



The Honorable Albert Gore, Jr.
President of the Senate
Washington, DC 20510

Dear Mr. President:

The purpose of this letter is to transmit a report on agency programs undertaken in support of Public Law 103-172, the Federal Employees Clean Air Incentives Act (the Act). The Act is designed to reduce traffic congestion and improve air quality. This goal is accomplished by allowing Federal agencies to establish employee programs that promote commuting to work by mass transit systems.

As required by Section 2 of the Act, the enclosed report provides information on the number of Federal agencies offering programs under this section. Included is a brief description of each program; the extent of employee participation in the respective agency programs, and any related costs to the Government. In addition, provided therein is an assessment of any environmental or other benefits realized as a result of the programs established under this section and any other innovative practice that the agency has initiated in support of the Act. The report covers agency program activities for combined fiscal years 1996 and 1997.

All agency programs are aimed at encouraging commuting by means other than single-occupancy motor vehicles; however, the method of accomplishing this can vary by agency. Therefore, the report groups information submitted by 32 Federal agencies into three specific groups that are mentioned in the legislation. These include: transit fare subsidies (passes, vouchers, or other cash reimbursements); accommodations to bicyclists (bike racks, lockers and shower facilities), and non-monetary incentives (alternative work schedules, flexitime, ridesharing, and related parking and shuttle transportation support).

The General Services Administration will continue to keep the Congress fully apprised of activities initiated under this Act as they develop. I look forward to receiving any comments or questions you or other members of Congress have on this report.

Respectfully,

A handwritten signature in black ink that reads "David J. Barram". The signature is written in a cursive style with a long horizontal line extending to the right.

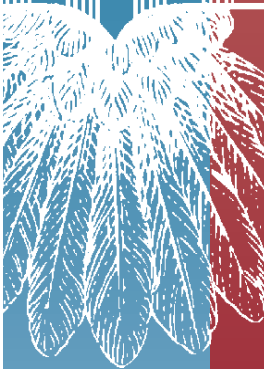
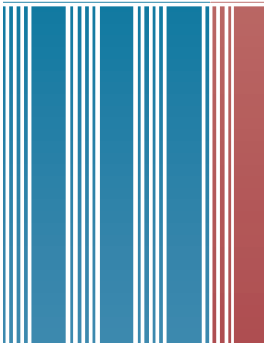
David J. Barram
Administrator

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U.S. General
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Federal Employees Clean Air Incentives Act Report

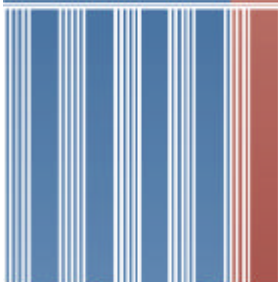
Fiscal Years 1996 and 1997

U.S. General Services Administration
Office of Governmentwide Policy
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Washington, DC 20405
October 1997

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TABLE OF CONTENTS

	Page
Executive Summary.....	1
Transit Fare Subsidy Programs.....	6
Agency Accommodations for Bicyclists.....	9
Other Agency Non-Monetary Incentives.....	13

Appendices

Appendix A: Agency Subsidies Summary

Appendix B: Transit Fare Subsidies for Employees

Appendix C: Accommodations for Employees Commuting by Bicycles

Appendix D: Flexible Work Schedules and Flexiplace Arrangements

Appendix E: Agencies Providing Carpool/Vanpool/Shuttle Subsidies

Appendix F: Reporting Agencies and Related Contact Persons

Appendix G: References

EXECUTIVE SUMMARY

Background: Alternatives to Single-Occupancy Vehicle Use

Public Law 103-172, the Federal Employees Clean Air Incentives Act, dated December 2, 1993, (codified as 5 U.S.C. § 7905)(the Act), is designed to improve air quality and reduce traffic congestion by having Federal agencies encourage their employees to commute by means other than single-occupancy vehicles. The legislation permits the head of each agency to establish programs that promote initiatives such as:

transit passes (including cash reimbursements, and vouchers);
furnishing space, facilities or services to bicyclists; and
non-monetary incentives which the agency head may otherwise offer under any other provision of law (alternative work schedules, flexitime, telecommuting, ridesharing, flexiplace, and related parking and shuttle arrangements).

The President has designated the General Services Administration (GSA) as lead agency for compiling this information. In this capacity GSA has responsibility for facilitating the establishment of program guidance, providing technical advice to agencies, and reporting on these matters to the President and the Congress. GSA has compiled information from 32 executive branch departments and agencies for this report. The report provides information and data on Federal agency activities undertaken in support of the Act for fiscal years 1996 and 1997. A summary of all agency data is provided in Appendix A.

General Comment

Data provided herein covers fiscal years 1996 and 1997. Data provided by agencies in the previous report addressed fiscal year 1994. In addition, there are 32 Federal agencies that are reporting information or data in this report compared to 25 that reported information or data in fiscal year 1994. Any inferences that would be drawn from conducting a comparison of agency data for the two reporting periods could lead the reader to draw erroneous and unsupported conclusions.

Transit Fare Subsidies

In accordance with the Act, 20 agencies have spent approximately \$32.6 million to provide 75,926 Federal employees with subsidized mass transportation in fiscal years 1996 and 1997. Most agency subsidies range from a minimum of \$5.00 to \$65.00 per month¹, with the average payment of approximately \$173.00 per employee each year.

Even though few agencies commented on the benefits of providing transit fares to their employees, there are a few that gave the program high marks. For example, the Department of Energy (DOE) reports that their program has taken off the road approximately 2,300 vehicles. The Department of Transportation (DOT) states that the program has resulted in the return of 488 parking permits with 1,898 employees no longer using agency parking facilities. The Environmental Protection Agency (EPA) indicates that 50 percent of headquarters employees in Washington, DC receive \$65.00 per month in transit fare subsidies.

Although no agency has made specific comments on how employee morale is affected by the program, the high level of employee participation suggests that the initiative is beneficial. A breakout on agency transit fare subsidies for fiscal years 1996 and 1997 is provided in Appendix B.

Accommodations for Bicyclists

Twenty-nine agencies report that they furnish bicycle accommodations, as mandated by the Act. It is estimated that 2,596 Federal employees used bicycles to commute to work sometime during the two-year reporting period. Twenty-three of these agencies have provided specific data on the types of accommodations provided which include: 183 bicycle racks, 2,984 individual slots in bicycle racks, 2,714 showers/showerheads, 7,645 changing lockers and 883 bicycle and motorcycle parking spaces. Bicyclists and joggers use the shower and locker facilities. Several agencies report that they do not furnish showers or lockers to bicyclists; however, there are gym facilities on the premises that provide these accommodations to its members.

The cost of providing accommodations to bicyclists is not available for all reporting agencies since most agencies do not maintain this type of data. However, ten agencies have indicated that they spent \$150,103 on these accommodations during fiscal years 1996 and 1997. Most costs reported by the agencies are one-time expenditures.

¹ Section 132 of The Internal Revenue Code, 26 U.S.C. § 132(f) classifies a transit pass as a “qualified transportation fringe” and allows a maximum of \$65.00 per month to be excluded from gross income for the aggregate of the benefits received from transit passes and commuter highway vehicle transportation

No agencies offer measurable evidence of the impact of bicycle accommodations in reducing single occupancy vehicle use. A breakout on agency bicycle accommodations for fiscal years 1996 and 1997 is provided in Appendix C.

Non-Monetary Incentives

This category includes flexible work hours and schedules, flexiplace, telecommuting, ridesharing and indirect carpool/vanpool/shuttle subsidy arrangements. Data on telecommuting is not included in this report. GSA has reported the status of the telecommuting program under separate cover to the President and the Congress. The report dated July 1997 is entitled, Federal Interagency Telecommuting Centers.

1. Flexible Work Hours and Schedules

Twenty-eight agencies offer flexible work hours to their employees under Public Law 99-196, dated December 23, 1985. Agencies offer a wide range of flexible working arrangements like alternate work schedules and flexitime schedules. Twenty-five agencies report that 413,452 employees have elected to work under a flexible schedule. These programs promote better working relationships between employer and employee resulting in improved employee morale, increased employee productivity, less unscheduled leave and the expansion of new family-friendly programs.

The Office of Personnel Management (OPM) notes that employee productivity has increased as a result of the alternate work schedules, flexitime schedules and telecommuting. EPA reports that their flexible work schedules facilitate greater employee participation in carpools and vanpools, and allow employees to adjust duty hours to the most advantageous way relative to their individual commuting needs.

2. Flexiplace Arrangements

Nineteen agencies currently offer flexiplace (work-at-home) arrangements. Seventeen of the 19 agencies report that 12,918 employees are currently in the program. These arrangements are authorized by OPM guidance on Alternate Workplace Arrangements, issued October 25, 1993, and Public Law 103-329, dated October 4, 1994. Specific costs for establishing flexiplace home stations have not been provided by all agencies. However, 5 agencies have reported cost data totaling approximately \$2.1 million for fiscal years 1996 and 1997. These dollars provide for the acquisition of furniture, telephone lines, and fax and computer equipment. For example, the Internal Revenue Service (IRS) spent 98 percent of the total dollars reported above to enable 11,615 employees to work at home.

The use of flexiplace arrangements by agencies reduces traffic congestion since fewer employees are competing for already overburdened highways. A breakout on agencies providing data on flexible working schedules and flexiplace for fiscal years 1996 and 1997 is provided in Appendix D.

3. Ridesharing Programs

Twenty agencies promote a ridesharing program, which is authorized by Executive Order 12191, dated February 1, 1980, and Federal Property Management Regulations (FPMR) Subchapter 101-6.300 (41 C.F.R. 101-6.300). Some agencies have programs that include intergovernmental networking systems, transportation management plans, seminars, special events and promotional campaigns. The other agencies provide transportation information updates on the benefits of ridesharing through newsletters, bulletin boards and e-mail notices.

There is a wide range of program activities and employee participation among the agencies. As examples, the Nuclear Regulatory Commission (NRC) has achieved the goals of its traffic mitigation agreement with Montgomery County, Maryland. The goal is a reduction of at least 277 site-generated trips during peak rush hours. EPA also has an extensive rideshare program. It estimates that the program in the Atlanta Region has reduced 1.1 million vehicle miles driven each year, eliminated the production of 1.4 million pounds of carbon dioxide, and prevented the emission of 4,600 pounds of organic materials and 4,700 pounds of oxides of nitrogen from entering the atmosphere. Additionally, most agencies also have annual ridesharing expositions and fairs, and computer zip code matching services. Furthermore, some agencies are members of the Washington Metropolitan Council of Governments' Ridefinders Network. Most large agencies with regional and district office components have similar programs throughout the country.

The broad spectrum of rideshare programs shared by agencies is evidence of an ongoing effort by the Federal Government to reduce the number of employees that commute to the workplace in single-occupancy vehicles. Program initiatives of this type will continue to expand as public concern grows over air pollution and traffic congestion in our nation's metropolitan areas.

4. Carpool/Vanpool/Shuttle Subsidies

In addition to providing direct subsidies for transit fare passes and reimbursements for use of vanpools, some agencies provide indirect subsidies that benefit employees and reduce the use of single occupancy vehicles. These include agency sponsored shuttle services, which are authorized by the Federal Property and Administrative Services Act of 1949, as amended, and Executive Order 10579, dated November 30, 1954. Also included are subsidies for carpool or vanpool parking, which are authorized by FPMR 41 C.F.R.101-20.104 and FPMR Amendment A-36, and subject to Public Law 102-486, Energy Policy Act of 1992.

A. Carpool/Vanpool Subsidies

Twenty-three agencies report that they support employees using carpools and vanpools to commute to work. Twenty-one agencies provided 16,128 carpool and vanpool parking spaces to 47,899 Federal employees during the fiscal year 1996 and 1997 reporting period. Twelve of the 21 agencies report that they paid parking subsidies of approximately \$25.4 million during the same two-year period. Most agencies require that at least 3 people be assigned to a vehicle to be eligible for these reserved parking spaces.

B. Shuttle Subsidies

Thirteen agencies report shuttle service programs to their employees. Most shuttle service programs reported by agencies is in the form of transportation to and from mass transit drop points and transportation between agency buildings. Seven of the 13 agencies indicated that they paid shuttle subsidies of \$755,052 during fiscal years 1996 and 1997. It is reported that shuttle services were provided to approximately 19,639 employees each month during the same reporting period.

The broad spectrum of indirect carpool, vanpool, and shuttle subsidy programs utilized by many agencies provides evidence of a major effort to reduce the number of single occupancy vehicles at parking facilities used by Federal agencies. A breakout on agencies that reported data on carpool and vanpool parking subsidies and shuttle subsidies is provided in Appendix E.

Conclusion

The Federal Employees Clean Air Incentives Act has resulted in 32 executive agencies instituting various programs to encourage employees not to use single occupancy vehicles to commute to work. Some agencies believe that their programs have positively impacted the commuting behavior of employees.

Accommodations for bicyclists are relatively inexpensive and offer an immediate impact of improving air quality and reducing traffic congestion. Based on most agency reports, the availability of these accommodations has encouraged employees to use bicyclists to commute to work.

Non-monetary incentives that include: flexible work schedules, flexiplace, telecommuting, ridesharing and indirect carpool/vanpool/shuttle subsidy arrangements, have provided a great amount of activity related to the purposes of the Act. Benefits to the participating agencies and the public include: improvements in employee morale; a potential reduction in agency space requirements, resulting in lease cost savings; the reduction of unsafe vehicle emissions; and less traffic congestion. Also, there is support, based on specific agency reports, which suggests that these efforts do reduce the number of commuters that use single occupancy vehicles.

TRANSIT FARE SUBSIDY PROGRAMS

Not all agencies provide transit subsidies. Most decisions to participate are based on the availability of funds that can be programmed for this purpose. However, some agencies are finding it increasingly difficult to provide subsidies as agency budgets shrink. This condition has forced many agencies to restrict the total amount of subsidy allotted to their employees.

Twenty agencies reported that during the two-year period they spent \$32,607,220 on mass transit subsidies for 75,926 employees. Listed below are the agencies that reported data on transit subsidies:

- 1. Arms Control and Disarmament Agency:** Subsidies were provided to 99 employees at a cost of \$50,000 for fiscal years 1996 and 1997.
- 2. Department of Commerce:** Subsidies were provided to 2,885 employees at a cost of \$129,868 for the two year reporting period.
- 3. Department of Defense:** Two DOD organizations provided subsidies of \$17,775 to 2,641 employees. One organization, the National Imagery and Mapping Agency reports that it purchases 80-100 subway passes at one time. Each card has a value of \$33.00. By purchasing the cards in bulk the Government saves approximately 10 percent on each card obtained with a face value of \$20.00 or more. This discount allows the agency to spend only \$30.00 for a \$33.00 subway pass.
- 4. Department of Energy:** DOE has provided 2,336 subsidies to its employees in Washington, DC; Denver, CO; and Oakland, CA. The agency reported that these subsidies reduced the number of single occupancy vehicles on the highway by 2,300. Also, DOE's Nevada Field Office used 25 buses to transport 2,000 Federal and contract employees to the Nevada Test Site that is 65 miles away from the field office. The busing of the employees has reduced traffic congestion and air pollution in the surrounding area. The total cost of transit subsidies for fiscal years 1996 and 1997 was \$1,278,566.
- 5. Department of Health and Human Services:** HHS reports that it provided transit subsidies to 1,993 employees at a cost of \$1,072,000 during the two-year period.
- 6. Department of Housing and Urban Development:** HUD pays up to \$21.00 per month but not less than \$5.00 to participating employees that use mass transit. The agency reports that 4,471 employees received transit subsidies totaling \$1,184,388 during the two fiscal years.

7. Department of the Interior: DOI reports that one Bureau (Bureau of Reclamation) subsidized mass transportation costs for 43 employees at a cost of \$15,480 during the two-year reporting period.

8. Department of Justice: On May 1996, DOJ adopted the Metrochek program to subsidize employees that use public transportation to commute to work. Each month approximately 400 employees in the Washington, DC area receive a \$21.00 Metrochek. The total cost of the program was \$142,800 for fiscal years 1996 and 1997.

9. Department of Transportation: DOT offers transit subsidies at agency headquarters and at approximately 40 regional locations. The lesser of \$65.00, or the actual cost of the employee's commute, is paid monthly to employees who regularly use mass transit systems. On the average 4,247 headquarters' employees participate in the Washington, DC metropolitan area, and approximately 2,976 participate in the various regions. The two-year cost to the agency is estimated at \$9.2 million.

10. Department of the Treasury: Treasury provided transit subsidies to 36,733 employees at a cost of \$11.3 million during fiscal years 1996 and 1997. Of the 10 Treasury bureaus that responded to the subsidy data call, 7 are providing transit subsidies to their employees. Based on reported information the average subsidy is about \$13.00 per employee each month.

11. Department of Veterans Affairs: In fiscal years 1996 and 1997, VA provided transit subsidies to 2,149 employees at a cost of \$75,410.

12. Environmental Protection Agency: Currently 50 percent or 9,007 EPA employees, nationwide, collect up to \$65.00 per month in some form of transit subsidy. In fiscal years 1996 and 1997, EPA paid out more than \$5.7 million in transit reimbursements. In Washington, DC, EPA provided more than \$2 million on Metrocheks for 3,200 headquarters employees. Also, in fiscal year 1996 the Washington Metropolitan Transit Authority cited EPA for its outstanding services in the Federal Metro Pool Program. In fiscal year 1997, EPA's regional transit subsidies program was as follows:

- **Region 1 (Boston):** The region provided 595 employees with transit subsidies.
- **Region 2 (New York):** EPA employees were reimbursed based on actual expenses incurred in commuting to work. Payments were made by payroll on a quarterly basis.
- **Region 3 (Philadelphia):** Approximately 85 percent of the region's employees received transit checks from the Commuter Benefit Program.
- **Region 4 (Atlanta):** This region has received the Atlanta Chamber of Commerce PACE (Partnering Atlanta Commuting Employees) award for its ridership program.

- **Region 5 (Chicago):** There were 1,176 employees participating with an annual cost of \$1.0 million.
- **Region 6 (Dallas):** Employees were reimbursed through payroll checks based on the number of days they actually participate in the Commuter Benefit Program.
- **Region 7 (Kansas City):** Non participating. The region is currently reviewing options for reimbursing employees.
- **Region 8 (Denver):** Regional employees are encouraged to take mass transit. Passes are issued annually.
- **Region 9 (San Francisco):** In fiscal years 1996 and 1997, \$337,000 was spent on transit subsidies for 620 employees.
- **Region 10 (Seattle):** The region provided 252 employees with transit subsidies.

13. Federal Communications Commission: FCC reports that 942 of its 2,100 employees received Metrocheks totaling \$79,122. The program has been in place since June 1997; however, actual distribution of the passes did not begin until July 1997. This is a one-year pilot program that provides eligible FCC employees with up to \$30.00 per month in transit subsidies. Every employee using public mass transit, except carpools, is eligible to receive the subsidy.

14. Federal Emergency Management Agency: FEMA reports that 1,124 employees received transit subsidies at a cost of \$283,248 for the two-year reporting period.

15. Federal Trade Commission: FTC reports that 740 employees received transit passes at a cost of \$260,000 for fiscal years 1996 and 1997.

16. National Aeronautics and Space Administration: NASA reports that 448 employees received transit subsidies. Agency cost for the program in fiscal year 1997 was \$367,872. The transit subsidies program was not in effect in fiscal year 1996.

17. National Science Foundation: NSF reports that 303 employees received transit subsidies totaling \$88,200 for fiscal years 1996 and 1997.

18. Nuclear Regulatory Commission: NRC actively promotes the Commuter Benefit Program at its headquarters and regional offices, nationwide. At the headquarters office 941 employees participated, 249 participated in Atlanta, and 9 participated in Illinois. In fiscal years 1996 and 1997, the Commission provided transit subsidies totaling \$298,980.

19. Office of Personnel Management: OPM reports that approximately 790 employees received transit fare subsidies. In fiscal years 1996 and 1997, the agency spent \$694,806 on subsidies at its 65 facilities.

20. Pension Benefit Guaranty Corporation: Each month the agency provided Metrochek fare cards to approximately 400 employees. PBGC reports paying \$322,000 in transit subsidies for fiscal years 1996 and 1997.

AGENCY ACCOMMODATIONS FOR BICYCLISTS

The reporting agencies generally provide bike racks to accommodate bicycle commuters, and most provide showers/showerheads and lockers. Some agencies reported the number of showering facilities, while others submitted the number of individual showerheads. Bicyclists and joggers share the showers and lockers reported by the agency. The cost of the bicycle accommodations is nominal, commuting by bicycle is usually governed by weather and seasonal conditions, and most

agencies do little or no monitoring of bicycle accommodations; therefore, the reliability of the reported data is limited.

Twenty-nine agencies reported that they provided some type of bicycle accommodations; however, only 23 have actually provided specific data on the program's effectiveness. There are 183 bike racks, 2,984 bicycle spaces in racks, 2,714 showers/showerheads, 7,645 clothes lockers, and 883 bicycle and motorcycle parking spaces. The cost of providing these accommodations is reported to be \$150,103. The agencies estimate that approximately 2,596 employees used these facilities in fiscal years 1996 and 1997. Listed below are the agencies that reported data on bicycle accommodations:

1. Arms Control and Disarmament Agency: There are several bicyclists that commute to work. The showers and lockers in the main State building are available to bicyclists and joggers.

2. Consumer Product Safety Commission: CPSC reports that 2 bike racks, 6 showers and 50 lockers are available at its facilities. Only 2 bicyclists currently use these accommodations. Shower and locker facilities are available to both bicyclists and joggers.

3. Department of Commerce: DOC has 472 bike spaces in racks, 183 showers/showerheads, 276 lockers, and 171 motorcycle parking spaces. Both bicyclists and joggers use the shower and locker facilities. The number of bicyclists using these accommodations is not monitored by the agency. The cost of providing the motorcycle parking spaces is \$47,881 for fiscal years 1996 and 1997.

4. Department of Agriculture: Bike racks are available around the entrances of most USDA buildings. Data on the number of showers and lockers has not been provided by the department in its report.

5. Department of Defense: Four organizations report that they offer accommodations to 101 bicyclists that commute to work. There are 32 bicycle racks, 455 bicycle spaces in racks, 2,021 showers/showerheads, 4,368 lockers, and 88 reserved bicycle and motorcycle parking spaces. Both bicyclists and joggers use the shower and locker facilities.

6. Department of Energy: Bicycle racks are available at 8 DOE sites. Sixty-four showers/showerheads and 600 lockers are provided at 7 of these sites. Most showers and lockers are available as part of the agency's health program. Both bicyclists and joggers use the shower and locker facilities. DOE also reports that one parking space is available to bicyclists. The agency reports that 45 bicyclists are currently using its facilities.

7. Department of Health and Human Services: HHS reports that 280 bike spaces in racks, 55 showers/showerheads and 336 lockers are available to bicyclists that commute to work. Bicyclists and joggers share showers and lockers. In addition, 2 spaces are set-aside for bicycle and motorcycle parking. The cost of providing these spaces is \$2,000 for the reporting period. HHS estimates that 484 bicyclists use its facilities.

8. Department of Housing and Urban Development: HUD reports that 4 bike racks are available at the headquarters building; however, shower and lockers are not available. There is a privately operated fitness center on the premises that has showers and lockers that can be used by bike commuters if they are members of the center.

9. Department of the Interior: There are approximately 177 bike spaces in racks, 173 showers/showerheads, and 154 lockers available to departmental bicyclists. Bicyclists and joggers share the shower and locker facilities. Additionally, 60 parking spaces are reserved for bicycles and motorcycles. The cost for providing the bicycle accommodations was \$39,666 for fiscal years 1996 and 1997. The number of bicyclists is not currently tracked by DOI.

10. Department of Justice: Six bike racks are provided at DOJ facilities. DOJ spent approximately \$9,946 dollars on bicycle storage facilities during fiscal years 1996 and 1997. There are also 14 showers/shower heads and 12 lockers available to department bike commuters and joggers. It is estimated that 138 bicyclists use the facilities.

11. Department of State: Bike racks and motorcycle spaces are provided by DOS. There are also showers and lockers available to bicyclists and joggers.

12. Department of Transportation: DOT offers 235 bicycle spaces in racks at the headquarters building in Washington, DC, and 295 bicycle spaces in racks and 168 motorcycle parking spaces at its field locations, nationwide. During the reporting period about 100 bicycle permits were issued at the headquarters; however, regional permit numbers are not available. In addition, 114 showers/showerheads and 977 lockers are available to DOT cyclists and joggers, nationwide.

13. Department of the Treasury: Six Treasury organizations reported that they provided 10 bike racks, 1,070 bicycle spaces in racks, 30 showers/showerheads, 139 lockers and 74 bicycle and motorcycle parking spaces. Both bicyclists and joggers use the showers and lockers. It is estimated that 1,008 bicycle commuters used these facilities during fiscal years 1996 and 1997.

14. Department of Veterans Affairs: VA provides 3 bike racks and has a policy requiring that parking spaces for bicycles be reserved at all locations. Most VA facilities provide bike storage close to the building entrances. In addition, 172 parking spaces are available for bicycles and motorcycles. It is reported that an estimated 48 bicyclists commuted to work during the two-year reporting period. Information on showers and lockers is not available.

15. Environmental Protection Agency: EPA estimates that 325 bicycle commuters use the 26 bicycle racks nationwide with the largest number of cyclists at the EPA Headquarters in Washington, DC. EPA has spent approximately \$27,354 on accommodations for bicyclists. In addition, 13 showers/showerheads and an unspecified number of locker facilities are provided by the agency to bicyclists and joggers.

16. Federal Communications Commission: Two racks are provided at the headquarters facility. One rack has been purchased by the agency (\$370.00); the other is provided by the building management office. The agency does not maintain information on how many bicyclists use these racks.

17. Federal Labor Relations Authority: FLRA reports that 4 facilities provide racks, showers and change facilities to bike commuters. The agency also provides 4 spaces for motorcycles. Only 2 bicyclists commute to work.

18. Federal Trade Commission: One bike rack is provided which accommodates 25 bicyclists.

19. General Services Administration: GSA employees are provided with bicycle racks and are permitted to use the shower and locker facilities in its buildings. Usage of these facilities is not monitored.

20. National Aeronautics and Space Administration: NASA reports that 3 racks and 14 parking spaces are available to bicycle commuters at its installations. In addition, NASA reports that 12 showers/showerheads and 300 lockers are provided to bicyclists and joggers. It is estimated that only 14 bicyclists use these facilities.

21. National Archives and Records Administration: NARA provides bicycle accommodations to 100 commuters. Accommodations consist of 17 bike racks, and 10 showers/showerheads. The availability of lockers was not reported by the agency.

22. National Labor Relations Board: Seven buildings offer accommodations to bicyclists. NLRB reports that the agency does not provide showers and lockers; however, bicyclists can use the fitness centers facilities, provided they are members.

23. National Science Foundation: NSF provides secured spaces for 50 bicyclists. At present only 30 bicyclists use these spaces.

24. Nuclear Regulatory Commission: Two bike racks, 2 showers, and 265 lockers are available to bike commuters. The showers and lockers have only been available to bicyclists since July 1997. Also, the agency provides 6 parking spaces to motorcyclists. It is estimated that 6 bicycle commuters use these facilities

25. Office of Personnel Management: OPM reports that 3 bike racks, 6 showers and 150 lockers are available to bicyclists and joggers. Also, the agency provides one parking space for a motorcycle.

26. Pension Benefit Guaranty Corporation: One bike rack is provided by the building owners at no cost to the agency. PBGC estimates that 8 bicyclists use the rack. No showers or lockers are provided by the agency.

27. Railroad Retirement Board: RRB reports that bicyclists are provided with one rack, a showering facility and locker. The agency spent \$100.00 on the rack and states that 3 bicyclists use the accommodations.

28. Social Security Administration: SSA provides 56 bike racks for use by its employees. In addition, there are 10 showers and 5 lockers that are available to bicyclists and joggers. The cost for the bike racks is \$7,645. There are also 74 parking spaces available to bicycles and motorcycles. The agency estimates that 156 bicycle commuters use these facilities.

29. Tennessee Valley Authority: TVA has installed 6 bike racks at its facilities; however, only one person is reported as using a bicycle to commute to work. There are also 12 lockers available for changing but no showers. The agency has spent approximately \$900.00 on accommodations for bicyclists during the reporting period.

OTHER AGENCY NON-MONETARY INCENTIVES

Many agencies provide non-monetary incentives to employees, such as flexible work schedules, flexiplace, ridesharing, indirect carpool/vanpool parking subsidies, and shuttle service. Telecommuting is not addressed in this report and has been provided by the General Services Administration under separate cover. Although there are more data provided by agencies for this multi-faceted category, in some cases the reported data is incomplete. No attempt has been made to conduct a qualitative analysis or comparison of agency programs.

As stated above some agency data is incomplete. For example, some agencies have listed the level of ridership in carpools or the number of parking spaces reserved for carpools, but not both. To improve the completeness of this report, we have developed estimates for the data that is missing, using the following methodology:

Assuming that the average size of a carpool is 3 persons, we calculated the missing data on ridership or the number of parking spaces using the information provided by the agency on either ridership or number of parking spaces. The average carpool size is consistent with information reported by the agencies reporting both ridership and number of parking spaces.

Flexible Work Hours and Schedules

This incentive includes flexitime, alternate work schedules, or similar initiatives that are offered by the agencies to the employees to foster a more family-friendly workplace and to reduce the number of commuting vehicles on the nation's highways. Most agencies promote flexible working arrangements and have provided data on the total number of participants and a breakout on the type of schedules worked. Some departments and agencies have also provided comments on their programs and the benefits to the Federal Employees Clean Air Incentives Act.

Flexitime schedules require that employees in the program work the agency's specific core working hours but allow flexibility in the starting and quitting time. The total hours worked in a single day is still eight. The alternate work schedule allows the employee to work more than 8 hours per day. Examples include the 5/4/9 schedule that authorizes an employee to work 9 hours for 8 days, 8 hours for one day and on the tenth day not report to work. There is also the 4/10 schedule that allows employees to work 10 hours for 4 days and on the fifth day not report to work. There are other working arrangements that have been reported by certain agencies but are not defined herein.

Twenty-eight agencies offer flexible working schedules to their employees. Twenty-five agencies that provided data stated that 413,452 employees work under some type of flexible schedule. There are 185,021 employees working under a flexitime arrangement and 228,431 working on an alternate work schedule. Listed below are the agencies that reported data on flexible work schedules:

1. Arms Control and Disarmament Agency: ACDA reports that 44 employees have selected alternate work schedules.

2. Consumer Product Safety Commission: There are approximately 216 employees who have selected alternate work schedules.

3. Department of Agriculture: USDA encourages its employees to participate in flexitime and alternate work schedules. The numbers of employees participating in these programs are not available.

4. Department of Commerce: DOC reports that 8,711 employees are working flexible schedules. There are 3,109 employees who work flexitime and 5,602 employees on alternate work schedules

5. Department of Defense: Five out of 7 defense organizations have employees working flexible working schedules. The number of employees participating is 93,354 of which 8,051 are under a flexitime schedule and 85,303 are on alternate work schedules.

6. Department of Energy: DOE is a strong supporter of flexible work schedules and has 8,571 employees participating. DOE reports that 2,394 employees work flexitime and 6,177 employees are on alternate work schedules. For example, since 1993 the number of employees working a flexible schedule at Rocky Flats has increased from 44 percent to 75 percent. This results in 4,000 fewer employees and contractors that work every other Friday, thus reducing traffic and air pollution in the area.

7. Department of Housing and Urban Development: HUD reports that 9,748 employees work flexible schedules. There are 8,090 employees that work flexitime and 1,658 employees on alternate work schedules.

8. Department of the Interior: DOI reports that 74,382 employees are working flexible schedules. There are 59,478 employees that work flexitime and 14,904 employees on alternate work schedules.

9. Department of Justice: DOJ reports that 17,838 employees work flexible tours.

10. Department of State: DOS reports that 1,903 employees are working flexible schedules. There are 751 employees that work flexitime and 1,152 employees on alternate work schedules.

11. Department of Transportation: Approximately 42,000 departmental personnel are on alternate work schedules.

12. Department of the Treasury: Treasury reports that 45,283 employees work flexible schedules. There are approximately 9,798 employees that work flexitime and 35,485 that work alternate work schedules.

13. Environmental Protection Agency: There are 11,840 workers that opted to work flexible schedules.

14. Farm Credit Administration: FCA has 271 employees that have elected the alternate work schedules.

15. Federal Communications Commission: A majority of FCC employees work a flexitime schedule. The number of employees working under this arrangement has not been reported. However, since June 1997, agency employees have been offered alternate work schedules. To date, 5 employees have elected to work the compressed schedule.

16. Federal Labor Relations Authority: There are 226 employees that work under flexible schedules. One hundred-sixty employees work flexitime and 66 participants are on alternate work schedules.

17. Federal Trade Commission: There are 734 employees on alternate work schedules. This represents approximately 75 percent of the 979 employees that are employed by the FTC.

18. General Services Administration: There are 10,000 employees that take advantage a 5/4/9 schedule (alternate work schedule). In addition, 900 employees work a flexitime schedule.

19. National Archives and Records Administration: NARA reports that 2,907 employees work flexible schedules.

20. National Endowment for the Arts: Sixty-eight employees participate under flexible schedules. Twenty-four employees are on alternate work schedules; the remaining work an unspecified adjusted tour of duty.

21. National Labor Relations Board: Employees are allowed to establish their own alternate work schedules. The number of employees participating under this program is not available.

22. National Science Foundation: NSF has 1,040 employees that work under a flexitime schedule.

23. Nuclear Regulatory Commission: NRC states that 3,327 employees work flexible schedules. There are 1,119 employees that work flexitime and 2,208 participants on alternate work schedules.

24. Office of Personnel Management: Most employees work either a 5/4/9 or 4/10 schedule (both are alternate work schedules). The number of employees working under each

program is not available according to the agency contact. In addition, some employees are on schedules that vary their arrival and departure times (flexitime).

25. Pension Benefit Guaranty Corporation: PBGC has 1,006 workers on flexible work schedules. There are 763 employees that work flexitime and 243 employees on alternate work schedules.

26. Railroad Retirement Board: RRB has 1,282 employees that participate in working flexible schedules. There are 907 employees that work flexitime and 375 persons on alternate work schedules.

27. Social Security Administration: Most SSA employees work flexible work schedules. SSA reports that 62,716 employees participate on flexitime and 10,080 persons participate in alternate work schedules. However, in the report there is a statement that limited double counting is present in the employee numbers. Apparently some workers participate in both programs.

28. Tennessee Valley Authority: TVA reports that approximately 5,000 employees, or one-third of its 15,197, workers are on a flexitime schedule.

Flexiplace Arrangements

These arrangements allow agency employees to work at home on a full or part-time basis to support a more family-friendly workplace, to improve worker productivity for tasks that do not require an office setting, and to eliminate and decrease the commute to and from the workplace.

Nineteen Federal agencies currently offer flexiplace arrangements. Seventeen of these currently have 12,918 employees that are participating in the program. Five agencies report that this arrangement cost approximately \$2.1 million for fiscal years 1996 and 1997.

These dollars provide for the acquisition of furniture, telephone lines, and fax and computer equipment. Listed below are the agencies that reported data on flexiplace arrangements:

- 1. Consumer Product Safety Commission:** Seventy-three employees are authorized to work-at-home. Costs incurred in setting up and supporting home employees are not available.
- 2. Department of Commerce:** DOC reports that 27 employees are currently working at home. Set-up and support costs for these employees were \$1,200 for the reporting period.
- 3. Department of Defense:** Three DOD organizations report that 45 employees are currently working at home. For example, the Department of Air Force spent \$17,565 to provide work stations at home for 13 employees.
- 4. Department of Energy:** There are 189 DOE employees that work-at-home at a cost of \$20,000. One flexiplace arrangement has eliminated a 200 mile commute for the employee.
- 5. Department of Housing and Urban Development:** HUD reports that 66 employees are working at home full time. The cost incurred in setting up and supporting home employees is not available.
- 6. Department of Justice:** DOJ reports that 59 employees are authorized to work-at-home. The cost incurred in setting up and supporting home employees is not available.
- 7. Department of State:** There are 14 DOS employees that work-at-home. The cost incurred in setting up and supporting home employees is not available.
- 8. Department of Transportation:** DOT has 800 employees that work-at-home. The reported number includes personnel that telecommute and those that work off-site at home. Therefore, the exact number of employees that work at home is not available.
- 9. Department of the Treasury:** Three organizations are reporting that 11,642 employees work-at-home. Ninety-nine percent of these employees are with the Internal Revenue Service. The cost for setting up and supporting this program was approximately \$2.0 million for the two-year reporting period.
- 10. Environmental Protection Agency:** EPA was among the first to pilot the flexiplace working arrangement in 1993. Even though the pilot expired in 1994, the agency has continued to expand its use of flexiplace. Currently, there are 110 employees that work-at-home. The cost incurred in setting up and supporting home employees is not available.
- 11. Federal Labor Relations Authority:** FLRA reports that 4 employees are authorized to work-at-home. The cost incurred in setting up and supporting home employees is not available.

12. General Services Administration: Approximately 396 employees are authorized to work-at-home. The cost of providing employees with appropriate technical support at home is not available.

13. National Endowment for the Arts: One employee is approved to work-at-home. The cost incurred in setting up and supporting the home employee is not available.

14. National Labor Relations Board: NLRB has sanctioned flexiplace and resident agent programs where the employee's residence serves as a full-time duty station. The NLRB provides furniture, telephone lines, fax and computer support.

15. National Science Foundation: Eighteen employees are currently working at home. The cost of providing employees with appropriate technical support at home is not tracked.

16. Nuclear Regulatory Commission: Eight workers have opted to work-at-home. The cost incurred in setting up and supporting home employees is not available.

17. Pension Benefit Guaranty Corporation: PBGC reports that 65 employees are working at home. The cost incurred in setting up and supporting home employees is not available.

18. Railroad Retirement Board: RRB reports that one employee works at home. Set-up and support cost for the employee was \$800 for the reporting period. Work-at-home requests are evaluated on an as-needed basis.

19. Social Security Administration: Two hundred employees are currently working at home. The cost incurred in setting up and supporting home employees is not available.

Ridesharing Programs

Ridesharing encourages the expansion and facilitates the formation of new vanpools and carpools, providing them with top priority parking permits, and promotes activities that discourage the use of single occupancy vehicles as a commuter choice. Most agencies reporting subsidy data support ridesharing programs since they promote the use of mass transit systems, help clean the air and reduce traffic congestion.

The following nineteen agencies report that they support employees that rideshare to work. Most agencies provide employees with some form of computerized intergovernmental networking systems, transportation management plans, commuter information hotlines, special events, and promotional campaigns, etc.

1. Department of Agriculture: For years USDA has encouraged its employees to use other than single-occupancy motor vehicles in commuting to work. USDA is also a member of the Metropolitan Washington Council of Governments' Ridefinders Network. The agency provides car and vanpool locator information to those wanting to participate in the program, and makes public transportation schedules available to its employees.

2. Department of Commerce: DOC encourages its employees to rideshare. Employees submit their names and specific commuting information to the personnel office. Individuals are matched up with existing carpools.

3. Department of Defense: Two organizations report having rideshare programs. The Defense Intelligence Agency has a ridesharing board near its cafeteria that consists of a zone map. Employees fill out cards and this information is entered into a database. The database is used to match up employees interested in ridesharing with existing carpools. The Defense Logistics Agency has a program at its Defense Distribution Region West. The program guarantees a ride home by taxi or rental car if an employee or family member becomes ill, if the employee experiences damage to home property, or if the carpool driver has an emergency which leaves riders stranded.

4. Department of Energy: Rideshare programs are in place in the Washington, DC area. DOE is active in maintaining existing carpools and establishing new carpools for its employees. The program is advertised through e-mail messages and on bulletin boards.

5. Department of Health & Human Services: All of the major components of HHS participate in ridesharing programs throughout the country and have established partnerships with the State and local government entities in their respective areas.

6. Department of Housing and Urban Development: HUD has a rideshare program in place. For many years HUD has been using the Council of Governments (COG) computer system that automatically matches persons with existing carpools and vanpools. However, HUD's computer interface with the COG computer has developed system problems that have not been corrected. As an interim measure, HUD is manually matching employees interested in ridesharing with existing carpools. This is done each year when carpool and vanpool parking assignments are renewed.

7. Department of the Interior: DOI has an active ridesharing program. The Interior Department Recreation Association maintains a carpool and vanpool sign up bulletin board and periodically distributes brochures to DOI employees on the benefits of ridesharing.

8. Department of Justice: DOJ's rideshare program is twenty years old. In fiscal year 1996 and 1997, DOJ has taken the following actions in support of ridesharing:

- In October 1996, DOJ publicized the Commuter Connections Program (CCP) through the Attorney General's newsletter which was included in all employees' earning statements. The CCP program encourages multi-occupancy commuting to work by DOJ employees.
- In November 1996, DOJ implemented the Employee Outreach Program (EOP). The EOP is a computerized database for commuter applications. Based on a phone survey taken in February 1997, the EOP has placed or developed new carpools and vanpools for 63 percent of DOJ applicants.
- In 1996, three DOJ bureaus took part in Rideshare Fairs.

9. Department of State: A ride-matching database is available at the headquarters building that matches the zip codes of employees wanting to participate in ridesharing with existing carpools and vanpools. Additionally, DOS maintains an advertising board for persons looking for carpools and sends out a recreational newsletter advertising for carpool riders. Furthermore, parking permits are reviewed and renewed annually by DOS to ensure valid carpool and vanpool arrangements.

10. Department of Transportation: DOT provides ridematch boards, zip code books and maps to assist employees that want to join or form carpools and vanpools. Announcements are also e-mailed by DOT to promote the benefits of ridesharing and to encourage employees to sign up for ridesharing. In addition, employees are provided with applications on the Council of Governments Commuter Connection rideshare program as a further aid for those interested in ridesharing. DOT also has emergency ride home programs for employees that use mass transit or ridesharing. Employees that have emergencies at home are provided with transportation.

11. Department of Veterans Affairs: VA makes available ridesharing to employees at its facilities. VA has prepared a video named A Better Way to Go that tells about the benefits of ridesharing and encourages employees to use carpools and vanpools to commute to work. This video is shown each year at all VA facilities and to every new employee.

12. Environmental Protection Agency: EPA has an extensive rideshare program at its headquarters and at several regions. For example, EPA's Region 4 estimates that their specific program eliminates about 1.1 million vehicle miles, thereby reducing approximately 1.4 million pounds of carbon dioxide, 4,700 pounds of nitrogen oxides, and 4,600 pounds of volatile organic compounds from entering the atmosphere.

13. Federal Trade Commission: FTC has a ridesharing program. Employees wanting to participate in the program post their names and phone numbers with the agency rideshare coordinator. The posted information is matched up with existing carpools and vanpools.

14. General Services Administration: Rideshare programs are in place at GSA's Central Office and regional offices. GSA sponsors special expositions, fairs and other events that focus on alternate means of commuting to work. In addition, GSA provides a computerized system that matches employees looking for carpools and vanpools with existing carpools and the establishment of new carpools.

15. National Archives and Records Administration: NARA encourages employees to set up carpools by providing reserved parking spaces. Also, periodic bulletins are distributed to employees outlining the benefits of ridesharing including appropriate contacts for carpool applications.

16. Nuclear Regulatory Commission: NRC has met the goals established by its Traffic Mitigation Agreement with Montgomery County, Maryland. The agreement includes a reduction of at least 227 site-generated trips during peak rush hours. NRC also participates in the Transportation Action Partnership (TAP), a non-profit organization of public and private employers, which develops cooperative transportation management strategies. One of the more important by-products of their TAP affiliation is the emergency ride home program for employees, if they participate in ridesharing.

17. Office of Personnel Management: OPM supports the ridesharing program by maintaining a commuter board consisting of a map with commuting zones. The prospective commuters fill out 3"X 5"cards with specific commuter information. This information is used to match commuting employees with existing carpools and vanpools. In addition, OPM publishes a monthly newsletter and uses lobby TV monitors to advertise its ridesharing program.

18. Pension Benefit Guaranty Corporation: PBGC occasionally distributes messages to its employees encouraging them to participate in the ridesharing program.

19. Social Security Administration: SSA supports a ridesharing program. Bulletin boards provide information and signup cards for ridesharing. This information is maintained by SSA's office of parking enforcement. The employee's home zip code is matched against the zip codes of existing carpools.

20. Tennessee Valley Authority: TVA encourages its employees to use carpools and vanpools to commute to work. In its submission TVA states that 356 employees are currently using multi-occupancy vehicles to commute to work.

Carpool and Vanpool Subsidies

These incentives include the provision of on-site parking, granting priority consideration to carpools and vanpools for the assignment of parking spaces. The dollars reported by the agencies reflect the cost of providing parking for carpools and vanpools. Some agencies did not provide completed data on ridership or on the number of carpool parking spaces. Missing ridership and parking data has been estimated using the standard of 3 members to a carpool as defined previously in this report under "Other Agency Non-Monetary Incentives". This assumption appears to be valid based on those agencies that reported data for both ridership and number of parking spaces.

Twenty-three agencies report offering carpool and vanpool parking to their employees. Twenty-one of the 23 provide approximately 16,128 carpool and vanpool spaces to 47,899 employees. The cost for providing this subsidy is \$25,398,177 for fiscal years 1996 and 1997. Listed below are the agencies that have reported data on this specific employee subsidies:

1. Arms Control and Disarmament Agency: Fifty-six parking spaces are reserved for carpools and vanpools.

2. Department of Agriculture: USDA encourages employees to use carpools and vanpools by providing free or low-cost reserved parking in secure locations.

3. Department of Commerce: DOC subsidized 142 carpool and vanpool parking spaces for 590 employees. These spaces cost DOC \$175,944 during the two-year reporting period.

4. Department of Defense: Three DOD organizations report providing 1,823 carpool and vanpool spaces to 4,613 employees. One organization has reported its parking cost to be \$11,868 for the two-year reporting period.

5. Department of Energy: DOE provided 477 carpool and vanpool spaces to 1,010 employees.

6. Department of Health and Human Services: HHS subsidized 719 carpool and vanpool parking spaces for 4,968 employees. These spaces cost HHS \$33,000 during the two-year reporting period.

7. Department of Housing and Urban Development: HUD subsidized 291 carpool and vanpool parking spaces at a cost of \$12,399 for fiscal years 1996 and 1997. It is estimated that 873 employees commuted to work in carpool arrangements.

8. Department of the Interior: DOI subsidized an estimated 47 carpool and vanpool parking spaces for 140 employees at a cost of \$16,500 for the two-year reporting period.

9. Department of Justice: DOJ subsidized 2,132 carpool and vanpool spaces at a cost of

\$6.4 million for fiscal years 1996 and 1997. It is estimated that 6,395 employees commuted to work in carpool arrangements.

10. Department of State: State provided 630 parking spaces for carpool and vanpools which benefited an estimated 1,890 employees.

11. Department of Transportation: DOT currently provides 1,500 carpool and vanpool spaces to 4,500 employees at the 3 headquarter buildings in Washington, DC. The agency cost for providing this benefit was approximately \$13.0 million for the two-year reporting period. The agency recouped the cost of parking maintenance and attendants from the fees paid by commuters.

12. Department of the Treasury: Eight Treasury organizations report that they provided 2,380 carpool and vanpool parking spaces to 6,367 employees. Three of the 8 indicate that parking costs were approximately \$833,662 during the two-year period.

13. Environmental Protection Agency: EPA subsidized 2,336 carpool and vanpool parking spaces at a cost of \$3.579 million for fiscal years 1996 and 1997. It is estimated that 7,008 employees commuted to work in carpools.

14. Federal Labor Relations Authority: FLRA has one parking space reserved for a carpool. It is reported that this space benefits 3 commuters.

15. Federal Trade Commission: FTC provided 70 carpool and vanpool parking spaces to employees at a cost of \$298,434 for the reporting period. It is estimated that 210 employees commuted to work in carpools.

16. General Services Administration: GSA gives parking preference to employees that commute by carpool and vanpool.

17. National Aeronautics and Space Administration: NASA provided 348 carpool and vanpool parking spaces to employees at a cost of \$611,784 for fiscal year 1997. It is estimated that 1,044 employees commuted to work in carpools.

18. National Archives and Records Administration: NARA currently provides 76 parking spaces to approximately 250 employees that are signed up for carpools and vanpools.

19. Nuclear Regulatory Commission: NRC provides an estimated 42 carpool and vanpool parking spaces to 125 employees. There is also unlimited carpool and vanpool parking in its garage.

20. Office of Personnel Management: OPM has 948 employees participating in carpools and vanpools. The number of parking spaces has not been reported but estimated at 316. The agency spent approximately \$356,764 on carpool and vanpool parking during the two-year period. To qualify for one of these spaces required at least 3 persons per vehicle.

21. Pension Benefit and Guaranty Corporation: PBGC subsidized 65 carpool and vanpool parking spaces for 148 commuters at a cost of \$332,000 for the reporting period.

22. Social Security Administration: There are 2,588 parking spaces reserved for carpools and vanpools. These parking spaces provide for the commuting needs of 6,237 SSA employees. SSA reports that it paid \$74,780 for these spaces in fiscal years 1996 and 1997.

23. Tennessee Valley Authority: TVA provides 89 spaces for 356 employees that commute to work in carpools and vanpools.

Shuttle Subsidies

Some agencies subsidize shuttle service for employees to and from metro rail sites, between agency office locations, and other designated stops, as required. The following 13 agencies report that they provide shuttle service to their employees. Seven have reported costs and/or utilization information, which indicates that they accommodated approximately 19,639 employees monthly in fiscal years 1996 and 1997. The cost of providing shuttle services during the same period was \$755,052. Listed below are those agencies providing information on this program:

1. Consumer Product Safety Commission: CPSC provides shuttle services to scientists between the agency's 2 facilities. The two-year cost for these services was reported to be \$1,044.

- 2. Department of Commerce:** DOC provided shuttle service to 41 employees each month during the two-year reporting period.
- 3. Department of Defense:** One of the 7 organizations reported using a shuttle for its employees. No other information is provided.
- 4. Department of Energy:** DOE provided shuttle buses for its employees. No other information is provided.
- 5. Department of Health and Human Services:** HHS provided shuttle buses for its employees. No other information is provided.
- 6. Department of Housing and Urban Development:** HUD provided a shuttle for its employees.
- 7. Department of the Interior:** DOI provided shuttles for their employees.
- 8. Department of Justice:** DOJ provided shuttle buses for its employees at a two-year cost of \$22,464.
- 9. Department of State:** DOS operated many shuttles to transport employees to various State facilities. The cost of providing this service was \$262,904 for fiscal years 1996 and 1997.
- 10. Department of Transportation:** DOT operated 4 shuttles that transported approximately 15,200 employees each month between agency headquarters buildings at a cost of \$324,000 for fiscal years 1996 and 1997.
- 11. Department of the Treasury:** Two Treasury organizations reported that they operated shuttles for 583 employees per month during the two-year period. The cost for providing this service was \$86,400.
- 12. Department of Veterans Affairs:** VA reported that 758 employees received shuttle service to public transportation at a cost of \$58,240 for the two-year reporting period.
- 13. General Services Administration:** GSA provided shuttle services for its employees. On an average, 2,916 employees received monthly service among GSA facilities in Washington, DC and Crystal City, VA during the two-year period.

Appendix B Transit Fare Subsidies for Employees

Federal Agency	Employees Receiving Subsidies	FY96/97 Dollars Spent
Grand Total	75,926	\$32,607,220
Arms Control & Disarmament	99	50,000
Dept. of Commerce	2,885	129,868
Dept. of Defense		
- Air Force	2,541	14,775
- Imagery & Mapping	100	3,000
Dept. of Energy	2,336	1,278,556
Dept. of Health & Human Services	1,993	1,072,000
Dept. of Housing & Urban Development	4,471	1,184,388
Dept. of the Interior	43	15,480
Dept. of Justice	400	142,800
Dept. of Transportation	7,223	9,200,000
Dept. of Treasury		
- Customs	2,161	1,084,552
- Engraving & Printing	1,015	922,000
- Financial Management Service (FMS)	610	318,934
- Internal Revenue Service (IRS)	15,018	8,100,000
- Mint	873	504,700
- Public Debt	145	6,090
- Secret Service	16,911	355,131
Dept. of Veterans Affairs	2,149	75,410
Environmental & Protection	9,007	5,755,308
Federal Communications Commission	942	*79,122
Federal Emergency Management	1,124	283,248
Federal Trade Commission	740	260,000
National Aeronautics & Space Admin	448	**367,872
National Science Foundation	303	88,200
Nuclear Regulatory Commission	1,199	298,980
Office of Personnel Management	790	694,806
Pension Benefit Guaranty Corporation	400	322,000

Notes: The dollars reported in the chart, with the exception of two agencies that are asterisked, are for combined fiscal year 1996 and 1997. Dollars address transit subsidies for passes, cash reimbursements, and payment vouchers.

* Agency cost since the beginning of program of July 1997 through September 1997.

** Agency cost since the beginning of program of October 1996 through September 1997

Appendix C Accommodations for Employees Commuting by Bicycles

Federal Agency	Employees	Bicycle Racks	Showers	Lockers	Other	Dollar
Grand Total	2,596		***2,714	7,645	883	\$150,10
Consumer Prod Safety Comm Dept. of Commerce	2	2 *472	6 183	50 276	- 171	- 47,881
Dept. of Defense						
- DIA	10	3	7	168	-	-
- DLA	91	9	55	559	63	-
- Marine Corps	-	*455	1,947	3,541	17	-
- NSA	-	20	12	100	8	-
Dept. of Energy	45	8	64	600	1	-
Dept. of Health & Human Services	484	*280	55	336	-	2,000
Dept. of Housing & Urban Development	-	4	**	**	-	-
Dept. of the Interior	-	*177	173	154	60	39,666
Dept. of Justice	138	6	14	12	-	9,946
Dept of Transportation	100	*530	114	977	168	-
Dept. of Treasury						
- Comp. of Currency	3	2	-	18	16	4,150
- Engraving & Printing	6	3	-	-	9	-
- Financial Management Service (FMS)	2	2	-	-	8	300
- Internal Revenue Service (IRS)	988	*1,070	26	114	37	-
- Public Debt	5	2	3	3	-	-
- Thrift Supervision	4	1	1	4	4	302
Dept. of Veterans Affairs	48	3	-	-	172	-
Environmental Protection	325	26	13	-	-	27,354
Federal Communications Comm	-	2	-	-	-	370
Federal Labor Relations Authority	2	4	-	-	4	-
Federal Trade Commission	25	1	-	-	-	-
Natl. Aeronautic & Space Admin	14	3	**12	**300	14	-
National Archives	100	17	10	-	-	-
National Science Foundation	30	-	-	-	50	-
Nuclear Regulatory Comm	6	2	2	265	6	-
Office of Personnel Management	-	3	6	150	1	9,489
Pension Benefit Guaranty Corp	8	1	-	-	-	-
Railroad Retirement Board	3	1	1	1	-	100
Social Security Administration	156	56	10	5	74	7,645
Tennessee Valley Authority	1	6	-	12	-	900

Note: Showers and lockers are available to both bicycle commuters and joggers.

The column labeled "Other" refers to parking spaces provided to bicyclists and motorcyclists.

* Represents bicycle slots. Most bicycle racks are composed of multiple slots for parking bicycles.

** Showers and lockers are available to bicyclists if they are members of the gym.

*** Represents both individual showering facilities and the number of showerheads per showering facility.

Appendix D Flexible Work Schedules and Flexiplace Arrangements

Federal Agency	Employees on AWS/Flexitime	Employees on Flexiplace	FY96 & 97 Flexiplace Dollars
Grand Total	413,452	12,918	\$2,110,377
Arms Control & Disarmament	44	-	-
Consumer Product & Safety Commission	216	73	-
Dept. of Commerce	8,711	27	1,200
Dept. of Defense			
- Air Force	67,667	13	17,565
- DIA	1,421	-	-
- DIS	1,518	-	-
- DLA	19,010	22	-
- Marine Corps	3,738	10	-
Dept. of Energy	8,571	189	20,000
Dept. of Housing & Urban Development	9,748	66	-
Dept. of the Interior	74,382	-	-
Dept. of Justice	17,838	59	-
Dept. of State	1,903	14	-
Dept. of Transportation	42,000	-	-
Dept. of Treasury			
- Comptroller of Currency	2,800	-	-
- Engraving & Printing	445	-	-
- FMS	2,034	17	-
- Internal Revenue Service	35,943	11,615	2,065,964
- Mint	1,068	-	-
- Public Debt	1,691	10	4,848
- Secret Service	217	-	-
- Thrift Supervision	1,085	-	-
Environmental Protection	11,840	110	-
Farm Credit Administration	271	-	-
Federal Communications Commission	5	-	-
Federal Labor Relations Authority	226	4	-
Federal Trade Commission	734	-	-
General Services Administration	10,900	396	-
National Archives	2,907	-	-
National Endowment for the Arts	68	1	-
National Science Foundation	1,040	18	-
Nuclear Regulatory Commission.	3,327	8	-
Pension Benefit Guaranty Corporation	1,006	65	-
Railroad Retirement Board	1,283	1	800
Social Security Administration	*72,796	200	-
Tennessee Valley Authority	5,000	-	-

Note: There is double counting in SSA's reported numbers. The agency reports that a small number of employees participate on both flexitime schedules and alternate work schedules.

Appendix E Agencies Providing Carpool/Vanpool/Shuttle Subsidies

Federal Agency	Employees	Carpool/vanpool Parking Spaces	FY 96 & 97 Parking Dollars	Employees	Shuttle Parking Spaces	FY 96 & 97 Shuttle Dollars
Grand Total	47,899	16,128	\$25,398,177	**19,639	56	\$755,052
Arms Control & Disarmament	224	56	-	-	-	-
Consumer Product & Safety Comm	-	-	-	-	1	1,044
Dept. of Commerce	590	142	175,944	41	-	-
Dept. of Defense						
- DIA	1,852	930	-	-	-	-
- DLA	1,121	396	11,868	30	1	-
- NSA	1,640	497	-	-	-	-
Dept. of Energy	1,010	477	-	-	1	-
Dept. of Health and Human Services	4,968	719	33,000	-	3	-
Dept of Housing & Urban Develop	873 Est.	291	12,399	-	1	-
Dept. of the Interior	140	47 Est.	16,500	111	15	-
Dept. of Justice	6,395 Est.	2,132	6,393,328	-	6	22,464
Dept. of State	1,890 Est.	630	-	-	15	262,904
Dept. of Transportation	4,500.	1,500 Est.	13,000,000	15,200	4	324,000
Dept. of Treasury						
- Comp of Currency	1,110 Est.	370	-	-	2	960
- Engraving & Printing	1,136	702	570,110	383	1	85,440
- FMS	429	143 Est.	-	-	-	-
- Internal Revenue Service	2,113	549	-	200	1	-
- Mint	765 Est.	255	-	-	-	-
- Public Debt	14	2	39,552	-	-	-
- Secret Service	606 Est.	202	224,000	-	-	-
- Thrift Supervision	194	157	-	-	-	-
Dept. of Veterans Affairs	-	-	-	758.	1	58,240
Environmental Protection	7,008 Est.	2,336	3,579,714	-	-	-
Federal Labor Relations Authority	3 Est.	1	-	-	-	-
Federal Trade Commission	210 Est.	70	298,434	-	-	-
General Services Administration	-	-	-	2,916	4	-
National Aeronautic & Space Admin	1,044 Est.	348	*611,784	-	-	-
National Archives	250	76	-	-	-	-
Nuclear Regulatory Commission	125	42 Est.	-	-	-	-
Office Personnel Management	948	316 Est.	356,764	-	-	-
Pension Benefit Guaranty Corp	148	65	-	-	-	-
Social Security Administration	6,237	2,588	74,780	-	-	-
Tennessee Valley Authority	356	89	-	-	-	-

Notes: * Cost data for the National Aeronautic and Space Administration, that is asterisked above, is only for fiscal year 1997.

** Reflects number of shuttle riders per month

Appendix F

REPORTING AGENCIES AND RELATED CONTACT PERSONS

The following Executive Agencies/contact persons submitted the information included in this report:

Arms Control and Disarmament Agency - ACDA

Priscilla Walker, 202-647-1921

Consumer Product Safety Commission - CPSC

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Department of Agriculture – DOA

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Department of Commerce - DOC

Robert Heinemann, 202-482-4935

Department of Defense - DOD

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Samuel Gillette, 202-231-2911 (DIA)

Theresa Berry, 703-325-6148 (DIS)

Gaynor Sorrell, 703-767-6414 (DLA)

Barbara Horton, 301-227-2330 (Imagery/Mapping Agency)

Frank Catenaccio, 703-614-8506 (Marines)

Mary Hicks, 301-688-7565 (NSA)

Department of Energy - DOE

Bruce Murray, 202-586-3372

Department of Health and Human Services - HHS

Dick Green, 202-619-1994

Department of Housing and Urban Development - HUD

Marian Jones, 202-708-1003 Ex 233

Department of the Interior – DOI

Bob Lomax, 202-208-3337

Department of Justice - DOJ

Beckie Edmonds, 202-616-3607

Department of State - DOS

Lee Martinez, 202-647-3695 (parking)
Larry Foss, 202-647-0718 (shuttle)

Department of Transportation - DOT

Lavonne Thompson, 202-366-0265

Department of the Treasury - TD

Garland Green, 202-622-0038

Department of Veterans Affairs - DVA

Dean Miller, 202-505-6863

Environmental Protection Agency - EPA

Dione Bowlding, 202-260-2088

Farm Credit Administration

Mania Wysolmerski, 703-883-4151

Federal Communications Commission - FCC

Bridgette Harmon, 202-418-1974

Federal Emergency Management Agency - FEMA

Verna Garrett, 202-646-2608

Federal Labor Relations Agency - FLRA

Dian Jamison, 202-482-6690 Ex. 423

Federal Trade Commission - FTC

Sherry Greulich, 202-326-2271

General Services Administration - GSA

Debra Hill, 202-501-1207 (personnel)
John Hughes, 202-501-2162 (other)

National Archives and Records Administration - NARA

Gary Marino, 301-713-6470

National Aeronautics and Space Administration - NASA

Tina Ring, 202-358-1282

National Endowment for the Arts

Larry Baden, 202-682-5408

National Labor Relations Board - NLRB

James Sunderlin, 202-273-4040

National Science Foundation - NSF

Veronica Bankins, 703-306-1122

Nuclear Regulatory Commission - NRC

Michael Springer, 301-415-8080

Office of Personnel Management - OPM
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Pension Benefit Guaranty Corporation - PBGC
Janet Smith, 202-326-4150

Railroad Retirement Board - RRB
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Social Security Administration – SSA
Neil Cunningham, 410-965-5713

Tennessee Valley Authority - TVA
Sue Sewing, 423-632-3156

Appendix G

REFERENCES

1. Federal Employees Clean Air Incentives Act, Public Law No. 103-172, 107 Stat. 1995 (1993) (codified as 5 U.S.C. § 7905).
2. Federal Employees Flexible and Compressed Work Schedules Act of 1982, permanent authority, Public Law No. 99-196, 99 Stat. 1350 (1985).
3. Executive Order 12191, 45 Fed. Reg. 7997 (1980).
4. Treasury, Postal Service, and General Government Appropriation Act, 1995, Public Law No. 103-329, 108 Stat. 2382 (1994).
5. 41 C.F.R., Sec. 101-6.300 et seq. (Revised July 1, 1996).
6. Federal Property and Administrative Services Act of 1949, as amended, Public Law No. 152, Ch. 288, 63 Stat. 377 (1949).
7. Executive Order 10579, 19 Fed. Reg. 7925 (1954).
8. 41 C.F.R., Sec. 101-20.104 (Revised July 1, 1996).
9. Energy Policy Act of 1992, Public Law No. 102-486, 106 Stat. 2776 (1992).