Visitor and Temporary Parking:

The OFAS Parking Office maintains a designated number of short-term parking spaces for official visitors and temporary employee parking. Most of these spaces are located at the SIB and FRMB. Location of assignment is based on priority, available parking, and discretion of the OFAS Parking Office. Priority is given to disabled visitors, members of Congress, other VIP's, and official visitors from other Federal agencies and the private sector. Remaining available spaces may be assigned to employees on a first-come, first-serve basis. DOI is not obligated to provide contractor parking, and contractor parking requests are the lowest priority.

Process and Procedures for Requesting and Receiving Visitor and Temporary Parking follow:

1. Requests for visitor and temporary parking must be made by the bureau or office parking coordinator using the OFAS Parking Office automated visitor and temporary parking system.

2. Requests should be made no later than two full working days prior to the date(s) and time(s) of the needed parking.

3. Visitor and temporary parking is short-term parking. Generally, permits will be issued for a maximum of five consecutive days per month, per individual, consecutively or otherwise. Longer term, temporary parking such as details and special assignments are made at the Federal Reserve Martin Building on a space available basis.

4. Temporary parking permits based on medical justification may exceed the five day limit. These permits will be marked for temporary handicapped/medically approved use and include the start and end date.

5. All visitor and temporary and parking requests must include the following information:

    a. First and Last Name
    b. Organization
    c. Vehicle Make and Model
    d. Tag No. and State of Registration
    e. Date(s) and Time(s) Parking is Requested
    f. Justification
    g. Phone number for individual receiving parking

6. All persons are required to show one of the following to the Security Guard before entering the parking facilities: their official DOI

Identification, temporary DOI Identification, or a pre-approved ID by the ICSO (example: state issued ID, driver's license, etc.).

7. If the requestor is a participant in the Transit Subsidy Program, they cannot receive federally assigned parking. However, program participants may receive temporary parking for no more than five days in any one month, and no more than 30 days total per fiscal year. Additionally, those receiving temporary parking MUST reduce their next transit benefit amount or reimburse your bureau or office to reflect the days that participants received temporary federally-subsidized parking.

8. Visitor parking assignments are made to a specific parking space, except for the Federal Reserve Martin Building whereby permit holders may park in any DOI-designated parking area on levels 2, 3, or 4. If another vehicle is parked in your assigned space, immediately contact the OFAS Parking Office who will notify Interior Complex Security Office for corrective action.

9. Individuals who are provided visitor and temporary parking must comply with the above parking requirements and procedures including those for assigned parking.

(Revised September 2012)