



U.S. Department
of Transportation


Office of the Secretary
of Transportation

Assistant Secretary
for Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

AUG 04 2015

MEMORANDUM TO: Heads of Operating Administrations
Departmental Officers
Associate Administrators for Administration

FROM: Jeff Marootian
Assistant Secretary for Administration
Chief Sustainability Officer 

SUBJECT: Electric Vehicle Charging at DOT Headquarters

In Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*, President Obama directed the Department and other Federal agencies to develop policies to promote sustainable commuting and work-related travel practices for Federal employees, including policies that foster workplace vehicle charging of plug-in electric vehicles (EVs). Effective immediately, DOT is implementing a program that allows employees to charge their personal vehicles in the headquarters parking garage (1200 New Jersey Avenue, SE, Washington, DC) using existing electrical outlets, subject to the conditions described below. This new program is an interim step as we evaluate our ability to further support EV charging for employees' personally-owned vehicles, including at other DOT facilities. This new program may be modified, suspended or revoked at any time.

In order to ensure the safety of everyone in the parking garage, the following conditions apply:

1. Employees must provide their own charging cords for 110/120 volt outlets. Charging cords must be UL Listed and must be compatible with the vehicle; they may not be frayed or damaged.
2. Employees may plug in their vehicles only if they are able to park in a space immediately adjacent to an existing electrical outlet in the garage. There are no reserved spaces for EVs so employees unable to locate a space immediately adjacent to an outlet may not plug in their vehicles.
3. Spaces adjacent to outlets are available to all employees on a first-come, first-served basis without regard to whether the employee is driving an EV.
4. Employees may not use extension cords, as they create fire and tripping hazards.

5. Employees may not run their cords alongside another vehicle to access an outlet.
6. EVs parked in the outer space in tandem parking spaces must leave their keys with an attendant and may not plug in.

Employees are responsible for plugging in and unplugging their own vehicles. DOT, JBG (the building owner), and Atlantic Parking (JBG's parking contractor) are not responsible for any EV damage due to charging or a lack of electrical service. Any vehicles in violation of these restrictions may be disconnected and will receive a violation from the Parking Office. In accordance with DOT HQ Parking Policy, anyone receiving three violations will be removed from the garage. The Parking Policy can found on the TRANServe website: http://transerve.dot.gov/docs/dot-headquarters-parking-facility-policy_final_october_2011.pdf.

Please note, employees who arrive later in the morning may be unable find a space where they can plug in their vehicles. Employees who require recharging for their return trip after leaving the office should ensure they arrive early enough to park in a space where they can charge. Both battery-only EVs and vehicles that can operate on gasoline as well as electricity (e.g., plug-in hybrids) may participate in this program. There is no charge for employees to use the existing electrical outlets for EV charging.

Employees must send an email to parking.transitoffice@dot.gov if they intend to participate in the program. Please provide your name, telephone number, and vehicle make and model via email before plugging in for the first time.

If you have any questions, please contact the Parking and Transit Office at (202) 366-1398.