

ascertain the availability of materials before visiting the facility. Phone, 301-713-6950.

Speakers and Presentations Community and school outreach programs are presented upon request. Interested groups in the Washington, DC, area should call 202-501-5205. Groups outside the Washington, DC, area should contact the regional archives or Presidential library in their areas (see listings in the preceding text).

Education specialists present workshops at regional and national conferences of humanities professionals and as in-service training for teachers. For further information, contact the Education Branch by calling 202-501-6729.

Teaching Materials Education specialists have developed low-cost documentary teaching materials for classroom use. Each kit deals with an historical event or theme and includes document facsimiles and teaching aids. For further information, contact the Education Branch by calling 202-501-6729.

Tours Individuals or groups may request general or specialty tours behind the scenes at the National Archives building. Tours are given by reservation only, and individuals are requested to make reservations at least 3 weeks in advance. Tours are given at 10:15 a.m. or 1:15 p.m., Monday through Friday. Tours of the National Archives at College Park, MD, may also be arranged. Contact the Volunteer Office between 9 a.m. and 4 p.m., Monday through Friday. Phone, 202-501-5205. **Volunteer Service Opportunities** A wide variety of opportunities is available for volunteers. At the National Archives building and the National Archives at College Park, MD, volunteers conduct tours, provide information in the Exhibition Hall, work with staff archivists in processing historic documents, and serve as genealogical aides in the genealogical orientation room. For further information, call 202-501-5205. Similar opportunities exist in the Presidential libraries and at some of the regional archives.

For further information, write or visit the National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408. Phone, 202-501-5400. E-mail, inquire@arch2.nara.gov. Internet, <http://www.nara.gov/>.

NATIONAL CAPITAL PLANNING COMMISSION

Suite 301, 801 Pennsylvania Avenue NW., Washington, DC 20576

Phone, 202-724-0174

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 (Secretary of Defense)
 (Administrator of General Services)
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[For the National Capital Planning Commission statement of organization, see the *Code of Federal Regulations*, Title 1, Part 456.2]

The National Capital Planning Commission is the central agency for conducting planning and development activities for Federal lands and facilities in the National Capital region. The region includes the District of Columbia and all land areas within the boundaries of Montgomery and Prince Georges Counties in Maryland and Fairfax, Loudoun, Prince William, and Arlington Counties in Virginia.

The National Capital Planning Commission was established as a park planning agency by act of June 6, 1924, as amended (40 U.S.C. 71 *et seq.*). Two years later its role was expanded to include comprehensive planning. In 1952, under the National Capital Planning Act, the Commission was designated the central planning agency for the Federal and District of Columbia governments.

In 1973, the National Capital Planning Act was amended by the District of Columbia Home Rule Act, which made the Mayor of the District of Columbia the chief planner for the District; however, the Commission continues to serve as the central planning agency for the Federal Government in the National Capital region.

The Commission is composed of five appointed and seven *ex officio* members. Three citizen members, including the Chairman, are appointed by the President and two by the mayor of the

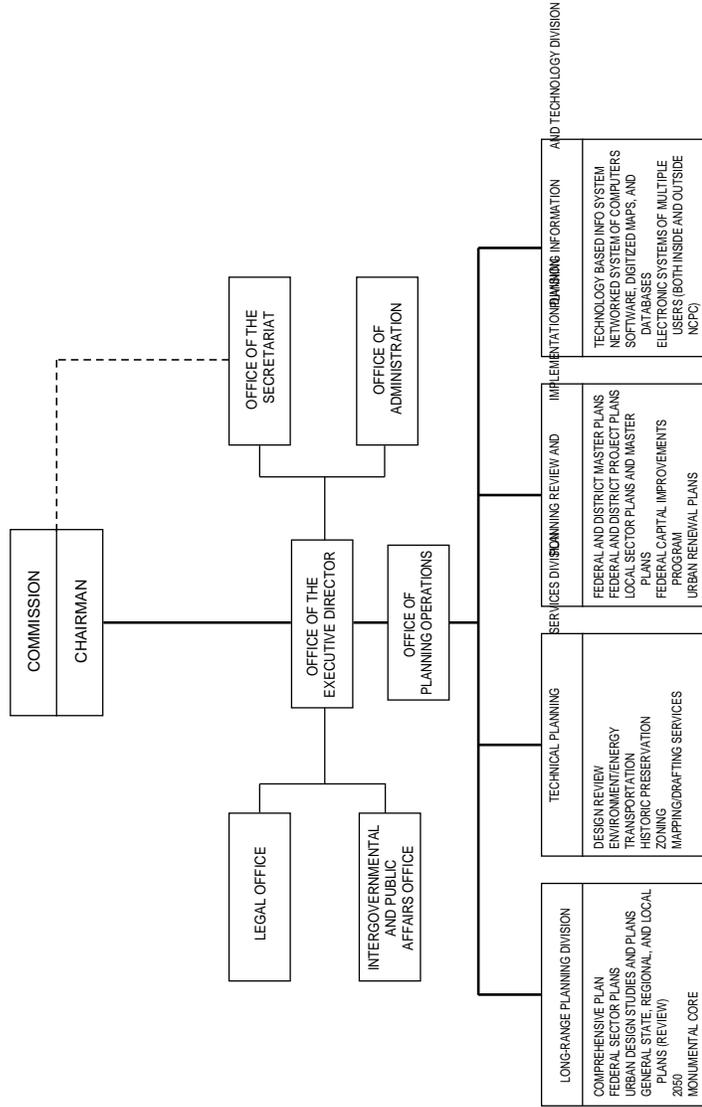
District of Columbia. Presidential appointees include one resident each from Maryland and Virginia and one from anywhere in the United States; however, the two mayoral appointees must be District of Columbia residents.

Activities

The Commission has three primary functions: comprehensive planning to ensure the orderly development of the Federal Establishment and protection of Federal interests in the National Capital region, plan and program review, and preparation of the Federal Capital Improvements Program.

Comprehensive Planning The Comprehensive Plan is a statement of policies dealing with the growth and development of the National Capital and consists of both Federal and District elements. It is an important planning tool that provides a framework for policy decisions regarding physical

NATIONAL CAPITAL PLANNING COMMISSION



development proposed by Federal, State, local, and regional agencies.

Plan and Program Review The Commission's plan and program review function consists of reviewing plans and programs proposed by Federal, State, regional, and local agencies or jurisdictions in the National Capital region. This function provides the Commission with an opportunity to coordinate plan and program proposals.

Following this review the Commission, with regard to certain types of projects, provides the sponsoring agency with comments and recommendations. Approval by the Commission must be obtained prior to construction of Federal public buildings in the District of Columbia and District of Columbia buildings in the central area of the District.

Each Federal or District project comes to the Commission for review at several stages. The first submission by an agency may be a master plan for an entire installation or facility. Plans for construction of individual projects implementing a master plan are submitted to the Commission at both the preliminary and the final stages.

Federal Capital Improvements Programming Another comprehensive planning activity is the preparation, adoption, and updating of the Five-Year Federal Capital Improvements Program, a "budget" schedule for Federal physical improvements throughout the National Capital region. It is prepared by the Commission in order to systematically review proposed Federal agency projects with regard to timing, location, and financing, and to coordinate agency

development plans throughout the region.

A Federal Capital budget represents the first year of the 5-year program and consists of capital outlay requests for the region contained in the President's fiscal year Federal budget transmitted to Congress. The program for the second through fifth years incorporates Commission recommendations to Federal agencies and the Office of Management and Budget for subsequent budget submissions to Congress.

Additional Activities Other Commission responsibilities include review of all proposed zoning regulations, map changes, and amendments to the District of Columbia zoning ordinance in order to ensure consistency of zoning regulations with Federal interests and with the Comprehensive Plan.

The Commission also:

- adopts urban renewal area boundaries;
- prepares, adopts, and modifies urban renewal plans;
- approves the Permanent System of Highways Plan;
- recommends proposed street and alley closings;
- approves transfers of jurisdiction between Federal and District agencies;
- approves the sale of surplus property and park land; and
- acquires land for parks and parkways in the National Capital region.

The Commission serves the entire National Capital region by coordinating Federal planning and development with the planning activities of State, local, and regional agencies and jurisdictions.

For further information, contact the Public Affairs Officer, National Capital Planning Commission, Suite 301, 801 Pennsylvania Avenue NW., Washington, DC 20576. Phone, 202-724-0174. Fax, 202-724-0195.

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