Temporary and Permanent Disabled Parking Policy and Procedures for the Main and South Interior Buildings and Interior Controlled Spaces within the Federal Reserve Building Parking Garage.

Background:

Applications for disabled parking permits must comply with the criteria established by the Code of Federal Regulations, 101-20.104, handicapped employee means, "an employee who has a severe, permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Priority may require certification by an agency medical unit, including the Veterans Administration or the Public Health Service." In both cases, the disabled employee must submit medical documentation.

To ensure a fair and equitable process, Office of Facilities and Administrative Service (OFAS) established an agreement with the U.S. Public Health Service, Federal Occupational Health (FOH), for a doctor to provide an independent review (based on the applicant's disability) of all medical documentation. The FOH physician is responsible for approving or denying parking applications, and if approved, determining the location of the parking assignment and the duration.

How does one apply for permanent disabled parking?

Department of the Interior (DOI) employees applying for permanent disabled parking must complete and submit to their bureau or office parking coordinator the following:

1. DI-1868, *Application for Parking Permit* (apply under category H).
2. *Physician's Certification Application for Disabled Parking,* which must be completed by each disabled parking applicant and their physician. This form provides critical medical documentation to support the applicant's request and authorizes the FOH doctor to receive medical records and/or discuss the applicant's condition with their doctor.

How does one apply for short (1 to 5 days) or long-term (6 days to 1 year) temporary disabled parking?

DOI employees with short-term temporary disabled parking needs must complete item (1) below and submit this to their bureau or office parking coordinator. Employees with long-term temporary disabled parking needs must complete all items below and submit these to their bureau or office parking coordinator:

1. Written request with justification that includes the length of time temporary parking is needed.
2. DI-1868, *Application for Parking Permit.*
3. *Physician's Certification Application for Disabled Parking.*

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How and when will one be notified of the status of the disabled parking request?

- Pending the FOH review, determination, and parking availability, the applicant's parking coordinator will be notified within 5 working days.

What are the procedures for appealing an FOH determination?

- An FOH decision can be appealed by submitting a written request for appeal that includes what the applicant is appealing (i.e., denied request, location assignment or duration) and additional specific medical documentation from his/her physician to support their position.

- If an applicant is still in disagreement with the FOH determination upon completion of the re-review findings, a second and final appeal can be requested (in writing) where a different FOH doctor will review the case file. During the appeal process, the initial FOH decision stands. The outcome of this appeal will be considered the final ruling. All appeals should be sent through your bureau or office parking coordinator to the OFAS Parking Office, rm. 1420-MIB. The applicant will be notified of the findings through his/her parking coordinator upon completion of the review process.

Appeals should be kept to a minimum since OFAS has to pay for each medical review.

If you have questions, please contact your Parking Coordinator or the OFAS Parking Office on (202) 208-222. Additional applications can be obtained from your Parking Coordinator or the OFAS Parking Office in room 1420-MIB.