ADS Chapter 514

Parking Program Administration

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ADS 514 - Parking Program Administration
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Table of Contents

514.1 OVERVIEW 3

514.2 PRIMARY RESPONSIBILITIES 3

514.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES 4

514.3.1 Allocation of Permits 4

514.3.2 Disability Parking Permits 5

514.3.3 Bureau/Independent Office Permits - Executive and Unusual Hours 5

514.3.4 Carpool/Vanpool Permits 6

514.3.5 Short-Term Special Circumstances Parking Permits 7

514.3.6 Motorcycle Permits 7

514.3.7 Overnight Parking 8

514.3.8 Required Procedures for Separating and Transferring Employees 8

514.4 MANDATORY REFERENCES 9

514.4.1 External Mandatory References 9

514.4.2 Internal Mandatory References 9

514.4.3 Mandatory Forms 9

514.5 ADDITIONAL HELP 10

514.6 DEFINITIONS 10

ADS 514 - Parking Program Administration

514.1 OVERVIEW
Effective Date: 01/05/2016

This chapter provides the basis for issuing parking permits for the limited number of spaces available to the U.S. Agency for International Development (USAID) in all USAID parking sites, including the Ronald Reagan Building (RRB), State Annex-44 (SA-44), Crystal Park 3 (CP3), and 2 Potomac Yard (2PY).

514.2 PRIMARY RESPONSIBILITIES
Effective Date: 01/05/2016

a. The **Director of the Bureau for Management, Office of Management Services (M/MS/OD)** is responsible for the assignment of individual parking permits as well as the overall management of the USAID Parking Program.

b. The **Parking Coordinator in the Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD)** is responsible for:

- Assisting Agency employees and ensuring that parking policies and rules are followed,
- Being the primary contact for Agency employees regarding parking issues,
- Assigning parking spaces in accordance with Agency policy, and
- Arbitrating Agency parking policy complaints.

c. **Bureaus/Independent Offices (B/IOs)** are responsible for determining who will receive the allocated number of executive and unusual work hours permits. B/IOs are responsible for notifying M/MS/HMD, in writing, of the names of individuals who are allocated these permits as well as any changes.

d. **Carpool/Vanpool/Motorcycle Permit Holders** are responsible for prompt payment of the monthly parking fee. USAID employees in the RRB must make payments by the 10th of each month directly to **www.pay.gov**. For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures.

e. The **Office of Civil Rights and Diversity (OCRD)** is responsible for administering the reasonable accommodation program in a manner consistent with USAID policies and procedures, and all applicable federal laws, regulations, and guidelines.

f. **Disability Permit Holders** are responsible for submitting any changes in health, vehicles, and license tags to the M/MS/HMD Parking Coordinator.

g. Under **40 USC 1315**, the **Federal Protective Officers** are considered Law Enforcement Personnel; in the building where they have proprietary interests, they have the authority to issue tickets in accordance with DC's laws under their concurrent legislative jurisdiction authority.

514.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 11/05/2002

All permit holders must obey all traffic signs and rules while in USAID parking sites.

514.3.1 Allocation of Permits

Effective Date: 01/05/2016

USAID has limited spaces at each USAID parking location. Although GSA manages the parking program for the tenant agencies, each agency is required to establish its own parking policy.

The M/MS/HMD Parking Coordinator will conduct random certification of the existing spaces. Only USAID direct-hire employees and all Personal Services Contractors (PSCs) may be the primary holder of the parking permit. For purposes of the policies in this chapter, "employee" hereafter refers only to USAID direct-hires and PSCs, and not to individuals in any other employment status.

The following must not be the primary holder of a parking permit, although they may be members of a carpool or vanpool:

- Employees of Institutional Contractors;
- Recipients;
- Participating agencies under interagency agreements (per **ADS 306, Interagency Agreements**), including but not limited to, Participating Agency Services Agreements (PASAs); and
- Fellows.

Permit holders or members of a carpool or vanpool cannot participate in the Transit Benefits Program (see **ADS 515, Metro Transit Subsidy Program**). Employees are only allowed to participate in one subsidy program.

Except as provided otherwise in this chapter, allocation of permits are for Washington-based employees only.

514.3.2 Disability Parking Permits
Effective Date: 01/05/2016

Parking as a reasonable accommodation may be available to qualified individuals with disabilities who are working for USAID regardless of their hiring mechanism (i.e.: direct-hires, fellows, Personal Service Contractors, employees on TDY, institutional contractors). A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual. The disability could be permanent or temporary.

If a disability parking permit is desired as a reasonable accommodation, the individual, or other representative who is acting on the individual's behalf, may make the request, either verbally or in writing to OCRD, or to the individual's AMS Officer or supervisor. The AMS Officer or individual supervisor must notify OCRD within five working days of each request. Consistent with USAID polices and procedures, and all applicable federal laws, regulations, and guidelines, a request for a disability parking permit as a reasonable accommodation must be made, considered, and processed in the same manner as any other reasonable accommodation request (see **ADS 110, Equal Employment Opportunity**). OCRD must submit proper documentation to M/MS/HMD's Parking Coordinator for issuance of the disability parking permit.

After approval, if a disability parking permit is issued to a program-funded PSC, the PSC's Bureau or Independent Office (B/IO) will reimburse M/MS/HMD annually for parking.

Please note: A person with a disability parking permit can not park in a handicap spot unless they have a handicap parking permit.

514.3.3 Bureau/Independent Office Permits - Executive and Unusual Hours
Effective Date: 01/05/2016

Bureaus/Independent Offices (B/IOs) assign these permits, within the B/IOs allotment, to employees who are executives below the Assistant Administrator (AA) level, or who need to work extended or unusual hours. Unusual working hours are defined in **6 FAM 1041** as "work hours that are frequently required to be varied and do not coincide with any regular work schedule." Those assigned unusual hour permits can be employees at any level; however, a full justification from the B/IO Director is needed to accompany the request. B/IOs that have a mission to provide 24/7 support to the Agency (such as the Office of Security) will be given higher consideration for B/IO permits for executive and unusual hours.

Employees who receive these permits must pay the set amount by the 10th of each month directly to **www.pay.gov**. For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures. Annual rate of usage may determine the personnel size and number of spaces available. Employees must submit unusual requests (i.e.: emergencies) to the M/MS/HMD Parking Coordinator via email at

steasley@usaid.gov. Allocation of B/IO permits will be solely determined by the size of the B/IO and the number of B/IOs requesting permits, to assure that the allocation is fairly distributed. On occasion, spaces will decrease or increase depending on the availability and reallocation of spaces.

B/IOs must notify the M/MS/HMD Parking Coordinator, in writing, of the names of employees who are allocated these permits, as well as any changes in allocation that occur. B/IOs must inform the M/MS/HMD Parking Coordinator when B/IO permit holders transfer to another B/IO, to overseas Missions, to other Washington facilities, or separate from USAID (see **514.3.8**). The new B/IO has 30 days to approve the new employee parking permit within the B/IO's allotment.

514.3.4 Carpool/Vanpool Permits

Effective Date: 01/05/2016

Carpool/vanpool permits are allocated by Bureaus/Independent Offices. Direct-hire and PSC employees applying for carpool/vanpool permits for any USAID site must submit a completed application form, **AID 514-1, Carpool Parking Application**, to the M/MS/HMD Parking Coordinator via email at **steasley@usaid.gov**. A carpool consists of a group of two or more people using a motor vehicle for transportation to and from work. Receipt of a parking application does not constitute approval. The M/MS/HMD Parking Coordinator will notify all employees in writing, within seven days of receipt, of the status of their application. Employees who do not receive a spot will be notified when parking spaces become available.

Carpool permit applications are placed in the following order:

a. The carpool with the most USAID direct-hire employees.

b. The carpool with the most USAID PSCs.

c. The carpool with the most other government employees.

d. The carpool with one or more government employees and a child or children enrolled in the RRB's Day Care Center Triangle Tots. Note: You must have a minimum 3-person carpool.

Note: Carpool permits are only valid for one year from the effective date (for example, January 1, 2015 through December 31, 2015). Within 30 days after expiration, carpool permit holders must re-apply for a permit using the **AID 514-1, Carpool Parking Application**. Reapplying does not guarantee a continued permit.

514.3.4.1 Screening Process
Effective Date: 01/05/2016

Prior to the issuance of a carpool/vanpool permit, M/MS/HMD will conduct the following screening process:

- Contact the individual carpool applicant's supervisor/program coordinator and applicable Administrative Management Support (AMS) to verify the employee is not participating in the USAID Metro Transit Subsidy Program (see **ADS 515**), and

- Contact the AMS Team in charge of the USAID employee's B/IO to verify their employment status and eligibility.

514.3.5 Short-Term Special Circumstances Parking Permits
Effective Date: 01/05/2016

Each year, USAID will maintain a small number of parking spaces, which will be available to any USAID employee for assignment on a short-term/as needed basis. These spaces will be available for employees with short-term needs (ranging from one day to six months) and will be allocated for the duration of the period needed. Examples of short-term needs or special circumstances may include, but are not limited to:

a. An employee completing a special/short-term work assignment that requires unusual and off-duty hours.

b. A Foreign Service Officer who is temporarily (one day to six months) stationed in the United States who does not have access to or the ability to take public transportation.

c. A person who has unusual health-related issues (see **ADS Chapter 110**).

514.3.6 Motorcycle Permits
Effective Date: 01/05/2016

USAID direct-hire employees and PSCs applying for a motorcycle permit must submit a completed application form, **AID 514-2, Motorcycle Permit Application**, to the M/MS/HMD Parking Coordinator. Employees who receive these permits must pay the set amount by the 10th of each month to **www.pay.gov**. Motorcycles must only be parked in designated motorcycle parking areas. For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures.

514.3.7 Overnight Parking
Effective Date: 01/05/2016

Ronald Reagan Building (RRB) parking permit holders may park in the RRB after hours and on weekends. However, if a vehicle is in the garage after 2:00 a.m. for official business, special arrangements must be made or the vehicle will be towed at the permit holder's expense. Permit holders can make arrangements by emailing **steasley@usaid.gov** with the following information:

- Driver's name,
- Make and color of car,
- Dates the car will be in the garage,
- License plate number and the state where it was issued,
- Office/Home/Cell/Emergency telephone number, and
- Hang tag number.

For all other USAID parking sites, USAID employees must follow each parking vendor's policies and procedures.

514.3.8 Required Procedures for Separating and Transferring Employees
Effective Date: 03/16/2015

The following procedures apply to employees separating from USAID, transferring to a USAID position overseas, or transferring to work at another USAID facility in Washington.

To the extent possible, employees with parking permits should notify M/MS/HMD at least 30 days prior to their separation or transfer date.

Return of Parking Permits for the Ronald Reagan Building

Employees with parking permits for the Ronald Reagan Building must submit payments in full in the parking system (Pay.Gov) in order to obtain an exit clearance. Parking permits and hang tags must be returned to the ITC Parking Office within 24 hours of the date of separation or transfer. On the date of departure, the employee should obtain a ticket to enter the parking garage and have the parking office sign the ticket in order to exit the garage. M/MS/HMD's Parking Coordinator will confirm with the parking office that the pass was returned by the departure date.

Return of Parking Permits for Other USAID/Washington Facilities

Employees with parking permits for USAID's facilities at 2 Potomac Yard (2PY) and State Annex-44 (SA-44) must submit payments in full to Colonial Parking. Employees with parking permits for USAID's facilities at Crystal Park 3 (CP3) must submit payments in full to Parking Management, Inc.

Parking permits and hang tags must be returned to M/MS/HMD's Parking Coordinator within 24 hours of the date of separation or transfer in order to obtain an exit clearance from M/MS/HMD. M/MS/HMD's Parking Coordinator will notify the respective parking office of the employee's pending departure and will advise the separating or transferring employee if there is any outstanding liability that must be paid in order to settle the account. On the date of departure, the employee should obtain a ticket to enter the parking garage, write their account number on the ticket, and have the parking office sign the ticket in order to exit the garage.

514.4 MANDATORY REFERENCES

514.4.1 External Mandatory References

Effective Date: 12/15/2005

a. **6 FAM 1041**

b. **40 USC 1315**

c. **41 CFR 102-74.265 et seq.**

d. **Energy Policy Act of 1992 (P.L.102-486)**

514.4.2 Internal Mandatory References

Effective Date: 01/05/2016

a. **ADS 101, Agency Programs and Functions**

b. **ADS 110, Equal Employment Opportunity**

c. **ADS 515, Metro Transit Subsidy Program**

514.4.3 Mandatory Forms

Effective Date: 11/05/2002

a. **AID 514-1, Carpool Parking Application**

b. **AID 514-2, Motorcycle Parking Application**

514.5 ADDITIONAL HELP

Effective Date: 11/05/2002

There are no Additional Help documents for this chapter.

514.6 DEFINITIONS

Effective Date: 01/05/2016

See the **ADS Glossary** for all ADS terms and definitions.

agency parking
Vehicle parking spaces under the jurisdiction and/or control of a federal agency which are used for parking government vehicles. (**Chapter 514**)

carpool
A group of two or more people using a motor vehicle for transportation to and from work. (**Chapter 514**)

disability
A physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act. (**Chapters 110**, **253**, **514**)

employee
For the purpose of this chapter, USAID direct-hire and PSC employees. (**Chapter 514**)

employee with disability
A government 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 and who is driven to work by another. (**Chapter 110** and **514**)

executive
A government employee with management responsibilities who, in the judgment of the employing Agency head or designee, requires preferential assignment of parking privileges. (Government employee as referred to in this chapter is a full-time employee of USAID.) (**Chapter 514**)

hang tag
A piece or strip of strong paper, plastic, metal, leather, etc., for attaching by one end to something as a mark. (**Chapter 514**)

official parking
Parking spaces reserved for government-owned or government-leased vehicles. (**Chapter 514**)

parking permit
A permit issued by USAID pursuant to this policy to a USAID Washington-based employee within a designated parking structure and space for display on a vehicle owned or used by such employee which is parked within the designated structure/space. (**Chapter 514**)

parking space
The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle. (**Chapter 514**)

unusual hours
Work hours that are frequently required to be varied and do not coincide with any regular work schedule. (**Chapter 514**)

vanpool
A group of 8 to 15 persons 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. (**Chapter 514**)

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