

GSA ORDER

SUBJECT: Management of Parking Assigned to GSA as a Tenant

1. **Purpose.** This directive establishes a consistent, national approach to managing parking assigned to GSA as a tenant, in accordance with [41 CFR 102-74.265 to 41 CFR 102-74.310](#).
2. **Cancellation.** GSA Orders [ADM 7030.1B](#) and [7ADM 7030.2H](#) are canceled.
3. **Nature of Revision.** This order outlines the Office of Administrative Services's (OAS) responsibilities for the management of parking assigned to GSA as a tenant in its Headquarters and Regional Office Buildings (ROB); further defines the priority list for assigning parking spaces within the categories set forth by 41 CFR 102-74; and establishes ranking criteria within the broadly defined categories.
4. **Scope and Applicability.** This directive applies to all GSA organizations with the following exceptions:
 - a. The Order's application to the GSA Office of Inspector General (OIG) is limited to the extent that the OIG determines it is consistent with the OIG's independent authority under the Inspector General Act, as amended, and does not conflict with other OIG policies or the OIG mission.
 - b. This Order applies to the Civilian Board of Contract Appeals (CBCA) only to the extent that the CBCA determines it is consistent with the CBCA's independent authority under the Contract Disputes Act and does not conflict with other CBCA policies or the CBCA mission.
5. **Responsibilities.**
 - a. OAS Office of Workplace Management and Services is responsible for administering and managing the parking program within GSA Headquarters and its ROBs. Availability of parking resources, demand,

and operational requirements may differ significantly across locations. As a result, responsibilities may differ and typically include:

- (1) Designating a Parking Coordinator for each location;
- (2) Assigning access to parking spaces to GSA as a tenant in accordance with 41 CFR 102-74.
- (3) Administering an open-season application process once every one to five years, if needed;
- (4) Conducting an annual review and updating parking assignments;
- (5) Issuing parking permits and maintaining parking assignment records;
- (6) Enforcing parking policies and procedures as outlined in this directive;
- (7) Determining the value of parking benefits provided to employees at each location, including Headquarters, ROBs, and Field Offices, as required by section 1911 of the Energy Policy Act of 1992, Pub. L. 102-486; and
- (8) Notifying employees for whom the value of parking exceeds the annual IRS fringe benefit, and providing an annual report to the Office of Finance, National Payroll Center.

- b. Public Buildings Service (PBS) is responsible for allocating parking spaces to its tenants (including GSA) in accordance with [41 CFR 102-74.300](#).
 - c. Service and Staff Offices are responsible for allocating parking spaces assigned to GSA as a tenant in Field Offices in accordance with 41 CFR 102-74 and this directive.
 - d. Office of Human Resource Management is responsible for managing GSA's reasonable accommodations program per [HRM 2300.1, Policy and Procedures for Providing Reasonable Accommodation for Individuals with Disabilities](#).
6. **Assigning Parking Spaces.** The GSA Chief Administrative Services Officer (CASO) or the CASO's designee must approve any exceptions to this directive. Where parking is limited, Parking Coordinators will assign access to parking spaces via GSA's reservation system to government employees using the

following order of priority, with each category further prioritized by years of service, if needed and where applicable:

a. GSA employees with severe disabilities

(1) Individuals who apply for and receive parking under the severely disabled category will receive a provisional parking permit pending approval of a reasonable accommodation following procedures outlined in [HRM 2300.1, Policy and Procedures for Providing Reasonable Accommodation for Individuals with Disabilities](#).

(2) If applicable, all vehicles parked in designated spaces for persons with a disability must display a current license plate or State-issued placard for persons with a disability.

b. GSA executives (members of the Senior Executive Service (SES)) and GSA employees who work unusual hours, in the following order of priority:

(1) Administrator

(2) Deputy Administrator

(3) Chief of Staff

(4) Deputy Chief of Staff

(5) Regional Administrators

(6) FAS/PBS Commissioners

(7) Other Heads of Service or Staff Office

(8) FAS/PBS Regional Commissioners

(9) Other SES members

(10) GSA employees who work unusual hours (see CFR definition below) requires a detailed justification and approval by the CASO or the CASO's designee.

c. Vanpool and carpool vehicles

(1) Parking spaces for vanpools and carpools will be prioritized using the following point system:

- (a) One point for each full-time government employee vanpool/carpool member that commutes on the same day(s);
- (b) Three points for each GSA employee that commutes on the same day(s);
- (c) One point for each mile traveled one-way from the carpool/vanpool's designated meeting point to the facility; and
- (d) One point for each full year of government or military service, or both, for each GSA employee (used only for tiebreakers).

(2) When a member leaves a vanpool or carpool, the primary applicant will have 15 working days to replace the departing member with a new member. If the applicant fails to replace the departing member, the carpool or vanpool parking permit will be re-assessed based on the number of remaining members. Based on this reassessment, the carpool or vanpool's permit may be terminated and parking privileges may be reassigned to others on the waiting list.

- d. Privately owned vehicles of GSA employees that are regularly used for Government business at least 12 days per month and that qualify for reimbursement of mileage and travel expenses under Government travel regulations; and
 - e. Other individuals on a space available basis (prioritized by years of service).
7. **Rules for Permit Holders.** Where applicable, permit holders agree to the following parking program rules:
- a. Where applicable, permit holders must reserve parking spaces via GSA's reservation system, check-in when entering a facility, and cancel reservations when they are no longer needed.
 - b. Permit holders may be subject to having their vehicles searched by GSA Security personnel or the Federal Protective Service, or both;
 - c. Parking permits must be prominently displayed at all times while parking in the facility;

- d. Privately owned vehicles not displaying a valid parking permit may be subject to ticketing or towing, or both, at the owner's expense;
- e. Employees who no longer work in the facility must surrender their assigned parking permit to the OAS Parking Coordinator;
- f. Lost or stolen permits must be reported promptly to the OAS Parking Coordinator;
- g. Permit holders must immediately report changes in their carpool/vanpool to the OAS Parking Coordinator;
- h. Employees with parking permits may not transfer their permits to any other person;
- i. Where applicable and when available, temporary parking permits may be requested by contacting the OAS Parking Coordinator and be issued to building visitors who are on official Government business and are driving Government or privately owned vehicles.
- j. Permit holders must immediately report license plate changes, new vehicles, and other similar changes in vehicle status.

8. **Definitions** per [41 CFR 102-71.20](#).

- a. Disabled employee. An employee who has a severe, permanent impairment that 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 who is driven to work by another.
- b. Executives. A Government employee with management responsibilities that, in the judgment of the employing agency head or the employing agency head's designee, requires preferential assignment of parking privileges. Executives are defined by GSA as members of the SES.
- c. Unusual work hours. Work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes time worked by individuals who regularly or frequently work significantly more than eight hours per day. Unusual hours does not include time worked by shift workers, by those on alternate work schedules, and by those granted exceptions to the normal work schedule (e.g., flex-time).

- d. Carpool. A group of two or more people regularly using a motor vehicle for transportation to and from work on a continuing basis.
 - e. Vanpool. A group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers. Such a vehicle must be used for transportation to and from work in a single daily round trip. When a member leaves a carpool or vanpool and the remaining member(s) do not still qualify as such, the remaining member(s) will have 60 calendar days to replace the departing member(s) to maintain status. Failure to comply will result in the reassignment of the parking space to the next applicant on the waiting list.
9. **Labor Relations.** Implementation of this directive, as it affects employees represented by a labor bargaining unit, is contingent upon completion of labor relations obligations.
10. **Signature.**

/S/
BOB STAFFORD
Chief Administrative Services Officer
Office of Administrative Services