



**OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE**  
WASHINGTON, D. C. 20301

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Instructions on File

**COMPTROLLER**  
**(Administration)**

28 February 1974

**MEMORANDUM FOR Mr. P. R. Kunberger, Office of the Secretary of the Army**

**Mr. F. O. Legg, Administrative Office, Navy Department**

**Col. Robert Mand, 1143d Air Base Squadron**

**Mr. R. E. Deane, Office Assistant Secretary of Defense (Comptroller)**

**Mr. A. P. Lawo, Defense Communications Agency**

**Mr. W. E. Crouch, Defense Contract Audit Agency**

**Col. E. P. Leonard, Defense Intelligence Agency**

**Col. W. B. Leonard, Defense Investigative Service**

**Mr. R. N. Knauss, Defense Mapping Agency**

**Mr. E. L. Eagles, Defense Nuclear Agency**

**Col. J. J. Heyman, Defense Supply Agency**

**Mr. Charles Cowardin, National Security Agency**

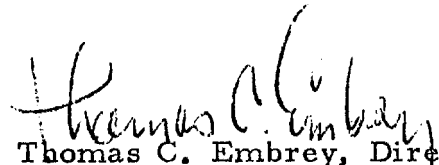
**SUBJECT: DoD Bus Transportation Between Rosslyn and Langley, Virginia**

**Reference: (b) Department of Defense Instruction 4515.7, "Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region", August 11, 1972.**

In the interest of the conservation of energy and overall Government economy, arrangements have been made for Department of Defense personnel on official business to ride Central Intelligence Agency buses between Rosslyn, Virginia and CIA Headquarters at Langley, Virginia. CIA employees are authorized to use DoD Bus Route 19 between Rosslyn and the Pentagon.

Attached hereto is the schedule for the CIA buses which may be used by DoD personnel immediately. The same identification accepted in riding DoD buses will be accepted in riding the CIA buses. In accordance with

reference (a), this bus service will be used in all cases where practical regardless of the grade, rank, or position of the person needing transportation. Accordingly, it is requested that you disseminate the attached schedule to all individuals who may have a need to use the service and to all officials involved in approving or making reimbursement for local travel.

  
Thomas C. Embrey, Director  
Space Management and Services

Attachment

~~Contract Bus~~

<u>LV</u> <u>Key Bldg.*</u>	<u>LV</u> <u>Magazine Bldg.*</u>	<u>AR</u> <u>Langley</u>	<u>LV</u> <u>Langley**</u>	<u>LV</u> <u>Key Bldg.</u>	<u>AR</u> <u>Magazine Bldg.</u>
0829	0830	0855	0900	0915	0916
0907	0908	0922	0920	0935	0936
0909	0910	0926	0930	0945	0946
0931	0932	0948	0940	0955	0956
0948	0949	1003	1000	1015	1016
1007	1008	1024	1020	1035	1036
1011	1012	1028	1030	1045	1046
1028	1029	1043	1040	1055	1056
1051	1052	1108	1100	1115	1116
1107	1108	1124	1120	1135	1136
1108	1109	1123	1130	1145	1146
1131	1132	1148	1140	1155	1156
1148	1149	1203	1200	1215	1216
1207	1208	1224	1220	1235	1236
1211	1212	1228	1230	1245	1246
1228	1229	1243	1240	1255	1256
1251	1252	1308	1300	1315	1316
1307	1308	1324	1320	1335	1336
1308	1309	1323	1330	1345	1346
1331	1332	1348	1340	1355	1356
1348	1349	1403	1400	1415	1416
1407	1408	1424	1420	1435	1436
1411	1412	1428	1430	1445	1446
1428	1429	1443	1440	1455	1456
1451	1452	1508	1500	1515	1516
1507	1508	1524	1520	1535	1536
1508	1509	1523	1530	1545	1546
1533	1534	1548	1540	1555	1556
			1600	1615	1616

\* Bus sign will be marked "Langley".

\*\* Bus will be designated no. 1, 2, or 3.

Note: Key Building address is 1200 Wilson Blvd.  
 Magazine Building address is 1815 N. Lynn Street.

MEMORANDUM OF AGREEMENT

In consideration of the mutual benefits to be derived, the Department of Defense agrees to allow officers and employees of the Federal Government employed in the Central Intelligence Agency to use the DoD bus route running between Rosslyn, Virginia and the Pentagon, in either direction, and the Central Intelligence Agency agrees to allow officers and employees of the Federal Government employed in the Department of Defense to use the CIA bus route running between Rosslyn, Virginia and the CIA Headquarters Building, Langley, Virginia, in either direction. Each agency will take positive action to insure that its personnel utilize the bus routes exclusively for the conduct of official Government business as required by 31 U.S.C. 638a, 18 U.S.C. 641, and other applicable statute<sup>s</sup>. As part of this agreement, also, each agency will furnish the other with facsimile passes in color for use in identifying riders.

Department of Defense

Central Intelligence Agency

Contacts on DOD-State Shuttle Service

State (Bureau of Administrations, Deputy Assistant Secretary  
for Ops)

	Phone
Mr. Scott F. Imirie Chief, General Services Division	101-21666
*Mr. Max L. Shimp Safety Director	101-20268
*Mr. Barney S. Flynt Bus Operations	101-21012

DOD (Assistant Secretary of Defense, Comptroller, Deputy  
Assistant, Secretary of Defense, Comptroller - Admin.)

Mr. Thomas C. Embrey Director for Space Management & Services	9-697-7241
*Mr. Leonard Aaronsen Chief, Space Management Branch	9-697-7281
*Mr. John Williams Bus Operations	9-697-7281

\*Prime contacts on Bus Operations

8 April 1974

Level At Which Agency-DOD Agreement Was Negotiated

Assistant Secretary of Defense, Comptroller

Deputy Assistant Secretary of Defense, Comptroller-Administrator

Space Management and Services Directorate \*

Space Management Branch \*\*

\* Agreement signed by Mr. Thomas C. Embery, Chief, Space Management and Services Directorate

\*\* John Williams located in Space Management Branch is the Administrator on Bus and Transportation. Agreement was signed on behalf of the Agency by [redacted] Chief, Logistics Services Division, Office of Logistics and delivered to John Williams on 5 April 1974.

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[redacted]  
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