

## **Draft Invitation Email Invitation Announcing Commuter Survey**

Attached is a link to the 2014 Pentagon/Mark Center Transportation Commuter Survey. This voluntary survey is administered by the Washington Headquarters Services (WHS) Transportation Management Program Office (TMPO). All Pentagon/Mark Center employees are invited to participate and may access the survey through the Interactive Customer Evaluation (ICE) online application. All responses will be kept confidential to the extent permitted by law.

The purpose of the survey is to gather travel mode choice information from DoD employees and contractors located at the Pentagon/Mark Center. Information gathered from this effort will be used to refine DoD shuttle services and travel demand management strategies currently being implemented at the facility to reduce congestion. Please take a few minutes to complete the survey and thank you for your participation in helping to improve the WHS Shuttle Program.

## **Draft Reminder Email**

TO: All Pentagon and Mark Center Personnel:

"This is a reminder to all Pentagon and Mark Center personnel to please take a few minutes to complete the 2014 Pentagon/Mark Center Commuter Survey.

The Pentagon/Mark Center Commuter Survey is an important tool used to help the WHS Transportation Management Program Office refine and improve the DoD Shuttle Service Program. It is 100% voluntary and accessible through the Interactive Customer Evaluation (ICE) online application at <<insert URL here>> from <<insert dates here>>.

Please take a few minutes to complete the survey and share your thoughts. Thank you for your participation in helping improve the DoD Shuttle Service Program!"