverse Agency impact (reduction in productivity, diminished level of service to customers, or an increase in the cost of Agency operations).

b. Managers and supervisors.

(1) Establish and retain, in writing, employees' work schedules including hours of duty, shift tour of duty, AWS (if applicable), and overtime.

(2) With the advice of Human Development Directorate consultants, determine Fair Labor Standards Act (FLSA) exempt and non-exempt status of assignment profiles based on tasks, skills, responsibilities, and FLSA definitions.

(3) Establish limits on the number of hours or days employees work an AWS.

(4) Discontinue an AWS for an individual or a group of employees when AWS no longer supports mission accomplishment.

(5) Establish written AWSs for work performed during the second or third shifts that conform with mission requirements and are analogous to the day shift schedules (including core hours).

(6) Consider employees' needs in establishing work schedules.

(7) Decide whether overtime is required. Advance planning, work scheduling, redistribution of personnel resources, and other alternatives should be used to ensure that essential work is accomplished to the maximum extent possible during the basic workweek.

(8) Follow individual office procedures regarding the review, signing, and verification of time sheets for each assigned employee.

(9) Consider the organization's particular needs for employee coverage when establishing schedules.

c. Directorate and Office Directors.

(1) Approve deviations from the NGA core hours policy on a case-by-case basis only.

(2) Approve overtime in writing.

d. The Financial Management Directorate (FM) issues guidelines regarding financial management for overtime.

e. Employees must request approval from supervisors to change work schedules, complete documents related to time worked in a timely and accurate manner, and report errors to the appropriate supervisor or timekeeper for correction.

f. Timekeepers must keep accurate records related to work schedules, overtime, and hours worked, and for bringing discrepancies to the attention of the employees or supervisors.

7. Procedures. The table at the end of Procedures distinguishes schedules.

a. AWS.

(1) The supervisor, timekeeper, or other designee provides information to the employee such as AWS options available, official tour of duty, and office operating hours.

(2) The employee presents to the supervisor or manager a written request for AWS (either CWS or FWS) that specifies the days and hours for work and for CWS, and the start and stop times.

(3) The supervisor or manager considers the proposed schedule and determines whether there is an adverse impact on the mission.

(4) The supervisor approves or disapproves the schedule in writing and provides confirmation to the employee. Approvals are forwarded to the timekeeper.

b. CWS.

(1) CWS is a fixed schedule that does not vary from pay period to pay period. An employee on CWS is expected to work the stipulated hours on each day of the pay period, without variation. An employee on a CWS is entitled to holiday leave for all of the hours regularly scheduled for that day.

(2) Employees must request approval from their supervisors for any change to CWS in advance of the actual change.

(3) Employees may request changes to an existing CWS, changes to another AWS, or cancellation of their CWS through their supervisors at any time. The supervisor approves or disapproves and advises the employee of the decision in writing. Supervisors provide an effective date for all approvals. Schedule changes are provided to the timekeeper with the effective date noted.

(4) Employees may coordinate informal temporary changes to hours or tours of duty with their supervisors as needed. If such changes persist, the supervisor reevaluates the effect of the employee's work schedule on mission accomplishment and makes changes, if necessary.

c. FWS.

(1) FWS is a flexible schedule. An employee on FWS may vary the number of hours worked and the start and stop times on any specific day in the pay period.

(2) An employee on an FWS is entitled to 8 hours of holiday leave for official Federal holidays, regardless of the number of hours scheduled to work. During pay periods that include holidays, employees on FWS are required to change their schedules to accommodate the extra hours. This can be accomplished by shifting the 8-hour day to the holiday and working 9 hours on what would normally have been the 8-hour day, or by taking leave for the hours in excess of 8 hours that they would normally have been scheduled to work on the holiday. NI 1402.1R8, appendix 1, reference 7, provides additional information on holidays).

(3) Employees must request approval from their supervisors for any change to FWS in advance of the actual change.

(4) Employees may request changes to an existing FWS, changes to another AWS, or cancellation of their FWS through their supervisor at any time. The supervisor approves or disapproves and advises the employee of the decision in writing. Supervisors provide an effective date for all approvals. Schedule changes are provided to the timekeeper with the effective date noted.

(5) Employees may coordinate informal temporary changes to hours or tours of duty with their supervisors as needed. If such changes persist, the supervisor will reevaluate the effect of the employee's work schedule on mission accomplishment and make changes, if necessary.

d. FLSA.

(1) Each assignment profile requires a determination as to whether or not the incumbent of the assignment is exempt from the provisions of the FLSA. PeopleSoft software records the FLSA category on the employee's Notification of Personnel Action, Standard Form 50.

(a) For FLSA-exempt employees, work performed during hours in excess of 8 hours in a day, or 40 hours in a week (for hours scheduled as part of an AWS see paragraph 7.d.(1)(c)), are overtime hours. Specific examples of work hours that may be included in overtime calculations are listed in appendix 3. An exempt employee who works outside of his or her regularly scheduled hours of duty without authorization or direction is not approved for overtime pay nor granted compensatory time off. Supervisors obtain necessary approvals from their supervisory channels before ordering and approving work to be performed as overtime.

(b) For non-FLSA-exempt employees, work hours performed that are ordered, approved, "suffered," or permitted in excess of 8 hours in a day or 40 hours in a week (for hours scheduled as part of an AWS see paragraph 7.d.(2)) are overtime work hours Specific examples of work hours that are included in overtime calculations are listed in appendix 3. Supervisors ensure funding availability and obtain necessary approvals from their supervisory channels before ordering and approving work to be performed as overtime. Supervisors will not "suffer" or permit non-exempt employees to work unauthorized overtime.

(c) For exempt and non-exempt employees working an AWS, hours worked in excess of the work schedule may be counted as overtime hours. Overtime approval documentation must be

retained until audited or for six years and three months, whichever occurs first.

(d) For exempt and non-exempt employees working a “regular” schedule, that is, 8 hours per day, Monday – Friday, all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance may be counted as overtime (see appendix 3 for specific examples of hours that are included).

(e) Rates of overtime compensation for FLSA-exempt and non-exempt employees. Information is located in NI 1416.1R3, appendix 1, reference 8.

(2) Compensatory time in lieu of overtime pay.

(a) Irregular or occasional overtime. Exempt GS or NI employees paid more than the maximum rate for GS-10 may be directed to take compensatory time in lieu of overtime pay. Federal Wage System employees, non-exempt employees, and exempt employees paid below the GS-10, step 10, salary level may not be directed to take compensatory time in lieu of overtime. However, these employees may request compensatory time in lieu of overtime pay. Requests must be in writing and approved by supervisors.

(b) Scheduled overtime. Managers may require exempt employees above the maximum rate of a GS-10 to receive compensatory time off in lieu of overtime pay. Non-exempt employees on AWS can not be granted compensatory time off in lieu of overtime pay.

(c) Compensatory time off is not granted to an employee if the payment of overtime pay would cause the employee to exceed the biweekly limitation on premium pay.

e. Compensatory time off while in travel status.

(1) Time spent by employees in a travel status, away from the employee’s official duty station, when the time is not otherwise compensable qualifies for compensatory time off. Employees who travel during normal duty hours are paid, therefore performing travel during normal duty hours is compensable and not creditable for compensatory time off.

(2) Eligible employees. All exempt and non-exempt employees under the provisions of the Fair Labor Standards Act. This includes DISL positions, but not SIS and DISES positions.

(3) The Agency will credit an employee with compensatory time off for time in a travel status if

(a) The employee is required to travel away from the official duty station; and

(b) The time is not otherwise compensable hours of work under any other legal authority.

(4) Time in a travel status includes the time actually spent traveling between the official and a temporary duty station, or between two temporary duty stations, and the “usual waiting time” that precedes or interrupts the travel. This includes arrival at a transportation terminal (such as an airport or train station) at a designated departure time (two hours prior to the scheduled departure time of an airplane.) The waiting time is considered usual waiting time and is creditable in a travel status.

(5) When an employee’s travel is interrupted the usual waiting time at the intervening transportation terminal is creditable time in a travel status. This includes the waiting time for connecting flights to continue traveling to a temporary duty station. If the employee experiences an extended waiting time, such as an overnight stay between flights, the extended waiting time that is outside the employee’s regular working hours is not creditable time in a travel status.

(6) If an employee is required to travel between home and a transportation terminal, or a transportation terminal and home, the travel time outside regular working hours is considered to be equivalent to commuting time and is not creditable time in a travel status.

(7) All compensatory time off earned for travel must be used within 26 pay periods or the time is forfeited. If an employee separates from Federal service, any unused travel compensatory time off balance is forfeited. If an employee transfers to another Agency, any unused travel compensatory time off balance is forfeited.

(8) Compensatory time off for travel is earned and credited in 15-minute increments. There is no limitation on the number of hours of compensatory time off for travel that an employee may earn. Premium pay limitations do not apply to compensatory time off for travel. Compensatory time off for travel may not be earned for travel during basic holiday hours. Employees may not receive payment for unused compensatory time off for travel under any circumstances.

(9) Employees must submit a request to his or her supervisor for the use of earned compensatory time off.

f. Part-time and job sharing.

(1) Part-time and job sharing schedules may be established in positions where the mission of the Agency and commitments to the customers allow these schedules.

(2) A part-time employee works between 16 and 32 hours per week (or between 32 and 64 hours per pay period) on a prearranged schedules. Part-time employees are eligible, on a prorated basis, for the same benefits as full-time employees including leave, retirement credit, and health and life insurance coverage.

(3) Job sharing is a form of part-time employment in which the schedules of two or more part-time employees are arranged to cover the duties of a single full-time position. Work schedules for job sharers can be from 16 to 32 hours per week or between 32 and 64 hours per pay period.

(4) Benefits for part-time permanent employees.

(a) Leave and holidays. Employees earn annual and sick leave on a prorated basis depending on the number of hours worked per pay period. Part-time employees earn 1 hour of sick leave for each 20 hours worked. Part-time employees are covered by the rules governing the Family and Medical Leave Act and the Federal Employees Family-Friendly Leave Act. If the holiday falls on a day the employee normally works, the employee is paid for the number of hours he or she was scheduled to work. A part-time employee is not entitled to holiday pay for a holiday that falls on a day that the employee is not normally scheduled to work. Part-time employees schedules to work on an “in-lieu-of” holiday receives excused absence for the number of hours scheduled to work.

(b) Retirement. Retirement annuities are based on an employee's length of service the highest annual base pay received for any three consecutive years. Each year of part-time service counts as one full year toward the length of service requirement. However, the annuity calculation for periods of part-time service is prorated based upon actual hours worked to reflect the difference between full-time and part-time service.

(c) Health insurance. Part-time employees who participate in the Federal Employees Health Benefits Program receive the same

coverage as full-time employees but pay a greater percentage of the premium. The Government's share of the premium is prorated based on the number of hours the employee is schedules to work each week. For example, an employee on a 20 hour per week schedule receives one-half of the Government contribution towards the premium.

(d) Life insurance. The amount of life insurance for which an employee is eligible is based on the part-time annual salary earned for the scheduled tour of duty.

(e). Pay. Gross pay is computed by multiplying the employee's hourly rate of basic pay by the number of hours working during the pay period. Overtime rates apply only to the hours worked in excess of 8 hours in a day or 40 hours in a week. Hours worked in excess of those normally scheduled, not meeting the criteria for overtime pay, are paid at the basic rate of pay.

Regular (RWS)	**Compressed (CWS)**	**Flexible (FWS)**
Least flexible	More flexible	Most flexible
Present for core hours	Present for core hours	Present for core hours
Five 8-hour days	5/4-9 or 4/10 days	8, 5/4-9, or 4/10* days
Fixed start and stop times	Fixed start and stop times	Variable start and stop times
	Fixed hours and days	Variable hours and days
	Maximum of 10 hours per day	Maximum of 10 hours per day
	CWS must comply with NGA mission requirements.	*Employees may vary work hours each day in a pay period not to exceed 10 hours per day.

Appendix 1
Secondary References

1. 5 U.S.C. Section 5543, Compensatory Time Off.

2. 5 CFR 307, Veterans Readjustment Appointment.

3. 5 CFR 550, Pay Administration (General).

4. 5 CFR 610, Hours of Work.

5. DoD Financial Management Regulation, Volume 8: Civilian Pay Policy and Procedures, current version.

6. CIA Guidance AR 20-29, Hours of Work and Premium Pay.

7. NI 1402.1R8, NGA Instruction for Leave and Other Absences, 5 January 2004.

8. NI 1416.1R3, NGA Instruction for Pay, 5 January 2004.

Appendix 2
Definitions

1. Administratively uncontrollable overtime (AUO). Hours of work that result from an event that could not be scheduled or controlled administratively by an Agency of the Federal Government. Employees paid by the CIA who perform substantial amounts of irregular, unscheduled, administratively uncontrollable overtime work are subject to the definition included in CIA guidance AR 20-29 (appendix 1, reference 6).

2. Alternative work schedule (AWS). A schedule of work hours that differs from the traditional fixed work schedule of 8 hours of work in five consecutive days per week. AWSs include a compressed work schedule (CWS) and a flexible work schedule (FWS).

3. Basic workweek. The basic workweek and tour of duty for NGA civilian employees normally consists of five days, 8 and 1/2 hours per day, Monday through Friday, and includes a one half-hour break. The unpaid break is scheduled at approximately the midpoint of the daily tour and must be taken if the employee works more than six hours. Alternative workweek patterns to accommodate regular and recurring needs for shift work or overtime may be appropriate.

4. Compensatory time off. Paid time off granted in lieu of overtime pay.

5. Compressed work schedule (CWS). A fixed schedule of work hours that enables a full-time employee to complete a basic 80-hour biweekly work requirement in fewer than ten workdays.

6. Core hours. Time period during the workday that an employee must be present for work. NGA core hours are 0900-1430.

7. Exempt employees. Employees excluded from the overtime provisions of the Fair Labor Standards Act (FLSA). All executive Defense Intelligence Senior Executive Service (DISES) and Defense Intelligence Senior Level (DISL) employees are exempt. Other employees are exempt if their work assignments fall within one of the following defined exemption categories:

- Executive exemption. This category includes supervisors or managers who customarily direct the work of at least three employees and have responsibility for deciding or recommending the selection, removal, promotion, or increase in performance pay for others. These assignments also include responsibility for exercising discretion and independent judgment to plan, assign, direct, review, or evaluate work of subordinates. Most supervisory assignments in pay bands NI 2, 3, 4, or 5 meet the requirements for this exemption.

- Administrative exemption. This category includes employees who advise, assist, or represent management in developing or executing management

policies, in performing work involving management or general business functions, in performing support services of substantial importance to the organization, or in substantially participating in the executive or administrative functions of a management official. These assignments must include responsibility to exercise discretion and independent judgment under general supervision and should require considerable specialized or technical training, experience, or knowledge to be included in this exemption. Many assignments in pay band NI 2 and all assignments in pay bands NI 3, 4, and 5 should meet the requirements for this exemption.

- Professional exemption. Employees in this category perform assignments requiring the exercise of creative, analytical, evaluative, or interpretive thought applying knowledge of a discipline customarily acquired through education that meets the requirements for a bachelor's or higher degree. Also included in this category are employees who perform work that requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming, and software engineering or other similar work in the computer software field. Employees in this category must frequently exercise discretion and independent judgment under normal supervision. Many assignments in pay band NI 2 and all assignments in pay bands NI 3, 4, and 5 should meet the requirements for this category.

8. Flexitime hours. Flexitime hours are the times during the workday during which an employee may choose to start and end work consistent with the assignment and requirements of the job and core hours designated for the Agency.

9. Flexible work schedules (FWS). A work schedule modified to permit an employee to select the number of hours and days, as well as the arrival and departure times. FWS workdays consist of core hours and flexitime hours. An FWS may be a maxi-flex, flexi-tour, or flexi-glide work schedule.

- A maxi-flex tour is similar to a CWS with the exception that the tour is not fixed. The employee may vary arrival and departure times at will, as well as varying the total number of hours in a workday. However, the number of hours in a workday may not exceed 10 hours. Work hours within a pay period must equal 80 hours. Due to the flexibilities offered in a maxi-flex work schedule, the employee is credited with only 8 hours of holiday leave for official Federal holidays. Further information on holiday leave is contained in NI 1402.1R8, appendix 1, reference 7.

- A flexi-tour work schedule (ten 8-hour workdays in a pay period) requires the employee to select in advance a starting time that applies to all workdays within the pay period.

- A flexi-glide work schedule (ten 8-hour workdays in a pay period) permits the employee to select a starting time that may vary from day to day.

10. Night differential. Premium pay provided to General Schedule or equivalent employees for non-overtime work regularly scheduled between 1800 and 0600 hours. Night differential is paid at 10 percent of the employee's rate of basic pay (appendix 1, reference 9). Night differential is payable for overtime work between the hours of 1800 and 0600 if the overtime is regularly scheduled in advance of the administrative workweek.

11. Shift differential. Differential provided to Federal Wage System employees for regularly scheduled non-overtime work, a majority of which falls between 1500 and 0800. Shift differential is paid at 7.5 percent of the hourly rate for non-overtime work when a majority of the scheduled hours occur between 1500 and 2400 or 10 percent of the hourly rate when the majority of the scheduled hours occur between 2300 and 0800.

12. Non-exempt employees. Employees performing work covered by the provisions of the FLSA.

13. Stand-by duty. A requirement to remain ready to report to a duty site to perform an assignment.

14. "Suffered" or "permitted" work. Overtime work performed by a non-exempt employee for the benefit of the Agency that the supervisor is aware of or has reason to believe is being performed whether requested or not.

15. Sunday premium pay. Additional pay at a rate of 25 percent of the hourly basic rate payable to full-time employees whose regularly scheduled basic workweek (which does not include overtime hours) includes Sunday.

Appendix 3
Hours Worked

Guidance regarding hours of work. The definition of time that is included as hours of work for the purpose of overtime calculations differs between FLSA-exempt and non-exempt employees. The table below outlines the conditions required for the time to be considered hours of work. Provisions of 5 CFR 550 (appendix 1, reference 3) apply to both exempt and non-exempt employees. FLSA provisions apply to only non-exempt employees (in those instances when FLSA provisions are more inclusive than 5 CFR 550).

Table 1. Guidance for defining hours worked.

Topic	CFR 550 Provisions	FLSA Provisions
Stand-by duty status	Time spent in a stand-by duty status rather than performing actual work is included in hours worked. Stand-by hours of work do not include authorized meal periods or sleep time.	Time spent in stand-by duty status is considered hours worked if the employee is restricted to the work site or so close to the site that the employee cannot use time effectively for his or her own purposes. Stand-by hours of work do not include authorized meal periods or sleep time.
Preparing for or concluding work	Time spent preparing for or concluding work-related activities that are closely related to and indispensable to the employee's normal work. For example, pre-shift briefings totaling more than 10 minutes per workday are considered hours of work if the supervisor schedules time for that activity.	Same.
Training	Time spent in training directly related to the work of the Agency is included in hours worked. For personnel paid by the CIA, hours spent in training are not considered hours of work for purposes of overtime compensation. Time spent in training on a recognized Federal holiday is not subject to any type of premium pay.	Time spent in training is considered hours of work if the employee is directed to attend and the training will improve the employee's performance in his or her current position. Same. Time spent in training outside of regular hours under a Veterans Readjustment Appointment (appendix 1, reference 2) is not considered hours of work.

Topic	CFR 550 Provisions	FLSA Provisions
Grievance procedures	No comparable provision.	Reasonable time spent by an employee during grievance procedures, when the employee's presence is required at the Agency, is included in work hours.
Medical attention and physical examina-tions	No comparable provisions.	Time spent during an employee's regular working hours waiting for and receiving medical attention for a job-related illness or injury is included in work hours. Time spent taking an Agency-required physical examination is included in hours worked.
Travel status	Time in travel status is considered hours of work when any of the following occurs: • Travel is done during normal duty hours (including regularly scheduled overtime). • Actual work is performed while traveling. • Travel results from administratively uncontrollable overtime. • Travel is under arduous conditions. Note: Time normally spent traveling between home and the permanent duty station is not included in hours of work and is deducted from the above travel time.	Time in travel status is considered hours of work when any of the following occurs: • Travel is done during normal duty hours (including regularly scheduled overtime). • Work is performed while traveling (work includes driving). • The employee is required to travel as a passenger on a one-day assignment away from the permanent duty station. • The employee is required to travel as a passenger on an overnight assignment during non-workdays that correspond with regular working hours. Note: Time normally spent traveling between home and permanent duty station is not included in hours of work and is deducted from the above travel time.

NI 1000.6R4
Subgroup: Civilian Personnel Approved: 15 March 2007

NGA Instruction for Telework

1. References.

a. Primary. NGA PD 1000R4, Policy Directive for Workforce and Personnel, 5 January 2004.

b. Secondary.

(1) DoD Directive 1035.1, Telework Policy for Department of Defense, 9 September 2002.

(2) NI 8010.3R6, NGA Instruction for Certification and Accreditation of Information Systems, 11 April 2006.

2. Purpose. Establish an NGA telework policy to enable eligible NGA employees to participate in telework to the maximum extent possible without diminished employee performance. This instruction supersedes NI 1000.6R3, same title, 5 January 2004.

3. Policy. Managers will actively promote teleworking within their organizations and make every effort to overcome artificial barriers to this program. Management reserves the right to require employees to report to the traditional worksite on scheduled telework days based on operational requirements.

4. Applicability and Scope. This instruction applies to all NGA civilian employees. The instruction does not apply to military members or contractor personnel.

5. Definitions. Terms are defined in the appendix.

6. Responsibilities.

a. Human Development Directorate (HD).

(1) Assigns an Agency coordinator for telework and takes responsibility for records retention.

(2) Advises managers and employees regarding telework program requirements and reviews all individual telework agreements for program compliance.

b. NGA's Designated Accrediting Authority certifies the use of NGA-owned information technology equipment (such as laptops). Under no circumstances will the connection of personal (non NGA-owned) computers, systems, or devices to NGA networks or computing environment be allowed.

c. Supervisors and managers.

(1) Establish a cooperative work environment that encourages telework use.

(2) Review written requests from employees and determine which positions are eligible for telework and which employees will be offered telework based on DoD and NGA guidelines.

(3) Notify employees of the decision on their request within a thirty-day timeframe and ensure that employees adhere to the program requirements while teleworking. Supervisors and employees execute a formal telework agreement that documents the parameters of the assignment. If classified work is to be done, the agreement states the NGA location where the classified work occurs.

d. Employees.

(1) Participate in the development of the telework agreement.

(2) Strictly adhere to the telework program requirements.

(3) Cooperate with management to resolve any issues that arise during the course of the telework period.

(4) Safeguard all equipment.

e. HD consultants.

(1) Represent their organizations in periodic meetings and in decisions regarding the implementation of the telework program.

(2) Communicate the aspects of the telework programs throughout their organizations.

(3) Review and concur with each telework agreement established in their respective organizations and notify the supervisor of the decision.

7. Procedures.

a. Managers continuously review their assigned unit's work to determine the feasibility of using telework as a tool to improve the workforce quality of life. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on the employees' presence at the traditional worksite, and are conducive to supervisory oversight at the alternative worksite. In addition to determining positions and tasks suitable for telework, managers determine the

estimated time required to perform each task. This time determination serves as the basis for approving telework hours. Positions are not excluded as eligible on the basis of occupations, pay band, or supervisory status.

b. Managers determine which employees are suitable for telework based on demonstrated personal characteristics such as, at a minimum,

- Demonstrated dependability and the ability to handle responsibility.
- A proven record of high personal motivation.
- The ability to prioritize work effectively and manage time well.
- A proven or expected minimum performance rating of fully successful or equivalent.

c. Employees submit a request to their supervisors to participate in telework. Any employee complaints regarding non-approval of telework requests are handled through NGA's administrative grievance procedures.

d. Probationary status employees are generally not eligible for telework because the probationary periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance.

e. Once the supervisor positively determines that the employee's work is suitable for telework and approves the eligible employee's participation, the supervisor and the employee collaborate on a formal telework agreement using the NGA form that is available on the HD web site. The agreement must be signed and approved by the supervisor. The agreement must be updated annually if the duration of the agreement exceeds one year. Equipment requirements are listed in the telework agreement. Additional equipment may be added to the agreement if the requirement is validated. NGA will supply all required equipment including computer, software, phone lines, and supplies. NGA pays for work-related, long-distance telephone charges. If deemed necessary, Sensitive But Unclassified (SBU) access with necessary security is provided. Classified e-mail systems are available only at NGA telecenters. The agreement then is forwarded, via their organization's telework coordinator, to HD for review and concurrence.

f. After HD approval and prior to commencement of the telework arrangement, the employee and supervisor must sign the telework agreement. Teleworkers who work at home must sign a safety checklist; a sample is on the HD web site.

g. A telework arrangement is not a right and may be terminated by either the employee or the supervisor by giving advance written notice. The supervisor terminates telework participation if the employee's performance does not meet the

prescribed standard or if the telework arrangement fails to meet the organization's needs.

h. Employees may not use telework to replace appropriate arrangements for dependent care (for example, childcare).

i. Employees who are approved for telework are required to satisfactorily complete all assigned work, consistent with the approach adopted for all employees in the work unit and according to the standards in the employee's performance plan.

j. Employees working solely from an approved alternative worksite are paid locality pay applicable to the alternative worksite.

k. NGA representatives must be allowed to make on-site visits to designated work areas to maintain, inspect, or retrieve NGA property. The employee is liable for any legal fees necessary to regain control of Government property.

l. Managers must be able to contact employees at the alternate worksites.

m. Employees will not hold business meetings of any type at a home worksite.

Appendix
Definitions

1. Ad hoc telework. Approved telework performed on an occasional, one-time, or irregular basis. Telework of less than one day per pay period is considered ad hoc.

2. Alternative worksite. A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's home, a telecenter, another NGA location, or another approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers. NGA will establish worksites at various NGA locations to accommodate teleworkers. This may include secure worksites capable of accommodating classified work.

3. Regular and recurring telework. An approved work schedule under which eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

4. Telecenter. A General Services Administration (GSA) telecenter.

5. Telework. Any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring, or an ad hoc, basis (not including while on official travel).

6. Telework agreement. A written agreement, completed and signed by an employee and the appropriate management official, that outlines the terms and conditions of the telework arrangements.

7. Traditional worksite. The location where any employee works without a telework arrangement.

8. Work-at-home telework. An approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

Telework Agreement

The following constitutes the terms and conditions of the telework agreement between _____ and NGA.

Organization Code _____

Telework Arrangement: The employee will perform regular and recurring telework for ___ hours per pay period at an alternative worksite. The employee agrees that dependent care arrangements will be maintained and will not interfere with the home office. Employee also agrees that personal disruptions such as non-business telephone calls and visitors will be kept to a minimum. The work performed will be in a designated area that is suitable for telework. The employee will use work hours to work on the _____ (described in Appendix A).

Telework agreements are <u>required</u> for all types of telework. Please check one of the following:

___ Core (routine, regular and recurring telework)
___ Situational (telework on an occasional, non-routine, irregular basis)
___ Medical
___ Contingency

Official Duty Station:
The official duty station for all telework will be: _____
_____.
Phone number: _____. The employee shall fill out and attach the attached Safety Checklist if working from home (see Appendix B). Government telecenters are an option for duty station.

Dismissal or Closure Procedures: One of the major benefits of the telework program is the ability of telework employees to continue to work at their alternative worksites during a disruption of Government operations. An agency may wish to require that some or all of its teleworkers continue to work at their alternative worksites on their telework day during emergency situation when the agency is closed.

COOP "Emergency Response" Status:
Employee **(IS) (IS NOT)** expected to telework for the duration of the emergency during a pandemic and/or when the traditional worksite is closed due to emergency situations (e.g., snow emergencies, floods, hurricanes). If a designated employee is unable to work due to illness or dependent care responsibilities, the employee will be charged annual or sick leave as appropriate. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's normal duties.

Time and Attendance: Time and attendance for telework hours will be reported in the same manner as hours worked at the traditional worksite. The allocation of work hours throughout the work period is at the employee's discretion, but must have the supervisor's approval.

Timekeepers will record the number of hours each individual spends in a telework status during the regular daily tour of duty by entering one of the following codes in the automated time and attendance system.

TW - Telework Regular - use "TW" when an employees has an approved work schedule including work for at least one day each pay period at an alternative worksite (as defined for DOD).
TS - Ad Hoc/Situational - use "TS" when an employee participates in telework on an occasional, one-time, or irregular basis. Telework of less than one day per pay period is considered ad hoc. TS is the appropriate payroll code for telework in the event of a Pandemic Influenza, Continuity of Operations (COOP), Business Continuity Planning (BCP), etc.
TM - Telework Medical - use "TM" when telework is authorized as an accommodation to a disabling medical condition or a medical situation.

Within a two-week pay period, _____ will perform telework for ___ hours to be allocated throughout the work period at the employee's discretion and in accordance with performance timelines. Employee agrees to follow established office procedures for requesting and obtaining approval of leave. Advance approval must be provided by the employee's supervisor prior to the employee working or claiming overtime or compensatory time while in a telework status.

Work Performance: The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to the standards and guidelines in the employee's performance plan.

Telework Due to a Medical Condition: If the primary purpose of this Telework Agreement is to accommodate a temporary or permanent medical condition, it is recommended that you coordinate with the Office of Diversity Management and Equal Employment Opportunity (ODE) Reasonable Accommodation Program. ODE can advise you regarding available resources for equipment and/or assistive technology to support this plan, and can review the telework request and recommend to management whether or not the proposed plan is an appropriate reasonable accommodation to the medical condition. Either the employee or the manager may contact ODE in the East at (301) 227-7873 or in the West at (314) 263-4234.

Security and Equipment: No classified documents (hard copy or electronic) may be taken to an unclassified alternative worksite. For regular and recurring telework, sensitive but unclassified material, including Privacy Act and For Official Use Only (FOUO) data, may only be used by teleworkers provided with Government-furnished equipment and stored in locked filing cabinets (no fire retardant requirements). Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional worksite and they make be taken only on a temporary basis and not permanently stored out of the traditional worksite. Employees who telework and work with Privacy Act materials must review the Act (link available on the HD Telework Website). The employee is responsible for the security of all official data, protection of Government-furnished equipment and property, and carrying out the mission of the NGA at the alternative worksite. For this telework arrangement, a Government computer and appropriate software will be provided.

Liability and Injury Compensation: The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent that the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employee Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete all required forms.

Standards of Conduct: The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government furnished equipment.

Termination of the Telework Agreement: Either the employee or the supervisor can terminate this telework agreement by giving advance written notice (advance will normally be defined as two work weeks). Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the telework arrangement fails to meet the organizational need.

Date of Commencement: The telework agreement will commence on: _____ and end on: _____.

Employee Name: _____ Signature _____ Date: _____

Supervisor: _____ Signature _____ Date: _____

Approved: _____

Disapproved: _____
(If disapproved, supervisor has 30 days to give reason. Attached reason to telework agreement and send to the HD Telework Program Manager.)

HD Consultant: _____ Signature _____ Date: _____

HD Telework Program Manager: Signature _____ Date: _____

ODE Reasonable Accommodation Program Manager (If plan is to accommodate a medical condition.): Signature_____ Date: _____

Estimated annual mileage saved: _____

Appendix A
(Telework Assignment)

In compiling Appendix A, provide a brief description of the Telework assignment for the following items:

Background:
Goals:
Objectives:
Results:
Staffing

Appendix B
Home Safety Checklist (Circle one)

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your performance work level? **Y N**

2. All electrical equipment is free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixture, exposed wiring on the ceiling or walls)? **Y N**

3. The building's electrical system allows the grounding of electrical equipment (a three-pronged receptacle)? **Y N**

4. Aisles, doorways, and corners are free of obstructions to permit visibility and movement? **Y N**

5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways? **Y N**

6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard? **Y N**

Name:_____

Component: _____

Position: _____

Address: _____

Location of designated office or work area within the home:
_____

Home telephone: _____

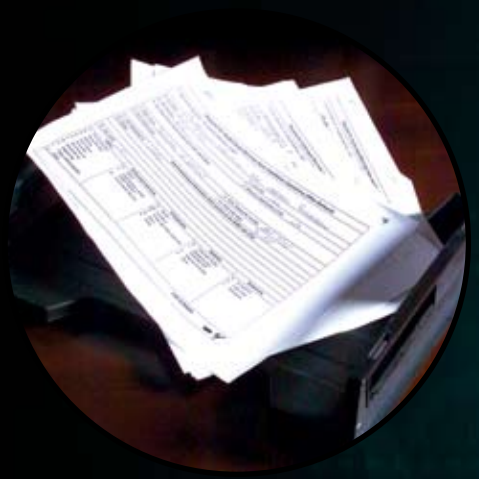
Supervisor's name: _____

Books and Videos

- Telework: A Management Priority, A Guide for Managers, Supervisors and Telework Coordinators
- Telework Works: A Compendium of Success Stories
- Telework...It Works (video)

Web Sites

- NGA Telework Web Page
  Located on the Human Development web page under Work/Life
- Telework.gov



FOUO

Telework Centers

GSA Telework Centers are located throughout the D.C. area. As a part of DoD, NGA's cost for using the telework centers is paid for by DoD on a first come, first served basis as funding permits. GSA telework centers provide much of the same equipment that you would find in a traditional office setting such as computers, printers, and fax machines. Work performed from telework centers must be unclassified.

NGA Telework Centers

An employee may be able to work from a designated telework cubicle at an NGA site that is different from their main NGA worksite. NGA telework cubicles give employees the opportunity to participate in the telework program and still have the necessary access to NGANet that they may need to perform their job duties. Cubicles are currently located at:

Bethesda, MD - Fremont Building
Reston, VA - Reston I

Employees should contact their HD Consultant for additional information.

Program Manager

Deborah Harrison (301) 227-3791

National Geospatial-Intelligence Agency
4600 Sangamore Road
Bethesda, Maryland 20816-5003

www.nga.mil

9/07 10561

FOUO

▸NGA

Telework

Discover the World of Telework

▲ NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

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Discover the World of Telework

What Telework Is – and Isn't

Telework is an alternative work arrangement for employees to conduct some or all of their work at an alternative worksite away from the typically used office. An employee can telework from home, a telework center, or a satellite office located closer to their residence.

Telework is NOT

- Working from home and never communicating with managers or coworkers
- A substitute for child care or elder care
- Usually a full-time arrangement

Telework arrangements are not entitlements and are subject to supervisory approval.

Suitability of Jobs and Eligibility of Employees

Telework agreements are formed based upon management's discretion that a position is suitable for telework. While all jobs may not be suitable, telework arrangements can be feasible for a variety of tasks, including data analysis, data entry, policy development, research, programming and word processing. Rather than thinking about the suitability of the job, potential teleworkers should think of their jobs as a group of tasks, some of which might be able to be performed from an alternate approved location. Managers also determine which employees are suitable for telework based on personal characteristics such as demonstrated dependability, ability to handle responsibility, and ability to self-motivate.

Types of Telework

Core

Telework that occurs on a routine or regular basis away from the principal place of duty one or more days per pay period. A person who teleworks every Tuesday and/or Friday is considered to be a core teleworker.

Situational

Telework that is performed on an occasional, non-routine basis.

Medical Situations

Telework can be an excellent tool for accommodating some employees with disabilities, enabling them to work more hours and/or manage their medical conditions more effectively. A telework plan agreed to by the employee, management and the Office of Diversity Management and Equal Employment Opportunity's Reasonable Accommodation Program could be considered an approved reasonable accommodation. As an incentive to encourage telework, the Department of Defense Computer/Electronic Accommodation Program (CAP) will provide computer systems and office equipment to employees with qualified disabilities who have a signed telework agreement. For more information about telework as a reasonable accommodation, please contact Lauren McCann, Reasonable Accommodation Program Manager, at 301-227-7873.

Telework: Is It For You?

Telework makes good sense for both employees and employers.

Telework Benefits

- Improves recruitment and retention
- Advances quality of work/life
- Reduces facility costs
- Enhances productivity
- Reduces absenteeism
- Optimizes use of technology
- Decreases traffic congestion
- Improves the environment
- Accommodates people with disabilities

Telework Resources

A variety of resources are available to assist both employees and managers with implementing successful telework arrangements. For more information about these resources, call 301-227-3791.

Courses

- Telework 101 for Managers: Making Telework Work for You
- Telework 101 for Employees: Making Telework Work for You

List of NGA Organizational Telework Coordinators

You may contact your HD Consultant for more information about NGA's Telework Program.

A:	**Tameka Sneed**
E:	**Lil Taylor**
FM:	**Selina Pendleton**
HD:	**Tameka Sneed**
I:	**Selina Pendleton**
OCR:	**Tameka Sneed**
ODE:	**Sharon Kennedy**
OGC:	**Sharon Kennedy**
OGM:	**Tameka Sneed**
OIG:	**Sharon Kennedy**
OIP:	**Sharon Kennedy**
P:	**Tom Guercio**
S:	**William Coffman**
SI:	**Debbie Blumenthal**

If no HD Consultant is listed for your organization, you may call 301-227-3791.

GSA Telecenter Locations

Maryland

Bowie State University Telecommuting Center
www.bsu-telecommute.com (a nongovernment website)
Bowie State University
14000 Jericho Park Road, Bowie MD 20715
POC: Joyce Larrick
(301) 860-4939 FAX (301) 352-4513

Frederick Telework Center
www.ibacorp.us/datacenter.html (a nongovernment website)
7340 Executive Way, Suite M
Frederick, MD 21704
POC: Tonita Hickey
(301) 698-2700 Ext. 101, FAX (301) 696-2848

Hagerstown Telework Center
www.hagerstowntelework.org (a nongovernment website)
14 North Potomac Street, Suite 200a
Hagerstown, MD 21740
POC: Michael j. Pellegrino
(301) 745-5600 FAX (301) 766-2050

Prince Frederick Telework Center (Formerly Calvert Center)
www.teleworkmd.org (a nongovernment website)
205 Steeple Chase Drive #305
Prince Frederick, MD 20678
POC: Jill Wathen
(301) 934-7628 FAX (301) 934-7675

Waldorf InTeleWork Center
www.teleworkmd.org (a nongovernment website)
128 Smallwood Village Shopping Center
Waldorf, MD 20602
POC: Jill Wathen
(301) 934-7628 FAX (301) 934-7675

Laurel Lakes Telework Center
www.teleworkmd.org (a nongovernment website)
13962 Baltimore Avenue
Laurel, MD
POC: Jill Wathen
(301) 934-7628 FAX (301) 934-7675

Virginia

Fairfax City Telework Center
www.nocommute.org (a nongovernment website)

4031 University Drive, 1st Floor
Fairfax, VA 22030
POC: Darryl Dobberfuhl
(703) 367-3000 FAX (703) 367-0126

Herndon Telework Center
www.nocommute.org (a nongovernment website)
150 Elden Street
Herndon, VA 20170
POC: Darryl Dobberfuhl
(703) 367-3000 FAX (703) 367-0126

Manassas Telework Center
www.nocommute.org (a nongovernment website)
9500 Godwin Drive, Building 105
Manassas, VA 20110
POC: Darryl Dobberfuhl
(703) 367-3000 FAX (703) 367-0126

Fredericksburg (Formerly Spotsylvania)
www.nocommute.org (a nongovernment website)
4956 Southpoint Parkway
Fredericksburg, VA 22407
POC: Tracey Michelsen
(540) 710-5002 FAX: (540) 710-5004

Stafford County Telework Center
www.nocommute.org (a nongovernment website)
24 Onville Road, Suite 201
Stafford, VA 22556
POC: Tracey Michelsen
(540) 710-5002 FAX: (540) 710-5004

Woodbridge Telework Center
www.nocommute.org (a nongovernment website)
13546 Minnieville Road
Woodbridge, VA 22192
POC: Tracey Michelsen
(540) 710-5002 FAX: (540) 710-5004
Winchester Telework Center
www.nettechcenter.net (a nongovernment website)
2281 Valley Avenue
Winchester, VA 22601
POC: Linda Whitmer
linda@nettechcenter.net
(540) 450-2222 FAX (540) 678-1939

West Virginia
Jefferson County (Biz Tech)
www.jctc.org (a nongovernment website)
150 Burr Boulevard

Kearneysville, WV 25430
POC: Beverly Bolger
(304) 728-3051, Ext. 252, FAX (304) 728-3068

Appendix E.
Ride-sharing

Ride-Sharing

Currently NGA has a ride-sharing program, and parking spaces closest to the building entrances are reserved for van/carpools. Approximately 5% of the parking spaces are set aside for van/carpools; this percentage is based on demand. Along with use of mass transit, an aggressive ride-sharing program is crucial to ensuring that parking need and the number of parking spaces is balanced. Employee education is paramount to the success of this program.

NGA is committed to:

- Reserve parking spaces for car/vanpools.
- Offer a ride-matching service and identify/work with local or regional ride-matching services.
- Identify park-and-ride lots in the NCR to help employees develop carpools and identify financial opportunities to form vanpools.
- Focus increased carpool/vanpool efforts on areas currently unserved by transit.
- Research guaranteed ride home opportunities available to the federal government.
- Market the program and conduct surveys, as needed.
- Coordinate with commercial vanpool vendors, such as Van Pool Services Inc.

Carpools

Carpools generally operate on a share-the-ride, share-the-cost basis. With an average of two to three people, each member may not be required to drive more than one out of every two or three weeks.

At the New Campus, a carpool is defined as two or more people in a car. The carpool will be registered with Transportation Coordinator, to include the name(s) of the carpool riders, and one hangtag will be provided. On occasion, all the riders may not be going to work, such as during vacations and sick days. During that time, the carpool can keep the hangtag. However, should work hours change, or transfers to another assignment outside the New Campus occur, the carpool ceases to exist when only one member remains. New members may be recruited into the carpool, thus preserving the carpool's space reservation and providing the carpool with a recruiting tool to continue to exist. The Transportation Coordinator will closely monitor carpools to ensure the program is being used appropriately.

Vanpools

Vanpools are more formal operations, with a primary and back-up driver and a vehicle that typically carries up to 15 passengers. Vanpools generally need to operate at full occupancy (14 riders) to cover operating expenses. To assist new or potential operators a number of state and local governments provide startup seed money to vanpool drivers. The programs include interest free loans for a specified period of time and passenger subsidies. For example the Potomac and Rappahanock Commission provides funding for VanStart and VanSave programs.

The VanStart program provides financial assistance on a temporary basis to new vanpools starting to build ridership. The VanSave program provides assistance to vanpools experiencing a loss of ridership that threatens the survival of the vanpool arrangement. Prince William County residents can also take advantage of the Personal Property Tax Relief Program for vanpools. To be eligible for any of these programs, eligibility requirements must be met. Information about each of these programs is included in the back of this Appendix and at the weblink: http://www.prtctransit.org/.

Guaranteed Ride Home

A reason often cited to not participate in ridesharing arrangements is the need to have a personal vehicle at hand for emergency situations. NGA will identify opportunities to provide emergency transportation to one's home or child's school, daycare, etc. This may include a limited taxi/bus fare subsidy, volunteers, and/or participation in a regional ridematching program that offers this service, such as Commuter Connections (see description below).

Ridematching Services

NGA will continue to offer ride-matching services to its employees. In addition, NGA will also educate employees about the other ridematching services within the NCR so that carpools may be established with employees commuting along the I-95 corridor; the flyovers from I-95 planned for the EPG and the commuter lot planned at the intersection of Barta and Backlick Roads provide opportunity for easy drop offs and pick ups for commuters. Several examples of regional ride-sharing services are as follows:

Commuter Connections is a regional network of transportation organizations coordinated by the Metropolitan Washington Council of Governments. Commuter Connections offers free services to those who work in the Metropolitan Washington area. Services provided include ridematching for carpools and vanpools and administration of the Guaranteed Ride Home program. Weblink: http://www.mwcog.org/commuter/ccindex.html

The ***RideSources Program*** is operated by the Fairfax County Department of Transportation and is a member of Commuter Connections. The RideSources program provides commuters with free ride-sharing information, including ridematching assistance to form or join carpools or vanpools. A brochure is found at the end of this Appendix and the weblink is http://www.fairfaxcounty.gov/fcdot/sources.htm.

OmniMatch is a free, personalized ridematching service for carpoolers and vanpoolers sponsored by the Potomac and Rappahannock Transportation Commission. Through the use of an extensive regional database, OmniMatch links commuters who have similar work hours, origination and destination points. There are OmniMatch carpools and vanpools originating from the Prince William and Manassas area with destinations throughout Northern Virginia, the District and Maryland. Weblink: http://www.prtctransit.org/.

Ride-sharing Marketing

Basic to the success of any TMP program are employee education and information dissemination. At a minimum, NGA will work with the local/regional Ridesharing Programs in promoting group riding. In addition, NGA will host transportation fairs, distribute ridesharing marketing materials to employees, and display information material, such as posters, brochures,

etc., in common areas. One-on-one service will be provided to employees to identify transportation options, as needed. Education has already started on the New Campus East website, as evidenced by the vanpool Questions and Answers information found at the end of this Appendix.

In order to set objectives and monitor performance, employee transportation surveys will be conducted, as needed. Surveys are useful in determining commuting patterns, mode split, average commute distance and travel times, employee attitudes, needs, and willingness to switch modes. The data will be useful in updating and improving this program.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
VANSTART PROGRAM FOR NEW VANPOOLS

The VANSTART Program encourages new vanpool formation by providing short-term, limited funding during the critical start-up phase. This program is open to all those interested in starting new vanpools to viable work locations who register in PRTC's OmniMatch program or other state supported Rideshare Program. Assistance is granted at the discretion of PRTC OmniMatch based on market conditions and the applicant's demonstrated aggressiveness in recruiting passengers. Vanpool owners and operators must provide documentation to the Ridesharing Program Manager demonstrating the practices he/she has pursued in their efforts to start a new vanpool and to obtain new passengers.

VANSTART Program Eligibility Requirements

1. The vanpool must be registered with PRTC's OmniMatch program or other state recognized ridesharing database.

2. The owner/operator must apply for assistance within the first three (3) months of operation.

3. The van must have PV plates or equivalent (if from another state) and must have an appropriate registration/county sticker.

4. The vanpool must be a nonprofit operation, conform to the ridesharing definition (Code of Virginia, section 46.2-1400, "Ridesharing arrangement: defined…"), and serve an employer site.

5. The owner/operator must certify that the vanpool is appropriately insured under a Commercial Auto Policy or a Vanpool Policy, an insurance category different from a personal or family auto policy, by providing a certificate of insurance.

6. The owner/operator must demonstrate that the vanpool is operating at or above 50% of the passenger capacity by furnishing the names and telephone numbers (both work and home numbers) of the passengers to the Rideshare Manager. The Rideshare Manager will use this list to verify existing passengers. Original passenger list should be updated with new passengers and sent to the Rideshare Manager with recent Rideshare matchlist, showing owner/operators attempts to contact potential new riders, in order to initiate next funding cycle.

7. Each month the vanpool owner/operator must submit to the Rideshare Manager an updated passenger list along with 2 Rideshare matchlists from the previous month showing comments regarding the viability of each person listed as a potential passenger. The matchlists will include the appropriate signature attesting that all applicants have been contacted.

8. The owner/operator must demonstrate continuous and aggressive recruiting for new passengers using whatever legitimate means possible, i.e. classified advertising, e-mail, requesting that current passengers solicit new riders, use of Rideshare matchlist to solicit new passengers.

9. Additional eligibility, monitoring, or administrative guidelines may be set by the administering Rideshare Program based on:

    a. Knowledge of the applicant's history as a vanpool operator or passenger.
    b. Market factors.
    c. Funding limitations.
    d. Collective experience of the vanpools in the region.

10. A vanpool owner/operator may apply for assistance only if no more than 46% of the total van ridership had been in another vanpool that received financial assistance in the past 12 months from either a State, public jurisdiction, or other funding source.

11. Previously, vanpools were required to originate in the jurisdiction providing the financial subsidy. However, these revised guidelines and the Employer Services Program make it possible for vanpools to terminate in the jurisdiction that may provide the financial assistance, provided that the vanpool is a ridesharing vanpool serving a local employer and that no funding is available from the Ridesharing agency at the point of origin.

    a. Assistance will be determined by the Rideshare Manager in the jurisdiction providing the subsidy.
    b. PRTC OmniMatch will insure that two jurisdictions or funding sources are not providing a subsidy to the same vanpool in a single funding period. If there is a question regarding funding/assistance, the concerned jurisdictions will determine which agency may or may not provide the assistance.

12. The PRTC Ridesharing Manager will determine the amount of assistance per passenger seat using the following as a guide:

Eligible vanpools may receive cash assistance up to the following maximums :

Total passenger seats	Maximum Seat Assistance First Month	Maximum Seat Assistance Second Month	Maximum Seat Assistance Third Month	Maximum Seat Assistance Fourth Month
15	4	3	2	1
12	3	2	1	0
9	2	2	1	0
7	2	1	1	0

13. The assistance may be based on the average cost per passenger seat excluding the driver for all vanpools registered in the Rideshare database operating within comparable distance and market parameters.

14. Financial assistance will be granted once per new vanpool.

15. Twelve months after the last VANSTART subsidy, the vanpool may be eligible to apply for the VANSAVE Program.

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

OMNIMATCH VANSTART/VANSAVE

Date:_____

Program Applied for (circle one): **VANSTART / VANSAVE**

Van **Owner's** Name (please print): _____

Mailing Address: _____

Home Phone: _____ Work Phone _____

License Plate #: _____ Rideshare ID #: _____

Vanpool Start-up Date: _____ Per Seat Charge $: _____

Vanpool Origin _____ Vanpool Destination _____

Passenger Capacity: _____ Number of Vacancies: _____

Date of First Vacancy: _____ Insurance Provider: _____

Is this a van pool or commercial policy (please circle)? **YES / NO**

Please attach Certificate of Insurance.

Have you received a subsidy in the last twelve months (please circle)? **YES / NO**

If yes please describe:

_____

_____

_____

Please describe any marketing efforts that you have employed.

_____

_____

_____

_____

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
OMNIMATCH
APPLICATION FOR VANPOOL ASSISTANCE

I certify that:

1. This is a legitimate nonprofit ridesharing arrangement, according to Section 46.2-1400 of the Code of Virginia, which states:

   "Ridesharing Arrangement" means the transportation of persons in a motor vehicle when such transportation is incidental to the principal purpose of the driver, which is to reach a destination and not to transport persons for profit. The term includes ridesharing arrangements known as carpools, vanpools, and buspools.

2. I will immediately notify the local jurisdiction when I no longer qualify for the Vanpool Assistance Program.

3. I am aware that the information I have provided is subject to review and verification.

4. I am familiar with and will comply with the eligibility requirements and responsibilities as stated.

5. I have not requested or received financial assistance from any agency, state, or local jurisdiction in the last 12 months.

6. No more than 46% of the total riders in the vanpool seeking assistance have participated in a state financial vanpool assistance program in the previous 12 months.

7. I understand that I must return match lists and updated passenger lists to ensure the continuation of the subsidy.

8. I understand this is a voluntary program and will not hold the State of Virginia, the local Rideshare Program, or their employees liable for any injuries or damages.

9. If I misuse the assistance I may be held guilty of criminal fraud and breach of contact for which the Virginia Department of Rail and Public Transportation will be allowed to take appropriate action.

10. The matters and facts contained in the foregoing application are true and subject to verification.

Date: _____

Applicant Name (please print): _____

Applicant Signature: _____

Applicant Address: _____

Application Approval (please circle): **Approved / Not Approved**

By _____ Date _____

Please list your average monthly expenditures:

Lease/Loan: _____

Fuel: _____

Parking: _____

Cleaning: _____

Maintenance: _____

Repairs: _____

Insurance: _____

Taxes/Decal: _____

Other: _____

Please describe other expenditures:

Total: _____

Mileage to work one way: _____

VANPOOL PASSENGER LIST

Vanpool Owner/Operator: _____ Ridesharing ID#: _____
Signature of Person Submitting Listing: _____ Date: _____

1. Name: _____
   Address: _____
   Home Phone ( ) _____ Work Phone ( ) _____
   Employer: _____
   Employer Address: _____

2. Name: _____
   Address: _____
   Home Phone ( ) _____ Work Phone ( ) _____
   Employer: _____
   Employer Address: _____

3. Name: _____
   Address: _____
   Home Phone ( ) _____ Work Phone ( ) _____
   Employer: _____
   Employer Address: _____

4. Name: _____
   Address: _____
   Home Phone ( ) _____ Work Phone ( ) _____
   Employer: _____
   Employer Address: _____

5. Name: _____
   Address: _____
   Home Phone ( ) _____ Work Phone ( ) _____
   Employer: _____
   Employer Address: _____

6. Name: _____
   Address: _____
   Home Phone ( ) _____ Work Phone ( ) _____
   Employer: _____
   Employer Address: _____

7. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

8. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

9. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

10. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

11. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

12. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

13. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

14. Name: _____
Address: _____
Home Phone ( ) _____ Work Phone ( ) _____
Employer: _____
Employer Address: _____

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
VANSAVE PROGRAM
ASSISTANCE FOR EXISTING VANPOOLS

The VANSAVE Program for existing vanpools is designed to assist established vanpools, which have experienced a sudden, drastic loss of passengers. An eligible vanpool owner/operator may apply for assistance a maximum of once every 12 months per van. The program is administered through a local Rideshare Program. Assistance is granted at the discretion of the local Rideshare Program based on knowledge of eligibility, existing market conditions, and operating history. Vanpool owners or operators should provide documentation to the Ridesharing Program Manager demonstrating the practices he/she has pursued in efforts to obtain new passengers.

VANSAVE Program Eligibility Requirements

1. The vanpool must be registered with PRTC's OmniMatch Ridesharing, or other State recognized ridesharing database for a minimum of 30 days prior to application for assistance.

2. The vanpool must be in operation for a minimum of 6 months and may not have received any state assistance funds for the previous 12 months.

3. The vanpool must have lost at least 25% of it's paying passengers for more than 30 days and have requested Ridematch lists prior to requesting a subsidy showing a good faith effort to obtain passengers.

4. The vanpool must have a PV plate or equivalent (if from another state) and have appropriate registration/county sticker.

5. The owner/operator must certify that the vanpool is appropriately insured under a Commercial Auto Policy or a Van Pool Policy, an insurance category different from a personal or family auto policy, by providing a Certicicate of Insurance.

6. The vanpool must be a nonprofit operation, conform to the ridesharing definition (Code of Virginia, section 46.2-1400, "Ridesharing arrangement: defined…"), and serve an employer site.

7. The owner/operator must supply the names and telephone numbers (both work and home numbers) to the Rideshare Manager. The Rideshare Manager will use this list to verify existing passengers.

8. Each month the vanpool owner/operator must submit to the Rideshare Manager an updated passenger list along with 2 Rideshare matchlists from the previous month showing comments regarding the viability of each person listed as a potential passenger. The matchlists will include the appropriate signature attesting that all applicants have been contacted. Upon receipt of which, the Rideshare Manager will initiate the next funding cycle.

9. The owner/operator must demonstrate continuous and aggressive recruiting for new passengers. Recruiting assistance will be provided by the Rideshare Program to the extent possible.

10. Additional eligibility, monitoring, or administrative guidelines may be set by the administering Rideshare Program based on:

    a. Knowledge of the applicant's history as a vanpool operator or passenger.
    b. Market factors.
    c. Funding limitations.
    d. Collective experience of the vanpools in the region.

11. A vanpool owner/operator may apply for assistance only if no more than 46% of the total van ridership had been in another vanpool that received financial assistance in the past 12 months from either a State, public jurisdiction, or other funding source.

12. Previously, vanpools were required to originate in the jurisdiction providing the financial subsidy. However, these revised guidelines and the Employer Services Program make it possible for vanpools to terminate in the jurisdiction that may provide the financial assistance, provided that the vanpool is a ridesharing vanpool serving a local employer and that no funding is available from the Ridesharing agency at the point of origin.

    a. Assistance will be determined by the Rideshare Manager in the jurisdiction providing the subsidy.
    b. PRTC OmniMatch will insure that two jurisdictions or funding sources are not providing a subsidy to the same vanpool in a single funding period. If there is a question regarding funding/assistance, the concerned jurisdictions will determine which agency may or may not provide the assistance.

13. The PRTC Ridesharing Manager will determine the amount of assistance per passenger seat using the following as a guide:

Eligible vanpools may receive cash assistance up to the following maximums :

Total passenger seats	Maximum Seat Assistance First Month	Maximum Seat Assistance Second Month	Maximum Seat Assistance Third Month	Maximum Seat Assistance Fourth Month
15	4	3	2	1
12	3	2	1	0
9	2	2	1	0
7	2	1	1	0

14. The assistance may be based on the average cost per passenger seat excluding the driver for all vanpools registered in the Rideshare database operating within comparable distance and market parameters.

15. Each month the vanpool owner/operator must submit to the Rideshare Manager an updated passenger list along with a Rideshare matchlist from the previous month showing comments regarding the viability of each person listed as a potential passenger. The matchlists will include the appropriate signature attesting that all applicants have been contacted.

Why Ridesharе?

RideSources is a free ride-matching service provided by Fairfax County to assist commuters with forming or joining carpools and vanpools. Ridesharing saves you time by enabling you to use the High Occupancy Vehicle (HOV) lanes, which aren't as likely to become congested because they carry twice as many people in only half as many cars.

Ridesharing also can save you money because you share expenses like fuel, tolls, and parking with another person. In addition to saving time and money, carpool and vanpool riders can enjoy a stress-free commute, with free time to relax, nap, or read on the way to work.

RideSources is a member of the Metropolitan Washington Council of Governments (MWCOG) Commuter Connections network, a regional database of ridesharers who live and work in Northern Virginia, DC, and Maryland. When you register in the RideSources program, you will be mailed a list of other commuters who share your same scheduled and live or work near you. You may contact them directly to meet and establish your own ridesharing arrangements. Ridesharers may choose to use one of the Park & Ride facilities listed in this brochure to meet carpools and vanpools, or you may choose to meet fellow ridesharers at home, in your neighborhood, or at other locations.

Once you are registered in the RideSources program, your commuting information will remain in the database for three months. Toward the end of those three months, you will receive an explanation notice in the mail. If you have not found a ride-match during that time and you wish to stay in the program, you must notify the RideSources office or you will be purged from the database. New commuters enter the program every day, so the chances of finding a match improve over time.

If you believe there are other commuters in your workplace who might have similar commute patterns, the RideSources office can help provide flyers you can post in common areas to help find carpool or vanpool riders. Or if you'd like for our Employer Outreach staff to contact your employer, please call the **Fairfax County Employer Services Program** at 703-324-1100, tty 703-324-1102. We also have a **Community Residential Program** (CRP) that can assist Home Owner Associations, apartment managers, and neighborhood groups with commuter services. Contact the CRP at 703-324-1100, tty 703-324-1102.

The Fairfax County Department of Transportation operates the RideSources program and encourages citizens to utilize this free resource. By ridesharing in carpools or vanpools, using Park & Rides and HOV lanes, or by using public transportation like Fairfax Connector bus service, Metrorail, or Virginia Railway Express, commuters can save time, save money, and improve mobility for everyone.

For more information about ridesharing, or to join a carpool or vanpool, call the RideSources office at 703-324-1111, tty 703-324-1102 or visit the Commuter Connections web site at www.commuterconnections.org.

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For more information about ridesharing, or to join a carpool or vanpool, call the RideSources office at 703-324-1111, tty 703-324-1102 or visit the Commuter Connections web site at www.commuterconnections.org.

Clip and mail this application to Fairfax County RideSources, 12055 Government Center Pkwy, Suite 1034, Fairfax, VA 22035
or simply call the RideSources office at (703) 324-1111, TTY (703) 324-1102
and we will send you a list of commuters in your neighborhood who match your schedule.

Ridesharing Application

Work Hours

Start: _____ AM ____ PM ____
End: _____ AM ____ PM ____

Flexibility

Can arrive _____ minutes early _____ minutes late
Can leave _____ minutes early _____ minutes late

Preference

1. ☐ Rider ☐ Driver ☐ Either
2. ☐ Carpool ☐ Vanpool ☐ Either

How do you currently get to work?

☐ Drive alone ☐ Vanpool
☐ Bus or Rail ☐ Combination
☐ Carpool ☐ Other (specify): _____

Please send information about:

☐ Metrorail, VRE, MARC ☐ Telework
☐ Fairfax Connector bus ☐ GRH
☐ Other local bus ☐ Senior programs
☐ Bicycling or pedestrian ☐ Employee programs

Home Information

Name: _____
Street Address: _____
City: _____
County: _____
State/Zip Code: _____
Home Phone: _____
E-mail Address: _____
Alternate Pick-up Locations/Nearest Intersection: _____

Work Information

Employer: _____
Street Address: _____
City: _____
County: _____
State/Zip: _____
Work Phone: _____
Alternate Drop-off Locations: _____

Guide to Park & Rides

Park & Rides are public parking facilities that anyone may use to meet carpools, vanpools, buses, or other modes of transportation. Park & Ride lots and garages are located throughout Fairfax County, and most of them are served by Fairfax Connector or Metrobus service. You can use the map and list of Park & Ride facilities in this brochure to locate the Park & Ride closest to you, or you may refer to the Park & Ride section of the Department of Transportation web site at http://www.fairfaxcounty.gov/fcdot/parkride.htm. If you visit the Park & Ride web site, you can get a complete, detailed map of each Park & Ride that shows its location as well as bus service and other features. Just click on the name of the Park & Ride and a detailed illustration of that facility will pop up. As an example, here is the web-site illustration for the Sydenstricker Park & Ride on Hooes Road:

Park & Rides may be located on property owned by Fairfax County, VDOT, Metro, private businesses, or others, so not all Park & Rides are the same. Park & Rides owned by Fairfax County, such as the Herndon-Monroe Park & Ride, are free of charge and available 24-hours-a-day. Park & Rides owned by VDOT, such as the Lorton Park & Ride, also are free of charge and available 24-hours-a-day. If you intend to use a VDOT Park & Ride overnight or for non-commuter parking, you will need to contact the VDOT permits section at 703-383-2888. Park & Rides at Metro Stations, such as the Huntington Metrorail Station, charge a parking fee of $3.75 per day*. If you are parking at a Metrorail Station, a SmarTrip Card is required in order to pay the parking fee. SmarTrip Cards may be purchased at the Metro Station, or at other Metro sales outlets. Call 202-637-7000 for more information about the SmarTrip Card. Park & Rides located on private property, such as Centreville United Methodist Church, may not charge a fee but there may be restrictions regarding the hours the lot is available to commuters. Look for signs posted at those locations which explain the hours and any other restrictions.

These facilities are not monitored by full-time staff, so Park & Ride customers park at their own risk. You are encouraged to follow the parking lot safety precautions recommended by the National Safety Council:

- Always be alert and aware – have your car keys in your hand and be ready to unlock the door without delay.
- Never leave valuables visible in your car.
- Stay away from poorly lighted areas.
- If someone suspicious approaches you, scream and run toward a populated or lighted area and do anything you can to draw attention. It is a good idea to keep a whistle on your key chain.
- Remember where you parked so you don't spend unnecessary time walking around a parking lot or garage.
- Always lock your car doors as soon as you enter your car.
- Be observant of strangers and avoid walking alone if you feel threatened.

*Price accurate at time of printing. For up-to-date prices, call Metro at 202-637-7000.

A Note About Slugging

Informal carpools, known as slugs, are active at several Park & Ride locations. These informal or casual carpools originally formed at bus stops where passengers were waiting in line for the bus. Enterprising motorists who wanted to use the HOV lanes but did not have the minimum number of riders realized that these bus passengers would make good HOV passengers, so they started driving past these bus stops and yelling out their destinations. A driver would yell out "Pentagon!" at the bus stop for the Pentagon express bus. The first two people in line at the bus stop would get in his car and off they would go, whizzing past regular traffic on the HOV lanes. Many sluggers will tell you that this is a win-win situation, where the driver gets to use the HOV lanes and the passengers don't have to wait for the bus.

Slugging is not regulated by any state or local government agency, so Fairfax County cannot formally endorse it. Commuters slug at their own risk when they ride with strangers. It is, however, a practice that has been working well for many commuters, for many years, and is worth investigating. To find out more about slugging, visit the sluggers' web site at www.slug-lines.com.

Guaranteed Ride Home Program

The Guaranteed Ride Home (GRH) Program is available to commuters who rideshare or travel by public transportation at least 2 days per week. The GRH Program was created to rescue commuters who were worried about getting home in the event of an emergency. Commuters may not have access to transportation during the middle of the day when the bus doesn't run as often or later in the evening when their carpool has already gone. If their child gets sick and needs to come home from school, or if a supervisor requires unexpected overtime, or if some other type of personal emergency arises, the GRH Program will provide a free ride home by taxicab or rental car.

To qualify for an emergency ride home, you must be registered in the GRH Program and travel by bus, rail, carpool, vanpool, bike, or walking at least 2 days per week. The free ride home is available for personal emergencies on days that you rideshare or travel by transit up to four times per year. The hours during which the program may be used are 6:00 a.m. to 10:00 p.m. Monday through Friday.

For more information about the Guaranteed Ride Home Program, or to register for the program or to arrange for your ride, call 1-800-745-RIDE, or visit the Commuter Connections web site at www.commuterconnections.org.

Carsharing

Carsharing is similar to rental cars, except you register for the program and pick up your car in neighborhood locations like Metrorail Stations. You can use the car for half an hour or half a day – payment is based on per hour and per mile fees. For those who may not own a vehicle, or who prefer not to drive in heavy traffic, carsharing might be the perfect alternative for times when you need to run errands or make short trips. In this area, Zipcar and Flexcar are the two carsharing companies which offer these self-service cars. In Fairfax County, carsharing vehicles are located near the Franconia-Springfield Metro Station, the Huntington Metro Station, and the Vienna/Fairfax-GMU Metro Station.

Contact Zipcar toll-free at 1-866-4ZIPCAR, www.zipcar.com. Contact Flexcar toll-free at 1-877-FLEXCAR, www.flexcar.com.

NuRide

A new ridesharing and trip-planning network called NuRide is now available on-line. The network can match you with other riders for one-time trips as well as for frequent trips, so you can use it to catch a ride to a concert or ball game, or you can use it to find a daily carpool to work. There is no on-going commitment and the program offers reward points much like frequent-flyer miles for airlines. For more information, visit the web site at www.nuride.com.

Fairfax County RideSources
12055 Government Center Parkway
Suite 1034
Fairfax, VA 22035

Guide to HOV Lanes

High Occupancy Vehicle (HOV) lanes are highway lanes that may be used only by vehicles with a specific number of passengers. The purpose of HOV lanes is to encourage drivers to share the ride with other drivers by giving them the opportunity to travel faster than solo drivers. By getting more people into fewer vehicles, HOV lanes are not as congested as regular traffic lanes, so HOV riders zip past traffic congestion and enjoy an easier commute. Not only is traffic improved when there are fewer cars, but fuel is conserved and air quality is healthier.

Fairfax County DOT urges commuters to try ridesharing or using transit so more cars can be removed from traffic, improving mobility for all.

HOV lanes are designated by a diamond-shaped symbol on the pavement. HOV lanes may be separated from regular traffic by barriers, (like on I-95 and I-395), or the HOV lane may be the far left lane in regular traffic (like on the Dulles Toll Road). During periods of heavy traffic congestion, HOV lanes are reserved for buses, vanpools, carpools, and other high-occupancy vehicles. Certain other vehicles – motorcycles and some alternative fuel vehicles – may use HOV lanes without carrying extra riders because those vehicles use less fuel than regular vehicles, encouraging fuel conservation. HOV lanes are open to regular (non-HOV) traffic during off-peak times and on the weekends. Road signs indicate the minimum number of people a vehicle must carry (e.g. HOV-3 means a minimum of three people), and the hours during which HOV passengers are required. Virginia State Police monitor the HOV lanes and ticket drivers who do not comply with HOV guidelines.

For a comprehensive guide to HOV lanes in Virginia, visit the VDOT web site at this address: www.virginiadot.org/comtravel/hov-default.asp. The VDOT web site features an interactive map of Northern Virginia HOV lanes that allows you to zoom in on entrances and exits and other features of the "Diamond Lanes."

ILLUSTRATION COURTESY OF VDOT

I-95 and I-395 HOV-3 Lanes

The HOV-3 lanes on I-95 and I-395, which are separated from regular traffic by barriers, are reversible. During morning (AM) rush hours, traffic on the I-95/I-395 HOV lanes travels northbound. During afternoon (PM) rush hours, the direction is reversed and traffic flows southbound. Entering and exiting the I-95/I-395 HOV lanes can be done only in a limited number of locations (see the map in this brochure).

◊ **AM Northbound ENTRY points**
(listed south to north):
South of Route 234
North of Route 234
South of Pr. William Pkwy
Horner Rd Park & Ride
Route 123
Route 1
South of Fx. County Pkwy
Franconia-Springfield Pkwy
Old Keene Mill Rd
North of Edsall Rd
Seminary Rd
Shirlington Rd/Quaker Ln
Eads St
North of Route 1

◊ **AM Northbound EXITS***
(listed south to north):
North of Fx. County Pkwy
Franconia-Springfield Pkwy
Washington Blvd
Eads St
Pentagon
*traffic may EXIT only at these locations

I-95 and I-395 HOV-3 Lanes

◊ **PM Southbound ENTRY points**
(listed north to south):
Pentagon
Eads St
Washington Blvd
Franconia-Springfield Pkwy
North of Fx. County Pkwy

◊ **PM Southbound EXITS**
(listed north to south):
North of Route 1
Eads St
North of Washington Blvd
Shirlington Rd/Quaker Ln
North of Edsall Rd
Old Keene Mill Rd
South of Old Keene Mill Rd
Franconia-Springfield Pkwy
South of Fx. County Pkwy
Route 1
Route 123
Horner Rd Park & Ride
South of Pr. William Pkwy
North of Route 234
South of Route 234

Weekday Schedule for I-95/I-395 HOV Lanes

HOURS	OPEN TO	DIRECTION
6:00 am - 9:00 am	HOV-3	Northbound
9:00 am - 11:00am	ALL traffic	Northbound
11:00 am - 1:00 pm	CLOSED to clear/reverse lanes	
1:00 pm - 3:30 pm	ALL traffic	Southbound
3:30 pm - 6:00 pm	HOV-3	Southbound
6:00 pm - 9:00 pm	ALL traffic	Southbound
9:00 pm - 11:00 pm	CLOSED to clear/reverse lanes	
11:00 pm- 6:00 am	ALL traffic	Northbound

Weekend Schedule for I-95/I-395 HOV Lanes

HOURS	OPEN TO	DIRECTION
6:00 pm Friday - 2:00 pm Saturday	ALL traffic	Southbound
2:00 pm - 4:00 pm Saturday	CLOSED to clear/reverse lanes	
4:00 pm Saturday - 6:00 am Monday	ALL traffic	Northbound

I-66 HOV-2 Lanes

The HOV-2 lanes on I-66 are different, depending on whether you are inside the Capital Beltway/I-495 (on I-66 between Falls Church and D.C.) or outside the Beltway/I-495 (between Manassas and Falls Church). Outside the Beltway, HOV-2 lanes are located in the far left lane of both Eastbound and Westbound traffic.
Inside the Beltway, ALL LANES are HOV-2 during the hours indicated.

Weekday Schedule for I-66 HOV Lanes OUTSIDE the Beltway:

HOURS	OPEN TO	DIRECTION
5:30 am - 9:30 am	HOV-2	Eastbound
3:00 pm - 7:00 pm	HOV-2	Westbound

Regular traffic may use these lanes at all other times.

Weekday Schedule INSIDE the Beltway, all lanes:

HOURS	OPEN TO	DIRECTION
6:30 am - 9:00 am	HOV-2	Eastbound
4:00 pm - 6:30 pm	HOV-2	Westbound

All lanes are open to regular traffic during other times.

Slip-ramps, special reversible entrance/exit ramps for HOV use only, are located where I-66 crosses Stringfellow Rd and where I-66 crosses Monument Dr.

Dulles Toll Road HOV-2 Lanes

The HOV-2 lanes on the Dulles Toll Road are located in the far left lane of both Eastbound and Westbound traffic between Rt. 28 on the western end and the Main Toll Plaza at Spring Hill Road on the eastern end.

Weekday Schedule for Dulles Toll Rd HOV Lanes:

HOURS	OPEN TO	DIRECTION
6:30 am - 9:00 am	HOV-2	Eastbound
4:00 pm - 6:30 pm	HOV-2	Westbound

Regular traffic may use these lanes at all other times.

Important Numbers

Fairfax County *RideSources*
703-324-1111 TTY 703-324-1102
www.fairfaxcounty.gov/fcdot

Guaranteed Ride Home Commuter Connections
1-800-745-RIDE (1-800-745-7433)
www.commuterconnections.org

Fairfax Connector
703-339-7200 TTY 703-339-1608
www.fairfaxconnector.com

Metrobus/Metrorail
202-637-7000 TTY 202-638-3780
www.wmata.com

Web Site for Slugs
www.slug-lines.com

Virginia Department of Transportation
www.virginiadot.org
Northern Virginia Office
1-800-367-ROAD (1-800-367-7623)
Traffic Cameras
www.trafficland.com
Bike Locker Program
703-383-2233

Zipcar
1-866-4ZIPCAR
www.zipcar.com/arlington

Flexcar
1-877-FLEXCAR
www.flexcar.com

NuRide
www.nuride.com

Virginia State Police
1-800-572-4510
Cellular: #77

Virginia Railway Express (VRE)
1-800-RIDE-VRE (1-800-743-3873)
www.vre.org

Smart Tag (Dulles Toll Road)
703-736-9300
www.smart-tag.com

FCDOT
Serving Fairfax County for 25 Years and More

Fairfax County Department of Transportation
703-324-1100 TTY 703-324-1102
www.fairfaxcounty.gov/fcdot

Fairfax County is committed to a policy of non-discrimination in all county programs, services, and activities. For information in alternative formats, contact the Fairfax County Department of Transportation at 703-324-1100, tty 703-324-1102.

A Fairfax County, Va., publication

A Guide to Ridesharing in Fairfax County

HOV Lanes ▪ Park & Rides
Carpools ▪ Vanpools

Fairfax County
RideSources
(703) 324-1111
TTY (703) 324-1102
www.fairfaxcounty.gov/fcdot

A Member of
COMMUTER CONNECTIONS
A SMARTER WAY TO WORK

May 2006

10 Tips for Successful Ridesharing

1 Determine your route and schedule. Meet with your riders over coffee or lunch and make group decisions. Establish the morning pickup point(s) and designate a place to meet for the trip home. Set up specific times for pickups.

2 Draw up a schedule for driving responsibilities. If all members of your carpool alternate driving, decide among yourselves if you want to alternate on a daily, weekly or monthly basis.

3 Establish a method for reimbursing driving expenses. If the members of your carpool do not share the driving equally, come to an understanding of how the costs will be shared and agree on payment dates.

4 Be punctual. Decide how long the driver is expected to wait. When home pickups are utilized, do not disturb everyone in the neighborhood by honking if a rider is running a few minutes late.

5 Establish policies. Smoking or non-smoking; music and volume; food or drinks. Your carpool will have a better chance of success if possible irritants are discussed initially.

6 Make carpooling serve one purpose. If it is for commuting to and from work, do not let it become a shopping or errand service.

7 Establish a chain of communication. If a driver is ill or will not be going to work one day, an alternate driver should be notified to ensure that other members of the carpool will have a ride. If a rider is ill or will not be working, the driver must be contacted as soon as possible.

8 Drive carefully and keep the vehicle in good repair. This includes keeping the vehicle clean and safe. There are others involved. There should be no excuses for excessive speed, use of alcohol, or reckless maneuvers.

9 Respect your fellow carpooler's wishes. Especially in the morning, when some people prefer quiet time.

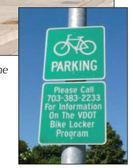
10 If you lose a member of the carpool, call RideSources at 703-324-1111.

Park & Ride Facilities in Fairfax County

Burke Centre VRE Station

The Franconia-Springfield Metro Station is a transit hub with bus service, Metrorail, VRE, and a Connector Store that provides ticket sales and information.

The Gambrill lot is spacious and well-lighted, with easy access to the Parkway.



Bike lockers are available at the Gambrill Road Park & Ride.

	Location	Spaces	Cost	Type	Fairfax Connector	Metrobus	Other
1	American Legion 6520 Amherst Ave Springfield, VA 22150	100	FREE	Private			
2	AMF Centreville Lanes 13814 Lee Highway Centreville, VA 20120	35	FREE	Private		12A	
3	Canterbury Woods Park 5018 Wakefield Chapel Rd Annandale, VA 22003	29	FREE	Fairfax County	306	17A, B, F, G, H, K, L	
4	Centreville Park & Ride 14700 Lee Hwy Centreville, VA 20120	372	FREE	VDOT		12A, C, E, F	
5	Centreville United Methodist Church 6400 Old Centreville Rd Centreville, VA 20121	144	FREE	Private		12A, E, F, R	
6	Chantilly Crossing Park & Ride 14450 Chantilly Crossing Ln Chantilly, VA 20151	50	FREE	Private			
7	Fairfax County Government Center 12000 Government Center Pkwy Fairfax, VA 22035	170	FREE	Fairfax County	605, 621, 623		
8	Gambrill Road Park & Ride 7321 Gambrill Rd Springfield, VA 22153	223	FREE	VDOT	305	18R	
9	Greenbriar Park 4600 Stringfellow Rd Fairfax, VA 20151	60	FREE	Fairfax County	605	12S	
10	Herndon - Monroe 12530 Sunrise Valley Drive Herndon, VA 20191 *Connector Store location* C	1745	FREE	Fairfax County	551, 922, 924, 926, 927, 929, 950, 951, 952, 980, RIBS2	5A	
11	K-Mart at Springfield Plaza 6400 Springfield Plaza Springfield, VA 22150	75	FREE	Private	331, 332	18E	
12	Lorton Park & Ride 9300 Gunston Cove Rd Lorton, VA 22079	170	FREE	VDOT	171, 307		
13	Metro Dunn Loring - Merrifield Station 2700 Gallows Rd Vienna, VA 22180	1319	$3.75 SmarTrip Card Required	Metro	401, 402, 403	1B, D 2A, C, T	
14	Metro East Falls Church Station 2001 N. Sycamore St Arlington, VA 22205	422	$3.75 SmarTrip Card Required	Metro		2A, B, C, G 3A, B, E; 24T	GEORGE 26A, 26E ART 52, 53
15	Metro & VRE Franconia-Springfield Station 6880 Frontier Dr Springfield, VA 22150 *Connector Store location* C	5069	$3.75 SmarTrip Card Required	Metro	123, 171, 231, 232, 301, 303, 304, 305, 310, 321, 322, 331, 332, 380, 401	18R, S	OMNIRIDE, TAGS, GREYHOUND, SPRINGFIELD MALL SHUTTLE, ZIPCAR
16	Metro Huntington North Station 2701 Huntington Ave Alexandria, VA 22303	1281	$3.75 SmarTrip Card Required	Metro	101, 109, 123, 171, 301	9A	REX, FLEXCAR
17	Metro Huntington South Station 2701 Huntington Ave Alexandria, VA 22303	1809	$3.75 SmarTrip Card Required	Metro	151, 152, 161, 162		
18	Metro Van Dorn Street Station 5690 Eisenhower Ave Alexandria, VA 22304	361	$3.75 SmarTrip Card Required	Metro	109, 231, 232, 321, 322	25B	DASH AT2, AT5, AT6, AT7, AT8
19	Metro Vienna/Fairfax-GMU Station 2900 Nutley St Fairfax, VA 22031	5849	$3.75 SmarTrip Card Required	Metro	403, 621, 622, 623	2B, G, W 12A, C, D, E, F, 12G, L, M, R, S 20F, W, X, Y	CUE GREEN 1, 2 CUE GOLD 1, 2 FAIR LAKES SHUTTLE, GREYHOUND, FLEXCAR
20	Metro West Falls Church/ VT-UVA Station 7040 Haycock Road Falls Church, VA 22043	2025	$3.75 SmarTrip Card Required	Metro	425, 427, 505, 551, 552, 553, 554, 557, 585, 950, 951, 952, 980	3B, T 28A, B, T	GEORGE 26A, 26W, OMNIRIDE, LOUDOUN COUNTY TRANSIT, WASHINGTON FLYER DULLES AIRPORT, WOLF TRAP SHUTTLE
21	Metro West Falls Church/ VT-UVA Station Overflow 7040 Haycock Road Falls Church, VA 22043	240	$3.75 SmarTrip Card Required	Metro			
22	Parkwood Baptist Church 8726 Braddock Rd Annandale, VA 22003	30	FREE	Private	306	17A, F, H, K	
23	Poplar Tree Park 4718 Stringfellow Rd Chantilly, VA 20151	279	FREE	Fairfax County	605	12S	
24	Reston East 1860 Wiehle Ave Reston, VA 20190 *Connector Store location* C	820	FREE	Fairfax County	504, 505, 551, 552, 554, 557, 989, RIBS1, 2, 3		
25	Reston North 11300 Sunset Hills Rd Reston, VA 20190	368	FREE	VDOT	505, 952		
26	Reston South 2531 Reston Pkwy Reston, VA 20191	412	FREE	Fairfax County	553, 557, 585		
27	Rolling Valley 9220 Old Keene Mill Rd Burke, VA 22015	664	FREE	Fairfax County	310	18G, J/P, R, S	
28	South Run District Park 7550 Reservation Dr Springfield, VA 22153	52	FREE	Fairfax County		18R	
29	Springfield Mall 6717 Frontier Dr Springfield, VA 22150	580	FREE	Private	321, 322, 331, 332, 401		TAGS, SPRINGFIELD MALL SHUTTLE
30	Springfield Plaza 6400 Springfield Plaza Springfield, VA 22150	254	FREE	Private	331, 332	18E	
31	Springfield United Methodist Church 6501 Spring Rd Springfield, VA 22150	56	FREE	Private		18G, H, J, P	
32	St. Paul Chung Catholic Church 4712 Rippling Pond Dr Fairfax, VA 22033	100	FREE	Private	605	12S	
33	Stringfellow Park & Ride 4920 Stringfellow Rd Centreville, VA 20120	385	FREE	VDOT		12A, L, M, S	
34	Sully Station Park & Ride 4900 Stonecroft Blvd Centreville, VA 20151	38	FREE	Private		12C, D	
35	Sydenstricker Road 8500 Hooes Rd Springfield, VA 22153	170	FREE	VDOT	305		
36	VRE Backlick Road Station 6900 Hechinger Dr Springfield, VA 22151	220	FREE	VRE	321, 322, 401	18E	
37	VRE Burke Centre Station 5671 Roberts Pkwy Burke, VA 22015	543	FREE	VRE	EZ Bus	17B, L	
38	VRE Lorton Station 8990 Lorton Station Blvd Lorton, VA 22079	466	FREE	VRE	171, 307		
39	VRE Rolling Road Station 9016 Burke Rd Burke, VA 22015	368	FREE	VRE		17L	
40	Wakefield Park 8100 Braddock Rd Annandale, VA 22003	50	FREE	Fairfax County	306	17A, B, F, G, H, K, L	

Please Note: Park & Ride facilities sometimes move or change, especially those on private business lots. For the most up-to-date information, call (703) 324-1111 or visit www.fairfaxcounty.gov/fcdot

Map Legend

- 1 — Park & Ride; number corresponds to list at left
- Dulles Toll Road (Rt.267) — Eastbound 6:30-9:00 a.m. Left Lane; HOV-2 (minimum 2 persons) — Westbound 4:00-6:30 p.m. Left Lane
- *Dulles Access Road (Rt.267) — Eastbound 6:30-9:00 a.m. ALL LANES; HOV-2 (minimum 2 persons) — Westbound 4:00-6:30 p.m. ALL LANES
- *I-66 Inside Beltway — Eastbound 6:30-9:00 a.m. ALL LANES; HOV-2 (minimum 2 persons) — Westbound 4:00-6:30 p.m. ALL LANES
- I-66 Outside Beltway — Eastbound 5:30-9:30 a.m. Left Lane; HOV-2 (minimum 2 persons) — Westbound 3:00-7:00 p.m. Left Lane
- I-95 & I-395 — Northbound 6:00-9:00 a.m. Reversible; HOV-3 (minimum 3 persons) — Southbound 3:30-6:00 p.m. Dedicated Lanes
- Dedicated HOV Entrance (open only during HOV hours)
- Dedicated HOV Exit (open only during HOV hours)
- VRE — Virginia Railway Express (VRE) Station
- VRE Rail Line
- M — Metrorail Station
- Metrorail Blue Line
- Metrorail Orange Line
- Metrorail Yellow Line
- C — Connector Store

*Motorists traveling to and from Dulles International Airport are permitted to use Dulles Access Road and I-66 during HOV hours.

Park & Ride and HOV Lane Locations in Fairfax County

May 2006

Vanpools – Questions & Answers

1. How can vanpools help with the new commute and the potential traffic problems caused by the move to the NCE?

Vanpools can provide several advantages. Vanpooling can significantly cut your commuting costs, especially with the numerous subsidy options that exist. Some vanpools literally have a free ride to work. Vanpools can alleviate congested roads. Think about it, one van can take up to 14 cars off the highways per day. Imagine being able to nap, work, read or chat on the way to work. Stress reduction is the most common advantage cited by vanpool riders. Vanpooling is environmentally friendlier – a moderately full van, over the course of a year, can help prevent the emission of 75 metric tons of carbon dioxide into the atmosphere. A vanpool can even save you time if the route to work includes use of high-occupancy "express" lanes.

The move to the NCE will be an unprecedented opportunity for NGA employees from several different work locations to form new commuting patterns. A diverse population of thousands of employees will suddenly be headed for a common location, creating both a potential traffic nightmare and ridesharing opportunities. By joining a carpool or vanpool you can contribute to the solution of this problem and your commute will be less stressful, more cost-effective, and environmentally friendlier.

2. Why bother with a vanpool now? Why don't I just wait until the NCE move?

If you join a vanpool now, you will become accustomed to a new mode of transportation now, which will make it easier to shift your commuting destination to Fort Belvoir. Many of the existing vanpools that serve NGA employees will stay in operation, simply switching their destination to Fort Belvoir. Easing into changes over time is less stressful. For some employees, the issue of commuting to NCE is stressful enough that being able to settle the issue now can help relieve them of the worry.

3. What exactly are vanpools? How do they work?

A vanpool is a group of people who commute to work together in a van. Vanpool vans can either be leased or independently owned and hold anywhere from 7 to 15 people each. A vanpool typically originates from an easily accessible pick-up point, such as a park and ride or mall parking lot, and transports employees to their place of work. Sometimes vanpools will have one or two additional stops along their route to and from the workplace. Vanpools typically operate on a fixed schedule with specific departure

and arrival times. The drivers of the van are volunteers and are recruited from the pool of riders.
Riders share the costs and pay a fee, usually monthly, to the vanpool coordinator if the van is leased or to the owner/operator. It is the operator's responsibility to manage all aspects of the vanpool's operation including finances, insurance, fueling, driver recruitment, maintenance and cleaning. Often, the members of a leased van share the management responsibilities, for instance, one rider will handle the finances, another the cleaning, and so on.

4. Are there any vanpools that operate at NGA? How can I find an existing vanpool?

There are numerous vanpools that serve many of NGA work sites. The best place to look for carpools and vanpool is on the NGA RideShare ridesharing web site found on the NGANet at http://webbet03.intranet.ic.gov/ocr/carpool/index.html.

Currently at NGA, there are several vanpools that serve the larger worksites. Serving Bethesda are vans from Frederick MD, Baltimore MD, Columbia MD, Stafford VA, Manassas VA, and Woodbridge VA. Serving the Washington Navy Yard are two vans from Frederick MD. Also, new vanpools are currently trying to form from Fredericksburg VA to Reston and from Berryville VA/Martinsburg WV to Bethesda.

Additionally, numerous internet ride sharing web sites exist including erideshare.com, commuterconnections.org, carpoolworld.com.

5. Please give an example of a real, existing NGA carpool.

A vanpool of 14 people departs at 5:15 a.m. from the Catonsville, Maryland park-and-ride lot in Baltimore County off Interstate 95. They drive 43 miles to the Bethesda site and arrive at 6:00 a.m. Monday through Thursday, they work 6:00 a.m. – 3:00 p.m., and on the working Friday they work 6:00 a.m. – 2:30 p.m. All riders work the 4-5-9 compressed work schedule with one-half hour for lunch, but their compressed day off varies. The vanpool has a fixed Friday off and alternate Friday as the eight-hour day. If riders do not take the vanpool's eight-hour Friday as their eight-hour day, they compensate by taking an hour of leave or drive to work separately.

6. How much does it cost to ride in a vanpool? What does the total cost include?

There is an example cost breakdown on the last page of this document. The total cost can vary widely and is dependent on a number of factors:

- Van lease or loan payment
- Number of riders

- Amount of rider subsidies
- Round trip commute distance, which determines:
    - Fuel costs
    - Maintenance costs
    - Insurance costs
- Repair/roadside assistance
- Tolls
- Parking (not applicable at NGA)

At NGA, all government employees are eligible for the Transit Subsidy Program, which will subsidize the use of mass transit, including vanpools, up to $105 a month. This level of subsidy can cover a rider's entire cost on vanpools that have few vacancies and/or short- to medium-length commutes. Depending on the length of your commute and what kind of car you drive, you could save thousands of dollars over the course of a year by joining a subsidized vanpool.

7. How does the Transit Subsidy Program work?

All NGA Government employees are eligible for the Transit Subsidy Program, which affords them up to $105 per month to defer the costs incurred by taking mass transit or vanpools to work. A one-page application is all that is required to join. Participants of the Program collect their metrocheks (the fare cards used on the Metro system) once a quarter, which they use to pay for transit on the Metro system. Vanpool riders simply sign the back of their metrocheks and forward them to their vanpool coordinator or operator who can exchange them for the funds necessary to operate the vanpool. If the value of the metrocheks does not cover the entire vanpool fee, the employee would then pay the difference.

8. I don't want to lose the freedom of having my own car at work. Would I have to ride every day?

You don't have to ride the van every day. It's understood that riders will need to take leave or be absent occasionally. If you don't want to commit to riding a van full time, many vanpools accept part-time and/or stand-by riders. Part-time riders could have the flexibility to ride specific days of the week. Stand-by riders do not commit to riding full-time, but ride when they wish on a space-available basis. Many vanpools are eager to fill vacancies in this manner. Each vanpool situation is different so flexible options are often available.

An additional benefit to vanpool participants in the National Capital Region is the Guaranteed Ride Home Program. This program is offered by the Metropolitan Washington Council of Governments (MWCOG) as a free service to commuters who regularly (twice or more a week) carpool, vanpool, bike, walk or take transit to work. Through this program the MWCOG offers a **FREE** and reliable ride home when one of

life's unexpected emergencies (family emergency, unscheduled overtime, sickness) arises. Visit the website at http://www.mwcog.org/commuter/Bdy-Grh.html.

9. What are the advantages to vanpooling with other NGA employees, versus external vanpools?

- NGA riders share the same system of flexible work schedules and working longer days to accommodate compressed work schedules.
- NGA vanpools travel directly from the pickup location to NGA.
- NGA offers closer, reserved parking for vanpools that park at NGA.
- You get to know your fellow vanpoolers and expand your network of contacts within the agency.
- If you ride with an external, non-NGA group that drops you off, you will probably share their additional costs, which may include parking fees at their destination.

10. What if there are no vanpools coming from the area where I live? How can I start one?

Start at the NGA RideShare ridesharing website. Posting an advertisement on the ridesharing site would gauge the amount of interest from potential riders. A good source of information would be the NGA employees who currently coordinate or operate an existing NGA vanpool. Their contact information can be found on the ridesharing site.

Another good source of assistance would be Van Pool Services, Inc. (VPSI). They are a full service vanpool leasing company and the leading transit provider that serves the National Capital Region. VPSI has a wide range of services to assist with the creation of new vanpools.

11. What are good questions to consider when setting up a ridesharing situation such as a carpool or vanpool?

It's good to set guidelines for the group. Here are ideas for what to include:

- For registering the carpool or vanpool at NGA, who will be the primary point of contact?
- How often will the pool run? Every day? Once a week?
- Are there predictable days when the pool will not run?
- Will you rotate driving, or will there be a primary backup or driver?
- If you are rotating the driving to share equal driving responsibility and costs, how will the other pool members adjust the driving schedule when one person takes a day off?

- What are the driver's responsibilities?
- Who fills up the gas tank? When? (Before or after the other riders are in the vehicle, or during the ride?)
- Will there be cost-sharing for tolls?
- Where will you pick up and drop off everyone? Will you meet at a commuter lot or at one person's home?
- If someone does not show up, how long will the pool wait?
- What will you do if you have to work late or go home during the day because of an emergency?
- What if you need to finish your workday at another NGA site?
- Will you play the radio during the drive? Listen to music? If so, what stations and what type of music?
- If there are stops along the way, where will they be, and for what reasons?
- Do you want to set up a probationary period so you can each gracefully bow out of the arrangement if it's not working out for either party?

An experienced vanpool coordinator/operator will probably help you with answering many of these questions.

12. Where can I find more official information about ridesharing in the Washington, D.C., and St. Louis areas?

National Capital Region:

Commuter Connections: (800) 745-RIDE, http://www.mwcog.org/commuter/ccindex.html
Commuter Choice Program: http://www.commuterchoice.gov/
Van Pool Services Inc: (800) VAN-RIDE, http://www.vanpoolusa.com
Commuter Page: http://www.commuterpage.com
Washington Metropolitan Area Transit Authority (Metro): http://www.wmata.com

Virginia:

Virginia Department of Rail and Public Transportation: http://www.drpt.virginia.gov
Virginia Department of Transportation: http://www.vdot.virginia.gov
Fairfax County, Cities of Falls Church and Fairfax: Fairfax County Ride Sources (703) 324-1111
City of Alexandria: Alexandria Rideshare (703) 838-3800
Arlington County: Arlington Transportation Partners (703) 247-9299
Loudoun County: Loudoun County Rideshare (703) 771- 5665
Prince William County, Cities of Manassas and Manassas Park: Potomac and Rappahannock Transportation Commission (PRTC) Omni Match (703) 583-7782

Maryland:

Maryland State Highway Administration: http://www.sha.state.md.us
Commuter Choice Maryland: http://www.commuterchoicemaryland.com/index.cfm
Maryland Mass Transit Administration: http://mtamaryland.com/index.cfm
Annapolis Regional Transportation Management Association (ARTMA): 410-269-7433
Baltimore County: 410-732-6000
Baltimore City: 410-396-POOL
Carroll County: 410-732-6000

Frederick County: 301-631-3543
Howard County: 410-313-3130
Montgomery County Commuter Services: 301-770-POOL
Prince George's County: 301-883-5656
Tri-County Council (Charles, Calvert, St. Mary's): 301-870-2777

St. Louis:

Ride Finders: http://www.ridefinders.org/

Cost Comparisons Example (updated 15 November 2006)

The following **example** is based on a commute of 20,000 miles a year (1667 miles per month or about 42 miles one-way each day for 20 workdays (this allows for two compressed workdays off during the month)). The vanpool rider fee is based on a real-life vanpool. The cost-per-mile rates are taken from The American Automobile Association (AAA)'s publication *Your Driving Costs 2006* and are shown for a small sedan. AAA's cost of gas per gallon was $2.405. Taxes, license and registration, finance charges, car payments, car washes, cellphones, and other expenses are not included because they would not change based on the amount of miles driven.

DRIVING versus VANPOOLING*	Monthly costs of driving to work in a small sedan	Monthly costs of vanpooling and driving to and from the vanpool pickup site in a small sedan
Number of miles driven in personal vehicle	1667 miles (about 42 miles one-way each day)	240 miles (12 miles round trip from home to the vanpool pickup site for 20 workdays)
Vanpool rider fee (rider's share of lease fee, fuel, insurance, maintenance, roadside assistance)	N/A	$115.00
Insurance costs for small sedan (AAA estimates $892 per year)--The insurance industry estimates an average of 10% savings from not driving to work ($74.33-7.43=$66.90)	$74.33	$66.90
Operating costs for small sedan: gas, tires, maintenance—AAA 13 cents per mile	$216.71	$31.20
Depreciation costs for a small sedan: (AAA—16 cents per mile)	$266.72	$38.40
Total rider costs before subsidy	$557.76	$251.50
Metrochek transit subsidy (available to government employees only)	N/A	- $105.00
Total rider costs after subsidy	**$557.76**	**$146.50**
Total savings for these vanpool riders	**$411.26 per month** **$4935.12 per year**	

This information is based on driving a small sedan. You can save even more if you drive a larger sedans, SUV, or truck.

Appendix F.
Transit Subsidy

Transit Subsidy Program

NGA currently participates in the NCR Transit Subsidy Program. The Transit Subsidy Program allows eligible employees (i.e., DoD civilian and military personnel, including nonappropriated fund employees, who are permanently stationed in the NCR) to receive “transit passes” or metrochek vouchers in amounts equal to their commuting costs, not to exceed $110 per month; contractors are not eligible for this subsidy. The nontaxable benefit applies to both mass transit and qualified vanpool participants. There are currently 99 employees participating in the program, with the highest percentage of participation being Washington Navy Yard personnel. Participation varies annually as employees are transferred from site-to-site. The Financial Management Directorate oversees the program and quarterly distribution of the subsidy.

With the move to the new campus, participation in this program will increase to reflect the significant increase in ridership on mass transit and in car/vanpools; participation will be tracked. In fact, actions are being taken now to encourage employees to join vanpools and ride mass transit to get accustomed to new commuting options before the move. In addition, NGA will investigate transit incentives for contractors, such as whether or not there is a legal requirement, under the Clean Air Act, for an employer of certain sizes to provide such subsidies.

Included in this Appendix are the US Department of Defense (National Capital Region) Public Transportation Benefit Program Application and the brochure on the program.

Related weblinks:

Executive Order 13150, “Federal Workforce Transportation.” Executive Order 13150 "Federal Workforce Transportation in the NCR" requires Federal agencies to provide employee incentives to use mass transit to and from work.

DoD Memo related to the program: http://www.dtic.mil/ref/html/Memo-MassTransitBen.pdf

Home page for the transit subsidy program implemented for DoD by Washington Headquarters Service: http://www.dtic.mil/ref/html/NCRTransitpass.html

DEPUTY SECRETARY OF DEFENSE

1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

13 OCT 2000

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

530

SUBJECT: Department of Defense Transportation Incentive Program

The purpose of this memorandum is to revise the Department's policy on transportation incentives to conform to Executive Order 13150 of April 21, 2000 (Attachment 1). Under the Executive Order, President Clinton has directed Federal agencies to establish, by October 1, 2000, transportation fringe benefit programs in order to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Department of Defense strongly encourages commuting by mass transportation to reduce traffic congestion and improve air quality, and fully supports the President's initiative.

The Executive Order differentiates between employees working inside the National Capital Region (NCR) and those outside the NCR with respect to the kind of transportation incentives that must be offered by Federal agencies. However, as the largest Federal employer in many metropolitan areas around the Nation, we believe that the Department of Defense (DoD) should be a model employer and take appropriate action necessary to reduce the traffic congestion and air pollution that affect so many areas. We are also concerned that all DoD personnel be treated equitably. Therefore, we will offer the same incentive to all DoD personnel regardless of location inside or outside the NCR. Accordingly, Components will offer transportation incentives as indicated below and in Attachment 2. Transportation incentive programs will apply equally to all civilian employees and Military Service members, including nonappropriated fund (NAF) employees. Members of Reserve Components serving on active duty also are eligible for the incentive.

13 Oct 00

National Capital Region: DoD Component installations and activities in the NCR must implement, by October 1, 2000, a "transit pass transportation fringe" benefit for members/ employees utilizing mass transit or van pools as defined in Attachment 2. Under this program, in addition to their current compensation, Components must provide personnel vouchers or

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similar items that may be exchanged only for transit passes in amounts that do not exceed personal commuting costs, up to the maximum allowed by the Internal Revenue Code (IRC) (currently $65/month; $100/month and indexed beginning January 2002). The Director, Washington Headquarters Services, will administer the program for civilian employees and Military Service members in the NCR. Parking costs will not be used in establishing commuter costs.

Outside the National Capital Region: DoD Component installations and activities outside the NCR must offer personnel a transportation incentive program identical to the program offered to personnel inside the NCR except where vouchers are not readily available as addressed in Attachment 2. If vouchers are not readily available for the employing DoD Component to provide to its members/employees, the DoD Component shall implement a cash reimbursement arrangement to reimburse its members/employees for expenses incurred or paid by them for transportation via mass transit or van pools as defined in Attachment 2. The reimbursement must be made under a bona fide reimbursement arrangement, which meets the rules of Internal Revenue Service regulations or other Internal Revenue Service guidance as addressed in references b. and d. of Attachment 2. In DoD, qualified and participating civilian employees and Military Service members shall be reimbursed by the Component after submitting a completed Standard Form 1164 (SF-1164), "Claim for Reimbursement for Expenditures on Official Business." The SF-1164 should clearly indicate that reimbursement is being requested under the transportation incentive program and the period for which reimbursement is being requested. Parking costs will not be used in establishing commuter costs. Each DoD Component shall be responsible for developing a comprehensive program for providing transportation incentives to civilian employees and Military Service members outside of the NCR. Components should implement their programs outside the NCR as expeditiously as possible.

Attachment 2 provides additional guidance for implementing the DoD transportation incentive program. Please assure that those responsible for implementing the program in your Component receive this memorandum and the attachments. Organizations responsible for transportation programs or facilities and parking management normally should have responsibility for administration of each Component's transportation incentive program.

Many of you have labor relations obligations that you must satisfy. To facilitate the accomplishment of these obligations, we recommend that you inform your unions about the transportation fringe benefits program as quickly as possible and be prepared to discuss any issues that arise. At the Department level, we have informed the eight national unions having consultation rights review about our implementation of the Order.

Rudy de Leon

Attachments:
As stated

Presidential Documents

Executive Order 13150 of April 21, 2000

Federal Workforce Transportation

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Transportation Equity Act for the 21st Century (Public Law 105–178), section 1911 of the Energy Policy Act of 1992 (Public Law 102–486), section 531(a)(1) of the Deficit Reduction Act of 1984 (26 U.S.C. 132), and the Federal Employees Clean Air Incentives Act (Public Law 103–172), and in order to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives, it is hereby ordered as follows:

Section 1. *Mass Transportation and Vanpool Transportation Fringe Benefit Program.* (a) By no later than October 1, 2000, Federal agencies shall implement a transportation fringe benefit program that offers qualified Federal employees the option to exclude from taxable wages and compensation, consistent with section 132 of title 26, United States Code, employee commuting costs incurred through the use of mass transportation and vanpools, not to exceed the maximum level allowed by law (26 U.S.C. 132 (f)(2)). These agency programs shall comply with the requirements of Internal Revenue Service regulations for qualified transportation fringe benefits under section 1.132–9 of title 26, Code of Federal Regulations, and other guidance.

(b) Federal agencies are encouraged to use any nonmonetary incentive that the agencies may otherwise offer under any other provision of law or other authority to encourage mass transportation and vanpool use, as provided for in section 7905(b)(2)(C) of title 5, United States Code.

Sec. 2. *Federal Agencies in the National Capital Region.* Federal agencies in the National Capital Region shall implement a "transit pass" transportation fringe benefit program for their qualified Federal employees by no later than October 1, 2000. Under this program, agencies shall provide their qualified Federal employees, in addition to current compensation, transit passes as defined in section 132(f)(5) of title 26, United States Code, in amounts approximately equal to employee commuting costs, not to exceed the maximum level allowed by law (26 U.S.C. 132(f)(2)). The National Capital Region is defined as the District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

Sec. 3. *Nationwide Pilot Program.* The Department of Transportation, the Environmental Protection Agency, and the Department of Energy shall implement a "transit pass" transportation fringe benefit program, as described in section 2 of this order, for all of their qualified Federal employees as a 3 year pilot program by no later than October 1, 2000. Before determining whether the program should be extended to other Federal employees nationwide, it shall be analyzed by an entity determined by the agencies identified in section 4 of this order to ascertain, among other things, if it is effective in reducing single occupancy vehicle travel and local area traffic congestion.

Sec. 4. *Guidance.* Federal agencies shall develop plans to implement this order in consultation with the Department of the Treasury, the Department of Transportation, the Environmental Protection Agency, the Office of Personnel Management, the General Services Administration, and the Office of Management and Budget. Federal agencies that currently have more generous programs or benefits in place may continue to offer those programs

or benefits. Agencies shall absorb the costs of implementing this order within the sums received pursuant to the President's FY 2001 budget request to the Congress.

Sec. 5. *Judicial Review.* This order is not intended to and does not create any right or benefit, substantive or procedural, enforceable at law by any party against the United States, its agencies or instrumentalities, its officers or employees, or any other person.

William J. Clinton

THE WHITE HOUSE,
April 21, 2000.

[FR Doc. 00–10552
Filed 4–25–00; 8:45 am]
Billing code 3195–01–P.

Guidance
on the DoD
Transportation Incentive Program

References.

a. Executive Order 13150, "Federal Workforce Transportation."
b. Title 26, section 1.132-9, Code of Federal Regulations, "Qualified Transportation Fringes."
c. Title 5, section 7905, "Programs to Encourage Commuting by Means Other than Single Occupancy Vehicles."
d. Title 26, section 132(f), United States Code, "Certain Fringe Benefits."
e. Transportation Equity Act for the 21st Century (Public Law No. 105-178)
f. Section 1911 of the Energy Policy Act of 1992 (Public Law No. 102-486)
g. Federal Employees Clean Air Incentives Act (Public Law No. 103-172)

Background. Executive Order 13150 requires Federal agencies to establish transportation fringe benefit programs in order to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives. The purpose of the program is to provide financial incentives to members/employees to encourage commuting by mass transportation. This program must comply with the requirements of section 132 of title 26, United States Code, Internal Revenue Service regulations for qualified transportation fringe benefits under section 1.132-9 of title 26, Code of Federal Regulations, and other Internal Revenue Service guidance.

Definitions.

DoD Transportation Incentive Program. A DoD program whereby DoD provides transit passes to its members/employees or implements a cash reimbursement arrangement for its members/employees in order to reduce their contribution to traffic congestion, air pollution, and to expand their commuting alternatives.

Transit Pass Transportation Fringe Benefit. A nontaxable benefit whereby DoD provides vouchers or similar items (in amounts that do not exceed personal commuting costs, up to the maximum allowed by the Internal Revenue Code (IRC) (currently $65/month; $100/month and indexed beginning January 2002)) that may be exchanged only for transit passes to its members/employees.

Transit Pass. A "transit pass" is any pass, token, farecard, voucher, or similar item (including an item exchangeable for fare media) that entitles a person to transportation (a) On mass transit facilities (whether or not publicly owned); or (b) In van pools owned and operated either by public transit authorities or by a person in the business of transporting persons for compensation or hire. The van must seat at least six adults (excluding the driver).

Voucher. An item that may be exchanged only for a transit pass.

Readily Available. A voucher or similar item is "readily available" if a Component can obtain it (1) On terms no less favorable than those available to an individual member/employee; and (2) Without incurring a significant administrative cost.

Cash Reimbursement Arrangement. A nontaxable cash reimbursement, in addition to regular compensation, by DoD to its members/employees for expenses incurred or paid by them for transit passes or for van pools. The term "cash reimbursement" does not include cash advances. A cash reimbursement arrangement is not authorized when vouchers are readily available.

Van Pool. The vehicle used must be a highway vehicle with a capacity of at least 6 adults excluding the driver. The vehicle may be owned and operated either by public transit authorities or by a person in the business of transporting persons for compensation or hire.

Operated by a Person in the Business of Transporting Persons for Compensation or Hire. A van pool is operated by a person in the business of transporting persons for compensation or hire when it is registered with the local transit authority and eligible to receive cash vouchers applicable to that local system or when it satisfies the requirements of IRC section 132(f)(5)(A)(ii) and is an activity engaged in for profit as that term is interpreted under IRC section 162. Also see Treasury Regulation section 1.183-2, for factors relevant in determining whether an activity is engaged in for profit. The owner of a van pool that is not registered with the local transit authority must certify to the Component that his or her activity satisfies the requirements of IRC section 132(f)(5)(A)(ii) and is an activity engaged in for profit as that term is interpreted under IRC section 162 before any member/employee can be reimbursed for expenses incurred in connection with use of that van pool. A Component may not provide legal advice to van pool operators on this subject. If advice is required by such an operator, the operator should consult with his attorney, accountant, et cetera to determine whether he or she meets these tests.

Eligibility. Transportation incentive programs shall apply equally to all military and civilian personnel, including nonappropriated fund (NAF) employees. Transit subsidies for NAF employees will be funded from the same source that is used for NAF salaries. Members of Reserve Components serving on active duty also are eligible for the incentive.

DoD Policy.

Department of Defense Component installations and activities shall budget for and provide transportation incentives to eligible members/employees as indicated below. Parking costs will not be used in establishing commuter costs.

Policy Within the National Capital Region (NCR). The NCR is defined as the District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties. DoD Component installations and activities in the NCR shall implement, effective October 1, 2000, a "transit pass transportation fringe benefit" for personnel that commute utilizing mass transportation or van pools. The highway vehicle used

for the van pool must be registered with the Washington Metropolitan Area Transit Authority in order to participate in the DoD Transportation Incentive Program. Under this program, DoD Components shall provide to personnel, in addition to their current compensation, vouchers that may be exchanged only for transit passes, purchased with existing funds, in amounts that do not exceed their actual commuting costs, up to the maximum allowed by the IRC, 26 USC 132(f)(2) (currently $65/month). The Director, Washington Headquarters Services (WHS), will administer the transportation incentive program in the NCR. The Department of Transportation (DoT) will assist the WHS in implementing the program.

Policy Outside of the National Capital Region. Outside of the NCR is defined as the 50 states (exclusive of the area included in the definition of the NCR above), the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. DoD Component installations and activities outside the NCR shall implement a transportation incentive program identical to the program offered to employees inside the NCR except where vouchers are not readily available.

If vouchers are readily available, DoD Components shall provide to members/employees, in addition to their current compensation, vouchers in amounts that do not exceed their actual commuting costs, up to the maximum allowed by the IRC, 26 USC 132(f)(2) (currently $65/month).

If vouchers are not readily available for the DoD Component to provide to members/employees, the DoD Component shall implement a cash reimbursement arrangement to reimburse its employees/members for expenses incurred or paid by them for transportation in mass transit or van pools.

Substantiation requirements. Components that make cash reimbursements must establish a bona fide reimbursement arrangement to establish that their members/employees have, in fact, incurred expenses for transportation for transit passes or van pools. What constitutes a bona fide reimbursement arrangement may vary depending on the facts and circumstances, including the method or methods of payment used within the mass transit system. Each Component must implement reasonable procedures to ensure that an amount equal to the reimbursement was incurred for transit passes or transportation in a commuter highway. Members/employees shall submit a completed Standard Form 1164 (SF-1164), "Claim for Reimbursement for Expenditures on Official Business." The member/employee should clearly indicate in block 6 of the SF-1164 that the member/employee is seeking reimbursement under the DoD Transportation Incentive Program. The SF-1164 should indicate the method of transportation, the period for which the member/employee is seeking reimbursement, and the amount of reimbursement that the member/employee is seeking. The DoD Component may elect to offer reimbursement on either a monthly or quarterly basis. The following are examples of reasonable reimbursement procedures:

(1) A member/employee submits an SF-1164 to the Component at the end of the month, attaches a used transit pass, and certifies both that he or she purchased it, and that he or she used it during the month solely for the purpose of commuting to and from work. Block 6 of the SF-1164 should indicate that the member/employee is seeking reimbursement under the DoD Transportation Incentive Program. The SF-1164 should also indicate the method of

transportation, the period for which the member/employee is seeking reimbursement, and the amount of reimbursement the member/employee is seeking. The Component must have no reason to doubt the member's/employee's certification.

(2) A member/employee submits an SF-1164 to the Component at the beginning of the month along with a transit pass and certifies that it will be used during the month solely for the purpose of commuting to and from work. Block 6 of the SF-1164 should indicate that the member/employee is seeking reimbursement under the DoD Transportation Incentive Program. The SF-1164 should also indicate the method of transportation, the period for which the member/employee is seeking reimbursement, and the amount of reimbursement the member/employee is seeking. The Component must have no reason to doubt the member's/employee's certification.

(3) If a receipt is not provided in the ordinary course of business (e.g., if used transit passes cannot be returned to the user), the employee may certify to the Component on an SF-1164 the type and the amount of expenses incurred and the period in which the expenses were incurred. The Component must have no reason to doubt the member's/employee's certification.

Members of the Reserve Components. Members of the Reserve Components who are performing active duty for more than 30 days shall be entitled to the same benefits, and apply for those benefits in the same manner, as is applicable to members/employees in the same geographic area. Members of the Reserve Components who are performing active duty for 30 days or less in an area eligible for benefits under the DoD Transportation Incentive Program may receive benefits under the cash reimbursement arrangement regardless of where they perform duty.

Responsibilities.

DoD Component. Each DoD Component shall be responsible for developing and budgeting for a comprehensive program that implements the DoD transportation incentive program for members/employees outside of the NCR. As indicated above, DoD Components must implement and administer a transit pass transportation fringe benefit for members/employees outside the NCR if transit passes are readily available. If transit passes are not readily available, DoD Components must implement a cash reimbursement arrangement. In addition, each DoD Component shall be responsible for budgeting for the cost of the transit subsidy benefit inside of the NCR, working with the WHS to administer the program.

Each Component shall appoint an Office of Primary Responsibility (OPR) to manage its transportation incentives program. The program OPR shall be responsible for: (a) developing the method for processing requests for participation; (b) making determinations of eligibility, including performing a review of the application forms and certifying that applicants are eligible to participate in the transportation incentives program; (c) purchasing and distributing the transportation vouchers to eligible participants; (d) establishing internal controls for the program; (e) revalidating employee information to ensure the accuracy of the information for program execution; and (f) performing periodic reconciliation to ensure employee accounts are correct. In areas where vouchers are not available, the OPR must ensure that the cash reimbursement

arrangement is offered and perform all of the above responsibilities except (f).

Defense Finance and Accounting Service (DFAS). The DFAS shall disburse transportation fringe benefits based on the approved SF-1164, in regions in which the DFAS provides the applicable Components with disbursing services. The DFAS shall process Standard Forms 1164, disburse transportation fringe benefits based on approved SF-1164s, and shall bill customers for processing costs consistent with Defense Working Capital Fund (DWCF) rules. Such payments to individuals are not taxable income and will not be reported to the Internal Revenue Service on W-2 or TD 1099 reports.

Members/Employees. Members/employees must ask to participate in the transportation incentive program. Each member/employee must submit an application that documents his or her commuting expenses in order to participate in the transportation incentive program. This application shall certify that the employee/member uses mass transit or an eligible van pool to commute from home to work and shall also certify the member's/employee's monthly expenses for such transportation. DoD Component members/employees shall furnish transportation incentive information to the Component OPR that identifies as a minimum: the member's/employee's name, the mode of mass transportation used when commuting, the monthly commuting costs, and certification that the information provided is accurate. In areas where transit passes are not available, qualified and participating DoD Component employees and members shall be reimbursed by the Component, after submitting to the Component a completed SF-1164, "Claim for Reimbursement for Expenditures on Official Business."

Transportation Administration Services Center (TASC). A special unit within the DoT, the Transportation Administration Services Center (TASC), has been established to assist Federal agencies in the administration of their transportation incentive programs both within and outside the NCR. For a fee, the TASC will assist Components in establishing the mechanism for contacting employees, establishing systems of records and internal controls, and purchasing and distributing transit passes. It is recommended that DoT assistance be used where available. The TASC point of contact is Mr. Eric Smith. He can be reached at (202) 366-2090.

Funding.

DoD Components shall fund the transit subsidy benefit using existing budgetary resources and without supplemental funding. To keep this benefit aligned with compensation, the costs for this transportation subsidy shall be budgeted in the same appropriation/fund that pays compensation costs of the affected individuals. Therefore, the civilian personnel transportation subsidy benefit shall be budgeted in the appropriation/fund which finances their compensation and the military personnel transportation subsidy benefit should be budgeted in the appropriate military personnel appropriation.

Because the subsidy for NAF employees is funded out of NAF resources, it would reduce the NAF resources available to support programs. In order to mitigate such reductions, the military departments may budget additional appropriated fund support to offset the cost of the transit subsidy.

Useful Transit Links

Commuter Connections
http://www.mwcog.org/commuter/ccindex.html

Maryland Transit Administration
http://www.mtamaryland.com/

Virginia Railway Express
http://www.vre.org/

Washington Metropolitan Area Transit Authority
http://www.wmata.com/

Commuter Page
http://www.commuterpage.com/

Transit Subsidy Programs for outside NCR

Army
http://www.asafm.army.mil/rabp/masstrans/masstrans.asp

Navy
http://www.fmo.navy.mil/services/tip.htm

Department of Defense (DoD)
National Capital Region (NCR)
Mass Transit Office, Room 1F44B
Mon. - Fri. 9:00am - 3:30pm

1155 Defense, Pentagon
Washington, DC 20301
Phone (703) 614-0084, Fax (703) 697-1918
Or
L'Enfant Plaza Metro Shop, Nassif Building
Floor PL, Room 206, 400 7th street, SW
Washington, DC
Mon. - Fri. 8:30am - 4:00pm

E-mail: transitpass@whs.mil

Visit the website at:
www.dtic.mil/ref/html/NCRTransitpass.html

PROGRAM SUMMARY

What is the National Capital Region (NCR) Transit Subsidy Program?

The NCR Transit Subsidy Program allows eligible employees to receive "transit passes" in amounts equal to their commuting costs, not to exceed $105/month. This benefit applies to both mass transit and qualified vanpool participants.

The Washington Headquarters Services (WHS) manages this program for the NCR employees and is assisted by the Department of Transportation (DoT) in its implementation.

DEPARTMENT OF DEFENSE

National Capital Region Mass Transit Program

Step 1: Determine Eligibility

The following are eligible to receive the subsidy:

- A civilian, military or NAF employee paid and employed by the Department of Defense.
- Permanently stationed and working in the NCR.
- Paid interns and summer hires in the NCR who meet above criteria are eligible. Summer hires should write "Summer Hire" at the top of their application before faxing.
- Members of the Reserve Components who are performing active duty for more than 30 days are eligible

The following are not eligible to receive the subsidy:

- Personnel employed by DoD Contractor.
- Personnel that are TDY to the NCR from another area.
- Personnel that are on detail to the NCR from an area outside the NCR.
- Inactive Reserves.
- Intergovernmental Personnel Act (IPA) employees (unless appointed to DoD)
- Foreign exchange employees.

If you are unsure about your eligibility, please contact the program office at (703) 614-0084 or (202) 366-1416 prior to submitting your application.

Step 2: Apply

- To apply for the benefit, applications are available online at: http://www.dior.whs.mil/forms/DD2845.PDF This website is .mil restricted.

Confirmation

- There is no formal confirmation of the received fax. To check your status please see Step 3 Application Status below.

No Retroactive Distribution

- Please note that benefits begin on the first date the employee picks up transit passes. Benefits for past months will not be issued.

Please note incomplete and illegible applications will not be processed.

Step 3: Application Status

- To find out the status of your application please visit our online site https://transitsubsidy.whs.mil which has a look up feature or if your application has not been processed within 5 business days, contact us by e-mail at transitpass@whs.mil or call (703) 614-0084.

Step 4: Pick-up Information

Daily distributions are available at two Mass Transit Benefits Customer Service locations: Pentagon Mass Transit Benefit Office, Room 1F144B, Monday - Friday, 9:00 - 3:30 and L'Enfant Plaza Metro Stop, Nassif Building, Floor PL, Room: 206, 400 7th street, SW, Washington, DC. Monday - Friday, 8:30 - 4:00. Please check the website for changes in hours of operations.

For Pick-up locations and dates please refer to website:

http://www.dtic.mil/ref/html/Disbursementloc.html

USEFUL PROGRAM INFORMATION

Subsidized Parking

- Employees may not receive both subsidized parking and mass transit benefits simultaneously.

Parking Cost

- Employees may not use the benefit to pay for parking costs.

Withdrawing

- Employees should withdraw when they are no longer participating in the NCR Program. More information is available on the website: http://www.dtic.mil/ref/html/Disenrolling.html

Participant Certification Reminder

- Participants are subject to criminial prosecution under Title 18, US Code, Section 1001, Civil Penalty Action, and/or agency disciplinary action up to and including dismissal.

U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION)
MASS TRANSPORTATION BENEFIT PROGRAM APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 7905, Programs to Encourage Commuting by Means other than Single Occupancy Motor Vehicles; 10 U.S.C. 131, Office of the Secretary of Defense; E.O. 12191, Federal Facility Ride Sharing Program, E.O. 13150, Federal Workplace Transportation; and E.O. 9397 (SSN).
PRINCIPAL PURPOSE(S): To manage the DoD NCR Mass Transportation Benefit Program including, but not limited to, evaluation and reimbursement of participants, to track the allocated funds in support of the program and prevent misuse of those funds.
ROUTINE USE(S): To the Department of Transportation for the purposes of administering the program and/or verifying the eligibility of individuals to receive a fare subsidy. Data may be provided under any of the DoD "Blanket Routine Uses".
DISCLOSURE: Voluntary; however, failure to provide the requested information may result in disapproval of the Mass Transportation Benefit Program Application.

GENERAL INSTRUCTIONS

1. Print or type information. Obsolete, incomplete, or illegible applications **will not** be processed.
2. Before applying, check the Qualifying information section below. Program policy, instructions, application form, and distribution site information is available at: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm.
3. Check the website provided above to verify enrollment or call (703) 614-0084.
4. Once you verify enrollment, you may request benefits at a distribution site.
5. Counterintelligence Field Activity (CIFA), Defense Intelligence Agency (DIA), and National Security Agency (NSA) civilian employees must apply through their respective agencies.
6. There is approximately a month waiting period between the receipt of this application and the availability of the benefit.
7. **Upon completion**, fax application to: (703) 614-4211.
   To check the status of your application, please check the following website: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm or call: (703) 614-0084.

QUALIFYING INFORMATION

To qualify for this program, you must be:
(1) A civilian, military or NAF employee paid and employed by the Department of Defense, and
(2) Permanently stationed and working in the National Capital Region (NCR).
- Paid interns and summer hires in the NCR are eligible.
- Members of the Reserve Components who are performing active duty for more than 30 days are eligible.

The following are not eligible to receive the subsidy:
- Contractors
- Personnel that are TDY to the NCR from another area.
- Personnel that are on detail to the NCR from an area outside the NCR.
- Inactive reserve personnel
- Intergovernmental Personnel Act (IPA) employees (unless appointed to DoD).
- Foreign Exchange Employees.

1. IMPORTANT: To process this application, you must select one of the following. Are you *(X only one)*:

	NEW ENROLLMENT		RE-ENROLLING *(X here if you have been previously enrolled in the DoD NCR Program.)*		WITHDRAWING		MAKING A CHANGE

2. EMPLOYEE CERTIFICATION

WARNING: This Certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to a criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to $10,000 per violation, and/or agency disciplinary actions up to and including dismissal. Substantiated violations of any of these certifications may impact an employee's security clearance status. Information provided on this form may be audited.

MANDATORY: Read and initial each box. Sign and date Item 8 on Page 3 after completing form.

	I certify that I understand that I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.
	I certify that I understand that my claim for benefits is as a Federal employee and not as a contract employee.
	I certify that I understand that I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.
	I certify that I understand that the monthly transportation benefit I am receiving does not exceed my monthly commuting costs.
	I certify that I understand that I must adjust the amount received based upon long term TDY.
	I certify that I understand that upon separation from DoD, I will return unused fare media to the MT representative. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.
	I certify that I understand that I will notify the MTB office of any changes in my status, i.e., home or work address, change in commuting pattern, or change in organization even if within the DoD.
	I certify that I understand that I will not calculate parking costs.

I certify that the above information is true and correct. I further acknowledge that any false statements or misrepresentations made by me for the purposes of my certification for this benefit may subject me to criminal, civil, or administrative penalties.

EMPLOYEE SIGNATURE	DATE SIGNED *(YYYYMMDD)*

ORGANIZATION CODES. Use these codes to complete Item 3.m., "Organization".

U.S. AIR FORCE

HAF	Headquarters Air Force
FOA/DRU	Field Operating Agency/ Direct Reporting Unit
AF/NAF	CDC, MWR, BOQ, EXCHANGE
Other/AF	All other Air Force not listed above

U.S. MARINE CORPS

27 HQMC	Headquarters, Marine Corps
MC/NAF	CDC, MWR, BOQ, EXCHANGE
Other/MC	All other Marine Corps not listed above

U.S. ARMY

HQDA	Headquarters, Department of the Army
ATEC	Army Test and Evaluation Command
AMC	U.S. Army Materiel Command
CID	U.S. Army Criminal Investigation Command
DLI	Defense Language Institute
HRC	Human Resources Command
INSCOM	U.S. Army Intelligence and Security Command
IMCOM	Installation Management Command
JCS/ARMY	Joint Chiefs of Staff - Army Employee
MC/SG	U.S. Army Medical Command/ The Surgeon General
MDW	U.S. Army Military District of Washington
NETCOM	U.S. Army Network Command
NGB	Army National Guard
OCAR	Office, Chief, Army Reserve
OSD/ARMY	Office of the Secretary of Defense - Army Employee
SDDC	Surface Deployment and Distribution Command
SMDC	U.S. Army Space and Missile Defense Command
USAASC	U.S. Army Acquisition Support Center
USACE	U.S. Army Corps of Engineers
WRAMC	Walter Reed Army Medical Center
A/NAF	CDC, MWR, BOQ, EXCHANGE
Other/ARMY	All other Army not listed above

U.S. NAVY

11 N09BF	Director, Field Support Activity - all OPNAV
12 AAUSN	Assistant for Administration, USECNAV
14 CNR	Chief of Naval Research
15 INTCOM	Director, Office of Naval Intelligence
18 BUMED	Chief, Bureau of Medicine and Surgery
19 NAVAIR	Commander, Naval Air Systems Command
22 BUPERS	Chief of Naval Personnel
23 NAVSUP	Commander, Naval Supply Systems Command
24 NAVSEA	Commander, Naval Sea Systems Command
25 NAVFAC	Commander, Naval Facilities Engineering Command
30 SSP	Director, Strategic Systems Programs
33 MSC	Military Sealift Command
39 SPAWAR	Commander, Space and Naval Warfare Systems Command
41 NSMA	Director, Naval Systems Management Activity
52 CNI	Commander Naval Installations
60 LANTFLT	Commander in Chief, U.S. Atlantic Fleet
69 SECGRU	Commander, Naval Security Group Command
70 PACFLT	Commander in Chief, U.S. Pacific Fleet
72 RESFOR	Commander, Naval Reserve Force
76 NETC	Naval Education and Training Command
N/NAF	CDC, MWR, BOQ, Navy Exchange Lodge
Other/NAVY	All other Navy not listed above

U.S. DEPARTMENT OF DEFENSE - COMPONENT

AAFES	Army/Air Force Exchange Service
AFIS	American Forces Information Service
DARPA	Defense Advanced Research Projects Agency
DAU	Defense Acquisition University **(employees only)**
DBTA	Defense Business Transformation Agency
DECA	Defense Commissary Agency
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DFAS	Defense Finance and Accounting Service
DHRA	Defense Human Resources Activity
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLSA	Defense Legal Services Agency
DoDCC	DoD Concessions Committee
DODEA	Defense Education Activity
DOD IG	Defense Office Inspector General
DPMO	Defense POW/MP Office
DSCA	Defense Security Cooperation Agency
DSS	Defense Security Service
DTIC	Defense Technical Information Center
DTRA	Defense Threat Reduction Agency
DTSA	Defense Technology Security Administration
JCS	Joint Chiefs of Staff
MDA	Missile Defense Agency
NGA	National Geospatial Intelligence Agency
NDU	National Defense University **(employees only)**
OEA	Office of Economic Adjustment
OSD	Office of the Secretary of Defense
OSD/JS WRA	OSD/JS Welfare and Recreation Association
PFPA	Pentagon Force Protection Agency
STARS	Stars & Stripes
TMA	TRICARE Management Activity
USUHS/ AFRRI	Uniformed Services University of the Health Sciences/Armed Forces Radiobiology Research Institute **(employees only)**
WHS	Washington Headquarters Services

3. APPLICANT INFORMATION

a. LAST NAME	b. FIRST NAME	c. MIDDLE INITIAL
d. RESIDENCE *(City)*	e. STATE	f. 9-DIGIT ZIP CODE*

*To find your 9-digit zip code, check http://zip4.usps.com/zip4/welcome.jsp

g. LAST 4 DIGITS OF YOUR SSN	h. WORK E-MAIL ADDRESS	i. WORK TELEPHONE NUMBER *(Include Area Code)*
j. DUTY STATION *(the building where you report to work) (Street address)*	k. CITY	l. 9-DIGIT ZIP CODE*

m. ORGANIZATION CODE *(Listed above) (Indicate the organization that employs you (i.e., pays your salary). Military personnel should indicate their branch of service, not the Defense Component to which they are assigned.)*

☐ OTHER *(If not listed, specify):* _____

n. TYPE OF EMPLOYEE: MILITARY PERSONNEL

(1) STATUS: *(X one only)*
- ☐ MILITARY - ENLISTED
- ☐ MILITARY - OFFICER
- ☐ RESERVIST - ENLISTED
- ☐ RESERVIST - OFFICER

(2) BRANCH: *(X one only)*
- ☐ AIR FORCE
- ☐ ARMY
- ☐ NAVY
- ☐ MARINE CORPS

o. OTHER TYPE OF EMPLOYEE: *(X one only)*
- ☐ CIVILIAN
- ☐ NON-APPROPRIATED FUNDS (NAF)
- ☐ PAID TEMPORARY HIRE *(Term of employment: Start date/ End date)*

_____ _____

p. FOR NAF FUNDING: BRANCH OF SERVICE: *(X one only)*
- ☐ AIR FORCE
- ☐ ARMY
- ☐ NAVY
- ☐ MARINE CORPS _____
- ☐ OTHER:

q. ARE YOU ISSUED A FEDERALLY SUBSIDIZED PARKING PASS?

☐ YES ☐ NO IF YES, WHERE DO YOU PARK? _____

4. MASS TRANSPORTATION EXPENSE WORKSHEET

NOTE: DD Form 2845 application requires DoD subsidy participants to calculate their usual monthly mass transportation commuting cost. This worksheet must be completed to receive subsidy benefits and will assist employees in computing their usual monthly mass transportation commuting cost to the nearest dollar.

INSTRUCTIONS: Calculate your Total Monthly Mass Transportation Expenses by listing your mode of mass transportation and how much it costs you.

- Use the **Daily** column if you pay for transportation on a daily basis,
- OR the **Weekly** column if you purchase weekly commuter tickets;
- OR the **Monthly** column if you purchase a monthly ticket or pass.

It is possible that you may list costs in more than one column depending on the number of transportation modes you take and how you pay for them. Then, using the conversion section, convert all costs to monthly costs, to the nearest dollar amount.

- Applicants must calculate their monthly expenses based on the number of days commuted per month, taking into account telecommuting, alternate or compressed work schedules, e.g., 17, 19, or 21 days per month.

REMEMBER: Parking fees **are not allowed** and cannot be included when computing monthly transit costs. If you are a person with a disability or a senior citizen receiving reduced fare rates, you must calculate the reduced fare rates that you pay.

a. MODE OF TRANSPORTATION			b. DAILY EXPENSE	c. WEEKLY PASS EXPENSE	d. MONTHLY PASS EXPENSE
(1) BUS TO WORK *(Local)*		NAME OF COMPANY			
(2) BUS FROM WORK *(Local)*		NAME OF COMPANY			
(3) OTHER BUS MODE TO WORK *(Commuter or County)*		NAME OF COMPANY			
(4) OTHER BUS MODE FROM WORK *(Commuter or County)*		NAME OF COMPANY			
(5) RAIL TO WORK *(Light Rail or Subway)*		FROM WHAT STATION			
(6) RAIL FROM WORK *(Light Rail or Subway)*		FROM WHAT STATION			
(7) COMMUTER RAIL TO WORK *(Train)*		NAME OF COMPANY/STATION			
(8) COMMUTER RAIL FROM WORK *(Train)*		NAME OF COMPANY/STATION			
OTHER *(Specify)*	(9) TO WORK	NAME OF COMPANY			
	(10) FROM WORK	NAME OF COMPANY			
(11) VAN POOL COST PER MONTH		NAME OF COMPANY			
		(12) TOTAL	$ 0.00	$ 0.00	$ 0.00

5. CONVERSIONS

a. DAILY COST TO MONTHLY			b. WEEKLY PASS TO MONTHLY		
(1) DAILY MASS TRANSIT COST	(2) NUMBER OF DAYS COMMUTED PER MONTH	(3) TOTAL DAILY COST PER MONTH	(1) WEEKLY PASS COST	(2) NUMBER OF WEEKS COMMUTED PER MONTH	(3) TOTAL WEEKLY COST PER MONTH
$ 0.00	X	$ 0.00	$ 0.00	X	$0.00

c. TOTAL DAILY COST PER MONTH *(If any)*	d. TOTAL WEEKLY PASS COST PER MONTH *(If any)*	e. TOTAL MONTHLY PASS COST PER MONTH *(If any)*
$ 0.00	$ 0.00	$ 0.00

6. GRAND TOTAL COST PER MONTH	7. MY GRAND TOTAL MONTHLY MASS TRANSPORTATION COMMUTING COSTS ROUNDED TO THE NEAREST DOLLAR *(Round either up or down to nearest dollar)*
$ 0.00	$ 0

8. EMPLOYEE. I certify that the above information is true and correct. I further acknowledge that any false statements or misrepresentations made by me for the purposes of my certification for this benefit may subject me to criminal, civil, or administrative penalties.

a. EMPLOYEE SIGNATURE	b. DATE SIGNED *(YYYYMMDD)*

9. THIS SECTION IS TO BE COMPLETED BY SUPERVISOR.

I confirm that the applicant is employed by the DoD, works at the duty station indicated, and has calculated the benefit based on the actual hours worked (considering alternate work schedules, teleworking, etc.).

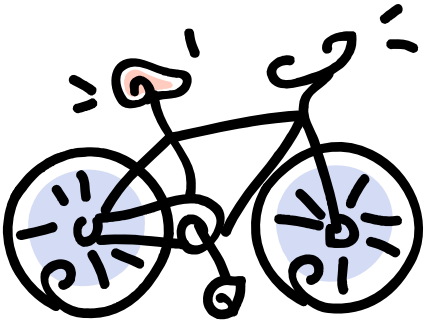
a. PRINTED OR TYPED NAME	b. TITLE	c. TELEPHONE NUMBER *(Incl. Area Code)*
d. SIGNATURE	e. E-MAIL ADDRESS	f. DATE SIGNED *(YYYYMMDD)*

10. THIS SECTION IS TO BE COMPLETED BY AGENCY MASS TRANSPORTATION REVIEWING OFFICIAL.

I have reviewed this application and certify that employee is eligible to receive the mass transportation benefits.

a. PRINTED OR TYPED NAME	b. TITLE	c. TELEPHONE NUMBER *(Incl. Area Code)*
d. SIGNATURE	e. E-MAIL ADDRESS	f. DATE SIGNED *(YYYYMMDD)*

Appendix G.
Bicycling & Walking



Bicycling and Walking

At the current NGA sites, bicycle racks are provided, and several of the sites have bike lockers. The latter will be provided at the New Campus. In addition, there will be pedestrian/bicycle paths that link EPG to the neighboring communities, and clothes lockers and showers will also be available. Metrorail and VRE provide space for people to bring bicycles on-board the trains, and many of the metrobuses have bicycle racks on the front of the buses to accommodate those riders. Due to the traffic in and around EPG and limited access to trails at this time, bicycling may be limited to transportation to commuter lots and mass transit stations and employees living within a certain radius of EPG vice long distance travel to work.

Walking to existing NGA sites is limited to employees who live within approximately ½ mile from the facility and at those sites where sidewalks/trails provide easy access. At EPG, the distance from the Barta/Backlick Road entrance is about a 20 minute walk, and the distance to the proposed Fairfax County/Cissna Road entrance will be even farther. Therefore, walking to the New Campus will likely be limited to employees residing in neighborhoods immediately adjacent to EPG. Marketing walking as an alternative means of transportation is not viable at this time.

NGA will:

- Investigate whether or not there is a need to provide bicycle racks on some/any of the shuttles planned to and from the Metrorail and VRE stations.

- Educate employees on the bike commuting options, to include identifying bike paths.

- Tap into available services provided by other agencies, such as the Commuter Connections, which has designed a guide to ease the transition to bike commuting for Washington metropolitan area employees and to help employers encourage this smarter way to work. http://www.mwcog.org/commuter/Bdy-bike.html

- Keep track of bike locker use as a means of measuring program participation.

Appendix H.
Fort Belvoir Travel Demand Management Plan - Draft

Overview

Travel Demand Management (TDM) is a series of demand side strategies designed to reduce traffic congestion. The purpose of this plan is to establish the policies, procedures, and infrastructure necessary for Fort Belvoir to meet their TDM goals.

The near-term goal for Fort Belvoir is a 10 percent reduction in Single Occupancy Vehicle (SOV) trips during peak hours as a result of TDM actions. This 10 percent goal correlates with the near-term period following the post-BRAC implementation phase. A long-term goal of XX percent correlates with up to XX,000 new employees.

There is a broad range of TDM strategies widely used in Fairfax County and communities throughout the country. Fort Belvoir will need to use the full spectrum of these strategies to meet their TDM goals.

Summaries of TDM strategies, as set forth in the Federal Agency Transportation Management Program Handbook, are shown on the following pages, along with certain post-specific issues and observations. It is recommended that a comprehensive plan be developed on Fort Belvoir that uses all of these programs and strategies. An Employee Transportation Coordinator (ETC) would oversee the program and work with individual tenants on-post to apply programs to their offices. Another term for ETC is Transportation Demand Management Coordinator (TDMC), as referred to in the BRAC EIS for Fort Belvoir. The ETC would be responsible for implementing, promoting, monitoring, and evaluating a full range of TDM strategies as well as providing services such as pass sales, parking management, and the conduct of employee surveys. In addition, the ETC should represent Fort Belvoir's interests relative to transportation issues in dealing with various local, regional, and state agencies. This includes such things as negotiating with service providers for new or modified bus services, schedule changes, and bus stop locations and supporting improvements to the high occupancy vehicle (HOV) system to help bring about greater use of ridesharing.

Parking Management. Parking management is a set of strategies used to balance the supply and demand for parking. Parking management is one of the most powerful tools that can be used for modifying commute mode of choice. The decision of commuters to drive alone, carpool, vanpool, or use mass

transit depends a great deal on the cost, availability, and the location of parking. Implementing a paid parking program can provide a major incentive to ridesharing, particularly when accompanied by discounts for carpool and vanpool vehicles.

Carpooling and Ride Matching. Carpool programs, or personalized ride matching, involves introducing and matching potential ridesharers. Most people are hesitant to rely solely on a match list and need help in approaching their ridesharing matches. In the case of ride matching, an ETC can serve an effective role in bringing the appropriate people together.

Often, various forms of incentives are critical to the success of rideshare programs. One of the most significant incentives is to provide carpoolers with savings in travel time in comparison to SOVs. The provision of High Occupancy Vehicle (HOV) lanes along with convenient access and egress are often critical to successful rideshare programs. Other incentives can include preferential parking locations and reduced-cost parking in cases where paid parking programs are put in place.

Vanpool Programs. Vanpooling can be an essential component of a Transportation Management Plan. It refers to an arrangement where several people (7-15) share the ride to work in a van. For the purpose of employer subsidies, a vanpool must have a seating capacity of at least six adults (not including the driver). At least 80 percent of the van mileage must be for the purposes of transporting employees between their residences and their place of employment, and on trips during which the number of employees transported is at least one-half of the adult seating capacity of such a vehicle (not including the driver). Vanpooling is most appropriate for employees who live at least 15 miles from the work place. The regional average trip length of vanpools is 29 miles. In the case of Fort Belvoir, commuters from locations such as Loudoun and Stafford Counties as well as portions of Prince William County are potential candidates for vanpooling.

Transit Services. Although transit usage varies greatly among metropolitan areas, a relatively small percentage of American commuters use public transit. Buses and rail transport could play a much larger role in our daily commute if more information were readily available regarding access and scheduling. Although traditional transit services cannot meet all transportation needs in a cost-effective manner, the ETC can help market transit services along with other transportation alternatives. Public transit is usually available in the form of bus and rail service, including regional park and ride services, express services, and limited stop services, as well as local community-based bus routes, shuttles, and circulators. A key to increasing utilization of transit services is to provide convenient access to and from the services that are provided. This includes services that come within convenient walking distance of

major destinations and the provision of passenger amenities such as adequate walking paths and sheltered waiting areas. In cases where regional rail and bus services cannot efficiently be routed to provide direct access to major destinations, they must be supplemented by local shuttle and circulator services that can provide the needed access. Locations such as transfer centers need to be provided to accommodate coordination between the regional and local services.

Economic Incentives – Subsidies. Subsidies are beneficial in that they make driving in a single occupant vehicle less attractive and more costly than other transportation modes. Subsidies can significantly increase the average passenger occupancy and reduce trips, especially in conjunction with increases in parking prices. Providing subsidies works best when the solo drivers have to pay to park, while the ridesharers pay less and are therefore rewarded for choosing an alternative to driving alone.

Guaranteed Ride Home. A Guaranteed Ride Home (GRH) program is key in implementing a successful Transportation Management Plan (TMP). Many drivers are leery of utilizing ridesharing and transit because they think that they cannot get home when an unexpected emergency arises or if they have to suddenly work overtime. A GRH program guarantees the ridesharers and transit riders a ride home or to the emergency location (e.g., sick child at school). It takes the fear and anxiety out of ridesharing and public transit usage.

Bicycling/Walking. In many areas, weather conditions, the unavailability of bicycle routes, the lack of worksite showers and lockers, and the remoteness of the worksite make it difficult for walking and bicycling. Nevertheless, these modes can play a role in providing alternatives to SOV usage, even if only on a seasonal basis for some. An ETC can effectively promote these options by providing access to information and helping to ensure that on-site facilities are provided to support them. The ETC would encourage each tenant at Fort Belvoir to incorporate such facilities as part of the design process for new buildings or renovations of existing buildings.

Telecommuting/Teleworking. Telecommuting refers to the option of working at home or at an office close to home on a full (four to five times a week) or part time (once every other week to two to three days per week) basis. Although computers and other telecommunications technologies facilitate telecommuting, the telephone is still the most basic tool for working at an alternate location. A number of telecommuting centers have been established in the region to serve as remote offices for employees wanting to work near home rather than commute to a more distant worksite.

Alternate Work Schedules. Alternate work schedules allow the scheduling of work hours outside the

normal 9:00 AM to 5:00 PM pattern. When utilized properly, these programs have the potential to benefit both employees and employers. Several demographic and economic changes have made alternate work schedule programs very palatable. These changes include: the increase in multiple worker families with multiple demands, a high incidence of single parents, and the need for flexibility on the part of a large, aging population. Alternate work schedules can help manage transportation demand in a number of ways. One is by allowing employees to work only four days per week or nine days in a two-week period, thus reducing the total number of commute trips. Another is to allow commuters to work earlier or later than the traditional peak period, thereby allowing them to commute during less congested time periods. While alternate work schedules are normally implemented on a voluntary basis, it may be necessary to mandate specific work schedule patterns in order to meet the long term transportation demand management goals.

Commuter Centers. A Commuter Center is a location where employees can get information about the available commuting options, and it provides personalized service to commuters from a prime location. The Commuter Center should not be defined as being in the ticket selling business -- the Center is in the people business. In other words, the Center's focus should be customer service. Just as the GRH program eliminates the fear and anxiety of ridesharing and transit use, a well-implemented Commuter Center should eliminate the inconvenience of finding accurate and timely information and services needed by the ridesharers and transit patrons. A physical "bricks and mortar" Commuter Center should be supplemented by an appropriate internet site that provides on-line access to information, products, and services.

Existing Travel Demand Management Plan

As an installation in the National Capital Region, Fort Belvoir is required to implement a TDM plan for the installation and its tenant agencies. Fort Belvoir does not currently have an ETC or a TDM office at this point.

The goal for parking on the installation for new facilities is to provide parking spaces for 60 percent of the total number of employees. However, as it currently occurs, many more than 60 percent of the employees drive alone to work, requiring many to park on the grass, on the side of roads, and in areas where buildings have been torn down.

A current TDM measure on Fort Belvoir is the use of transit subsidies allocated under a Federal Government program. This program has provided money to employees at Fort Belvoir for over five years to encourage transit use and carpooling.

Research performed by TransCore for Fort Belvoir in 2003 indicates that there is potential for reducing single occupancy vehicle demand with TDM strategies.

Surveys sent via email to all employees and residents of Fort Belvoir along with other surveys and anecdotal information suggest that the public transit percentage for Fort Belvoir employees is currently no more than two percent, with ridesharing accounting for somewhere in the range of five to ten percent.

For planning purposes, it is conservative to conclude that 85 percent of employees drive alone and that only two percent ride transit. (The remaining 13 percent includes those who are carpooling, walking, or using other modes of transportation.) To meet the 10 percent transit goal, this 85 percent must be reduced by approximately nine percent for an overall reduction of approximately eight percent.

Proposed Travel Demand Management Plan to Meet Goals

The purpose of this section is to set forth specific TDM measures to be implemented on Fort Belvoir as part of the overall Transportation Master Plan. Currently, 85 percent of Fort Belvoir employees drive alone. The short term (2015) and long term (2030) goals are for this percentage to drop to 77 percent and 51 percent, respectively. An active plan of policies, procedures, and new facilities is necessary to meet these goals.

Individual tenants on Fort Belvoir should be required to have a TDM program and plan. An outline of such a work plan is as follows:

- Strategy description/objectives
- Identification of transportation mode(s) impact by strategy
- Description of current and forecasted levels of participation
- Marketing plan
- Performance measures and monitoring procedures
- Budget
- Timetable
- Responsibilities and staff time allocation
- Priorities

Several measures can be accomplished with command support and an installation coordinator; the

remaining goals require additional funding or implementation by local, state, or transit agencies.

Encourage and Require Carpooling, Ride Matching, Vanpooling

A post-wide ETC with responsibility for the various ridesharing programs is necessary for the effective implementation of these strategies at Fort Belvoir. The ETC can help employees plan their ridesharing commute to and from work. Additionally, after such a program is implemented, it must be supervised by the coordinator so that the program is run efficiently and made readily available to all employees. The ETC actively promotes the advantages of carpooling and vanpooling as well as telecommuting and transit. The ETC must also provide a link to regional programs and resources supporting these systems and services.

To meet the long term 40 percent TDM goal, nearly as many employees will need to arrive via carpool or vanpools as driving alone. Additional HOV facilities will be needed to meet this goal. Particularly critical to the achievement of these goals is the provision of HOV access at I-95 and the Fairfax County Parkway to provide a connection from the HOV lanes to Fort Belvoir. This additional access will provide I-95 HOV facility users a connection to Fort Belvoir from the south via a new ramp to the Fairfax County Parkway. Carpool and vanpool commuters as well as express buses in the I-95 corridor will thus be able to access Fort Belvoir in the morning and be able to access the HOV lanes southbound in the afternoon.

Actions to meet goals:

- Command emphasis and resources for Carpooling Coordinator;
- Active promotion and advertising program;
- Monitoring and incentive programs for tenant agencies.

Encourage Telecommuting and Telecommuting Centers

Telecommuting Centers are located throughout the Washington Metro area, and several are on the I-95 corridor in the vicinity of Fredericksburg and Woodbridge. This measure's implementation and application will need to be managed by individual agencies.

Telecommuting and the use of commuter centers require managers to perform additional planning. Classified work and operations centers are more difficult to integrate.

Actions to meet goals:

- Include telecommuting incentives and goals in overall TDM plan;
- Identification of agency or institutional barriers to telecommuting and the adoption of agency-specific policies.

Provide Alternate Work Schedules

Two alternate work schedule strategies should be used: compressed work week and flexible working hours. The compressed work week allows employees to have a day off each week or every two weeks in exchange for working longer hours on the other days of the week. Flexible working hours allow employees to alter their arrival and departure times to accommodate commuting schedules and to help reduce peak period congestion.

Actions to meet goals:

- Identify institutional or agency barriers to alternate work schedules;
- Include alternate work schedule incentives and goals in the overall TDM plan.

Parking Management

Cost, availability, and location of parking will greatly influence mode choice. Parking Management balances the number of parking spaces relative to the availability of transit and other services. Part of the balancing effort might include the implementation of a paid parking program to use as an additional disincentive for SOV usage.

A Parking Cash Out program provides employees with a choice: receive a parking space or receive the cash equivalent of the space. This program is beneficial to employees because they can receive this money tax-free. It is beneficial to employers because of tax reductions (give money for transportation options rather than salary increase).

Clustered parking is a technique whereby parking spaces are limited and built in clusters, providing more space and paths for pedestrians. Related to this concept is the idea of providing preferential parking locations for carpoolers and vanpoolers.

Actions to meet goals:

- Research Parking Cash Out program for DoD employees along with a general paid parking program;
- Require clustered parking and structured parking for new facilities on Post;

- Implement a preferential parking program for carpoolers and vanpoolers;
- Enforce current parking prohibitions.

Transit Services

Providing adequate transit options is one of the most essential parts of a successful TDM plan. Currently, the principal bus services to Fort Belvoir are along U.S. Route 1 and between the Post and the Franconia-Springfield Transportation Center.

To increase transit use, new routes connecting the Post to major concentrations of employees must be implemented. In addition, an efficient on-Post circulation system must be put in place, direct shuttles connecting Fort Belvoir to the regional rail transit network must be provided, and efficient collection and transfer points must be created.

Particularly critical among the new routes are services linking Fort Belvoir to the I-95 corridor in Prince William County and to western Fairfax County along the Route 50 and Fairfax County Parkway corridors. These are areas that have been identified in various studies and surveys as having major concentrations of Fort Belvoir employees, but with no or very poor transit connections to the Post.

Park and ride lots are located throughout Fairfax and Prince William Counties. Currently, these lots provide adequate bus and HOV service to high density centers such as the Pentagon and downtown District of Columbia. As Fort Belvoir becomes a high density employment center, it too needs to have efficient connections to these park and ride lots. The lots to be served should have direct service to Fort Belvoir, preferably with access to HOV lanes.

As indicated above, in addition to these new services, there is also a need to connect Fort Belvoir to the regional rail system. This connection includes shuttles connecting the Post to both the Lorton VRE station and the Franconia-Springfield Transportation Center. To the extent possible, these shuttles should operate along dedicated rights-of-way and operate non-stop between the rail stations and various locations at Fort Belvoir. Reducing the amount of time required to travel between the rail stations and Fort Belvoir will make the existing rail lines a more attractive alternative and help the Post meet its TDM goals for non-SOV access. To accomplish this objective, multiple shuttle routes will be required in order to provide timely connections to each of the major employment centers within the Post.

These shuttles, as well as the new bus routes, must be supplemented by an efficient on-Post circulation system enabling transit riders to obtain direct access to major employment locations throughout Fort Belvoir. On-Post sites to be served include EPG, North Post, and both upper and lower South Post. The circulation system should include the establishment of convenient bus stop locations, passenger shelters, and a coordinated pedestrian trail system linking the stops to the various buildings on Post.

In order for the various services to be brought together and in order for the regional bus routes, the shuttles, and the on-Post circulation system to effectively serve the employees, some form of transit center must be developed. This center would provide a location for coordinated transfers to be made between services in a sheltered environment. In addition, the transit center would be equipped to provide real-time transit information to help encourage transit ridership.

Actions to meet goals:

- Feasibility study of new regional bus routes to Fort Belvoir (in conjunction with WMATA, Fairfax Connector, PRTC, and VDOT);
- Improve bus facilities such as bus stops;
- Research policy and legal requirements for off-Post shuttle service;
- In conjunction with VDOT, WMATA, and Fairfax DOT, initiate feasibility studies for facilities shown in the following section.

Transit /HOV Facilities to meet TDM Concept

In order for ridesharing and transit to contribute to the meeting of the TDM concept goals, a number of facilities and other physical improvements will need to be implemented. This section provides additional detail on several of these needed improvements.

Express Bus Service on U.S. Route 1. The first phase of this service began in September 2004. It consists of new buses operating on a new route with less frequent stops. The Fairfax DOT/WMATA plan is to add features to the U.S. Route 1 corridor to help the buses avoid traffic congestion.

Bus Rapid Transit (BRT) related improvements on U.S. Route 1. Under this program, in order to further enhance bus service along Route 1, various roadway improvements will be made, including upgraded bus stops and queue jumpers. The buses will also be provided with signal prioritization.

Transit Transfer Station. A Fort Belvoir Transit Center needs to be established to provide a location for

transfers among the various local and regional services and to serve as a possible terminus for the Route 1 BRT service. The center needs to provide for bus loading areas, sheltered passenger areas, and the provision of information and other passenger amenities.

Bus Rapid Transit to Franconia-Springfield Transportation Center. This project will be a joint effort with WMATA. The purpose of this project is to take advantage of the existing Fort Belvoir rail corridor that connects to the CSX corridor. This corridor will serve as a direct route for shuttle services between Fort Belvoir and the Franconia-Springfield Transportation Center. The implementation of direct shuttle service will greatly enhance the attractiveness of Metrorail and VRE services for Fort Belvoir commuters. While additional analysis will be required, it is likely that a connection between the Fort Belvoir rail corridor and Loisdale Drive will need to be constructed to provide access to Franconia-Springfield.

Lorton VRE Park & Ride. This project will provide additional parking at the Lorton VRE Station and will improve access from the VRE to Fort Belvoir. Current bus services between the Lorton VRE Station and Fort Belvoir are not fully coordinated in terms of the schedules, and they operate over local streets, thereby requiring additional time. Dedicated access from the VRE station would make the VRE line a commuter option that does not use U.S. Route 1 or other congested roadways. This long-term project is necessary to meet the demands of the six million square feet scenario.

I-95 High Occupancy Toll (HOT) Lanes/Park & Ride. Significant transit improvements along the I-95 corridor are anticipated in conjunction with the implementation of the I-95 HOT Lanes. While not fully defined at this time, Fort Belvoir needs to coordinate with this effort to ensure that its transit needs are considered.

Burke Park & Ride. This project is undefined; however, the concept includes possible new express bus routes that would serve Fort Belvoir from western Fairfax County, western Prince William County, and Loudoun County.

Franconia-Springfield Parkway (VA 7900) SOV Connection. This project would provide additional connectivity between I-95 and the Franconia-Springfield Parkway. It would add a north-to-west connection between these highway facilities, thereby improving access to the EPG site.

On-Post Shuttle System. An oft-cited reason for not utilizing transit and ridesharing is the need for a car during the day. The provision of an on-Post shuttle bus system that operates throughout the day can help

address this issue. Such a system would provide employees a means of traveling from one building to another to attend meetings and would provide a means of access to nearby retail and restaurant facilities for lunch or lunchtime errands. The system should also connect to the local and regional bus routes during the day to help facilitate non-auto access to various regional destinations.

I-95 to FCP HOV connection. Access between the I-95 HOV lanes and the Fairfax County Parkway is essential for ridesharing and transit to Fort Belvoir to reach the levels needed for the Post to meet its TDM goals. This connection would allow ridesharers to access both EPG and Main Post from the I-95 HOV lanes and would provide incentives for new regional express bus routes that would not be forced to operate in the local lanes. An earlier study by VDOT confirmed the feasibility of this concept, but detailed plans need to be developed.

Actions to meet goals:

- For projects already in the Constrained Long Range Plan and Washington Metropolitan Council of Governments (MWCOG) 2030 plan, Fort Belvoir needs to monitor these projects and support implementation. This pertains primarily to U.S. Route 1 improvements as well as the I-95 HOT Lanes project;
- For other projects, Fort Belvoir needs to partner with VDOT, Fairfax County DOT, and WMATA to add these projects to the MWCOG 2030 plan;
- Partner with VDOT or Fairfax DOT to conduct a feasibility study of an I-95 to FCP HOV connection.

Improve Bicycle and Pedestrian Accessibility

Although Fort Belvoir has an extensive network of recreational trails, there are currently no bicycle trails that consistently separate bicycles from traffic. The proposed regional bicycle corridor located along U.S. Route 1 will run through Fort Belvoir. It is hoped that in the future, the funded off-road shared-use path along Telegraph Road will be built and that a detailed plan for improved bicycle and pedestrian access throughout the Post will be developed and implemented.

Actions to meet goals:

- Implement the Fort Belvoir trails plan;
- Include bicycle facilities in all road reconstruction;
- Provide bicycle racks/lockers for commuters to secure their bicycles once they have reached their place of employment.

Monitor the Plan

Monitoring the progress of a TDM plan is crucial to improving performance, productivity, and controlling costs. A successful evaluation uses procedures such as surveys, studies, and detailed program reviews that help determine one or more of the following:

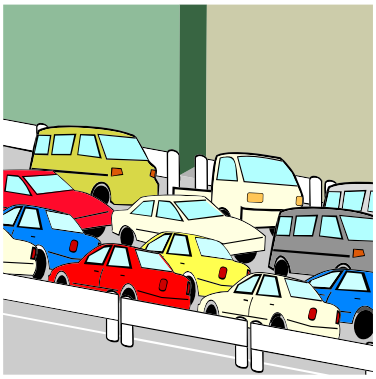
- Extent to which the program has achieved its stated objectives (e.g., increases in the average number of persons per vehicle);
- Extent to which the accomplishment of the objectives can be attributed to the TMP (direct and indirect effects);
- Degree of consistency of program implementation to plan (relationship of planned activities to actual activities);
- Relative effectiveness of different strategies (which ones worked, which did not, how well, etc.).

In order to meet these goals, active monitoring of the program by the ETC is crucial, with support at all levels of command. Monitoring activities should include such items as traffic and parking utilization counts, mode of access surveys, shuttle system ridership counts, and summaries of the number of employees taking part in various programs such as alternate work schedules, guaranteed ride home, etc.

There are minimal TDM measures currently being used on Fort Belvoir. The gradual implementation of simple TDM measures such as carpooling, telecommuting, and improved transit facilities, coupled with proper monitoring of a well-planned TDM strategy, will help the installation achieve its goals for reduced congestion.

Appendix I.

Transportation Section of the Final Environmental Impact Statement for BRAC



4.3 TRANSPORTATION

This section describes existing transportation systems as they relate to Fort Belvoir, EPG, and the GSA Parcel. Each subsystem is addressed from both a regional and local perspective. Furthermore, this section presents the expected conditions and consequences of transportation under each of the alternatives.

4.3.1 TRANSPORTATION STUDIES

The Congressional Directive regarding the BRAC action and its associated impacts requires that the transportation system be studied to determine the impacts that would be expected due to the BRAC action, to identify projects that would mitigate and off-set those impacts, and to quantify the needs for new transportation infrastructure.

4.3.1.1 Congressional Directive

In the Conference Report on the National Defense Authorization Act for Fiscal Year 2007, the conferees identified the following Items of Special Interest:

> "Impact of 2005 Defense Base Closure and Realignment decisions to the transportation infrastructure in Northern Virginia.
>
> "The conferees note that the decisions of the 2005 Defense Base Closure and Realignment (BRAC) round will have a significant impact on the transportation infrastructure and national highway system in Northern Virginia supporting Fort Belvoir and Marine Corps Base Quantico. These effects, if not studied and addressed through a long-term investment strategy, have the potential to adversely affect timely access to these two critical military installations, as well as the quality of life for military members and their families on the installations and in the local communities.
>
> "The conferees acknowledge that the Department of the Army is currently studying the impact to the environment resulting from relocation of functions and personnel to Fort Belvoir and the former Engineering Proving Grounds in Fairfax County, Virginia.
>
> "The conferees direct the Secretary of the Army to work with appropriate Federal, Commonwealth, and local agencies to ensure the draft and final environmental impact statements address the following factors:
>
> (1)a description of the demographic, population, and other planning assumptions used to determine traffic infrastructure requirements;
>
> (2)an analysis of the direct and indirect impact to the transportation infrastructure resulting from the BRAC decisions;
>
> (3)a description of the standards and methodologies for the traffic impact studies contained in the study; and
>
> (4)an assessment of specific traffic infrastructure improvements and new construction projects identified to mitigate the effects of the increase of personnel, and estimates of the costs to carry out the projects."

The procedures and methodologies for transportation analyses in this EIS conform to the preceding congressional directive. Cost estimates for transportation facilities improvements typically are not available until the 30 percent engineering design stage; however, they are provided even though the 30 percent design stage has not been reached. These estimates will be subject to refinement as the planning process moves forward. At present, the cost estimates are believed to be within an order-of-magnitude of ultimate costs, though caution must be exercised when referring to them. The order-of-magnitude costs (term used for preliminary estimated cost) have been developed from comparisons to similar projects. There have been no quantities take-offs (technical term of developing estimates of the amount of material needed, i.e. *XX tons of asphalt*), no assessments of existing utilities, and no surveys performed, all of which are needed to provide a more reliable cost estimate.

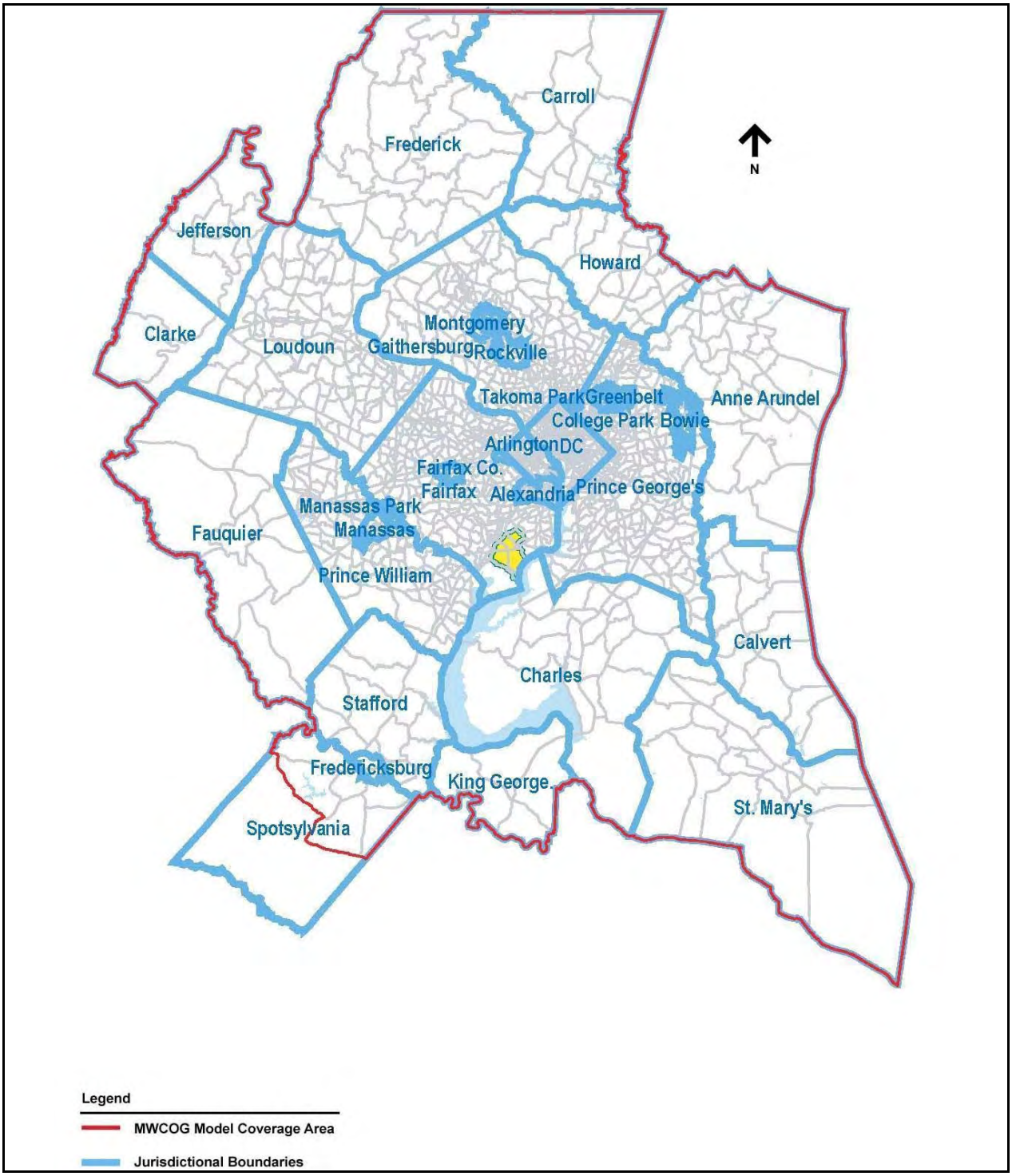
4.3.1.2 Transportation Analyses and Design

As part of the transportation analysis for BRAC implementation, traffic operations studies are ongoing in support of the planning and design of infrastructure (including transportation systems) and facilities. Information from these activities provides the basis for the transportation analysis for this EIS. These studies will continue throughout the planning and design phase; therefore, more detail will become available as they progress. At this point, the studies have been taken to a level of detail sufficient for an EIS, thereby allowing for the assessment of the transportation systems and the identification of potential mitigating actions.

The transportation studies referred to in this EIS used the regional travel demand model maintained by the Metropolitan Washington Council of Governments (MWCOG). The model, encompassing the greater metropolitan Washington area, reaches as far as Fredericksburg and portions of Spotsylvania County to the south; Anne Arundel, Calvert, and St. Mary's Counties to the east; Fauquier, Clarke, and Jefferson Counties to the west; and Frederick, Carroll, and Howard Counties to the north, as was illustrated in Figure 4.3-1. Figure 4.3-2 presents the detail of the model within the study area, showing roadway links, zones, and zone connectors. Post–processing of the travel demand forecasts follows the standard procedures outlined in the National Cooperative Highway Research Program Circular 255 (Pedersen, 1982).

Smaller, routine traffic impact studies use traffic forecasts that are derived by simply adding the trips to and from a site to existing traffic and then allowing for annual traffic growth. This approach tends to overestimate the effect on streets in the immediate area and underestimate the effect on the transportation system as a whole. Larger projects such as the BRAC action require the more sophisticated approach of travel demand models, as these models are more appropriate to assess larger projects that have greater and more far-reaching effects. When significant numbers of new jobs or housing are placed in an area, a complex series of changes occurs, including the relocation of households, changes in work locations, and changes in travel routes to and from current destinations. A travel demand model accounts for all these relationships and forecasts the net change in traffic on each facility.

The traffic forecasts developed using the regional travel demand model are used to support the current planning level of analysis. In addition, as design progresses, these forecasts will be used to conduct operational analyses according to the procedures outlined in the Highway Capacity Manual (TRB, 2000) and through the use of traffic simulation models. Detailed operational analyses of any proposed mitigating actions will be conducted as design development permits to support studies required by VDOT and FHWA. Typically, these studies are completed following the completion of an EIS; however, because of the project timelines, some of the studies are being



MWCOG Regional Model Coverage Area

Fort Belvoir, Virginia

Figure 4.3-1

LEGEND

- Zone Boundaries
- Roadway Links
- Study Area
- Zone Connections
- Zone Centroid

MWCOG Model Roadway Network within the Study Area

Fort Belvoir, Virginia
Figure 4.3-2

overlapped with the EIS. The results of the more detailed analyses for many of the key mitigation projects will be provided to the public as part of the on-going outreach program. The Army will cooperate with participating agencies to develop designs.

To assess the effects on the transportation systems and identify mitigating actions, travel demand has been projected and performance has been evaluated for the following land use scenarios:

- Existing Conditions
- No Action Alternative
- Preferred Land Use Alternative
- Town Center Land Use Alternative
- City Center Land Use Alternative
- Satellite Campuses Land Use Alternative

The analyses completed for the No Action Alternative and the four Land Use Alternatives use the year 2011 as the baseline analysis year, as that is the requirement of the reviewing transportation agencies. Further subsections of this Transportation section will document the existing conditions, the conditions in 2011 if the BRAC action did not occur (the No Action Alternative), and the 2011 conditions for each of the four Land Use Alternatives. The BRAC action would require mitigation strategies to ensure that the impacts due to the BRAC action are mitigated, so that the roadway improvements would provide at least the same level of operation, if not better, than the conditions expected if the BRAC action did not occur.

Analysis in this section uses multiple perspectives—it begins with the broader regional context, moves to narrower views of the sub regional area around Fort Belvoir, and then it ends with conditions in the immediate vicinity of the Main Post, EPG, and the GSA Parcel. That is, for each land use alternative, the effects on local and regional travel patterns is examined through the use of screen lines (natural or man-made barriers and/or imaginary lines used to divide a study area into large sections; examples of barriers include a river, a stream, or a railroad track) and cordons (imaginary closed loop defined within a study area, used to tally total inbound and outbound trips) to determine the change in travel demand from one area to another. Representative locations along major traffic routes have been identified throughout the study area to measure the effect of the proposed action on traffic volumes. Finally, key intersections (intersections of secondary and primary roads that are approaching capacity) surrounding Main Post, EPG, and the GSA Parcel have been analyzed under each scenario. In areas such as Northern Virginia where traffic congestion typically lasts for several hours, it is necessary to examine additional criteria at key locations, such as hours of congestion, delay, and travel times to gain a complete understanding of the effect. For the four action alternatives, potential mitigating actions have been considered as well.

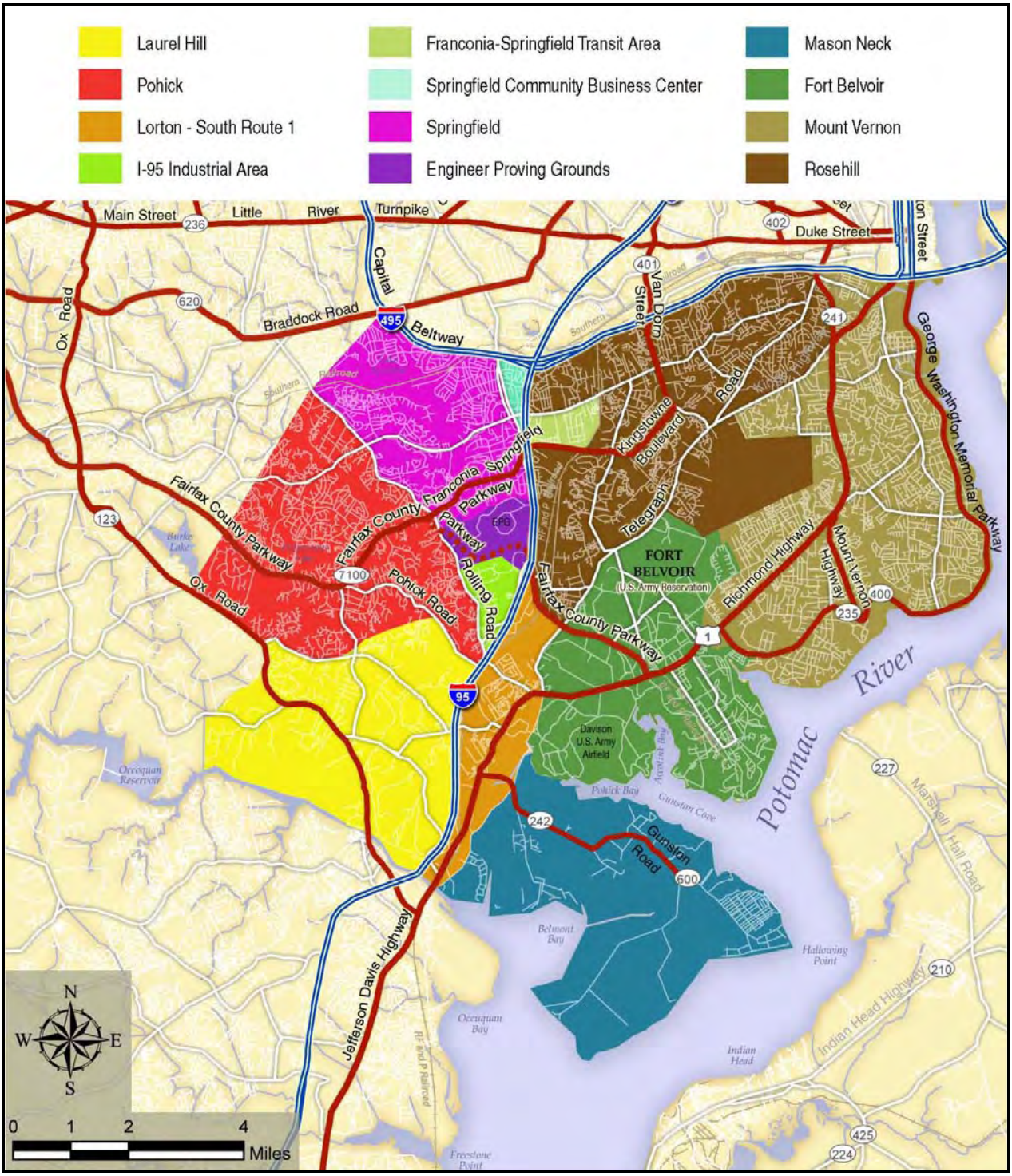
4.3.1.3 Travel Demand Modeling Approach

Scoping in connection with this EIS exposed concerns regarding the travel demand modeling approach and the assumptions that would be used during the modeling process. In response to these concerns, the analytical approach and assumptions were developed in conjunction with Fairfax County and VDOT staff. The interpretation and use of the modeling results is solely the responsibility of the EIS preparers. The basic procedures and assumptions were as follows:

- Used MWCOG regional travel demand model and Round 7 Cooperative Land Use Forecast (revised).
- Figure 4.3-3 shows the study area and the 12 reporting districts within the study area used for the ongoing traffic studies. Within the Main Post and east of I-95, the zone structure as defined by MWCOG was used. For EPG, one zone was used. Entry links and zone connectors to EPG and the Main Post were modified so that only trips originating from or destined to those locations could use the links. Roadway links within the study area were reviewed, and adjustments were made to the number of lanes or roadway capacities so that model assumptions reflected actual conditions.
- Trip generation rates were developed for EPG and the Main Post using data provided by the various agencies. Off-post, MWCOG's trip generation rates were used unless alternate data were provided by Fairfax County or adjustments (based on professional judgment and the use of the Institute of Transportation Engineers (ITE) Trip Generation Manual as a reference) were required to achieve a reasonable validation.
- Trip distribution was developed using the available survey and employee data combined with MWCOG distributions. For 2011, it was assumed that 50 percent of the civilian employee population would maintain its current residential locations and 50 percent would relocate in a pattern typical of the current Fort Belvoir distribution. Military employees would be expected to continue their bias toward the I-95 corridor to the south. These distributions were developed in consensus with VDOT and Fairfax County, realizing that through attrition and new hires, that the distribution of incoming employees would follow the existing distribution that favors the south.
- The sensitivity of road improvements and access design to changes in employee distribution was tested by manually applying a plus-or-minus 15 percent range to forecast volumes.
- Model runs (described further within this section) were completed for existing conditions, the 2011 No Action Alternative and the Preferred, Town Center, City Center, and Satellite Campuses Land Use Alternatives.
- Embedded contractors are considered part of the total employment for each agency. Non-embedded contractors are considered as visitors to Main Post, EPG, and GSA sites (depending on the alternative). The assumed number of visitors (5 percent) approximately matches the rate observed at the Pentagon where between 900 and 1,000 visitors per day with an employee base of 22,000 employees.

The need for additional transportation system improvements can be assessed based on the model runs using the above procedures and assumptions. The study area (see Figure 4.3-3) was defined such that it captured the area around the Main Post, EPG, and GSA Parcel to assess traffic flows to and from the sites and to allow for the assessment of effects on adjacent facilities. To delineate an area in which the influence could be distinctly measured across roadways, screen lines were set on physical boundaries that had limited roadways crossing them. To the west, a screen line was set just west of Route 123, as limited roadways cross this area. The Capital Beltway (I-495) and the rail line forms a physical barrier to the north, because there are limited crossing points over those facilities. To the south, the Occoquan River forms a natural barrier to the study area, because access from that direction is limited to four bridge crossings. The Potomac River forms the eastern boundary to the study area.

Estimating traffic effects of any proposed development could produce considerable technical debate and strong opinion within the transportation planners' professional community. Most



LEGEND

- Interstate Highway
- Highway
- River/ Water

Reporting Districts within the Study Area

Fort Belvoir, Virginia

Figure 4.3-3

cities and all the country's major Metropolitan Planning Organizations (MPO) maintain a regional travel demand model that is certified by EPA for estimating the effect on air quality, and so on. These models are based on what is known as the four-step process involving Trip Generation, Trip Distribution, Mode Share, and Assignment. These four steps are described further below.

- *Trip Generation.* Trip generation accounts for movements between origins and destinations. The MWCOG model has more than 2,100 traffic analysis zones (TAZ) and includes the major roadway network in the region. Each TAZ is assigned population and employment in several categories. Population is described in terms of households (e.g., single family, multifamily). Employment is described by employment type (e.g. office, retail, industrial). Within each zone, productions and attractions are generated based on typical behavior; population creates productions and employment creates attractions. Each trip requires a production and an attraction.
- *Trip Distribution.* Productions and attractions are balanced (matched) based on distribution patterns that have been observed in the region (ZIP Code surveys and other travel data) and other factors such as travel times, average trip length, income, and so on. This information is based on periodic surveys conducted by MWCOG and 2000 census data from the Census Transportation Planning Package, and the data is uploaded into the model and maintained by MWCOG (MWCOG, 2004a). For large developments, focused surveys such as the ZIP Code information provided were used to adjust the distribution. The model has a *control total* for population and employment for each year modeled (normally 5-year increments) because the total population and employment for the region is much more predictable than individual TAZs. Control totals are also established for each jurisdiction. These control totals must be maintained; otherwise, results for projects throughout the region would not be consistent and would overestimate or underestimate effects.
- *Mode Share.* Mode share, also referred to as mode split, is a person's choice of mode of travel. A person can travel by automobile or by transit, or can walk or bike. The automobile trip is carried out in one of two ways: either as a single occupancy vehicle (SOV) or high occupancy vehicle (HOV). In the Metropolitan Washington area, the type of HOV trip depends on the corridor because the I-95/I-395 facility requires a minimum of three persons per vehicle, while most facilities require only at least two people. Transit trips are made by bus or by train. The latter includes commuter trains or the Metro train. The MWCOG model calculates mode share for each TAZ on the basis of demand, availability of service, and travel time.
- *Assignment.* After the trip generation, distribution, and mode share steps are completed, the model assigns vehicle trips onto the roadway network. The trips are assigned on the minimum path with capacity constraints (i.e., the trips are distributed on the links on the basis of their origins or destinations until each link reaches capacity. Vehicle trips are loaded in an iterative manner to allow travel times to be recalculated to reflect congestion. As the most direct route becomes congested, vehicles are redirected to longer routes and the demand is balanced across the alternate routes available. This process plays a critical role in the way traffic changes created by the proposed action were analyzed. As traffic increases because of the new employment, people who used those routes to make their trip might divert to other routes to avoid congestion. The diversion of trips to alternate routes reduces the magnitude of the net increase in traffic on facilities adjacent to Fort Belvoir; however, it could increase the trips on other facilities in the transportation system.

The Army's proposed action involves the net relocation of approximately 22,000 jobs within the region, not the creation of new jobs. Alternate methods to account for the reduced number of jobs elsewhere were considered; after consultation with VDOT and Fairfax County, the following methodology was adopted. In the MWCOG model, when jobs in the region shift geographically, the model trips must be rebalanced between productions (households) and attractions (employment locations). In this case the model was "*controlled by production*" (as the total population did not change) to maintain the attractions at a constant regional level. This approach simulates very small reductions in employment throughout the region to match the increase in jobs at Fort Belvoir. This approach simulates the tendency for office locations that are in more desirable locations with respect to households to re-lease quickly. For example, a comparison of the change of attractions in the model runs for the Preferred Alternative and the No Action Alternative showed that the total employment level dropped only three percent in Crystal City. This finding illustrates that other companies would likely relocate into Crystal City as office space becomes available, and thus increase employment in the I-395/I-95 corridor.

In Fort Belvoir's case, the jobs are changing location and, as a result, some residents might relocate as well. This change is factored into the model input by having 50 percent of the personnel follow the existing Fort Belvoir distribution of residential location, with the remaining 50 percent of employees following their existing residential locations. The assumption of this distribution is that through attrition, retiring, and hiring, new employees will tend to favor residential locations to the south, while existing employees that stay with their current agencies will not be inclined to move.

The results of the model runs using this approach show the effect on the transportation system to be substantial in the areas immediately surrounding Fort Belvoir. This traffic effect, however, decreases relatively quickly and accounts for less than 10 percent of the traffic flow within approximately 3 miles. In lay terms, what is happening is that when the people stop reporting to Crystal City, Reston, Bethesda, and so on, those offices are filled by other jobs and different people (productions) who report to work in those locations (attractions), and this occurrence draws trips away from the areas surrounding Fort Belvoir. The trips are rebalanced and the effect is not as great as might be perceived by some. This phenomenon is often described as the "bean bag effect." Adding more trips in the areas surrounding Fort Belvoir pushes trips out of the other areas; this effect is similar to sitting on a bean bag chair and changing its shape. The total volume of the bean bag (total regional trips) does not change, but the shape does (the matching of trips to productions and, thus, the choice of route for the trips).

4.3.2 AFFECTED ENVIRONMENT

This section documents existing conditions and travel patterns in the vicinity of Fort Belvoir's Main Post and EPG and the GSA Parcel. The transportation systems consist of the road network and transit system (comprising rail and bus services). Available capacity and performance of the transportation system indicate the conditions that commuters and travelers encounter.

4.3.2.1 Existing Regional Transportation Network

As shown in Figure 4.3-4, in the vicinity of Fort Belvoir, the following roadways serve as commuter routes, with I-95 and I-495 serving longer distance, non-commuter traffic as well:

- Interstate 95 (I-95)
- I-395 (Shirley Highway)

LEGEND

- Interstate Highway
- Highway
- Mass Transit Line
- River/ Water

Existing Regional Transportation Network

Fort Belvoir, Virginia

Figure 4.3-4

- I-495 (Capital Beltway)
- U.S. Route 1 (Richmond Highway)
- State Route 7100 (Fairfax County Parkway)
- State Route 235 (Mount Vernon Memorial Highway)
- State Route 611 (Telegraph Road)
- State Route 613 (Beulah Street/Van Dorn Street)
- State Route 641 (Pohick Road)
- State Route 642 (Lorton Road)
- George Washington Memorial Parkway

In addition to I-95 and the Fairfax County Parkway, the following regional roadways also serve EPG:

- State Route 7900 (Franconia-Springfield Parkway)
- State Route 617 (Backlick Road)
- State Route 638 (Rolling Road)

The interstate roadways, serving as major commuter routes to employment locations in Fairfax County, Alexandria, Arlington, and the Washington, DC core, provide access to land uses adjacent to the Main Post and EPG. They also provide for long distance truck and auto travel along the Eastern Seaboard's I-95 corridor.

4.3.2.2 Fort Belvoir Local Street Network

Figure 1-2 presented a detailed view of the roadways within approximately one mile of Fort Belvoir's two primary sites, the Main Post and EPG.

Main Post. The roadway system on Fort Belvoir's Main Post includes the following:

- John J. Kingman Road on North Post, which provides access from the Fairfax County Parkway to a number of sites, including the Andrew T. McNamara Headquarters Complex, Mosby Reserve Center, and Davison Army Airfield.
- Beulah Street, which provides access to the North Post from Telegraph Road.
- Gunston Road, which serves as the major north-south roadway connecting the North and South Posts and is the only connector that has a bridge across U.S. Route 1. Gunston Road crosses over U.S. Route 1 with no ramp connection to that facility, except on weekdays from 3:00 PM to 6:00 PM, when one ramp is open from northbound Gunston Road to northbound U.S. Route 1.
- Pohick Road, which provides access to the South Post from U.S. Route 1 via Tulley Gate. All visitors to Fort Belvoir must enter the post via Tulley Gate and be processed at the Post Visitor Center.
- Belvoir Road, which provides access to the South Post from U.S. Route 1 via Pence Gate.
- Mount Vernon Road, which provides access to South Post from Mount Vernon Memorial Highway via Walker Gate.

- 9th, 12th, 16th, 18th, 21st, and 23rd Streets, which provide for east-west movement on South Post and connect Gunston Road with Belvoir Road.

EPG. EPG can be entered via gates from Backlick Road and Rolling Road. There is minimal roadway circulation within the grounds itself. Barta Road provides entry from Backlick Road on the east side of EPG. Barta Road connects to Cissna Road, which crosses EPG from east to west; the bridge over Accotink Creek is presently not in service.

4.3.2.3 The Transit System

Three public agencies provide transit service to the Fort Belvoir area of Fairfax County. The Washington Metropolitan Area Transit Authority (WMATA) provides rail service (Metrorail) and bus service (Metrobus) throughout the Washington metropolitan area. Fairfax County's Department of Transportation provides local bus service throughout the county, operated under the name of Fairfax Connector. Virginia Railway Express (VRE) provides commuter rail service into Washington from the Virginia suburbs to the south and southwest. In addition to these three public agencies, one private company, Lee Coaches, also provides commuter bus service to Fort Belvoir from the Fredericksburg/Stafford County area.

4.3.2.3.1 The Rail System

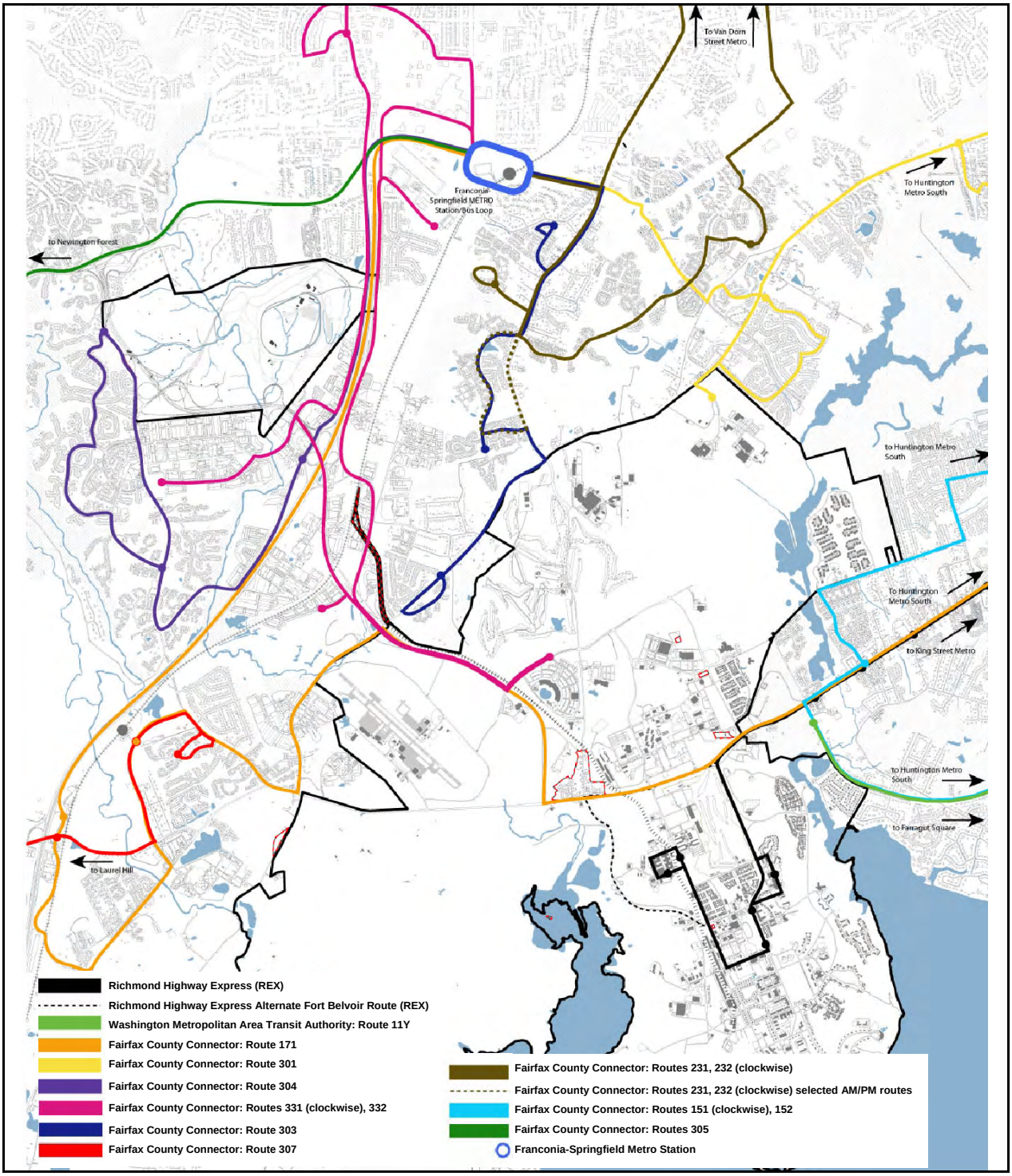
While no rail transit service is provided directly to Fort Belvoir or EPG, two rail services—WMATA's Metro and the VRE—have stations within a few miles of Fort Belvoir, as discussed below.

Metrorail. Metrorail has two stations that serve Fort Belvoir. The Franconia-Springfield station on the Blue Line is approximately 3 miles north of Fort Belvoir. The Huntington station on the Yellow Line is located just south of Alexandria, approximately 7 miles northeast of Fort Belvoir. Both the Blue and Yellow Lines provide service to Ronald Reagan National Airport and the Pentagon as well as the central core area of Washington, DC, with connections to each of the other Metro lines. Metro operates 7 days a week with weekday service generally available from 5:30 AM to midnight. Service frequency on the Blue and Yellow Lines generally is 6 minutes during peak times and 12 minutes during off-peak times.

Virginia Railway Express (VRE). The Fort Belvoir area of Fairfax County is served by VRE's Fredericksburg Line. Two VRE stations are in the general vicinity of Fort Belvoir. The Lorton station is approximately 1.5 miles west of Fort Belvoir, east of I-95, and south of Pohick Road. The Franconia-Springfield station is adjacent to the Franconia-Springfield Metro station, approximately 3 miles north of Fort Belvoir. The Fredericksburg Line operates between Fredericksburg and Union Station in Washington, DC. It serves locations in Stafford County, Prince William County, Fairfax County, Alexandria, and Arlington County. Service frequency at these stations is every 30 minutes from approximately 6:00 AM to 8:30 AM and from 4:00 PM to 7:00 PM.

4.3.2.3.2 Bus Service—Routes Serving Main Post

Six bus routes directly serve portions of Main Post, including one WMATA Metrobus route, four Fairfax Connector routes, and one private bus line. Each route is described briefly below. Figure 4.3-5 illustrates the existing bus services that are provided by the Fairfax Connector and WMATA Metrobus in this section of Fairfax County.



Bus Routes in Southern Fairfax County

Fort Belvoir, Virginia

Figure 4.3-5

- *Metrobus REX* (Richmond Highway Express). The REX route provides express service between Fort Belvoir and the King Street Metro station in Alexandria.
- *Fairfax Connector Route 171* (Richmond Highway Line). Route 171 provides service between the Franconia-Springfield Metro station and the Huntington Metro station.
- *Fairfax Connector Route 301* (Telegraph Road Line). Route 301 also provides local service between the Franconia-Springfield Metro station and the Huntington Metro station.
- *Fairfax Connector Routes 331/332* (I-95 Circulator). These two routes operate in a loop connecting the Franconia-Springfield Metro station, Springfield Mall, the Springfield business district, Fort Belvoir, and various destinations along both sides of the I-95 corridor.
- *Lee Coaches*. A private bus company in Stafford County, Lee Coaches operates one weekday round trip between the Route 208 Commuter Lot in Spotsylvania and Fort Belvoir. It also serves the Route 17 North Commuter Lot near Fredericksburg. At Fort Belvoir, the bus circulates through the South Post and makes a number of stops.

4.3.2.3.3 Bus Service – Routes Operating in Proximity to Main Post

Six additional bus routes operate within the vicinity of Main Post, either terminating immediately outside the boundaries of the post or passing in close proximity. These routes are included here because they represent a potential resource for expanded service to the Main Post. They could be modified at relatively low cost to provide service if the demand for transit service at the Main Post were to increase. None of these routes serve any Main Post locations. Brief descriptions of these routes are provided below.

- *Metrobus Route 11Y* (Mt. Vernon Express Line). Route 11Y provides express service between the Mount Vernon area and Farragut Square in downtown Washington, D.C.
- *Fairfax Connector Routes 231/232* (Kingstowne Line). These loop routes operate between the Van Dorn Metrorail Station and the Franconia-Springfield Metrorail Station.
- *Fairfax Connector Route 303* (Island Creek Line). This route provides local service between the Franconia-Springfield Metrorail Station and the intersection of Mt. Air Drive and Telegraph Road.
- *Fairfax Connector Routes 151/152* (Richmond Highway Circulator). These routes operate in a loop between the Mount Vernon area and the Huntington Metrorail Station.

4.3.2.3.4 Transit Service at EPG

The EPG site is not currently served by transit. A number of bus and rail lines operate in close proximity to the site. The Franconia-Springfield Metro and VRE stations are approximately 1 mile to the northeast of the EPG site. A number of bus routes operate within a half-mile or less of the site. These include Fairfax Connector Routes 304, 305, 331, and 332 and Metrobus Routes 18R and 18S. All six of these routes connect to the Franconia-Springfield Station. The major roads adjacent to or in close proximity to the EPG site on which transit service is provided include Backlick Road, Fullerton Road, Rolling Road, the Fairfax County Parkway, and the Franconia-Springfield Parkway.

4.3.2.3.5 Transit Service at the GSA Parcel

The GSA Parcel abuts Loisdale Road, which is currently serviced by Fairfax Connector Route 331 and Route 332. These two bus routes operate on ½ hour frequency during the peak periods and hour frequency during the off-peak hour. The routes, referred to as the I-95 circulator routes and are described in section 4.3.2.3.2 above, provide services to the Franconia-Springfield Metrorail Station and the Medical College, which is located to the northeast and south of the GSA site, respectively. No other routes operate in proximity of the GSA Parcel. The Franconia-Springfield Metrorail site is located less than ½ mile to the northeast.

4.3.2.4 Travel Patterns to and from Fort Belvoir

Existing travel patterns were examined by reviewing Fort Belvoir employees' residential locations via payroll data as of August 2006 and by examining MWCOG's Cooperative Land Use Forecast (Round 7, revised).

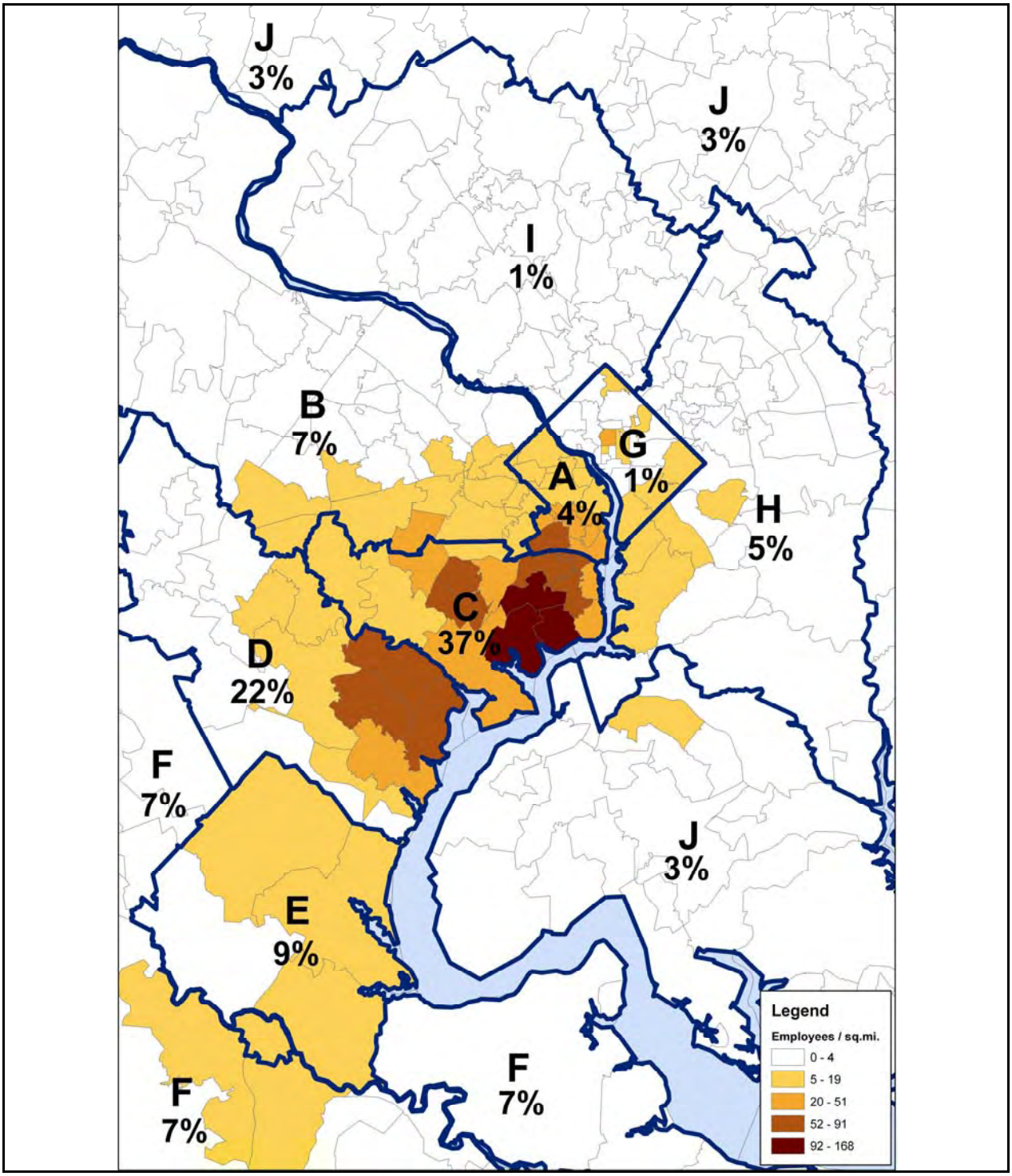
Table 4.3-1 and Figure 4.3-6 show the distribution of place of residence for employees at Fort Belvoir in August 2006. The distribution based on the payroll data is similar to the distribution identified from a 2002 survey conducted of Fort Belvoir employees in conjunction with the Fort Belvoir Transit Study, with the most notable difference being an increase in the estimated number of employees in Fairfax County. The difference between the payroll and survey data suggests that those employees with longer commutes tend to be more likely to respond to surveys regarding transportation, which could result in an overestimation of longer distance trips.

Table 4.3-1
Existing residential locations of Fort Belvoir employees

District	Location	Existing residential distribution of Fort Belvoir employees[a]
A	Arlington/Alexandria	4%
B	Northern Fairfax County and Loudoun County	7%
C	Southern Fairfax County	37%
D	Prince William County	22%
E	Near South	9%
F	Remainder of Virginia	7%
G	District of Columbia	1%
H	Prince George's County	5%
I	Montgomery County	1%
J	Remainder of Maryland	3%
K	Outside of DC, Maryland, and Virginia	4%
	TOTAL	100%

[a]Percentages are based on review of payroll data for 10,548 Fort Belvoir employees.
Source: BNVP, 2006.

Potential shifts in the residential location of employees in response to the change in employment location could alter the distribution of employee residences and thus, affect regional travel patterns. To assess this effect, travel time contours surrounding Fort Belvoir's Main Post and EPG for both the AM and PM peak hours were developed and are illustrated in Figures 4.3-7 and 4.3-8. These figures illustrate the travel time contours for existing Fort Belvoir employees traveling to work in the morning and returning home in the evening. Depending on specific

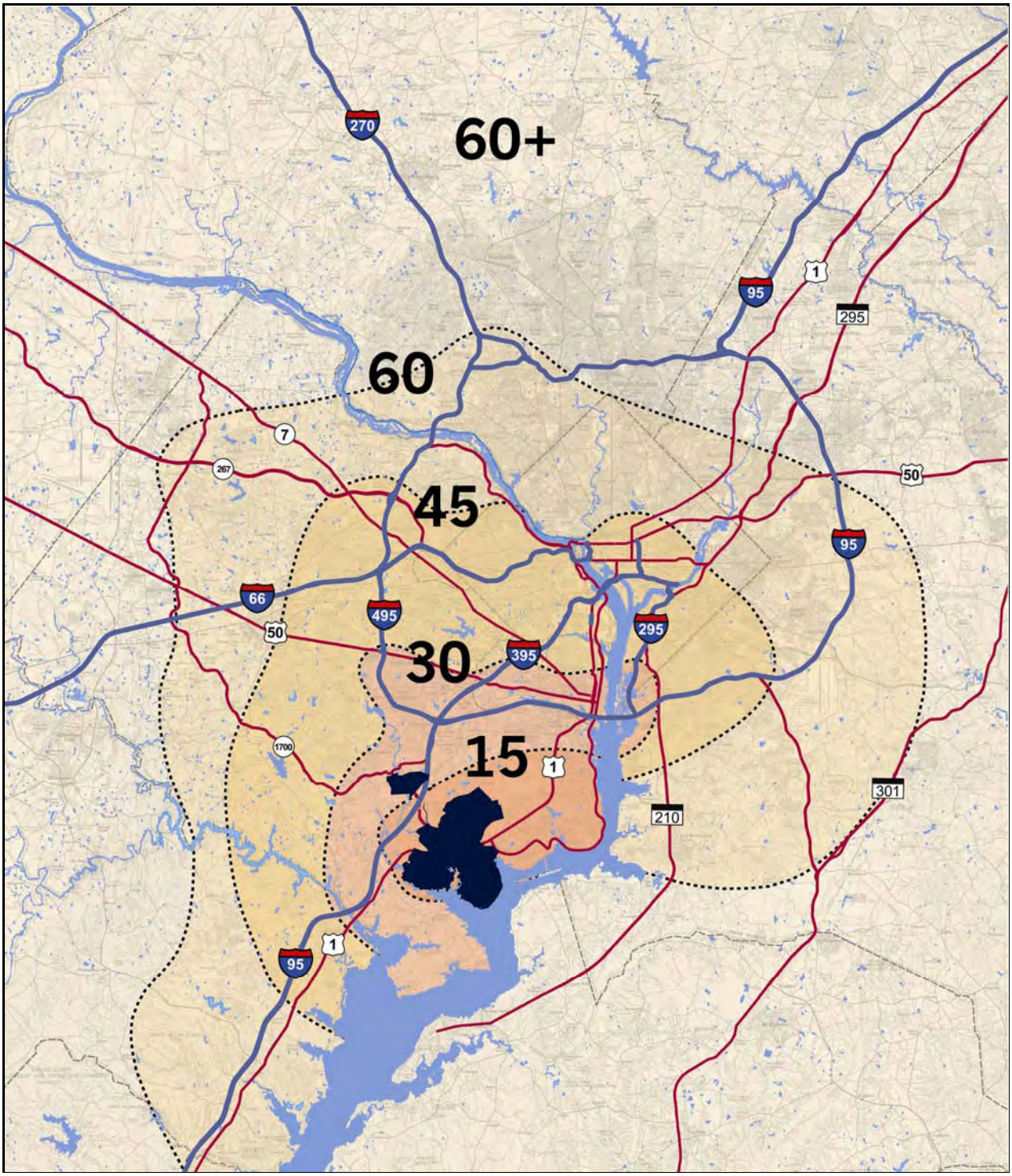


Note: Employee Density within Zip Code Boundary (Employee/sq.mi.) based on payroll data

Current Residential Distribution of Fort Belvoir Employees

Fort Belvoir, Virginia

Figure 4.3-6



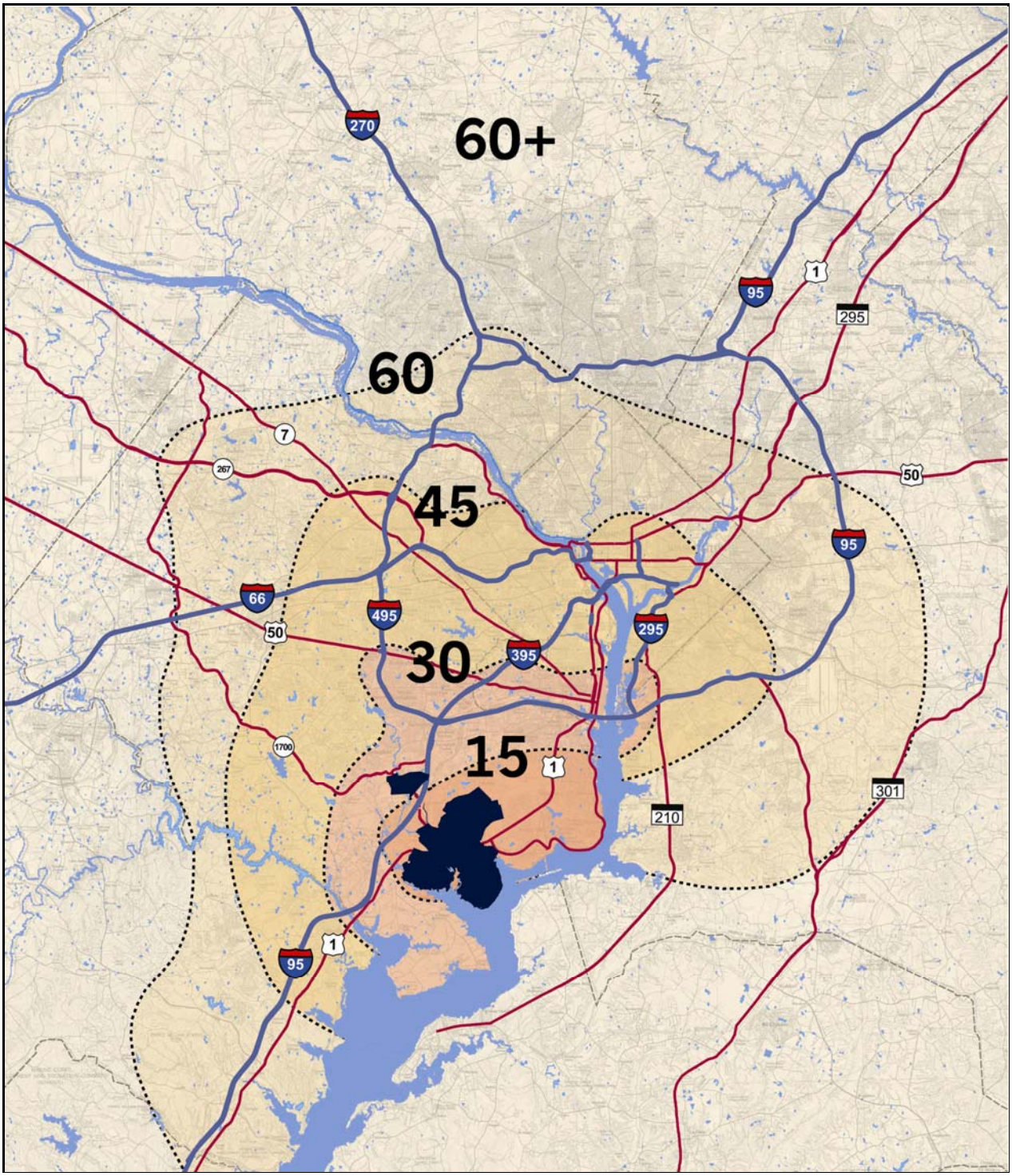
LEGEND

- Interstate Highway
- Highway
- River/ Water

AM Peak Hour Travel Time, Existing Fort Belvoir Conditions

Fort Belvoir, Virginia

Figure 4.3-7



LEGEND

- Interstate Highway
- Highway
- River/ Water

AM Peak Hour Travel Time, Existing Fort Belvoir Conditions

Fort Belvoir, Virginia

Figure 4.3-7

residential location, some employees travel in the off-peak direction for a large portion of their trip. Comparing the contours to available information of residential locations of existing employees indicates that more than 70 percent of incoming employees currently live within an hour of Fort Belvoir at peak-hour travel speeds. This proportion suggests that rapid, large-scale relocation of residences is not likely. Rather, change would occur over time in response to turnover in staff, the affordability of housing, and construction of new transportation infrastructure such as the high occupancy toll (HOT) lanes on I-95 from Fredericksburg to the Potomac River.

Table 4.3-2 presents the population, employment, trip productions, and trip attractions for the 2006 existing conditions MWCOG model that was run. Data for the study area are shown in the context of the larger region. Figure 4.3-9 displays the population and employment levels in the sub-districts within the study area. Almost every district surrounding Fort Belvoir has a higher population than employment, while Fort Belvoir is higher in employment because of its function.

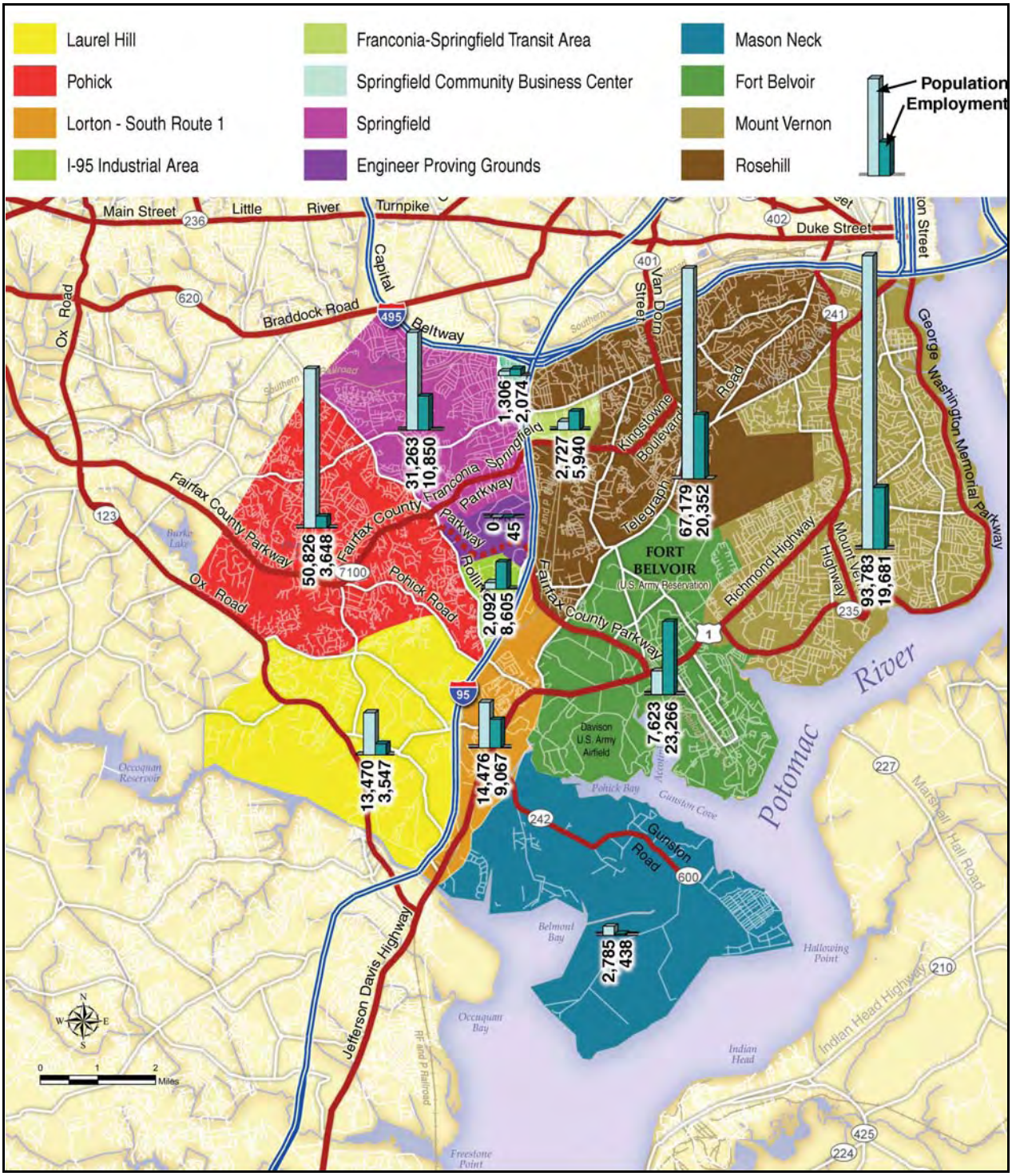
Table 4.3-2
2006 population, employment, productions, and attractions

District	Land use		Daily	
	Population	Employment	Productions	Attractions
Laurel Hill	13,470	3,547	31,891	31,825
Pohick	50,826	3,648	109,597	109,719
Lorton South of U.S. Route 1	14,476	9,067	43,441	43,430
I-95 Industrial Area	2,092	8,605	20,802	20,753
Franconia-Springfield Transit Area	2,727	5,940	37,799	38,044
Springfield Community Business Center	1,306	2,074	11,586	11,601
Springfield	31,263	10,850	98,365	98,274
EPG	0	45	81	87
Mason Neck	2,785	438	5,979	5,948
Fort Belvoir (Main Post)	7,623	23,266	35,176	35,342
Mount Vernon	93,783	19,681	250,418	250,606
Rose Hill	67,179	20,352	184,223	184,200
Total Study Area	287,530	107,513	829,357	829,830
Rest of Virginia	2,142,682	1,258,264	6,952,561	6,952,125
Maryland	3,318,699	1,723,958	10,587,588	10,586,616
District of Columbia	583,733	752,719	1,572,672	1,572,360
West Virginia	47,735	15,173	153,721	153,849
Other States	0	0	715,116	716,236
Total Outside Study Area	6,092,849	3,750,114	19,981,658	19,981,186
REGIONAL TOTAL	**6,380,379**	3,857,627	20,811,015	20,811,015

Source: BNVP, 2006.

Note: Production and attraction totals for each district includes internal trips within that district. A production is the beginning of a trip; an attraction is the end of a trip.

To gain a sense of the scope and scale of the BRAC action, it is useful to compare the number of jobs and the expected vehicle trips involved to several benchmarks. The net increase in employment of 22,000 is relatively small when compared to the region (approximately 3,750,000 employees) and even to Fairfax County (Fort Belvoir represents approximately 3.5 percent of the total employment within all of Fairfax County in 2006). Perhaps more relevant is the relationship



LEGEND

- Interstate Highway
- Highway
- River/ Water

2006 Population and Employment Within the Study Area

Fort Belvoir, Virginia

Figure 4.3-9

to employment and vehicle trips within the transportation corridors serving Fort Belvoir and the study area. A recent study by the Northern Virginia Transportation Authority (NVTA) to develop The TransAction 2030 Plan (see Section 4.3.2.6) identified eight transportation corridors in Northern Virginia that serve the major employment centers. While no corridor is totally independent of the transportation system as a whole, each corridor does have its own characteristics and a significant degree of operational independence. Fort Belvoir is located at approximately the midpoint of the I-95/U.S. Route 1 Corridor (Corridor 8) and at the southeastern end of the Fairfax County Parkway Corridor (Corridor 5). These two corridors serve as the primary access routes to the Fort Belvoir sites. Within Corridor 8, Fort Belvoir represents approximately 6.1 percent of the total employment level of 385,000 workers. Within Corridor 5, Fort Belvoir represents approximately 15 percent of the total employment level of 155,000 workers.

Fort Belvoir and EPG represent 2.7 percent (7,623 residents on Fort Belvoir and 0 on EPG for a total population of 7,623 within the study area total of 287,530) of the population in the study area in 2006. Fort Belvoir and EPG account for 21.7 percent (23,266 employees on Fort Belvoir and 45 on EPG for a total employment of 23,311 within the study area total of 107,513) of the employment and attract 4.3 percent of all trips in the study area. This proportion is notable because Fort Belvoir is not a large attractor of trips, considering its share of the study area employment, when compared to such districts as Rose Hill, which has 18.5 percent of the study area employment but 30.2 percent of the attractions. The higher percentage of attractions at Rose Hill is likely because of land use within the area, such as shopping plazas.

In Fairfax County, the ratio of workers to jobs is about 1.0. This means that the county is balanced, and if every worker worked at a job available within the county, no one would have to leave the county to work, and no one would be coming to the county to work (TRB, 2006). The MWCOG model, however, only looks at population and employment. The ratio of jobs (employment) to total population (includes workers and non-workers), however, can be used as a basis to assess how the study area performs in striving to meet this balanced ratio. The ratio of jobs to population within the study area is 0.37, or 37 jobs to 100 residents. Ideally, the ratio should be similar to the ratio of Fairfax County of 0.60. The regional average ratio is also approximately 0.60, because the region is relatively balanced as a whole. Note that not all of the population works, as some are retired, some are homemakers, and others are still in school. Some parts of the region have a higher ratio than the regional average, such as the District of Columbia (DC), with a ratio of 1.29. A ratio higher than the regional average means that the area needs workers from outside the area to come in to work. DC's ratio is high because commuters from Virginia and Maryland travel into DC in the morning peak period, because many jobs are there. From the other perspective, if the ratio is lower than the regional average, people have to leave the area for their jobs, much like the study area. A balanced ratio within an area means that potentially external trips are reduced, because the ability for workers to live and work within the same area exists. This balance helps to reduce the overall average trip length and potentially the number of vehicular trips.

These comparisons indicate that at a regional level, the redirection of vehicle trips is not significant and even at the corridor level, traffic effects are likely limited to the immediate area of the installation.

A trip within the regional model consists of a beginning and an end, and the trip occurs on roadway links (or rail, depending on mode of transport). A production is the beginning of a trip; an attraction is the end of a trip. An analogy can be used to explain this process. In the morning,

people leave their homes to go to work; the residential locations produce trips in the morning—this is production. Work locations attract these trips that started at the homes (i.e., work attracts trips in the morning). Thus, a trip begins with a production at home, travels on roads or rail links (depending on the mode), and ends with an attraction at work. Together, one production and one attraction produces one trip.

Table 4.3-3 presents the internal trips to the study area, external trips destined to the study area, and external trips that originate within the study area. The table illustrates that most of the trips that have an origin or a destination within the study area originate from or are destined to points outside the study area, as opposed to being an internal trip within the study area (i.e., a trip beginning and ending within the study area). That is, approximately 693,000 external trips begin or end in the study area, and approximately 483,000 trips occur completely within the study area.

Table 4.3-3
2006 Study Area Trips

Time	Internal trips within study area	External trips ending in study area	External trips beginning in study area	External trips passing through study area
AM Peak	66,376	55,349	71,782	66,999
PM Peak	122,669	100,834	87,235	83,824
Off-Peak	294,120	190,482	187,175	204,670
Daily	**483,165**	**346,665**	**346,192**	**355,493**

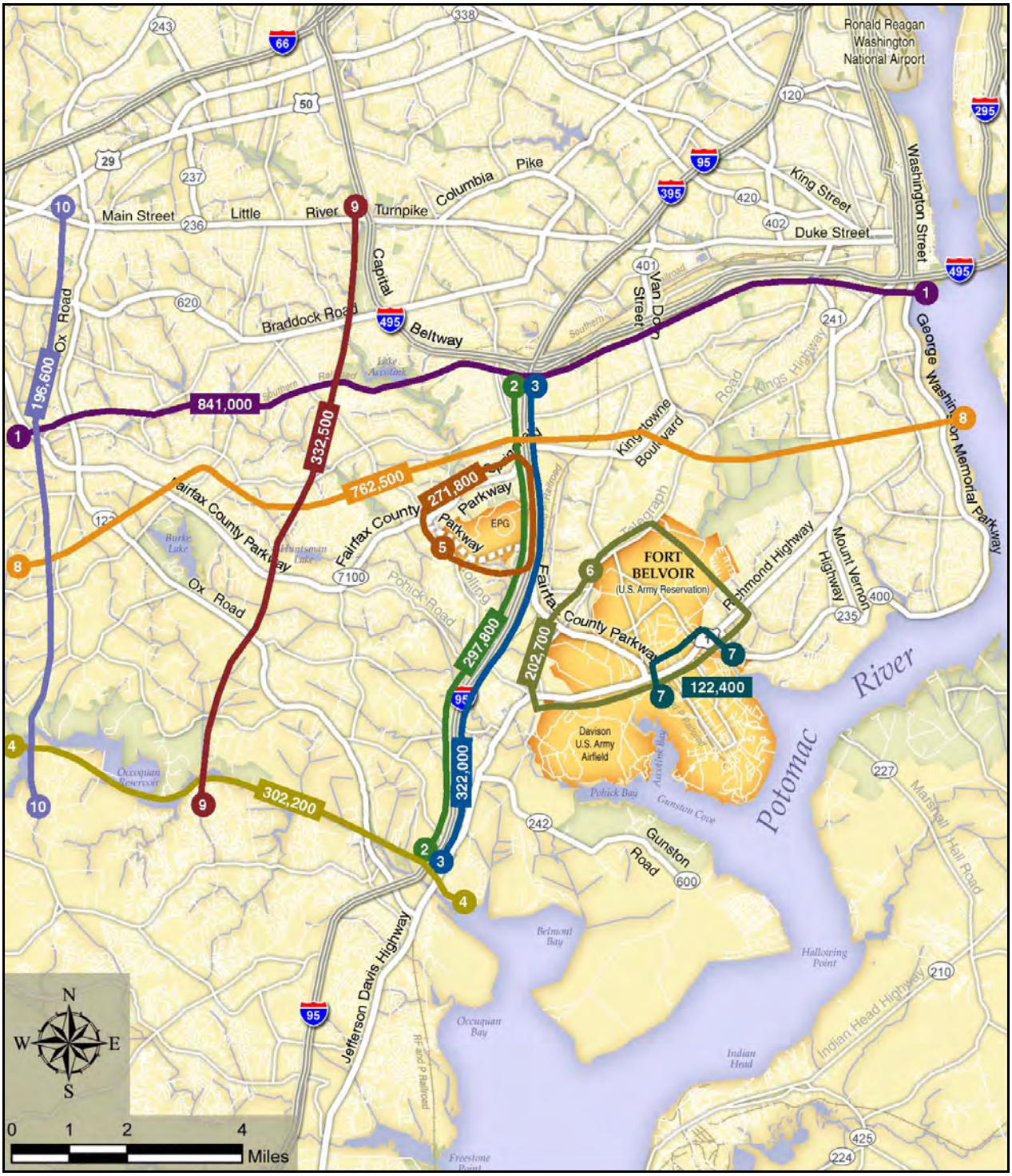
Source: BNVP, 2006.

Figure 4.3-10 illustrates the volumes on the screen lines (natural or man-made barriers and/or imaginary lines used to divide a study area into large sections; examples of barriers include a river, a stream, or a railroad track) and cordons (imaginary closed loop defined within a study area, used to tally total inbound and outbound trips) on roadways in the study area surrounding and within Main Post and EPG. The screen lines and cordons identify volumes of traffic crossing them in either direction. This data enables comparisons of existing conditions to future conditions created by implementation of proposals or alternatives.

4.3.2.5 Available Capacity and Performance

In the area of the proposed action, the transportation network is greatly strained from rapid development, significant employment growth within Fairfax County and Alexandria's Cameron Valley area, and residential growth in Prince William County, Stafford County, and Fredericksburg. The result is one of the busiest and most congested transportation corridors in the country. Even if no further growth were to result from the proposed action, area traffic would substantially increase over the next 2 decades.

To assess available roadway capacity and identify possible transportation system improvements to accommodate the projected travel demand, available traffic counts from the past 3 years were reviewed and compared to the capacity of the major facilities approaching Fort Belvoir. Assessing the transportation network for its available capacity will allow for understanding the constraints to accommodate additional traffic destined for Fort Belvoir. The available capacity then can be used to determine the sizing of any transportation improvements that might be needed. As the expected traffic conditions are analyzed for each of the alternatives, the



2006 Existing Daily Volumes on Screen Lines

Fort Belvoir, Virginia

Figure 4.3-10

assessment of available capacity will allow for sizing that would be needed to mitigate any effects to the transportation system. The following per lane assumptions were made for each facility type, as identified in Table 4.3-4.

Table 4.3-4
Capacity per lane by facility type

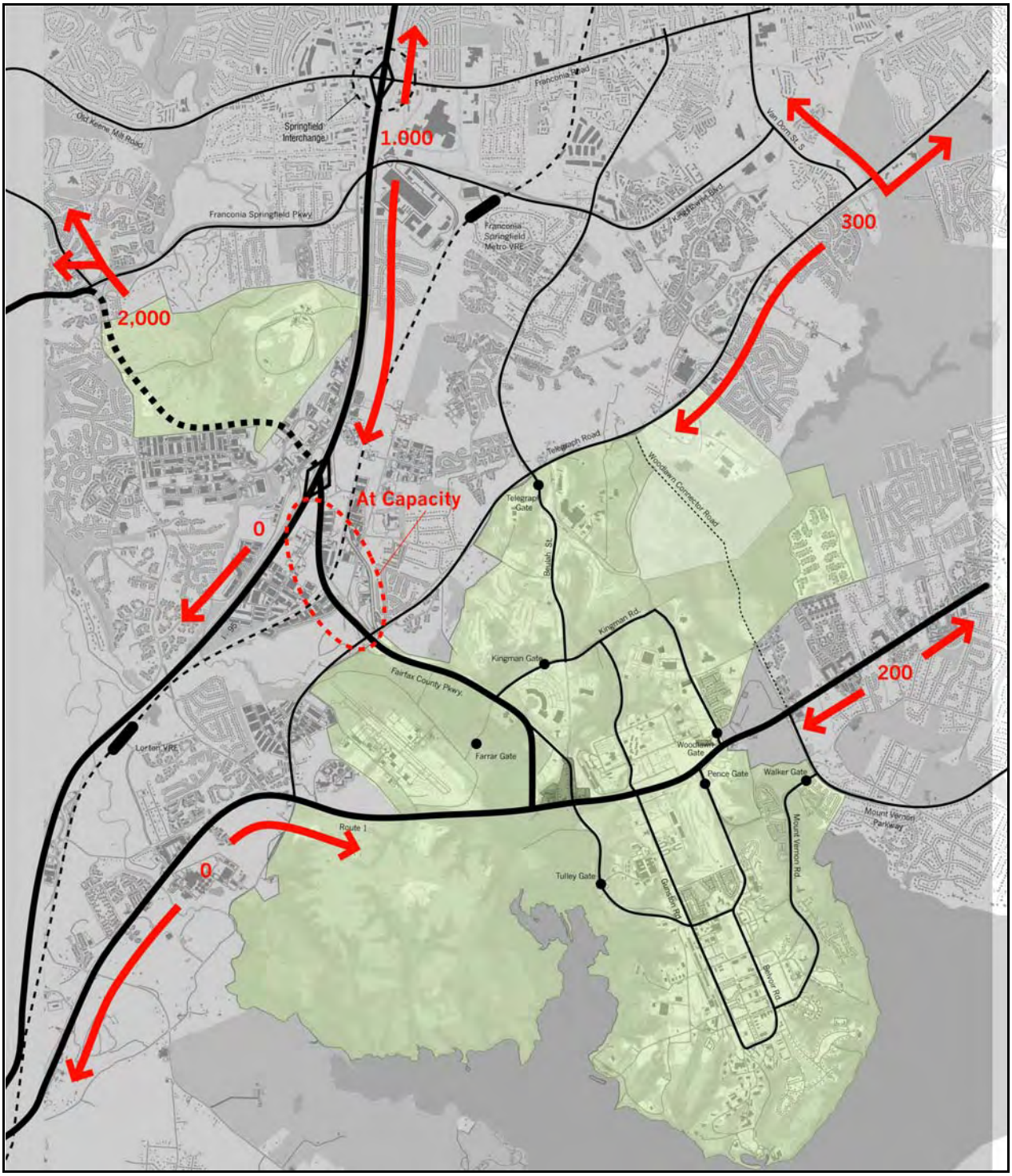
Facility type	Capacity	Explanation
Freeway	1,600–2,000 vehicles per hour (vph)	Varies because of interchange spacing; weaving, merge, and diverge operations; and downstream bottlenecks
HOV	1,900–2,100 vph	Volume is higher because of fewer ramps (ideally, volume would remain below 1,700 vph to provide an adequate level of service)
Ramp	1,200–1,600 vph	Specific design features determine actual capacity
Major arterial	1,100–1,300 vph	Varies based on signal progression, green time split, and cross-street volume
Minor arterial	850–1,000 vph	Varies based on signal progression, green time split, and cross-street volume

Source: BNVP, 2006.

Review of available capacity indicates that the existing transportation network within the Fort Belvoir area is operating at or near capacity during peak periods in peak directional travel. Available vehicle capacity for additional vehicle trips traveling to Fort Belvoir or EPG is limited to trips to and from the north and west, because there is no available capacity from the south on I-95 and U.S. Route 1 under existing conditions. I-95 will be widened from three to four general purpose lanes between the Fairfax County Parkway and Route 123 by 2011. This improvement is not expected to help alleviate congestion along I-95 because the region will continue to grow, offsetting any additional roadway capacity.

Regional and local roadways (upon completion of the Springfield Interchange, the Fairfax County Parkway through the EPG, and the Van Dorn Street/Franconia Road Interchange) could potentially accommodate up to 3,500 vehicles per hour (vph) for new vehicle trips to Fort Belvoir. This available capacity is illustrated in Figure 4.3-11. From the west, the proposed Fairfax County Parkway extension, depending on ultimate design, could provide access for up to 2,000 additional vph. From the north, up to 1,000 additional vph could travel to Fort Belvoir or EPG via I-95. Local access via the major arterials could provide access to approximately 500 vph under existing conditions.

To assess existing conditions and available capacity in the immediate areas surrounding EPG and the Main Post, turning movement counts were performed at 28 intersections. The summary of the turning movement counts for the Existing Conditions is provided in Table D-1 and Figures D-1 and D-2 in Appendix D. These intersections were analyzed for their operational performance. The following table presents the *Volume-to-Capacity* (V/C) ratio, intersection *Level-of-Service* (LOS), and *delay* measures of effectiveness. The V/C ratio is a quantitative measure of demand versus the capacity of an intersection. LOS is a qualitative measure of an intersection's performance. LOS is ranked A to F, where A represents free flow or negligible delay, and F represents extensive delay and congestion. An intersection's LOS is typically at LOS F once the control delay at the intersection reaches an average of 80 seconds per vehicle.



LEGEND

Roadways

River/ Water

Available Capacity

Fort Belvoir, Virginia

Figure 4.3-11

Several intersections shown in Table 4.3-5 are of key interest because of their proximity to the Main Post and EPG. Key intersections along U.S. Route 1 operate at or above capacity. The intersection of Franconia- Springfield Parkway and Spring Village Drive is at capacity, and a number of intersections on Fairfax County Parkway are also congested. The intersection between the Franconia-Springfield Parkway and the I-95 HOV ramps operates under LOS F. This indicates the need for improvements to the HOV system under existing conditions.

Table 4.3-5
Intersection Measures of Effectiveness—Existing Conditions

	AM Peak Hour[a]			PM Peak Hour[a]		
Intersection Location	**V/C**	**LOS**	**Delay[b]**	**V/C**	**LOS**	**Delay[b]**
Commerce Street/Old Keene Mill Road	0.59	B	16.3	0.80	C	20.5
Commerce Street/Amherst Ave.	0.65	C	27.1	0.79	D	36.6
Commerce Street/Backlick Road	0.29	C	22.1	0.70	D	38.5
Commerce Street/Franconia Road EB	0.45	C	30.6	0.78	C	31.6
Commerce Street/Franconia Road. WB	0.55	E	59.4	0.57	D	45.0
Backlick Road/Calamo Street	0.68	A	5.6	0.73	B	17.4
Loisdale Road/Spring Mall Drive	0.42	C	21.8	0.80	D	36.4
Franconia Springfield Parkway/Spring Village Drive	1.08	E	72.1	1.06	E	72.7
Franconia Springfield Parkway EB Ramp/Backlick Road	0.93	E	55.6	0.78	D	36
Franconia Springfield Parkway WB Ramp/Backlick Road	0.85	B	10.3	0.77	B	19.4
Franconia Springfield Parkway/I-95 HOV Ramps	0.94	D	40.2	1.3	F	123
Franconia Springfield Parkway EB Ramp/Frontier Drive	0.61	C	28.3	0.82	D	39.4
Franconia Springfield Parkway WB Ramp/Frontier Drive	0.45	C	24.3	0.75	F	99.3
Franconia Springfield Parkway/Beulah Street	1.02	E	76.1	1.13	F	109.1
Fairfax County Parkway/Fullerton Road	1.23	F	304.1	1.66	F	349.6
Fairfax County Parkway/Terminal Road	0.84	D	40.5	0.82	C	21.9
Fairfax County Parkway SB Ramps/Telegraph Road	0.45	B	18.0	0.68	D	50.7
Fairfax County Parkway NB Ramps/Telegraph Road	0.49	B	14.3	0.66	C	21.8
Fairfax County Parkway/John J. Kingman Road	0.75	D	40.0	0.99	F	83.6
Telegraph Road/Beulah Street	0.56	D	35.2	0.54	C	28.1
Telegraph Road/S. Van Dorn Street	0.73	C	21.3	0.90	D	42.4
U.S. Route 1/Telegraph Road—Old Colchester Road	0.76	D	47.6	0.74	D	43.8
U.S. Route 1/Fairfax County Parkway	0.94	D	36.2	0.87	C	32.8
U.S. Route 1/Backlick Road—Pohick Road	0.85	C	29.3	1.06	F	107.4
U.S. Route 1/Belvoir Road	0.80	B	16.1	0.57	B	11.7
U.S. Route 1/Woodlawn Road	0.70	A	6.2	0.72	B	11.9
U.S. Route 1/Old Mill Road	1.37	F	187.8	1.08	F	118.5
Loisdale Road./GSA Access Road[b]	0.50	A	1.5	0.30	A	1.1

Note: Delay represents the average number of seconds a vehicle is delayed from free-flow conditions.
[a]AM Peak Hour: 7:15 AM to 8:15 AM; PM Peak Hour: 4:30 PM to 5:30 PM
[b]Intersection analyzed as unsignalized intersection
Source: BVNP, 2006.

The trip generation at Fort Belvoir must be examined to understand how the above intersection capacity analyses relate to Fort Belvoir. Understanding Fort Belvoir arrival and travel patterns will aid in the development of the concepts for the proposed action and its four land use alternatives. Currently, a total of 26,000 daily trips are destined to Fort Belvoir. This value is a low trip generation to the site, considering that approximately 23,000 military personnel, civilians, and contractors work on the Main Post. Also, approximately 7,000 people live on Fort Belvoir, which helps reduce external trips to the site, as some residents work on-post. During the AM peak hour, the heaviest arrival hour in the morning peak period, there are only approximately 4,000 trips destined to Fort Belvoir, a generation rate of 18 inbound trips per 100 people (0.18 trips for every person). The Fort Belvoir trip generation rate is lower than typical rates calculated in the Institute of Trip Engineers (ITE) Trip Generation Manual. Sample rates for the AM peak hour, the heaviest arrival period, for other types of development from the ITE manual include 54 inbound trips per 100 employees traveling to a government office complex and 40 trips per 100 employees traveling to an office park (ITE, 2003). The comparisons of Fort Belvoir to other development for the heaviest arrival hour allow for assessment of the potential impacts of the proposed BRAC action. Thus, Fort Belvoir traffic does not have as large an effect on the transportation system as would other developments of similar size. Table 4.3-6 presents the inbound hourly flow into Fort Belvoir and Figure 4.3-12 presents the hour-by-hour flow rate.

Figure 4.3-12 illustrates the inbound flow into Fort Belvoir of approximately 4,000 vph during the AM peak hour of the cumulative daily flow of about 26,400 vehicles (14.7 percent of the daily flow). Tulley Gate is the most heavily used gate for South Post with more than 9,000 trips per day (representing 34 percent of the total trips) because it serves all visitors and is the southernmost gate on U.S. Route 1 for traffic from U.S. Route 1 and the Fairfax County Parkway. The Kingman Gate is the busiest gate for North Post with more than 5,000 trips per day (25 percent of the total trips). Since the time of the count reported in Table 4.3-6, the Woodlawn Road Gate has been closed to traffic. The counts do not include all gates at Fort Belvoir because the DLA and DCEETA gates are not included above. These gate counts are used as a guide in conjunction with turning movement counts at intersections that serve as gateways onto the Main Post as well as employee surveys, to develop future trip generation rates for Fort Belvoir.

There are a number of problems with traffic circulation on the Main Post, as some locations on the Main Post experience traffic congestion. Chief among these problematic locations are the following:

- Gunston Road, which is the only north-south connection between North and South Posts that is grade separated from U.S. Route 1. This roadway carries a high volume of traffic and is often congested during the peak periods.
- Lack of north-south connections over U.S. Route 1 in the vicinity of Belvoir Road. Travelers can use Pence Gate and Kingman Gate to travel on U.S. Route 1 and Fairfax County Parkway to get from South Post to North Post or vice versa. These much longer routes deter their use, resulting in heavy use of Gunston Road.
- Belvoir Road is congested between U.S. Route 1 and 12th Street.
- A lack of cross streets between Gunston and Belvoir Roads forces all traffic onto the limited number of connections between the two roadways, adding to the congestion on both of these major roadways.

Table 4.3-6
Inbound Gate Counts for Fort Belvoir Access Points

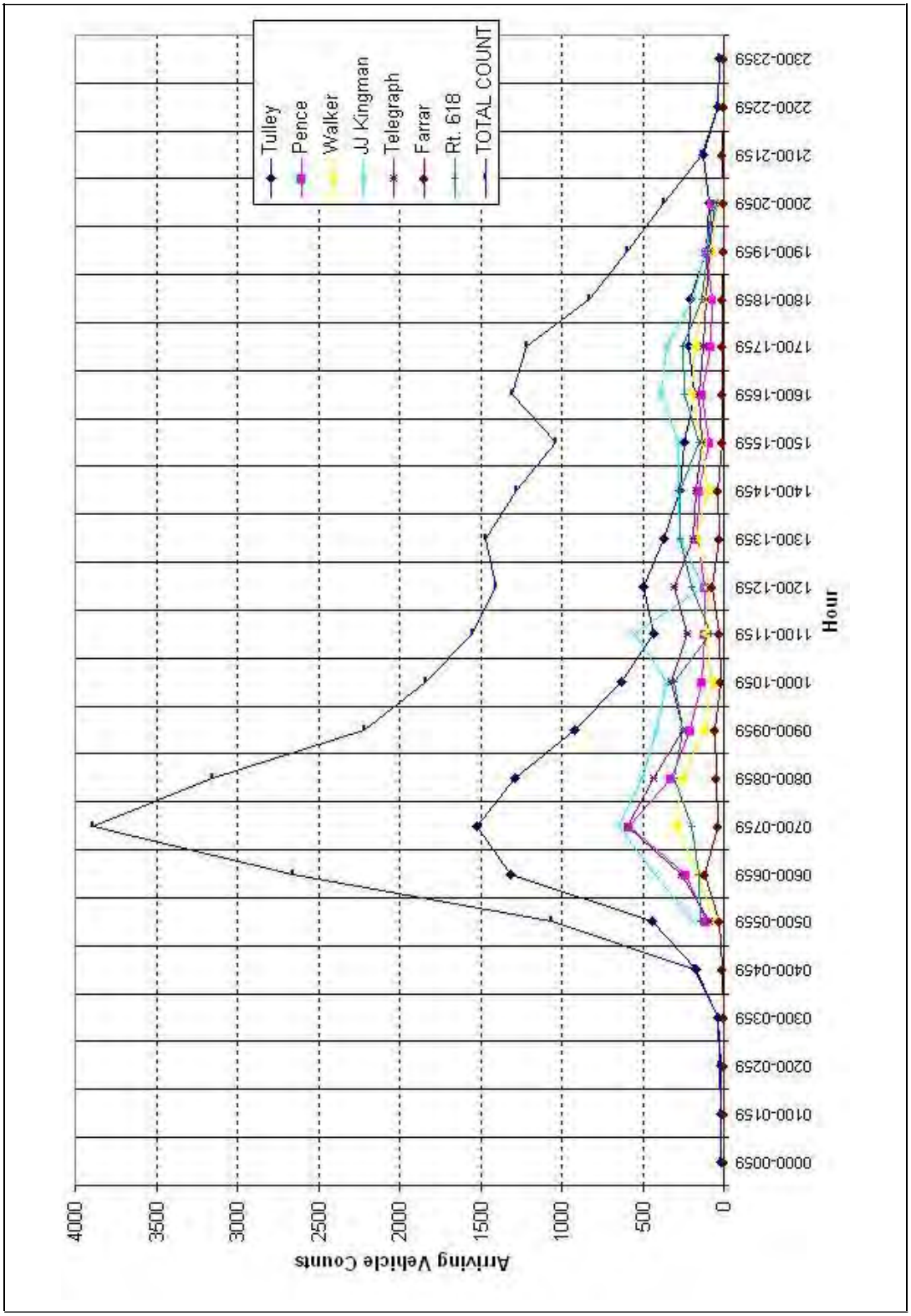
Gate	Tulley	Pence	Walker	Kingman	Telegraph	Farrar	Woodlawn	All Gates
Gate serves	South Post	South Post	South Post	North Post	North Post	Airfield	North Post	Fort Belvoir
No. of ID booths	3	2	1	2	1	1	1	11
Hour								
0000–0059	21					1		22
0100–0159	18					3		21
0200–0259	21					4		25
0300–0359	34					3		37
0400–0459	171					9		180
0500–0559	441	112	64	192	90	25	140	1,064
0600–0659	1,317	230	157	423	264	114	150	2,655
0700–0759	1,519	585	301	651	597	40	200	3,893
0800–0859	1,287	321	265	504	429	42	303	3,151
0900–0959	921	203	125	413	248	52	254	2,216
1000–1059	630	138	68	351	325	15	307	1,834
1100–1159	428	119	119	548	224	27	81	1,546
1200–1259	495	120	92	128	303	74	197	1,409
1300–1359	368	162	172	271	192	31	274	1,470
1400–1459	273	155	103	275	174	37	266	1,283
1500–1559	245	88	133	280	133	9	150	1,038
1600–1659	181	134	198	388	157	5	242	1,305
1700–1759	214	81	178	352	130	7	255	1,217
1800–1859	203	70	114	189	111	5	135	827
1900–1959	110	105	82	116	91	0	95	599
2000–2059	88	76	37	37	50	2	76	366
2100–2159	123					8		131
2200–2259	34					2		36
2300–2359	27					0		27
Total	**9,169**	**2,699**	**2,208**	**5,118**	**3,518**	**515**	**3,125**	**26,352**

Source: Greenhorn and O'Mara, 2005.
Notes: Cross-hatching indicates time period when gate is closed; dark shading represents the AM Peak Hour.

4.3.2.6 Transportation Plans

Various transportation projects within regional, state, and local long-range plans could have the potential to alleviate some of the congestion anticipated to occur with the BRAC relocations and to meet the shortfall in roadway capacity. These plans are described below. In addition, Tables 4.3-7 through 4.3-9 and Figure 4.3-13 illustrate the improvements within these plans that are slated for this area of the region.

VDOT Six-Year Improvement Program. The Commonwealth Transportation Board (CTB) of Virginia maintains this program, which allocates funds for transportation projects proposed for



Inbound Gates Hour-by-Hour Flow Rate
Fort Belvoir, Virginia

Figure 4.3-12

Table 4.3-7
List of improvements to be constructed by 2011

VDOT 6-Year Improvement Program	From (where applicable)	To (where applicable)	Map #
Highways			
Reconstruct I-95/I-395/I-495 Interchange (Phase II-VII)			1
I-95, widen to 8 lanes	Newington	VA 123	5
VA 7100 (Fairfax County Parkway), construct 4 lanes	Rolling Road	Fullerton Road	2
Telegraph Connector Road[1]	U.S. Route 1	Telegraph	4
Transit			
U.S. Route 1 bus priority project			3

[1]Timeline depends on funding. Most funding has been identified to construct Phase 1 (2 lane cross-section); however, there is a funding shortfall for the full cross-section.

Fairfax County spot improvements per CIP			
Highways			
Additional turn lane for NB U.S. Route 1 left turn movement at Engleside Post Office			
Provide turn lanes at Harrison Lane and South Kings Highway			
Additional turn lane for NB Mount Vernon Highway left turn movement at U.S. Route 1			
Additional turn lane for SB Roberts Road right turn movement at Braddock Road			
Transit			
Park & Ride lots along Franconia-Springfield Parkway			
New structured parking at Burke Centre VRE station			
U.S. Route 1 Public Transit initiatives			
New structured parking at Huntington Metro station to replace and expand existing parking			

Note: all projects listed above are funded and are expected to be completed by 2011.

Table 4.3-8
List of Improvements per the Constrained Long-Range Plan

Improvement	From (where applicable)	To (where applicable)	Map #
Highways			
I-95, reconstruct interchange at VA 642	Reconstruct Lorton Road Interchange		1
I-95, construct interchange at VA 7900	LOV access to & from West / from & to North		2
U.S. Route 1 Improvements			4
U.S. Route 1 Location Study (4 to 6 lanes, 6 to 8 lanes)	Stafford County Line	SCL Alexandria	
Widen (4 to 6 lanes)	Armistead Road	Lorton Road	

Table 4.3-8
List of Improvements per the Constrained Long-Range Plan *(continued)*

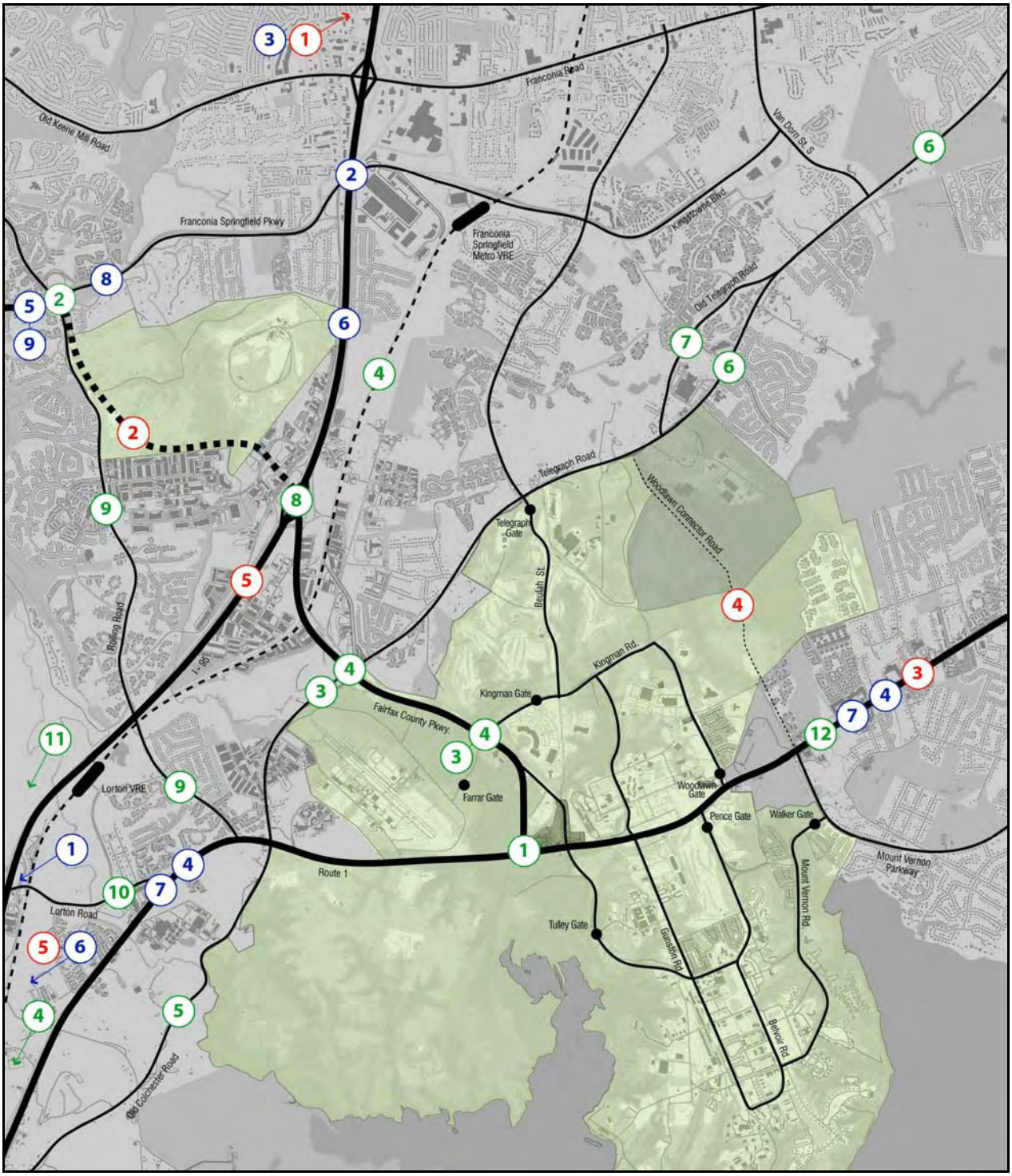
Transit	From (where applicable)	To (where applicable)	Map #
Widen (3 lanes NB, 4 lanes SB)	Lorton Road	Telegraph Road	
Install	@ VA 1332 (Huntington Avenue)		
Reconstruct intersection	@ VA 619 (Joplin Road)	USMC Heritage Ctr Access	
Widen (Neabsco Creek Bridge) (4 to 6 lanes)	VA 610 (Neabsco Road)	VA 638 (Neabsco Mills Road)	
Reconstruct Interchange	@ Russell Road		
Widen (4 to 6 lanes)	VA 235 South	VA 235 North	
Widen (4 to 6 lanes)	Stafford County Line	VA 235 South	
Widen (bus/right-turn lanes) (6 to 8 lanes)	VA 235 North	SCL Alexandria	
VA 123, widen to 6 lanes, 2008, 2015			
Widen (4 to 6 lanes)	U.S. Route 1	Occoquan Road	
Construct interchange	@ U.S. Route 1		
VA 7100, widen from 4 to 6 lanes	VA 640 (Sydenstricker Road)	VA 7900 (F-S Pkwy)	5
VA 7100, widen from 4 to 6 lanes	VA 7900 (F-S Pkwy)	I-95	
I-95 HOV, extend HOV lanes	Stafford County Line	Quantico Creek	6
I-95 HOV, restripe to 3 lanes	Quantico Creek	I-395/I-495 intersection	
I-95/I-395/I-495, interchange reconstruction with access ramps to I-495, HOV	Reconstruct Springfield Interchange		3
U.S. Route 1, widen for bus right turn lanes			
U.S. Route 1 Transit Improvements			
U.S. Route 1 Corridor Light Rail Study	King Street Metro Station	Potomac Yard	
Install U.S. Route 1 Traffic Signal Preemption	Mount Vernon Highway / Old Mill Road	Fort Hunt Road	
Implement U.S. Route 1 Transit Improvements	Gunston Road	Huntington Avenue	
U.S. Route 1 Transit Service Improvements Study	Stafford County Line	Pentagon	7
U.S. Route 1 Bus Rapid Transit (BRT) Study	Stafford County Line	Pentagon	
U.S. Route 1 Priority Bus Study	Stafford County	SCL Alexandria	
U.S. Route 1 Corridor Light Rail Study	Potomac Yard	Pentagon	
U.S. Route 1 Priority Bus Study	SCL Alexandria	King Street Metro station	
Franconia/Springfield Parkway HOV	VA 7100	VA 2677 (Frontier Dr.)	8
Fairfax County Parkway HOV, construct 2 lanes	VA 640 (Sydenstricker)	VA 7900 (F-S Pkwy)	9

Note: Projects are planned to be constructed by 2030, in the timeframe following the BRAC action. Specific order and timeline will depend on funding and priorities.

Table 4.3-9
List of Improvements beyond the Constrained Long-Range Plan

TRANSACTION 2030 - BEYOND CLRP	From (where applicable)	To (where applicable)	Map #
Corridor 8 - I-95/I-395/U.S. Route 1			
Highways			
Construct U.S. Route 1 interchange	Rippon Boulevard/Dale Boulevard		
Construct U.S. Route 1 interchange	Fairfax County Pkwy, Kings Hwy, Huntington Ave./Ft Hunt Rd		1
U.S. Route 1/Neabsco Creek Bridge, widen	VA 610 (Neabsco Road)	VA 638 (Neabsco Mills Road)	
Transit			
Metro Extension	Springfield	Potomac Mills	4
High capacity transit along U.S. Route 1	Alexandria	Pentagon	
Corridor 5 - Fairfax County Parkway			
Highways			
Route 7100 (Fairfax County Parkway), construct interchanges	Rolling Road, Pohick Road		2
Transit			
Implement Corridor-Wide Priority Bus Service			3
FAIRFAX COUNTY TRANSPORTATION PLAN– BEYOND CLRP	**From**	**To**	**Map #**
Highways			
Improve Old Colchester Road	U.S. Route 1	Southern terminus	5
Widen Telegraph Road	Beulah Street	I-495 Capital Beltway	6
Improve Old Telegraph Road	North and south of Hayfield	North and south of Hayfield	7
Improve I-95/Route 7100 interchange			8
Route 7900 (Franconia-Springfield Parkway), construct interchange	Neuman Street		
Widen Rolling Road–Pohick Road	Route 7100	U.S. Route 1	9
Widen Lorton Road	Laurel Hill area	U.S. Route 1	10
Widen Silverbrook Road	Laurel Hill area	Lorton Road	11
Transit			
Construct LRT along U.S. Route 1	Fort Belvoir	Huntington Metrorail Station	12

Note: The above projects are beyond the funding constraints as identified in the CLRP. Projects may/may not occur by 2030 depending on funding source. For example, Fairfax County may proceed to widen Telegraph Road without funding from FHWA or VDOT. No commitments have been given to these projects.



LEGEND

Roadways

River/ Water

Transportation Improvements Identified by State and County Transportation Plans

Fort Belvoir, Virginia

Figure 4.3-13

construction, development, or study in the next 6 fiscal years. The program is updated annually. The CTB has updated the VDOT Six-Year Improvement Program, which identifies the roadway improvements to be identified in the next six years.

Fairfax County Capital Improvement Program (CIP). The CIP is Fairfax County's 5-year roadmap for creating, maintaining, and funding present and future infrastructure requirements. While the program serves as a long-range plan, it is reviewed and revised annually. When adopted, the CIP provides the framework for the County Executive and the County Board of Supervisors with respect to managing bond sales, investment planning, and project planning. Fairfax County's CIP includes not only a 5-year plan but a future outlook with potential long-term requirements.

Constrained Long Range Plan (CLRP). The CLRP is a comprehensive plan of transportation projects and strategies that the Metropolitan Washington Transportation Planning Board realistically anticipates can be implemented over the next 25 years. The major highway, HOV, and transit improvements and major studies are identified in the plan, which is updated annually. These projects cover the metropolitan Washington region, including a portion of Virginia.

Fairfax County Comprehensive Plan. This plan is required by state law to be used as a guide in decision-making about the built and natural environment by the County's Board of Supervisors and other agencies, such as the Planning Commission and the Board of Zoning Appeals. It is also a guide for county staff and the public to use in the planning process. The Fairfax County Transportation Plan is an element of the Fairfax County Comprehensive Plan and serves as a guide for long-range transportation development in the county. The county makes modifications to the Comprehensive Plan, including the Transportation Plan, through a continual plan review process. The county recently completed a comprehensive review of the Transportation Plan to provide an updated outlook for the county's vision for the transportation system.

TransAction 2030. This plan, sponsored by the Northern Virginia Transportation Authority, was a regional transportation planning effort covering the counties of Arlington, Fairfax, Loudoun, and Prince William and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park. TransAction 2030 is a study that identified the short-, medium-, and long-term transportation needs in Northern Virginia and the specific improvements that should be pursued to meet those needs.

Between November 2006 (baseline period) and 2011, the existing conditions that have been discussed in this section can be expected to change. Projects in the VDOT Six-Year Improvement Program and the Fairfax County CIP are assumed to be completed within their respective time frames. Moreover, upon their completion, the projects become part of the baseline for modeling effects of the Army's proposed action and alternatives, beginning in 2011. Projects identified in the recommendations of transportation planners, especially those outside the 6-year planning horizon, are also considered in cumulative effects analyses.

4.3.3 NO ACTION ALTERNATIVE

This section presents the projected traffic conditions for the 2011 No Action Alternative.

Section 4.3.2 describes existing conditions as of 2006 (the existing conditions used the 2006 analysis year because the data collection effort for intersection turning movement counts was conducted in the first part of 2006). The proposed action, however, would not be fully implemented until 2011. Between 2006 and 2011, several transportation-related changes can be

expected to occur, independently of the proposed action, thus shifting the baseline for transportation analysis from 2006 to 2011, with the latter typically being referred to as the *opening year*. The transportation review agencies require that this opening year be used as the analysis year.

The 2011 opening year of the proposed action includes transportation projects expected to be operational by that time. Also, regional population and economic growth are factored into the MWCOG model in the out-years. Doing so recognizes a more appropriate baseline (2011) for comparison of effects associated with the alternatives. This approach is consistent with methodologies typically employed within the transportation planning community.

The following section identifies transportation projects expected to occur before 2011.

4.3.3.1 Planned Transportation Projects

On the regional roadway network, several projects that would increase roadway capacity are ongoing or can be expected to begin in the near future. Table 4.3-10 lists these projects within the Fort Belvoir study area.

These projects will be needed to address the continued growth expected in Northern Virginia and the Washington metropolitan area; however, they are not expected to alleviate the congestion because highway improvements have generally not kept pace with the growth in the region. Implementing these projects represents the changed baseline for analysis of the No Action Alternative.

4.3.3.2 Fort Belvoir Main Post Roadway Network

Fort Belvoir would widen or construct new roadway links before 2011, regardless of the proposed action. These projects, as illustrated in Figure 4.3-14 by letter, include the following:

a. Widening of Gunston Road from 2 to 4 lanes between 12th Street and John J. Kingman Road, to include a widened grade-separation over U.S. Route 1.

b. Widening of Belvoir Road from 2 to 4 lanes between 12th Street and U.S. Route 1.

c. Widening of 9th Street from 2 to 4 lanes between Gunston and Belvoir Roads.

d. Constructing a new access control point to serve North Post.

These transportation improvements would improve traffic flow on the Main Post. The biggest improvement is likely to be the widening of Gunston Road. This widening would improve the connectivity between North and South Post and improve traffic flow.

4.3.3.3 The Transit System

No major changes to the transit services within the study area are planned during the period 2006 to 2011. VRE is examining the potential to add a third track between the Lorton area and Alexandria to address current issues with service reliability because of the sharing of the CSX freight rail line tracks. The third line would improve on-time service reliability and allow for future headway improvements on VRE (headway is defined as the amount of time between trains, i.e., a 5 minute headway means that a train leaves every 5 minutes). Metro is not planning to extend either the Blue or Yellow Lines.

Table 4.3-10
Projects assumed to be completed by 2011

VDOT 6-Year Improvement Program	From (where applicable)	To (where applicable)	Map #
Reconstruct I-95/I-395/I-495 interchange (Phase II-VII)			1
VA 7100 (Fairfax County Parkway), construct 4 lanes	Rolling Road	Fullerton Road	2
VA 645 (Burke Lake Road)	VA 643 (Lee Chapel Road)	VA 7100 (Fairfax County Parkway)	
U.S. Route 1 (3 lanes NB, 4 lanes SB)	Lorton Road	Telegraph Road	
U.S. Route 1 (4 to 6 lanes)	Armistead Road	Lorton Road	
VA 642 (Lorton Road)	VA 600 (Silverbrook Road)	U.S. Route 1 (Richmond Highway)	10
VA 123 (complete widening to 6 lanes & widen Occoquan Bridge crossing)	VA 722 North	Hooes Road	
I-95 (provide fourth lane)	Newington	VA 123	5
I-95 (Wilson Bridge and approaches)	U.S. Route 1	MD 210	
I-95 (Wilson Bridge and approaches)	VA 241 (Telegraph Road)	U.S. Route 1	
Construct interchange at U.S. Route 1 and Route 123			
Widen U.S. Route 1 from 4 to 6 lanes at Neabsco Creek			
Transit–U.S. Route 1 Bus Priority Project			12
Trails–Bike trails/routes	throughout Fairfax County		
Fairfax County CIP (spot improvements)			
Additional turn lane for NB U.S. Route 1 left turn movement at Engleside Post Office			
Provide turn lanes at Harrison Lane and South Kings Highway			
Additional turn lane for the left turn movement from Mount Vernon Highway onto U.S. Route 1 (toward Pence Gate)			
Additional turn lane for SB Roberts Road right turn movement at Braddock Road			
Four Park & Ride lots along Franconia-Springfield Parkway, one on Gambrill Road, one on Sydenstricker Road, and two on Backlick Road			
New structured parking at Burke Centre VRE station to replace the existing 614 spaces with 1290 structured parking spaces and 235 surface parking spaces			
U.S. Route 1 Public Transit initiatives			
New structured parking at Huntington Metro station to replace and expand existing parking. This improvement will increase the total parking spaces from 925 to 1,425.			
FHWA funding (federal project)	**From**	**To**	
New Connector Road—Extend Old Mill Road to provide connection from U.S. Route 1 to Telegraph	Pole Road	Telegraph Road	4

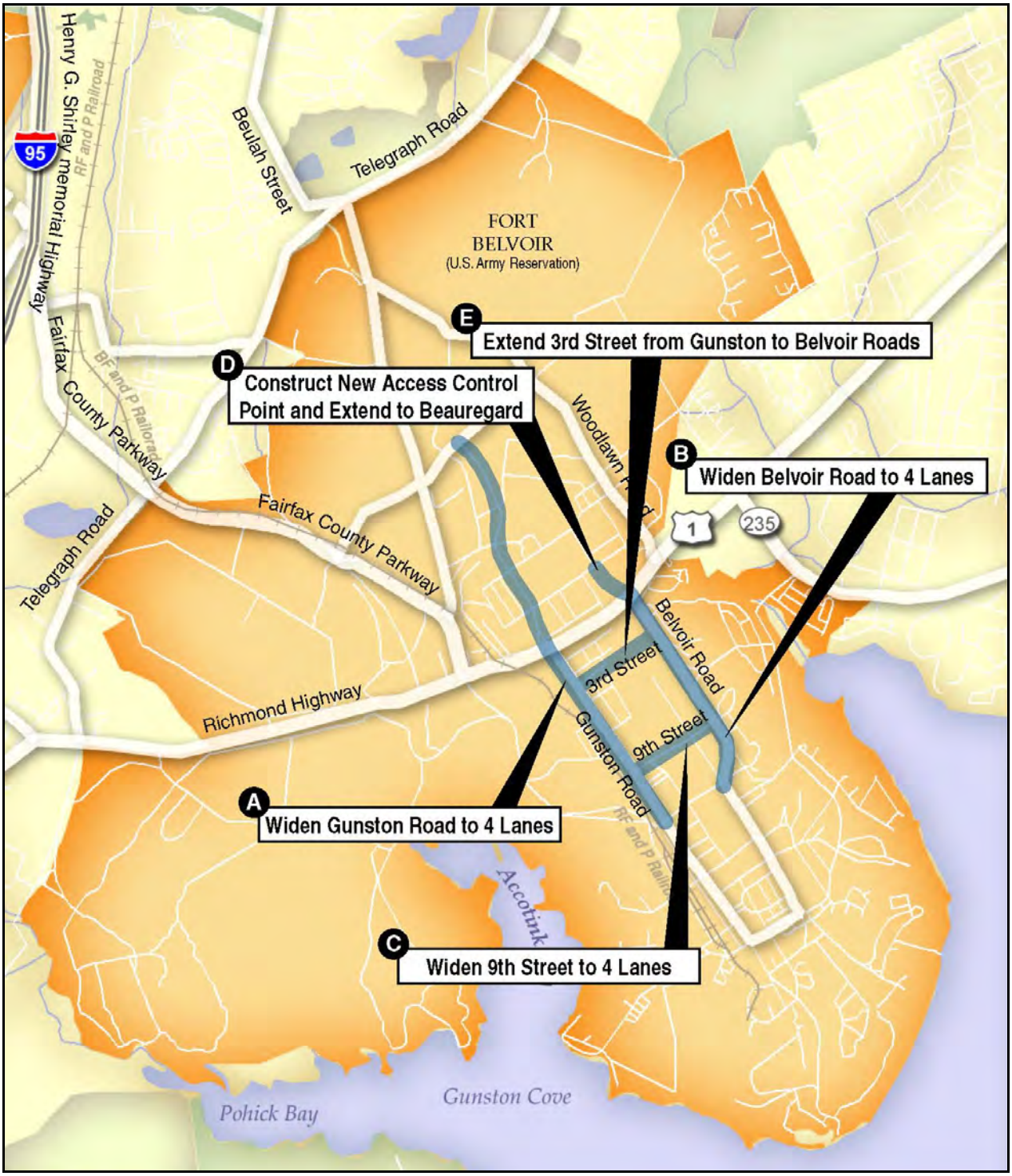
Note: Map numbers refer to Figure 4.3-13

WMATA completed a study that examined the potential to extend a fixed guideway system from the Franconia-Springfield Metrorail Station to Fort Belvoir. Alternatives examined included:

a. Extending the Metro (heavy rail) Blue Line from the Franconia-Springfield Metrorail Station to Fort Belvoir (Main Post).

b. Developing a new light rail transit line from the Metrorail Station to Fort Belvoir (Main Post).

c. Hybrid of the above two options.



Assumed Main Post Improvements Under the No Action Alternative

Fort Belvoir, Virginia

Figure 4.3-14

This study considered an employment base of 48,000 employees in the year 2030 on Main Post, which has been the long term planning horizon for the Fort. Based on a forecasted ridership of 7,000 to 9,000 daily riders, it concluded that the options examined were below the threshold to make a fixed guideway service viable.

Overall, bus services are expected to remain similar to current services. Note that service providers routinely examine and readjust their services as needed to provide their clientele with better service options and to respond to changes in demand.

4.3.3.4 Travel Patterns

It is assumed that the current distribution of Fort Belvoir employees' residential locations will remain constant. Over the next 5 years, the region will continue to grow in both population and employment. This growth, in turn, will increase the productions and attractions, which means that the total number of trips will increase. Several observations can be made from the following tables. The population of the Laurel Hill district will nearly double from 2006 to 2011 under the No Action Alternative, and the population within the study area increases by more than 10 percent. The large increase in Laurel Hill can potentially increase the number of trips on the I-95 corridor through the study area. The net increase to the study area employment under the No Action Alternative is less than half of the employment that would occur at Fort Belvoir (Main Post and BRAC) as a result of the proposed action. Tables 4.3-11 and 4.3-12 present the population, employment, productions, and attractions for the No Action Alternative in 2011.

In the No Action Alternative in 2011, Fort Belvoir represents 2.4 and 20.0 percent of the population and employment in the study area, respectively; however, Fort Belvoir accounts for only 3.9 percent of the attractions in the study area. This value is a slight decrease compared to existing conditions (2006). The reason for this change is that the region continues to grow, while little change would occur at Fort Belvoir. The ratio of jobs to population within the study area is 0.36, or 36 jobs to 100 residents, in both 2006 and 2011. Figure 4.3-15 presents the population and employment for the study area. Generally, the ratio of population and employment stays the same as in existing conditions for all districts. The population in Laurel Hill and Mason Neck almost doubles.

Fort Belvoir represents approximately 3.2 percent of the total employment within Fairfax County in 2011. Within TransAction's Corridor 8, the I-95/U.S. Route 1 corridor, Fort Belvoir represents approximately 5.5 percent of the total employment. This corridor is the main route for Fort Belvoir employees. Table 4.3-13 presents the internal trips to the study area, external trips destined to the study area, and external trips that originate within the study area. Like the existing conditions, internal trips account for less than half of the trips that have an origin or destination in the study area.

4.3.3.5 Performance under Expected Conditions (2011)

Under the No Action Alternative, the region is expected to continually grow, with little changes occurring at Fort Belvoir. Therefore, an increase in traffic volumes on roadways surrounding Fort Belvoir and EPG would occur naturally and not be caused by Fort Belvoir. Several projects are expected to be completed by 2011 that would improve transportation flows near the study area.

Table 4.3-11
Population and employment for the existing conditions (2006) and 2011 No Action Alternative

	Population		Employment	
District	**Existing**	**No Action**	**Existing**	**No Action**
Laurel Hill	13,470	25,121	3,547	3,996
Pohick	50,826	51,766	3,648	3,849
Lorton South of U.S. Route 1	14,476	18,200	9,067	11,233
I-95 Industrial Area	2,092	2,175	8,605	8,683
Franconia-Springfield Transit Area	2,727	2,821	5,940	6,764
Springfield Community Business Center	1,306	1,483	2,074	2,141
Springfield	31,263	32,201	10,850	11,387
EPG	0	0	45	45
Mason Neck	2,785	5,552	438	464
Fort Belvoir (Main Post)	7,623	7,623	23,266	23,267
Mount Vernon	93,783	102,230	19,681	21,457
Rose Hill	67,179	70,513	20,352	23,157
Total Study Area	287,530	319,685	107,513	116,443
Rest of Virginia	2,142,682	2,399,710	1,258,264	1,427,055
Maryland	3,318,699	3,483,648	1,723,958	1,870,517
District of Columbia	583,733	615,375	752,719	790,205
West Virginia	47,735	52,555	15,173	17,191
Other States	0	0	0	0
Total Outside Study Area	6,092,849	6,551,288	3,750,114	4,104,968
Regional Total	**6,380,379**	**6,870,973**	**3,857,627**	**4,221,411**

Source: BNVP, 2006.

Congestion along the I-95 corridor is not expected to increase by 2011 under the No Action Alternative. A series of roadway improvement projects will increase capacity along the I-95 corridor through the study area; however, the region will continue to grow, so the increased capacity will be offset by the increased demand. Thus, the overall congestion levels will remain similar to existing conditions. The I-95 Fourth Lane project will be completed before the BRAC action and the Springfield Interchange (up to construction Phase 8, which is on hold) will be completed in 2007. The Woodrow Wilson Bridge is also slated to be completed sometime in 2011. These projects will add capacity to the road network within the study area. Any bottlenecks upstream or downstream of these transportation improvements, however, would limit the benefit of this roadway improvement.

Increased traffic volumes along U.S. Route 1 will increase the hours of congestion on that roadway by one-half to one hour. Because of the increase of traffic volumes on regional roadways and roadways adjacent to Fort Belvoir, the intersection LOS will deteriorate, impeding access to and egress from Fort Belvoir. This impediment will increase travel times for personnel exiting from Fort Belvoir in the evening.

The biggest effect to the transportation system is the addition of the Fairfax County Parkway through the EPG site. This segment creates a new transportation link and diverts trips from I-95 and the Capital Beltway. Figure 4.3-16 presents the screen line volumes for the No Action Alternative.

Table 4.3-12
Productions and attractions for the existing conditions (2006) and 2011 No Action Alternative

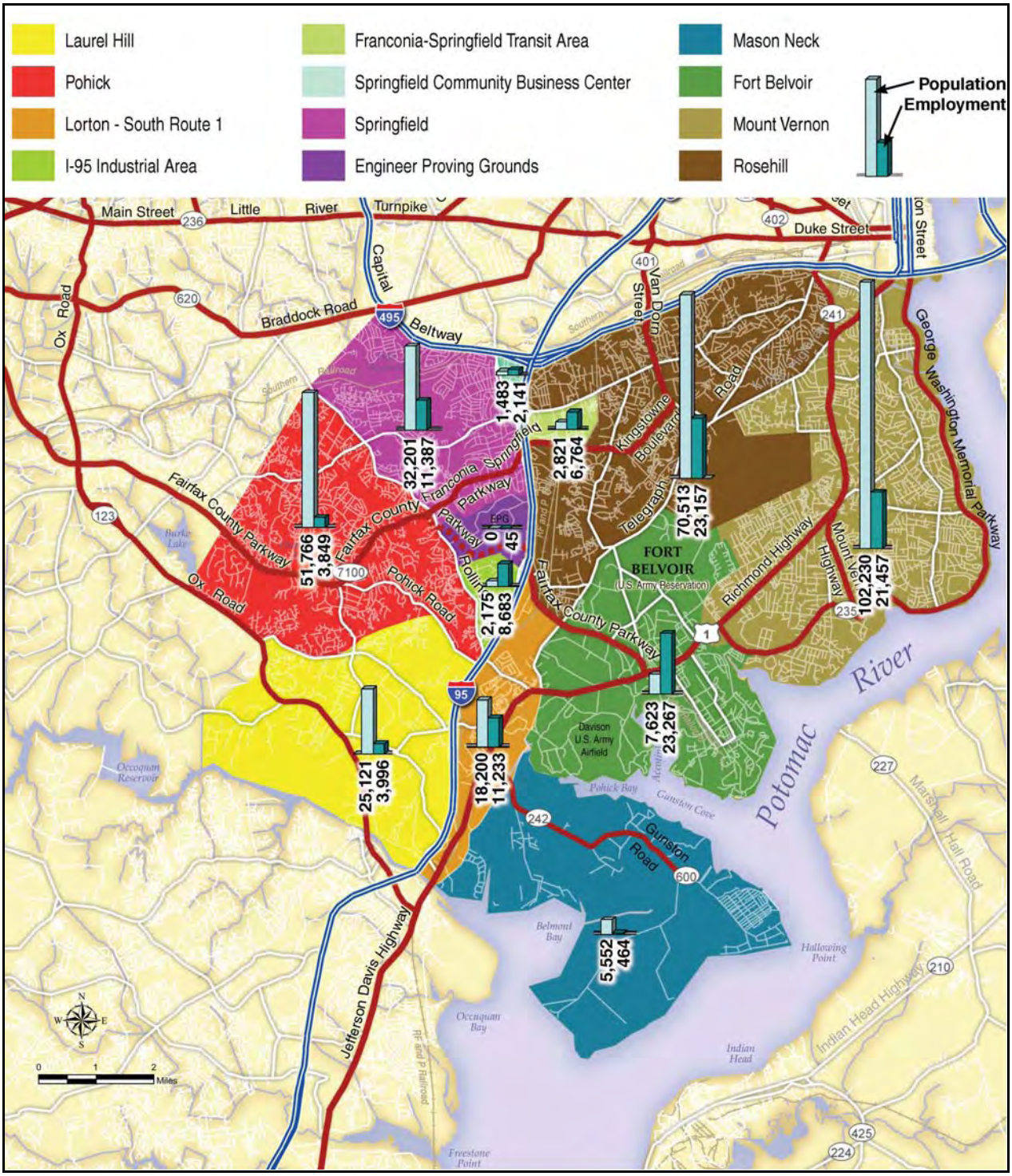
	Productions		Attractions	
District	**Existing**	**No Action**	**Existing**	**No Action**
Laurel Hill	31,891	52,247	31,825	52,327
Pohick	109,597	110,862	109,719	110,848
Lorton South of U.S. Route 1	43,441	55,677	43,430	55,560
I-95 Industrial Area	20,802	20,880	20,753	20,969
Franconia-Springfield Transit Area	37,799	41,046	38,044	41,275
Springfield Community Business Center	11,586	12,158	11,601	12,053
Springfield	98,365	101,148	98,274	101,153
EPG	81	89	87	102
Mason Neck	5,979	11,012	5,948	10,998
Fort Belvoir (Main Post)	35,176	35,177	35,342	35,343
Mount Vernon	250,418	271,298	250,606	271,297
Rose Hill	184,223	197,462	184,200	197,283
Total Study Area	829,357	909,055	829,830	909,209
Rest of Virginia	6,952,561	7,768,560	6,952,125	7,768,134
Maryland	10,587,588	11,254,561	10,586,616	11,252,945
District of Columbia	1,572,672	1,614,479	1,572,360	1,614,396
West Virginia	153,721	172,023	153,849	172,056
Out of State	715,116	828,980	716,236	830,919
Total Outside Study Area	19,981,658	21,638,603	19,981,186	21,638,450
Regional Total	**20,811,015**	**22,547,658**	**20,811,015**	**22,547,658**

Source: BNVP, 2006.

Table 4.3-13
Study area trips – 2011 No Action Alternative

Time	Internal trips within study area	External trips ending in study area	External trips beginning in study area	External trips passing through study area
AM Peak	73,797	58,621	77,863	70,943
PM Peak	135,590	109,426	93,733	91,860
Off-Peak	324,713	207,062	203,359	240,002
Daily	**534,100**	**375,109**	**374,955**	**402,805**

Source: BNVP, 2006.



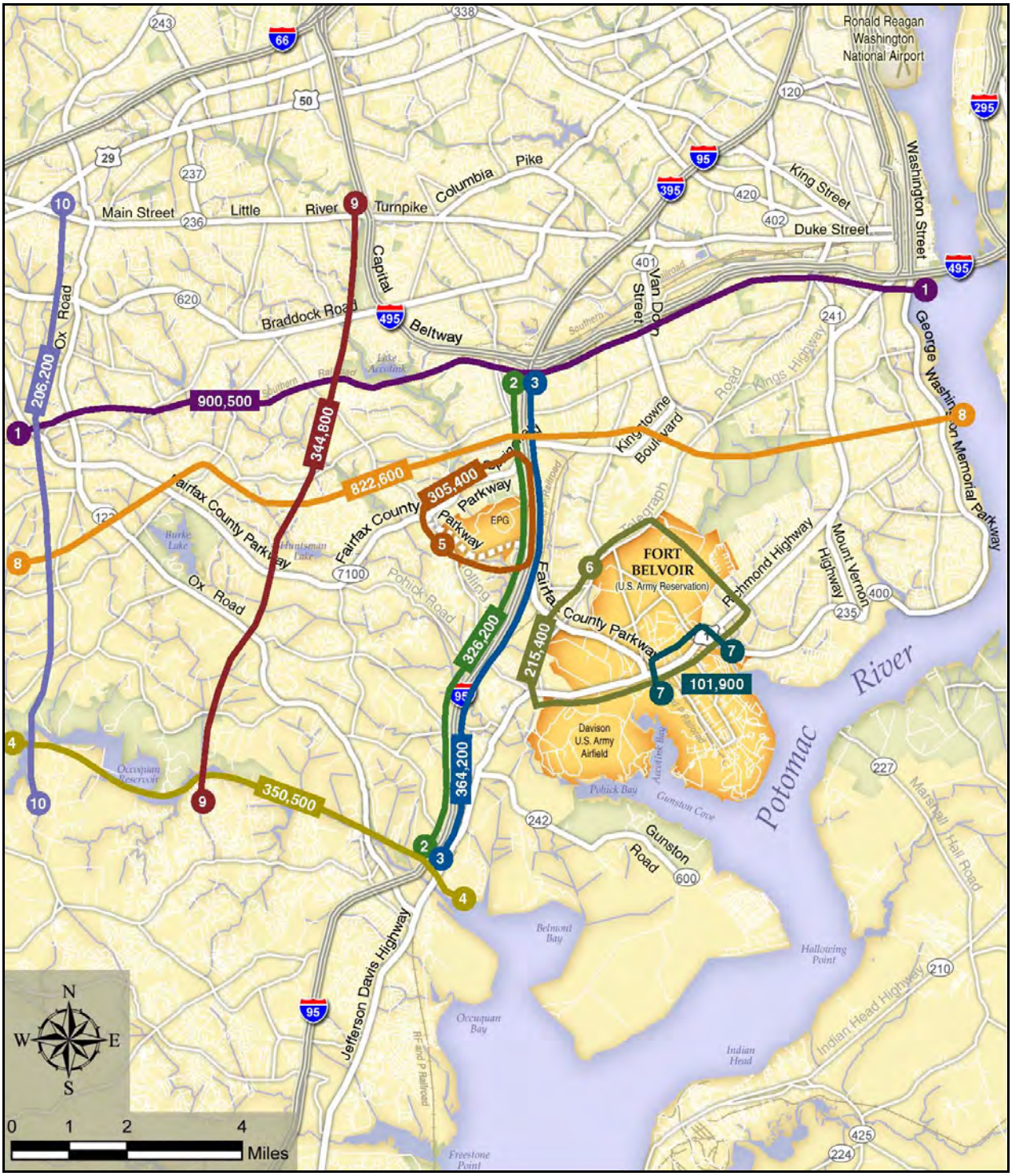
LEGEND

- Interstate Highway
- Highway
- River/ Water

Population and Employment for the 2011 No Action Alternative

Fort Belvoir, Virginia

Figure 4.3-15



Daily Screen Line Volumes under The 2011 No Action Alternative

Fort Belvoir, Virginia

Figure 4.3-16

As the region continues to grow, the traffic volumes on the roadways will continue to increase, as shown by comparing the screen lines in the above figure to those of the existing conditions. Only Screen Line 7 experiences a decrease of traffic volumes; this change is from the addition of the new Connector Road along the eastern boundary of North Post linking U.S. Route 1 to Telegraph Road. The new road will cause a redistribution of east-west trips across the roadway facilities surrounding the study area and divert some trips away from U.S. Route 1 through Fort Belvoir.

Intersection operational analyses were performed at 23 key intersections within the study area for the No Action Alternative. The summary of the turning movement counts for the No Action Alternative can be found in Table D-2 and Figures D-3 and D-4 in Appendix D. The results of the analyses are summarized in Table 4.3-14.

Table 4.3-14
Intersection measures of effectiveness–2011 No Action Alternative

	AM peak hour			PM peak hour		
Intersection location	**V/C**	**LOS**	**Delay**	**V/C**	**LOS**	**Delay**
Commerce St./Amherst Ave.	0.72	D	35.3	0.91	D	48
Commerce St./Backlick Rd.	0.38	C	29.9	0.78	D	46.8
Backlick Rd./Calamo St.	0.73	B	12.3	0.81	C	23.7
Loisdale Rd./Spring Mall Dr.	0.47	C	24	0.89	D	40.2
Franconia Springfield Parkway/Spring Village Dr.	1.16	F	99.6	1.4	F	89.5
Franconia Springfield Parkway EB Ramp/Backlick Rd.	1.04	E	77.3	0.87	D	43.8
Franconia Springfield Parkway WB Ramp/Backlick Rd.	0.9	B	10.4	0.76	C	22.8
Franconia Springfield Parkway/I-95 HOV Ramps	1.05	E	68.1	1.66	F	175.7
Franconia Springfield Parkway EB Ramp/Frontier Dr.	0.82	C	29.2	0.97	D	50.3
Franconia Springfield Parkway WB Ramp/Frontier Dr.	0.5	C	33.8	0.88	F	93
Franconia Springfield Parkway/Beulah St.	1.13	F	94.9	1.33	F	158.9
Fairfax County Parkway/Terminal Rd.	0.93	C	23	0.86	C	20.5
Fairfax County Parkway SB Ramps/Telegraph Rd.	0.57	C	20.8	0.7	C	31.1
Fairfax County Parkway NB Ramps/Telegraph Rd.	0.62	B	15.2	0.58	C	23.1
Fairfax County Parkway John J. Kingman Rd.	0.79	D	45.7	1.39	F	112.8
Telegraph Rd./Beulah St.	0.66	D	37	0.71	C	30.3
Telegraph Rd./S. Van Dorn St.	0.91	C	29.3	1.05	D	44.2
U.S. Route 1/Telegraph Rd. - Old Colchester Rd.	0.82	D	54.4	0.76	E	76.7
U.S. Route 1/Fairfax County Parkway	0.96	D	38.8	0.97	D	35.9
U.S. Route 1/Backlick Rd.—Pohick Rd.	0.97	D	37	1.39	F	129.9
U.S. Route 1/Belvoir Rd.	0.84	C	27.9	1.12	D	40.1
U.S. Route 1/Old Mill Rd.	0.86	E	70.3	1.03	E	58.5
Loisdale Rd./GSA Access Rd.	0.64	A	6.5	0.49	A	5

Note: Delay represents the average number of seconds a vehicle is delayed from free-flow conditions.
Source: VHB, 2006.

As shown in Table 4.3-14 and compared to 2006 existing conditions, regional growth will continue to deteriorate LOS at a number of intersections within the study area. For instance, the 2006 AM Peak Hour V/C for the U.S. Route 1/Backlick—Pohick intersection (*downtown Accotink*) of 0.85 will increase to 0.97 by 2011 and LOS will degrade from C to D. The 2006 PM peak hour V/C of 0.99 for the Fairfax County Parkway/John. J. Kingman intersection will increase to 1.16 by 2011 and the time delay per vehicle will rise from 83.6 seconds to 112.8

seconds, an increase of 35 percent. The growth in non-fort traffic would cause five intersections in the AM and five in the PM to deteriorate by a letter grade, including one intersection from an E under existing conditions to an F under expected conditions for the No Action Alternative.

Intersections where improvements could potentially be needed to reduce future congestion and delays include the following:

- Franconia-Springfield Parkway at Spring Village Drive/Bonniemill Lane
- Franconia-Springfield Parkway at Beulah Street
- Fairfax County Parkway at John J. Kingman Road
- U.S. Route 1 at Backlick and Pohick Roads

Subsequent analyses in this section of the document compare the Army's Preferred Alternative and other alternatives to the conditions of the No Action Alternative set forth above.

4.3.4 ENVIRONMENTAL CONSEQUENCES OF THE PREFERRED ALTERNATIVE

4.3.4.1 Land Use Plan Update

No effects would be expected. Adopting a revised land use plan would not, in the absence of additional activities such as facilities' development and increased population, result in effects to the transportation system. Effects to the transportation system would not occur until further development occurred in accordance with the terms of the new land use plan. The Preferred Alternative Land Use Plan would add the EPG to the inventory of actively managed resources. Inclusion of this area within the planning regime would not, by itself, affect the transportation system unless and until development occurred at the site. Similarly, an alternative location for the troop area at Fort Belvoir would have negligible effects, or none, on the transportation system.

4.3.4.2 BRAC Implementation and Facilities Projects

Long-term significant adverse effects would be expected. Implementing the Preferred Alternative, when compared to the No Action Alternative set forth in Section 4.3.3, would worsen traffic conditions in the immediate vicinity of Fort Belvoir. From the regional perspective, implementation would produce a combination of minor (negligible) adverse and beneficial effects. This section will further discuss and present the impacts at the localized level.

Under the Preferred Alternative, NGA and WHS would be on EPG. A new hospital would be constructed on South Post. Army Lease, PEO EIS, and MDA would also be on South Post in a combination of existing and new facilities. The BRAC action would increase total employment levels on the Main Post and EPG by approximately 22,000 personnel, with slightly fewer than 18,000 of the personnel being assigned to EPG. The following subsection discusses and evaluates the effects to the transportation system that would occur as a result of assigning these additional personnel to the specific portions of the post.

4.3.4.2.1 Travel Patterns to and from Fort Belvoir

Existing travel patterns were examined using the following sources:

- MWCOG's Cooperative Land Use Forecast (Round 7, revised)

- A survey conducted on the approximately 23,000 Fort Belvoir employees in December 2002
- Zip code data provided by the NGA
- A survey of incoming DoD agencies completed by the Fort Belvoir BRAC office
- Residential and duty locations from the DoD's payroll register for the NCR as of August 2006

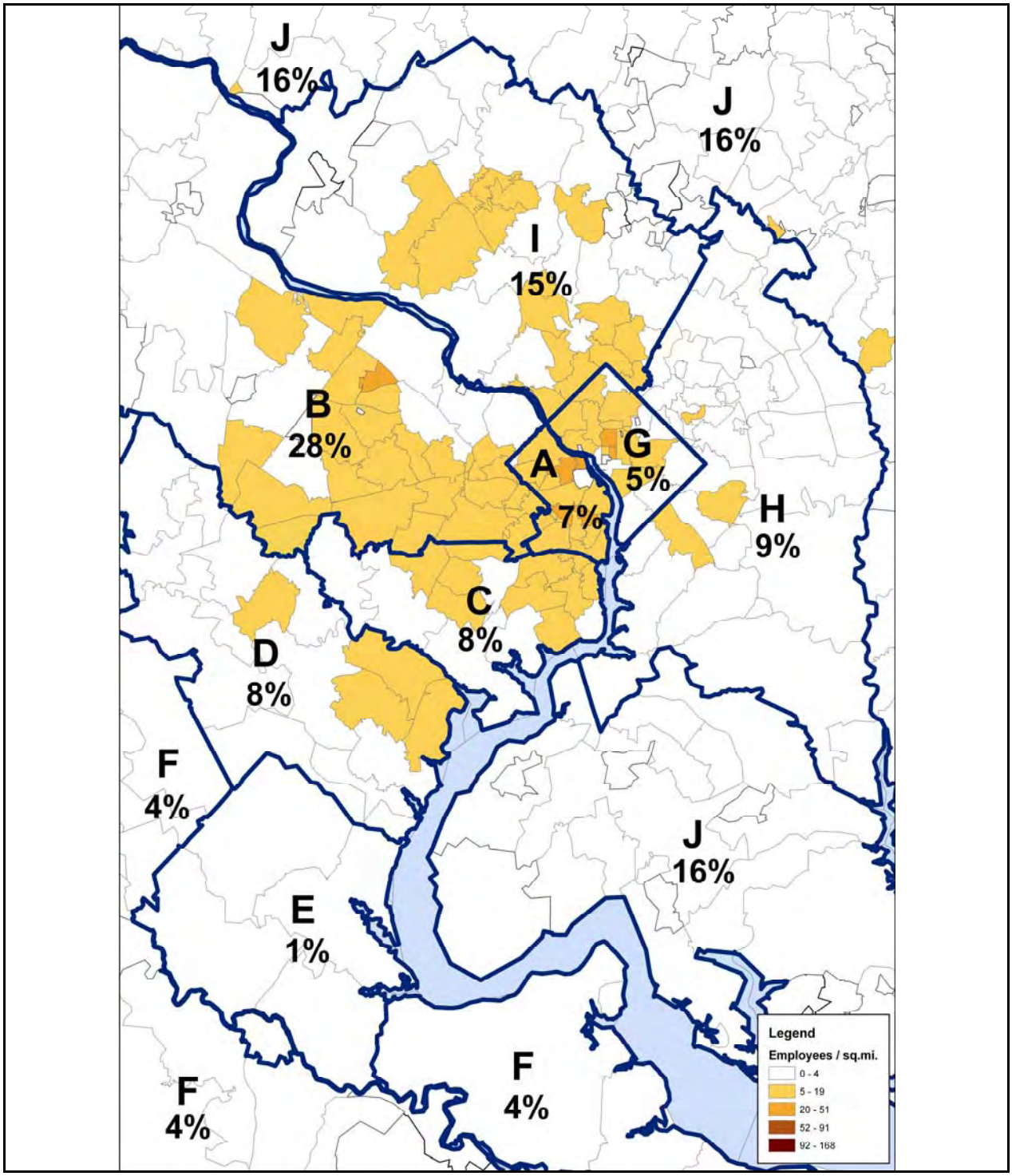
Figure 4.3-6 showed the distribution of residential locations for existing employees at Fort Belvoir in August 2006. Figure 4.3-17 shows the distribution of residences for current NGA employees, and Figure 4.3-18 shows the distribution of residences for the DoD employees (WHS and others) reporting to work in Crystal City, Pentagon City, the Pentagon, and Rosslyn. Table 4.3-15 presents the assumed existing distribution based on the data received from the various agencies.

It can be expected that the residential locations of employees of NGA, WHS, and other incoming agencies affected by BRAC (hospital, MDA, PEO EIS) would shift, becoming similar to the patterns of current Fort Belvoir employees. The time frame for this shift to occur cannot be predicted, though it would be expected to take up to 10 to 15 years. For 2011 it was assumed that 50 percent of both NGA and WHS employees would adhere to their existing distribution and the remaining 50 percent would mimic the distribution of Fort Belvoir's existing employees. The net effect is that more trips would be northbound on I-95 destined for the BRAC sites than currently combined to Fort Belvoir, Arlington County, and the NGA sites. Table 4.3-16 presents the distribution of employees in 2011, given the assumption above. This future distribution under the Preferred Alternative is assumed the same for all four alternatives.

The consequence of the shifting travel patterns to the south is that traffic to Fort Belvoir (including EPG) northbound on I-95 would represent a larger portion of the overall traffic flow. Current highway facilities to the south would constrain the traffic flows if adequate roadway capacity is not provided.

The total number of trips within the region remains fixed as the regional employment total is held constant; it is the redistribution of employment that causes a shift in travel patterns. As discussed under travel demand modeling in Section 4.3.1.1, the net increase in traffic is noticeably less than the amount of traffic headed to or from the BRAC sites because of the rebalancing of productions (households) and attractions (employment) throughout the region resulting from the relocation of employment to Fort Belvoir. In essence, the residential redistribution within the region would increase the portion of Fort Belvoir traffic that is coming up from the south during the AM peak period. A potential consequence of the additional Fort Belvoir traffic is that this traffic could force other trips to divert to other roadways to avoid any potential congestion on facilities adjacent to Fort Belvoir and EPG. For example, a person that currently would use I-95 and the Capital Beltway to reach the Dulles Corridor might use Route 123 instead as he chooses to divert away from BRAC traffic. This means that trips on other facilities could increase as trips are diverted.

The BRAC Action would cause a residential redistribution of BRAC employees, and 50 percent of the employees were assumed to adopt a residential distribution similar to that of the current Fort Belvoir workforce. This relocation, in turn, would alter their commuting patterns as they have a new origin and a new destination. The end result of the new origin and destination is that there is a change in their total vehicle-miles-traveled. Table 4.3-17 presents the total miles

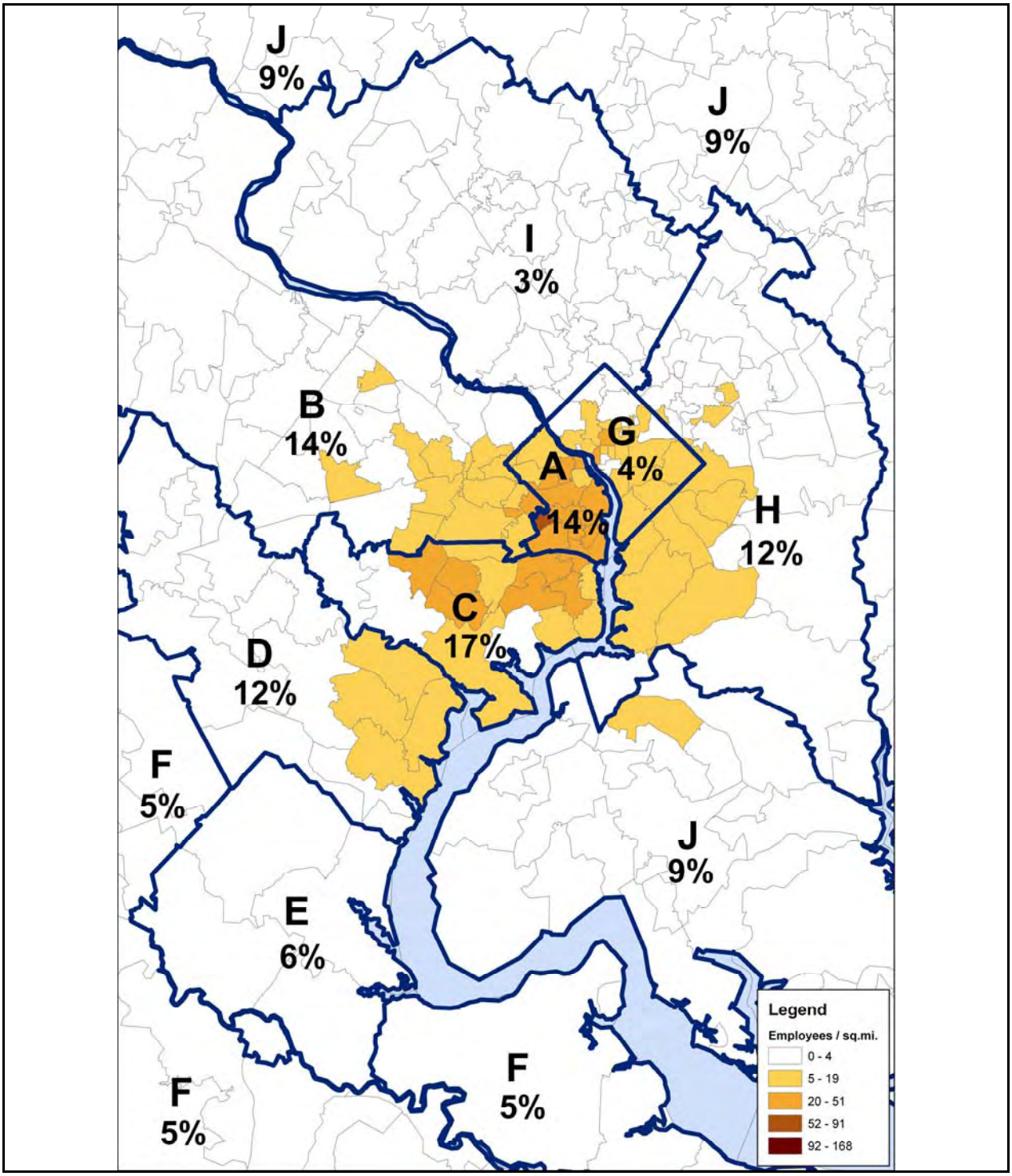


Note: Employee Density within Zip Code Boundary (Employee/sq.mi.) based on payroll data

Current Residential Distribution of NGA Employees

Fort Belvoir, Virginia

Figure 4.3-17



Note: Employee Density within Zip Code Boundary (Employee/sq.mi.) based on payroll data

Current Residential Distribution of WHS Employees

Fort Belvoir, Virginia

Figure 4.3-18

Table 4.3-15
Existing residential locations of Fort Belvoir, WHS/DoD, and NGA employees

District	Location	Residential distribution of Fort Belvoir employees[a]	Residential distribution of WHS and DoD (Arlington) employees[a]	Residential distribution of NGA employees[b]
A	Arlington/Alexandria	4%	14%	7%
B	Northern Fairfax Co. and Loudoun Co.	7%	14%	28%
C	Southern Fairfax Co.	37%	17%	8%
D	Prince William Co.	22%	12%	8%
E	Near South	9%	6%	1%
F	Remainder of Virginia	7%	5%	4%
G	District of Columbia	1%	4%	5%
H	Prince Georges Co.	5%	12%	9%
I	Montgomery Co.	1%	3%	15%
J	Remainder of Maryland	3%	9%	16%
K	Non DC, MD, VA	4%	4%	1%
	TOTAL	**100%**	**100%**	**100%**

Notes:
[a]Information based on employee data provided on September 20, 2006 from DoD.
[b]NGA ZIP Code Study Data, dated June 20, 2006 and received August 22, 2006.
Percentages are based on review of payroll data and survey results for 10,548 Fort Belvoir employees, 19,004 WHS/DoD employees, and 3,243 NGA employees.
Source: BNVP, 2006.

Table 4.3-16
Assumed residential location of employees in Year 2011 due to the BRAC action

		Fort Belvoir employees		WHS & DoD employees		NGA employees	
District	Location	Number of employees	Percentage	Number of employees	Percentage	Number of employees	Percentage
A	Arlington/Alexandria	964	4.3%	855	9.2%	469	5.5%
B	Northern Fairfax Co. Loudoun Co.	1,561	6.9%	950	10.3%	1,466	17.2%
C	Southern Fairfax Co.	8,398	37.1%	2,488	26.9%	1,901	22.4%
D	Prince William Co.	5,018	22.2%	1,604	17.3%	1,268	14.9%
E	Near South	2,016	8.9%	674	7.3%	428	5.0%
F	Remainder of Virginia	1,684	7.4%	576	6.2%	471	5.5%
G	District of Columbia	262	1.2%	258	2.8%	251	3.0%
H	Prince Georges Co.	1,024	4.5%	749	8.1%	581	6.8%
I	Montgomery Co.	236	1.0%	205	2.2%	664	7.8%
J	Remainder of Maryland	685	3.0%	553	6.0%	817	9.6%
K	Non-DC, MD, VA	801	3.5%	349	3.8%	184	2.2%
	TOTAL	**22,650**	**100.0%**	**9,263**	**100.0%**	**8,500**	**100.0%**

Source: BNVP, 2006.

Table 4.3-17
Change in Vehicle-Miles-Traveled due to the BRAC action

	Number of Employees	Total Miles Traveled	Average Distance in Miles
Before BRAC			
NGA	8,500	211,386.5	24.9
WHS	9,263	200,738.5	21.7
Total	**17,763**	**412,125.0**	**23.2**
After BRAC			
NGA	4,250[a]	70,975.0	16.7
	4,250[b]	128,775.0	30.3
WHS	4,623[a]	77,354.4	16.7
	4,623[b]	100,319.9	21.7
Total	**17,763**	**377,424.3**	**21.4**

[a] Assumed 50 percent of employees redistributed
[b] Assumed 50 percent employees retain existing distribution
Source: BNVP, 2006.

traveled for all NGA and WHS employees pre- and post-BRAC implementation based on model outputs. The employees' average commuting distance will decrease by approximately two miles. From a regional perspective, a shorter commuting distance means that emissions may be lower, which benefits air quality.

Table 4.3-18 presents the population and employment levels, which is also illustrated in Figure D-5 in Appendix D, for the 2011 conditions for the Preferred Alternative. Table 4.3-19 presents the productions and attractions for the study area. Total study area employment increases by approximately 30 percent over existing conditions, compared to the study area growth of approximately 8 percent from existing conditions to the No Action Alternative.

Under the Preferred Alternative, Fort Belvoir's Main Post and EPG would represent 2.9 percent of the population and 33.4 percent of the employment within the study area, and the two sites account for only 8.6 percent of the attractions in the study area. The ratio of jobs to residents within the study area would be 0.43, or 43 jobs per 100 residents, an increase of 7 jobs per 100 residents over the No Action Alternative. Compared to the existing and No Action conditions, the percentage of employment at Fort Belvoir within the study area in the Preferred Alternative would be approximately 12 percent higher. This higher employment percentage within the study area would increase the number of trips to Fort Belvoir. The population would be less than one percent higher. The increased ratio, compared to the ration under the No Action Alternative, means that the study area would be closer to being balanced between jobs and population.

Fort Belvoir would represent approximately 6.1 percent of the total employment within all of Fairfax County in the Preferred Alternative. This value would be almost a doubling of the employment at the post over the No Action Alternative. Within transportation Corridor 8, Fort Belvoir would be approximately 10.4 percent of the total employment; a near doubling of the percentage within Corridor 8 over the No Action Alternative from implementing BRAC. Table 4.3-20 presents the internal trips to the study area, external trips destined for the study area, and external trips that originate within the study area. The table illustrates that most of the trips that have an origin or a destination within the study area originate from or are destined for points outside of the study area, as opposed to being an internal trip within the study area (i.e., a trip beginning and ending within the study area). The proposed action would relocate jobs from

Table 4.3-18
Population and employment for existing conditions (2006), 2011 No Action Alternative, and 2011 Preferred Alternative

	Population			Employment		
District	**Existing**	**No Action**	**Preferred**	**Existing**	**No Action**	**Preferred**
Laurel Hill	13,470	25,121	25,121	3,547	3,996	3,996
Pohick	50,826	51,766	51,766	3,648	3,849	3,849
Lorton South of U.S. Route 1	14,476	18,200	18,200	9,067	11,233	11,233
I-95 Industrial Area	2,092	2,175	2,175	8,605	8,683	8,683
Franconia-Springfield Transit Area	2,727	2,821	2,821	5,940	6,764	6,764
Springfield Community Business Center	1,306	1,483	1,483	2,074	2,141	2,141
Springfield	31,263	32,201	32,201	10,850	11,387	11,387
EPG	0	0	0	45	45	18,794
Mason Neck	2,785	5,552	5,552	438	464	464
Fort Belvoir (Main Post)	7,623	7,623	9,387	23,266	23,267	27,959
Mount Vernon	93,783	102,230	102,230	19,681	21,457	21,457
Rose Hill	67,179	70,513	70,513	20,352	23,157	23,157
Total Study Area	287,530	319,685	321,449	107,513	116,443	139,884
Rest of Virginia	2,142,682	2,399,710	2,399,710	1,258,264	1,427,055	1,430,055
Maryland	3,318,699	3,483,648	3,483,648	1,723,958	1,870,517	1,870,517
District of Columbia	583,733	615,375	615,375	752,719	790,205	790,205
West Virginia	47,735	52,555	52,555	15,173	17,191	17,191
Other States	0	0	0	0	0	0
Total Outside Study Area	6,092,849	6,551,288	6,551,288	3,750,114	4,104,968	4,107,968
Regional Total	**6,380,379**	**6,870,973**	**6,872,737**	**3,857,627**	**4,221,411**	**4,247,852**

Source: BNVP, 2006.

Arlington County and other areas to Fort Belvoir, which would redistribute the trips within the region, which would cause some locations to decrease in volume compared to the No Action Alternative.

4.3.4.2.2 Performance under Expected Conditions

Few changes to Northern Virginia's transportation system are expected over the next 5 years, as identified in Section 4.3.3.1 because of funding shortfalls and the resulting delays in implementing long-term transportation plans. The modeling assumed that the off-post transportation improvement projects identified in the No Action Alternative are also included in the Preferred Alternative.

A key finding from the analyses of the Preferred Alternative is that EPG would need additional access points beyond the access points provided by the currently approved VDOT project to extend the Fairfax County Parkway through EPG as a four-lane facility. The assessment of available capacity (under the current funded roadway configuration) and the capacity needed is discussed further in this section.

Table 4.3-19
Productions and attractions for existing conditions (2006), 2011 No Action Alternative, and Preferred Alternative

	Productions			Attractions		
District	**Existing**	**No Action**	**Preferred**	**Existing**	**No Action**	**Preferred**
Laurel Hill	31,891	52,247	52,416	31,825	52,327	52,413
Pohick	109,597	110,862	109,442	109,719	110,848	109,361
Lorton South of U.S. Route 1	43,441	55,677	55,022	43,430	55,560	54,842
I-95 Industrial Area	20,802	20,880	20,249	20,753	20,969	20,304
Franconia-Springfield Transit Area	37,799	41,046	40,705	38,044	41,275	40,803
Springfield Community Business Center	11,586	12,158	12,057	11,601	12,053	12,052
Springfield	98,365	101,148	100,143	98,274	101,153	100,316
EPG	81	89	25,609	87	102	26,298
Mason Neck	5,979	11,012	10,917	5,948	10,998	10,896
Fort Belvoir (Main Post)	35,176	35,177	55,308	35,342	35,343	54,831
Mount Vernon	250,418	271,298	269,647	250,606	271,297	269,691
Rose Hill	184,223	197,462	195,649	184,200	197,283	195,472
Total Study Area	829,357	909,055	947,163	829,830	909,209	947,278
Rest of Virginia	6,952,561	7,768,560	7,731,797	6,952,125	7,768,134	7,731,018
Maryland	10,587,588	11,254,561	11,239,590	10,586,616	11,252,945	11,238,401
District of Columbia	1,572,672	1,614,479	1,606,015	1,572,360	1,614,396	1,605,998
West Virginia	153,721	172,023	171,904	153,849	172,056	171,912
Out of State	715,116	828,980	829,168	716,236	830,919	831,029
Total Outside Study Area	19,981,658	21,638,603	21,578,474	19,981,186	21,638,450	21,578,359
Regional Total	**20,811,015**	22,547,658	22,525,637	20,811,015	22,547,658	22,525,637

Source: BNVP, 2006

Table 4.3-20
Study area trips–2011 Preferred Alternative

Time	Internal trips within study area	External trips ending in study area	External trips beginning in study area	External trips passing through study area
AM Peak	79,193	64,251	78,469	66,241
PM Peak	139,316	109,142	97,933	86,157
Off-Peak	342,747	212,629	209,505	231,441
Daily	**561,256**	**386,022**	**385,907**	383,839

Source: BNVP, 2006.

Road Network. Use of the MWCOG model shows that increased traffic to and from Fort Belvoir accounts for up to 30 percent of the traffic flow on roadways adjacent to the gates (EPG entrances in the case of the Preferred Alternative) and quickly drops to under 10 percent of the traffic away from the gates as shown in Figures D-6 and D-7 in Appendix D. These figures illustrate the areas of influence under the Preferred Alternative.

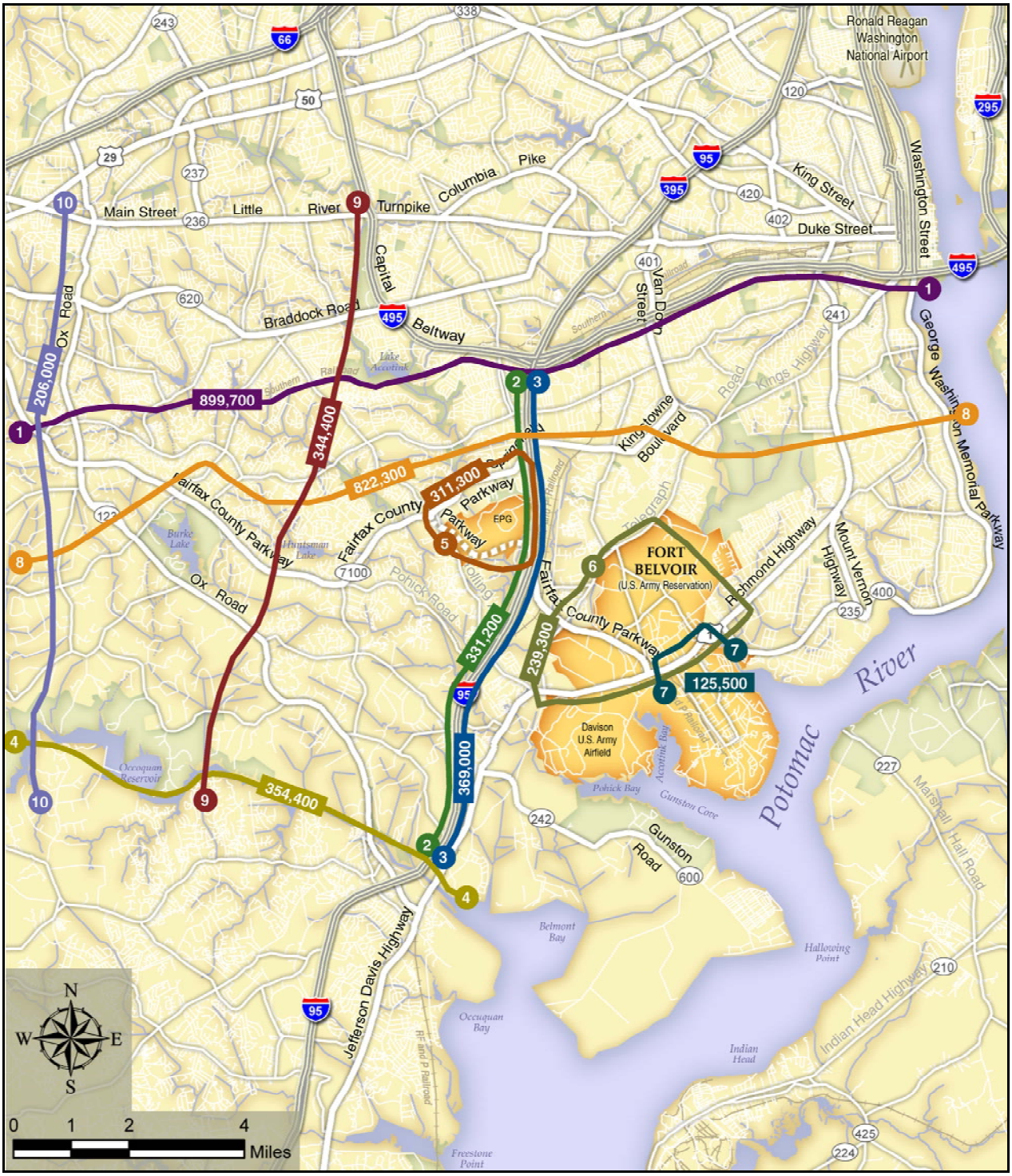
Figures D-8 and D-9 show both the growth in traffic and the change in the traffic flow that would be due to BRAC at selected locations. To understand these graphics, the following explanation is provided, referring to the location "SB Beltway (Rte 236)." The purple and blue bars break out the total number of trips on the link into BRAC trips (726) and non-BRAC trips (13,730) that would occur on this roadway segment under the Preferred Alternative. The green and yellow bars break out the total trips on that link between the No Action Alternative (14,003) volume and the increase in volume that the link would exhibit due to the BRAC action (453). This illustrates that the total number of BRAC trips (726 on this specific link) is more than the increase of traffic volumes on the link, because some of the BRAC trips (273, which is the difference between the total BRAC trips and the growth) were already in the traffic stream, but with other destinations previously. The purpose of showing multiple locations is to illustrate that the growth on individual highway links is not as high as the total volume of BRAC traffic, because some of the BRAC traffic would already be in the traffic stream at those locations. Other factors that affect the growth of volumes on the links include the redistribution of trips onto other facilities and the rebalancing of productions and attractions because of the redistribution of residential locations.

The area of influence shows that the effect of BRAC traffic on roadways would diminish as one moves away from the sites. This decrease would be from traffic getting off and on at the interchanges along the roadways. Traffic volumes crossing the Occoquan River would increase over the No Action volumes on this link because of the residential patterns assumed for the modeling. Currently, most of the employees that work for the agencies being relocated commute north via I-95 and are already included in the traffic flow. Therefore, the increase in traffic across the Occoquan River that would occur with implementing BRAC would be from the assumed gradual relocation of residences as discussed previously.

The traffic volumes projected by the MWCOG model represent the best estimate of traffic given the current, long-range land use plans of the local jurisdictions. Concern has been expressed, however, that the relocation of jobs in such numbers would cause a ripple effect in the marketplace and the long-range plans of the local jurisdictions. In response to companies who desire to be close to government agencies, increased office development might be approved along with increases in housing density in surrounding areas. The current planning and travel demand modeling process in Northern Virginia does not provide the information or tools to assess these types of potential changes.

Figure 4.3-19 provides another perspective on the changes in travel patterns. Total volumes crossing selected screen lines are shown. Again, the net effects on traffic volumes would decrease quickly as the distance from Fort Belvoir grows.

The screen lines north of EPG and Main Post show there would be slight decreases in traffic volumes over the No Action Alternative due to trips diverting from I-95 at the Fairfax County Parkway to travel to EPG or Fort Belvoir. Under the No Action Alternative, these trips would continue on I-95/I-395 to head to the Pentagon or other nearby employment centers. For instance, Screen Line 1 in the No Action Alternative shows a total daily two-way volume of 900,500 vehicles trips. Upon implementation of BRAC, that number would decrease to 899,700 two-way vehicle trips. This slight decrease is due to the redistribution of these trips from points



Daily Screen Line Volumes under The 2011 Preferred Alternative

Fort Belvoir, Virginia

Figure 4.3-19

in Arlington County to Fort Belvoir (Main Post and EPG). On the other hand, Screen Line 4 to the south shows an increase in daily volume from the No Action Alternative to the Preferred Alternative over the Occoquan River of approximately 5,000 two-way vehicle trips. This increase is due to the assumed gradual shift in employee residential location to the south. Moving closer to Fort Belvoir, the effect on adjacent roadway facilities is shown in Table 4.3-21, which show V/C ratios, LOS, and delay for 23 key intersections. The summary of the turning movement counts for the Preferred Alternative can be found in Table D-3 and Figures D-10 and D-11 in Appendix D.

The intersection measures of effectiveness would deteriorate over the No Action Alternative and existing conditions because the traffic volumes at these intersections would be higher from the additional employment. For instance, under the No Action Alternative, the V/C ratio at U.S. Route 1/Backlick-Pohick Roads in the AM peak hour is 0.97, the LOS is D, and the delay is 37.0 seconds. Upon implementation of the Preferred Alternative, in the AM peak hour for that intersection the analysis reveals a V/C ratio of 1.24, a LOS of F, and delay of 102.3 seconds. An example close to the EPG site would involve the Franconia-Springfield Parkway intersection with Spring Village Drive. At that location, under the No Action Alternative, the AM peak hour V/C ratio would be 1.16, the LOS would be F, and delays would be 99.6 seconds. Under implementation of the Preferred Alternative, in the AM peak hour for that intersection the V/C ratio would be 1.53, the LOS would be F, and there would be an average delay of 225.6 seconds per vehicle. A comparison of 2011 No Action Alternative and 2011 Preferred Alternative measures of effectiveness at selected intersections is provided in Table 4.3-22. Overall comparison of the expected operational performance of these intersections in the Preferred Alternative over the expected No Action Alternative, indicate that the LOS at nine intersections degrade by a LOS letter grade of one or more (i.e., from LOS D to LOS E). These intersections would be examples of intersections in which mitigating actions would reduce the effects from the Preferred Alternative.

The hours of congestion along the I-95 corridor are not expected to increase substantially over the duration of the No Action Alternative, because the growth in demand would be less than 5 percent if the BRAC action were to be implemented. Some localized congestion points might result with the increased traffic volumes within the I-95/Fairfax County Parkway interchange.

The analyses assumed completion of the I-95 Fourth Lane Project. Even with the completion of the widening project, the hours of congestion on I-95 are expected to increase by 30 to 45 minutes. The duration of congestion along U.S. Route 1 would increase by approximately 30 minutes over the No Action Alternative conditions under the Preferred Alternative if there is no widening of U.S. Route 1. Along the Fairfax County Parkway east of I-95, the duration of congestion would likely increase by an hour.

In the areas immediately surrounding EPG, severe congestion lasting 3 to 4 hours would occur if mitigating actions, including transportation improvements, are not taken. With only the currently funded improvements, the available access to EPG could process between 2,000 and 3,000 vph, roughly 40 to 50 percent of the projected peak-hour demand. Queuing of traffic from the access point off the Fairfax County Parkway adjacent to EPG can be expected to back up onto the I-95 corridor. This queuing would translate into an extension of the AM congested period by over an hour, up to 2 hours. In the evening peak period, egress from EPG would be slow and spread over several hours. As a result, the effects on the regional transportation facilities would be limited as compared to the AM peak period. If the Fairfax County Parkway segment through EPG is not constructed as per the currently funded improvements, then the sole access to EPG will be via

Table 4.3-21
Intersection measures of effectiveness – 2011 Preferred Alternative

	AM Peak Hour[a]			PM Peak Hour[a]		
Intersection Location	V/C	LOS	Delay (seconds)	V/C	LOS	Delay (seconds)
Commerce St./Amherst Ave.	0.76	D	37.4	0.91	D	51.5
Commerce St./Backlick Rd.	0.41	C	30.6	0.78	D	50.6
Backlick Rd./Calamo St.	0.75	B	13.5	0.81	C	24.6
Loisdale Rd./Spring Mall Dr.	0.49	C	25.1	0.89	D	43.9
Franconia Springfield Parkway/Spring Village Dr.	1.53	F	225.6	1.4	F	178.6
Franconia Springfield Parkway EB Ramp/Backlick Rd.	1.04	E	78.3	0.87	D	47
Franconia Springfield Parkway WB Ramp/Backlick Rd.	0.91	B	12	0.76	C	20.9
Franconia Springfield Parkway/I-95 HOV Ramps	1.09	F	93.6	1.66	F	196.8
Franconia Springfield Parkway EB Ramp/Frontier Dr.	0.82	C	29.8	0.97	E	72.8
Franconia Springfield Parkway WB Ramp/Frontier Dr.	0.5	D	40.2	0.88	F	96.6
Franconia Springfield Parkway/Beulah St.	1.15	F	103.2	1.33	F	161
Fairfax County Parkway/Terminal Rd.	0.95	C	29.3	0.86	C	22.3
Fairfax County Parkway SB Ramps/Telegraph Rd.	0.57	C	20.2	0.7	C	30.6
Fairfax County Parkway NB Ramps/Telegraph Rd.	0.7	B	19.9	0.58	B	18
Fairfax County Parkway/John J. Kingman Rd.	0.92	D	51.7	1.39	F	166.4
Telegraph Rd./Beulah St.	0.68	D	38.3	0.71	C	32.4
Telegraph Rd./S. Van Dorn St.	0.91	D	53.2	1.05	D	48.2
U.S. Route 1/Telegraph Rd. – Old Colchester Rd.	0.92	E	64.9	0.76	E	62.8
U.S. Route 1/Fairfax County Parkway	1.15	E	78.8	0.97	D	39.6
U.S. Route 1/Backlick Rd. – Pohick Rd.	1.24	F	102.3	1.39	F	257.5
U.S. Route 1/Belvoir Rd.	1.22	F	94	1.12	F	80.1
U.S. Route 1/Old Mill Rd.	0.96	F	90.7	1.03	E	77.9
Loisdale Rd./GSA Access Rd.	0.71	A	7.2	0.49	A	5

[a]AM Peak Hour: 7:15 AM to 8:15 AM; PM Peak Hour: 4:30 PM to 5:30 PM.
Source: BNVP, 2006.

Backlick Road. Providing only this single access point would require that work arrivals be spread out over an 11 to 12-hour period, due to limited capacity on Backlick Road. Currently, the issue over full funding of the Parkway improvements, ownership of the facility, and environmental clean-up is stalling the construction of this approved facility.

Backlick Road would also experience an increase in traffic flows if only the currently approved and funded improvements were provided, because Barta Road would be a secondary access point to EPG. Limited capacity exists in the Backlick Road corridor to handle much increase in traffic flow, the constraint being downtown Springfield, which is immediately to the north. This location would also cause congestion.

Table 4.3-22
Comparison of 2011 No Action Alternative and 2011 Preferred Alternative measures of effectiveness at selected intersections

	AM Peak Hour[a]			PM Peak Hour[a]		
Intersection	**V/C**	**LOS**	**Delay (seconds)**	**V/C**	**LOS**	**Delay (seconds)**
U.S. Route 1 and Backlick Road/Pohick Road (near Main Post)						
No Action Alternative	0.97	D	37.0	1.12	F	129.9
Preferred Alternative	1.24	F	102.3	1.39	F	257.5
Franconia-Springfield Parkway and Spring Village Drive (near EPG)						
No Action Alternative	1.16	F	99.6	1.4	F	89.5
Preferred Alternative	1.53	F	225.6	1.4	F	178.6

[a]AM Peak Hour: 7:15 AM to 8:15 AM; PM Peak Hour: 4:30 PM to 5:30 PM.
Source: BNVP, 2006.

Assessing the transportation network for its available capacity would allow for understanding the constraints to accommodate additional traffic destined to Fort Belvoir (Main Post or EPG) and the needed improvements to the transportation network to ensure that the LOS does not deteriorate unacceptably. The current approved plan for the Fairfax County Parkway through EPG would yield an access capacity of approximately 2,000 to 3,000 vph on the roadway, well below the forecasted demand of 5,600–6,200 vph into the EPG site. This demand, if left unserviced, would cause severe congestion on roadways surrounding EPG, including I-95, which would affect the regional traffic through the study area. Additional capacity and access points would be required to mitigate this effect. In identifying various mitigations, which are described in Section 4.3.4.4, considerations need to be given to the constraints posed by the existing transportation infrastructure and adjacent land uses. A widened Fairfax County Parkway, to the ultimate build-out design of six lanes, and other access points would increase the capacity to access EPG.

Adjacent to the Main Post, the effects on off-post traffic would be less. The delays at intersections along U.S. Route 1 and the Fairfax County Parkway between U.S. Route 1 and I-95, however, would increase, thus increasing the delays exiting the post in the evening. The Fairfax County Parkway is the main gateway between Fort Belvoir and the I-95 corridor. With increased site traffic and no improvements to the Parkway, including interchange improvements, increased congestion and travel time would result.

Pohick Road (via Tulley Gate) on South Post is the main thoroughfare for exiting traffic. Without any improvements to the intersections along U.S. Route 1, egress from South Post would become more difficult, as traffic would attempt to shift over to Belvoir Road (via Pence Gate), increasing congestion of egress traffic along that facility. The lack of improvements to U.S. Route 1 would also affect through-traffic along U.S. Route 1, potentially forcing vehicles to find alternate routes, including local roadways, to avoid the Fort Belvoir area. Congestion spillover onto local roadways would decrease the quality of life for local residents and could potentially create undesirable conditions for the residents with the higher traffic volumes.

Transit Systems. Mode split—the fraction of the employee population that would use mass transit—for the Main Post is 1 to 2 percent. The rail portion of the transit system does not directly serve the Main Post or EPG. Implementation of the BRAC-related projects, which would affect the vast majority of new personnel at Fort Belvoir, would likely not adversely affect use of the rail systems because of the continued lack of direct service. Consequences of implementing

the Preferred Alternative would be similar with respect to the bus portion of the transit system. Neither the Main Post nor EPG are served to any substantial degree because of the perceived difficulties in those modes' gaining access to the post because of security requirements. Demand for additional bus services could evolve, resulting in higher ridership figures. The local bus routes, however, tend to be limited to the study area, which represents only a small fraction of the locations where the employee population would reside. There are only a limited number of long-haul routes serving the Main Post. A 1 to 2 percent mode share equates to approximately 200 to 450 daily riders. Achieving a 10 percent mode share would remove approximately 725 vehicles from the roadway in the peak hour; this number includes both the Main Post and EPG.

4.3.4.3 Other Projects Sitings/Operations

Minor effects would be expected during the AM and PM peak periods. Other projects associated with BRAC implementation (see Section 2.2.2.3) would include projects such as infrastructure, the USANCA support facility, access control point, barracks modernization, and MWR family travel camp. These projects generally involve a relatively minor or negligible number of personnel that would be using the transportation system.

4.3.4.4 Mitigation

Implementing the Preferred Alternative would result in significant adverse effects to the transportation system with respect to congestion and increased travel time. These effects would lead to reduced employee productivity, higher commuting costs, and degradation of quality of life. These effects would not be limited to personnel at Fort Belvoir.

This section identifies potential mitigation actions to avoid, reduce, or compensate for the magnitude of predicted effects. The mitigation actions are evaluated for their efficacy so that an informed decision over their adoption and implementation can be made.

Road Network and Associated Facilities. Thirteen projects have been identified to mitigate adverse effects to the road network associated with implementing the Preferred Alternative. Another objective of the projects is to ensure that arriving personnel can access EPG and the Main Post without queue spillback onto the adjacent roadways. The following describes each of these potential measures and their estimated costs. Estimated mitigation costs presented in this EIS represent order-of-magnitude costs and are subject to change as the design is carried forward. The designs have not reached a level where quantities take-off (developing estimates of the amounts of materials needed, i.e., *XX tons of asphalt,* by reviewing engineering drawings) have been prepared. Costs presented here are order-of-magnitude on the basis of comparisons to similar projects.

1. *Reconstruction of the I-95/Fairfax County Parkway Interchange.* This measure would reconstruct the I-95/Fairfax County Parkway interchange to add HOV connections to and from the south and improve the SOV ramps. It would encourage new HOV trips between Fort Belvoir and points to the south on I-95, reducing SOV trips and, thus, overall demand on the road network. This improvement would provide better traffic operations for the increased traffic flows from EPG and from the Main Post, reducing delays during the peak periods. Estimated cost: $75 million.
2. *Additional or Improved Ramps to and from I-95 for EPG.* This measure would add new connections from I-95 into EPG. It would reduce the vehicular demand at the I-95/Fairfax County Parkway interchange and on the Parkway through EPG by providing alternative access options, such as (1) direct connection for southbound (SB) I-95 traffic

into EPG at Fairfax County Parkway, and (2) SB I-95 flyover ramp to Backlick Road, with a direct connection into EPG. Estimated cost: $40 million.

3. *Widen EPG Segment of Fairfax County Parkway.* Widening the Parkway from four to six lanes through EPG would increase capacity on the Parkway to accommodate the additional vehicular demand from development at EPG. Estimated cost: $50 million.

4. *Fairfax County Parkway Improvements between I-95 and Kingman Road.* Improvements to the parkway between I-95 and Kingman Road would provide additional roadway capacity via intersection improvements, widening, and ITS (Intelligent Transportation System) technology to improve traffic flow and reduce congestion. Estimated cost: $55 million.

5. *Rideshare Facility.* A rideshare facility on EPG would encourage a shift from SOV to HOV trips. This shift would reduce traffic volumes on the roadway, which in turn would reduce the effects of the development. Estimated cost: $15 million.

6. *Transit Center/Facilities.* This measure would construct a transit center and other facilities to provide for additional choices of travel over the SOV. This improvement would be developed in conjunction with increased bus service. Exact siting has not been determined; however, there would be facilities on EPG and Main Post. Estimated cost: $30 million.

7. *Additional EPG Access.* This measure would provide multiple choices for access to EPG, which would diffuse traffic to multiple points and provide alternative routes for employees and visitors if one access is blocked. The access would be from I-95 in the vicinity of the Newington interchange, enabling HOV access to and from EPG. Estimated cost: $15 million.

8. *Intersection Improvements.* Intersection improvements at key locations such as U.S. Route 1 at Backlick/Pohick (Tulley Gate), U.S. Route 1 at Fairfax County Parkway, U.S. Route 1 at Belvoir Road (Pence Gate), Franconia-Springfield Parkway ramps at Frontier Drive, and Franconia-Springfield Parkway at Beulah Street, would improve traffic flow and reduce congestion. Improvements could include signalization, additional turning lanes, lengthening of turning lanes, ITS technology application, or other measures appropriate to an intersection. Estimated cost: $15 million.

9. *Additional U.S. Route 1 Crossing for Main Post.* An additional crossing over U.S. Route 1 would improve internal roadway circulation on Fort Belvoir between North and South Posts. The likely location of this improvement would be between Gunston and Belvoir Roads, with final siting dependent on the site layout of other facilities projects (e.g., the new hospital proposed at the South Post golf course). This improvement would reduce the number of trips on off-post roadways between North and South Posts. Estimated cost: $15 million.

10. *Fairfax County Parkway/John J. Kingman Road Intersection Improvements.* This measure would provide a flyover ramp to reduce congestion on the parkway and improve access to North Post. Estimated cost: $10 million.

11. *Franconia-Springfield Parkway/Neuman Street Interchange.* This measure would replace the existing at-grade intersection on the Franconia-Springfield Parkway with a full interchange at Neuman Street. An interchange would provide additional access to the proposed connection between the Franconia-Springfield Parkway and EPG as outlined in improvement 12. These two improvements would reduce congestion on the Fairfax County Parkway through EPG by diverting traffic to this point. For employees living

north or west of EPG, this measure would provide a shorter route and thereby reduce commuting time. Estimated cost: $50 million.

12. *Access to EPG via Neuman Street.* This project would provide roadway access to EPG from the north, with entry into EPG occurring east of Accotink Creek. Existing residences and a building used as a church would likely have to be removed. Estimated cost: $26 million.

13. *Beulah, Rolling, and Telegraph Roads Improvements.* This measure would widen roadways and provide other improvements, such as signalization, ITS applications, and safety measures (e.g., improved crosswalks, lighting), to enhance flow of the increased traffic volumes caused by BRAC. Estimated cost: $50 million.

Total estimated cost for the foregoing mitigation measures would be $446 million. This figure excludes contingency costs and costs associated with supervision, inspection, and overhead. More detailed studies and designs will be required, potentially including NEPA studies.

The transportation network has been evaluated from a regional, sub-regional, and local perspective, and the effects on the transportation system have been quantified and compared to both existing conditions and the No Action Alternative. On the basis of these comprehensive comparisons, improvements have been identified that would mitigate most of the significant adverse effects of the Preferred Alternative on the transportation system in the immediate area of Fort Belvoir. The additional site entrance points, improved site circulation, improved interchanges, and widened roadways would result in reduced delay, limit the possibility of Fort Belvoir traffic backing up onto the major regional highways, and improve the operation of the intersections within the area of influence of the BRAC-related actions. As engineering and design work proceeds, detailed traffic operations studies would be completed to ensure that intersection levels of service are maintained or improved in the immediate area of Fort Belvoir.

On a regional level, the relocation of 22,000 jobs toward the south of the metropolitan area, combined with regional projects, such as the widening of I-95 and construction/implementation of HOT lanes in the I-95 corridor, would be expected to lead to additional travel demand from the south. Some traffic traveling toward Fort Belvoir on regional facilities could experience some limited congestion during the peak hour, but that direction of travel remains the "reverse commute," such as southbound traffic from the north, compared to the heavier northbound traffic headed toward Tyson's Corner, Arlington, Alexandria, and Washington, DC.

Transit System. This section describes proposed mitigation measures to the transit system to help avoid, reduce, or compensate for the effects associated with implementing the Preferred Alternative. Mitigation measures are appropriate for bus service but none are identified for rail services. Expansion or improvements to rail service might occur in the future on the basis of further evaluation of the transportation system undertaken as a result of experiences related to BRAC or other developments in the study area.

Initial bus service concept plans have been developed on the basis of the origin data for the BRAC employees destined for EPG and existing origin patterns for Main Post employees. These are preliminary concept plans intended to serve as a guide to the levels of transit service that could be required to serve both a 5 and 10 percent transit mode share to EPG and the Main Post. Detailed route and service planning would be conducted later. The purpose of these concept plans is to demonstrate that feasible transit service options are viable to support the assumed mode shares. Reduction of the mode share from 10 percent to 5 percent would not occur by reducing in half the number of bus trips, an action that would result in longer headways. It is

assumed that no headways would exceed 30 minutes. For an overall 5 percent transit mode share, it is assumed that the major reductions would come out of the local buses rather than the Metro shuttle. The quality and quantity of Metro service and feeders would remain the same, so it is assumed that this portion of the transit ridership would remain at the same levels as in the 10 percent scenario. The transit services plans are periodically reviewed, usually annually, by the service providers operating and adjustments are made to meet the demand.

Five basic service areas have been identified, as follows:

- Southern Prince William County (Dumfries, Cherry Hill, and Powells Creek areas)
- Northern Prince William County (Woodbridge, Dale City, and Lake Ridge areas)
- U.S. Route 1 in Fairfax County (Lorton, Fort Belvoir, Mount Vernon, Hybla Valley, Beacon Hill, and Huntington areas)
- Western Fairfax County (Burke, Fairfax, and Chantilly areas and, possibly, the Herndon and Reston areas)
- Franconia-Springfield Metro station. This service would be limited to DoD employees only. Congress, under Public Law 109-59, has amended Title 31 US Code §1344 to allow federal agencies to pay for a shuttle service for its employees from their place of work to a "mass transit facility."

General route and service level concepts have been developed for each service area for both modal share assumptions. These are based on the projected 2011 origin patterns for EPG site employees along with existing Fort Belvoir origin patterns.

Main Post Service Concept for 10 Percent Mode Share

- *Southern Prince William County (2 Peak Hour Bus Trips).* Bus service on a 30-minute headway serving the southern portion of Prince William County along the I-95/U.S. Route 1 corridor.
- *Northern Prince William County (2 Peak Hour Bus Trips).* A 30-minute headway is also assumed for service from northern Prince William County. This service would operate in the Dale City, Woodbridge, and Lake Ridge areas.
- *U.S. Route 1 in Fairfax County (2 Additional Peak Hour Bus Trips).* Two additional buses per hour would be added to existing services along the U.S. Route 1 corridor between Huntington and the Main Post.
- *Western Fairfax County (1 Additional Peak Hour Bus Trips).* One additional bus per hour would operate in the Fairfax County Parkway corridor to the Burke area. This service would require a transfer to shuttle bus at the Franconia-Springfield Metro station.
- *Franconia-Springfield (5 Peak Hour Bus Trips).* A shuttle linking the Main Post to the Franconia-Springfield Metro station would be needed. Pending a refinement of the numbers, a 12-minute headway on this shuttle is assumed. This service would link those commuters with access to one of the regional Metro lines and VRE station to the Main Post area.

Main Post Service Concept for 5 Percent Mode Share

- *Prince William County (2 Peak Hour Bus Trips).* One combined route serving major origin locations in both the northern and southern portions of the county, operating on a 30-minute headway, is assumed.
- *U.S. Route 1 in Fairfax County (1 Additional Peak Hour Bus Trip).* One additional peak hour vehicle would provide service along the U.S. Route 1 corridor between Huntington and the Main Post.
- *Franconia-Springfield (5 Additional Peak Hour Bus Trips).* A 12-minute headway on the shuttle linking the Main Post to the Franconia-Springfield Metro is also assumed under the 5 percent mode share scenario.

EPG Service Concept for 10 Percent Mode Share

- *Southern Prince William County (2 Peak Hour Bus Trips).* Bus service on a 30-minute headway serving the southern portion of Prince William County along the I-95/U.S. Route 1 corridor.
- *Northern Prince William County (4 Peak Hour Bus Trips).* Two routes linking the northern portion of Prince William County to EPG would be operated to serve the Dale City, Woodbridge, and Lake Ridge areas. A combined headway of 15 minutes is assumed.
- *U.S. Route 1 in Fairfax County (2 Additional Peak Hour Bus Trips).* Two additional buses per hour would be added to existing services along the U.S. Route 1 corridor between Huntington and Lorton and continuing north to the EPG site.
- *Western Fairfax County (3 Peak Hour Bus Trips).* This route would link the western portion of Fairfax County to EPG via the Fairfax County Parkway. The current assumption includes a route serving the Burke area with extended service to the Route 50 corridor into the Fair Oaks or Chantilly areas. The route would need to be anchored by a park and ride lot on the western end and likely operate as a limited stop route to EPG. A 20-minute headway is assumed to be required.
- *Franconia-Springfield Metrorail (5 Peak Hour Bus Trips).* This route would be the shuttle from the Franconia-Springfield Metro station to EPG operating on a 12-minute headway.

EPG Service Concept for 5 Percent Mode Share

- *Prince William County (3 Peak Hour Bus Trips).* Under this scenario, one combined route from Prince William County serving major park and ride lots in the southern and northern sections operating on a 20-minute headway is assumed.
- *U.S. Route 1 in Fairfax County (1 Additional Peak Hour Bus Trip).* Under this scenario, one additional peak hour vehicle would provide service along the U.S. Route 1 corridor between Huntington, Lorton, and EPG.
- *Western Fairfax County (2 Additional Peak Hour Bus Trips).* A 30-minute service linking the EPG to the Burke area via the Fairfax County Parkway is assumed.
- *Franconia-Springfield Metrorail (5 Additional Peak Hour Bus Trips).* As indicated above, the assumption of a 12-minute headway for the shuttle would still be called for under this scenario.

Bus service of a high enough quality to realize a 5 to 10 percent mode share for transit would complement the road network mitigation actions and help to reduce congestion and limit vehicle

delays resulting from the Preferred Alternative. Achieving a 10 percent mode split would reduce the number of vehicles accessing the Fort Belvoir area in the peak hour by nearly 725 on the basis of the MWCOG average auto occupancy of 1.1 passengers per vehicle. A 5 percent mode share for transit would reduce the number of peak hour vehicles by approximately 360.

The foregoing expanded bus services would be supplemented by internal circulator bus systems designed to provide more direct access to various areas of Fort Belvoir not directly accessible from the regional transit services. Such circulator buses, would operate within the grounds of Fort Belvoir on schedules designed to meet the needs of employees and visitors for circulation within Main Post and EPG.

Interim shuttle services could also be provided in addition to the above described services. This service would serve as a short term service to augment these services and to serve as a congestion management technique to offset the impacts during roadway improvement projects.

The estimated cost of the transit-related mitigation actions would be $10 to $12 million in initial capital costs and $6 to $9 million in annual operating expenses depending on the ultimate operational requirements of the system. Note that these estimates are preliminary order-of-magnitude costs. More precise cost estimates can be prepared when site circulation and security plans are finalized and detailed route and service planning are completed.

Transportation Management—Framework. The largest contributor to traffic congestion is the SOV. Implementing the Preferred Alternative would result in many personnel reporting to Fort Belvoir every day as SOV trips. To reduce adverse effects on the road network, the Army could establish and implement a Transportation Management Program (TMP) for Fort Belvoir. To do so, the Army could appoint a Transportation Demand Management Coordinator (TDMC) whose principal function would be to develop and manage the overall TMP, which would include measures to reduce the number of SOVs. A completed draft of the proposed TMP could be provided in the ROD.

The role of the TDM Coordinator. A TDMC would be knowledgeable of principles, practices, and methods of transportation demand management. These would include, but not be limited to, employee rideshare and commute programs; current regional programs regarding air quality and transportation; employer trip reduction requirements; marketing, promotion, and event planning practices; and parking management practices. A TDMC would also oversee staff who would assist in overseeing the TMP. Appointing a TDMC before fiscal year 2009 would allow development of transportation program initiatives before BRAC relocation of personnel. The TDMC would perform the following functions:

- Administer the post's transportation demand management program and direct the planning and implementation of transportation demand strategies, programs, and policies
- Promote employee awareness of available programs and commuting alternatives; conduct employee surveys to determine commuting needs and preferences; distribute ride-match forms and transit/commuter information packets; and administer a rideshare program for all employees
- Consider implementing use of flextime, compressed workweek, and teleworking as a requirement to reduce peak period travel
- Manage employee access to parking facilities and implement preferential parking for carpools and vanpools

- Develop and implement programs to provide financial incentives such as subsidized bus passes, carpool mileage, and subscription custom bus operation
- Select, train, supervise, and evaluate staff.

Elements of a TMP. In coordination with the Fort Belvoir Master Planner, a TMP would be developed that takes travel demand management practices into account. The TMP would be applied, as appropriate, to all agencies at Fort Belvoir.

A TMP documents programs and adopts strategies for efficient employee commuting patterns. The plan would include specific strategies and timeline goals to encourage change in employee travel modes, trip timing, frequency, length, and travel routes. The goal of the TMP would be to encourage alternative commuting modes to reduce traffic congestion and the demand for parking spaces. The TMP should emphasize ridesharing, transit, and other non-SOV modes of transportation for commuters; maximize telework strategies in accordance with applicable laws and regulations; and promote the use of compressed and variable work schedules. During the implementation phase of the TMP, the specific TMP strategies will be applied as appropriate to each individual tenant at Fort Belvoir, considering the requirements of their employees.

The following is a list of some of the potential transportation demand management programs that agencies at Fort Belvoir could adopt, and if a TMDC is hired, the TDMC could assist those agencies in implementing and managing the TMP.

- *Commuter information programs.* Establishing of a centralized point of information on available commuter options and a means of disseminating information to employees and employers.
- *Alternative work schedules.* Using various strategies to reduce peak hour traffic including flex-time (variable work schedules so that not all employees arrive and depart at the same time) and compressed work schedules (such as working four 10-hour days rather than five 8-hour days to reduce the total number of vehicle trips).
- *Rideshare matching services.* Helping establish carpools by matching up employees with similar residential locations and schedules.
- *Ad hoc carpooling (slugging).* Establishing and managing of an informal carpool area where ad hoc carpools can be assembled each day so that the drivers can take advantage of the regional HOV lanes.
- *Encouragement and promotion of commuting by bicycle.* Providing of appropriate amenities to encourage bicycle commuting, such as secure bike lockers and showers.
- *Guaranteed ride home.* Providing information and assistance to commuters wishing to take part in the region's guaranteed ride home program wherein carpoolers and transit riders have an alternative means of getting home in case of emergency or unexpected schedule change.
- *High occupancy vehicle (HOV) priority.* Providing preferred parking or site access to carpool vehicles.
- *Transit service interface.* Providing a centralized point of contact with the regional transit service providers to help get transit information into the hands of employees and to provide feedback to the transit providers about schedules, bus stop locations, or operating problems.

- *Pedestrian accommodation.* Promoting efforts to ensure that on-post pedestrian paths are available where needed and that transit riders and others arriving on foot are appropriately accommodated.
- *Telecommuting.* Promoting programs whereby certain employees are allowed and encouraged to work away from the office on occasion, thus reducing the amount of daily travel to Fort Belvoir.
- *Shuttle services.* Providing various shuttles including on-site shuttle services so that people can travel from one building or campus to another without needing to drive their own vehicles; shuttles connecting Fort Belvoir to the regional rail transit system (both the Metrorail system and VRE commuter trains); and shuttles between Fort Belvoir and other major installations such as the Pentagon.
- *Transit and ridesharing incentives.* Working with employees and employers to encourage participation in the MetroChek program, which provides fare transit and vanpool subsidies on a tax-free basis. The MetroChek program is authorized under federal legislation that allows employers to provide employees with a tax-free or pre-tax transit benefit. The maximum amount allowable each month under this program is adjusted every few years. Such incentives encourage additional transit and vanpool usage and can help in meeting the transit mode share goals and assist in mitigating the traffic effects from SOV trips. Shuttles would use alternative fuel sources.
- *Air Quality Action Days.* In the event of air quality action days (code orange and red ozone days) in the metropolitan region, the TDM coordinator would use the TMP program as described above to encourage non-SOV trips. Such programs would include transit, HOV/rideshare, and telecommuting. Bus services are free during these air quality action days, including such services as WMATA Metrobus, Fairfax Connector, and OmniRide. A parking policy could be considered to further discourage SOV trips.
- *Bicycle path and trail system*. The Army could design and construct a comprehensive bicycle path and trail system on roads at EPG and Main-post. Create interconnection to the Fairfax County Parkways trails and to Backlick Road. This action requires seeking legal authority to partner with Fairfax County to establish a bike trail between Franconia-Springfield Metrorail Station and Main Post/EPG.
- *Bicycle facilities***.** Design BRAC buildings to accommodate bicycle commuting including secure parking facilities, lockers for bicycle commuters, and shower facilities available to bicycle commuters.
- *Feasibility Study*. The Army could develop a feasibility study for transportation between Springfield Metro/VRE and Main Post/EPG by either rapid bus route or light rail using in part the existing Fort Belvoir rail right-of-way from Newington to the Main Post. The study would be evaluated as part of the Fort Belvoir Master Planning process.

The effectiveness of the TMP to reduce traffic congestion would depend on several factors including the amount of resources applied (to provide adequate staffing levels and facilities) and the receptiveness of Fort Belvoir's personnel towards efforts to reduce commuting in SOVs. It would be expected that the TMP would invoke environmental management program procedures to review the program's initiatives. For instance, data tracking employee participation in a rideshare program could be compiled to quantify the TMP's effectiveness in reducing SOV

usage. A comprehensive TMP program is expected to be developed as the design and Master Plan processes are carried forth. A successful TMP would need to incorporate all agencies located at Fort Belvoir, both existing and incoming BRAC agencies.

In addition to hiring a TDMC and/or implementing a TMP, the Army could develop a feasibility study for transportation between Franconia-Springfield Metrorail/VRE Station and Main Post/EPG by either rapid bus route or light rail using in part the existing Fort Belvoir rail right-of-way from Newington to Main Post. Study will be evaluated as part of the Fort Belvoir Master Planning process.

The proposed mitigations have been examined for the efficacy of mitigating the effects of the Preferred Alternative. Table 4.3-23 presents the results of the evaluation.

Table 4.3-23
Efficacy of transportation mitigation measures for the Preferred Alternative

Mitigation Measure	Before	After	Comments
1) Improvements at I-95/Fairfax County Parkway interchange with HOV connections	LOS F 50-200 HOV trips during peak periods on I-95 corridor destined to Fort Belvoir	LOS D 500-600 HOV trips during peak periods on HOV ramps	With directional ramps, LOS D could be achieved, but modifications of interchange would require coordination with I-95 HOT Lanes Project Each HOV vehicle would remove 2 SOV vehicles from the traffic stream
2) Additional EPG Access SB I-95 at Backlick flyover SB I-95 direct connections at parkway	N/A N/A	LOS C, with expected 900 vph on ramp LOS D, with expected 1,100 vph on ramp	Final Site Access plans would ensure LOS D or better SB to EPG connections would reduce the sizing of improvements needed at the I-95/Pkwy interchange Volumes on the Parkway would decrease by 2,500, LOS = D
3) Modified section of Fairfax County Parkway through EPG	LOS = F	LOS = D	Analyzed in conjunction with number 2. Modified interchange design at Rolling Road to provide improved connections into EPG
4) Fairfax County Parkway Improvements	V/C = 0.9 or higher in peak direction, LOS F	V/C = 0.7 in peak direction, LOS = D	Allows for improvements as described in number 10
5) Rideshare facility	N/A	Allows for 200-300 HOV trips per hour to form at EPG	Each HOV vehicle would remove 2 SOV vehicles from the traffic stream.
6) Transit Center/Facilities (in conjunction with increased bus services)	N/A	5% mode share would attract 350 riders in the peak period, while a 10% mode share would attract 700-750 riders	To be developed with increased bus services. Based on MWCOG's average vehicle occupancy rate of 1.1, a bus carrying 40 passengers would eliminate 36 automobile trips.
7) Additional EPG access	N/A	LOS A, with expected 300 vph	Provides for NB HOV direct access.

Table 4.3-23
Efficacy of transportation mitigation measures for the Preferred Alternative *(continued)*

Mitigation Measure	Before	After	Comments
8) Intersection Improvements: U.S. Route 1/Pkwy U.S. Route 1/Tulley Gate U.S. Route 1/Pence Gate Franconia-Springfield/ Frontier Drive	v/c is presented as AM/PM peak hour 1.1 and 0.94 1.1 and 1.29 1.12 and 0.89 0.82 and 0.97	 0.86 and 0.91 1.01 and 1.2 1.02 and 0.83 0.75 and 0.88	Improvements would restore intersection performance similar to that under No Action Alternative
9) Additional Crossing over U.S. Route 1	Gunston Road LOS = E	Gunston Road and new crossing LOS = C	New crossing alleviates congestion on Gunston Road and reduces trips traveling off-post between North and South Posts
10) Fairfax County Parkway and Kingman intersection improvements	LOS D in AM and LOS F in PM	LOS B in AM and LOS C in PM	Improvement specific to SB access and WB egress on North Post
11) Franconia-Springfield/Neuman Interchange	LOS F in AM and PM	LOS C or better	Requires coordination with VDOT
12) Access to EPG via Neuman Street	N/A	LOS C; reduces volume on Park-way by 500 vph	Needs improvement 11 and likely requires property acquisition
13) Roadway Improvements: Telegraph Road Beulah Street	v/c is presented as AM/PM peak hr 1.12 and 1.13 1.02 and 1.14	 0.7 and 0.65 0.8 and 0.85	Improves traffic flow
14) Increased bus services (in conjunction with Transit Center/Facilities)	N/A	5 percent mode share would attract 350 riders in the peak period, while a 10 percent mode share would attract 700-750 riders	To be developed with Transit Center/Facilities. Based on MWCOG's average vehicle occupancy rate of 1.1, a bus carrying 40 passengers would eliminate 36 automobile trips.

Source: BNVP, 2006.

4.3.5 ENVIRONMENTAL CONSEQUENCES OF TOWN CENTER ALTERNATIVE

4.3.5.1 Land Use Plan Update

No effects would be expected. Adoption of a revised land use plan would not, in the absence of additional activities such as facilities' development, result in effects to the transportation system. Effects to the transportation system would not occur until further development occurred in accordance with the terms of the new land use plan. The Town Center Land Use Plan would not, by itself, affect the transportation system unless and until development occurred at the site. The area that would be developed would straddle both sides of U.S. Route 1. The total number of personnel relocating to Fort Belvoir would not differ from the Preferred Alternative.