

**U.S. Department of Labor
Multimodal Access Plan Strategy
June 2016**

I. Agency Workplace Charging Plan

The Multimodal Access Plan implementing instructions for E.O. 13693 call for agencies to consider planning for appropriate workplace charging. Forthcoming CEQ guidance on workplace charging provisions of the Fixing America's Surface Transportation (FAST) Act will provide agencies a framework for providing and being reimbursed for workplace charging used by Federal employees and authorized users for their privately owned electric vehicles. The Department of Labor has adopted the following strategy and will reevaluate the need for further actions after the CEQ guidance is issued.

A. Summary of Strategy:

The U.S. Department of Labor (DOL) will initially conduct a limited survey of employees in selected metropolitan areas to gauge employee interest in EVs. Based on employee interest and factors such as available charging at DOL owned and leased facilities, DOL will determine additional actions. DOL has already installed EV charging stations at some Job Corps Centers so that Center personal can use low-speed electric vehicles for onsite travel. The decision on whether EV charging stations might be made available to employee and contractor personal vehicle charging will be made after the issuance of CEQ guidance on the FAST provisions.

B. Details of Strategy:

1. Actions and Projected Timeframes

- Work with HR to identify metropolitan locations for conducting employee survey. If possible, align the survey to coincide with other employee outreach such as employee transit recertification.
- Design survey and implement by June 2017.
- Determine further actions based on survey results.
- Identify if additional Job Corps Centers are appropriate for the installation of EV charging stations by June 2017.
- Determine whether employee and contractor personal vehicles will be able to use federal charging stations after reviewing guidance issued by CEQ.

2. Roles and Responsibilities of Key Agency Personnel

- Agency Fleet Manager will work with HR to design and implement survey.

3. Outreach to Agency Employees and Visitors

- The survey will serve as the DOL's outreach effort.

4. Incentivizing EV Usage

- A strategy for incentivizing EVs will be determined following the employee survey, based on survey results.

5. Assessing Demand for Bicycle and other Active Commuter Needs

- DOL already incentives, and at least annually assesses, demand for bicycle program usage, vanpool and car share arrangements and mass transit.

6. Ensuring Continued Success

- DOL will continue to conduct agency self-assessments at least annually to gauge demand for, and the success of, commuting programs.

C. Resources:

- CEQ will be issuing guidance in the spring/summer of 2016 for unmetered, level one charging (UML1) for Federal employees and authorized users, and plans to issue subsequent guidance for metered level one, and level two and DC Fast Charging.

II. Agency Bicycling and Active Commuter Program

A. Summary of Strategy:

DOL currently offers a Bicycle Commuting Reimbursement Program (BCRP) that incentivizes employee biking by allowing DOL employees and students providing services under 5 U.S.C Section 2105 to be reimbursed up to \$20 a month, to a maximum of \$240 per calendar year, for qualified bicycle expenses, including the purchase of a bicycle, bicycle improvements (locks, lights, and rack), repair, maintenance, and storage.

B. Details of Strategy:

Eligible individuals use the DOL's Travel Management System (E2) to create a voucher against which they can upload biking receipts for reimbursement. Participants are eligible to receive up to \$20 per month tax-free.

1. Actions and Projected Timeframes

- The DOL will continue to offer this employee Biking Commuter Reimbursement Program (BCRP) benefit.

2. Roles and Responsibilities of Key Agency Personnel

The DOL BCRP is coordinated through DOL's Office of Worklife, Leave, Benefits Policy and Programs. At the National Office there are also three Points of Contact (POC) in the Office of the Chief Financial Officer (OCFO). Regional POCs have been designated for Boston/New York, Philadelphia, Atlanta, Chicago/Kansas City, Dallas/Denver, and San Francisco. The Bureau of Labor Statistics has its own POC.

3. Outreach to Agency Employees and Visitors

- DOL periodically promotes the BCRP through a variety of means including posters and employee announcements.

4. Incentivizing Bicycle Usage and other Forms of Active Commuting

- DOL has established an incentive of up to \$20 per month tax-free for qualified biking expenses.
- Employees at the National Office have access to shower and locker facilities.

5. Assessing Demand for Bicycle and other Active Commuter Needs

- The DOL assesses program demand and tracks usage through its reimbursement program.

6. Ensuring Continued Success

- DOL conducts an agency self-assessment at least annually to gauge success of the BCRP

C. Resources:

- US DOT's forthcoming "Implementing a Successful Bicycle and Active Commuting Program" will provide information to support.

III. Agency Telecommuting and Teleconferencing Expansion Plan

The Multimodal Access Plan implementing instructions for E.O. 13693 call for agencies to consider planning for the facilitation of activities to increase telecommuting and teleconferencing as an effective means of reducing an agency's Scope 3 emissions, and for improving the quality of work and life experiences for Federal employees.

A. Summary of Strategy:

DOL has active telecommuting and teleconference programs. DOL administers its telework program in accordance with Public Law 106-346, Public Law 111-292 (the Telework Enhancement Act of 2010), and applicable statutes and regulations. The Act aims to increase telework opportunities for Federal employees and requires executive agencies to establish a policy under which eligible employees of the agency may participate in telework without diminishing employee performance or agency operations. All DOL employees meeting the definition of employee as defined in Section 2105 of Title 5 of the United States Code are covered by the Telework Enhancement Act of 2010. DOL's teleconferencing includes webinar and video capacity. At the DOL National Office, over 30 rooms located throughout the Frances Perkins Building (FPB) can be used for teleconferencing. DOL regions also have teleconferencing capability.

B. Details of Strategy:

1. Actions and Projected Timeframes

- Teleworking and teleconferencing will continue to be encouraged.

2. Roles and Responsibilities of Key Agency Personnel

- The Office of the Assistant Secretary for Administration and Management (OASAM) Human Resources Center coordinates the telework program at the Departmental level. Additionally, all DOL agencies and regions have an assigned Telework Coordinator.
- DOL employees are required to complete telework training before entering into a telework agreement.
- Supervisors determine telework schedules and office coverage requirements and approve telework agreements.
- OASAM Business Operations Center (BOC) is responsible for the DOL conference centers.
- The Office of the Chief Information Officer (OCIO) helps to ensure that presenters and attendees are able to log into the DOL computers.

3. Outreach to Agency Employees

- DOL encourages employees to telework through Departmental notices and through other methods such as posters and newsletters. All employees eligible for telework must take training on telework best management practices.
- A new DOL employee resources webpage for teleconferencing has been created that includes DOL policies and other important information, and a Sharepoint reservation section.

4. Incentivizing Increased Telecommuting and Teleconferencing

- The DOL policy for telework includes regular and routine telework arrangements and less formal situational arrangements. DOL's policy recognizes the mutual benefits of a flexible workplace program to the Department and its employees so long as DOL missions are accomplished without diminishing employee performance or the operations of the agency. Telework is a voluntary program.
- Teleconferencing is encouraged by DOL as a measure to reduce agency costs.

5. Assessing Demand for Telecommuting and Teleconferencing

- DOL conducts an agency self-assessment at least annually to gauge success of the telework program. Telework is tracked on employee timesheets.
- DOL will determine whether it is feasible to track the demand for teleconferencing.

6. Ensuring Continued Success

- DOL conducts an agency self-assessment at least annually to gauge success of the telework program. Telework is tracked on employee timesheets.
- DOL will determine whether it is feasible to conduct an agency self-assessment to gauge the success of its teleconferencing program.

IV. Agency Carpooling and Transit Plan

The Multimodal Access Plan implementing instructions for E.O. 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. A Carpooling and Transit Expansion Plan (CTEP) can be an effective means of reducing an

agency's Scope 3 emissions, and for improving the quality of work and life experiences for Federal employees and visitors of Federal agencies.

A. Summary of Strategy:

DOL established a transit subsidy program in April of 2000 under Presidential Executive Order 13150. The subsidy is provided pursuant to Public law 103-172, the Federal Employees Clean Air Incentives Act (5 U.S.C., Section 7905), which is designed to improve air quality, reduce traffic congestion, and conserve energy by encouraging employees to commute by means other than single occupancy vehicles. To qualify, employees use a mass transit system or commuter highway vehicle as the normal method of commuting to and from work.

B. Details of Strategy:

1. Actions and Projected Timeframes

- DOL will continue its transit subsidy benefit program.

2. Roles and Responsibilities of Key Agency Personnel

- The National Office has three Transit Subsidy Benefits Coordinators and the Regions have Transit Subsidy Benefits Coordinators as well.

3. Outreach to Agency Employees and Visitors

- Annually agency employees are encouraged to apply for the transit subsidy program.
- Outreach occurs by means of the DOL LaborNet webpage, through new employee orientations, and employee notifications.

4. Incentivizing Carpooling and Transit usage

- DOL employees may receive up to a maximum of \$255 per month or actual commuting cost, whichever is lower. The transit subsidy benefit is for use on mass transportation expenses only.

5. Assessing Demand for Carpooling and Transit Services

- DOL conducts an agency self-assessment at least annually to gauge demand for the transit subsidy benefit.

6. Ensuring Continued Success

- DOL conducts an agency self-assessment at least annually to gauge success of the transit subsidy benefit program.