



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 514

## Parking Program Administration

Partial Revision Date: 05/27/2021  
Responsible Office: M/MS  
File Name: 514\_052721

Functional Series 500 - Management Services  
 ADS 514 - Parking Program Administration  
 POC for ADS 514: Nicole Parker, (202) 921-5066, [niparker@usaid.gov](mailto:niparker@usaid.gov)

## Table of Contents

<b><u>514.1</u></b>	<b><u>OVERVIEW</u></b> .....	<b><u>2</u></b>
<b><u>514.2</u></b>	<b><u>PRIMARY RESPONSIBILITIES</u></b> .....	<b><u>2</u></b>
<b><u>514.3</u></b>	<b><u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u></b> .....	<b><u>3</u></b>
<b><u>514.3.1</u></b>	<b><u>Allocation of Permits</u></b> .....	<b><u>3</u></b>
<b><u>514.3.2</u></b>	<b><u>Disability Parking Permits</u></b> .....	<b><u>4</u></b>
<b><u>514.3.3</u></b>	<b><u>Bureau/Independent Office Permits - Executive and Unusual Hours</u></b> .	<b><u>4</u></b>
<b><u>514.3.4</u></b>	<b><u>Carpool/Vanpool Permits</u></b> .....	<b><u>5</u></b>
<b><u>514.3.4.1</u></b>	<b><u>Carpool Screening Process</u></b> .....	<b><u>6</u></b>
<b><u>514.3.5</u></b>	<b><u>Motorcycle Permits</u></b> .....	<b><u>6</u></b>
<b><u>514.3.6</u></b>	<b><u>Overnight Parking</u></b> .....	<b><u>6</u></b>
<b><u>514.3.7</u></b>	<b><u>Required Procedures for Separating and Transferring Employees</u></b> ....	<b><u>7</u></b>
<b><u>514.4</u></b>	<b><u>MANDATORY REFERENCES</u></b> .....	<b><u>8</u></b>
<b><u>514.4.1</u></b>	<b><u>External Mandatory References</u></b> .....	<b><u>8</u></b>
<b><u>514.4.2</u></b>	<b><u>Internal Mandatory References</u></b> .....	<b><u>8</u></b>
<b><u>514.4.3</u></b>	<b><u>Mandatory Forms</u></b> .....	<b><u>8</u></b>
<b><u>514.5</u></b>	<b><u>ADDITIONAL HELP</u></b> .....	<b><u>8</u></b>
<b><u>514.6</u></b>	<b><u>DEFINITIONS</u></b> .....	<b><u>9</u></b>

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.* 1

## ADS 514 - Parking Program Administration

### 514.1 OVERVIEW

Effective Date: 05/27/2021

This chapter provides the basis for issuing parking permits for the limited number of spaces available to the U.S. Agency for International Development (USAID) in all USAID parking sites, including the Ronald Reagan Building (RRB), 400 C Street SW, and USAID Annex (UA).

### 514.2 PRIMARY RESPONSIBILITIES

Effective Date: 05/27/2021

a. The **Deputy Director of the Bureau for Management, Office of Management Services (M/MS/OD)** is responsible for assigning of carpool permits, disability permits, Bureau/Independent Office (B/IO) permit allocations, determination of subsidy amount, ensuring parking for Official Agency vehicles, and the overall management of the USAID Parking Program.

b. The **Transit Benefit Team in the Bureau for Management, Office of Management Services (M/MS)** is responsible for:

- Assisting Agency employees and ensuring that parking policies and rules are followed,
- Being the primary contact for Agency employees regarding parking issues,
- Assigning parking spaces in accordance with Agency policy, and
- Arbitrating Agency parking policy complaints.

c. **Bureaus/Independent Offices (B/IOs)** determine who will receive the allocated number of executive and unusual work hours permits. B/IOs are responsible for notifying M/MS, in writing, of the names of individuals who are allocated these permits as well as any changes.

d. **All Parking Permit Holders** are responsible for prompt payment of the monthly parking fee. USAID employees in the RRB must make payments by the 10<sup>th</sup> of each month directly to [www.pay.gov](http://www.pay.gov). For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures. Please note: If a permit holder's payment falls 30 days behind, their parking permit will be suspended.

e. The **Office of Civil Rights and Diversity (OCRD)** administers the reasonable accommodation program in a manner consistent with USAID policies and procedures, and all applicable Federal laws, regulations, and guidelines.

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

2

f. **Disability Permit Holders** are responsible for submitting any changes in health, vehicles, and license tags to **OCRD and** the M/MS **Transit Benefit Team**.

g. Under [40 U.S.C 1315](#), **Federal Protective Officers** are considered Law Enforcement Personnel; in the building where they have proprietary interests, they have the authority to issue tickets in accordance with DC's laws under their concurrent legislative jurisdiction authority.

### 514.3 **POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 11/05/2002

All permit holders must obey all traffic signs and rules while in USAID parking sites.

#### **514.3.1 Allocation of Permits**

Effective Date: 05/27/2021

USAID has limited spaces at each USAID parking location. Although the General Services Administration (GSA) manages the parking program for the tenant agencies, each agency is required to establish its own parking policy.

The M/MS **Transit Benefit Team** will conduct **annual recertification** of the existing spaces. Only USAID Direct-Hire employees and Personal Services Contractors (PSCs) may be the primary holder of the parking permit. For purposes of the policies in this chapter, "employee" hereafter refers only to USAID Direct-Hires and PSCs, and not to individuals in any other employment or contract status.

The following must not be the primary holder of a parking permit, although they may be members of a carpool or vanpool:

- Employees of Institutional Contractors;
- Recipients;
- Participating agencies under interagency agreements (per [ADS 306, Interagency Agreements](#)), including but not limited to, Participating Agency Services Agreements (PASAs); and
- Fellows.

Permit holders or members of a carpool or vanpool cannot participate in the Transit Benefits Program (see [ADS 515, Transit Benefits \(SmartBenefits\) Program](#)). Employees are only allowed to participate in one subsidy program.

Except as provided otherwise in this chapter, allocation of permits is for Washington-based employees only.

Permit holders must pay for their permit by the 10<sup>th</sup> of each month via [www.pay.gov](http://www.pay.gov) for the RRB. Payments can be made monthly or by recurring automatic withdrawals from the permit holder's bank account or credit card. Permit holders who fall 30 days behind on payments will be suspended. For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures.

### **514.3.2 Disability Parking Permits**

Effective Date: 05/27/2021

Parking as a reasonable accommodation may be available to qualified individuals with disabilities who are working for USAID (*i.e.*, Direct-Hires or Personal Service Contractors). A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual. The disability could be permanent or temporary.

If a disability parking permit is desired as a reasonable accommodation, the individual, or other representative who is acting on the individual's behalf, **must** make the request in writing to OCRD. Consistent with USAID policies and procedures, and all applicable Federal laws, regulations, and guidelines, a request for a disability parking permit as a reasonable accommodation must be made, considered, and processed in the same manner as any other reasonable accommodation request (see [ADS 110, Equal Employment Opportunity](#) and [ADS 111, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities](#)). OCRD must submit proper documentation to the M/MS Transit Benefit Team for issuance of the disability parking permit and the applicant must fill out the [Disability Parking Application \(AID 514-3\)](#) approved by OCRD.

Disability permit holders must pay for their permit by the 10<sup>th</sup> of each month via [www.pay.gov](http://www.pay.gov) for the RRB. Payments can be made monthly or by recurring automatic withdrawals from the permit holder's bank account or credit card. Permit holders who fall 30 days behind on payments will be suspended. For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures.

Disability permits are prioritized over all other permits. M/MS will set aside a number of permits each year for disability permits and will allocate the remaining permits to B/IOs.

M/MS reserves the right to change the B/IO's allocation of permits to meet the Agency's need for disability permits, if needed.

A person with a disability parking permit cannot park in a disability spot unless they have a disability parking permit.

### **514.3.3 Bureau/Independent Office Permits - Executive and Unusual Hours**

Effective Date: 05/27/2021

Bureaus/Independent Offices (B/IOs) assign these permits, within the B/IO's allotment, to employees who are executives or who need to work extended or unusual hours. Executives are defined as individuals at the Senior Executive Service, Senior Foreign Service, or Administratively Determined-18 level. Unusual working hours are defined in [6 FAM 1041](#) as "work hours that are frequently required to be varied and do not coincide with any regular work schedule." Those assigned unusual hour permits can be employees at any level. This category includes individuals who regularly work significantly more than eight hours per day. It does not include shift workers, those on alternate work schedules, or those granted exceptions to the regular work schedule (e.g., flextime).

Employees who receive these permits for RRB must pay the set amount by the 10<sup>th</sup> of each month directly to [www.pay.gov](http://www.pay.gov). For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures. Annual rate of usage may determine the personnel size and number of spaces available. Allocation of B/IO permits will be solely determined by the size of the B/IO (total number of Direct-Hire employees assigned to the respective B/IOs, pulled directly from the annual Agency Staffing Report) and the standard percentage formula/ratio set by M/MS to assure that the allocation is fairly distributed.

B/IOs must notify the M/MS Transit Benefit Team, in writing, of the names of employees who are allocated these permits and submit completed applications ([AID 514-4, USAID Executive/Unusual Hours Parking Application](#)), approved and signed by the B/IO's DAA or equivalent, for each allocated employee. B/IOs must also notify the M/MS Transit Benefit Team, in writing, of any changes in allocation that occur. B/IOs must inform the M/MS Transit Benefit Team when B/IO permit holders transfer to another B/IO, to overseas Missions, to other Washington facilities, or separate from USAID (see [514.3.8](#)). The new B/IO has 30 days to approve the new employee parking permit within the B/IO's allotment.

#### **514.3.4 Carpool/Vanpool Permits** Effective Date: 05/27/2021

Direct-Hire and PSC employees applying for carpool/vanpool permits for any USAID site must submit a completed application form, [AID 514-1, Carpool Parking Application](#), to the M/MS Transit Benefit Team via email at [transitbenefitprogram@usaid.gov](mailto:transitbenefitprogram@usaid.gov). A carpool consists of a group of two or more people using a motor vehicle for transportation to and from work. Once the application is submitted, the M/MS Transit Benefit Team will notify all employees in writing, within seven days of receipt of the status of their application. Employees who do not receive a spot will be placed on a waitlist and will be notified when parking spaces become available.

Any vanpool applications are prioritized over carpools. Carpool permit applications are placed in the following order:

- a. The carpool with the most USAID Direct-Hire employees.
- b. The carpool with the most USAID PSCs.
- c. The carpool with the most other government employees.
- d. The carpool with one or more government employees and a child or children enrolled in the RRB's Triangle Tots **Child Development Center**.

**Note:** Parking permits are only valid for one year from the effective date. Parking permit holders must re-apply for a permit using the [AID 514-1, Carpool Parking Application](#). Reapplying does not guarantee a continued permit.

#### **514.3.4.1 Carpool Screening Process**

Effective Date: 05/27/2021

Prior to the issuance of a carpool/vanpool permit, M/MS will conduct the following screening process:

- **Verify the USAID employees** are not participating in the USAID SmartBenefits Program (see [ADS 515](#)),
- Contact the AMS Team in charge of the USAID employee's B/IO to verify their employment status and eligibility, and
- **Validate the carpool members listed on the carpool/vanpool parking application.**

#### **514.3.5 Motorcycle Permits**

Effective Date: 05/27/2021

USAID Direct-Hire employees and PSCs applying for a motorcycle permit must submit a completed application form, [AID 514-2, Motorcycle Parking Application](#), **to the M/MS Transit Benefit Team via email to [transitbenefitprogram@usaid.gov](mailto:transitbenefitprogram@usaid.gov)**. Employees who receive these permits must pay the set amount by the 10<sup>th</sup> of each month to [www.pay.gov](http://www.pay.gov). Motorcycles must only be parked in designated motorcycle parking areas. For all other USAID parking sites, USAID employees must follow each parking vendor's payment procedures.

#### **514.3.6 Overnight Parking**

Effective Date: 07/13/2018

Ronald Reagan Building (RRB) parking permit holders may park in the RRB after hours and on weekends. However, if a vehicle is in the garage after 2:00 a.m. for official business, special arrangements must be made, or the vehicle will be towed at the permit holder's expense. Permit holders can make arrangements by emailing [transitbenefitprogram@usaid.gov](mailto:transitbenefitprogram@usaid.gov) with the following information:

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

- Driver's name,
- Make and color of car,
- Dates the car will be in the garage,
- License plate number and the state where it was issued,
- Office/Home/Cell/Emergency telephone number, and
- Hang tag number.

For all other USAID parking sites, USAID employees must follow each parking vendor's policies and procedures.

### **514.3.7 Required Procedures for Separating and Transferring Employees**

Effective Date: 05/27/2021

The following procedures apply to employees separating from USAID, transferring to a USAID position overseas, or transferring to work at another USAID facility in Washington.

To the extent possible, employees with parking permits should notify M/MS at least 30 days prior to their separation or transfer date.

#### **Return of Parking Permits for the Ronald Reagan Building**

Employees with parking permits for the Ronald Reagan Building must submit payments in full in the parking system (Pay.Gov) to obtain an exit clearance. Parking permits and hang tags must be returned to the ITC Parking Office within 24 hours of the date of separation or transfer. On the date of departure, the employee should obtain a ticket to enter the parking garage and have the parking office sign the ticket to exit the garage. M/MS's **Transit Benefit Team** will confirm with the parking office that the permit was returned by the departure date.

#### **Return of Parking Permits for Other USAID/Washington Facilities**

Employees with parking permits for USAID's facilities at **USAID Annex (UA)** and 400 C Street SW must submit payments in full to the parking **vendor**.

Parking permits, hang tags, **and/or fobs** must be returned to the facility parking vendor **(for 400 C. Street) or the M/MS Transit Benefit Team (for USAID Annex)** within 24 hours of the date of separation or transfer in order to obtain an exit clearance from M/MS. M/MS's **Transit Benefit Team** will notify the respective parking office of the employee's pending departure and will advise the separating or transferring employee if there is any

*Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

7

outstanding liability that must be paid to settle the account. **For the RRB**, on the date of departure, the employee should obtain a ticket to enter the parking garage, write their account number on the ticket, and have the parking office sign the ticket in order to exit the garage.

Please see [ADS Chapter 451, Separations and Exit Clearance](#) for more information.

## 514.4 MANDATORY REFERENCES

### 514.4.1 External Mandatory References

Effective Date: 12/15/2005

- a. [6 FAM 1041](#)
- b. [40 U.S.C 1315](#)
- c. [41 CFR 102-74.265 et seq.](#)
- d. [Energy Policy Act of 1992 \(P.L.102-486\)](#)

### 514.4.2 Internal Mandatory References

Effective Date: 05/27/2021

- a. [ADS 101, Agency Programs and Functions](#)
- b. [ADS 110, Equal Employment Opportunity](#)
- c. [ADS 111, Procedures for Providing Reasonable Accommodation for Individuals with Disabilities](#)
- d. [ADS 515, Transit Benefits \(SmartBenefits\) Program](#)

### 514.4.3 Mandatory Forms

Effective Date: 05/27/2021

- a. [AID 514-1, Carpool Parking Application](#)
- b. [AID 514-2, Motorcycle Parking Application](#)
- c. [AID 514-3, Disability Parking Application](#)
- d. [AID 514-4, USAID Executive or Unusual Hours Parking Application](#)

## 514.5 ADDITIONAL HELP

Effective Date: 11/05/2002

There are no Additional Help documents for this chapter.

**514.6****DEFINITIONS**

Effective Date: 05/27/2021

See the [ADS Glossary](#) for all ADS terms and definitions.

**Agency Parking**

Vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking government vehicles. (**Chapter 514**)

**Carpool**

A group of two or more people using a motor vehicle for transportation to and from work. (**Chapter 514**)

**Disability**

A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment. (**Chapters 111, 405, 514**)

**Employee**

Includes all USAID Direct-Hire personnel and personal service contractors. (**Chapter 110, 331, 410, 437, 443, 450, 514, 621, 625**)

**Employees Eligible for Disability Parking**

A government employee who has a severe permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment and who is driven to work by another. (**Chapter 110 and 514**)

**Executive**

A government employee at the SES, SFS or AD-18 level with management responsibilities who, in the judgment of the employing Agency head or designee, requires preferential assignment of parking privileges. (Government employees as referred to in this chapter are full-time employees of USAID.) (**Chapter 514**)

**Hang Tag**

A piece or strip of strong paper, plastic, metal, leather, etc., for attaching by one end to something as a mark. (**Chapter 514**)

**Official Parking**

Parking spaces reserved for government-owned or government-leased vehicles. (**Chapter 514**)

**Parking Permit**

A permit issued by USAID pursuant to this policy to a USAID Washington-based employee within a designated parking structure and space for display on a vehicle

owned or used by such employee which is parked within the designated structure/space. (**Chapter 514**)

**Parking Space**

The area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle. (**Chapter 514**)

**Unusual Hours**

Unusual working hours are defined in 6 FAM 1041 as “work hours that are frequently required to be varied and do not coincide with any regular work schedule.” (**Chapter 514**)

**Vanpool**

A group of 8 to 15 persons 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. (**Chapter 514**)

514\_120721