



U.S. Department of Justice

Multimodal Access Plan

Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*, Section 7(f), requires Federal agencies to consider the development of policies to promote sustainable commuting and work-related travel practices for Federal employees through strategies like workplace electric vehicle charging, bicycling and other forms of active commuting, increased telecommuting and teleconferencing, and incentivizing carpooling and the use of public transportation where consistent with agency authority, Federal appropriations, and other laws. This Multimodal Access Plan (MAP) outlines the U.S. Department of Justice's (DOJ's) implementation strategies, and is organized into the following categories:

- I. Workplace Charging
- II. Bicycling and other forms of Active Commuting
- III. Telecommuting and Teleconferencing Expansion
- IV. Carpooling and the use of Public Transportation

I. Workplace Charging

Overview

The *Fixing America's Surface Transportation Act* (FAST Act) authorizes the General Services Administration (GSA) and other Federal agencies to install and operate plug-in electric vehicle (PEV) charging stations for privately owned PEVs in parking areas used by Federal employees and authorized users, and provides for the collection of fees to recover these costs. Furthermore, the implementing instructions of EO13693 call for agencies to consider planning for appropriate workplace charging.

Summary of Strategy

In order to accomplish the goals established by EO 13693 and the FAST Act, DOJ is considering the following strategies:

1. Conducting surveys of employees' commuting and travel behavior and interest in availability of Electric Vehicle Supply Equipment (EVSE) at the bureau and facility levels.
2. Determining the quantity of existing parking spaces at owned and operated facilities that are serviced by alternating current (AC) Level 1 EVSE and the quantity of parking spaces that could be serviced by AC Level 1 EVSE.
3. Developing a Department-wide memorandum to incorporate provisions for workplace charging.
4. Conducting outreach to employees on the benefits of commuting in PEVs. Outreach may include Earth Day events, ongoing agency-wide communications, and instructional brochures.
5. Continuing ongoing discussions with facilities staff and building owners regarding deploying or using existing AC Level 1 EVSE.
6. Continuing to monitor policy developments in the Federal Community through participation in Workplace Charging Initiative meetings, workshops, webinars and GreenGov dialogues.

Key Agency Personnel and Stakeholders

- DOJ's Chief Sustainability Officer
- Bureau Environmental and Sustainability Program Teams
- Facilities staff, building owners, and real property managers
- DOJ and Bureau Fleet Program Managers

Resources

- The Department of Energy's (DOE's) Workplace Charging Challenge website has numerous resources to help guide agencies through the development of workplace charging.
 - [Workplace Charging Challenge](#)
 - [Workplace Charging Installation Costs](#)
 - [Workplace Charging Equipment Costs](#)
 - [Plug-In Electric Vehicle Handbook for Workplace Charging Hosts](#)
 - [Tips on Engaging Employees on Driving Electric Vehicles](#)
- The White House Council on Environmental Quality's guidance for Federal Agency Implementation of Workplace Charging Pursuant to the FAST Act: Level 1 Charging Receptacles dated June 2016 is available at "[whitehouse.gov](#)". GSA Training, "Planning for a Charging Station", "Installing a Charging Station", and "Using a Charging Station" are available at "[drivethru.fas.gsa.gov](#)".

II. Bicycling and other forms of Active Commuting

Overview

The implementing instructions for EO 13693 call for agencies to consider recommendations from the revised Interagency Task Force on Bicycling and Active Transportation report (*forthcoming*),

and to offer employees reimbursement for bicycling under the Qualified Transportation Fringe Benefits tax provision. Furthermore, promoting bicycling and active commuting is a great way for DOJ to reduce scope 3 greenhouse gas (GHG) emissions from employee commuting.

DOJ has been promoting bicycle commuting for many years, participating in Washington D.C.'s annual Bike-to-Work Day, and providing bicycle parking and showers where applicable. In 2015, DOJ placed in the top five employers by number of participants for Bike-to-Work Day. In addition, DOJ has maintained a Bicycle Commuter Fringe Benefits Program since 2010. The Program provides interested DOJ employees with a 'qualified bicycle commuting reimbursement' of \$20 per month that can be used towards the purchase of a bicycle, bicycle improvements, repair, and storage. In order to be eligible, the bicycle must be used regularly (at least once per week) for travel between the employee's residence and place of employment. In May 2016, the U.S. Marshals Service (USMS) added a Bicycle Benefits Program to reduce traffic congestion, improve air quality, and promote wellness amongst employees.

Summary of Strategy

In order to improve participation in bicycle commuting and other forms of active commuting, DOJ is considering the following strategies:

1. Conducting employee surveys on commuting and travel behavior and interest in bicycling and other forms of active commuting at the bureau and facility levels.
2. Determining quantities of existing and needed bicycle racks and availability of or need for showers and locker rooms at owned, operated and commercial leased facilities.
3. Conducting outreach to DOJ employees regarding the benefits of commuting by bicycle or by other active transportation. Outreach efforts may include:
 - a. Providing communications materials to Environmental Management System Teams;
 - b. Hosting Earth Day and Bike-to-Work Day outreach events;
 - c. Distributing area maps showing running/walking paths, bike paths and roads with designated bike lanes, and identifying meet-up locations for commuter convoys;
 - d. Providing bicycle helmet fittings and arranging for vendors to be available for periodic Bicycle Safety Accessories & Fitting Events (B-SAFEs); and
 - e. Developing content on bicycling and active commuting safety and security tips.
4. Obtaining proposals and funding to add bicycle racks, lockers, and shower rooms at facilities where deemed appropriate based on identified need and funding availability.
5. Working with facilities staff to install additional bicycle infrastructure.
6. Ensuring that the new USMS headquarters location will have dedicated bicycle storage lockers and direct access to showering facilities and locker rooms.
7. Participating in the Federal Bike Challenge and celebrating National Bike to Work Day.

Key Agency Personnel and Stakeholders

- DOJ's Chief Sustainability Officer

- Bureau Environmental and Sustainability Program Teams
- Facilities staff, building owners, and real property managers

Resources

- U.S. Department of Transportation’s “Implementing a Successful Bicycle and Active Commuting Program” (*forthcoming*) will provide information to support establishment of a bicycle and active commuter program.

III. Telecommuting and Teleconferencing Expansion

Overview

The implementing instructions for EO 13693 call for agencies to consider planning for the facilitation of activities to increase telecommuting and teleconferencing. Furthermore, promoting telecommuting and teleconferencing will help DOJ to reduce scope 3 GHG emissions associated with employee commuting and business travel, and can improve the quality of work and life experiences for Federal employees. Table-1 below summarizes the results of DOJ’s 2014 – 2015 Telework Data Call. As shown below, 6,032 employees participated in some form of telework in FY 2015, up 36 percent from 4,451 in FY 2013. Although only 18 percent of eligible employees teleworked, this percentage has increased significantly.

Table-1: FY 2015 Employee Telework Summary

Total FY 2015 DOJ-wide employees	114,152
Total employees eligible for telework	32,976 <i>29 percent of total DOJ-wide employees</i>
Total employees who teleworked during FY 2015	6,032 <i>5.3 percent of total DOJ-wide employees</i> <i>18 percent of eligible employees</i>

Telecommuting and teleconferencing have been a top priority at DOJ for many years, and DOJ maintains a wide array of services, a few of which are outlined below:

- Video conferencing systems are installed in all 94 United States Attorney districts, supporting more than 500 rooms systems, 100 desktop systems, and 11,000 iOS (iPhone and iPad) devices.
- DOJ’s Justice Unified Telecommunications Network is a managed enterprise network that provides telecommunications services to DOJ’s Component headquarters, data centers, and field office locations.

- DOJ Connect provides Encrypted Virtual Private Network access to DOJ information resources via the internet for government laptops, personal laptops and mobile devices, allowing many DOJ employees to access files and conduct business remotely.

Since 2010, all DOJ Components have reported quarterly cost savings associated with video conferencing and teleconferencing to DOJ's Justice Management Division.

Each DOJ Bureau has its own telework initiatives and policies. Policy at the Federal Bureau of Prisons (BOP) currently allows supervisors at BOP's central and regional offices to telework one day per week and non-supervisory employees to telework three days a week (excluding primary law enforcement personnel located at institutions). Compressed work schedules are regularly used at BOP institutions. The schedule varies by institution, with a majority favoring four 10-hour work days per week. Teleconferencing and videoconferencing are regularly used throughout BOP to allow for meetings without having to travel. Many departments are providing videoconferencing systems for employees, either at their desks or in a group conference room. BOP has an internal system to which employees have access that allows them to schedule video conferences as desired.

DEA plans to implement Lab as a Service (LaaS) capability to provide virtual servers/workstations, storage, and network and operating systems as an on-demand service. This service will provide independent shared environments for use by customers for engineering, integration, and development projects.

The new headquarters location for USMS will have updated phone, video, and teleconferencing capabilities that will facilitate more productive meetings through enhanced communications. Telework-eligible USMS employees will have the opportunity to telecommute, mission permitting. The existing USMS telework policy may be reevaluated after all employees have moved to the new site.

Summary of Strategy

In order to improve participation in telecommuting and teleconferencing, DOJ is considering the following strategies:

1. Conducting surveys of employees on commuting and travel behavior and interest in increased availability of telecommuting and teleconferencing at the Bureau and facility levels.
2. Continuing to hold meetings of the DOJ Telework Working Group.
3. Encouraging employees to become familiar with DOJ's programs and policies, including:
 - a. Compressed and flexible work schedules;
 - b. Part time;
 - c. Job sharing; and
 - d. Telework.

4. Developing outreach materials that educate employees about the use of video-teleconferencing equipment, and its impacts on the reduced need for business travel.
5. Analyzing potential travel cost savings from using teleconferencing and video-teleconferencing.

Key Agency Personnel and Stakeholders

- DOJ's Chief Sustainability Officer
- Bureau Environmental and Sustainability Program Teams
- Human resources staff
- IT staff
- DOJ and Bureau managers and supervisors

Resources

- The Office of Personnel Management's telework website, "Telework.gov", has many answers for agencies considering expansion of telework programs.
- The DOJ and Bureau telework policies – DOJ Telework Policy at "Justice.gov".

IV. Carpooling and the use of Public Transportation

Overview

The implementing instructions for EO 13693 call for agencies to consider new strategies to incentivize carpooling and the use of public transportation to and from Federal facilities including for vehicle and bicycle sharing programs. Furthermore, promoting carpooling and public transportation will help DOJ to reduce scope 3 GHG emissions from employee commuting.

DOJ currently operates a Department of Justice Employee Transit Savings (JETS) program. The program provides all enrolled employees who use a qualified form of transit with a transit subsidy. The program applies to DOJ employees working in the Washington National Capital Region (NCR) and those employees working outside NCR who receive employer approval. Four out of DOJ's five Bureaus participate in the JETS program, and all Bureaus provide a transit subsidy option to employees. Table-2 below summarizes FY 2015 JETS enrollment by Bureaus and components.

Table-2: JETS Enrollment by Bureau/Component

Bureau/Component	Total FY 2015 Employees	FY 2015 JETS Enrollment
ATF	5,079	640 <i>(13 percent of total)</i>
BOP	38,828	6,850 <i>(18 percent of total)</i>
DEA	8,405	772 <i>(9 percent of total)</i>
FBI	35,167	5,924 <i>(17 percent of total)</i>
USMS*	5,382	373 <i>(7 percent of total)</i>
Offices, Boards, and Divisions	21,291	9,475 <i>(45 percent of total)</i>
TOTAL		24,034 <i>(21 percent of total)</i>
*USMS administers its own transit subsidy program.		

At remote BOP institutions, vanpools are frequently used, transporting staff from various population hubs to the institution. This is used in lieu of mass transit, as there is frequently no mass transit in the area. Institutions publish the availability and openings in vanpools regularly for institution staff. BOP has a transit subsidy office that handles registering employees for the transit subsidy benefit and clarifying any issues that arise.

To increase employee utilization of public transportation, USMS has requested that Arlington County extend public bus transportation stops to the new headquarters facility. As of the writing of this MAP, Arlington County had not made a determination if new bus routing is feasible. Once Arlington County announces its decision, USMS will communicate the information to its employees and determine if additional carpools are necessary.

DOJ's Parking Management Policy (December 2011) prioritizes parking spaces for carpools and vanpools.

Summary of Strategy

In order to improve the use of carpooling, vanpooling, and public transportation, DOJ is considering the following strategies:

1. Conducting surveys of employees on commuting travel behavior and interest in ridesharing and using public transportation at the bureau and facility levels.
2. Promoting JETS and carpooling with outreach events around the theme "Green Your Commute," including Earth Day tabling, emails, and posters.

3. Providing information to employees on the benefits of using ridesharing and public transportation, including information on DOJ's JETS program and tools/resources for connecting with other employees interested in ridesharing.
4. Ensuring preferred parking for carpools and vanpools.

Key Agency Personnel and Stakeholders

- DOJ's Chief Sustainability Officer
- Bureau Environmental and Sustainability Program Teams
- Human resources staff
- Facilities staff and building owners
- DOJ and Bureau fleet managers

Resources

- The American Public Transportation Association's publication, "Evaluating Public Transportation Health Benefits", provides Federal agencies with useful information for their employees about the health benefits of using transit.
- Arlington County Commuter Services' "CommuterPage.com" website has numerous resources to help guide the ongoing development of the Ridesharing and Public Transportation strategy.