

July 27, 2009

SUBJ: REGIONAL OFFICE PARKING REGULATIONS AND CAR POOL PROGRAM

- 1. PURPOSE.** This order establishes procedures and eligibility criteria for assignment of the Federal Aviation Administration (FAA) 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 between C Street and D Street, and 5th Avenue Parking Garage. It also defines the responsibilities of employees assigned reserved parking spaces and explains the Regional Office Car Pool Program.
- 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-033, Building Services Team, will manage the program and assign reserved parking spaces in the GSA managed parking lots. A copy of this order is posted on the FAA Web Site <https://employees.faa.gov/>.
- 3. CANCELLATION.** Order AL 4665.1C, Regional Office Car Pool Program and Parking Regulations, dated February 6, 1995, is canceled.
- 4. EXPLANATION OF CHANGES.** This clarifies visitor, handicapped, and employee parking. It updates current policies, office symbols, and standard operating procedures on parking criteria for GSA AFOB Garage, C Street & D Street parking lot and 5th Avenue Parking Garage. It defines policy, and sets time period for parking motorcycles in the garage parking area.
- 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 an 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 vehicle as a result of permanent impairment who is driven to work by another. In all cases certification is required from the state of Alaska, Division of Motor Vehicles.

- d. Temporary handicapped employee: An employee that, for medical reasons, is handicapped for a temporary 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 on a daily basis and has submitted a "Reserved Parking Application" to car pool.
- g. Regular member: An employee that travels daily (leave and training excepted) in a car pool to and from work. A student is not considered a regular member.
- h. Shift worker: Employee assigned to regularly scheduled duty hours any portions of which fall between 6:00 p.m. and 6:00 a.m. These include the shifts or watches in the Regional Operations Center (ROC).
- i. Van pool: A group of 8 to 15 employees 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: Managed by GSA and monitored by the Federal Protective Service (FPS). Two-hour parking that is reserved for the exclusive use of visitors to the AFOB. Visitors are considered as employees not stationed at the AFOB, persons from the private sector, and government employees outside the FAA.
- k. Outside GSA Lot: An outside single space lot that is managed by the GSA Upon receipt of a car pool application, the car pool may be assigned to this category.
- l. AFOB garage, stacked spaces: 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. The Executive Operations Division, Building Services Team, AAL-033 has fulfilled the employee's car pool obligation once this assignment has been achieved. The first one to arrive must pull all the way forward to allow sufficient space for the next vehicle.
- 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. AAL-033, Building Services Team, 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 FPS will patrol parking areas and may 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-033 within ten working days

of the occurrence. Failure to report changes affecting eligibility or falsification of applications shall result in revocation of parking privileges.

8. POLICIES.

a. Parking: In making priority assignments of agency parking spaces, the following priorities shall be observed:

(1) Official parking.

(2) Handicapped employees.

(3) Members of the Regional Management Team (RMT) whose permanent duty station is the AFOB and other employees who are permanently assigned unusual work hours.

(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. For the purpose of allocation of parking permits for car pools, full credit shall be given for any regular members regardless of where employed, except that at least one member of the car pool must be a full-time employee of the FAA working in the AFOB, and that individual must be the primary applicant.

(5) If an FAA parking space is not available at the time of application, the applicant will be added to the appropriate waiting list.

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 members with duty station to the AFOB only. 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, stacked space 52 and 53 and is available from 1 April thru 30 September (weather permitting).

c. Visitor parking: Visitor parking is available for persons who have a need to visit the AFOB. Parking spaces are the first row located on the corner of 7th Avenue, between C Street and D Street. The two-hour time limit is strictly enforced. Any employee who is assigned and/or are on a detail assignment to the AFOB will be ticketed for using visitor parking.

(1) FAA employees that require extended visitor parking will use the following parking areas in the vicinity of the AFOB; street parking, metered and unmetered, metered parking lots, or commercial lots.

(2) Employees with official duty station other than the AFOB may be reimbursed if necessary, to pay for parking while on official business at the regional office. A claim for reimbursement of expenses incurred during local travel on government business, such as, parking and personally owned vehicle mileage: Prepare a local voucher in GovTrip, (or a manual form, SF1114). An authorization is not necessary for a local voucher, but the voucher will be routed to the employees approving line of business for payment. For parking, enter expenses under Non-Mileage Expense. A receipt is not necessary for single expenses less than \$75. Instructions for preparing a local voucher can be found at: <http://govtrip.faa.gov>.

9. PARKING CRITERIA. The following criteria will be used for assignments 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 as verified by the Parking Coordinator.
- 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 two days or more:** If at any time an assigned space will not be used by the employee/car pool due to vacation, temporary duty travel, etc., it shall be reported to AAL-033, Parking Coordinator. This will permit AAL-033 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 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 <https://employees.faa.gov/> at FAA Electronic Document System (FEDS).

11. SEPARATION. Employees with assigned parking in the AFOB shall follow employee clearance procedures by processing out through AAL-033.

- a. Employees shall remove the GSA Parking Decal and return as much of it as possible to AAL-033.
- b. Employees using the 5th Avenue Parking Garage must return their parking card. In the event an employee has lost or damaged the parking card, they will be required to pay a \$20 fee for its replacement.

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 (ANM-790) 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. An applicant whose authorization has been revoked will not be allowed to reapply or join an existing car pool for a period of one year.
- b. **For car pool category:** Car pool eligibility will be revalidated annually in April.

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, Executive Operations Division. The Manager will investigate the situation fully and render a decision promptly.

14. PARKING PROCEDURES FOR 5TH AVENUE PARKING GARAGE:

These procedures apply only to the parking spaces that have been contracted with Anchorage Parking Authority. All employees requesting authorization to park in the 5th Avenue Parking Garage must be fulltime FAA employees working within the AFOB on a daily basis and adhere to the following procedures:

- a. Participation is voluntary: This program was established to provide an alternative for employees that did not participate in a carpool, van-pool, or bus transit program as defined by this order. Employees are not eligible to participate in the 5th Avenue Parking Program if they are currently provided parking as a member of the RMT, are approved to park in a handicapped space in the GSA Garage/GSA Parking Lot at 7th Avenue and C Street, are currently a carpool member, or utilize the van pool or any Transit Benefit Program. The 5th Avenue Parking Garage spaces are not intended for visitors or those employees assigned to the AFOB for less than 90 days.
- b. Employees must complete a parking application request to obtain a parking card: Parking cards are issued on a first come first served basis. Access to the garage is via a parking card that is issued to each applicant. Employees are not permitted to share the parking card with other employees or family members. The spaces are not marked/reserved as "FAA Parking Only." FAA parking is authorized Monday through Friday. The garage will accommodate vehicles not to exceed 7 feet in height and 9 feet in length. Oversized vehicles should be parked on the first level if at all possible since these spaces are slightly larger. The parking agreement covers the hours from 6:00 a.m. to 6:00 p.m., however cards can be used from 5:30 a.m. until 6:30 p.m. Beyond these hours cards may not work. Employees must scan their card for entering and departing the garage as each card has a memory chip that records the time when used. If card is not scanned appropriately it will not function during future attempts. In the event the card does not work the employee can contact Customer Service at the Parking Authority at the number on the card (276-7275) to have the card re-set.
- c. Employees that abuse or violate these procedures will lose their parking privileges indefinitely.
- d. The 5th Avenue Parking Garage is not liable for any damage to the vehicles or contents of the vehicle.



Robert N. Lewis
Regional Administrator

