



Executive or Unusual Hours Parking Application

PRIVACY ACT STATEMENT

AUTHORITY: The Federal Property and Administrative Services Act of 1949 (40 U.S.C. § 101 et seq) and 41 C.F.R. § 102.74.305 (2010).

PURPOSE: To allocate and provide administrative controls over allocated parking permits in facilities under the jurisdiction of USAID.

Routine Uses: To provide subsidized parking privileges to approved USAID employees. We may share your information to service providers, like parking garage operators, to facilitate various administrative activities, such as processing payments, locating vehicles, reserving spaces in parking structures, etc. The information may also be disclosed for civil or criminal law or regulatory enforcement purposes to another agency or tribunal in response to a written request from that agency's head or an official who has been delegated such authority.

Disclosure: While the form itself is voluntary, your submission indicates that you agree to share the information recorded on the form. Your information may be used to facilitate ride sharing agreements. Those individuals who do not submit a form or fail to supply all of the information requested on this form may delay or prevent approval of their application.

The Bureaus/Independent Offices (B/IO) assigns the Executive and Unusual Hours (E/UH) parking permits within their allotment. To ensure availability and requirements are met; applications must have approval from a supervisor before submission. For more detailed information about Executive and Unusual Hours parking permits, please refer to ADS Chapter 514, Parking Program Administration.

Instructions: Please indicate below whether this is a new application or recertification of a previous application; ensure to fill out the applicant's information, and check all that apply in the "Reason for Parking" section. Once completed, please submit the application to transitbenefitprogram@usaid.gov. The Bureau for Management, Office of Management Services, Headquarters Management Division (M/MS/HMD) will respond to this request within two business days.

New application

Annual Recertification

Full Name: _____ Date: _____

Work Phone: _____ Work Email: _____

Bureau/ Office/Division: _____

USAID building for which you are requesting parking for: _____

Reason for Parking:

- Executive:** A USAID Senior Executive Service (SES) or leadership positions with management responsibilities that, in the judgment of the Bureau or Office head, requires preferential assignment of parking privileges.

- 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, hours outside of the normal business hours and/or employees that are deemed eligible for a parking permit by the B/IO leadership based on the B/IO's specific criteria.

Please check to acknowledge the following:

- I certify that I am not participating in USAID's Transit Program.
- I agree to make payments in pay.gov by the tenth of each month for Ronald Regan Building (RRB).
- I agree to follow the parking vendor's payment procedures for all other USAID parking facilities.
- I understand that if I am delinquent in making payments, my parking will be suspended / revoked.
- I agree to comply with ADS Chapter 514.
- I agree that if I change B/IO, I must return the permit to my departing organization within 30 days.

Signatures

I certify that my answers are true and complete to the best of my knowledge.

Applicant signature: _____

I have verified that this employee meets the USAID definition of Executive or Unusual Hours.

Supervisor signature: _____

Supervisor printed name: _____