



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
ALASKAN REGION**

**ORDER  
NUMBER  
AL 4665.1E**

03/22/2011

**SUBJ: REGIONAL OFFICE PARKING REGULATION 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 7th Avenue between C and D Streets, and other FAA leased parking. It also defines employees' responsibilities who are assigned a reserved parking space 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. A copy of this order is posted on the FAA Web Site [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**3. CANCELLATION.** Order AL 4665.1D, Regional Office Car Pool Program and Parking Regulation, dated July 27, 2009, is canceled.

**4. EXPLANATION OF CHANGES.** These changes clarify the Standard Operating Procedures for parking in the FAA leased parking spaces.

**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 carpooling. It establishes policy and guidelines for car pool parking in spaces 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: A federally employed person assigned to the AFOB. Students, interns, and contract employees are not eligible for any AFOB or leased parking.

c. Handicapped employee: 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 Alaska Division of Motor Vehicles.

d. Temporary handicapped employee: An employee that, for medical reasons, has impaired mobility for a 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 parking application AL Form 4665-1 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 between 6:00 p.m. and 6:00 a.m. These include the shifts or watches in the Regional Operations Center.

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 round trip. 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 Lot: An outside lot with single spaces located on 7<sup>th</sup> Avenue between C and D Streets that is managed by GSA.

l. AFOB garage, stacked spaces: Stacked spaces allow two vehicles to park in one space (front and back) within the AFOB garage.

m. AFOB garage, single space: Single-space parking is assigned for special needs, pending availability.

n. Other FAA leased parking: Parking located in the vicinity of the AFOB, leased by the FAA for the benefit of its employees working in the AFOB.

## **7. RESPONSIBILITIES.**

a. Executive Operations Division, Building Services Team, AAL-033, is responsible for the oversight and management of FAA parking for AFOB employees including: issuance of parking instructions and procedures, assignment of parking spaces, annual revalidation, and enforcement of parking rules.

b. FPS will patrol GSA parking areas and may ticket and/or tow violators.

c. Primary applicants are responsible for ensuring all information presented on their application 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 application will result in revocation of parking privileges.

## 8. POLICIES.

- a. AFOB Parking assignments: In making assignment of agency parking spaces, the following sequence will be observed:

(1) Official parking.

(2) Handicapped employees.

(3) Members of the Regional Management Team (RMT) whose permanent duty station is the AFOB.

(4) Shift workers.

(5) 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. When allocating parking spaces for car pools, full credit will be given to regular members regardless of where employed. 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. No person may be a member of more than one car pool.

(6) Two-wheeled vehicles: Limited space is reserved in the garage for parking of motorcycles on a first-come first-serve basis from 1 April thru 30 September (weather permitting). Motorcycle parking is located in the northeast corner of the garage, stacked space 52 and 53. This is not assigned parking; it is available for the use by members with AFOB garage decals only. Bicycle parking is located in the southeast and southwest corners.

(7) Assigned parking that will not be utilized for two days or more must be reported to AAL-033, Parking Coordinator. This will allow AAL-033 to make temporary reassignment of the space. Managers or employees with assigned parking spaces are not allowed to authorize others to utilize their spaces during any absences.

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

b. Visitor parking: Visitor parking is available for persons who have a need to visit the AFOB. The first row located in the lot on 7th Avenue, between C and D Streets is designated visitor parking. The two-hour time limit is strictly enforced.

(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 for parking while on official business at the regional office. To claim 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, SF1164.

c. Other FAA leased parking:

(1) Participation is voluntary. Employees are not eligible to participate in this program if they are currently using any other federally funded parking or the Transit Benefit Program.

(2) Employees must complete parking application AL Form 4665-2 (Leased Parking) to obtain a parking permit. By signing the application employees agree to abide by the rules listed on the back of the document and this order. Based on parking space availability, permits will be issued on a first come first serve basis. Employees are not permitted to share the parking card with anyone. The spaces are not marked/reserved as "FAA Parking Only." FAA leased parking is authorized 24/7 Monday through Sunday.

(3) Building Services Team, AAL-033, will issue permits to employees. It is up to the employee to pick up the permit prior to the first month of the following quarter.

**9. AFOB PARKING APPLICATION (AL Form 4665-1).** Application for parking may be made only by FAA employees, and will 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 is cause for revocation of parking privileges. Parking applications may be obtained by email at 9-AAL-RO-Bldg-Services/AAL/FAA.

**10. SEPARATION.** Employees with assigned parking at the AFOB will follow employee clearance procedures (FAA Order 3370.5A) and must process through AAL-033.

a. Employees shall remove the GSA Parking Decal and return as much of it as possible to AAL-033.

b. Upon employment termination or transfer from the AFOB, employees using a leased lot must return their parking permit to Building Services, AAL-033. A \$10 replacement fee is required for lost or damaged parking permits.

**11. REVOCATION OF PARKING ASSIGNMENT.** Eligibility for employee parking will be verified periodically, and parking authorizations will be revoked in cases where eligibility is not confirmed. 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 authorized to reapply or join an existing AFOB car pool for a period of one year.

**12. APPEALS PROCEDURE.** In cases where parking privileges were suspended or revoked, a written request for consideration should be submitted to the Manager, Executive Operations Division.



Robert N. Lewis  
Regional Administrator