



Washington  
Headquarters  
Services

# Building Circular



No. WHS 79-11 Date: January 1, 1980

Expiration: December 31, 1980

SUBJECT: Federal Building Number 2 Personnel Vehicle Parking Plan

## I. PURPOSE

This plan is established as a means of administering parking facilities at Federal Building Number 2 in consonance with Office of Management and Budget Circular A-118, Federal Employee Parking Facilities; Federal Property Management Regulations (FPMR) Temporary Regulation D-65); the Federal Property and Administrative Services Act (40 U.S.C. 490); and DOD Directive Number 4165.62.

## II. SCOPE

This plan is applicable to all personnel who utilize the vehicle parking facilities at Federal Building Number 2 and is effective January 1, 1980, after which only those permits recognized under the plan will be valid in Federal Building Number 2 parking areas.

## III. OBJECTIVES

In support of the President's program on Federal Employee Parking Facilities, as specified in OMB Circular A-118 dated August 13, 1979, for energy conservation and a cleaner environment through the encouragement of a greater use of public transportation and car pooling, the plan is designed to achieve the following objectives:

A. Limit Federal installation parking facilities to the minimum necessary.

B. Encourage car pool participation by providing close-in, reserved parking spaces for car pools that organize and register under the provisions of this plan.

C. Foster accrual of personal and community benefits such as lessened air and noise pollution and reduced traffic congestion.

## IV. RESPONSIBILITY

The Director, Washington Headquarters Services has been assigned responsibility for the implementation, operation, and control of personnel parking plans for all DOD occupied General Services Administration (GSA) buildings in the National Capital Region.

V. DEFINITIONS

A. Parking Facilities. Vehicle parking spaces under the control of the DOD Building Administrator that are used for Government vehicles, other official vehicles, visitor vehicles, and privately owned vehicles (military, civilian, contractor, etc.).

B. Official Parking. Parking spaces reserved for Government-owned or leased vehicles; these do not include spaces for privately owned vehicles used for official business or contractor operated and non-appropriated fund vehicles.

C. Visitor Parking. Parking spaces reserved for the exclusive use of visitors to Federal Building Number 2 between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday, holidays excepted. Visitor parking will be free for up to three hours. A Visitor is one who is not assigned to or who is not a full time employee of Federal Building Number 2.

D. GSA/Contractor Parking/Transient. Parking spaces reserved for GSA maintenance vehicles and repairmen responding to service calls of commercial firms under contract with an occupant agency of Federal Building Number 2. Continuous day-to-day parking will not be considered transient. Contractor parking on a continuous basis will require that a permit be obtained and a paid parking sticker purchased on a monthly basis.

E. Executive Parking. Parking spaces reserved at all times for assignment to executive personnel in the military ranks of Brigadier General and above, Flag Officers, and civilians in the Senior Executive Service or equivalent, or above.

F. Temporary Parking. Parking area designated for holders of valid temporary parking permits and restricted to duty officers, personnel on temporary duty not to exceed two weeks, reserve component personnel during annual two weeks active duty, selection board members not to exceed two weeks, new employees up to 10 working days, employees who are departing for other employment or another duty station prior to the 5th of the departing month. Parking in this area on a permanent basis is prohibited.

G. Special Situation Parking. Parking area designated for car pool members, bus riders, school attendees (3 days or fewer per week) who, due to unforeseen circumstances or emergencies, must drive their cars on any given day. Personnel utilizing this parking area will be required to pay the daily parking rate.

H. Parking Space. The area allocated in a parking facility for the temporary storage of one passenger-carrying vehicle.

I. Handicapped Employees. Employees who have a severe, permanent physical or mental impairment which, for all practical purposes precludes use of public transportation, and employees unable to operate a car as a result of a permanent impairment (e.g., the blind) and are driven to their place of employment by someone else, shall receive a parking space assignment without

charge. Individuals who temporarily qualify for a handicapped parking space (e.g., due to a strained back during convalescence from an illness or a broken leg) are not exempt from payment of parking charges. Personnel who qualify for handicapped parking are encouraged to sponsor and participate in a car pool which could use the space assigned. Justification for a handicapped space assignment requires certification by the DOD Civilian Employees Health Service. The individual must be assigned to Federal Building Number 2.

J. Car Pool. A group of two or more people using a motor vehicle for transportation to and from work. At least one member must be employed and physically located in Federal Building Number 2 on a full time basis.

K. Regular Member of a Car Pool. A person who travels daily (leave excepted) in a car pool for a minimum distance of 1 mile each way to Federal Building Number 2 or other employment center. Employees who ride in a car pool one way only (either to or from) are not considered regular car pool members. Regular members must be registered at the DOD Building Administrator's Office, Room 1029, by the principal member (the first name on the application).

L. Unusual Work Hours. Individuals who are officially assigned unusual working hours or who, because of the demands of their job responsibilities, must arrive unusually early and/or depart unusually late. Time periods which vary less than one hour from established organization work hours will not be considered unusual.

M. Shift Worker. An employee whose scheduled duty hours are established as a shift starting or ending outside his or her organization's normal duty hours. This term includes an employee on swing or midnight shifts; but it does not include an employee on overtime or flextime, or an executive who works hours beyond the usual 8 hour work day.

N. Van Pool. 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, buses, or commercially-operated van pools.

## VI. POLICIES

A. Allocation of Vehicle Parking Facilities. The DOD Building Administrator will allocate and identify parking facilities at Federal Building Number 2. These parking facilities and spaces will be assigned according to the following priorities, which are based on convenience and the shortest walking distance to the building:

1. Official Vehicles.
2. Handicapped persons and those drivers who regularly provide transportation to the handicapped.
3. Van Pools.

4. Car pools with four or more members.
5. Car pools with three members.
6. Car pools with two members.
7. Single-occupant vehicles, space permitting.

B. A limited number of convenient parking spaces will be available at Federal Building Number 2 for certain executive personnel and for personnel with unusual hours, in accordance with the provisions of Federal Property Management Regulations. Personnel to whom individual parking permits are assigned are encouraged to form car pools when their work schedules would permit such arrangements.

C. Establishment of Charges. Charges for use of Federal Building Number 2 parking facilities will be assessed beginning November 1, 1979. For the initial period of November 1, 1979 through September 30, 1981, the charges to be collected will be 50 percent of the full rate. Prior to November 1, 1980, GSA will determine the monthly charge for FY 1981. The full assessed rate will be collected beginning October 1, 1981.

D. Exemptions.

1. The following classes of personnel and vehicles are exempt from payment of parking fees:

a. Personnel

- (1) Shift workers and those on weekend duty.
- (2) In and outpatient visitors in medical facilities, including Dental Clinics.
- (3) Patrons of commissaries, exchanges, thrift shops, military banks or credit unions, theaters, enlisted, NCO, Officer Clubs, or similar military service facilities.
- (4) Personnel on temporary duty not to exceed two weeks.
- (5) Official visitors, including employment applicants, parking up to a limit of 3 hours.

b. Vehicles

- (1) Government-owned or leased vehicles.
- (2) Two-wheeled vehicles.
- (3) Van pool vehicles. This exemption expires September 30, 1981. This exemption does not apply to buses or commercially-operated van pools.

- (4) Specifically equipped vehicles used by handicapped employees and those vehicles used to transport those handicapped employees unable to operate a car as a result of a permanent impairment.

E. Regular Hours. Whenever possible within the framework of mission accomplishment, Defense supervisors will institute appropriate management practices which will assure regular arrival and departure times for employees. Managers and supervisors retain the prerogative, within overall DOD policy, to adjust duty hours of individual employees to facilitate car pooling and the use of mass transit.

F. Annual Review. This parking plan will normally be reviewed during the month of January each year or when directed by the Director, Washington Headquarters Services. Adjustments, reassignments, and/or reallocations of parking spaces will be made when considered necessary and appropriate.

#### VII. PARKING ASSIGNMENTS, PERMITS, AND PROCEDURES

Federal Building Number 2 parking space/area assignments are as follows:

1. Official Vehicle Parking. (See definition)

Unmarked government-owned or leased vehicles must display an "O" type permit when parked in an official space. "O" type permits for this purpose are obtained by submitting a letter with full justification to the DOD Building Administrator's Office. Marked government-owned or leased vehicles do not require parking permits or clearances to utilize official spaces. The following spaces are reserved for official vehicle parking:

Lane M, Spaces 12, 13, and 16 through 19 and Spaces 64 through 73; and Lane B, Spaces 32 through 35. These spaces are reserved 24 hours a day, 7 days a week. No time limit for marked or unmarked government or leased vehicles displaying an "O" type permit.

2. GSA/Contractor/Transient Parking. (See definition)

Lane E, Spaces 18 through 32A and 35 and 35A; Lane B, Spaces 28 through 31. These spaces are reserved at all times for GSA maintenance and contractor/repair vehicles and for repairmen responding to service calls and commercial firms under contract with an occupant agency of Federal Building Number 2.

3. Visitor Parking. (See definition)

- a. The following areas are reserved for VIP Visitor parking:

Lane M, Spaces 33 through 43 and 74 through 76. Reserved at all times. A three hour limit is placed on the use of these spaces and is applicable twenty-four hours a day, Monday through Sunday, including holidays. There are times when visitors must overstay the time limit. Due to the limit-

ed number of spaces in these areas, requests for extensions will be kept to a minimum. Parking clearances are arranged through authorized activity personnel to the DOD Building Administrator's Office. Clearances for these spaces are limited to visitors who are visiting general or flag officers, Senior Executive Service personnel or equivalent.

b. The following areas are designated as regular visitor parking:

Lot 1 and the designated area of Southgate Road are reserved as visitor parking. This area is to be used by visitors to all organizations within Federal Building Number 2, without clearance for up to three hours. Visitors who require longer parking time must be cleared by the DOD Building Administrator's Office, through authorized activity personnel. Daily temporary visitor parking permits may be purchased in Room 1029. Temporary visitor parking passes may be issued to those personnel on temporary duty serving on selection boards exceeding two weeks. The monthly parking rate will be assessed for these spaces.

4. Handicapped Parking. (See definition)

Lane N, Spaces 13 through 22, Lane H, Spaces 21 through 25 and 29 through 35, and Lane C, Spaces 9 and 18. Reserved at all times. Lane H, Spaces 26 through 28 are reserved for handicapped visitors. Requests for "H" type permits are to be submitted on DD Form 1199 to the DOD Building Administrator's Office with a statement from the DOD Civilian Employees Health Service that the handicap is of a nature as to make travel by bus or car pool impractical. In cases of temporary nature, permits must be revalidated each month by the DOD Civilian Employees Health Service before being processed by the DOD Building Administrator's Office.

5. Two-Wheeled Vehicle Parking. Lane F is reserved for two-wheeled vehicles only. No permits or fees are necessary for this area.

6. Executive Parking. (See definition)

a. Certain spaces within the compound will be designated as executive spaces at all times.

b. Permits for these spaces will be issued to individuals assigned to DOD components within allocations issued by the DOD Building Administrator. The allocations are based on authorized strength reports of General and Flag Officers, civilians in the Senior Executive Service and above or equivalent assigned to Federal Building Number 2. Applications for permits will be submitted on DD Form 1199 to the DOD Building Administrator's Office, through authorized activity personnel. Holders of Executive Parking permits are encouraged to form car pools. In instances where car pools are organized for use of an Executive parking space, the membership will be registered with the DOD Building Administrator's Office to establish authority for car pool members to display the individual permit. In the event that an assigned executive space is occupied, the permit holder is authorized to park in the VIP Visitor Area.

7. Unusual Hour Parking. (See definition)

Parking allocations for reserved unusual hours spaces will be provided to the various DOD components by the DOD Building Administrator based on a review of lists of personnel whose job requirements have been certified to warrant unusual hour parking assignments. Application Form DD 1199, submitted to the DOD Building Administrator's Office through organization parking control offices, is to be used when requesting an "unusual work hour" permit. Numbered reserved spaces will be assigned to tenant organizations by the DOD Building Administrator for assignment to unusual hours personnel. Should assigned spaces be occupied, permit holders are authorized to park in the regular visitor areas.

8. Shift Worker Parking. (See definition)

Lane K, Spaces 1 through 75, is designated as the shift worker parking area for certified shift workers who display valid shift worker permits.

During the evening and midnight shifts (between the hours of 3:30 p.m. and 6:00 a.m.), shift workers are authorized to park within available spaces in the compound (executive and handicapped spaces are excluded). When on the day shift, or when assigned to a shift which begins or ends during non-daylight hours, shift workers are authorized to park in the designated shift worker area when displaying valid shift worker permits. To obtain shift worker permits, which are exempt from the paid parking requirement, activities concerned must submit to the DOD Building Administrator's Office a certified list (in duplicate) of shift workers and a DD 1199 for each shift worker requiring a parking permit. Such lists will include the hours of duty and rotating shifts (if applicable) for all persons listed. Shift worker permits will be revalidated every three months.

9. Temporary Parking. (See definition)

Lot 5 is designated as a temporary, fee-exempt area. Applications for permits for personnel who meet the exemption criteria will be submitted on DD Form 1199 to the DOD Building Administrator's Office, through authorized activity personnel.

10. Special Situation Parking. (See definition)

Personnel who meet the defined criteria will park in lot 6. Temporary, one-day permits for this area may be purchased the day before or the same day in Room 1029. Personnel who have forgotten their permits must be certified as valid permit holders by the Office of the DOD Building Administrator.

11. Van Pool and Car Pool Parking. (See definitions)

a. Reserved spaces within the compound will be assigned to van pools and car pools based on the type and number of applications received. For example, van pools of 8 to 15 members may request a space in any of the

non-exempt designated car pool spaces within the compound. Seven or fewer member car pools may request a space in any of the remaining spaces designated for car pools which will be assigned in priority order according to the size of car pool membership. Whenever possible four or more member car pools will be assigned a parking space within the compound.

b. Other car pool areas are as follows:

(1) Lot 3 is designated as a three member car pool area. Three or more car pool members are required for assignment to this lot.

(2) Lot 2 is designated as a two and three member car pool parking area. At least two car pool members are required for assignment to this lot.

(3) Lot 4 is designated as a two member car pool parking area.

c. Parking permit assignments will be based on the policies and priority system outlines in paragraph VI.

d. The following procedures pertain to the composition and operation of car pools:

(1) All car pools will have a designated principal member who is responsible for upkeep of car pool information with the DOD Building Administrator. All car pool members are responsible for knowing and complying with car pool policy and procedures. The DOD Building Administrator will deal directly with the principal on changes, deletions, additions, and revalidations.

(2) A self-help car pool locator board is available next to the parking payment office, Room 1034, to assist personnel in locating compatible car pool members.

(3) Changes to the car pool membership and information concerning each member must be kept current as they occur. The car pool membership will be validated every month or as determined necessary. It is the responsibility of the car pool members to assure that a valid car pool is maintained.

(4) At least one member of the car pool must be employed in Federal Building Number 2. Other participants can be employed elsewhere. However, all participants must be employed. The Federal Building 2 member is designated as the principal member. Non-driving students, housewives, guests, etc. are not eligible to be listed as car pool members.

(5) In the event of lost, stolen, or destroyed permits, application for a replacement permit must be made to the DOD Building Administrator on DD Form 1200. Valid permit holders who report lost or stolen stickers are required to purchase a new sticker upon receipt of the replacement permit.



(6) In the event that a car pool assigned a space inside the compound is unable to park in its assigned space due to the assigned space being occupied, it is authorized to park in any available space in lots 2 through 4 and lot 6. Holders of valid parking permits for lots 2 and 3 may park in lots 4 or 6 if no spaces are available in assigned areas. Holders of two member car pool permits for lot 4 may park in lot 6 if lot 4 is filled. Car pool areas in lots 2 through 4 are reserved for the exclusive use of car pools from 6:30 a.m. to 3:30 p.m., Monday through Friday. All car pool spaces will be available for open parking between 3:30 p.m. and 6:30 a.m., Monday through Friday and all day Saturdays, Sundays, and holidays.

(7) Car pool permits are nontransferable except among registered members of the car pool to which the permit was issued. When car pools are disbanded, the permit will be turned into the DOD Building Administrator, Room 1029.

(8) When car pool membership falls below that designated for a specific category, such as a four member car pool, a period of ten working days will be allowed to reconstitute the car pool. At the end of the 10 day period, if the car pool membership is not restored, the permit will be voided and the car pool will be reassigned to a category commensurate with its active membership or cancelled if the membership falls below two. Continuous surveys are conducted by the DOD Building Administrator's Office to verify the composition of car pools. If that office is not advised of the deletion of members and it is found that the members have been gone for a ten day period, the permit will be cancelled and no 10 day grace period allowed for finding new members.

(9) The DOD Building Administrator will maintain current car pool records and files to include name (as listed in official government records), business address, telephone and room numbers of each car pool member. An up-to-date parking area map is available in the DOD Building Administrator's Office, Room 1029. The permit number and paid parking sticker number issued to the car pool will also be recorded.

## 12. General Procedures.

a. Fee Collection. All holders of valid Federal Building #2 parking permits except those exempted herein are responsible for paying the monthly fee required for use of the parking lots. At the time of fee payment, a paid parking sticker will be provided. The monthly parking sticker must be affixed to the vehicle parking permit in the boxed area at the left side of the Federal Building Number 2 parking permit. Each subsequent monthly sticker will be placed directly over the previous monthly sticker.

A DOD teller will collect fees and issue monthly parking stickers in Room 1034. Payment of the monthly parking fee must be in cash. To avoid long lines and reduce waiting time, payments will be made in accordance with fee payment schedules to be published via Washington Headquarters Services circular.

b. Receipting Procedures. Receipt forms (DOD Parking Record/ Receipt, DD Form 2213) for paid monthly parking stickers are available in Room 1034 and the DOD Building Administrator's Office. All non-exempt personnel are required to complete this form prior to the scheduled payment date. This is a three part form and a copy will be given to each payer as a receipt of payment.

c. Invalid Parking Permits.

(1) If paid parking stickers are not purchased for Federal Building Number 2 permits, the permits are automatically voided and will be withdrawn and reassigned by the DOD Building Administrator's Office.

(2) Parking permits must be returned to the DOD Building Administrator's Office immediately upon cancellation, invalidation, or upon transfer of the holder or dissolution of a car pool. A ten-working-day grace period will be designated by the DOD Building Administrator's Office to allow formation of a new car pool.

d. Do's and Don'ts.

(1) DO display your permit conspicuously so that it is visible through the vehicle's windshield.

(2) DO safeguard your permit and sticker by locking your vehicle. Lost, stolen, or destroyed permits must be reported immediately to the DOD Building Administrator's Office where, upon execution of a DD Form 1200, a new permit will be issued. Valid permit holders who report lost or stolen stickers are required to purchase new stickers.

(3) DO NOT, under any circumstances, copy, alter, or duplicate a parking permit or sticker.

(4) DO park your vehicle well within marked parking spaces. Parking in areas other than designated parking spaces and parking in such a manner as to block or partially block traffic or pedestrian lanes is prohibited.

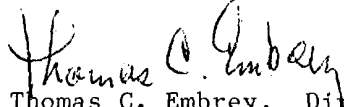
(5) DO NOT park any vehicle in excess of 18 hours in one location unless you obtain prior permission for such extended parking from the Captain, Federal Protective Service, Federal Building Number 2, through the DOD Building Administrator's Office.

VIII. PENALTIES AND ENFORCEMENT

A. Federal Protective Officers will issue violation notices to violators of this parking plan. Offenders will be subject to a fine of not more than \$50.00 or imprisonment of not more than 30 days, or both.

B. In instances of flagrant violations (such as falsification of applications, counterfeiting, reproduction of permits, failure to turn in car pool permits when the car pool membership falls below two participating

members, and other acts designed to circumvent the provisions of this plan so as to gain favor), administrative action, in addition to legal action, will be taken to revoke the parking privileges of the individuals(s) concerned for a mandatory penalty of at least six months. The revocation will apply to all parking areas.

  
Thomas C. Embrey, Director  
Space Management and Services

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