

**U.S. Department of the Interior  
National Business Center  
Parking and Ridesharing Policy and Procedures for  
the Interior Complex Parking Program**

**October 2003**

**Background:** The Main and South Interior Buildings (Interior Complex) parking facilities include the basement garage of the Main Interior building (MIB) (accessed by the B, D, E and G ramps), the outdoor lot at the South Interior building (SIB) (accessed via 20th Street), and designated areas of the Federal Reserve Building (FRB) underground garage (accessed by 21st).

**Authorities:** The parking program is managed in accordance with 310 DM 12, Management of Parking Facilities; 41 CFR, 102-74, FMR, Parking and Ridesharing.

**Purpose:** This issuance prescribes operational policies and procedures for management of the parking program for the Interior Complex (i.e., Main Interior, South Interior, and the Federal Reserve Martin Buildings).

**Objectives:** The following objectives guide this program:

- Meeting mission requirements.
- Fair and equitable assignment of parking spaces to Departmental employees and organizations.
- Support E.O. 12191, Federal Facility Ridesharing, by promoting the use of multiple-occupancy and alternative fuel vehicles by increasing the number of car/vanpool and hybrid vehicle parking as a means of reducing traffic congestion and air pollution.
- Effective parking program management and space utilization.
- Compliance with E.O., DM, CFR, Transit Subsidy and DFMS parking policies and procedures.

**Responsibilities:** The Assistant Secretary - Policy, Management and Budget, through the Director of the National Business Center (NBC), is responsible for the allocation and assignment of parking spaces for the Interior Complex. The Division of Facilities Management Services (DFMS) administers the parking program.

Heads of Bureaus and Offices are responsible for designating parking representatives to coordinate, consolidate and forward to the NBC Parking Coordinator all parking applications and requests originating in their Bureau/Office for the Interior Complex and for maintaining liaison with the NBC Parking Coordinator on all parking related matters.

Allotment of parking spaces between the three parking facilities will be divided between all Bureaus/Offices reporting to the Secretary or Deputy Secretary. The Secretariat, Solicitor, Inspector General, Assistant Secretaries, Bureau Directors and Deputy Assistant Secretaries are responsible for determining where each designated Category B employee parks within their allotted number of spaces for each location. All vanpools park in the SIB. Pending availability, carpools with "all"-Interior members who work within the MIB will be given priority to park in the MIB.

Parking permit holders and carpool members will comply with all rules and regulations concerning the use of Interior Complex parking facilities as described in 310 DM 12, this policy

issuance, and instructions given to applicants when permits are issued. Failure to comply may result in suspension or loss of parking privileges.

**Allocating Parking Spaces:** Parking assignments will be made in the following priority order:

**O** - Government owned/leased vehicles.

**H** - Handicapped: Severely Handicapped employees in need of accessible parking. FMR definition: "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." Priority requires completion of "Physicians Certification Application for Disabled Parking Form," and determination is made by U.S. Public Health Service, Federal Occupational Health (FOH) physician. See Permanent and Temporary Disabled Parking procedures for complete instructions.

**A** - Heads of Bureaus and Offices. Each head of bureau and office is allotted one (1) Category A permit.

**C** - Carpools. Applicant is a permanent, full-time Interior employee; lives at least one mile from his/her work station; and has at least three regular members. Carpools with less than four members will be considered for parking only after all other qualified requests have been accommodated. Carpools with less than four regular members may be "bumped" from their parking space by larger carpools. Carpool Verification process will include, but not be limited to, certification of the parking application from the Bureau/Office parking coordinator and/or the requirement of all members of the car/vanpool to verify their application in the presence of the NBC Parking Coordinator. All applicants may include commuting children, students, or elders as members.

**Note:** Ridesharing boards are located in the 1200-east corridor and additional assistance may be obtained in room 1210-MIB. Also, you may contact Commuter Connections at telephone 1-800-745-RIDE or at <http://www.mwcog.org/cog.org/commuter/ccindex.html>.

**V** – Vanpools. Same qualifications as carpools except with at least eight regular members.

**B** - Individuals required to **regularly** work long and unusual hours (requires justification and certification by the head of the Bureau/Office). Category B allocation and site breakdown is based on level of office and office population. To allow for optimal use of the spaces available and ensure fairness, space assignments will be assigned among the three DOI locations - MIB, SIB and FRB. **Heads of each Bureau/Office will determine who parks and where within their allocation.**

- **Secretary/ Deputy Secretary** are allocated a total of twenty Category B permits.
- **Assistant Secretaries** are each allocated six Category B permits.
- **Departmental Headquarters Offices**, the heads of which report directly to the Secretary or Deputy Secretary (e.g., OST, OCL, OCO, and OES), are allocated up to four Category B permits.

- **Bureaus and the Inspector General** are allocated up to five Category B permits and may be allocated one additional permit for each 25 employees stationed at the Interior Complex. Populations are rounded to the next-higher 25 in determining allocation levels. *Bureaus/Offices having 100 or more employees within immediate vicinity (such as - 1600 L St.) of the Interior Complex, and having no subsidized parking, will receive one additional Category B permit at the FRB for every 100 employees.*
- **PMB Deputy Assistant Secretaries (DAS), the Office of the Solicitor (SOL), and the National Business Center** are allocated **one** Category B permit for each office reporting to them. One additional permit for every 25 employees stationed at the Interior Complex will be issued to the DAS, SOL, and NBC for distribution throughout the offices reporting to them. For example DAS-Human Resources and Workforce Diversity would receive one Category A permit, five Category B permits (1-PPM, 1-PED, 1-PEO, 1-PEL, and 1-EEO), and an additional two Category B permits for their population of 36 employees, for a total of eight permits. Population counts are rounded to the next-higher 25 in determining allocation levels.
- **Special offices or Commissions** assigned to the Department with no direct oversight by a bureau/office receive one Category B parking permit or as determined by the Director of the NBC.

**E** - Employees whose duties require them to be "on-call" during duty and non-duty hours for essential operation of Interior Complex facilities (designated Emergency Personnel), protection of Interior property, or response to Interior Complex-related emergencies. This may include employees for Occupant Emergency Plan Command/Support & Continuity of Operations as certified by the Director of the NBC.

**CF** - Clean Fuel. In order to benefit the environment and promote energy efficiency, ten percent of our parking spaces are now dedicated to clean fuel (CF) vehicles. That means employees who drive privately owned hybrid or alternative fueled vehicles powered by clean special fuel qualify for a parking assignment. If and when the ten percent mark has been reached, additional clean fuel assignments will be considered on a case-by-case basis. Examples of vehicles that qualify include the Toyota Prius, Honda Insight/Civic hybrids. Clean fuel vehicles are categorized as vehicles burning compressed natural gas, electricity, bio-diesel, ethane hydrogen, hythane liquefied natural gas, liquefied petroleum gas, methane and solar. Applicants who request parking under this category must use the hybrid or alternative fuel vehicle as their primary commuting vehicle.

**M/B** - Motorcycles/Bicycles - will be required to complete an application to obtain a parking permit for security/control purposes.

**GSA** - Two spaces (tandem) within the Main Interior garage will be provided to GSA for the official vehicles of the Administrator and Deputy Administrator.

**Non-Departmental Service Providers** - One permit will be provided for each of the Departmental service providers (e.g., IDRA, Security, Custodial, Credit Union, Guest Services Inc., etc.). Permits will be located in the MIB, SIB, or FRB depending on availability and as determined by the Director of the NBC.

**Important Notice:** Employees are not permitted to hold a federally-subsidized parking permit or be the primary applicant for a carpool holding a federally-subsidized parking permit if they participate in the Public Transportation Benefit Program. Refer to PFM guidance at <http://www.doi.gov/pfm/transportation/faq.html> or your transit subsidy coordinator for additional information.

A list of current permit holders, by office, and a waiting list, if applicable, will be maintained in the NBC Parking Office. Parking applications received outside the Open Season period which meet the required criteria will be filled on a first-come, first-served basis as parking becomes available.

**Temporary Parking:** The NBC Parking Office maintains a designated number of spaces most of which are located at the South Interior Building and Federal Reserve Building Parking Garage for use as temporary parking for visitors and employees. Refer to the NBC Parking Office, Temporary and Visitor Parking Policy and Procedures.

**Space Assignments:** The MIB Garages is divided into several “zones.” The SIB Lot is divided into spaces designated to accommodate small/medium and large vehicles/vans. Permit holders may park in any available space of the size designated on their permit and within their Zone on a first-available space basis. Parking is assigned in a zone that will accommodate the largest vehicle listed on each application. Once again, there are no “reserved” spaces; permit holders park on a “first-come, first-served” basis in their assigned zone.

NOTE: Each of the MIB parking zones are identified by a different color that corresponds to (matches) the parking permit. If your parking permit does not match the area you are parked in - please come to the NBC Parking Office for assistance and additional instructions. Detailed maps for each facility and instructions for FRB parking are provided at the time permits are issued.

**Over allocation:** A conservative number of space assignments will be over allocated to meet demands for parking and maximize space utilization.

**Waiver:** An over-allocation assignment requires the completion of a waiver with the understanding that the applicant does not qualify for parking privileges under the current policy and must comply with all parking policies and procedures and, at the request from the NBC Parking Office, must immediately surrender the parking permit with little or no notice.

**Overnight Parking:** As a general rule, overnight parking is prohibited because it impacts routine cleaning and maintenance and could impede emergency response. An exception to this would be situations where the vehicle owner is on official travel and it is in the best interest of the Government to allow overnight parking. In these and all other cases, an advance written request must be made to the NBC Parking Coordinator. All requests for overnight parking must be submitted through the bureau/office parking coordinator to the NBC Parking Office, indicate the reason for the request, leave a duplicate set of keys with the NBC Parking Office and provide information on how to contact the owner of the vehicle in the event of an emergency.

**Enforcement:** Parking facilities at the Interior Complex are monitored by NBC, Federal Protective Officers, and Contract Security officials. Parking violation citations are issued for improperly parked vehicles and may be towed at the owner’s risk and expense. Permit holders who park in spaces or facilities other than those assigned by the NBC Parking Office may be ticketed and towed and/or have their parking privileges suspended or revoked. Other common

violations include unauthorized parking and failure to park in the proper zone or within the correct size space, failure to clearly display your parking permit or to leave your keys in the vehicle when parking in a tandem space. Repeated violations will result in the suspension or revocation of parking privileges.

We encourage permit holders to immediately report parking problems, violators, safety hazards and maintenance deficiencies.

The Director of the NBC has the authority to make final decisions on all parking matters.