

TEMPORARY PARKING REQUEST PROCEDURES

BACKGROUND:

The following procedures enable OSM to meet all parking needs on an equitable basis. The following procedures enhance and expand the Departmental guidance, “Operational Policy and Procedures for Managing the Interior Complex Parking Program”, issued March 8, 2001.

Under normal circumstances, OSM employees cannot and will not request parking passes directly from the Department. Only the parking coordinator has authorization to contact the Department concerning passes; any others who attempt to go directly to the Department for parking passes will forfeit the privilege to use the OSM temporary passes. On a daily basis, there will be three passes available for temporary parking. These are for OSM business related guests, employees, or authorized visitors only. All three passes are for the SIB lot – none of the temporary passes is for the Federal Reserve. No temporary passes are available for the Federal Reserve.

The Division of Administration appreciates everyone’s understanding and patience in this process. The allotment of temporary parking for all interested parties must be equitable. Special consideration was given by DOI to OSM (as the majority tenant in the SIB) by allowing OSM to internally process requests rather than having the Department process the requests as they do for every other bureau and office of DOI. **Parking coordinators will make every effort to fairly portion out these passes, but please remember there are only three passes and priority is to those on OSM business, and out-of-town visitors. Where a higher priority request exists, an individual will be “bumped” from parking, although all options will be pursued prior to denying someone parking.**

POLICY/PROCEDURES:

1. **Passes will require a justification for use.** Please note that the priority for receiving a temporary pass goes to officials on OSM business and out-of-town visitors. Employees using the passes for business related issues (working late, for example) also have priority over employees using the pass for personal business. Justification will be required for all requests to determine priority. Justification for use of passes for personal appointments must detail the reason for the appointment (type and time) and why the employee’s normal mode of transportation cannot suffice.
2. The policy of passes not generally being available for more than two (2) consecutive days will remain in effect unless there are extenuating reasons to extend the period. The employee’s supervisor must request and justify these exceptions.
3. Additionally, to comply with DOI policy, and an increased need for these passes for OSM related business, generally, no single individual will have a pass for more than three (3) days per month. Again, where there is a business or special need, the employee’s supervisor must request and justify such an exception. **Parking coordinators will not accept grouping requests for the three-day limit per month made at the beginning of each month. Each request must include a complete justification.** Once an employee uses a pass for personal reasons twice in a thirty-day period, the third request will be subject to a lower priority to ensure use throughout OSM Headquarters is on an equitable basis.
4. When non-OSM employees are receiving a pass, an OSM employee must sign for the pass and becomes responsible for the timely return of the pass.

5. If a pass is lost or not returned, the OSM employee who received the pass is accountable for the replacement cost of the pass.
6. Employees must return passes to Room 223 by close of business the day they are used – **in no circumstances are the passes kept overnight and returned the next morning.** Remember, the individual who has the pass for the next day may arrive before you, and must have the pass to park in the SIB lot.
7. Employees will request a pass by sending an e-mail to the “Parking” box (type “Parking” in the GroupWise To: box). **Justification as to the reason for the request must be included.**
8. Employees must submit requests at least three (3) working days prior to need to ensure a response. Requests submitted less than three days prior to need normally find that no spaces are available. Employees may submit requests where the justification is for personal reasons up to 30 days prior, but approval is dependent upon the business needs of OSM, and the parking coordinator will not approved requests more than two weeks prior. Requests for days where OSM activities are taking place (such as Core Leadership Team meetings) may require the parking coordinator to deny parking (or “bump” someone) after initial approval if business activities dictate.
9. **Medical Situations requiring an employ to drive to work:** A letter from the requestor’s physician must accompany requests for extended temporary parking where the justification for the request is due to a medical condition. The letter must include the reason the employee needs parking and the requested length of time. Parking coordinators will provide assistance in requesting a pass from the Department – **the three OSM passes are not available for long-term parking for medical reasons.**
10. Employees having a permanent parking pass for either the SIB lot or the Federal Reserve will not be eligible for the three temporary OSM parking passes, as they have parking already available to use.
11. Failure to follow these guidelines may result in an employee losing the privilege to park. While the Division of Administration will make every attempt to provide service to those needing parking, the program must proceed on an equitable level for all.