

Department of the Interior Departmental Manual

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Series: Administrative Services

Part 310: General

Chapter 12: Management of Parking Facilities

Originating Office: Office of Acquisition and Property Management

310 DM 12

12.1 Purpose. This chapter establishes the policy and criteria for the allocation, assignment, and management of parking spaces under the control of the Department of the Interior. These guidelines apply to all Interior-controlled parking facilities nationwide. They are intended to assure compliance with national energy policies and promote reduction in energy consumption, air pollution, and traffic congestion through increased use of carpooling by Interior employees.

12.2 Policy.

A. The Department will manage Interior-controlled parking facilities in accordance with this chapter and the provisions of the Federal Property Management Regulations (41 CFR 101-20.104).

B. When parking spaces are controlled by specific lease or other contractual agreements, contracting officers will endeavor to amend the contracts to the extent necessary to accomplish the policies prescribed in this directive, provided the amendments are not otherwise adverse to the best interests of the Government. Where it is not economically prudent to amend existing contracts, the contracts will be modified before renewal to comply with the prescribed parking policies.

C. The guidelines in this chapter are not to be interpreted to render null and void any current valid, negotiated agreement between management and a union covering any provisions of employee parking. Upon the expiration or renewal of an exempted agreement, the provisions of this chapter will apply. Managers are reminded that they must meet their labor management obligations in implementing this directive. Questions should be directed to the appropriate bureau or office labor relations office.

12.3 Responsibilities.

A. The Assistant Secretary - Policy, Management and Budget (PMB), through the Director, Interior Service Center (ISC), is responsible for allocating and assigning parking spaces for the Office of the Secretary and bureaus at the Main Interior Building Complex. The Director, Office of Acquisition and Property Management (PAM) is responsible for providing guidance to bureaus and offices concerning parking facilities under their jurisdiction, through

development of Departmentwide directives and guidelines, and for maintaining liaison with the General Services Administration (GSA) concerning parking program policy issues.

B. Heads of bureaus and offices (or their designee) are responsible for implementing parking facility management programs for installations under their jurisdiction in accordance with the requirements of this chapter. They have the following responsibilities for the facilities in their operational custody:

- (1) Designating a Parking Control Officer.
- (2) Designating parking facilities.
- (3) Allocating parking spaces.
- (4) Issuing parking permits.
- (5) Determining the value of employer-provided employee parking.
- (6) Enforcing applicable parking policies and regulations.
- (7) Accomplishing applicable reporting requirements.

C. The Director, Interior Service Center has the responsibilities listed in 310 DM 12.3B for the Main Interior Building Complex.

12.4 Designating Parking Facilities. Vehicle parking facilities for bureaus and offices will be limited to the minimum necessary to avoid impairment of program operations and will be administered in full compliance with this directive. Bureaus and offices will designate local Parking Control Officers, when necessary, for each parking facility to provide management control and administer the parking program, as appropriate.

12.5 Allocating Parking Spaces. Bureaus and offices which control parking facilities at buildings in which Interior is the principal or sole occupant and on other Interior Department property, including leased property, will equitably allocate parking spaces among those agencies using the facilities, as appropriate. Such allocations will be made in accordance with the provisions of this directive. Vehicle parking spaces will be reserved in the following order of priority:

A. Severely Handicapped Employees. Justification based on medical opinion may be required.

B. Official Parking. Bureaus and offices will manage official parking needs in accordance with the provisions of the Federal Property Management Regulations (41 CFR 101-20.104-1). For the Main Interior Building Complex, the ISC will handle this responsibility.

C. Employee Parking. Bureaus and offices will manage employee parking needs in

accordance with the provisions of the Federal Property Management Regulations (41 CFR 101-20.104-2) except that car/vanpool assignments shall take precedence over parking for "persons who work unusual hours." For the Interior Complex, the ISC will handle this responsibility.

12.6 Issuing Parking Permits. Permits must be issued to identify those who are authorized to park and to document parking assignments. At parking facilities in rural areas where the number of available parking spaces exceeds the requirements for official and employee parking, and the value of employee parking is determined to be below the taxable income threshold, the bureau or office controlling the facility may establish appropriate alternative procedures for issuing parking permits to comply with the provisions of this chapter. Management controls must be implemented to assure compliance with specified parking space allocations. Documentation of permits issued will be sufficient to meet the reporting requirements specified in 310 DM 12.9.

A. Applicant Criteria. Applicants for Interior-controlled parking must be full-time permanent employees of the Department and must live at least one mile from their respective duty stations. Car/vanpool members may be non-government workers or employees of other Federal agencies.

B. Review of Parking Assignments. Parking allocations and space assignments will be reviewed at least annually to assure allocations are consistent with program needs and existing regulations and that space assignments meet allocation criteria.

C. Valuation of Parking. The ISC will determine the value of employer-provided employee parking for the Interior Complex. Bureaus and offices outside of the Interior Complex are responsible for determining the value of employee provided parking.

12.7 Employee Assistance. Bureaus and offices will help employees establish and/or join car/vanpools and follow procedures for filing applications for parking spaces.

12.8 Enforcing Applicable Regulations. Parking facilities will be monitored as necessary to assure maximum use of spaces, compliance with local parking policies and procedures, and that all car/vanpools are operating as represented. Bureaus and offices may take action as appropriate to ensure maximum use of parking spaces under their control. A mandatory penalty of at least one-year suspension of the privilege to park at an Interior-controlled facility will be imposed for misrepresenting car/vanpool membership, application qualifications, or for violating parking practices or requirements established locally by the appropriate parking authority. Other penalties may be established, as appropriate.

12.9 Recordkeeping. All Parking Control Officers for bureaus and offices (at satellite or field installations) and the Director, ISC will maintain master listings and documentation of all parking permits and assignments in areas under their control. Parking Control Officers will provide this information pertaining to their respective installations to the Director, Office of Acquisition and Property Management or the Interior Service Center Parking Control Officer, upon request. (Refer to the National Archives and Records Administration's General Records Schedule 11, Space and Maintenance Records, for the authorized retention and disposition

instructions for records relating to parking space management (Items No. 1 and 2) and for parking permits (Item No. 4).)

12.10 Resolving **Parking Management Issues.** Bureaus and offices wishing guidance concerning the interpretation of applicable Federal parking regulations or other parking management issues will initially contact the GSA Regional Headquarters in the area under question. Problems which cannot be satisfactorily resolved through these channels will be referred to the Director, Office of Acquisition and Property Management for appropriate action. Requests for assistance will be prepared in memorandum form to the Director, Office of Acquisition and Property Management and contain, at a minimum the following information:

- A. The nature of the matter under dispute and the regulation provision in question.
- B. A summary of the actions by the bureau/office in attempting to resolve the problem.
- C. The number of parking spaces and the number of employees affected by the issue.
- D. Any other information about the issue deemed pertinent by the bureau/office.

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