

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 4665.1C

ALASKAN REGION

February 6, 1995

SUBJ: REGIONAL OFFICE CAR POOL PROGRAM AND PARKING REGULATIONS

- 1. PURPOSE.** This order establishes procedures and eligibility criteria for assignment of parking spaces located within the Anchorage Federal Office Building (AFOB) garage and the General Services Administration (GSA) lot located on the corner of 7th Avenue and C Street. It also defines responsibilities of employees assigned reserved parking spaces.
- 2. DISTRIBUTION.** This order is distributed to branch level in the regional office, with limited distribution to all field offices within the Anchorage Bowl area. AAL-54, Property and Support Branch, will provide employees assigned reserved parking spaces with a copy of this order during the initial assignment process.
- 3. CANCELLATION.** Order AL 4665.1B, Regional Office Car Pool Program and Parking Regulations, dated June 13, 1988, is canceled.
- 4. EXPLANATION OF CHANGES.** This clarifies visitor, handicapped, and employee parking. It updates current policies and standard operating procedures on parking criteria.
- 5. BACKGROUND.** Energy constraints on the nation require changes to our driving patterns. FPMR 101-20.117, Title 41 CFR, Car Pool Parking, encourages agencies to conserve energy by taking positive action to increase car pooling. It establishes policy and guidelines for car pool parking in space under the jurisdiction or control of a Federal agency.
- 6. DEFINITIONS.**

 - a. Car Pool. A group of two or more people using a motor vehicle for transportation to and from work and their place of residence on a daily basis.
 - b. Employee Parking. The parking spaces assigned for the use of employee-owned vehicles.
 - c. Handicapped Employee. "Handicapped employee" means an employee who has a severe, permanent impairment which for all practical purposes precludes the use of public transportation or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Certification is required from the State of Alaska, Division of Motor Vehicles.
 - d. Temporary Handicapped Employee. An employee who, for medical reasons, is handicapped for a short period of time. A Doctor's certificate indicating the nature of injury and time constraints is required.
 - e. Official Parking. Parking spaces reserved for Government-owned or Government-leased vehicles stationed at the AFOB.
 - f. Primary Applicant. A full-time FAA employee working within the AFOB and has submitted a "Reserved Parking Application" to car pool.

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- g. Regular Member. A person who travels daily (leave and training excepted) in a car pool to and from work. Students are not considered a regular member.
- h. Shift Worker. Employee assigned to regularly scheduled duty hours any portions of which fall between 6 p.m. and 6:30 a.m. These include the shifts or watches in the Regional Operations Center (ROC).
- i. Van Pool. A group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily roundtrip. This excludes automobiles and buses.
- j. Visitor Parking. Two-hour parking that is reserved for the exclusive use of visitors to the AFOB. Visitors are considered as those employees not stationed at the AFOB, persons from the private sector, and Government employees outside the FAA.
- k. Outside GSA Lot. This is an outside single space that is located on the GSA lot and, is considered as the initial assignment. Upon receipt of car pool application, the car pool is assigned into this category.
- l. AFOB Garage, Stacked Space. Stacked spaces allow two vehicles to park in one space (front and back) within the AFOB garage and is considered the final phase of the assignment process. Assignment is made to the next car pool on the AFOB garage wait list. AAL-54 has fulfilled the employee's car pool obligation once this assignment has been achieved.
- m. AFOB Garage, Single Space. This is a single space within the AFOB garage and is considered optional. Car pool applicants must request to have their car pool placed on this wait list and spaces are assigned to the next car pool on the single wait list.

7. RESPONSIBILITIES.

- a. The Property and Support Branch, AAL-54, is responsible for the oversight and management of FAA parking at the AFOB including: issuance of parking instructions and procedures, assignment of parking spaces, annual revalidation of employee eligibility, and enforcement of parking rules through warnings and/or revocation of parking space assignment.
- b. The GSA Federal Protective Service will patrol parking areas and shall ticket and/or tow violators.
- c. Primary applicants are responsible for ensuring ALL information presented on their applications is accurate and current. All changes MUST be reported to AAL-54 within 10 working days of the occurrence. Failure to report changes affecting eligibility or falsification of applications shall result in revocation of parking privileges. Employees are responsible for knowledge of regulations governing vehicular and pedestrian traffic on Federal property. A copy of the regulations is available in AAL-54.

8. POLICIES.

- a. Parking. In making priority assignments of agency parking spaces, the following priorities shall be observed:
 - (1) First priority shall be given to official parking.
 - (2) Handicapped employees who require parking spaces shall be accommodated.
 - (3) Third priority will be given to staff officers, division managers, and persons who are assigned unusual work hours. In the interest of energy conservation, AAL-54 will operate under a goal of limiting the number of spaces assigned to this category to 10 percent of the total spaces available for employee parking (excluding those employee spaces assigned to the severely handicapped).

(4) All other spaces available for employee parking shall be made available to car pools. Parking spaces shall be assigned to applicants on the basis of the number of members in a car pool and according to the size of the car (see 8c). For the purpose of allocation of parking permits for car pools, full credit shall be given for any regular members regardless of whom he/she is employed by, except that at least one member of the car pool must be a full-time employee of the FAA, and that individual must be the primary applicant.

b. Two-wheeled Vehicles. Space is reserved in the garage for parking of bicycles and motorcycles on a first-come first-serve basis. This is not assigned parking; it is available for the use of employees and visitors. Bicycle parking is located in the southeast and southwest corner next to the tunnel entrance to Module G. Motorcycle parking is located in the northeast corner of the garage.

c. Visitor Parking. Visitor parking is available for persons who have a need to visit the AFOB. Parking spaces are the first two rows located on the corner of 7th Avenue and C Street, and also outside Module G. The 2-hour time limit is strictly enforced by the GSA Federal Protective Service. (Any employee who is assigned and/or are on a detail to the AFOB will be ticketed for using visitor parking.)

(1) FAA employees who require extended visitor parking should contact AAL-54 or use the following parking areas in the vicinity of the AFOB: street parking, metered and unmetered, metered parking lots, or commercial lots.

(2) Employees may be reimbursed if it is necessary to pay for parking while on official business at the regional office. Claim for Reimbursement, SF 1164, may be submitted to AAL-40 along with parking receipts. A claim for parking meter fees shall be submitted on SF 1164 and signed by an approving official.

9. PARKING CRITERIA. The following criteria governs the assignment of parking spaces in the AFOB garage:

a. Handicapped Employees. These employees are eligible for special parking assignments. A parking space may be assigned, if available, to temporarily handicapped employees, subject to medical certification, provided a reasonable effort has been made by the applicant to join an existing car pool.

b. Shift Workers. To the extent feasible, shift workers are expected to form car pools.

c. Car Pools. Priority among car pools will be established by the size of the car pool and according to size of available space (i.e., if a compact space is available, only a compact car will be accepted). No person may be a regular member of more than one car pool. Any ties among car pools of equal size will be resolved, where necessary, by award to the applicant with the earlier date of application.

d. Assigned Parking Which Will Not Be Utilized For Three Days Or More. If at any time an assigned space will not be used by the employee/car pool due to vacation, TDY travel, etc., it shall be reported to AAL-54. This will permit AAL-54 to make temporary reassignment of the space.

10. PARKING APPLICATION (AL Form 4665-1). Application for parking may be made only by FAA employees, and shall be signed by all members of the car pool. Applicants and car pool members are, both, responsible for ensuring information appearing on their parking application is complete and correct. Falsification of information on applications or inclusion of individuals who are not regular members of car pools is cause for revocation of parking privileges. Parking applications may be obtained from AAL-54.

11. SEPARATION. Employees with assigned parking in the AFOB shall follow employee checkout procedures by processing out through AAL-54.

12. REVOCATION OF PARKING ASSIGNMENT.

a. For Cause. Eligibility for employee parking will be verified periodically, and parking authorizations will be revoked in cases where eligibility is not confirmed. If deemed necessary, Security Division (AAL-700) will be called upon for assistance. In the event of revocation for cause, the employee's supervisor will be notified of the employee's lack of eligibility and action taken. A revoked applicant will not be allowed to reapply or join an existing car pool for a period of one year.

b. For Car Pool Size. Car pool size will be revalidated annually in April. At this time, AAL-54 is authorized to revoke parking authorizations of car pools having numbers of members lower than those whose applications are pending. These parking authorizations will be withdrawn on a "last-in first-out basis" and reasigned to car pools having the largest membership. However, the vulnerable car pools will be given a grace period of 10-working days within which to recruit more members.

13. APPEALS PROCEDURE. In cases where parking privileges were suspended or revoked or for any other situation where a review of the action is desired, a written request should be submitted to the Manager, Logistics Division. The Manager, Logistics Division will investigate the situation fully and render a decision promptly.

Jacqueline L. Smith
Regional Administrator