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4165.62 (Encl 3)

COST FACTORS AND SECRETARY OF DEFENSE  
AUTHORITY FOR MILITARY INSTALLATIONS

A. RATE DETERMINATIONS AND PROCEDURES (GSA SPACE)

1. The Administrator of GSA shall determine the rates to be charged for Government-furnished personnel parking at each facility it controls.

2. The rates established by GSA shall approximate the price of comparable commercial property in the vicinity, and shall be based on the fair rental value of such comparable property used in calculating GSA Standard Level User Charges.

3. Rates shall be reviewed annually by GSA and may be adjusted to reflect increases or decreases in the fair rental value of the parking facility.

4. For parking spaces under the control of GSA, the charging system shall overlay the existing Federal Buildings Fund procedures. That is, GSA shall assign blocks of parking spaces, both official and employee, to the DoD Components and assess the appropriate Standard Level User Charge. One exception is the NCR where all space is assigned to the WHS. DoD Components (WHS in the NCR) shall make assignments to their own personnel consistent with Federal Property Management Regulations (reference (b)) and Temporary Regulation D-65 (reference (c)), and shall ensure that fees have been collected in a timely manner for each assignment, or that the assignment has been revoked, if necessary.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 personnel parking spaces shall be through sale of a monthly permit. For convenience and efficiency, advance sales of permits for periods of up to 12 months may also be arranged. Arrangements for daily rate permits may also be made to accommodate personnel who, for official or personal reasons, may require the use of their private vehicle and to accommodate visitors requiring parking for more than 3 hours. The use of a parking management contract, where the operator is responsible for these arrangements and for fee collection, is permissible. Permits must be used to identify those who are authorized to park. Only one permit shall be issued to a vehicle, van pool or car pool. Parking fees shall be collected in advance and DoD Components shall be required to have adequate documentary evidence that the monthly fees for each permit have been collected and deposited in accordance with this enclosure.

B. RATE DETERMINATIONS AND PROCEDURES (MILITARY INSTALLATIONS)

1. The Department of Defense shall accomplish all appraisals on military installations using professional appraisers of the Office, Chief of Engineers, and the Commander, Naval Facilities Engineering Command. These appraisals shall be conducted in accordance with GSA guidelines and shall use the form provided by GSA. Where one Military Service is predominant in a geographical area, the appraisal function shall be handled by one of the two cited appraisal staffs on a single manager concept.

2. The rates to be established shall approximate the price of commercial parking in the vicinity and shall be reviewed annually to reflect increases or decreases in values. GSA shall review and approve all rates in accordance with 40 U.S.C. 490 (reference (f)).

3. When the appraisal indicates a parking fee is required under section I.1., basic Directive, installation commanders shall institute a permit system and fee collection program similar to section A., above, for GSA-controlled space.

C. MANAGEMENT AND OTHER COSTS (GSA SPACE AND MILITARY INSTALLATIONS)

1. Fair rental value includes an allowance for the costs of parking facility management. When a parking management company or other contractor is engaged to operate the facility, issue permits, provide attendants, or collect fees, the cost of such management services are included in the fair market value fees paid by individual users for the use of such parking facilities.

2. Fees for personnel parking spaces shall not include any share of the costs attributable to spaces exempted from the fees under section D. of the basic Directive.

3. Maintenance, markings, lighting, and security of parking areas for which personnel parking rates are charged shall be commensurate with local comparable civilian parking areas. In this regard, action must be taken to ensure that the parking areas are periodically swept, well-maintained, lighted, as necessary, and, in the winter, kept clear of ice and snow.

4. Enforcement of parking regulations for GSA space shall be the responsibility of the GSA (Federal Protective Service) and for military installations, facilities, and properties, the cognizant military commander.

D. SECRETARY OF DEFENSE AUTHORITY FOR MILITARY INSTALLATIONS

OMB Circular A-118 (reference (a)) recognizes the unique problems involved in administering and charging for the use of parking spaces at

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dispersed facilities on certain military installations and under specified conditions. It has authorized the Secretary of Defense to establish parking regulations and adjust fee schedules consistent with the intent of the circular to conserve energy through greater reliance on public transportation and car or van pooling. The exemptions depend on practical considerations of installation geography and conditions of military readiness.

1. Installation Geography. Exemptions for reason of installation geography are those military installations, facilities, and properties in remote, usually inaccessible areas. Examples include, but are not limited to: radar stations or communication stations on mountain tops, survival camps, experimental stations in arctic or tropic locales, or portions of large installations that are remote from the cantonment or main built-up area of the base.

2. Conditions of Readiness. For purposes of this Directive, readiness is related to the working hours of military personnel. Military personnel assigned to DoD activities fall generally into two categories: those who maintain regular hours and those who do not, such as those assigned to rotating watchstanding functions, periodical standby or alert functions, and, during certain periods, personnel on operational trials or maneuvers. These latter functions, due to their unpredictable patterns, may not fully lend themselves to car pooling or the payment of parking fees. Conversely, those with regular hours are better able to establish car pooling habits and, where rates are required, to pay those rates. The Secretaries of the Military Departments and Directors of Defense Agencies shall establish such regulations and policies for military installations, facilities, and properties that are designed to encourage use of car and van pooling, public transportation, and installation shuttle buses to the maximum extent practicable, while providing exemptions to those individuals discussed above whose work schedules are not predictable.

3. Limitations. The granting of the above exemptions applies only to the payment of parking fees and does not apply to the other provisions of this Directive, particularly those contained in sections H. and J. relating to allocation and assignment of parking spaces, use of car and van pools, public transportation, and official responsibilities.

E. COLLECTION AND DEPOSIT OF FEES

1. Fees collected for the use of parking facilities at GSA-controlled locations shall be separately identified and applied to parking management costs and to the Standard Level User Charges paid by DoD Components to GSA for parking spaces subject to fee charges. As such, the need for appropriated funds to pay for parking spaces used by personnel should be reduced.

2. Fees collected for the use of parking facilities at military installations net of the DoD Components' total direct costs of personnel

parking management, operation, and maintenance shall be deposited ultimately to Miscellaneous Receipts of the Treasury (see attachment A to this enclosure).

3. Appropriated funds for parking that are in excess of the DoD Component's direct parking costs net of parking fee receipts shall be applied towards supplemental appropriation requirements that the DoD Component intends to submit to OMB for review under OMB Circular A-11 (reference (g)). Appropriated funds not so applied shall be recommended to the Congress for rescission.

4. Collection of parking fees by DoD Components shall be handled in accordance with GAO Policy and Procedure Manual (reference (h)) that provides the regulations and instructions applicable to all classes of funds collected by officers and employees of the U.S. Government.

5. The fees collected shall be accounted for and deposited in accordance with Treasury Fiscal Requirements Manual (reference (i)), which prescribes the forms and procedures to be observed by the Government with respect to deposits for credit to the account of the U.S. Treasury.

6. Proceeds collected from the sale of parking permits shall be turned over to the servicing DoD accounting and finance officer for deposit to the following General Fund Receipt Clearing Accounts:

Army - 21F3875

Navy and Marine Corps - 17F3875

Air Force - 57F3875

OSD and Defense Agencies - 97F3875

Proceeds shall be kept separately in a specific subaccount by fiscal year and used only to reimburse expenses of parking management and operation incurred in that fiscal year. Within 60 days after the end of the fiscal year, the balance of proceeds shall be deposited in the U.S. Treasury General Fund Miscellaneous Receipts Account.

7. The accounting and reporting principles and standards in the DoD 7220.9-H (reference (j)) shall be applied. Especially pertinent are the cost accounting, accrued revenue, cost and the appropriation reimbursement and requirements in Chapter 2 as well as the related reporting requirements in Chapter 3.

Attachment