**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WA 1700.3A

9/13/93

SUBJ: FAA PARKING PROCEDURES IN THE WASHINGTON HEADQUARTERS

1. PURPOSE. This order prescribes parking procedures and eligibility criteria for FAA employees in Washington headquarters; and implements and transmits as Appendix 1, Order DOT 1700.19D, Department of Transportation Employee Parking in Washington Headquarters Parking Facilities.

2. DISTRIBUTION. This order is distributed to the branch level in Washington.

3. CANCELLATION. WA 1700.3, FAA Parking Procedures in Washington Headquarters, dated March 24, 1978, is canceled.

4. BACKGROUND. FPMR 101-20.104, Title 41 CFR, Parking Facilities, encourages agencies to conserve energy by taking positive action to increase carpooling/vanpooling. This policy is reflected in DOT 1700.19D which establishes a priority system for assignment of parking spaces.

5. DEFINITION. Certifying officials are the executive directors, assistant administrators, associate administrators, and office and service directors reporting directly to the Administrator.

6. FORM. Form DOT F 1700.9, Official Parking Application, is available at the following places: DOT Building, Transportation and Parking Section, Room P2-0329B; FOB-10A, Facilities Management Branch, Room 115.

7. PROGRAM RESPONSIBILITIES.

a. Executive directors, assistant administrators, associate administrators, and office heads reporting directly to the Administrator shall:

(1) Screen, validate and certify the eligibility of subordinate Washington employees for parking permits under the shift work and job requirements-overtime criteria contained herein.

(2) Revalidate and recertify such eligibility when requested by the Associate Administrator for Airway Facilities, AAF-1.

b. Associate Administrator for Airway Facilities is authorized to:

(1) Allocate job requirements parking permits to the appropriate Washington organizations.

(2) Approve or disapprove the issuance of parking permits under the shift work and job requirements criteria.

(3) Certify to the Office of the Secretary (OST) the eligibility of employees for parking permits under the shift work and job requirements criteria and periodically recertify the eligibility of employees issued permits under these criteria when requested by the Office of Administrative Services and Property Management, M-40.

(4) Request that certifying officials revalidate and recertify the eligibility of holders of shift work and job requirements parking permits.

(5) Issue supplementary parking instructions and procedures.

8. FAA PARKING CONTROL POINT. The Facility Management Branch (AAF-52) is designated the FAA parking control point for all applications and permits granted FAA employees under the shift work and job requirements criteria. AAF-52 will act as liaison with the OST Transportation and Parking Section M-442.1, on all FAA parking matters and will conduct periodic recertification of employees regarding permits issued under the shift work and job requirements criteria. Further, AAF-52 shall assure that the number of job requirements parking permits outstanding does not exceed FAA's allocation.

9. PRIORITY ASSIGNMENT OF PARKING SPACES.

a. Official Parking. First priority for assignment of parking spaces will be to meet official parking requirements of Government-owned/leased vehicles.

b. Physically Handicapped Employees. Employees with physical handicaps are eligible for parking permits if their handicaps are so serious as to prohibit or make unreasonably difficult to use transportation other than private vehicle. Additionally, the handicap must affect the employee's physical mobility to the extent that walking from a parking area outside the employee's place of employment is precluded or deemed unacceptably hazardous. These employees must have their handicaps certified by a medical officer of the Employee Health Branch (AAM-230) on Form DOT F 1700.9. Following medical certification, applications should be transmitted directly by the employee to M-442.1. Employees issued permits under this criterion are expected to form carpools to the extent possible.

c. Job Requirement Employees. A limited number of parking permits are allocated to the heads of Operating Administrations, Offices and Services for the use of those employees who are frequently required to work unusual hours. The permits are issued to these employees based on requests from their respective administrations. Applications should be submitted to AAF-1 through AAF-52 for approval and authorization for issuance of the permits by M-442-1.

d. Shift Work. Employees in this category are those assigned to regularly scheduled duty hours any portions of which fall between 6:00 p.m. and 6:30 a.m.

(1) Initial Application. Employees applying for permits under the shift work criteria shall complete one copy of Form DOT F 1700.9 and transmit it and a written statement that they meet the criterion contained in paragraph 11 to the certifying official for validation and certification of eligibility. Employees under the jurisdiction of office and service directors subordinate to associate administrators shall submit their applications to their office or service director for approval prior to submission to the certifying official. Following eligibility certification, the application shall be transmitted to AAF-1 through AAF-52 for approval or disapproval for issuance and certification of eligibility to M-442.1.

(2) Eligibility Change. Certifying officials shall promptly notify AAF-52 in writing when employees no longer meet the criterion upon which the permit was issued so that the certification of eligibility submitted to M-442.1 may be withdrawn.

(3) Eligibility Revalidation and Recertification. Periodically, upon the request of AAF-1, certifying officials shall revalidate and recertify the eligibility of holders of shift work parking permits.

e. Vanpools. Vanpools of eight or more participants will be issued a parking permit when the information on their application has been verified.

f. Carpools. This category includes groups of two or more people daily using a motor vehicle for transportation to and from work and their places of residence. Employees should transmit applications for carpool parking permits (Form DOT F 1700.9) directly to M-442.1. The point system for the priority issuance of these permits is outlined in Appendix 1.

10. VISITOR PARKING. Division managers are authorized to make parking arrangements for persons not employed by DOT and request temporary parking permits for DOT employees when legitimate needs arise. Such parking arrangements and requests for temporary parking permits must be made with M-442.1 in advance either in writing or by telephone.

11. TWO-WHEELED VEHICLES. Parking spaces to accommodate a limited number of two-wheeled vehicles are available in the headquarters building. Employees desiring to obtain a parking permit for a two-wheeled vehicle may submit an application (Form DOT F 1700.9) directly to M-442.1.

12. EMPLOYEE RESPONSIBILITIES. All holders of parking permits have the following basic responsibilities:

a. Permit holders are responsible for relinquishing permits when they no longer meet the criterion upon which a permit was issued. All relinquished permits shall promptly be returned by the permit holder to M-442.1.

b. Prompt notice of a change in eligibility or loss of the actual permit shall be furnished as follows:

(1) Shift work and job requirements permit holders shall notify AAF-52 and M-442.1.

(2) All other permit holders shall notify M-442.1.

E. M. Kelly

for ARNOLD AQUILANO
Associate Administrator for
Airway Facilities

U.S. Department of Transportation
Office of the Secretary of Transportation

WA 1700.3
APPENDIX 1
9/13/93

ORDER

DOT 1700.19D

1-29-92

Subject: **DEPARTMENT OF TRANSPORTATION EMPLOYEE PARKING IN WASHINGTON HEADQUARTERS PARKING FACILITIES**

1. **PURPOSE**. This Order provides policies, procedures, and responsibilities for the management, utilization, and assignment of Department of Transportation (DOT) parking spaces in the DOT Headquarters parking facilities.

2. **CANCELLATION**.

   a. DOT 1700.17A, DOT Employee Parking Facilities in the Southwest Washington, DC, Area, of 5-12-70.

   b. DOT 1700.19C, Management of Department of Transportation Employee Parking in the Washington Headquarters, of 3-2-78.

3. **BACKGROUND**. The General Services Administration (GSA) has issued regulatory guidance pertaining to the assignment and utilization of parking facilities, energy conservation, ridesharing, and other related objectives. This Order provides DOT implementing guidance in the above areas.

4. **REFERENCES**.

   a. Federal Property Management Regulations (FPMR) 41 CFR 101-20.104, Parking Facilities.

   b. FPMR 41 CFR 101-6.3, Ridesharing.

   c. Executive Order 12191, Federal Facility Ridesharing Program, of 2-1-80.

5. **DEFINITIONS**.

   a. Carpool. Two or more people, regardless of their relationship to each other, who share a motor vehicle for transportation between work and their place of residence.

   b. Departmental Element. Refers to the Operating Administrations and the Office of the Secretary (OST).

   c. Departmental Element Employee Transportation Coordinator (ETC). The point of contact who provides ridesharing information for employees in the organization.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations
(Headquarters Only)

OPI: Office of Administrative Services and Property Management

d. Departmentwide ETC. The individual responsible for planning, organizing, and directing a Departmentwide ridesharing program. The individual serves as the central point of contact for the Departmental ETC's and also as the ridesharing liaison with GSA and other organizations.

e. Official Parking. Parking spaces reserved for Government-owned (GOV) or Government-leased vehicles.

f. Parking Management Office. Refers to the Transportation and Parking Section (M-443.3), Personal Property Division, Office of Administrative Services and Property Management. This office is located in the Nassif Building.

g. Parking Permit Holder. The person who applies for a parking permit. The permit holder must be a DOT employee.

h. Regular Member of a Vanpool/Carpool. A person who travels regularly in a vanpool or carpool at least six one-way trips each week.

i. Ridesharing. Two or more people sharing the commute to and from work on a continuing basis, regardless of their relationship to each other, in any mode of transportation, including but not limited to vanpools and carpools. Ridesharing also includes use of mass transportation service by an employee to commute to and from work.

j. Rules of the Garage. Traffic and parking regulations under which the DOT Headquarters parking facilities operate. A copy is provided to each permit holder. Additional copies are available at the Parking Management Office.

k. Severely Disabled Employee. A DOT employee certified by a medical officer of the U.S. Coast Guard (USCG) or Federal Aviation Administration (FAA) as a person with disabilities which limit or impair the ability to walk, such as:

(1) is confined to a wheelchair; or

(2) requires the use of crutches at all times; or

(3) wears braces to permanently support the legs and/or hips; or

(4) suffers from a condition so severe that even minimal walking would further jeopardize the health and safety of the employee.

l. Temporary Parking. Applies to short-term parking issued on a space-available basis to DOT employees.

m. Vanpool. A group of eight or more persons utilizing a van specifically designed to carry the appropriate number of passengers to and from work in a single, daily round trip. Automobiles, station wagons, and buses that may carry eight or more passengers are not considered vanpools for purposes of this Order.

n. Visitor Parking. Applies to short-term parking for persons not employed by the Department who have an appointment or engagement in one of the DOT Headquarters buildings.

6. **RESPONSIBILITIES.**

a. The Assistant Secretary for Administration shall:

(1) exercise the authority delegated to the Secretary of Transportation by GSA over DOT Headquarters parking facilities;

(2) provide for management of Headquarters parking facilities;

(3) establish policies, procedures, standard parking criteria, and Working Capital Fund (WCF) charges to ensure parking facilities meet the needs of the Department and its employees, after consultation with Secretarial Officers and heads of Operating Administrations;

(4) provide detailed implementation procedures, schedules, and management arrangements to ensure compliance with Federal parking criteria, set and publish parking rates chargeable to employees; and

(5) sell parking permit payment stickers which, when placed on the parking permit, indicate to the building guards that the user has paid current fees and is authorized to park in that particular DOT parking facility.

b. OST Director of Administrative Services and Property Management shall:

(1) manage the DOT Headquarters parking facilities, operate a centralized parking control system, and determine parking spaces assigned for each Operating Administration under the job requirement criteria;

(2) issue parking and payment instructions and changes through periodic publication of DOT Notices;

(3) establish the rules of the garage for the DOT Headquarters parking facilities;

(4) enforce the rules of the garage through a system of penalties including warnings, fines or other actions, and/or revocation of parking permits;

(5) encourage and strengthen ridesharing within the Department; and

(6) designate a Departmentwide ETC.

c. Assistant Secretaries and Heads of Operating Administrations shall certify job requirement parking applications and periodically revalidate job requirement permits.

d. Managers and Supervisors shall make every effort, consistent with their internal policies and the work requirements of their respective offices, to adjust scheduled duty hours of individual employees to facilitate ridesharing.

e. Parking Permit Holders shall:

(1) ensure all information on their parking permit application is accurate and current;

(2) report changes in vanpool or carpool membership within three working days to the Parking Management Office;

(a) failure of the permit holder to report changes affecting eligibility, failure to pay parking fees, or falsification of applications or signatures will result in revocation of parking privileges; and

(b) revoked permits shall be returned immediately by the permit holder to the Parking Management Office.

(3) conform to all parking regulations. Employees found in violation of regulations at the DOT Headquarters parking facilities will be subject to applicable penalties; and

(4) have knowledge of and comply with this directive and the rules of the garage (copies of these two publications are available in the Parking Management Office).

7. **POLICY**. The policy of DOT is to ensure that Departmental parking facilities are operated in a manner responsive to the needs of the Department and in accordance with existing Federal directives.

a. All parking facilities available to the Department in the Nassif Building, Federal Building 10A, and the United States Coast Guard (USCG) Headquarters Building will be centrally managed as a single resource by the OST Office of Administrative Services and Property Management.

b. Parking permits will be issued to DOT Headquarters employees on a priority basis in compliance with the standard criteria contained in the FPMR and the guidance of this directive.

c. Costs incurred by the OST Office of Administrative Services and Property Management in managing DOT Headquarters parking facilities will be financed under the WCF.

d. The Federal efforts for energy conservation will be supported by encouraging ridesharing, providing priority parking for vanpools and carpools, and promoting the use of public transportation.

e. Parking permits for other Government elements housed in DOT Headquarters buildings will be assigned as agreed between the Assistant Secretary for Administration and the appropriate official of the Government element.

f. All vanpool and carpool permits are subject to inspection for compliance with this directive and the rules of the garage.

g. Reserved areas for the parking of bicycles and motorcycles of DOT employees will be provided.

h. Limited temporary parking permits will be issued on a space-available basis to DOT employees when an official need arises.

i. Limited visitor parking will be provided for those persons not employed by the Department who have a legitimate appointment or engagement in one of the DOT Headquarters buildings.

8. **PRIORITY OF ASSIGNMENT OF PARKING SPACES.**

a. Official Parking. First priority for assignment of parking spaces will be to meet official parking requirements of Government-owned/leased vehicles.

b. Employee Parking. Parking spaces not required for official parking shall be used for employee parking. The majority of the total spaces available for employee parking (excluding spaces for severely disabled employees) shall be assigned to vanpools and carpools. Employee parking spaces shall be assigned according to the following priorities:

(1) Severely Disabled Employees. Employees who meet the criteria in paragraph 5k are eligible for parking permits. The disability must affect the employee's physical mobility to the extent that walking from a parking area outside of his place of employment is precluded or deemed unreasonably hazardous. Certification of the extent and estimated duration of a physical disability must be made by a medical officer of the USCG or the FAA. Permits may be issued to the temporarily disabled employees, subject to medical certification, provided a reasonable effort has been made by the applicant to join an existing vanpool or carpool. A parking permit thus issued will be withdrawn at the end of the indicated time period. Employees issued permits under this criterion are expected to join vanpools or carpools to the extent possible.

(2) Job Requirement Employees. A limited number of parking permits are allocated to the heads of

Secretarial Offices and Operating Administrations for their employees who are frequently required to work unusual hours. The permits are issued to these employees based on requests from their respective administrations. The OST Office of Administrative Services and Property Management will request recertification of permit holders periodically. When a certification is withdrawn, the permit must be returned immediately to the Parking Management Office.

(3) Shift Work Employees. A limited number of parking permits are provided to employees (other than those on flextime) assigned to regularly scheduled duty hours any portion of which falls between 6:00 p.m. and 6:00 a.m. This includes some shifts or watches in the Communications Centers, Flag Plot, and the situation rooms. To the extent feasible, shift workers are expected to form vanpools or carpools. These permits will be issued in response to requests from the heads of the Operating Administrations involved.

(4) Vanpools. Vanpools of eight or more participants will be issued a parking permit when the information on their application has been verified.

(5) Carpools.

(a) Assignment of carpool parking permits to new applicants is determined by the following point system:

1 Nine points will be given for each DOT employee who is a member of the carpool. This does not include the holder of the permit.

2 Two points will be given for each member of the carpool, including the holder of the permit, who lives outside the Capital Beltway. Maximum number of points in this category is ten points per carpool.

3 Seven points will be given for each Federal non-DOT employee.

4 Six points will be given for each non-Federal carpool member.

(b) Any ties among carpools with an equal number of points will be resolved by issuing permits in the following priority order:

1 The DOT applicant with the largest number of carpool members.

2 A DOT permit holder who has an existing DOT carpool permit.

3 If any additional ties occur, lots will be drawn.

(c) If a submitted application is assigned more points than those associated with a current permit, the current permit holder may retain the permit by bringing the carpool up to the higher priority. There is a grace period of two weeks to update to the higher priority; permit holders failing to do so will lose their permit. The Parking Management Office is available to assist carpools in identifying potential new members to update and increase their membership.

(6) Visitor and Temporary. These two parking permit designations have no priority and are available only on a limited, space-available basis.

9. **PARKING PERMITS**.

a. General.

(1) Parking permits are the property of DOT and are issued for the sole use of the persons whose names appear on the corresponding Official Parking Application (DOT F 1700.9) on file in the Parking Management Office.

(2) The parking permit holder must be a DOT employee and is the person listed on line 6A of the Official Parking Application. All participants in vanpools and carpools must be listed on the applications.

(3) A vanpool or carpool member is expected to participate in the vanpool or carpool at least six one-way trips each week. An employee can only be a member of one vanpool or carpool. However, they may also hold one bicycle or motorcycle permit.

b. Applications for Parking Permits.

(1) An Official Parking Application may be obtained from the following places:

(a) Nassif Building: Parking Management Office; Room 2217; or

(b) FB-10A: Facility Management Branch, ~~ALG-520~~ AAF-52, Room 115; or

(c) USCG Headquarters Building: Headquarters Administration Support Branch (G-CAS-2), Room 3100 or Building Manager's Office, Room LW-1.

(2) Each applicant for a vanpool or carpool permit must appear in person at the Parking Management Office in the Nassif Building to apply for a parking permit.

(3) All members of a potential vanpool or carpool must complete the Official Parking Application which asks for the building, routing symbol, office telephone number, home address, and signature of each member.

(4) All applications for a parking permit must be typewritten. Applications which are not typed will not be considered.

(5) Disciplinary action may result from falsification of information on parking applications. The following warning statement pertains to the applicant, and this warning appears on the application:

**WARNING**

**Falsification of information or signatures or inclusion of employees not participating regularly as carpool members will result in revocation of parking privileges. For purposes of this Order, regular members of a carpool are those employees who ride to and from work at least six one-way trips each week and does not include casual riders. ALL ITEMS WILL BE VERIFIED.**

c. Issuance of Parking Permits. A vanpool of eight or more participants will be issued a parking permit when the information on the application has been verified. Carpool permits will be issued by building in priority order (see paragraph 8b(5)(a)).

d. Display of Parking Permits. The permit must be clearly visible at all times when the vehicle is entering or parked in the garage. Detailed instructions on the proper display of parking permits will be provided at the time of issuance.

e. Transfer of Parking Permits. Vanpool and carpool parking permits are transferable to members of the same vanpool or carpool. The person to whom the permit is being transferred must have been a member of that vanpool or carpool for a minimum of 30 days, be listed on the Official Parking Application, and be a full-time DOT employee. Transfer action can be started in the Parking Management Office up to two weeks prior to the date of the departure of the current permit holder. No category of permit is transferable except vanpool or carpool permits.

f. Lost or Stolen Parking Permits. Lost or stolen parking permits should be reported immediately to the Parking Management Office. A two-week temporary parking permit will be issued. If the lost parking permit is not found by the end of the two-week period, the temporary parking permit may be exchanged for a new permanent parking permit. The replacement fee for lost parking permits is $10. Each subsequent incident of lost or stolen parking permits from the same individual will be handled on a case-by-case basis.

g. Return of Parking Permits. As a part of its procedures for employees separating from DOT employment, each Operating Administration shall require departing employees who are parking permit holders or members of vanpools or carpools to check out in person through the Parking Management Office in the Nassif Building and return their parking permits.

10. **VISITOR AND TEMPORARY PARKING PERMITS.**

a. Visitor Parking.

(1) Limited visitor parking is available through the Parking Management Office for persons not employed

by the Department who have a legitimate appointment or engagement in one of the DOT Headquarters buildings. Employees of DOT are not eligible to use visitor parking, but they may request temporary parking (see paragraph 10b).

(2) Telephone arrangements for visitor parking may be made at any time prior to the visitor's arrival. Written requests for visitor parking should be received in the Parking Management Office at least one day prior to the scheduled visit.

(3) When requesting parking for a visitor, the requesting office must furnish the Parking Management Office with the visitor's name, building and office number of place of visit, and the name and phone number of the person making the reservation.

(4) If visitor parking is required for more than one day, a memorandum signed by the requesting office must be sent to the Parking Management Office with all of the required information mentioned above and the reason for the additional days of parking. If the stay consists of more than three days, a fee will be charged. The fee can be paid at the Parking Management Office by cash or by check; a receipt will be issued.

(5) Visitor parking regulations and requirements are the same for all three DOT Headquarters parking facilities.

b. Temporary Parking.

(1) Employees may be provided temporary parking permits when an official need arises.

(2) All temporary parking permits are subject to approval on a case-by-case and space-available basis.

(3) Requests for temporary parking must be in writing and signed by the respective division chief or higher authority or such official as may be designated in writing.

(4) The written request for temporary parking must contain the employee's name, telephone number, date(s) parking is needed, justification, make of automobile, state and number of automobile tag, and the name and telephone number of the agency point of contact for notification by the Parking Management Office of approval or disapproval of the temporary parking request.

(5) Temporary parking permits for more than three days per month are subject to a fee.

11. **PAYMENT OF PARKING FEES.**

a. The permit holder is responsible for the prompt payment of all monthly parking fees from the date of issuance until the permit is returned to the Parking Management Office whether the permit is used or not. Fees are due and payable by the first of each month. Stickers for motorcycles are sold at one-half the applicable rate for four-wheeled vehicles. Parking permits are available for bicycles at no cost.

b. All parking permit payment stickers are sold in the Imprest Fund Offices of the three DOT Headquarters buildings, and payments are not refundable in full or in part.

c. Altering, reproducing, or counterfeiting a parking permit or monthly parking payment sticker is prohibited. Persons perpetrating such an act may be permanently barred from the parking facilities, may be required to make restitution where appropriate, and may be subject to possible disciplinary action.

d. Information on what to do in case of lost or stolen parking permit payment stickers is included in the rules of the garage and in paragraph 9f of this Order.

12. **REVOCATION OF PARKING PERMITS.**

a. For Cause. Eligibility for employee parking will be validated periodically, annually when practical and feasible, but at least every two years. Intermittent revalidation will be done by random statistical sampling. Additional validation will be done when there is reasonable cause to suspect noneligibility or violations of the parking rules and of this Order. Permits will be revoked in those cases where eligibility is not confirmed. Parking permits may also be revoked for

nonpayment of parking fees, violation of this Order, or repeated violations of the rules of the garage.

b. For Carpool Size or Configuration. The Parking Management Office is authorized to recall parking permits assigned to carpools with a lower priority than pending applications having a higher priority. The lower priority carpool whose permit is recalled will be given a two-week grace period to raise their membership to the higher priority. The Parking Management Office is available to assist carpools in identifying potential new members to increase their membership.

c. Loss of Carpool Member(s). If carpool membership drops by one or more, the parking permit holder is responsible for immediately notifying the Parking Management Office of the membership drop. The carpool will then have two weeks to regain its original size and configuration to retain the same priority order. The Parking Management Office is available to assist carpools in identifying potential new members to increase their membership.

d. Appeals Procedure. In cases where parking privileges have been revoked, or for any other situation where a redress of a grievance is desired, a written request for an appeal must be submitted to the Chief, Personal Property Division (M-44), Office of Administrative Services and Property Management. The Chief, Personal Property Division will investigate the situation fully and render a decision.

13. IMPLEMENTATION. Where appropriate, Secretarial Offices and/or Operating Administrations should develop additional guidance required to implement this Order and provide a copy of that guidance to the Office of Administrative Services and Property Management (M-40), within six months of the date of this Order.

FOR THE SECRETARY OF TRANSPORTATION:

Melissa J. Allen
For the Assistant Secretary
for Administration