



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 148

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COMPUTERIZED CAR POOL MATCHING PROJECT

Revised printouts of the computerized car pool matching project have been received from GSA and will be distributed to each administration within the next few days and forwarded to those employees already participating in the system. Some delay will be occasioned in delivery of the printouts of those employees who listed their office symbols incorrectly or omitted them altogether.

This project is a continuing activity. Any employees, new or old, who wish to be included in the next printout may obtain questionnaires from the Building Manager's Office in their building. They should be completed and returned to the Building Manager's Office for forwarding to GSA. For the information of new employees, the office symbol indicated on the questionnaire should be the first three characters of the "organization/routing symbol" shown in the DOT Telephone Directory. If the first character is omitted, there is no way of telling to which element of DOT the employee belongs, except by looking up the name in the Telephone Directory. Assistance may be had in filling out the Commuter Club questionnaire by calling ext. 64258.