U.S Department of the Interior
Office of Facilities and Administrative Service
Support Services
Summary Assigned Parking Regulations and General Information
for the Main Interior Building Parking Garage

Regulations

1. All vehicles must be issued a valid parking permit to obtain entry and clearly display it at all times while on the premises.

2. Only one (1) vehicle per permit may park in the garage at any time.

3. You must present your DOI Identification Card to the security guard upon entering the garage.

4. All vehicles entering the garage are subject to interior, trunk and engine compartment searches.

5. Parking assignments are made by zone and space size. Permit holders may only park in their assigned areas (any available space matching the vehicle size on your permit and within your assigned zone). The control number on the permit is **not** a space designation.

6. 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.

7. All motorcycles and bicycles must have a parking permit affixed to the front of the bike in a manner which is clearly visible to the Security Guard.

8. The speed limit is five (5) miles per hour.

9. Obey all signs.

10. Headlights must be on at all times while the vehicle is in motion in the garage.

11. Parking permit holders **may not** authorize another individual to use a permit during their absence.

12. Overnight parking is prohibited, unless authorized in advance by the OFAS Parking Office and a set of keys are provided.

13. Vehicles should be parked between the designated lines as much as possible.

14. Vehicles must not block other parking spaces (except tandem space assignments), parked vehicles, or aisles.

15. Engines should be turned off while waiting for passengers.

16. Maintenance on vehicles in the garage is prohibited, except for, jump starting, changing a flat tire, or incidental emergency work.

17. Overnight parking is prohibited, unless authorized by the Security Chief of ICSO and a set of keys are provided to security.

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18. 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 OFAS Parking Office no later than one working day of change.

19. Individuals assigned "tandem" parking assignments must only park in the designated tandem spaces; the first vehicle arriving parks in the back space; and employees assigned tandem parking spaces will establish a line of communication to coordinate arrivals/departures and access to vehicles.

20. Parking permits are not transferrable or conveyable and must be returned to the NBC 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 OFAS Parking Office.

21. 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.nbc.gov/facilities/transportation_subsidy.html**, or your bureau/office transit subsidy coordinator for additional information.

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

Violations and Penalties: Violators of these procedures may be issued a warning notice and/or towed from the garage. All associated costs are the responsibility of the vehicle owner or driver and will not be paid by the Federal Government. Failure to comply with these parking regulations, or falsification or duplication of a parking permit, may result in the suspension of parking privileges and disciplinary action.

The complete parking policy can be found at: http://www.nbc.gov/facilities/pdfs/ParkingPolicy.pdf .

General Information

Garage hours are as follows:

A Ramp – 6:00 a.m. to 10:00 p.m. Monday-Friday
D Ramp – 6:00 a.m. to 6:30 p.m. Monday-Friday
G Ramp – 6:00 a.m. to 8:30 p.m. Monday- Friday
(All MIB garages are closed on weekends and Government holidays)

Note: Occasional operational problems with the security bollards, other building maintenance and repairs, inclement weather, and special events may necessitate temporary closing the above ramps and opening of other garage ramps.

Garage height restriction is 7" 2".

South Interior Building Parking Lot: Interior employees with a valid DOI ID Card may utilize the South Interior Lot after 4:00 pm and before midnight on weekdays and anytime on weekends and holidays. A rare exception would be times when a special event is scheduled. Individuals must present their DOI ID Card to the Security staff on duty.

Contacts

OFAS Building Manager's Office: 202-208-2222. Report safety hazards, building maintenance and cleaning issues.

Interior Complex Security Office: 202-208-5803. Report accidents and security related issues or concerns such as theft, vandalism or suspicious activity.

OFAS Parking Office: 202-208-2222, room 1420. Report parking issues including unauthorized parking.

DOI Modernization Program Office: 202-208-7283. Please be mindful of the GSA modernization construction activities that may be occurring in the MIB Garage, and report pertinent issues.

(Revised September 2012)