

U.S. Department of Energy
Washington, D.C.

ORDER

HQ O 344.1

Approved: 03-05-97
Sunset Review: 03-05-99
Expires: 03-05-01

SUBJECT: PARKING

1. OBJECTIVE. To define policies and procedures governing the assignment, utilization, and management of parking spaces controlled by the Department of Energy (DOE) in the Forrestal Facility.
2. CANCELLATIONS.
 - a. DOE 3900.1B, PARKING, of 5-18-92.
 - b. HQ 1400.2B, PARKING MANAGEMENT, of 6-4-85.
3. APPLICABILITY. This Order applies to parking at DOE Forrestal Headquarters.
4. REQUIREMENTS.
 - a. Policy. To ensure that the DOE parking facility is operated in a manner responsive to the needs of the Department, and for the maximum benefit to employees, it is the Department of Energy's policy that:
 - (1) all Forrestal parking facilities controlled by DOE shall be centrally managed by Human Resources and Administration;
 - (2) assignment of parking spaces in DOE Forrestal parking facility will be in compliance with the national energy conservation policies, the parking policies issued by the General Services Administration (GSA), (41 CFR. 101-20.104), and the criteria of this Order;
 - (3) the use of public transportation and ridesharing will be promoted and encouraged to meet the energy conservation objectives as promulgated by relevant statutes, regulations, and Executive Orders;
 - (4) parking fees shall be assessed to recover the cost of operating a parking facility by a contractor.

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INITIATED BY:
Chief of Staff, Assistant Secretary
for Human Resources and Administration

- (5) parking permits are not transferable;
- (6) contractor personnel working in the Forrestal complex may not park in the garage, but may be members of vanpools/carpools that park there.

b. Allocation and Assignment.

- (1) Parking spaces in Forrestal DOE facility shall be assigned first for official needs in the following order of priority.
 - (a) Government-owned vehicles specifically designed and used for criminal apprehension, fire fighting, and other emergency functions.
 - (b) Other government-owned and leased vehicles, including motor pool vehicles and vehicles assigned for general use.
 - (c) Service vehicles and government vehicles of employees and visitors.
- (2) Parking spaces not required for official needs shall be assigned to DOE Federal employees in the following order of priority.
 - (a) Employees with disabilities.
 - (b) Executive officials.
 - (c) Employees with unusual working hours.
 - (d) Vanpools.
 - (e) Carpools.
 - (f) Shift workers.
 - (g) Two-wheeled vehicles. Subject to the availability of satisfactory and secure space and facilities, the Department shall provide for parking of bicycles, motorcycles, and other two-wheeled vehicles.
- (3) Priority for assignment of vanpool/carpool parking permits will be determined by the number of regular DOE members in a vanpool/carpool (i.e., six members, five members, four members, three members, and two members).
- (4) When parking space is insufficient to meet the needs of vanpool/carpool applicants, the order of priority for reassignment of parking spaces shall be:
 - (a) vanpool/carpool with the most DOE regular members;
 - (b) vanpool/carpool with most regular members (including other agency personnel); and

- (c) total number of completed years of Federal service of all members of the vanpool/carpool, distance traveled, route taken, etc.

c. Parking Permit Applicants.

- (1) General. Parking Permit Application, DOE F 1400.12, and Parking Authorization, HQ F 1400.22, shall be submitted to the Parking Management Office by the 15th day of the month for review and approval or disapproval. When the 15th of the month falls on a weekend or holiday, the application shall be submitted the preceding workday. Applications received by the 15th day of the month will be considered for issuance of parking permits for the following month.
- (2) Employee with a Disability. An application from a government employee with a disability must be accompanied by a certification from the DOE Headquarters medical unit that justifies this priority. Prior to gathering such a certification, the medical unit must receive a statement from the employee's physician that attests to the disability. Such certification will be based on a medical determination by the agency medical officer, who shall provide advice and counsel on medical matters.
- (3) Unusual Hours. An application for priority parking privileges because of unusual work hours must be accompanied by a memorandum from the employee and the Administrative Officer that establishes and justifies the employee's unusual work hours, lists the unusual hours that are to be worked (i.e., 8:00 a.m. - 7:00 p.m.), and states that these hours will be worked 50 to 75 percent of the time. Administrative Officers should re-evaluate the justification for existing unusual hour permits within their organizations before submitting requests for any additional unusual hour permits. Approval or disapproval of these requests will be based on available space allocated to this category. In the event that additional parking spaces are not available, it will be the responsibility of the Parking Committee to determine who will be assigned the unusual hour permits within its organization. Alternate Work Schedule hours are not considered unusual hours.
- (4) Responsibilities. The employee issued the parking permit is the principal member and is responsible for ensuring that all the information contained on the parking permit application is accurate and current.

Any change in unusual hours or carpool personnel membership requires submitting a new application within 15 calendar days to the Parking Management Office. Failure to resubmit applications can result in the cancellation of the permit.

- d. Operating Procedures. The following operating procedures are provided for employee information, guidance, and compliance.

(1) Parking Permit Issuance.

- (a) Parking permits shall be issued during the last 4 working days of each month and the first three working days of the new month and may be obtained in the Forrestal garage at the attendant's booth near the 12th Street entrance. Issuance hours and dates will be posted in visible areas of the building, garage, and the garage entrances to the building.
- (b) Employees who are eligible for parking permits must have proper government identification and present a properly validated HQ F 1400.22, Parking Authorization.
- (c) Parking permit holders on official travel or leave, or who are absent for any reason during the issuance period will be granted a 1-day grace period upon return from their absence to purchase their parking permit.
- (d) Parking permits, where applicable, will be issued to the authorized vanpool/carpool principal and single vehicle drivers and are valid until revoked, terminated, voluntarily surrendered by the holder, or forfeited for failure to pay established fees or failure to pick up a permit for 2 consecutive months.
- (e) Loss/stolen Parking Permit - When a valid parking permit is suspected to be lost or stolen, the holder shall report the circumstances to the Parking Management Office. Failure to comply with this requirement may result in suspension or termination of parking privileges.

(2) Parking Permit Verification.

- (a) Prior to the issuance of an initial vanpool/carpool permit, the principal member must provide a signed form from each carpool member verifying membership in the carpool.
- (b) Once each year during the anniversary month of the issuance of the parking permit or upon the request by the parking committee, the principal member of each vanpool/carpool must recertify car pool membership within 10 days of the requested update.
- (c) Failure to have each member of the vanpool/carpool certify/recertify for verification of membership will result in a permit denial or revocation of existing permit.
- (d) Random "spot checks" of vehicles entering and exiting the Forrestal parking facility will be conducted by the Parking Management Office to ensure compliance with parking regulations. The results of these "spot checks" will be given to the Parking Committee for evaluation and any action the Committee deems appropriate.

(3) Parking/Traffic Operating Procedures.

- (a) DOE employees issued parking permits must park their vehicles in accordance with the procedures established in this Order and those instructions that may be given by the parking attendant. Employees will comply with all posted directional signs and observe safety and traffic regulations while operating a vehicle at the parking facility. Moreover, it is expected that a courteous attitude will prevail with regard to other drivers, pedestrians, and attendants.
- (b) Parking permits must be displayed on the driver's side dashboard. The parking permit must be fully and clearly visible and include the names and current office telephone numbers (not the voice mail number) of the driving vanpool/carpool members.
- (c) Employees will be required to show their parking permits to the parking attendant when entering the parking garage. Vehicles not displaying the current monthly parking permit will not be admitted to the garage without approval of the Parking Management Office.
- (d) Vehicles that do not display a valid monthly parking permit will be subject to an irrevocable parking ticket issued by the Federal Protective Service and/or a notice of violation issued by the Parking Management Office.
- (e) Stacked parking shall prevail in all lanes, except those spaces specifically designated otherwise. Vehicles must be parked in the last space available in the lane. Vehicles must be backed into their respective lanes to expedite egress.
- (f) At the end of the workday, all vehicles must be moved within 15 minutes of the posted departure time for the lane (i.e., 5:00 p.m.: the vehicle must be moved no later than 5:15 p.m.). These 15 minutes are a grace period and every effort should be made to vacate the lane as close to the designated time as possible. Failure to move the vehicle within 15 minutes of the posted departure time or when asked to do so by another employee will be cause for issuance of a violation notice and possible towing, and it may result in the termination of parking privileges.
- (g) Keys for all vehicles parked in the Forrestal facility (except visitor lanes and early departure lanes) must be left with a DOE employee whose name and telephone number are on the displayed permit. When it is necessary to exit a stacked lane during normal working hours, the operator of the blocked vehicle must call the person(s) identified on the parking permit of the blocking vehicle and ask them to move the vehicle. The person notified must move or have the vehicle moved immediately (10 minutes). Employees who must leave their vehicle keys with personnel in their offices shall be held responsible for having the vehicle moved immediately when requested.

- (h) Employees who intend to leave during the workday should park in lanes designated for such access and egress if available. If such parking is not available, a parking attendant should be asked to provide assistance.
- (i) Reserved parking spaces are limited to those specifically authorized by the Parking Management Office for the government vehicles, visitors, and executive officials.
- (j) Vehicles should be parked in accordance with lane designations (e.g., small vehicles in small car lanes, vanpools in lanes assigned for vans, with all other medium and large vehicles in other lanes).
- (k) Motorcycles must park in designated motorcycle lanes.
- (l) All vehicles must come to a complete stop at crosswalks and all designated stop signs.
- (m) The speed limit on the ramps and in the garage is 5 mph.
- (n) Headlights should be on when entering and while in the garage.
- (o) Drivers shall not stop in traffic lanes or on ramps to pick up or drop off passengers, park, wait, or stand in lanes or main garage traffic lanes. Drivers may not stop and wait for front spaces.
- (p) Temporary 1-day parking permits will not, as a rule, be issued to a vanpool/carpool member coming in separately from his/her vanpool/carpool, or to employees who have a parking permit.
- (q) Drivers must yield right-of-way to pedestrians and to vehicles that are parking.
- (r) Employees' vehicles must be locked. Keys shall not be left in vehicles unless specifically requested to do so by the parking attendant. Personal articles should not be left in vehicles.
- (s) All DOE employees may park in the Forrestal parking facility after 5:00 p.m. on weekdays and all day on Saturday, Sunday, and holidays. On weekdays, non-permitted vehicles must be removed by 6:30 a.m.
- (t) Overnight parking for DOE employees while on official travel is available, but not necessarily guaranteed. Prior permission must be granted by the Parking Management Office, and the vehicle must be parked in the rearmost space in the lane and keys left with personnel in their office.
- (u) If at any time there is a violation of the procedures outlined above and it becomes necessary to move a vehicle, towing will be authorized by the

Parking Management Office. All towing costs, reclamation fees, and any damage to the vehicle will be the responsibility of the owner.

- (4) Garage Entrances.
 - (a) Twelfth (12th) Street Entrance. This entrance shall be used for vehicle traffic 24 hours per day.
 - (b) Ninth (9th) Street Entrance. This entrance will be open to traffic Monday through Friday from 6:00 a.m. to 9:00 a.m. and from 3:00 p.m. to 6:00 p.m., excluding official holidays.
 - (c) There are 6'10" height restrictions at both entrances, which limit entry.
- (5) Reporting Damages.
 - (a) If a driver accidentally strikes another vehicle in the parking facility, the driver must stop and check for any damage to either vehicle. If the other vehicle is damaged, the driver must notify the owner/driver of the damaged vehicle immediately.
The driver must also provide pertinent information about the accident to the security office and the parking attendant on duty.
 - (b) Forms to claim damages caused by the parking attendant employed by a contractor should be filed with the contractor. The requisite forms may be obtained from the parking attendant.
- (6) Liability. The government is not responsible for any loss or damage to a vehicle or its contents while parked in a DOE parking facility, except to extent that the Federal Tort Claims Act may be applicable.
- e. Revocation/Termination of Parking Privileges. Parking privileges may be terminated for the total vanpool/carpool membership or unusual hours permit holders for any of the violations outlined below.
 - (1) Failure to comply with the specified operating procedures outlined in this order, or other oral or written parking instructions provided by the Parking Management Office, will result in a Notice of Violation. The first parking violation will result in a warning. The second violation will result in a 1-month suspension of parking privileges. The third violation will result in a 6-month revocation, and the fourth violation will result in permanent termination of parking privileges in the Forrestal parking facilities. Each violation will be removed from the file after 12 months.
 - (2) Any falsification or misrepresentation of the information furnished on a parking permit application shall result in a 1-year revocation of parking privileges for the first violation and permanent termination upon a second violation. In addition to

the above, employees may be subject to disciplinary action for such falsification or evasion.

- (3) Acts taken to circumvent the provisions of this Order or other established DOE and/or GSA parking directives and procedures shall result in a 1-year revocation of parking privileges for the first violation and permanent termination upon a second violation.
 - (a) Reproduction of a parking permit will result in permanent termination of parking privileges.
 - (b) An employee whose parking permit is terminated in order to accommodate an application that provides for a carpool with a larger number of riders will receive 15 calendar days notice of such termination. During that period, the employee may acquire additional riders to justify the continuation of the existing parking permit.
 - (c) Failure to maintain the required number of members for a vanpool/carpool will result in an immediate suspension of permit for 1 year.
 - (d) Failure to work unusual hours, as stated in the request for those hours, or failure to update hours shall result in a 1-year suspension from the garage.

f. Appeals Process.

- (1) Official Appeal. Should a parking permit holder wish to appeal any action taken by the Parking Management Office, they must do so in writing to the Parking Committee within 15 days of the action. The permit holder must explain fully and clearly the basis for the appeal.
- (2) Parking Committee Guidelines.
 - (a) The Parking Committee shall act independently for and exercise the full and final authority as designated by the Secretary in hearing, considering, and deciding for the Department in an impartial manner all matters regarding appeals.
 - (b) The Committee shall meet as necessary to provide for the orderly, fair, and expeditious handling of all parking appeal matters. The decisions of all meetings must be recorded and become a part of the official files.
 - (c) Decisions of appeal rendered by the Committee shall be by majority vote and are the final decision..
 - (d) To the extent possible, in order to afford an impartial review, Committee members may not vote on appeals involving immediate supervisors or direct subordinates.

- (e) The Committee is delegated all powers necessary for the performance of its duties including, but not limited to, the authority to conduct hearings, call witnesses, take depositions, and request official records and evidence for use in their deliberations in order to issue a final decision.
 - (f) The Committee's final decision of record shall include its consideration of the employee's appeal to the actions taken in relationship to DOE's established policies and procedures. It shall address the appropriateness of the action taken by the Committee or the Parking Management Office, as well as the official comments or responses from all involved parties.
 - (g) A final written decision will be communicated to the employee within 15 working days of the Committee's receipt of appeal and all related materials for review. A copy of the committee minutes will be distributed to the Parking Management Office (official file).
- g. Ridesharing. The Federal government, in conjunction with the Metropolitan Washington Council of Governments, has established a computerized ridesharing matching system, known as the Ridefinders Network, to assist individuals in becoming ridesharers. Employees are encouraged to participate in the program through the Headquarters Employee Transportation Coordinator (ETC) listed in the DOE Telephone Directory (Functional) under "Carpooling Information." A Ridefinders Application (HQ F 1400.2B) is available at the entrances of most DOE facilities in the Washington metropolitan area.
- h. Forms Availability. The forms referenced in this directive may be obtained from the Parking Management Office, room 4A-191, Forrestal building.
- i. Collective Bargaining. Sections of this Order pertaining to bargaining unit employees are subject to the collective bargaining agreement.

5. RESPONSIBILITIES.

- a. Assistant Secretary for Human Resources and Administration (HR-1). Establishes and implements appropriate parking policies and procedures for DOE Headquarters facilities.
- b. The Parking Committee issues final decisions on unusual hours and vanpool/carpool applications/revocations, and appeals filed by employees whose permits are being revoked as a result of parking violations. The committee shall consist of two permanent members, one from Human Resources and Administration and the other shall be the Forrestal Chapter/ETEU President. In the event that an issue cannot be solved by the two members of the committee a third individual, acceptable to both management and the union, shall be designated to review and decide the issue.
- c. Human Resources and Administration.

- (1) Develops and promulgates policies, standards, and procedures for parking management.
 - (2) Ensures that the policies and procedures are in compliance with all applicable Federal statutes and GSA guidelines.
 - (3) Maintains necessary liaison with GSA on policy and procedural matters.
 - (4) Provides necessary staff and/or contractual services to effectively manage the DOE Headquarters parking facilities.
 - (5) Designates ETCs for Headquarters facilities.
 - (6) Performs periodic reviews to confirm effective implementation of the parking management program in accordance with the criteria of this Order.
 - (7) Promotes Federal ridesharing at DOE Headquarters.
- d. Parking Committee. Reviews, evaluates, and issues a written decision on employee appeals regarding non-issuance or revocation of parking permit. Approves parking for unusual hours, carpools and vanpools.

6. REFERENCES.

- a. Title 41 CFR 101-20.104, PARKING FACILITIES outlines procedures for the management, regulation, and policing of federally owned or controlled parking facilities.
 - b. Title 41 CFR 101-6.3, RIDESHARING, provides information and guidelines for the promotion of ridesharing by Federal executive agencies.
 - c. Rehabilitation Act of 1973, Public Law 93-112, Section 504, (as revised), .
 - d. DOE O 5632.1C, PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS. Policies and procedures contained in this order will take precedence in governing access to parking facilities during periods of national emergency.
7. CONTACT. For additional information, contact the Parking Management Office at (202) 586-4271.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

DEFINITIONS

The following is a list of definitions to be used for HQ Order 344.1 Parking. These definitions will also be included in the DOE Directives Glossary.

1. Carpool. A minimum of two DOE persons using a motor vehicle for transportation to and from work and who ride together on a daily basis. Two of the regular carpool members must be DOE employees, one of whom is the carpool principal; the individuals must work in the facility where they have applied for or been authorized parking privileges.
2. Employee Transportation Coordinator (ETC). An individual designated at the Forrestal and Germantown facilities to provide commuter ridesharing services to all employees at the facility and who serves as a point of contact for local and State ridesharing agencies, where they exist.
3. Employee With A Disability. A government employee who, as determined by a licensed physician with concurrence by the agency Medical Officer, has a severe, permanent disability which, for all practical purposes, precludes the use of public transportation, or an employee unable to operate a vehicle as a result of a permanent disability and who is driven to his/her place of employment. Temporarily disabled employees will require certification by their physician as well as the agency Medical Officer to qualify for an available temporary parking space. Employees with disabilities are encouraged to participate in ridesharing.
4. Executive Official. A government official with responsibilities which, in the judgment of the Secretary or his/her designee, require preferential parking privileges. Generally, these preferential parking privileges are restricted to employees of the Office of the Secretary, each Assistant Secretary, and their principal deputies. Executive officials are encouraged to sponsor and participate in ridesharing.
5. Official Parking. Includes parking spaces reserved for government-owned and leased vehicles, including motor pool vehicles and vehicles assigned for general use. Where parking space is available, service vehicles of commercial firms that provide a service to the Department may also be accommodated.
6. Parking Space. The area allocated in the parking facility for temporary use of passenger-carrying motor vehicles.
7. Parking Committee. The group that approves unusual hours and carpool requests and is made up of the designated head of parking and the Union President. The parking committee, at its discretion, may waive or sustain appeals addressed to it concerning tickets or revocation of parking permits. In the event that an issue cannot be solved by the two members of the committee, a third individual acceptable to both management and the union shall be designated to review and decide the issue.
8. Regular Member. A person who travels daily (leave excepted) in a carpool or vanpool. A student or a child who rides to work with a parent(s) will not be considered a regular member. The parking committee in granting the permit shall consider number of members in the carpool, the distance traveled, the route taken, etc.

9. Ridematching. Any manual or automated system that gathers commuter information from interested individuals and processes this information to identify potential ridesharing arrangements among these individuals.
10. Ridesharing. The sharing of the commute to and from work by two or more people, on a continuing basis, regardless of their relationship to each other, in any mode of transportation including, but not limited to, carpools, vanpools, buspools, and mass transit.
11. Temporary Parking. Parking granted to DOE employees who possess approved permits that have either been lost, stolen, or simply forgotten. The permit holder is limited to the issuance of two permits per month, and they may be obtained from the garage parking attendant.
12. Shift Workers. Employees whose scheduled duty hours are established as a shift starting or ending outside the Department's normal working hours, including "swing" or "midnight" shifts. Excluded from these criteria are employees on overtime or alternate work schedules.
13. Two-Wheeled Vehicles. Motorcycles and bicycles. These vehicles shall not be transported on elevators or via stairways, or parked in offices. These vehicles must be parked in designated lanes or areas.
14. Unusual Hours. Work hours that are frequently required to be varied and do not coincide with any regular work schedule. These unusual hours must be worked 50 to 75 percent of the time. This category includes employees who regularly or frequently work significantly more than 8 hours per day (9 hours per day if on alternate work schedules). Unusual hours do not include shift workers or those granted exceptions to the normal work schedule (e.g., alternate work schedules).
15. Vanpool. A group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers for transportation to and from in a single daily round trip. The vanpool principal must be a DOE employee and work in the facility where they have applied for or are authorized parking privileges. Only legitimate vanpools will be authorized to use the designated vanpool lanes to park.
16. Visitor Parking. Parking reserved for the exclusive use of visitors to the Department for a limited period (not to exceed 2 hours). In the event of unusual circumstances, approval for parking in excess of 2 hours may be granted by the Parking Management Office. Visitor parking shall not be available to employees in the facility to which they are assigned. DOE employees are not permitted to park in visitor parking.