

### **Assigned Parking Passes (hang tags):**

1. All vehicles, including Government owned and leased vehicles, must be issued a parking permit to obtain entry into any DOI Complex parking garage/lot. The permit must be clearly displayed on the dashboard or hung from the mirror of the vehicle at all times while on the premises.
2. All parking permit holders are required to show their DOI Identification Card to the Security Guard before entering parking areas.
3. Vehicle passengers who do not possess DOI identification and have not been pre-approved for entry are not permitted into DOI Complex garage areas. These individuals must exit the vehicle before the permit holder proceeds into the parking garage. Approvals of individuals not possessing DOI Identification are handled on a case-by-case basis.
4. To access the SIB Parking Lot, you must be issued and use your DOI Identification (ID) Card or a carpool/vanpool proximity card to open the security gate. Place either card against the card reader located at the 20<sup>th</sup> Street entrance to open the gate. A card is not needed to exit the SIB Parking Lot via 19<sup>th</sup> Street.
5. All vehicles entering DOI Complex garages/lot are subject to interior, trunk and engine compartment searches.
6. Permit holders may only park in their assigned parking areas in MIB and SIB (any available space matching the vehicle size on your permit and within your assigned zone). Parking assignments are made by zone and space size. The control number on the permit is not a space designation.
7. Parking permit holders may not authorize other individual's use of their assigned permit.
8. Parking permits are not transferrable or conveyable and must be returned to the OFAS Parking Office when Exit Clearing, relocating to another bureau or office, participating in the transit subsidy, etc. Issuance of parking permits is only authorized by the NBC Parking Office.
9. All motorcycles and bicycles must have a parking permit affixed in a manner which is clearly visible to the Security Guard.
10. Only one (1) vehicle per permit may park in the garage at any time.
11. The speed limit is five (5) miles per hour.

12. Obey all signs.
13. Headlights must be on at all times while the vehicle is in motion in the MIB and FRMB garage.
14. Vehicles should be parked between the designated lines as much as possible.
15. Vehicles must not block other parking spaces (unless it is a tandem space assignment), parked vehicles, or aisles.
16. Engines should be turned off while waiting for passengers.
17. Overnight parking is prohibited, unless authorized by the Security Chief of ICSO and a set of keys are provided to security.
18. Parking permit holders must keep their vehicle properly maintained.
19. Maintenance on vehicles in the garage is prohibited, except for, jump starting, changing a flat tire, or incidental emergency work.
20. Individuals assigned "Tandem" parking assignments in MIB must only park in their designated tandem spaces. The first vehicle arriving parks in the back space and the subsequent vehicle parks in the front. Employees assigned tandem parking spaces will establish a line of communication to coordinate arrivals/departures and access to vehicles.
21. At SIB all vehicles must enter the Lot from the 20<sup>th</sup> Street entrance and exit via 19<sup>th</sup> Street.
22. Do not park in the designated visitor parking areas
23. Report all personal information changes such as organization, room number, cell and land telephone numbers, vehicle make, model, license plate number and state of registration to the NBC Parking Office no later than one working day of change.
24. Transit Subsidy: Employees are not permitted to hold a federally-subsidized parking permit or be the primary applicant for a carpool holding a federally-subsidized parking permit if they participate in the Public Transportation Subsidy Program. Refer to OFAS guidance at: [http://www.doi.gov/ofas/support\\_services/transportation\\_subsidy.cfm](http://www.doi.gov/ofas/support_services/transportation_subsidy.cfm) or your bureau/office transit subsidy coordinator for additional information.

25. In cases of emergencies, the Deputy Assistant Secretary – Law Enforcement, Security and Emergency Management has the authority to supersede these regulations.

In addition to the above, Federal Reserve Martin Building permit holders must comply with the following law enforcement procedures:

1. Drivers must comply with instructions of the security officer on duty.
2. Parking permits should be clearly visible on the rear view mirror at all times while the vehicle is in the garage.
3. Littering is prohibited-receptacles are conveniently distributed in stairwell for small trash disposal.
4. Back-in parking is prohibited. Vehicles will front-end park between the designated colored lines.
5. Incidental emergency maintenance work must be reported in advance to Federal Reserve Security Control at 202-452-3221.
6. Overnight parking is prohibited.

(Revised September 2012)