

## FORRESTAL GARAGE PARKING PROCEDURES

The Forrestal Garage Parking Procedures were created to define policies and procedures governing the assignment, use, and management of parking spaces controlled by the Department of Energy (DOE) in the Forrestal Garage. These procedures apply to DOE Federal employees, including National Nuclear Security Administration (NNSA) Federal employees, parking at DOE Headquarters in the Forrestal Building. For additional information contact the Parking Management Office at 202-586-4271.

**Forms Availability.** The forms referenced in these procedures may be obtained from the Parking Management Office, room GE-140, Forrestal Building. The [Parking Permit Application form \(DOE HQ F 14001.12\)](#) may also be accessed on the Department's website at: <http://energy.gov/cio/downloads/doe-hq-f-140012>

**Ridesharing.** The Federal Government, in conjunction with the Metropolitan Washington Council of Governments, has established a computerized system called [Commuter Connections](#) to assist individuals in becoming ride sharers. The services provided include carpool and vanpool matching, park-and-ride lot and HOV lane information, telecommute and telework program assistance, a regional Guaranteed Ride Home program, bicycle to work information, and other commuter information services available through their website and mobile apps. Commuter Connections is at: <http://www.commuterconnections.org/>

### I. **Requirements**

1. **General.** It is the policy of DOE that its parking garage be operated in a manner responsive to the needs of the Department, and for the maximum benefit of its employees. The following rules apply:
  - a) The Office of Administration must centrally manage all Forrestal parking facilities controlled by DOE.
  - b) Assignment of parking spaces in the DOE Forrestal parking garage must comply with national energy conservation policies and General Services Administration (GSA) parking policies [41 Code of Federal Regulations (CFR) 102-74.265].
  - c) The use of public transportation and ride-sharing is promoted and encouraged to meet energy conservation objectives promulgated by relevant statutes, regulations, and Executive orders.
  - d) A contractor must assess parking fees to recover the cost of operating a parking garage.
  - e) Parking permits are not transferable.
  - f) Contractor personnel working in the Forrestal complex may not be the primary applicant for a parking permit request to park in the garage, but may be members of vanpools and carpools that park there. This is also specified on the [Parking Permit Application form](#).

2. **Parking Committee.** The Parking Committee approves or disapproves requests for parking spaces and considers employee appeals. The committee consists of two permanent members: one from the Office of Administration (head of parking) and the other the Forrestal Chapter 213/National Treasury Employees Union President or designee. If these two members cannot resolve an issue, a third individual acceptable to both management and the union will be designated to review and decide the issue.
  
3. **Allocation and Assignment.** Parking spaces at Forrestal must be assigned for official needs according to the following priority:
  - a) Government-owned vehicles specifically designed and used for criminal investigation, firefighting, and other emergency functions.
  
  - b) Other Government-owned and -leased vehicles, including motor pool vehicles and vehicles assigned for general use; and service vehicles and Government vehicles being used by employees and visitors.
  
  - c) Parking spaces not required for Government vehicles or official needs must be assigned to DOE Federal employees in the following priority:
    - i. employees with disabilities;
  
    - ii. executive officials;
  
    - iii. vanpools;
  
    - iv. carpools;
  
    - v. employees with unusual working hours;
  
    - vi. shift workers; and
  
    - vii. two-wheeled vehicles (subject to the availability of satisfactory and secure space and facilities, DOE will provide parking for bicycles, motorcycles, and other two-wheeled vehicles, if practical).

If space is insufficient priority for assignment of vanpool and carpool parking permits will be based on the number of regular DOE members (Federal and contractor) in vanpools and carpools (i.e., six members receive highest priority, followed by five members, four members, three members, and two members, respectively).

When parking space is insufficient to meet the needs of vanpool/carpool applicants parking spaces will be reassigned according to the following priority: vanpools/carpools with the most DOE regular members (Federal and contractor); and vanpools/carpools with most regular members (including personnel from other agencies).

#### 4. Parking Permit Applicants

- a) **General.** Applicants for parking permits must submit two forms, the “Parking Permit Application,” DOE F 1400.12, and the “Parking Authorization,” HQ F 1400.22, to the Parking Management Office by the 15th day of the month for review and approval or disapproval. When the 15th falls on a weekend or holiday, the application must be submitted the preceding workday. Applications received by the 15th will be considered for issuance of parking permits for the following month.
- b) **Disabled Employees.** Parking permit applications from disabled Government employees must be accompanied by a certification from the DOE Headquarters medical unit justifying priority consideration. Prior to granting 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 provides advice and counsel to the Department on medical matters.
- c) **Carpool.** Applications require a minimum of two DOE persons using a motor vehicle for transportation to and from work 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 for which they seek or have been authorized parking privileges. If one member of a two-member carpool is a contractor, the Federal employee must be the primary permit holder.
- d) **Unusual Hours.** An application for priority parking privileges because of unusual work hours (UH) must be accompanied by a memorandum from the employee. The memorandum must include the following justification information:
  - i. Be certified by their supervisor and their organization's Administrative Officer confirming and justifying the employee's unusual work hours;
  - ii. List regular duty hours (e.g., 7:30 a.m. to 4:00 p.m.); Alternate Work Schedule hours are considered normal duty hours. Employee must indicate whether or not they participate in the Alternate Work Schedule (AWS);  
  
List the unusual hours that are to be worked (e.g., 8:30 a.m. to 7:30 p.m.); State that these hours will be worked 50 to 75 percent of the time outside of the employee's regular work day duty hours each week;  
  
**Note: AWS hours are not considered unusual hours;**
  - iii. Employee duty station must be the Forrestal building or a DOE satellite building (L'Enfant Plaza, Portals, etc.); Employee must work onsite at duty station 6 or more days per two week pay period; the Parking Committee will review exceptions to these requirements on a case-by-case basis;

- iv. **Parking term:** Indicate whether the requested UH term is for: one month, three months, six months, one year, or indefinite;
- v. **SEET Program:** Please indicate in the memo whether or not employee is a participant of the SEET Program. If employee is a SEET participant and UH parking is approved, employee must terminate enrollment in SEET Benefits Program.

Supervisors should reevaluate 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. If additional parking spaces are unavailable, the Parking Committee must determine who will be assigned the unusual hour permits within that organization.

e) **Employee Responsibilities.**

- i. The employee to whom the parking permit is issued (i.e., the principal member in a carpool or vanpool) must ensure that all information on the parking permit application is accurate and current.
- ii. Employees must submit a new application to the Parking Management Office within 15 calendar days to register any change in unusual hours or vanpool/carpool membership. Permits may be canceled if employees fail to resubmit their applications.

**II. Operating Procedures**

**1. Parking Permit Issuance.**

- a) Parking permits are issued during the last 4 working days of each month and the first 3 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 and garage and at the garage entrances to the building.
- b) Employees eligible for parking permits must have proper Government identification.
- c) Parking permit holders who are 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 their return.
- 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 two consecutive months.
- e) When a valid parking permit is suspected to be lost or stolen the holder must 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 an application form with the signature of each vanpool/carpool member verifying membership.
- 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 vanpool/carpool membership for each member within 10 days of the request. Failure to comply with this requirement will result in suspension or termination of parking privileges.
- c) Under guidance of the Parking Management Office the parking contractor will check vanpool/carpool vehicles entering and exiting the Forrestal garage to ensure compliance with parking regulations. The results of these checks will be given to the Parking Committee for evaluation and any action the Committee deems appropriate.

## **3. Parking/Traffic Operating Procedures**

- a) Employees will comply with all posted directional signs and observe safety and traffic regulations while operating a vehicle in the parking garage. Moreover, it is expected that drivers will be courteous to other drivers, pedestrians, and attendants. The Parking Committee may suspend for one month the permits of individuals who fail to follow directions provided by the parking 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 of the vanpool/carpool members who drive. The phone numbers should always be answered by a person that can assist with the vehicle and not voice mail numbers.
- c) Employees must show their parking permits to the parking attendant or security personnel when entering the parking garage. Vehicles not displaying the current monthly parking permit will not be admitted to the garage without approval by the Parking Management Office.
- d) Vehicles that do not display a valid monthly parking permit are 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 will prevail in all lanes, except those spaces specifically designated otherwise. Vehicles must be parked in the last space available in the lane and not more than 3 feet from the car behind them. Vehicles must be backed into their respective lanes and positioned within the lines to expedite egress.

- f) At the end of the workday all vehicles must be moved **by the posted lane departure time**. Employees who fail to move their vehicles within 15 minutes of the posted departure times or when asked to do so by another employee will receive a violation notice and may be towed; parking privileges for such employees may be suspended and/or terminated.
- g) The DOE employee whose name and telephone number is on the displayed permit must have the vehicle keys (except visitor lanes and early departure lanes). When a stacked lane must be exited during normal working hours, the operator of the blocked vehicle must call the person identified on the parking permit of the blocking vehicle and ask him/her to move the vehicle. Operators of vehicles that must exit the garage for any reason should make a concentrated effort to notify the operator of the vehicle that has them blocked at least 15 minutes before their intended departure time. Once notified, the person must move the vehicle immediately (i.e., within 15 minutes). Employees must ensure someone with keys to vehicle is always immediately available if their vehicle needs to be moved. If they are not immediately available they must leave their vehicle keys with personnel in their offices that can both answer the phone number identified in 3b as well as be able to move the vehicle and/or provide the keys to someone who can move the vehicle.
- 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 Government vehicles, visitors, executive officials, and disabled individuals.
- 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 all 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, leaving, and at all times while driving in the garage.
- o) Drivers may 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) One-Day Temporary Parking Permits are available for Forrestal Federal employees. A fee of \$5.00 per day will be charged for each permit. An employee may purchase up to five permits per month. One-Day Temporary Parking Permit holders are subject to all policies, procedures, and regulations that are in effect for the operation of the Forrestal parking garage. One-Day permits are available at the Parking Booth, during the hours of 7:30 a.m. through 3:00 p.m.
  - q) DOE Germantown federal employees requesting all day parking (4 hours or more) in the Forrestal garage will be required to purchase a temporary permit for \$5.00 at the Parking Booth located in the Forrestal garage. Employees are allowed to purchase up to five (5) temporary permits per month. A written justification is needed for any requirements exceeding the 5 temporary permits allowance per month. Holders of temporary permits are required to comply with the procedures set forth in the Forrestal Garage Parking Procedures.
  - r) Drivers must yield right-of-way to pedestrians and to vehicles that are in the process of parking.
  - s) Employees' vehicles must be locked. Personnel may not leave keys in vehicles unless they are specifically requested to do so by the parking attendant. Personal articles should not be left in vehicles. All windows must be closed.
  - t) All DOE employees may park in the Forrestal parking garage after 5:00 p.m. on weekdays and all day on Saturdays, Sundays, and holidays. On weekdays, non-permitted vehicles must be removed by 6:30 a.m. All the guidelines regarding not blocking in other vehicles must be followed, as well as general cooperation to ensure as many vehicles as possible can park in the garage (i.e. do not park in a manner that blocks access to other spaces).
  - u) Overnight parking for a DOE Federal employee while on official travel is available, but not necessarily guaranteed. Prior written 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 the employee's office.
  - v) If at any time the procedures outlined above are violated and a vehicle must be moved the Parking Management Office has the authority to have the vehicle towed. The owner is responsible for all towing costs, reclamation fees, and damage to the vehicle.
4. **Garage Entrances.** Both entrances have 6'10" height restrictions, which limit entry.
- a) Twelfth Street (12th Street) Entrance. The 12th Street ramp will open at 6:00 a.m. and remain open until 7:00 p.m. on weekdays. The 12<sup>th</sup> Street ramp is one way entering the garage from 6:00 a.m. - 9:00 a.m. weekdays; vehicles are not permitted to exit the garage using the 12<sup>th</sup> Street entrance during this time. On weekends and holidays, the 12th Street ramp will be closed.

- b) Ninth Street (9th Street) Entrance. The 9th Street ramp will open each work day at 3:00 p.m. and close at 9:00 a.m., the following work day. On weekends and holidays, the 9th Street ramp will remain open 24 hours a day (opening Friday at 3:00 p.m. and remaining open until 9:00 a.m. Monday).

**5. Reporting Damages.**

- a) If a driver accidentally strikes another vehicle in the parking garage 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 immediately. The driver must also provide pertinent information about the accident to the security office and the parking attendant on duty. The parking attendant will notify the Headquarters Security Office. In the event the parking office is closed at the time of the accident, or the discovery of the accident, these notifications should be accomplished at the first opportunity when the parking office is open for business.
- b) Forms to claim damages caused by the contractor parking attendant employee should be filed with that contractor. The 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 the extent that the Federal Tort Claims Act applies.

**7. 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.

- a) Failure to comply with the specified operating procedures, or other oral or written parking instructions provided by the Parking Management Office will result in a Notice of Violation. Each violation remains in the permit holder's file for 12 months from the date the violation is issued. **The first parking violation is 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.
- b) Any falsification or misrepresentation of the information furnished on a parking permit application will result in a 1-year revocation of parking privileges for the first violation and permanent termination upon a second violation. In addition, employees may be subject to disciplinary action for such falsification or evasion. Suspended employees cannot join other vanpools/carpools while they are suspended.
- c) Acts taken to circumvent the provisions of these procedures or other established DOE and/or GSA parking directives and procedures will result in a 1-year revocation of parking privileges for the first violation and permanent termination upon the second violation.



- d) Reproduction of a parking permit will result in permanent termination of parking privileges.
- e) 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 continuation of the existing parking permit.
- f) Failure to maintain the required number of members for a vanpool/carpool will result in an immediate suspension of parking privileges for 1 year.
- g) Failure to work unusual hours, as stated in the request for those hours, or failure to update hours will result in a 1-year suspension of parking privileges.

### **III. Appeals Process**

1. **Official Appeal.** Should parking permit holders wish to appeal any parking violation or action taken by the Parking Management Office, they must do so in writing to the Parking Committee within 15 business days of the parking violation or action taken by the Parking Management Office. The permit holder must fully and clearly explain the basis for their appeal.

#### **2. Parking Committee Guidelines**

- a) The Parking Committee must act independently in hearing, considering, and deciding for the Department in an impartial manner all matters regarding appeals.
- b) The committee must meet as necessary, but at least once a month, to provide for the orderly, fair, and expeditious handling of all parking appeal matters. The decisions of all meetings must be recorded and retained in the official files.
- c) Decisions of appeal rendered by the committee must be by majority vote and are the final decision.
- d) To the extent possible, committee members may not vote on appeals involving immediate supervisors or direct subordinates.
- e) The committee's final decision of record must include its consideration of the employee's appeal, if submitted, to the actions taken in relation to DOE's established policies and procedures. The appeal must address the appropriateness of the action taken by the parking attendants (i.e., issuance of the ticket), as well as the official comments or responses from all involved parties.
- f) Within 15 business days of receiving the appeal, the committee will provide its final decision to the employee in writing, along with all related materials for review. Copies of committee decisions will be retained in the Parking Management Office's official files.

**IV. RESPONSIBILITIES.**

1. **The Director, Office of Administrative Management and Support.** Establishes and implements appropriate parking policies and procedures for DOE Headquarters facilities.

2. **The Parking Committee.**

- a) Issues final decisions on unusual hours, vanpool/carpool applications/revocations, and appeals filed by employees whose permits are being revoked as a result of parking violations.
- b) Approves parking for vanpools, carpools, and employees with unusual hours.
- c) Develops and promulgates policies, standards, and procedures for parking management.
- d) Ensures that policies and procedures comply with all applicable Federal statutes and GSA guidelines.
- e) Maintains necessary liaison with GSA on policy and procedural matters.
- f) Provides necessary staff and/or contractual services to effectively manage the DOE Headquarters parking facilities.
- g) Designates Employee Transportation Coordinator for Headquarters facilities. The coordinator is located in the Parking Management Office, room GE-140, and can be reached at 202-586-5235.
- h) Performs periodic reviews to confirm effective implementation of the parking management program in accordance with the criteria of this guide.
- i) Promotes Federal ridesharing at DOE Headquarters.

V. **DEFINITIONS.** The following definitions are to be used for the Forrestal Garage Parking Procedures.

**Employee Transportation Coordinator.** An individual at the Forrestal or Germantown facility designated 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. Americans with Disabilities Act (ADA) standards are used by DOE.

**Employee with Disability.** A government employee who, as determined by a licensed physician with concurrence by the agency Medical Officer, has a severe, permanent disability that 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 who is driven to his/her place of employment. Temporarily disabled employees will require certification by their physicians as well as the agency Medical Officer to qualify for an available temporary parking space.

Employees with disabilities are encouraged to participate in ridesharing. Americans with Disabilities Act (ADA) standards are used by DOE.

**Executive Official.** A government official with responsibilities that, 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.

**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.

**Parking Space.** The area allocated in the parking garage for temporary use of passenger-carrying motor vehicles.

**Parking Committee.** The group that approves unusual hours and vanpool/carpool requests and is made up of the designated head of parking and the union president or designee. The Parking Committee, at its discretion, may waive or sustain appeals concerning tickets or revocation of parking permits.

**Regular Carpool/Vanpool 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. In granting the permit, the Parking Committee must consider the number of carpool members, the distance traveled, the route taken, etc.

**Ridematching.** Any manual or automated system that gathers and processes commuter information to identify potential ridesharing arrangements among interested individuals.

**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, bus pools.

**One-Day Temporary Parking Permits.** One-Day Temporary Parking Permits are available for Forrestal Federal employees. A fee of \$5.00 per day will be charged for each permit, and employees may purchase up to five permits per month. One-Day Temporary Parking Permit holders are subject to all policies, procedures, and regulations in effect for operation of the Forrestal parking garage.

**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 alternative work schedules.

**Stacked Parking.** Stacked park describes the procedure for parking vehicles in both the four-car lanes and the two-car lanes. Four-car lanes: Cars are “stacked” four deep with the first arriving car parking at the back of the lane and each car thereafter parking in front, until four cars are parked in the lane. Vehicles parked in the four-car lanes must not park more than 3 feet from the car behind them. Two-car lanes: Cars are “stacked” two deep with the first arriving car parking at the back of the lane and the next car parking in the front.

**Two-Wheeled Vehicles.** Motorcycles and bicycles must be registered with the Parking Management Office in room GE-140. These vehicles may not be transported on elevators or stairways, or parked in offices. These vehicles must be parked in designated lanes or areas.

**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 an Alternate Work Schedule (AWS)). Employee duty station must be the Forrestal building or a DOE satellite building (L’Enfant Plaza, Portals, etc.). Employee must work onsite at duty station 6 or more days per two week pay period. Unusual hours do not include shift workers or those granted exceptions to the normal work schedule (e.g., alternate work schedules). An AWS schedule is not considered unusual hours.

**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 the workplace in a single daily round trip. The vanpool principal must be a DOE employee who works in the facility for which they seek or have been authorized parking privileges. Only legitimate vanpools will be authorized to park in the designated vanpool lanes.

**Visitor Parking.** Parking reserved for the exclusive use of DOE visitors for a limited period (not to exceed 2 hours). On a case-by-case basis, the Parking Management Office may approve visitor parking in excess of 2 hours. DOE employees are not permitted to park in visitor parking.

**CONTACT.** For additional information, contact the Parking Management Office at 202-586-4271.