

August 13, 1979

CIRCULAR NO. A-118

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Federal Employee Parking Facilities

1. Purpose. This Circular establishes policy governing the acquisition and allocation of Federal parking facilities and the establishment and determination of charges to be paid for the use of such parking by Federal employees, contractor employees and other facility tenants.

2. Coverage. The provisions of this Circular apply to Federal parking facilities in the United States, its territories and possessions, the commonwealth of Puerto Rico and the Canal Zone under the jurisdiction of the executive branch, excluding those operated by the Government of the District of Columbia and the United States Postal Service. The Office of Management and Budget urges elements of the Government not covered by this Circular to adopt similar policies.

At facilities jointly shared by an agency covered in this Circular with a governmental agency not covered (e.g. a building jointly shared by GSA and the Postal Service), when the facility is operated by an agency covered by this Circular, this Circular shall apply to all users of the parking facility. When the parking facility is operated by an agency not covered by this Circular, it is strongly suggested an agreement be reached among the affected agencies to follow the policies in this Circular. Employees of governmental entities, including the judicial and legislative branches located in facilities operated by GSA or other executive branch agencies, are covered by the provisions of this Circular. In any case, a uniform system shall be established to provide equal treatment for all users of the facility.

3. Background. There are many reasons for deciding to charge for parking at certain Federal installations and to further promote carpooling at all Federal installations. Several agencies (the Departments of Transportation and Energy, and the Environmental Protection Agency) have policies which attempt to encourage more efficient

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automobile use through private employers and State and local government. It is difficult for those agencies to promote such policies when the Federal Government -- as the nation's largest employer -- does not have comparable in-house practices.

The energy constraints on our nation are already requiring changes in driving patterns. The home-to-work trip by car is the most routine and predictable component of all driving and accounts for over 40% of all household automobile mileage. Because the commuter's trip is so predictable, it is also the most adaptable to regular carpool or vanpool arrangements, and to mass transit use. Yet, over 75% of automobiles used for commuting have only one occupant.

Free or low-cost parking biases an employee's decision on whether to drive alone, carpool or use public transit for commuting. Therefore, a basis for charging for the use of parking facilities needs to be established which is equitable among employees and consistent with related policies regarding air quality, energy conservation and reduced traffic congestion.

In the Washington, D.C. metropolitan area, where the Federal Government is the dominant employer, the policy described in this Circular will contribute to that area's compliance with the timetables for improving ambient air quality set forth in the 1977 amendments to the Clean Air Act.

The policy of charging for parking is aimed at Federal installations and offices primarily in densely populated urban locations where commercial practice is to charge for the use of parking spaces. By offering free or low cost parking in those locations, the government has contributed to traffic congestion, energy consumption and air pollution. In addition, at many downtown locations only a few Federal employees have free or low-cost parking. Many Federal employees in urban locations already pay to park in commercial garages or pay mass transit fares every day.

This Circular also instructs agencies to institute more effective carpooling incentives. This aspect of the policy will be especially important at those large suburban and rural installations which have large parking facilities and would not have a parking fee. Where private sector employees work near a Federal office or installation, they too would be eligible members of a carpool comprised of Federal employees. The Federal Government will also be working with State and local governments and private employers to encourage more widespread carpooling practices.

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4. Policy. It is the general policy of the executive branch to limit Federal installation parking facilities to the minimum necessary, to administer those facilities in full compliance with carpooling regulations, and to assess Federal employees, contractor employees and tenant employees who are provided parking in Government-controlled space a charge equivalent to the fair monthly rental value for the use of equivalent commercial space, subject to the terms, exemptions and conditions stated in this Circular.

5. Exemptions from Fees. At certain locations and under certain conditions employees and others using parking may be exempted from a fee, as discussed below.

a. Shift work and weekend duty. Employees whose scheduled duty hours are established as a shift starting or ending outside of an agency's normal working hours may be exempted from the fee schedule. This definition would include, for example, employees on so-called "swing" or "midnight" shifts, but not include employees on flextime or overtime. This exemption would be most applicable at locations where insufficient numbers of employees are scheduled for the particular shift to make carpooling feasible.

b. Exempt vehicles. Two-wheeled vehicles shall be exempt from a fee schedule. As an incentive to encourage vanpooling, vanpools shall be exempt from a fee schedule through September 30, 1981. A vanpool must have 8 to 15 regular members to qualify for exemption from fees.

c. Nonwork locations. No fee schedules are required for the use of parking spaces by visitors or patrons at cemeteries, commissaries, post theaters, exchanges, chapels and similar service facilities. No fee schedules are required for the use of parking spaces at government furnished quarters.

d. Hospitals. Patients and patient visitors may be exempted from a fee for parking at Federal hospitals.

e. Visitor parking. Visitors may be exempted from a fee for parking in government-provided parking spaces.

f. Shared facilities. At locations where government agencies occupy a portion of a privately-owned facility where no specific parking areas are assigned to individual employers for their employees' use and where all employees are provided free parking, the government employees may be exempted from a requirement to pay for parking. Agency heads at such locations should be especially diligent to

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encourage carpooling. Efforts should be made to have building owners at such locations establish reserved parking areas for carpools. Under FPMR 101-10.117, appropriate agency contracting offices shall endeavor to amend lease contracts to accomplish the policies of this Circular.

g. Government-owned vehicles. No fees will be required for spaces used by government-owned or government-leased vehicles.

h. Members of Congress and Judges. No fee is required for parking spaces in executive branch facilities assigned for security purposes to Members of Congress and Judges appointed under Article III of the Constitution.

i. Handicapped vehicles. Handicapped employees who utilize a specially equipped vehicle for commuting shall be exempt from parking fees.

6. Collective Bargaining Agreements. This policy shall not be interpreted to render null and void any valid, negotiated agreement between management and a union covering any provision of employee parking in effect on the effective date of this Circular. Upon the expiration of agreements exempted hereunder, the provisions of this Circular shall apply.

7. Acquisition of parking facilities. Acquisition of parking facilities will be permitted consistent with limitations and conditions in this Circular. The amount of parking facilities to be provided, at either leased or federally constructed buildings, will be dependent upon an analysis of the public transportation and carpooling projected to be reasonably available or feasible at the given location or area. This analysis will be conducted by GSA upon request of an agency head, and will consider Executive Order 12072 and other applicable laws, regulations or policies concerning use of public transit, air quality control and energy conservation. This analysis will include the following factors:

a. Availability of existing or planned transit and other community sponsored transportation improvements;

b. Availability of agency or metropolitan vanpool and carpool matching programs;

c. Availability of existing or planned commercial or municipal off-street parking;

d. Impact of commuter parking on residential neighborhoods;

e. Locations of where an agency's employees live in relationship to transportation systems; and

f. Special or unusual requirements.

The analysis will assume strict enforcement of carpool regulations and increasing use of public transit. The application of this policy should result in periodic reductions in the total number of Government controlled spaces within a given area, particularly at leased locations.

8. Allocation and assignment of parking facilities. The General Services Administration (GSA) or other agency in control of parking facilities at Federal buildings and on other Federal property, including leased property, shall equitably allocate such parking facilities among agencies in accordance with FPMR 101-20.111. Agency heads shall be responsible for the allocation of parking spaces allocated for their control, including the allocation of spaces for employee parking.

To maximize the efficient utilization of available parking spaces, assignments of spaces to Federal employees shall be on the basis of the regulations promulgated by GSA (FPMR 101-20.111 and 101-20.117), as amended to comply with this Circular. At locations with large, outside parking facilities, each agency shall identify and reserve parking areas according to the following priorities based on the shortest walking distance to work areas: official vehicles used during the day, handicapped employees, vanpools, carpools with four or more occupants, other carpools, and, space permitting, single occupant cars. Agencies may assign a limited number of convenient parking spaces to certain executive personnel and employees with unusual hours in accordance with FPMR 101-20.117. Personnel to whom individual parking permits are assigned are encouraged to form carpools when their work schedules would permit such arrangements. The establishment of parking areas should be designed to encourage vanpooling and carpooling to the maximum extent feasible. Agencies may establish parking areas for subcompact sedans and station wagons used for carpools.

In urban areas, where several federally controlled facilities exist within easy walking distance of one another, parking spaces may be pooled on a zonal allocation plan rather than on an agency by agency basis to assure an

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equitable number of spaces among all Federal employees and to maximize the carpooling opportunities. Such arrangements already exist at several locations. Such pooled allocations shall be administered by GSA or other agency in control of the parking facilities primarily on the basis of carpool membership without regard to agency quota and in accordance with FPMR 101-20.111 and 101-20.117.

9. Charges for employee parking.

a. Establishment of charges. Charges for employee use of Government-owned or leased parking facilities shall be assessed at all locations except where the rate, as determined in c. below, would be less than \$10.00 per month. For the initial period November 1, 1979, through September 30, 1981, the charges to be collected shall be 50 percent of the full rate scheduled to be collected. If the full rate is calculated to be between \$10.00 and \$19.99, the monthly charge between November 1, 1979 and September 30, 1981, shall be \$10.00. The full charge shall be collected after October 1, 1981.

b. Authority for charges. Authority to establish charges for the use of parking spaces is contained in the Federal Property and Administrative Services Act, as amended (40 U.S.C. 490). Comptroller General file reference B-177610 dated March 17, 1976, reviews this matter (55 Comp. Gen. 897).

c. Determination of rates.

(1) The Administrator of GSA shall determine the rate to be charged for Government furnished employee parking at each facility using generally accepted appraisal techniques. Agencies other than GSA which hold title to property and desire to arrange their own appraisals must advise GSA in writing of their intent, and shall conduct such appraisals in accordance with GSA guidelines. GSA shall review and approve all rates in accordance with 40 U.S.C. 490(k). The rates shall approximate the prevailing value of comparable commercial property in the vicinity. The rate basis will be the fair rental value of such property as used in calculating Standard Level User Charges. Fair rental value includes an allowance for the costs of parking facility management. The rates so established shall be adjusted annually by the Administrator to reflect increases or decreases in value.

(2) In instances where a parking management company is engaged to operate the facility, issue permits, provide attendants, collect fees, etc., the cost of such management

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services will be included in the base fees paid by individual users for the use of such parking facilities.

(3) Fees for employee parking spaces shall not include any share of the costs attributable to spaces exempted from the fees under Section 5 of this Circular. Such costs will continue to be handled under existing budget practices for SLUC charges.

#### 10. Responsibilities.

##### a. GSA shall:

(1) issue regulations implementing the provisions of this Circular regarding the determination of commercially equivalent rates for Government parking and development of procedures for agency collection of fees from individual users;

(2) revise regulations and priorities, as necessary, for the assignment of parking spaces. Regulations shall be issued by August 20, 1979. All rates at GSA facilities shall be determined by September 1, 1979, and by October 1, 1979, for all non-GSA facilities.

(3) collect and credit to the Federal Buildings Fund parking fees paid by employees of the legislative and judicial branches who utilize parking space assignments in GSA-controlled facilities.

##### b. Heads of departments and agencies shall:

(1) assess charges consistent with the provisions of this Circular and GSA regulations, and under 40 U.S.C. 490(k), collect and credit fees to agency appropriations charged for parking spaces and services. Fees collected for the use of parking facilities shall be applied toward parking management costs and the Standard Level User Charges paid by using agencies to GSA. Amounts recovered in excess of direct costs and SLUC charges shall be credited to the Treasury as miscellaneous receipts.

(2) immediately request the Administrator of GSA to determine the parking rates to be assessed at facilities occupied by the agency. Requests need to be made promptly to enable rate determinations to be completed prior to November 1, 1979. Late rate determinations shall be applied retroactively to November 1, 1979.

(3) give full cooperation to the GSA in connection with the determination of commercial value.

(4) request guidance from GSA on how to conduct appraisals if the agency prefers to conduct its own appraisals. Rates developed under this method shall be submitted to GSA for review and approval.

(5) issue such instructions as may be needed to maximize carpooling and implement the provisions of this Circular and regulations issued by GSA. (See Attachment)

(6) by October 1, 1979, appoint an employee transportation coordinator at each facility to operate or participate in a system for carpool and vanpool matching among employees, and to maintain current information about public transit service to the facility. (See Attachment)

(7) by November 1, 1979, implement an effective mechanism for deterring abuse of parking space assignments made to the handicapped, vanpools and carpools.

11. Military installations. This Circular recognizes the unique problems involved in administering and charging for the use of parking spaces at dispersed facilities on certain military installations. The Secretary of Defense shall establish regulations at non-GSA controlled military installations consistent with this circular and the GSA regulations issued in conformance with this circular. The Secretary of Defense may adjust fee schedules and regulations at those portions of installations where practical considerations of installation geography or conditions of military readiness require modifications, while preserving as much as possible the monetary and administrative incentives necessary to conserve energy through substantial reductions in the use of commuter automobiles, particularly those with only one occupant.

12. Agency Administrative Workload. Agencies should administer the provisions of this Circular within existing personnel resources to the maximum extent possible.

13. Appropriated funds.

a. The policy in this Circular will reduce the need for appropriated funds to pay for parking spaces used by employees at some locations. For fiscal year 1980, agencies shall provide a report to their examining divisions at OMB by November 15, 1979, which estimates for each appropriation account the gross amount of parking fees to be collected during the fiscal year. Appropriated funds for parking which are in excess of the agency's parking costs net of parking fee receipts shall be applied toward supplemental appropriation requirements which the agency intends to



submit to OMB for review under Circular A-11. Appropriated funds not so applied will be recommended to the Congress for rescission.

b. For fiscal year 1981 and future years, budget requests shall anticipate the collection of parking fees, thus reducing the need for appropriations.

#### 14. Report

a. By March 31, 1980, each agency shall submit a report to OMB detailing the affects of this Federal employee parking policy at each facility with more than 100 employees. Information to be included shall address:

(1) the number of official, visitor, and employee parking spaces provided prior to October 1, 1979, and on January 1, 1980, and the total number of employees at the installation on those dates.

(2) the number of parking spaces allocated to single occupant cars and carpools/vanpools and the average carpool/vanpool occupancy of those so allocated prior to October 1, 1979, and on January 1, 1980.

(3) the distribution of employees mode of transportation to and from work prior to October 1, 1979, and on January 1, 1980. (A sampling technique and questionnaire will be distributed to reduce workload.)

(4) the type and extent of assistance provided to agency employees in availing themselves of carpool/vanpool/transit commuting alternatives.

b. OMB, in cooperation with DOT and GSA, will develop and furnish to agencies specific guidance relative to the type of information needed and suggested procedures to assess the before and after effects of this employee parking policy. A similar report may be required in January 1982 after the full rate goes into effect. Instructions will be issued at a later date for any additional report.

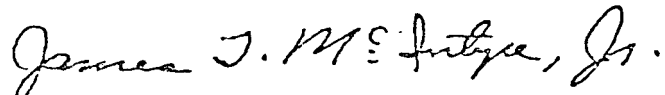
c. Agencies with a large number of installations or office locations may satisfy the reporting requirements by providing information on the 25 largest employment centers of their agency.

d. Copies of agency reports will be made available to Federal and local agencies with responsibilities in the area of energy conservation, air quality, and transportation.

15. Review and Comment. The GSA shall publish its regulations in the Federal Register in draft for a 30-day comment period on August 20, 1979, and shall issue final regulations by October 1, 1979. Agencies should begin development of agency regulations and procedures upon receipt of this Circular and the draft GSA regulations. Final agency regulations should be issued prior to November 1, 1979.

This Circular was provided to Federal agencies and employee unions in draft on April 6, 1979. Many of their comments have been incorporated. OMB will continue to accept comments which may be addressed to Ms. Joyce Walker, Deputy Associate Director, Room 9202, Office of Management and Budget, Washington, D.C. 20503.

16. Inquiries. Agency officials who desire interpretation of GSA regulations issued pursuant to this Circular regarding special or unique circumstances should call the General Services Administration (566-1872).

  
James T. McIntyre  
Director

Attachment

Attachment  
Circular A-118

### Information on Carpooling and Vanpooling

The following organizations can provide information or technical assistance regarding the establishment of effective ridesharing programs:

Office of Public and Consumer Affairs (I-38)  
U. S. Department of Transportation 202-426-2146  
Washington, D. C. 20590 (information packets)

Ridesharing Branch (HHP-33) 202-426-0210  
Federal Highway Administration FTS 8-426-0210  
U.S. Department of Transportation  
Washington, D. C. 20590 (information packets,  
training aids,  
technical assistance)

Office of Conservation and Solar Applications  
Transportation Programs Division 202-376-4435  
U.S. Department of Energy (CS/IP) FTS 8-376-4435  
Washington, D. C. 20585 (information packets,  
technical assistance)

Tennessee Valley Authority 615-632-3152  
Attn: Jack Hendrie FTS 8-852-3152  
400 Commerce Avenue  
Knoxville, Tennessee 37902 (report on organization  
and performance of  
TVA's fleet of over 375  
vanpools)

State Energy Offices. Located in most states. Operated by State governments with financial and technical assistance from the Department of Energy.

Metropolitan or regional councils of government. Located in most metropolitan areas. Many have programs for transportation systems management, including metropolitan-wide car-pool matching programs.

Federal Executive Boards. Located in many metropolitan areas. These existing groups comprised of representatives from most agencies can be of assistance in coordinating ridesharing programs among Federal agencies.

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ences not so excepted do not exceed 10% of scheduled drills or training periods.

(c) Shall require members to (i) meet the standards of satisfactory performance of training duty set forth in § 101.6(b); or (ii) participate satisfactorily in an officer training program. The placement of such members in the Standby Reserve as a result of the screening process prescribed in 32 CFR Part 44, will continue to constitute satisfactory performance of service.

§ 101.7 Compliance measures.

Under the provisions of 32 CFR Part 100, members of the Ready Reserve who fail to meet the criteria for satisfactory performance, as set forth in § 101.6, may be:

- (a) Ordered to active duty; or
- (b) Ordered to active duty for training; or

(c) Transferred to, or retained in the Individual Ready Reserve with a tentative characterization of service, normally under other than honorable conditions; or

(d) Discharged for unsatisfactory participation under the provisions of 32 CFR Part 41, when the Military Department concerned has determined that the individual has no potential for useful service under conditions of full mobilization.

§ 101.8 Reserve training in sovereign foreign nations.

(a) The Secretaries of the Military Departments may authorize the conduct of scheduled drills or training periods, correspondence courses, and such other active or inactive duty training as they consider appropriate for members of the Reserve components who may be temporarily residing in sovereign foreign nations which permit the United States to maintain troops of the Active Forces (other than Military Advisory Assistance Group or attached personnel) within their boundaries.

(b) Prior to authorizing such training, the Secretaries of the Military Departments will instruct the attaches representing their respective Departments to inform the U.S. Ambassador and the appropriate officials of the foreign government of the intent to conduct such training. If the foreign government objects, the Secretaries of the Military Departments will furnish all the facts and their recommendations to the Secretary of Defense.

(c) This policy does not prohibit the conduct of inactive duty training, such as correspondence courses, in those sovereign foreign countries in which the

United States does not maintain Active Forces and where an agreement exists between the United States and the sovereign foreign nation concerned for the conduct of such training.

(d) This policy does not prohibit for a limited duration the augmentation of Defense Attache Offices by attache reservists (mobilization augmentees or mobilization designees) during periods of local emergencies or for short-term (less than 30 days) training periods, provided the provisions of § 101.8(b) are respected. Attache reservists who are available, possess the expertise required, and reside temporarily in foreign countries, shall be utilized to the maximum extent to augment Defense Attache Offices before the continental United States-based attache reservists are utilized.

H. E. Lofdahl,  
*Director, Correspondence and Directives,  
Washington Headquarters Services,  
Department of Defense.*

September 11, 1979.  
[FR Doc. 79-28485 Filed 9-12-79; 8:45 am]  
BILLING CODE 3810-70-M

COPYRIGHT ROYALTY TRIBUNAL

37 CFR Part 301

Agency Rules of Procedure

AGENCY: Copyright Royalty Tribunal.  
ACTION: Amendment.

SUMMARY: The Copyright Royalty Tribunal is amending its regulations relating to Agency Rules of Procedure. This amendment will reduce the fees charged for the copying of Tribunal records.

EFFECTIVE DATE: September 6, 1979.

FOR FURTHER INFORMATION CONTACT: Douglas Coulter, Chairman, Copyright Royalty Tribunal, 202-653-5175.

SUPPLEMENTARY INFORMATION: Therefore, 37 CFR Part 301 is amended by revising § 301.22(c) to read as follows:

§ 301.22 Public access.

(c) Fees for copies of Tribunal records are: \$15 per page; \$10 for each hour or fraction thereof spent searching for records; \$4 for certification of each document; and the actual cost to the Tribunal for any other costs incurred.

Douglas Coulter,  
*Chairman.*

[FR Doc. 79-28541 Filed 9-12-79; 8:45 am]  
BILLING CODE 1410-01-M

ENVIRONMENTAL PROTECTION AGENCY

40 CFR Part 52

[FRL 1316-4]

Approval and Promulgation of Implementation Plan Approval of Request for Extensions; Correction

AGENCY: Environmental Protection Agency (EPA).

ACTION: Final Rule, Correction.

SUMMARY: In Federal Register Docket 79-23463 appearing on July 30, 1979, 44 FR 44497, the following corrections are made to the Code of Federal Regulations portion of the document. In the first line of Section 52.672(d), Section 52.1982(d), and Section 52.2472(d), the word "Regional" should be omitted. In addition, Section 52.1981, second line, the date should read as follows: "July 1, 1980."

FOR FURTHER INFORMATION CONTACT: Laurie Kral, Region 10, Seattle, WA, FTS 399-1226 or (206) 442-1226.

Dated: September 6, 1979.

Donald P. Dubois,  
*Regional Administrator.*

[FR Doc. 79-28534 Filed 9-12-79; 8:45 am]  
BILLING CODE 6560-01-M

GENERAL SERVICES ADMINISTRATION

41 CFR Ch. 101

[FPMR Temp. Reg. D-65]

Federal Employee Parking

AGENCY: General Services Administration.

ACTION: Temporary regulation.

SUMMARY: This regulation implements the requirements of OMB Circular A-118, Federal Employee Parking Facilities. It revises previously established assignment priorities for parking spaces, places increased emphasis on vanpooling/carpooling, and provides guidance for agencies to use in collecting parking fees from their employees and depositing them in the appropriate accounts. The intent of this regulation is to ensure that Federal employees comply with national energy conservation policies.

DATES: Effective date: November 1, 1979. Expiration date: August 15, 1980. Comments due on or before: October 1, 1979.

ADDRESS: Comments may be sent to: General Services Administration (PR), Washington, DC 20405.

**FOR FURTHER INFORMATION CONTACT:** Paul H. Herndon III, Acting Director, Space Management Division, Office of Space Management (202-566-1875), or Jay Cohen, Transportation Specialist, Planning Staff (202-472-1334).

**SUPPLEMENTARY INFORMATION:** The General Services Administration has determined that this regulation will not impose unnecessary burdens on the economy or on individuals and, therefore, is not significant for the purposes of Executive Order 12044.

(Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

In 41 CFR Chapter 101, the following temporary regulation is added to the appendix at the end of Subchapter D to read as follows:

**Federal Property Management Regulations Temporary Regulation D-65**

*To: Heads of Federal agencies.*

*Subject: Federal employee parking.*

1. *Purpose.* This regulation prescribes revised policies and procedures for the assignment of Federal employee parking spaces and the assessment of charges for the use of these spaces.

2. *Effective date.* This regulation is effective November 1, 1979.

3. *Expiration date.* This regulation expires August 15, 1980, unless sooner revised or superseded. Prior to the expiration date, a permanent regulation will be issued. (See paragraph 15, Comments.)

4. *Background.* This regulation is issued pursuant to Office of Management and Budget (OMB) Circular A-118, Federal Employee Parking Facilities.

5. *Definitions.* a. "Agency parking" means vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles, other official vehicles, visitor vehicles, and employee vehicles.

b. "Carpool" means a group of two or more people using a motor vehicle for transportation to and from work.

c. "Employee parking" means the parking spaces assigned for the use of employee-owned vehicles other than those classified as "official parking" in subparagraph f.

d. "Federal agency" means any executive department or independent establishment in the executive branch of Government, including any wholly owned Government corporation.

e. "Handicapped employee" means a Government employee who has physical or mental impairments that substantially limit one or more major life activities and that, for all practical purposes, preclude use of public transportation. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, and hearing. Justification for this priority may require certification by an agency medical unit, including the Veterans Administration, or by the Public Health Service.

f. "Official parking" means parking spaces reserved for Government-owned or Government-leased vehicles, or for the

privately owned vehicles of Federal judges and Members of Congress, or for visitors to Federal facilities.

g. "Parking space" means the area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.

h. "Regular member of a carpool" means a person who travels daily (leave excepted) in a carpool for a minimum distance of 1 mile each way. In addition, an agency may define a regular member as one whose worksite is located within a specific but reasonable distance from the parking facility.

i. "Vanpool" means 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.

j. "Visitor parking" means parking spaces reserved for the exclusive use of visitors to Federal facilities.

6. *Policy.* a. Vehicle parking facilities to accommodate the needs of Federal agencies shall be limited to the minimum necessary to avoid impairment of Government operations and shall be administered in full compliance with carpooling regulations. Federal employees, contractor employees, and occupant employees who are provided parking in Government-controlled space shall be assessed a charge equivalent to the fair monthly rental value for the use of equivalent commercial space, subject to the terms, exemptions, and conditions stated in this regulation.

b. All vehicle parking facilities will be consistent with the character of other properties in the neighborhood and local planning requirements, will not adversely affect the use or appearance of the property, and will not constitute a traffic hazard.

7. *Priority of assignment of parking spaces.*

a. Vehicle parking spaces shall first be reserved for OFFICIAL needs in the following order of priority:

(1) Mailcarrier maneuvering area and official Postal Service vehicle parking (including contract mail-hauling vehicles and private vehicles of rural carriers) at buildings containing Postal Service mailing operations.

(2) Government-owned vehicles specially outfitted and used for criminal apprehension law enforcement activities and firefighting and other emergency vehicles.

(3) Privately owned vehicles of Federal judges and Members of Congress. Priority is limited to these individuals for security purposes and does not include members of their staffs.

(4) Government-owned or leased vehicles other than those listed in subparagraphs (1) and (2) of this subparagraph a. These include motor pool dispatch vehicles and vehicles assigned to agencies for general use.

(a) The total number of parking spaces provided for all Government-owned vehicles shall be an amount less than the total number of these vehicles. The type of vehicles involved and the character of the motor pool operation shall determine the ratio of parking spaces to vehicles.

(b) If feasible, areas assigned for Government-owned vehicles may be used during other than early morning or late afternoon hours for visitor and service vehicles or other vehicles as appropriate.

(5) Vehicles of patrons and visitors and service vehicles not accommodated under subparagraph (4)(b) of this subparagraph a. Where required, accommodations will be provided for handicapped visitors.

b. When requested by agencies, the parking spaces not required for "official" parking may be used for EMPLOYEE parking. Under OMB Circular A-118, a monthly fee shall be assessed for all of these parking spaces except where the rate per space is determined to be less than \$10 per month or where a specific exemption has been granted by OMB Circular A-118, paragraph 5. In the assignment of employee parking spaces, the following shall be observed:

(1) Handicapped Government employees for whom assigned parking spaces are necessary shall be given priority over all other employee parking. Nonhandicapped drivers who provide transportation for severely handicapped employees shall also be assigned parking spaces. Handicapped employees who utilize a specially equipped vehicle for commuting shall be exempt from parking fees.

(2) Assignments for other privately owned vehicles of employees of occupant agencies not otherwise accommodated shall be made in accordance with the regulations in paragraph 8.

8. *Priorities for employee parking.* Agencies shall encourage the conservation of energy by taking positive action to increase carpooling.

a. *Assignment of spaces.* In meeting their responsibilities to promote carpooling, agencies shall assign employee parking as follows:

(1) Handicapped employees, as indicated in subparagraph 7b(1).

(2) No more than 10 percent of the total spaces available for employee parking at each facility (excluding the spaces assigned to severely handicapped employees) to executive personnel and/or persons who are assigned unusual hours. Executive personnel should make every effort to carpool.

(3) Vanpools.

(4) Carpools based on the number of members.

Note.—If necessary for operational purposes, an agency may issue on a fee basis a limited number of parking permits to individuals who regularly use their privately owned vehicles for Government business.

**These are vehicles used 12 or more workdays per month for Government business for which the employee receives reimbursement for mileage and parking fees under**

**Government travel regulations.** Monthly certification, such as travel vouchers, may be required to establish this entitlement. All individual drivers are urged to carpool whenever possible.

b. *Parking spaces allocated to agencies.* Under most circumstances (see subparagraph c, below, for an exception), available employee parking will be allocated to each agency in proportion to its share of the total building population. The agency, in turn, shall assign spaces to employees using the number of persons in a vanpool/carpool as the primary priority. For the purpose of allocation of parking spaces for carpools, full credit shall be given to any regular member

regardless of where the member is employed, except that at least one member of the carpool must be a fulltime employee of the agency.

c. *Assignment on a zonal basis.* In the Metropolitan Washington, DC, area and in other major metropolitan areas, to achieve more efficient use of space and equality in the availability of parking for all Federal employees, the Regional Administrator, GSA, may have all parking allocations based on a zonal concept rather than on individual sites. In locations where this method is followed, all agencies located in a zone would compete for the available parking in accordance with instructions issued by the Regional Administrator. In establishing this procedure, the Regional Administrator will consult with all affected agencies.

9. *Two-wheeled vehicles.* Subject to the availability of satisfactory and secure space and facilities, agencies shall reserve areas for the parking of bicycles and other two-wheeled vehicles. Bicycles shall be given special consideration, including storage type space in buildings and improved bicycle locking devices where practical and appropriated funds are available. Bicycles shall not be transported on elevators or via stairways or parked in offices. Two-wheeled vehicles are exempt from employee parking charges.

10. *Regular hours.* Agency managers and supervisors shall make every effort to maintain regular arrival and departure times for all employees. Supervisors are reminded of their prerogative, within overall agency policy, to adjust the scheduled duty hours of individual employees to facilitate carpooling and the use of mass transit.

11. *Charges for employee parking.* a. At all facilities where the monthly rate per space is \$10 or more, employees shall be charged for the parking they are furnished unless specifically exempt (see subparagraph 7b). For parking spaces under the control of GSA, the charging system will overlay the existing Federal Buildings Fund procedure. That is, GSA will assign blocks of parking spaces, both official and employee, to the agencies and assess the appropriate Standard Level User Charge. The agencies shall make their own individual assignments to their employees consistent with the carpooling requirements. Agencies shall collect the fees at the time the permits are issued to the employees. (See paragraph 12.)

b. On July 1 of each year, GSA will furnish each agency a printout listing the monthly parking charge for the next fiscal year at each GSA-controlled facility where the rate per space exceeds \$10. The rates to be charged will be the same as the commercial equivalent value of the spaces determined under the Standard Level User Charge system. Rates for non-GSA-controlled parking may be established by the responsible agency in accordance with 40 U.S.C. 490(k), using generally accepted appraisal techniques. GSA will assist agencies in developing the parking rates for their properties when requested. In this connection, GSA has developed GSA Form 3183, Appraisal of Fair Monthly Parking Rates Per Space, a simplified appraisal form for determining the monthly parking rate.

Paragraph 18 provides information and instructions concerning the availability of GSA Form 3183. Rates must be developed by agencies and submitted to the appropriate GSA regional office (attention: Regional Commissioner, PBS) for approval.

c. For the initial period November 1, 1979, through September 30, 1981, the charges to be collected shall be 50 percent of the full rate scheduled to be collected. The full charge shall be collected beginning October 1, 1981.

d. In communities having several Federal facilities, buildings may be grouped or "zoned" for the purpose of establishing a uniform parking rate for the area rather than a building-by-building charge.

12. *Procedures.* a. *GSA-controlled facilities.* (1) In most instances, GSA will make block allocations of parking spaces to agencies, as indicated in subparagraph 8b, for distribution to their employees. GSA periodically will conduct surveys and review parking space allocations of its facilities to determine the total number of parking spaces available and to make sure that each agency has its fair proportion of parking spaces. The spaces will be reallocated if necessary. Agencies must maintain a breakdown of their official and employee parking assignments at each facility so that this information can be provided to GSA upon request.

(2) Agencies will be responsible for the assignments of space to their employees and for ensuring that fees have been collected in a timely manner for each assignment, or that the assignment has been revoked if necessary. The normal method for assigning employees spaces will be through sale of a monthly permit. An alternate method would be the use of a parking management contract where the operator would be responsible for fee collection. Permits must be used to identify those who are authorized to park and only one permit will be issued to a vanpool/carpool. The fee will be collected in advance, and agencies will be required to have available adequate documentation (e.g., a log) that will show that the monthly fees have been collected from employees for each permit issued.

b. *Non-GSA-controlled facilities.* At non-GSA-controlled facilities, the agency responsible for each facility will allocate employee parking in accordance with OMB Circular A-118 and issue parking permits to employees assigned such parking.

13. *Collection and deposit of fees.* a. Collection of parking fees by agencies shall be handled in accordance with Title 7, Fiscal Procedures, GAO Policy and Procedure Manual, chapter 3, which provides the regulations and instructions applicable to all classes of funds collected by officers and employees of the U.S. Government.

b. The fees collected shall be deposited in accordance with Volume 1-Part 5, Deposit Regulations, Treasury Fiscal Requirements Manual (TFMR), which prescribes the forms and procedures to be observed by all Government departments, agencies, corporations, and others concerned with respect to deposits for credit to the Account of the U.S. Treasury.

c. In developing procedures for the collection and deposit of employee parking fees, agencies should ensure that their

regulations, systems, and procedures comply with the reporting requirements of Volume 1-Part 2, Central Account and Reporting, TFMR, and the cash management policies, Volume 1-Part 6, Chapter 8000, Cash Management, TFMR.

d. Inquiries pertaining to the development and implementation of procedures and regulations pursuant to the TFMR's should be directed to the appropriate Department of the Treasury activity referenced in each TFMR chapter.

14. *Appeals.* Formal appeal of the rates established for employee parking may be filed by agencies in accordance with § 101-21.606(c). For properties not under the control of GSA, an appeal of the parking rate may be made directly by an employee to the employee's agency.

15. *Comments.* Comments concerning this regulation may be submitted to the General Services Administration (PR), Washington, DC 20405, until March 31, 1980.

16. *Effect on other directives.* This temporary regulation supersedes §§ 101-20.111-2, 101-20.111-2a, 101-20.117-1, and 101-20.117-2 of Subchapter D of the Federal Property Management Regulations to bring them into conformance with OMB Circular A-118.

17. *Reports.* The report required by this section has been cleared in accordance with FPMR 101-11.11 and assigned interagency report control number 0225-GSA-AR.

18. *Availability of GSA Form 3183.* Agencies may obtain their initial supply of the appraisal form referred to in subparagraph 11b from General Services Administration (WBRDD), Union and Franklin Streets Annex, Building 11, Alexandria, VA 22314. Agency field offices should submit all future requirements to their Washington headquarters office which will forward consolidated annual requirements to the General Services Administration (HRM), Washington, DC 20405. An initial distribution of the form will be made to all GSA regional offices for their use and additional supplies of the form should be obtained in the usual manner.

Dated: September 6, 1979.

R. G. Freeman III,  
Administrator of General Services.

[FR Doc. 79-28603 Filed 9-12-79. 8 45 am]

BILLING CODE 6820-23-M

## FEDERAL EMERGENCY MANAGEMENT AGENCY

### 44 CFR Part 65

[Docket No. FEMA 5694]

### List of Communities With Special Hazard Areas Under the National Flood Insurance Program

AGENCY: Federal Insurance  
Administration, FEMA.

ACTION: Final rule.

SUMMARY: This rule identifies communities with areas of special flood, mudslide, or erosion hazards as

25X1

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**ROUTING AND TRANSMITTAL SLIP**

Date

21 August 1979

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Deputy Director for Administration	LE	DW
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS *D/Log has action.*

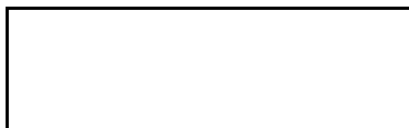
Don:

Believe most of the action on OMB Circular No. A-118 (attached) rests with the DDA, and more specifically with Logistics. There are a number of action requirements the Agency must address including particularly those outlined in Paragraphs 10.b., 13, and 14. The Comptroller will have to sort out with your staff the information needed to respond to the requirements of Paragraph 13 after you come up with an implementing plan for dealing with the parking problem. The report required by Paragraph 14 should be sent to this Office for transmittal to OMB via our Examiner. (over)

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

FROM  (office symbol, Agency/Post) Room No.—Bldg.  
 Maurice Lipton, Acting Comptroller 4E-42

Either you or I probably should mention this at the next Morning Meeting. I expect the Agency plan for implementing the OMB parking Circular will be a high interest subject and the Agency policy and procedures probably should have DCI/DDCI approval.



STA

Maurice Lipton  
Acting Comptroller