

DEPARTMENTAL REGULATION		Number: 1633-001
SUBJECT: Parking - USDA Headquarters Complex Washington, D.C.	DATE: September 8, 1994	
	OPI: Office of Operations	

1 PURPOSE

This document establishes the procedures governing parking facilities at the U. S. Department of Agriculture (USDA) Headquarters Complex. These procedures ensure USDA complies with the goals and objectives set forth by the General Services Administration (GSA) and other Federal regulatory and management agencies pertaining to the assignment and utilization of parking facilities, energy conservation, ridesharing, and other related objectives. This directive supersedes Departmental Regulation, Number 1633-1, dated December 13, 1982, and any other instructions that conflict with its provisions.

2 SCOPE

This procedure applies to parking facilities at the USDA Headquarters Complex. It also includes the GSA controlled facility known as the 12th & C Streets Lot where USDA has an allotment of parking spaces.

3 AUTHORITY

The provisions of this directive are in accordance with the Federal Property Management Regulation (FPMR) 101-6.3, Ridesharing, and 101-20.104, Parking Facilities.

4 DEFINITIONS

The following definitions shall be the official definitions pertaining to the parking program at the USDA Headquarters Complex:

a Agency Parking Representative. An employee designated by their Director of Administrative Services or Administrative Officer to administer the parking program within their agency or staff office in accordance with these procedures.

b Capacity. The maximum number of persons that can be transported one-way in the motor vehicle.

c Carpool. A group of at least four (4) persons using a motor vehicle for transportation to and from work on a daily basis. At least fifty percent of the members must be USDA employees, as define under Employment Boundaries.

d Contact Person. The member who is responsible for the information on the Parking Application (AD-697). The Contact Person ensures that the information is true to the best of their knowledge. The applicant is also responsible for ensuring that the Agency Parking Representative is notified immediately of any changes which occur in the carpool/vanpool, updating and submitting a revised parking application. The Contact Person must be a USDA employee, as identified under g Employment Boundaries. The box indicating "YES" must be shaded to denote Contact Person on the Parking Application (AD-697).

e Court. South Building parking areas located between each wing.

f Departmental Transportation Coordinator. An employee in the Office of Operations (OO), Washington Area Service Center (WASC), who is responsible for developing, maintaining, and implementing a Departmental Parking and Ridesharing Program for the USDA Headquarters Complex.

g Employment Boundaries. Government agencies and offices located within a 1.5 mile radius of the USDA Headquarters Complex. Eligible USDA personnel must be employed at the USDA Headquarters Complex, or USDA facilities occupied within a 1.5 mile radius such as, L'Enfant Plaza, Portals, Aerospace, 501 School Street or Reporters Building. USDA employees working at locations outside of the 1.5 mile radius or in buildings where employee parking is provided will be considered under "Federal employee", as stated in Section 10a5c.

h Executive Parking provided to the immediate Office of the Secretary and offices reporting directly to the Office of the Secretary. Spaces are used by individuals or carpools exempt from carpool requirements because of exigencies of Government business. These allocations are made by the Assistant Secretary for Administration to each Under/Assistant Secretary for use at their discretion. An Executive Parking Permit, AD-153C, is issued and must be properly displayed in all vehicles parking in Executive Parking space assignments.

i Government Vehicle/Building Support. Parking spaces reserved for USDA-leased or USDA-owned vehicles utilized solely for the conduct of Government business. Also includes parking necessary to support the 24-hours-a-day operations and maintenance of the Headquarters Complex.

j Physically Challenged Employee. A USDA employee working in the USDA Headquarters Complex who is so physically challenged that the use of public transportation and carpooling is unreasonably difficult or impossible due to the presence of a medically determinable impairment which significantly impairs ambulation (See Section 10d). A physically challenged employee is further defined as a person who:

- (1) Is confined to a wheelchair;
- (2) Requires the use of crutches at all times;
- (3) Wears braces to permanently support their legs and/or hips; and/or
- (4) Suffers from a disease so severe that even minimal walking and the use of public transportation, including carpooling, is unreasonably difficult or impossible, and would further jeopardize the health and safety of the employee.

k Headquarters Complex. The USDA Headquarters Complex is comprised of the Administration, South, Auditors, and Cotton Annex Buildings, associated grounds and parking lots; as well as parking allocated to USDA by GSA at the 12th and C Streets Parking Lot.

l Keycard. An electronically coded plastic credit card shaped device, used to access the South Building courts on scheduled work days between the hours of 6:00 a.m. and 6:00 p.m.

m Lot. Parking areas having fixed boundaries that are located around the Administration, Cotton Annex, and Auditors Buildings. (South Building Parking Areas are called Courts.)

n Parking Applications. An application that must be completed when applying for a USDA Headquarters parking space. All applications may be obtained from Agency Parking Representatives or the Departmental Transportation Coordinator.

o Parking Permits . USDA parking permits are issued and must be displayed when entering and using parking facilities at the Headquarters Complex (see Section 5a for the types of parking permits).

p Parking Space. An area allocated in a USDA parking facility to accommodate a motor vehicle.

q Part-time Member. A person who does not ride to and from work on all scheduled work days, or travels less than six one way trips weekly, as defined by Regular Member below.

r Regular Member. A person who travels at least six one way trips each week in a carpool/vanpool for a minimum distance of one mile to and from the USDA Headquarters Complex or to a work site within employment boundaries. Personnel assigned parking under Executive Parking, will not be used in scoring car/vanpool applications.

s Staging Area. A parking area for temporary use to resolve parking problems in the complex such as building emergencies, temporary parking for vehicles displaced by illegal parking or snow emergencies.

t Temporary Parking reserved by the Departmental Transportation Coordinator, designee, or an Agency Parking Representative, with a time limitation, usually one day or less. Temporary Parking is not reserved for the 12th & C Streets Parking Lot.

u Transmitter. A radio transmitter used to activate the parking control arms located at the Administration and Cotton Annex Building parking lots.

v USDA Parking. Vehicle parking spaces within the Headquarters Complex under the jurisdiction and/or control of the U.S. Department of Agriculture.

w Vanpool. A group of eight (8) or more persons utilizing a van to commute daily to and from work. At least four regular members must be USDA employees housed in the Headquarters Complex or within employment boundaries. Although some automobiles may carry eight (8) or more passengers, they are not considered vanpools.

x Official Visitor Parking reserved solely for the use of officials visiting the Department on official business. A form AD-153B, Temporary Parking Permit, is issued for visitor

parking use. Visitor spaces are not intended to accommodate the daily or personal needs of employees who work in or near the complex. Parking Representatives are not authorized to utilize official visitor parking spaces, under any circumstances. These spaces are not available to private contractors for use in special agency or departmental events or similar circumstances. However, visitor spaces may be used by agencies to accommodate the physically challenged on a short-term (less than 30 days) emergency basis. See Criteria for Reserving Official Visitor Parking Spaces, Section 10 b.

5 FORMS

a Parking Permits. Permits which are issued for entry and display while using USDA Headquarters Complex parking facilities are listed below. Permits must be displayed as defined in Section 7e(3).

- (1) AD-153A, USDA Parking Permit. Parking Permits used for assigned parking spaces, excluding Executive parking assignments.
- (2) AD-153B, USDA Temporary Parking Permit. Parking Permits used for temporary assignments such as visitor spaces and temporary physically challenged assignments.
- (3) AD-153C, USDA Executive Parking Permit. Parking Permits used for Executive parking space assignments.
- (4) AD-153D, USDA 12th & C Lot Parking Permit. Parking Permits issued monthly after payment of the monthly fee for use of parking facilities at the 12th & C Streets Parking Lot. A single AD-153D, provided by USDA, is issued monthly by the parking lot attendant after payment of the monthly fee.

b Parking Applications. Form AD-697, Application for Parking Space, must be completed in pencil and submitted through the appropriate authority or Agency Parking Representative to the Departmental Transportation Coordinator in the Washington Area Service Center (WASC), room S-321, South Building. Agency Parking Representatives are specifically instructed to return incomplete or improperly prepared applications to the applicant. Applications are available from Agency Parking Representatives and from the Departmental Transportation Coordinator.

- (1) AD-697A, Additional Vehicles. Form used to provide information for additional vehicles to be used by members in carpools/vanpools, physically challenged or executive parking. Applications must be properly completed.
- (2) AD-1079, Application for Agency Official Visitor Parking Space, Forms are used by agencies when applying for official visitor parking spaces.
- (3) AD-1080, Application for Official Government Vehicle Parking Space. Forms used by agencies to apply for official parking spaces for government owned or leased vehicles. Agencies should submit a copy of the purchase order to the Departmental Transportation Coordinator, when requisitioning vehicles.

(4) AD-1081, Application for Designated Physically Challenged Parking Space. In addition to submitting Form AD-697, this form must also be completed in applying for a designated physically challenged parking space. TDD services are also available to physically challenged persons. Call 720-PARK and begin keying until the proper "GA" response is received.

C. Express Lane Commuter Information and Ridesharing. Form AD-697, Application for Parking Space, should be completed denoting "Ridefinder", and a computer printout will be sent to you with information pertaining to your commuting area.

6 PRIORITY OF ASSIGNMENT OF PARKING SPACES

a Government Vehicle and Building Support Parking: Vehicle parking areas shall first be reserved for Government Vehicles and vehicles associated with the 24-hours-a-day operations and maintenance of the Headquarters Complex as defined in Section 4i.

b Official Visitor Parking as defined in Section 4x. Visitor parking spaces will be assigned based on the availability of spaces and agency need. c Parking spaces not required for Government Vehicles, Building Support, or Official Visitors will be used for employee parking. Available parking spaces shall be assigned according to the following priorities:

(1) Designated Physically Challenged Parking will be assigned to USDA physically challenged employees for whom an assigned parking space is essential because the use of public transportation or carpooling is unreasonably difficult or impossible; (See Sections 4j and 10d). Designated Physically Challenged Parking will be made available in accordance with the Americans with Disabilities Act, as outlined in the Federal Register, Volume 56, No. 144, Friday, July 26, 1991.

(2) Executive parking as defined in Section 4h.

(3) Visitor parking as defined in Section 4t.

(4) Carpool/Vanpool parking as defined in Sections 4c and 4w. Priority for assignment of spaces shall be based on whether a carpool/vanpool has physically challenged regular members, the number of trips per pay period, the distance traveled and the places of employment of the members.

(5) Bi/motorcycle parking areas, subject to availability, on a first-come, first-served, day-to-day basis.

7 RESPONSIBILITIES

a The Office of Operations (OO), Washington Area Service Center (WASC), Departmental Transportation Coordinator will:

(1) Maintain written plans and procedures for the assignment of parking spaces.

(2) Develop and implement an employee parking program. This includes developing methods and procedures to be followed by OO in the assignment and management of employee parking spaces.

(3) Be responsible for assigning parking spaces under the control of, the USDA Headquarters Complex.

(a) Review and verify parking application data;

(b) Investigate parking hotline complaints received regarding the possible misuse of assigned parking;

(c) Allocate USDA parking spaces according to the Department's Priority of Assignment of Parking Spaces, (See Section 6);

(d) Manage visitor parking, reserving spaces as requested by Agency Parking Representatives for use by official visitors to the department, based on the availability of spaces;

(e) Monitor the use of parking spaces in the Headquarters Complex, and take enforcement action, when necessary; and

(f) Develop and implement plans in accordance with the 1990 Clean Air Act Amendment Requirements as outlined in Section 20.

b Agency Administrator's and/or Directors will:

(1) Provide the support necessary to implement Departmental Parking Policies and Procedures identified in this regulation within their agency.

(2) Promote flexibility in employee working hours to facilitate ridesharing arrangements.

(3) Contact their Agency Parking Representative to reserve visitor parking spaces needed by their agency.

c Agency Administrative Services Directors and Administrative Officers will:

(1) Be responsible for providing the support necessary to implement Departmental Parking Procedures through their respective Agency Parking Representatives.

(2) Encourage and promote ridesharing and other Departmental parking goals and objectives identified in this policy.

(3) Designate qualified representatives to implement parking procedures and regulations for their agency.

- (4) Provide general administrative assistance on an agency level.
- (5) Contact their Agency Parking Representative to reserve visitor parking spaces needed by their agency.
- (6) Ensuring the OO/WASC has been provided a copy of all purchase orders requisitioning official government vehicles.

d Agency Parking Representatives are responsible for administering the parking program within their agency by serving as their agencies' liaison with the Departmental Transportation Coordinator (DTC) in accordance with these procedures. Their responsibilities are to:

- (1) Provide assistance within their respective agencies in resolving routine parking problems, answering questions, etc.;
- (2) Issue correspondence and provide applicants within their agency with parking applications and copies of these parking procedures, etc.;
- (3) With approval from the DTC, issue one day Temporary Parking Permits to carpools within their agency or for use by official visitors;
- (4) Obtain for the carpool/vanpool a replacement permit, when appropriate;
- (5) Review and process all parking applications for authenticity and conformity with Departmental standards and procedures in a timely manner;
- (6) Contact agency participants in the parking program at the request of the DTC to obtain or relay information or enforce policy and procedures;
- (7) Assure that all agency and departmental visitor parking spaces are reserved in accordance with the criteria stated in Section 10b. Maintain a Visitor Parking Log for agency visitor parking spaces and provide the DTC with a copy of this log quarterly;
- (8) Assist OO/WASC with Department-wide reassignments, necessary reports and surveys;
- (9) Number all parking applications before submitting them to the DTC with the appropriate agency number (example: 00-004). Include pre-assigned or new agency numbers as appropriate on updated or revised applications;
- (10) Immediately inform the DTC of changes in carpools, vanpools and other agency needs and ensure that updated applications are submitted within 30 days.
- (11) Serve on the Appeals Committee, hearing information related to member applications originating from their agency.

(12) Contact the DTC when snow is forecasted and provide a list of available agency assigned visitor and official parking spaces for use by vehicles displaced due to snow.

e Persons using USDA's parking facilities must:

- (1) Read, understand and comply with the requirements of USDA's Headquarters Complex;
- (2) Keep all vehicle and membership information current by immediately reporting all changes to Agency Parking Representatives and updating and submitting revised applications to the Contact Person's Agency Parking Representative. Failure to immediately report changes and update membership information will result in loss of parking privileges. Pools will have 30 days to replace lost members and submit an updated application to retain assigned space. (See Section 13);
- (3) Display the parking permit on the driver's side of the dashboard, face up, so that all information is visible and readable through the vehicle windshield.
- (4) Replace fading permits to assure they are readable at all times.
- (5) Park only in your assigned parking space.
- (6) Know USDA parking permits are government property and must be returned immediately upon cancellation, invalidation, transfer, separation of the carpool, etc. PARKING PERMITS ARE NON-TRANSFERABLE.
- (7) Know that failing to properly display a valid parking permit will result in the vehicle being ticketed and towed;
- (8) Know that flagrant violations, such as falsifying applications, applying for more than one space or appearing on applications in excess of the maximum number of bi-weekly trips, counterfeiting, altering, or reproducing permits, failing to turn in permits when the pool membership no longer qualifies, and any act of circumventing these procedures to gain favor, will result in the loss of parking privileges for at least one year and notification in writing to the violator's agency administrator or director.
- (9) Know that each member in the pool represents an equal voice.
- (10) Know that each member is responsible and accountable for following these procedures and those identified on the reverse of the parking permits.
- (11) Know that members must work to resolve internal problems when they arise.

(12) Know that the Contact Person does not have sole authority in decision making.

8 PARKING ASSIGNMENTS (REASSIGNMENTS)

Applications for parking space assignments will be accepted on a continuous basis. All applicants must submit the appropriate forms through their Agency Parking Representatives. When applications exceed the number of spaces available, they will be placed on a waiting list until spaces become available:

a Requests for all parking space assignments (excluding Executive Parking) must be submitted through Agency Parking Representatives on the appropriate application (i.e., AD-697, AD-697A, AD-1079, AD-1080 and AD-1081, See Section 5b). These forms are available from Agency Parking Representatives and the Departmental Transportation Coordinator.

b Reassignments shall take place periodically, usually annually. OO/WASC will issue a Departmental Notice announcing the reassignment. Agency Parking Representatives shall notify employees of applicable instructions, requirements and due dates.

c Notification of parking assignments will be made to applicants by Agency Parking Representatives.

d Qualified carpools/vanpools will be assigned parking spaces based on a point system. Applicants with the highest number of points will be assigned parking spaces within the USDA Courts and Lots until all available spaces have been assigned. The remaining assignments will be made, still based on the highest number of points, to as many applicants as possible until all available spaces at the 12th and C Streets Parking Lot have been assigned.

e Each USDA member of a qualifying carpool will be required to appear in person, with photo I.D., in order to obtain the new parking permits. Members should plan to appear together.

f A minimum of four USDA members of qualified vanpools will be required to appear together, with photo I.D. to obtain the new parking permit.

g Approved applicants will be issued the appropriate USDA Parking Permit (one permit will be issued to each USDA driving member). Non-USDA personnel will not be issued permits to park in the USDA Headquarters Complex.

h Permit holders shall surrender permits when:

(1) Use of the permit no longer meets one or more of the criteria upon which it was issued;

(2) Requested to do so by OO/WASC as a result of a violation of the rules governing parking at the USDA Headquarters Complex or to meet other requirements.

(3) Employment status changes, such as retirement, termination, or relocation outside USDA employment boundaries, as defined in Section 4g.

9 PARKING PERMITS

a Permits will be issued as appropriate to USDA driving members for all parking assignments (except 12th & C Streets Parking Lot, which will be issued only one monthly permit per assignment or pool):

- (1) Government Vehicles and Building Support
- (2) Designated Physically Challenged Parking
- (3) Executive Parking
- (4) Visitor Parking
- (5) Carpool/Vanpool Parking
- (6) Temporary Space Assignments

b Permit holders are responsible for the parking permits and following the rules printed on the back of each permit and in this Departmental Order.

10 CRITERIA

a Assigning Pool Parking Spaces. The following criteria are used to evaluate applications and assign spaces:

- (1) Carpools must have at least fifty (50) percent USDA regular members and a minimum of four (4) persons. The Contact Person must be a USDA employee and identified as the Contact Person on the application.
- (2) Vanpools must have at least four (4) USDA regular members. The Contact Person must be a USDA employee and identified as the Contact Person on the application.
- (3) Carpools/Vanpools having regular members that are USDA physically challenged riders or USDA physically challenged drivers will be entitled to five (5) additional points for each physically challenged person in that pool. See definition, Section 4j for Physically Challenged Employee.
- (4) The average* number of miles traveled one-way, by the contact person, will entitle carpools/vanpools to additional points. One additional point will be given for each 10 miles traveled. (One-tenth point increments, for each mile driven.) * The average will be determined by dividing the total number of miles traveled bi-weekly by the total number of trips made bi-weekly.
- (5) Employment points will be calculated using the number of bi-weekly one-way trips for all members:

(a) Ten (10) points for each one-way trip, not to exceed 160 points for a physically challenged USDA employee;

(b) Four (4) points for each one-way trip, not to exceed 64 points for any USDA employee;

(c) Two (2) points for each one-way trip, not to exceed 32 points for each Federal employee; and

(d) One (1) point for each one-way trip, not to exceed 16 points for each non-Federal member.

(6) The maximum number of riders cannot exceed the maximum capacity of a vehicle listed for the car/vanpool.

(7) If at anytime a tie occurs, the assignment of spaces will be determined by a lottery. Applications will be randomly selected by the Departmental Transportation Coordinator for placement on the waiting list.

b Reserving Official Visitor Parking Spaces Visitor parking spaces will be assigned to agencies based on the need and justification submitted. Agencies desiring allocated visitor parking spaces must complete an AD-1079, Application for Agency Official Visitor Parking Space, and submit it to their Agency Parking Representative. Visitor parking spaces shall be reserved solely for the use of Officials visiting the Department on official business. These spaces are not intended for USDA employees personal use, nor are they to be used by Executives not receiving parking accommodations from their respective Under/Assistant Secretary. All reservations for visitor parking spaces must be made by contacting your Agency Parking Representative. A completed AD-153B, Temporary Parking Permit, must be displayed face up on the driver's side of the vehicle for all visitor parking. Priority and procedures for reserving Visitor Parking Spaces:

(1) Temporary Physically Challenged Employees. Employees requiring temporary physically challenged spaces must make requests following the procedures outlined in Section 10d(3). Official Visitor parking spaces may be temporarily assigned (for less than 30 days) to physically challenged employees on an emergency basis only.

(2) Official visitors to the Department on official business. Reservations should be made at least two (2) weeks in advance for use of visitor parking spaces for official business.

c Assignment of Executive Parking Spaces

(1) Executive Parking Spaces (including assignments based on unusual work hours, but not including "shift work"), will be allocated by the Assistant Secretary for Administration, who will take into account the distribution of executive personnel and/or exigencies of Government business.

(2) Executive Parking Space allocations shall be assigned to each Under/Assistant Secretary for use within their immediate office as well as by executives and other officials within their respective agencies.

d Assignment of Designated Physically Challenged Parking Spaces

(1) Physically challenged employees applying for a Designated Physically Challenged Parking Space must have a valid State or District of Columbia Government Physically Challenged license plate or permit from the appropriate Motor Vehicle Administration, in the state where they reside. Copies of completed applications to obtain state or local license plates or permits may be required. Applicants will be required to present a copy of their vehicle registration or permit to verify their status. (See Section 4j for definition of physically challenged employee.)

(2) Procedures for Assignment of Physically Challenged parking are as follows:

(a) Employees must apply through their Agency Parking Representative, and submit the following:

(1) A completed AD-1081, Application for Designated Physically Challenged Parking Space.

(2) Proof of valid State or District Government Physically Challenged licensed plates or permit; and

(3) A copy of their car registration as proof of Physically Challenged plates or permit.

(4) Any valid METRO physically challenged commuter pass or other identification denoting physically challenged status.

(b) Employees should not contact the Departmental Transportation Coordinator for information regarding their application. Employees should contact their Agency Parking Representative to obtain the status of the application.

(3) Procedures for Assignment of Temporary Physically Challenged parking:

(a) Employees must submit a completed AD-1081, Application for Designated Physically Challenged Parking Space, to their Agency Parking Representative, who will in turn submit the request to

the Departmental Transportation Coordinator. The amount of time parking accommodations will be needed must also be entered on this form.

(b) If the need for physically challenged parking accommodations exceeds three (3) months, the employee must submit a copy of their temporary physically challenged parking permit from the city/state in which they reside.

(c) Temporary Physically Challenged parking accommodations are only valid for a period of 30 days. Requests for extensions must be accompanied by submitting an updated Application for Designated Physically Challenged Parking Space (AD-1081).

(d) Employees must submit their completed application through their Agency Parking Representative.

11 BICYCLE AND MOTORCYCLE PARKING

No parking permits are issued for bicycle or motorcycle parking. However, USDA ID's are required to gain access to the South Building Courts. Employees utilizing these facilities may only park in these designated areas.

a Bicycle parking is available on a first-come, first-served basis at the South Building, Court 2; Auditors Building, Lot 14; Lot 10 and the Jefferson Drive side of the Administration Building. Cyclers are responsible for providing their own locks to secure their bicycles.

b Motorcycle Parking is available on a first come, first serve basis at the South Building, Court 5; the Administration Building, Lot 8; and the Cotton Annex Building, Lot 7.

12 REASSIGNMENT PROCEDURES

a Reassignment of individual parking spaces which become available will be made based on the priority of assignment of parking spaces as stated in Section 6. Spaces determined to be available for reassignment to carpools and vanpools will be assigned to pools on the established waiting list. (See Section 14 Interim Assignments)

b Reassignments of all parking spaces in the Headquarters Complex will occur annually unless necessity dictates otherwise. Employees will be notified of reassignment schedules and requirements via Departmental Notice to all employees in the D.C. Headquarters Complex and USDA employees housed in buildings within a 1.5 mile radius.

c When competing for parking spaces during a reassignment, employees must return completed application package to the Agency Parking Representative on or before the announced closing date. Agency Parking Representatives are instructed not to accept applications after the closing date.

d Agency Parking Representatives will review each application for completeness and accuracy and assign an Agency Number (example FS-012) to each application for a

parking space. Agency Parking Representatives will then prepare a recap sheet which summarizes all applications by type, and submit the listing and the applications to the Departmental Transportation Coordinator by the closing date.

e The Departmental Transportation Coordinator will review the data, consolidate all the agency submissions, establish a cut-off point, assign spaces and notify Agency Parking Representatives of the results from the reassignment.

f Agency Parking Representatives will notify applicants of the results of the reassignment, collect old and distribute new parking permits, and keycards to successful applicants as directed by the Washington Area Service Center.

13 LOSS OR CHANGE IN MEMBERSHIP

a Loss or change in membership must be immediately reported to the Agency Parking Representative. The carpool will be given thirty days to replace the member(s) and submit a revised AD-697, Application for Parking Space, reflecting all changes. If the carpool does not have enough qualifying points after thirty days, their space will be reassigned to the next qualifying carpool.

NOTE: If the carpool has enough qualifying points without an additional member, they will retain a USDA parking space, but not necessarily the same space. Failure to report changes will result in loss of parking privileges and notification of parking violation to your agency head for possible further disciplinary action.

b The Departmental Transportation Coordinator is available to assist carpools/vanpools in locating new members.

14 INTERIM ASSIGNMENTS (TURNOVER OF PARKING SPACES)

When spaces become vacant during the assignment period because of retirements, separations or any other reason, the Contact Person is responsible for notifying their Agency Parking Representative that the space is available for reassignment. Agency Parking Representatives shall notify the Departmental Transportation Coordinator who will in turn reassign the parking space to the next qualifying carpool/vanpool. Agency Parking Representatives are not permitted to reassign any parking spaces and are responsible for returning official spaces no longer required, to the Departmental Transportation Coordinator for reassignment.

15 RIDESHARING SERVICES

a OO/WASC shall maintain current information concerning employee transportation services to the extent possible. These services shall include maintenance of an automated carpool/vanpool referral service, and shall interface with services provided by local ridesharing agencies and entities, such as the Council of Governments (COG) and the General Services Administration, National Ridesharing Office, when possible.

b USDA employees may obtain ridesharing information from the Departmental Transportation Coordinator.

c USDA employees who use TDD equipment may obtain information on joining or forming carpools/vanpools by calling 720-PARK.

16 ACCIDENTS AND COMMON PROBLEMS

a Accidents. The Federal Protective Service of the General Services Administration has jurisdiction over the parking lots/courts in and around the Administration, South, Auditors, and Cotton Annex Buildings. Persons involved in an accident are responsible for reporting accidents occurring within or at the entrance of the lots/courts immediately to appropriate USDA guards and to the Federal Protective Service at (202) 708-1111.

b Common Problems. If someone is parked in your space, note the license plate number; state of tag; type and color of vehicle; and, if a USDA parking permit is visible, the information on the permit; then proceed to Court 2 and give the information obtained on the vehicle in your space, along with your name, phone number, lot and space number to the guard. The guard will contact the parking office and obtain a staging parking space for your vehicle. You are responsible for moving your vehicle back to your assigned space, in a timely manner, if contacted by either the Departmental Transportation Coordinator or your Agency Parking Representative. Should a permit holder forget or lose their permit; they should:

(1) Notify the guard upon entering the court (South Building only);

(2) Park in their assigned space and immediately see their Agency Parking Representative, who will obtain a One-Day Temporary Parking Permit, or if the permit was lost, obtain a new one from the Departmental Transportation Coordinator. There will be a one-hour limit to obtain the Temporary Parking Permit from the Agency Parking Representative. If your representative is not available the permit holder should call 720-PARK to obtain a temporary permit. If the replacement permit is not properly displayed in the vehicle within one hour, the vehicle will be subject to ticketing and towing.

17 ENFORCEMENT and the APPEALS PROCESS

a All applicants and permit holders are responsible for abiding by these parking procedures. By signing the parking application (Form AD-697), each applicant certifies that they have read and understand these parking procedures.

b WASC will provide program participants with a written NOTICE OF INFRACTION for all violations.

c Permit holders shall surrender permits when:

(1) Use of the permit no longer meets one or more of the criteria upon which it was issued;

(2) Requested to do so by OO/WASC as a result of a violation of the rules governing parking at the USDA Headquarters Complex or Ruling of the Appeals Committee.

d If any person's name appears on applications for more than one parking space (inside or outside of USDA) and the number of one-way trips is unreasonable or impossible, that person will be banned from the parking program for a period of not less than one year or reassignment period. The carpool will have thirty (30) days to replace the driver/rider or forfeit the space (there will be no exceptions to this rule).

e WASC will make random investigations of parking assignments during the course of the assignment period. If, after the investigation, a space is found to be operating at other than the levels indicated on the parking application the space will be returned to the parking inventory for reassignment.

(1) Any member on an original application who provides fraudulent information on behalf of the carpool/vanpool, shall be ineligible to participate in a carpool/vanpool at the USDA Headquarters Complex for at least one year or one reassignment period. Cases involving fraudulent or forged parking applications or permits, will be treated as falsification of a government document and will be reported to the Office of Inspector General for investigation.

(2) Any infraction which endangers the lives of others, shall result in the immediate revocation of parking privileges and permanent banishment from the USDA Parking Program. Members invoking the Appeals Process for infractions which endanger the lives of others, shall be prohibited from continued parking during the Appeals Process.

(3) Examples of infractions which endanger the lives of others are: excessive speeding, impeding or prohibiting the safe access and/or egress to any USDA entrance, exit, court, lot or assigned parking space.

f If, for any reason, an assigned space is occupied by someone other than the assignee, the Contact Person or carpool member should:

(1) Obtain the license number and state, type of car, lot or court, and space number and all information displayed on any parking permits;

(2) Proceed to Court 2 and provide the Security Guard with the information obtained in (1), and your name and phone number. The Security Guard will contact the Departmental Transportation Coordinator and request a temporary space for your vehicle.

(3) Park in the parking space as directed by the Security Guard.

(4) Return your vehicle to your assigned space when requested to do so by your Agency Parking Representative or the Departmental Transportation Coordinator.

(5) The illegally parked car will be ticketed and/or towed. The carpool should not block the illegally parked vehicle or park in someone else's space, they too may be ticketed and/or towed.

g The Departmental Transportation Coordinator authorizes the issuance of District of Columbia, Department of Motor Vehicle tickets and the Chief, Executive Services Branch authorizes issuance of US Park Service tickets for Jefferson Drive permit holders.

(1) Tickets and towing may occur for the following reasons:

(a) Vehicle has no valid parking permit

(b) Permit is not displayed properly

- (c) Illegally parked in designated physically challenged space/area
- (d) Illegally parked in no parking space/area
- (e) Illegally parked in reserved or designated space/area
- (f) Parked in two (2) spaces
- (g) Blocking driveway or access
- (h) Other parking violations

(2) Loss of Parking Privileges. Two (2) violations will result in the recipient's loss of parking privileges for a one year suspension period. The one year begins upon notification from WASC or from your Agency Parking Representative. All violations reported to WASC count, regardless of whether they are accompanied by a parking ticket.

h Illegally parked vehicles at the USDA Headquarters Complex receiving a District of Columbia Department of Motor Vehicle ticket, or that have outstanding DC Parking Violations may be booted or towed from USDA facilities at any time at the owners expense.

i Tickets received at the USDA Headquarters Complex for parking violations are not generally "negotiable" and represent a legal matter between the DC Department of Traffic Adjudication or the US Park Service and the receiving individual.

j South Building court parking spaces, adjacent to offices or court perimeter walls will be "Front End Parking" only.

k Permits must be prominently displayed on driver's side of dashboard, face up, at all times. Failure to display valid permits may result in the vehicle being ticketed and towed at the owner's expense.

l DO NOT block traffic lanes in courts while waiting for pool members. Remain in your assigned parking space until all members arrive.

m DO NOT double park while waiting for riders.

n DO NOT block traffic by allowing passengers to get into or out of vehicles on the ramp.

o Hours of operation: South Building Courts 1 and 6 are open from 6:00 a.m. to 9:30 a.m. and 3:30 p.m. to 6:00 p.m. with keycard access from 9:30a.m. to 3:30 p.m., Court 2 is open 24-hours-a-day, and Courts 3, 4 and 5 are open from 6:00 a.m. to 6:00 p.m.

p All vehicles entering the South Building Courts or USDA parking lots are subject to search by security guards or appropriate officials of the Department.

q 12th and C Streets Parking Lot

(1) Hours of Operation: Government carpools are authorized to park in the lot from 7:00 a.m. until 7:00 p.m., Monday through Friday, except holidays.

(2) Parking Permits: The monthly permit must be displayed on the drivers side of the dash, face up, with all information clearly in view. If the carpool does not have the permit with them upon entering the lot, they will be charged the daily rate for that day.

(3) Parking Fees: Monthly permits are sold to USDA employees at a reduced rate. Permits will only be sold to carpool members with a valid Federal ID. Permits will only be sold during the last four (4) working days of the month. ALL MONTHLY PERMITS MUST BE PURCHASED BY NOON ON THE LAST WORKING DAY OF THE MONTH. If, for some reason the carpool does not pick-up their permit during the specified time, they will not be able to buy a permit until the following month and may have to reapply for a parking space.

(4) Parking Procedures: You must park at the direction of the Parking Lot Attendants. If you park against the lot perimeter you must lock your car and take the key with you. You must have a spare door key with you anytime your vehicle is parked in this lot. Notify the Parking Lot Attendants departure time. They will direct you to an appropriate parking space. Whenever you park in front of another vehicle, you must leave the key accessible to the attendants. Remember to keep a spare door key. If an attendant moves your car during the day to a location within the lot where it is not blocking another vehicle, they may lock your car with the keys inside. You will need the spare door key to regain access to your car.

a Appeals. In cases where parking privileges have been suspended or revoked or for any situation where redress of a parking violation is desired, an oral or written request should be provided , within 30 days after notification, to the Agency Parking Representative for review by the Appeals Committee. A decision to reinstate or rescind parking privileges, by the Appeals Committee, is final. Adjudicated offenses will be removed from the permit holder's violation record.

(1) The Appeals Committee will consist of: the Agency Parking Representative, the Departmental Parking Coordinator, and a Union Representative.

(2) Program participants will be allowed to retain their parking assignments while undergoing the appeals process. Once a decision is rendered by the Appeals Committee, it is final.

(3) Only valid NOTICES OF INFRACTION issued, will be used by the Appeals Committee. Previously adjudicated NOTICES OF INFRACTION, will be prohibited from use.

18 EVENING, WEEKEND AND HOLIDAY PARKING

a Evening parking is available between the hours of 6:00 p.m. and 6:00 a.m. only, during scheduled work days. Weekend and holiday parking begins at 6 p.m. and ends at 6:00 a.m. on the next scheduled work day. Unauthorized vehicles using these facilities at other time frames will be ticketed and towed.

(1) Employees working on weekends and/or Holidays may park in Lots 7, 8, 9, 10, and 11 of the Headquarters Complex on an "as available basis."

(2) Evening, Weekend and Holiday parking is available for USDA employees in Court 2. Employees must have a valid USDA Access Card (AD-1030) to gain access to Court 2 after hours (between 6 p.m. and 6 a.m.). Spaces in Court 2 posted "Physically Challenged Parking Reserved at All Times" and lot spaces posted "Reserved at All Times", are exempt from evening, weekend and holiday parking rules and regulations. These spaces are reserved for physically challenged individuals 24-hours everyday.

19 PROCEDURES FOR KEYCARDS

a Key cards are used to enter and exit the South Building Courts when the gates are not open. Key cards will only operate the gates between the hours of 6:00 a.m. and 6:00 p.m. No key cards are needed for Court 2 which is open 24-hours a day.

b Key cards are issued to the Contact Person and next driver listed at the time of assignment. If additional key cards are needed for other USDA drivers they should be requested by contacting the Contact Person's Agency Parking Representative and provide them with the driver's name and agency for each card requested.

20 CLEAN AIR ACT AMENDMENT OF 1990 REQUIREMENTS

Steps to reduce vehicle emissions and single-occupant vehicles (SOV's) are being undertaken by state and local jurisdictions. The Clean Air Act Amendments of 1990 presently require every employer with 100 or more persons at any work site in a "severe non-attainment" area to implement a Transportation Management Program (TMP) to increase the average passenger occupancy (APO) per vehicle by 25 percent over the area's average by 1997 and, although the Washington area is not presently a "severe non-attainment" area, the Federal Government, with its large concentration of facilities in the National Capital Region (NCR), we must continue to help set the example in transportation management planning to prevent deterioration of air quality in the area to the "severe" category. The National Capital Planning Commission (NCPC), Metropolitan Washington Council of Governments (COG) and GSA are working cooperatively to ensure:

- a All Federal agencies establish an APO baseline for each work site of more than 100 persons by June 30, 1994;
- b Implementation of a vigorous TMP to achieve an increase in APO per vehicle by 25 percent at each such worksite by October 1, 1997, recognizing that where great strides in transportation demand management have already been made, a more limited goal may be required;
- c Aggressive promotion of a wide range of TMP strategies to achieve the increased APO goal, including parking management, personalized assistance and ridematching, van/buspooling, transit, bicycling, walking, telecommuting, variable work hours, transit benefit program, guaranteed/emergency ride home, and commuter centers, and;
- d Promoting the use of shuttle bus service for Federal employees between Metrorail stations and Federal work sites to the extent permitted by law.
- e Strong support of the enactment of legislation to (1) extend authorization for the transit benefit program beyond the December 31, 1993 expiration date and (2) permit Federal agencies to operate shuttle bus service, where needed, between Metrorail stations and Federal work sites, and urges support for such legislation by local, state, regional, and Federal agencies in the NCR.
- f Direct circulation of these amendment resolutions to all Federal agencies in the NCR by letter, urging each agency to voluntarily implement the goals and policies as soon as possible.