



December 7, 1979
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ASD (MRA&L)

Department of Defense Directive

SUBJECT DoD Implementation of Personnel Parking Facilities Program

- References:
- (a) OMB Circular A-118, "Federal Employee Parking Facilities," August 13, 1979
 - (b) Subchapter "D", Federal Property Management Regulations of the General Services Administration (GSA) (41 C.F.R. 101-17 et seq. (1978))
 - (c) Temporary Regulation D-65, September 6, 1979, General Services Administration (44 FR 53161 (1979))
 - (d) through (j), see enclosure 1

A. PURPOSE

This Directive outlines policies and procedures and assigns responsibilities for DoD implementation of reference (a) and the applicable portions of GSA's regulations (references (b) and (c)) that govern the acquisition and allocation of Federal administrative parking facilities and the establishment of charges to be paid for the use of these facilities.

B. APPLICABILITY AND SCOPE

1. This Directive applies to the Office of the Secretary of Defense (OSD), the Organization of the Joint Chiefs of Staff, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components"). As used herein, the term "Military Services" means the Army, Navy, Air Force, and Marine Corps.

2. Its provisions encompass all military installations, facilities, and properties, whether owned or leased, in the United States, its territories and possessions and the Commonwealth of Puerto Rico. Further, its provisions apply to all space in Government-owned or leased buildings assigned to DoD Components by the GSA or to buildings leased by DoD Components.

3. It does not apply to civil works projects of the Department of the Army that will be covered by regulations issued by the Secretary of the Army.

C. POLICY

It is the policy of the Department of Defense to support the President's program, as specified in OMB Circular A-118 (reference (a)), for energy conservation and a cleaner environment through the encouragement of a greater use of public transportation and car pooling. This effort shall be aided by a program that:

1. Limits Federal installation parking facilities to the minimum necessary to administer those facilities in full compliance with car pooling regulations; and

2. Assesses personnel who are provided parking in Government-controlled space a charge equivalent to the fair monthly rental value for the use of comparable commercial space, subject to the terms, exemptions, and conditions stated in this Directive.

D. EXEMPTIONS

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

1. Personnel

- a. Shift workers and those on weekend duty.
- b. In and outpatients and inpatient visitors in medical facilities, including Dental Clinics.
- c. Patrons of commissaries; exchanges; thrift shops; military banks or credit unions; theaters; enlisted, noncommissioned officer, or officer clubs; or similar Military Service facilities.
- d. Visitors to cemeteries or chapels.
- e. Those military personnel exempted by the Secretary of Defense under enclosure 3 of this Directive for reasons of military readiness.
- f. Residents of or visitors to military family housing or unaccompanied personnel military quarters. Such residents or visitors are subject to charge at a work location.

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- g. Personnel on temporary duty not to exceed 2 weeks.
- h. Reserve component personnel in drill status or during annual 2-week active duty. This exemption does not include full-time civilian technicians working at reserve component facilities on military installations.
- i. Part-time volunteers, such as Red Cross or Travelers Aid personnel, Gray Ladies, or thrift shop helpers.
- j. Official visitors, including employment applicants, parking up to a limit of 3 hours.
- k. Personnel assigned to or visiting walk-in recruiting stations. Main recruiting stations are not exempted.
- l. Personnel visiting Armed Forces Entrance and Examining Stations (AFEES). Personnel assigned to AFEESs located in GSA-provided space or on military installations are not exempt.

2. Vehicles

- a. Government-owned or leased vehicles, including Government-owned or leased administrative-type vehicles, when contractor-operated.
- b. Two-wheeled vehicles.
- c. Van pool vehicles, as defined in enclosure 2. This exemption expires September 30, 1981. This exemption does not apply to buses or commercially-operated van pools.
- d. Specifically equipped vehicles used by handicapped employees.
- e. Vehicles of Members of Congress and judges, appointed under Article III of the Constitution, assigned parking spaces for security reasons.
- f. Stored vehicles of military personnel in a deployed status.
- g. Privately owned trailers, recreation vehicles or boats, when stored in designated areas.
- h. Vehicles assigned to morale, welfare, and recreation programs.

3. Shared Facilities

At locations where DoD Components occupy a portion of a privately owned facility where no specific parking areas are assigned to the DoD Component for its employees' use and where all personnel are provided free parking, the DoD personnel are exempt from a requirement to pay for parking.

E. DEFINITIONS

The terms used in this Directive are defined in enclosure 2.

F. COLLECTIVE BARGAINING AGREEMENTS

Any valid, negotiated agreement between management and a union covering any provision of employee parking in effect on August 13, 1979, shall remain in effect until the expiration, renegotiation, or renewal of the agreement. The provisions of this Directive shall apply to new agreements and to existing agreements upon expiration. Labor organizations with national consultation rights, pursuant to 5 U.S.C.A. 7113 (Supp. 1979) (reference (d)), must be consulted before the issuance of any implementing policies and regulations that affect DoD civilian employees.

G. ACQUISITION AND ANALYSIS OF PARKING FACILITIES

The acquisition of parking facilities shall be permitted consistent with the limitations and objectives of OMB Circular A-118, Federal Property Management Regulations, and Temporary Regulation D-65 (references (a), (b) and (c)). An analysis of available public transportation and car pooling feasibility shall be made by GSA for both leased and Government-owned buildings to determine the amount of parking facilities to be provided. Generally, parking facilities on military installations shall be in accordance with the criteria contained in DoD 4270.1-M (reference (e)). However, the amount of parking facilities to be provided through new construction or the conversion of excess pavement, such as airfield ramps, shall be dependent upon an analysis of the public transportation and car pooling projected to be reasonably available or feasible at the site of the new construction. This analysis shall be conducted by the Regional Office of GSA, upon request, and shall accompany all projects submitted for approval to the Deputy Assistant Secretary of Defense (Installations and Housing).

DESIGNATED LANES FOR CAR POOLS

FOUR OR MORE MEMBER CAR POOLS: Lanes 4 through 7, South Parking (Lane 8 is handicapped parking only), Lanes 9 through 14, South Parking, Lanes 3 and 4, Mall Extension Parking area, and Lanes 41 and 42, North Parking.

THREE MEMBER CAR POOLS: Lanes 20 through 26, South Parking, Lanes 5 and 6, Mall Extension Parking area, and Lanes 43 through 46, North Parking.

TWO MEMBER CAR POOLS: Lanes 27 through 33, South Parking, the Car Pool section of the Hayes Street Parking lot and Lanes 47 through 52, North Parking.

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H. ALLOCATION AND ASSIGNMENT OF PARKING FACILITIES

1. GSA-Assigned Space

a. General Services Administration. GSA shall equitably allocate parking facilities at Federal buildings, including leased buildings, in accordance with Federal Property Management Regulations (reference (b)).

b. DoD Components. The designated DoD Administering Component shall be responsible for the allocation and assignment of parking spaces allocated by GSA, to include allocation of spaces for personnel parking in accordance with the provisions of Temporary Regulation D-65 (reference (c)). The designated DoD Administering Component in the National Capital Region (NCR) is the Washington Headquarters Services (WHS), a field activity of the OSD. Outside and inside parking facilities shall be identified and assigned according to the following priorities, which are based on convenience, in the case of inside parking, and on the shortest walking distance to the building, in the case of outside parking.

- (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.

c. A limited number of convenient parking spaces not to exceed more than 10 percent of the total spaces available for employee parking at the installation, facility, or property, may be assigned to certain executive personnel and to personnel with unusual hours in accordance with the provisions of Federal Property Management Regulations (reference (b)).

d. In urban areas, where several GSA-controlled facilities are within easy walking distance of each other, parking spaces may be pooled by GSA on a zonal allocation basis rather than on an agency by agency basis to ensure that an equitable number of spaces exist

among all personnel and to maximize car pooling opportunities. Pooled allocations shall be administered primarily on the basis of car pool membership.

2. Military Installations

a. Installation commanders shall allocate parking spaces on their individual installations. To maximize the efficient use of available parking spaces, assignments of spaces to personnel shall be on the basis of the Federal Property Management Regulations (reference (b)). At locations with large, outside parking facilities, commanders shall identify and reserve parking areas according to the following priorities and based on the shortest walking distance to work areas.

- (1) Official vehicles used during the day.
- (2) Handicapped personnel and those drivers who provide transportation for handicapped personnel.
- (3) Van pools.
- (4) Car pools with four or more occupants.
- (5) Other car pools.
- (6) Single-occupant cars.

b. Commanders may assign a limited number of parking spaces, not to exceed 10 percent of the total spaces available, for personnel parking at each installation, facility, or property to certain executives and employees with unusual hours, in accordance with Federal Property Management Regulations (reference (b)).

3. General

a. To encourage and facilitate the use of car and van pools and public transportation, heads of DoD Components, and commanders should develop the following kinds of incentives: stabilizing and enforcing official duty hours, when possible; providing special parking privileges for those car pools using compact and subcompact cars; matching work schedules to available public transportation; assisting installation personnel in forming car and van pools; making fair assignment, use, and enforcement of parking regulations; and arranging and controlling parking areas, as provided for in this Directive. Such incentives should be used regardless of whether or not parking fees are required to be charged or an exemption has been granted.

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b. If necessary for operational purposes, a limited number of parking permits may be issued on a fee basis 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 individual receives reimbursement for mileage and parking fees under Government travel regulations.

I. CHARGES FOR PARKING

1. Establishment of Charges. Charges for use of Government-owned or leased parking facilities shall be assessed at all locations except when the rate, as determined in enclosure 3, is less than \$10.00 per month. For the initial period of November 1, 1979, through September 30, 1981, the charges to be collected shall be 50 percent of the full rate. If the monthly 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 beginning October 1, 1981.

2. 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) (reference (f)).

J. RESPONSIBILITIES

1. The Deputy Assistant Secretary of Defense (Administration), or designee, for DoD-occupied GSA buildings in the NCR, the Secretaries of the Military Departments and Directors of Defense Agencies, for GSA buildings outside the NCR, and the Secretaries of the Military Departments and Directors of Defense Agencies, for military installations, facilities, and properties shall, whether or not parking fees are charged or an exemption has been granted under the provisions of this Directive:

a. Appoint before November 1, 1979, an Employee Transportation Coordinator at each installation, facility, and property to operate or participate in a system for car pool and van pool matching among personnel, and to maintain current information about public transit service to the installation, facility, or property.

b. Operate, control, and issue instructions for military, civilian, contractor, and nonappropriated fund personnel privately owned vehicle parking programs at all military installations and at all DoD-occupied, GSA-controlled buildings in accordance with the provisions of OMB Circular A-118, Federal Property Management Regulations, and Temporary Regulation D-65 (references (a), (b), (c)) and this Directive.

c. Assess charges consistent with the provisions of section I., as applicable.

d. Implement an effective mechanism for deterring abuse of parking space assignments made to handicapped persons, van pools and car pools.

2. The Administrator of the General Services Administration, under the authority of OMB Circular A-118 (reference (a)), shall:

a. Issue regulations implementing the provisions of reference (a) concerning the determination of commercially equivalent parking rates for GSA-controlled, DoD-utilized parking facilities and the issuance of procedures for collection of fees from military, civilian, contractor personnel, nonappropriated fund personnel, DoD tenant personnel, and others, as required.

b. Revise regulations and priorities, as necessary, for the assignment of parking spaces.

c. Arrange for contractor-operated parking facilities in GSA-controlled buildings, as required.

K. APPEALS

Formal appeal of the rates established for personnel parking at GSA-controlled locations may be filled by DoD Components in accordance with Federal Property Management Regulations (reference (b)). An appeal of the parking rates for military installations, facilities, and properties may be made through command channels to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics).

L. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



W. Graham Claytor, Jr.
Deputy Secretary of Defense

Enclosures - 3

1. References
2. Definitions
3. Cost Factors and Secretary of
Defense Authority for Military Installations