



# Department of Defense INSTRUCTION

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Administrative Reissuance Incorporating Thorough Change 2, July 21, 1983

ASD(MRA&L)

SUBJECT: DoD Ridesharing Program

- References:
- (a) Executive Order 12191, "Federal Facility Ridesharing Program," February 1, 1980
  - (b) General Services Administration, Federal Property Management Regulation A-16, October 14, 1980
  - (c) DoD Directive 4165.62, "DoD Implementation of Personnel Parking Facilities Program," December 7, 1979
  - (d) [DoD Directive 5400.11](#), "Department of Defense Privacy Program," June 9, 1982
  - (e) DoD 5000.12-M, "DoD Manual for Standard Data Elements," December 1982, authorized by DoD Instruction 5000.12, April 27, 1965

## 1. PURPOSE

This Instruction implements references (a) and (b), and establishes policy and procedures for the DoD ridesharing program.

## 2. APPLICABILITY AND SCOPE

2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense (OSD), the Organization of the Joint Chiefs of Staff, the Military Departments, and the Defense Agencies (hereafter referred to as the "DoD Components").

2.2. Its provisions encompass all military installations, facilities, and properties, whether owned or leased, located in the fifty States and the District of Columbia.

Further, its provisions apply to all space in Government-owned or leased buildings assigned to DoD Components by the General Service Administration (GSA) and to buildings leased by DoD Components.

### 3. DEFINITIONS

3.1. Ridesharing. Any mode of commuting not involving driving alone in one's personal automobile or van.

3.2. Facility. A single building or a group of buildings or work locations at a common site.

3.3. Ridematching. Any system used for mapping and matching home and work locations to identify prospects for ridesharing for interested commuters.

### 4. POLICY AND PROCEDURES

It is the policy of the Department of Defense to support the Federal Facility Ridesharing Program through the promotion of ridesharing at all DoD facilities. To promote this policy, DoD Components shall:

4.1. Appoint an employee transportation coordinator and provide the name to the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (OASD(MRA&L)). The employee transportation coordinator shall implement guidance at the DoD Component level and require the appointment of an employee transportation coordinator at each of the Component's facilities. At facilities occupied by more than one DoD Component, the coordinator shall be from the Component having the largest number of employees at the facility.

4.2. The DoD ridesharing program may be consolidated with the duties of the employee transportation coordinator required under DoD Directive 4165.62 (reference (c)).

4.3. DoD facilities with fewer than 100 full-time employees and remotely located facilities as designated by the DoD Component are not required to appoint an employee transportation coordinator; however, such an appointment is encouraged to take full advantage of DoD ridesharing program benefits.

4.4. Use and promote existing ridematching services. When such services do not exist, they shall be established, preferably in conjunction with nearby facilities and

communities. These systems can either be manual or computerized. All systems must be in compliance with the Privacy Act of 1974 (DoD Directive 5400.11, reference (d)).

## 5. RESPONSIBILITIES

5.1. The Deputy Assistant Secretary of Defense (Logistics and Materiel Management) shall be the DoD employee transportation coordinator.

5.2. The Deputy Assistant Secretary of Defense (Administration) shall serve as the focal point for all ridesharing efforts in DoD-occupied GSA buildings in the National Capital Region.

5.3. Heads of DoD Components shall:

5.3.1. Promote the DoD ridesharing program at each of their facilities and take actions under the current law to provide ridesharing incentives.

5.3.2. Maintain a current list of employee transportation coordinators for their installations and major commands, as prescribed in section 6., below.

5.4. The Commander, Military Traffic Management Command, shall establish a focal point to coordinate the distribution of ridesharing materials for the Department of Defense and provide information assistance to installation and facility coordinators.

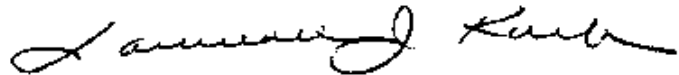
## 6. INFORMATION REQUIREMENTS

6.1. A current list of the name, address, and telephone number for each installation or facility employee transportation coordinator shall be maintained by the Component headquarters. Existing standard data elements from DoD 5000.12-M (reference (e)) shall be used whenever possible. Interagency Report Control Number 028-~~GSA~~-AN has been assigned to this recordkeeping requirement.

6.2. Each DoD Component coordinator shall provide a list of the Component and major command (as applicable) employee transportation coordinators to OASD(NRA&L)TD, Washington, DC 20301, no later than 90 days following the date of this Instruction. Changes to a Component's list shall be forwarded as they occur.

7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



**Lawrence J. Korb**  
**Assistant Secretary of Defense**  
**(Manpower, Reserve Affairs & Logistics)**