

## 6 FAM 1040

# PARKING PROGRAM ADMINISTRATION

(CT:GS-126; 05-10-2004)  
(Office of Origin: A/OPR/GSM)

### 6 FAM 1041 *BASIS AND PURPOSE*

(CT:GS-126; 05-10-2004)  
(State Only)

a. This regulation describes the basis for the issuance of parking permits for the limited number of U.S. Government-owned spaces available for employees of the Department of State.

b. *The Department of State is committed to a policy of energy conservation and therefore encourages all holders of permits to form carpools. The issuance of a permit does not guarantee parking will be available. Employees park at their own risk. Current permits are not automatically renewed.*

#### 6 FAM 1041.1 Authority

(CT:GS-126; 05-10-2004)  
(State Only)

a. Authority for this regulation is derived from General Services Administration (GSA) Temporary Regulation FPMR Temp. Reg. D-69 and subsequent extension(s).

b. Tax liability: Energy Policy Act of 1992 (*Public Law 102-486*).

#### 6 FAM 1041.2 Definitions

(CT:GS-126; 05-10-2004)  
(State Only)

**After-hours/weekend/holiday parking permits:** All drivers of vehicles entering *the Harry S Truman building (as referred to as main State)* must be identifiable. *Form DS-1951, After-Hours/Weekend/Holiday Main State "Parking Permit"* is available from the parking office within *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS/OSB)* or the employee's executive office during normal business hours. At all other times, the permits will be available from the uniformed officer post at the 21st Street garage entrance. Employees using these permits *are granted access to the garage on weekdays before 6:00 a.m. and after 6:00 p.m.; they are required to comply with posted parking regulations and must remove their vehicles from the garage by 8:00 a.m., Monday through Friday, excluding holidays.*

**Agency parking:** Vehicle parking spaces under the jurisdiction and/or control of a Federal agency *that* are used for parking U.S. Government vehicles, other official vehicles, visitor vehicles, and employee vehicles.

**Applicant:** A direct-hire permanent full-time, permanent part-time, full-time temporary or part-time temporary U.S. Government employee of *the Department of State* whose privately-owned vehicle is registered on the application as the primary mode of transportation. The applicant must reside a minimum of one (1) mile from the building where they work (unless he or she is a person with a disability). (See definitions for permanent full-time, permanent part-time, full-time temporary and part-time temporary employees.)

**Carpool:** A group of two or more direct-hire State employees using a motor vehicle for transportation to and from work.

**Executive:** A U.S. Government employee with management responsibilities *that* in the judgment of the employing agency head or designee, requires preferential assignment of parking privileges.

**FARA:** The Foreign Affairs Recreation Association (FARA) is the designated concessionaire that competitively selects a parking management contractor and collects for their services. The parking attendant contract is administered by FARA while the parking program (questions on payment, issuance of permits, etc.) is administered by *the Office of General Services Management's Special Services Division (A/OPR/FMSS/GS)*. Comments concerning parking attendants should be addressed to FARA.

**Full-time temporary employee:** A direct-hire U.S. Government employee who has a regular work schedule of 40 hours per week and who holds an appointment limited to a year or less.

**Harry S Truman building:** Also known as "*main State*," it is the Department of State's main headquarters building, located in Washington, DC.

**Intermittent parking permit:** A permit that is to be used by employees either coming to *the Harry S Truman building* or traveling to outside annexes for meetings and not as a "supplement" to each bureau's individual allotment. This pass requires a letter of justification *from the respective bureau executive office*.

**"Loaned" permit:** A permit *that* is "loaned" to another person due to primary permit holder travel, vacation, etc. The person loaning the permit is responsible for ensuring that the person using the permit is aware of all the parking requirements. Any infractions incurred during that time will be assigned to the primary permit holder.

**Official parking permit:** *Permit for parking in spaces reserved for U.S. Government-owned or U.S. Government-leased vehicles.*

**Parking committee:** Officials of representative *agency* selected to review, approve, and/or adjudicate vanpool/carpool applications for parking. The committee also reviews all written appeals of parking infractions.

**Parking space:** The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.

**Part-time temporary:** A direct-hire U.S. Government employee who has a work schedule of less than 40 hours per week and an appointment not to exceed one year.

**Permanent full-time employee:** A direct-hire U.S. Government employee who has a regular work schedule of 40 hours per week and holds an appointment not limited to a year or less.

**Permanent part-time employee:** A direct-hire U.S. Government employee who has a regular work schedule of not less than 16 hours per week and not more than 32 hours per week, and who holds an appointment not limited to a year or less.

**NOTE:** If a vanpool/carpool makes 10 one-way trips per week, the part-time employee must travel five (5) of them per week for the full parking year to be eligible for a parking permit.

**Person(s) with disability(ies):** An employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation or carpooling, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Justification for this priority requires an annual certification by the employee's physician, the *Department of Veterans Affairs (DVA)*, or the *U.S. Public Health Service (USPHS)*, indicating that such handicap exists, except for those employees who have been informed in writing from the Parking Coordinator that the committee views their condition as permanent in nature and *that* no further reviews are required. They **must**, however, re-apply for parking. Justification should be submitted through the employee's respective executive office to *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)*.

**Primary permit holder:** Only State employees may apply as primary permit holders. *The* primary permit holder is responsible for making payments to FARA; reporting any changes to the permit to *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)*; maintaining the permit at the *ridership* level at which the permit was issued; and ensuring that all carpool members are aware of the compliance regulations for each garage. Unless the primary *permit holder* re-assigns the permit in writing to *A/OPR/GSM/SS*, the permit remains in the name of and control of the primary permit holder for the parking year.

**Regular member of a vanpool/carpool:** A direct-hire State permanent full-time, permanent part-time, full-time temporary, or part-time temporary employee who travels in a vanpool/carpool for a minimum distance of one mile.

**Social Security account number:** Submission of the Social Security account number (SSAN) is voluntary; however, failure to provide it may delay or prevent approval of the application. The SSAN is used as a unique identification number to verify employment, years of service, and eligibility for a parking permit.

**Shift permit:** A permit that begins after 3:00 p.m. and ends before 8:00 a.m. This pass request must be approved by the *employee's* bureau executive office and be accompanied by a letter of justification.

**Transfer:** Only *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)* may transfer permits.

**Unusual hours:** Work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes individuals who regularly work significantly more than eight (8) hours per day. It does not include shift workers, those on alternate work schedules, and those granted exceptions to the normal work schedule (e.g., flextime).

**U.S. Government employee:** A U.S. Government employee *who* is a direct-hire employee of State.

**Vanpool:** A group of eight (8) to *fifteen* (15) passengers using a van specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses.

## 6 FAM 1042 PARKING SYSTEM

(CT:GS-126; 05-10-2004)  
(State Only)

Parking in the basement of attended garages is based on methods employed by commercial parking lots to permit maximum accommodation of vehicles. Uniformed attendants, employees of a commercial parking company under contract to the Foreign Affairs Recreation Association (FARA), direct parking and move vehicles as required.

### 6 FAM 1042.1 Rates

(CT:GS-126; 05-10-2004)  
(State Only)

a. A monthly parking fee has been in effect since April 1, 1981. Fees apply to garages with attendants. This fee is subject to change based on the minimum rate required to cover administrative costs associated with the contracted commercial parking company.

b. Tax liability: As part of the Energy Policy Act of 1992 (*Public Law 102-486*), employees who receive subsidized parking from their employers must pay income taxes on the value of *the space in excess of a dollar amount established each year by the Department of Treasury*. The excess value must be included in the employee's gross income. This amount will be adjusted for inflation as provided in the statute.

## **6 FAM 1042.2 *Parking Fee Collection***

(CT:GS-126; 05-10-2004)  
(State Only)

a. The *primary* permit holder is responsible for remitting parking fees directly to the Foreign Affairs Recreation Association (FARA) *that* serves as the accounting office for the operation.

b. Fees are collected monthly, quarterly, semi-annually or annually, as selected by the primary *permit holder*. Fees can be paid in cash, *or by* check, credit card, a deduction authorization with the individual's personnel office, a credit card authorization *to* FARA, or an internal distribution with the State Department Federal Credit Union (*SDFCU*).

c. The collection period is the 5th through the 15th of each month. *If* the 15th *falls* on a holiday or weekend, the payment must be made by the last workday **preceding** the holiday or weekend. Mail-in payments not received by the 15th will be considered late and will incur infractions against the permit. All returned checks carry a \$35 service charge *that* must be paid to FARA. Delinquent monthly payments will be assessed an infraction for each late payment. *Payments not made and/or received by the 15th of the month will incur an infraction against the parking permit. If payment is not received by the 5th of the following month, a second infraction is assessed and if payment is still not received by the 15th of that month, a third infraction is assessed.*

d. *The Department of State Parking Committee comprised of representatives of State bureaus and the Office of General Services Management's Special Services Division (A/OPR/GSM/SS) has determined that assignment of more than two parking infractions may result in suspension of parking privileges on Federal facilities for a minimum of six months or the remainder of the parking year, whichever is longer.*

## **6 FAM 1042.3 Exemptions**

(CT:GS-126; 05-10-2004)  
(State Only)

The following categories shall be exempted from the payment of parking fees:

- (1) U.S. Government-owned/leased vehicles;
- (2) All two-wheel vehicles;
- (3) Shift vehicles and weekend duty (employees whose scheduled duty hours are established as a shift starting and ending between 3:00 p.m. and 8:00 a.m.). This definition does not include employees on flextime or overtime; and
- (4) Employees who park at nonattended lots.

## 6 FAM 1043 ALLOCATION

(CT:GS-126; 05-10-2004)  
(State Only)

After setting aside sufficient space for official vehicles and person(s) with disability(ies), the Office of General Services *Management's Special Services Division (A/OPR/GSM/SS)* allocates permits to the various bureaus and organizations of *the Department of State* for issuance to executive employees and employees who work unusual hours while assigned to the *Harry S Truman building (formerly main State)*, SA-1, SA-2, and SA-4. Rosslyn permits encompass employees at the following locations: SA-6, SA-15, SA-16, SA-23, SA-36, SA-37, and SA-39. *A/OPR/GSM/SS* will also issue permits to vanpool/carpool applicants following the review and approval of applications by the parking committee. Location assignments may be determined by either the applicant's office location or by random selection. Parking is not limited to only those employees who work at or near that particular facility. The reassignment or exchange of locations can be made only by *A/OPR/GSM/SS*.

## 6 FAM 1044 SPACE ASSIGNMENT

(CT:GS-126; 05-10-2004)  
(State Only)

A person may hold only one (1) type of permit (i.e., a carpool member may not be both a member of a carpool and hold an individual or intermittent permit).

### 6 FAM 1044.1 Permits for Person(s) with Disability(ies)

(CT:GS-126; 05-10-2004)  
(State Only)

a. A committee, chaired by the Parking Coordinator, and made up of members from *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)*, *the Office of Medical Services (M/MED)*, *the Office of Civil Rights (S/OCR)*, *the Office of the Legal Adviser (L)*, *the Bureau of Human Resources Office of Employee Relations Work and Family Programs (HR/ER/WFP)*, *American Foreign Service Association (AFSA)*, *American Federation of Government Employees (AFGE)*, and executive office general services offices, will meet and review the application for a parking permit. A nonvoting physician from *M/MED* also attends the meetings to offer medical clarifications.

b. Employees who wish to obtain disabled parking can have no valid objection to furnishing the information required. Decisions will be forwarded to the respective executive office and the individual, in writing. Decisions will be made in accordance with *General Services Administration (GSA)* regulations and *with 6 FAM* governing issuance of *parking spaces to person(s) with disability(ies)*.

c. The judgment of the committee is simply whether the applicant has provided sufficient information to demonstrate entitlement to priority parking on the basis of a disability that precludes the applicant from using public transportation or a carpool. It is an administrative determination and *the committee* may reject applications supported only by wholly conclusory statements from physicians and may require the applicant to obtain a more detailed medical opinion. *The committee* may also conclude that an adequately detailed medical opinion does not support the application. Employees are allowed one reconsideration of the handicapped committee's decision. After that, the committee will only reconsider applications that present new and compelling medical documentation.

## **6 FAM 1044.2 Executive and Unusual Work-Hour Permits**

(CT:GS-126; 05-10-2004)  
(State Only)

Within their respective allotments, *bureaus* (through *their* executive offices) are responsible for assigning permits to executive employees and employees who work unusual hours.

## **6 FAM 1044.3 Vanpool/Carpool Permits**

(CT:GS-126; 05-10-2004)  
(State Only)

a. The Parking Coordinator shall:

(1) Eliminate any duplication in either applicant or vanpool/carpool membership;

(2) Verify the employment status of applicants by cross-referencing social security number;

(3) Establish the priority by carpool membership, zone, and combined years of Federal service.

b. A parking committee will evaluate and authorize applicants who appeal their denial of parking. The Parking Coordinator from *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)* will serve as the chair for purposes of convening meetings and presiding at each session. The parking committee performs the following functions:

(1) Randomly screens applications to assure that all applicant eligibility criteria are met; *and*

(2) Approves by unanimous agreement the issuance of permits within the number of spaces allocated for vanpools/ carpools.

## **6 FAM 1045 APPLICATION AND COMPETITION**

### **6 FAM 1045.1 Form**

*(CT:GS-126; 05-10-2004)*  
*(State Only)*

All applicants *are required to submit Form DS-1829, Parking Permit Application*, electronically on the Department of State intranet. The primary applicant for vanpools/carpools should collect *the data and complete the information for all members of the vanpool/carpool. Incomplete or incorrect applications will not be processed and the primary applicant will be notified.* For *more information on this application process, contact the Office of General Services Management's Special Services Division (A/OPR/GSM/SS).*

### **6 FAM 1045.2 Person(s) with Disability(ies) Permits**

*(CT:GS-126; 05-10-2004)*  
*(State Only)*

A committee composed of members of *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS), the Office of Medical Services (M/MED), and executive office general services offices,* will certify in writing that the employee meets the criteria established for such a permit (see 6 FAM 1044.1).

### **6 FAM 1045.3 Executive and Unusual Work-Hour Permits**

*(CT:GS-126; 05-10-2004)*  
*(State Only)*

Executive and unusual work-hour permits are assigned directly, within respective allotments, by executive and administrative offices of each major element of State. Executive *directors must approve all requests for parking within their respective bureaus.*

### **6 FAM 1045.4 Vanpool/Carpool Permits**

*(CT:GS-126; 05-10-2004)*  
*(State Only)*

Applications for vanpool/carpool parking permits will be accepted during the period specified in an annual notice entitled "Parking Permits Open Season." This period will be August through mid-September. All permits are issued on an annual basis, requiring new applications from existing permit holders. *The applications must reach the Office of General Services Management's Special Services Division (A/OPR/GSM/SS) Web page as specified in the notice.* Applications received after the closeout date will be

held on a waiting list, pending vacancies. Parking permits requested and approved may be used only by the applicant and/or members of the vanpool/carpool listed on the application.

## 6 FAM 1045.5 Vanpool/Carpool Eligibility

(CT:GS-126; 05-10-2004)

(State Only)

a. **Applicant:** The applicant must be a direct-hire permanent full-time, permanent part-time, full-time temporary, or part-time temporary employee of State, who resides a minimum of one (1) mile from the building where *the applicant works* (unless he or she is a person with *disability(ies)*). Agencies *that* are not tenants of the stated parking area are not eligible to apply as the primary permit holder.

b. **Members:** Vanpool/carpool members signing the application must be State Department employees riding with the applicant effective the date of the application, and they must reside a minimum of one (1) mile from the stated parking area unless they are *persons* with *disability(ies)*. Individuals who enter the Department's parking facilities must possess and display a Department of State building pass valid for that period of time for which they are seeking admittance.

## 6 FAM 1045.6 Competitive Basis

(CT:GS-126; 05-10-2004)

(State Only)

Vanpool/carpool applications will be ranked in the following tiers. The tie breaker will be applied to the tier in which the number of applications exceeds the number of permits available:

(1) The first tier will consist of vanpools with at least *eight* (8) State members. Vanpools with *seven* (7) or fewer members compete on the same basis as do carpools below;

(2) The second tier will consist of carpools with the highest number of State members. Subsequent tiers will be established until *there is* a minimum of two (2) members;

(3) The next tier will consist of carpools with the highest number of members from all Federal agencies, provided that the minimum requirement of two (2) State employees are met and the primary applicant is from State. Subsequent tiers will be ordered in like manner; and

(4) Tie breaking in any tier will be on the following basis:

(a) The pool with the greater direct distance from the primary pool member's residence (the applicant) to the Department of State building; or

(b) If further tie breaking is necessary, the pool with the highest combined total years of *U.S.* Government service will be used.

## 6 FAM 1046 PARKING PERMITS

### 6 FAM 1046.1 Issuance

(CT:GS-126; 05-10-2004)  
(State Only)

Upon approval of an application by the parking committee, a parking permit will be issued to the employee through the executive/administrative office or directly by *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)*, as appropriate. Parking permits will be valid for a one (1)-year period, normally beginning November of each year.

### 6 FAM 1046.2 Transfer

(CT:GS-126; 05-10-2004)  
(State Only)

a. **All** parking permits are transferable only by *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)*. If the permit holder:

- (1) Leaves the Department;
- (2) Transfers to another organizational unit; or
- (3) Is transferred out of the Washington, DC metropolitan area:

*The permit must be returned to A/OPR/GSM/SS or to the originating executive or administrative office.*

b. If a vanpool/carpool ridership falls below the original number for which the permit was issued, the principal permit holder must return the permit to *A/OPR/GSM/SS*. *A vanpool/carpool must remain at the ridership level for which the permit was issued for the entire parking year.* A vanpool/carpool falling below the original issuance level will be given *ten* (10) workdays to find a replacement member(s). If no replacement member(s) is found at the end of the 10-day period, *A/OPR/GSM/SS* must be notified in writing. An extension may be requested in the above notification. The loss of a member(s) may result in the loss of a parking permit.

### 6 FAM 1046.3 Loss

(CT:GS-126; 05-10-2004)  
(State Only)

Employees should establish procedures for safeguarding permits when vehicles are left unattended in public areas outside Department parking facilities. Proper controls should be maintained in the transfer of permits between carpool members. The loss of a parking permit is to be reported promptly in writing to *the Office of General Services Management's Special*

*Services Division (A/OPR/GSM/SS)*. The report is to explain clearly the circumstances surrounding the loss. Where it appears that a permit has been pilfered or there is evidence of other acts of fraud, the case will be referred to the appropriate authorities by *A/OPR/GSM/SS*. Should the original permit be found, the replacement permit must be returned immediately to *A/OPR/GSM/SS*.

## **6 FAM 1046.4 False Information**

(*CT:GS-126; 05-10-2004*)  
(*State Only*)

Falsification of information on applications will result in the loss of parking privileges for three (3) parking years for the applicant and carpool members. In addition, falsified applications may be turned over to *the Bureau of Diplomatic Security (DS)* and *the Bureau of Human Resources (HR)* for further action.

## **6 FAM 1047 PARKING REGULATIONS**

### **6 FAM 1047.1 General Services Administration (GSA) Responsibility**

(*CT:GS-126; 05-10-2004*)  
(*State Only*)

The General Services Administration (GSA) is initially responsible for the administration and control of U.S. Government parking areas. These regulations covering the use of parking areas and enforcement procedures have been developed to conform with policy regulations prescribed by that agency.

### **6 FAM 1047.2 General Responsibilities**

#### **6 FAM 1047.2-1 Employees**

(*CT:GS-126; 05-10-2004*)  
(*State Only*)

All employees who have been granted parking privileges are responsible for prompt payment of the monthly charge, where applicable, and for notification of any changes relevant to their parking. Permit holders may only park in the facility for which the permit has been issued (*HST in Harry S Truman building* (main State), CP in Columbia Plaza, PA in Potomac Annex, NH in Navy Hill, SA-2 in SA-2 or SA-6 in SA-6).

## **6 FAM 1047.2-2 Executive Offices**

(CT:GS-126; 05-10-2004)  
(State Only)

Executive and administrative offices are responsible for maintaining a file of current parking permit *holders* for executive and unusual work-hour permits *that* they authorize.

## **6 FAM 1047.2-3 Vanpools/Carpools**

(CT:GS-126; 05-10-2004)  
(State Only)

Permit holders for vanpools/carpools are responsible for remitting their parking fees directly to *the Foreign Affairs Recreation Association (FARA)* by the 15th of each month. Changes in the name of the permit holder, phone numbers, carpool members, and make/licensing of vehicles, etc., must be reported to *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)*, in writing or via unclassified e-mail. *Primary* permit holders have the responsibility of ensuring that all carpool members are aware of compliance regulations.

## **6 FAM 1047.2-4 Ridesharing/Ridematching**

(CT:GS-126; 05-10-2004)  
(State Only)

Employees who wish to form or join vanpools/carpools are urged to *visit the Commuter Connection Kiosk located in "Foggy Bottom" in the Harry S Truman building* or call the Ride Finders Network (1-800-745-RIDE), or *view the Commuter Connection Web site* for assistance in forming or joining a vanpool/carpool. Ride Finders will provide callers with a computer listing of others living in the same immediate vicinity who have the same destination and compatible working hours. Applications can be picked up from the Federal Rideshare Coordinator in *the Office of General Services Management's Fleet Management Operations (A/OPR/GSM/FMO)* or at the *Transportation Kiosk located in "Foggy Bottom" in the Harry S Truman building*. In addition, *the Office of General Services Management's Special Services Division (A/OPR/GSM/SS)* maintains a list of carpool zip codes *that* can be used to match riders with carpools. Notices may be posted on the boards on either side of the cafeteria. Cards to post the notices can be picked up in *A/OPR/GSM/SS*.

## 6 FAM 1047.3 Reserved Parking Outside of Main State

(CT:GS-126; 05-10-2004)  
(State Only)

Permit holders are not to park in any of the parking spaces that are reserved for foreign diplomats, members of Congress, and other officials, as indicated by signs. These parking spaces are located in the outlying areas of the *Harry S Truman* (main State) building. **Outside facilities are not to be used for overflow or visitor parking.**

## 6 FAM 1047.4 State Department Garage or Lot Parking

(CT:GS-126; 05-10-2004)  
(State Only)

The following statements apply to all parking garages or lots unless otherwise noted:

(1) Permits must be displayed prominently in the vehicle during the normal operating hours of each parking garage;

(2) No substitute for or facsimile of an official permit will be accepted. Vehicles parked without valid parking permits on workdays during the normal operating hours of each garage will be given parking citations by the policing authorities, and will possibly be towed away. Any cost or penalties involved must be borne by the owners of these vehicles;

(3) All vehicles parked at *the Harry S Truman building* and SA-6 must be left unlocked with the key in the ignition (leave only the ignition key in the vehicle). For the only exception, see 6 FAM 1047.4, *subparagraph (5)*;

(4) Employees parking at *the Harry S Truman building* and SA-6 have the primary responsibility for parking or moving their own vehicles. Employees must not move vehicles other than their own;

(5) **Harry S Truman garage only:** Parking in the reserved area is for holders of reserved permits only, *twenty-four (24) hours a day, seven (7) days a week*;

(6) **Navy Hill parking only:** Parking is authorized in Department of State areas by permit only. No parking is authorized in any other area of Navy Hill;

(7) **Potomac Annex only:** All vehicles require a card to open the gate to enter the lot. The first card will be provided free of charge. If the card is lost, additional cards will be at the expense of the employee at a cost of \$25 per card;

(8) **Columbia Plaza only:** Due to varying ceiling heights, vans and trucks cannot enter Columbia Plaza. Parking spaces on the first level, back wall, are striped for two small vehicles per bay;

(9) Parking spaces designated for person(s) with disability(ies) parking are for those individuals who have been issued a Department of State pass for that space. Local government person(s) with disability(ies) parking stickers or plates are **not** authorized to use Department of State *person(s)* with *disability(ies)* spaces;

(10) Small vehicles should be parked in the designated small-car areas;

(11) Traffic signs located at garage entrances and throughout the garage must be obeyed;

(12) Drivers are not to discharge or pick up passengers on the ramps, at garage entrances, in the garage aisles, or in any other area that could otherwise endanger the safety and security of personnel and property or impede the flow of traffic;

(13) The U.S. Government assumes no responsibility for the theft from, or loss or damage to, vehicles parked in Department facilities and/or items left in vehicles;

(14) Care and courtesy will be used in maneuvering in and out of parking spaces and in operating car doors so that they do not damage adjacent vehicles;

(15) All aisles must be kept clear at all times. Under no circumstances may an employee leave his or her own car unattended unless it is properly parked in a specified parking area; *and*

(16) Continuous parking in excess of 18 hours is prohibited.

## **6 FAM 1047.5 Two-Wheel Vehicles**

(CT:GS-126; 05-10-2004)

(State Only)

Two-wheel vehicles (motorcycles and bicycles) will be given special consideration, and a number of parking spaces will be reserved for them. Permits are not required at this time.

## **6 FAM 1047.6 Damages and Accidents**

(CT:GS-126; 05-10-2004)

(State Only)

*Bona fide* damage claims must be reported to any one of the attendants on duty in the garage **before** leaving the premises, or to the uniformed protective officer if attendants have departed. An accident report form must be obtained from the attendant and be completed and returned to the attendant or *the Foreign Affairs Recreation Association (FARA)*. The name of the attendant or uniformed protective officer to whom the accident is reported should be obtained and included in the accident report. An officer of the parking company will make an investigation of each case and work with the claimant to arrive at a satisfactory solution. An employee who damages a vehicle when parking or removing his or her own vehicle is

obligated to report the incident to the attendant. Failure to do so will result in revocation of parking privileges.

## **6 FAM 1047.7 Enforcement**

(CT:GS-126; 05-10-2004)

(State Only)

a. These rules are based on the desire to assist the maximum number of employees while maintaining consistency, safety, and operational efficiency. Strict adherence to these regulations is required to maximize use and properly utilize the parking area at all times and to minimize the problems and inconveniences experienced by personnel using these facilities.

b. Any combination of three (3) infractions over the period of a parking year, including, but not limited to:

- (1) Delinquent payment for parking;
- (2) Returned check;
- (3) Locking car or not leaving the key in the ignition;
- (4) Alarming or disabling the vehicle with anti-theft devices;
- (5) Parking in a reserved, handicapped, or official area without the appropriate pass;
- (6) Taking up more than one parking space;
- (7) Moving any vehicle other than *one's* own;
- (8) Use of a facsimile permit;
- (9) Failure to report an accident;
- (10) Not prominently displaying parking permit;
- (11) Parking in excess of 18 continuous hours;
- (12) Lost permit;
- (13) Failure to obey parking regulations and/or uniformed protective officer;
- (14) Any other ticketable offense;
- (15) Locking keys in vehicle (1/2 infraction); and
- (16) Forgotten permit (1/2 infraction):

Will result in the suspension of parking privileges in Federal facilities for a minimum of six (6) months or the remainder of the parking year, whichever is longer. This suspension will be imposed on all members of a vanpool/carpool if any member violates these provisions. Such persons are ineligible to participate as principals or members of vanpools/carpools for this period of time for competitive purposes.

c. Parking areas are inspected daily by *Bureau of Diplomatic Security (DS)* uniformed protection officers, by the GSA Federal Protective Service (*FPS*) officers, by the District of Columbia's Public Works Parking Enforcement, and/or by Metropolitan police officers to ensure compliance with parking regulations. Failure to observe the parking regulations will result in the issuance of a Metropolitan police traffic citation and removal of the vehicle at the owner's expense. The Department has no mechanism by which these citations or towing charges may be canceled. A total of any three (3) infractions of regulations will result in the withdrawal of the parking permit for a six (6)-month period, or the remainder of the parking year, whichever is longer.

## **6 FAM 1048 AND 1049 UNASSIGNED**