ADS Chapter 514

Parking Program Administration

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ADS 514 - Parking Program Administration

514.1 OVERVIEW

Effective Date: 11/05/2002

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 the Ronald Reagan Building (RRB).

514.2 PRIMARY RESPONSIBILITIES

Effective Date: 11/05/2002

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

b. Bureaus are responsible for determining who in their Bureau will receive the allocated number of Executive and Unusual Hours permits. Bureaus are responsible for notifying M/AS/OD in writing of the names of individuals who are allocated these permits as well as any changes in allocation that may occur.

c. Individualswho have been granted parking privileges are responsible for prompt payment of the monthly parking fee directly to the InternationalTradeCenter, RonaldReaganBuilding (ITC/RRB).

d. Vanpool/Carpool Permit holders are responsible for reporting in writing to M/AS/OD any changes in vehicles, license tags, and membership.

e. Under **40 U.S.C. 318** and **318d**, 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.

***f. The USAID Disability Parking Committee** determines whether individuals who meet the above criteria can to be granted parking permits for a space in the RRB

514.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 11/05/2002

*All permit holders must obey all traffic signs and rules while in the garage.

514.3.1 Allocation of Permits

Effective Date:12/15/2005

USAID has received a total of 375 parking spaces in the RRB from the General Services Administration (GSA). Although GSA manages the parking program for the tenant agencies of the RRB, each agency is required to establish its own parking policy.

*Except for disability parking permits, only USAID direct-hire employees and Personal Services Contractors (PSCs)may be the primary holder of the parking permit. The following may 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 (IAAs, per **ADS 306**),including but not limited to,Resource Support Services Agreements (RSSAs) and Participating Agency Services Agreements(PASAs), and
- fellows.

For purposes of the policies in this chapter, "employee" hereafter refers only to direct-hire USAID employees and PSCs, and not to individuals in any other employment status.

Permit holders must pay a set fee per month directly to the ITC/RRB no later than the 5th of each month. Permit holders or members of a carpool or vanpool cannot participate in the Transit Benefits program.

The 375 USAID parking spaces are allocated roughly as follows:

Disability Parking	6 percent
Executives (AA and above)	6 percent
Official Vehicles	3 percent
Bureau Executive & Unusual Hours	42 percent
Carpools & Motorcycles	43 percent
TOTAL	100 percent

The allocation of these percentages is in effect until further notice.

514.3.2 Disability Parking Permits

Effective Date:12/15/2005

Parking is available to individuals with disabilities who are working for USAID in some capacity in RRB. Such individuals must provide a letter from their treating physician to M/AS/OD through the AMSOfficer. The letter must be dated within 30 days of submission. The treating physician must state the following:

a. What isthe individual's medical condition that requires disability parking;

b. The reasoned medical opinion why the individual's condition precludes the use of public transportation; and

c. Whether the condition/disability is temporary or permanent. If temporary, the expected duration of the disability.

The USAID Disability Parking Committee determines whether individuals who meet the above criteria can to be granted parking permits for a space in the RRB. Individuals who receive these permits must pay the set fee per month directly to the ITC/RRB. The USAID Disability Parking Committee only reconsiders applications if the individual submits new and compelling medical documentation.

*If a disability parking permit is issued to a program-funded PSC, the PSC's Bureau or Office must provide M/AS with program funds for the Agency's portion of this cost.

514.3.3 Bureau Permits - Executive and Unusual Hour

Effective Date: 11/05/2002

Bureaus assign these permits to those 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."

Employees who receive these permits must pay the set amount per month directly to the ITC/RRB. Bureau allocations are based on the position ceiling for each Bureau and are allocated on a pro rata basis. Bureaus must notify M/AS/OD in writing of the names of employees who are allocated these permits, as well as any changes in allocation that occur.

514.3.4 Carpool/Vanpool Permits

Effective Date: 11/05/2002

Direct-hire and PSC employees applying for vanpool/carpool permits must submit a completed application form, **AID 514-1**[Note: This document is only available on the Intranet (**http://inside.usaid.gov/forms/a514-1.doc**). Please contact **steasley@usaid.gov** if you need a copy.], *Carpool Parking Application*, directly to M/AS/OD by the specific date announced in the Agency Notice issued each year. The form is available on the Agency website and is attached to the Agency Notice.

These permits are available for employees who belong to carpools or vanpools going to the RRB. A carpool consists of a group of two or more people using a motor vehicle for transportation to and from work.

Submit applications to M/AS/OD, which places them in tiers 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 RRB employees.

d. The carpool with the most other government employees.

e. The carpool with the most other members.

514.3.5 Motorcycle Permits
Effective Date: 11/05/2002

USAID direct-hire employees and PSCs applying for a motorcycle permit must submit a completed application form, **AID 514-2**, [Note: This document is only available on the Intranet (**http://inside.usaid.gov/forms/a514-2.doc**). Please contact **steasley@usaid.gov** if you need a copy.]*Motorcycle Parking Application*, directly to M/AS/OD by the specific date announced in the Agency Notice issued each year. The form is available on the Agency website and is attached to the Agency Notice. Employees who receive these permits must pay the set amount directly to ITC/RRB. Payment is due no later than the 5th of each month.

514.3.6 Overnight Parking
Effective Date: 11/05/2002

RRB Parking Permit holders may park in the RRB after hours and on weekends. However, if a vehicle is in the garage after 2 a.m., special arrangements must be made or the vehicle will be towed. Arrangements can be made through M/AS/OD or with the Federal Protective Service by providing the following information:

- driver's name,
- make and color of car,
- license plate number and the state where it was issued
- office telephone number, and
- hang tag number.

514.3.7 Tax Liability
Effective Date: 11/05/2002

As part of the **Energy Policy Act of 1992 (P.L.102-486),** employees who receive subsidized parking from their employers must pay income taxes on the value above $180 a month, that is, the excess value must be included in the employee's gross income. This amount will be adjusted for inflation as provided in the statute. This currently applies only to the reserved permits.

514.4 MANDATORY REFERENCES
Effective Date: 12/15/2005

514.4.1 External Mandatory References
Effective Date: 12/15/2005

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

***b.** **6 FAM 1041**

***c.** **40 U.S.C. 318** and **318d**

d. **41 CFR 101-20.104-2, Allocation and Assignment of Employee Parking Spaces(Authority)**

514.4.2 Internal Mandatory References
Effective Date:11/05/2002

a. **AID 514-1, Carpool Parking Application**[Note: This document is only available on the Intranet (**http://inside.usaid.gov/forms/a514-1.doc**). Please contact **steasley@usaid.gov** if you need a copy.]

b. **AID 514-2**, Motorcycle Parking Application[Note: This document is only available on the Intranet (**http://inside.usaid.gov/forms/a514-2.doc**). Please contact **steasley@usaid.gov** if you need a copy.]

514.5 ADDITIONAL HELP
Effective Date: 11/05/2002

514.6 DEFINITIONS
Effective Date: 11/05/2002

The definitions listed below have been included in the ADS Glossary. 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 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, 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)

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

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

regular member of a vanpool/carpool
An employee who travels on a daily two-way basis (leave and TDY excepted) in a vanpool/carpool for a minimum distance of one mile each way. (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 eight 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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