# NIH Policy Manual

## 1410 - Parking Policy

**Issuing Office:** OD/OM/ORS/PES/DATS **Phone:** (301) 402-8981

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Transmittal Notice

1. **Explanation of Material Transmitted:** This Policy is revised in accordance with the ongoing review process for Manual Chapters. The revised chapter incorporates several substantial changes in organizational structure and parking operations, including but not limited to: 1) Reserved Parking Spaces; 2) Handicapped Parking; 3) Expiration Dates for NIH Parking Hangers; 4) Off-Campus Leased Parking; 5) Reporting Lost/Stolen NIH Parking Hangers; and 6) Inclement Weather. Many changes to the organizational structure of the document were made to reflect the new Policy Chapter guidance.

   This Policy describes the system for parking government and privately-owned vehicles (POVs) on NIH Campus and other locations where NIH has parking privileges which are administered by the Office of Research Services (ORS), Program and Employee Services (PES), Division of Amenities and Transportation Services (DATS). These policies are for NIH staff and guests including, but not limited to, employees, fellows, volunteers, contractors, guests, and visitors.

2. **Filing Instructions:**

   **Remove:** NIH Manual Chapter 1410 dated 11/27/2018.
   **Insert:** NIH Manual Chapter 1410 dated 11/27/2019.

**PLEASE NOTE:** For information on:

- Content of this Chapter, contact the issuing office listed above.
- NIH Policy Manual, contact the Division of Management Support, OMA at 301-496-4606, or enter this URL: https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx

## A. Purpose

This Manual Issuance outlines policy and procedures describing the system for parking government and privately-owned vehicles (POVs) on the National Institutes of Health (NIH) Campus, located in Bethesda, Maryland, and other locations where NIH/ORS/DATS administers parking operations.

This Policy allows NIH to manage parking spaces and provide for official needs, the needs of persons with disabilities, and to optimize available parking space to benefit the largest number of employees.

NIH will use General Services Administration (GSA) guidance and recommendations outlined in Title 41, U.S.C. Federal Management Regulation (FMR), §102-74.265, Parking Facilities. Additionally, NIH will strive to meet greenhouse gas reduction standards set for all government agencies by Executive Order (EO) 13693, Planning for Federal Sustainability in the Next Decade.

## B. Scope

This Policy is for NIH staff and guests including, but not limited to employees, fellows, volunteers, contractors, guests, and visitors.

## C. Background

NIH is fortunate to have space available for parking at the Bethesda Campus and off- campus leased and satellite facilities. NIH intends parking spaces to be used effectively, efficiently, and fairly to meet all official parking requirements. The opportunity for employees to park on NIH Campus, or at off-campus leased and satellite facilities, is a privilege, not a right. To protect this privilege, it is important to adhere to the requirements in this Chapter. Each individual to whom parking privileges is provided is responsible for complying with all conditions and requirements set forth in this Chapter. The management of parking and operational practices is influenced by many factors and changing conditions. This Chapter will be reviewed periodically to consider these factors and to assist with accommodating the changing parking needs of NIH.

The DATS currently does not manage off-campus leased and satellite facilities parking locations. Most off-campus parking arrangements are generally incorporated into the lease agreement at the time of lease negotiations. Policy and procedures for parking vary at each leased location based on the size, shared use, or needs of the lessee(s). Any NIH tenant wishing to have DATS manage their off-site parking must negotiate with DATS. A Memorandum of Understanding (MOU) with DATS will be required. All applicable procedures of this Policy will be carried over with the MOU and modifications or policies specific to a leased location will be added as an addendum to the MOU.

NIH is committed to reducing traffic congestion and air pollution in the surrounding areas through the use of alternative modes of transportation, such as carpooling, vanpooling, and public transportation. The policies and procedures in this Chapter are primarily dictated by the aforementioned federal regulations.

Please note, NIH will continue to honor all current Collective Bargaining Agreements, and will implement this Policy consistent with those Agreements and its obligation under law, rule, or regulation.

## D. Policy

1. General Information

Parking POVs on NIH Campus or at any NIH off-campus leased and satellite facilities is a privilege, not a right. All NIH parking permits, either hangers or placards, are NIH property. NIH parking permits are non-transferrable and will only be issued to qualified persons for their exclusive use.

DATS administers the use and assignment of all NIH parking spaces on NIH Campus. All vehicles (including limited highway access vehicles, off-road vehicles, etc.), except those parked in designated visitor parking areas, must properly display a valid NIH parking permit issued or approved by DATS. The only exception to this Policy is properly licensed and tagged government vehicles. An NIH parking permit is intended for the individual it is assigned to and for the area or space for which it is approved. Drivers and owners of vehicles who fail to comply with these rules may be subject to any of the following: ticketing, towed vehicle (at owner's or violator's expense), suspension or termination of parking privileges, and/or administrative discipline.

All vehicles parking on NIH Campus must meet minimum requirements to operate on Maryland state roads, be properly registered by a state or U.S. territory, and maintain appropriate insurance. Vehicles failing to meet these requirements will be removed from the NIH Campus by the Division of Police, Office of Research Services (also known as the NIH Police).

An eligible person may only receive one transportation fringe benefit, as defined by Title 26, U.S.C., § 132(f) (i.e., parking permit or transit subsidy) at a time.

Prior to leaving NIH employment, all active NIH parking permits must be returned to the Employee Transportation Services Office (ETSO), DATS. NIH parking permits are the property of the United States Government and may not be possessed by unauthorized individuals.

1. Priority of Parking Spaces

In accordance with Title 41, U.S.C. Federal Management Regulation (FMR), §102-74.265, Parking Facilities, DATS will issue parking spaces in the following priority:

a. Federally owned or leased emergency vehicles (law enforcement, fire, etc.).
b. Other government-owned and leased vehicles, including those in motor pools or assigned for general use.
c. Service vehicles, vehicles used in child care center operations, and visitors of NIH.
d. POVs using spaces not needed for official business. These spaces are assigned using the following order of priority:

1. Disabled employees (See F. Definitions, 5. Disabled Employee).
2. Executive personnel and persons who work unusual hours, which will not exceed 10% of the total spaces available for general employee parking.
3. Vanpool/carpool vehicles.
4. General employee POVs.

3. Signage

The DATS is the responsible authority for the installation, placement, and removal of all parking lot signs (e.g., reserved parking spaces, visitor lot parking spaces signs, and general parking space signs) on the main NIH Campus. No parking lot or parking space sign is to be placed without prior approval from DATS. Unapproved and non-approved signs will be removed. Please see our website for examples of typical parking signs used on NIH Campus.

4. Special Permitting Areas

DATS may approve and authorize representatives to issue NIH parking permits to designated areas (e.g., Clinical Center- P-2 Level Employee Parking, Safra Family Lodge, Children's Inn, etc.).

5. Promoting Alternative Transportation

To mitigate traffic congestion, reduce vehicle trips, and meet greenhouse gas reduction standards, NIH strongly encourages policies, procedures, and programs which encourage NIH employees to use mass transit and ridesharing through vanpools, carpools, and other available mass transit. To assist with these goals, DATS will provide consultation, guidance, and priority parking for carpools and vanpools. By promoting alternative transportation, the DATS aims to maximize the use of limited parking resources, while reducing the intrusion of NIH commuters into the surrounding neighborhoods of the NIH Campus.

6. Use of Parking Spaces

Parking spaces are to be used strictly for permitted vehicle parking, not to exceed 24 hours. DATS has the authority to provide exceptions to this Policy, under the following circumstances: overnight parking for official travel (See 45 CFR 3.23(a)(9)),vetted construction projects, special events, and exigent circumstances. Construction projects and special events requiring the use of parking spaces, approved through the Site Selection Committee, may be granted an exception. Any type of construction activity impacting a parking space (e.g., construction on a space; trailers, containers, equipment, materials, etc., being stored on a parking space or parking lot) must have approval from the Site Selection Committee. If contractors are found to be performing activities or using sites inconsistent with NIH policies, the DATS will notify the Site Selection

Committee and the appropriate Office of Research Facilities Development and Operations (ORFDO) project officer to request unapproved activities are stopped immediately. At the owner's expense, unapproved equipment may be removed immediately.

7. Parking Penalties

   Penalties for illegal parking on NIH Bethesda Campus may be classified as either criminal and/or administrative. Parking violations identified by the NIH Police will be handled criminally through the U.S. District Court. Parking violations may also be subject to various administrative penalties, including but not limited to, having on-campus parking privileges suspended for up to two years. The DATS has the authority to adjudicate administrative penalties related to parking privileges on the NIH Campus.

8. Bicycles

   Bicycles and other two-wheeled vehicles, such as scooters, are not required to display a NIH parking permit; however, these vehicles must be parked and secured in designated areas only. Further, bicycles and other two-wheeled vehicles are not permitted inside buildings. Please see NIH Policy Manual 1411 for full details.

9. Motorcycles

   Motorcycles are not required to display a NIH parking permit. Motorcycle parking is available within designated areas of NIH Campus parking lots and in multi-level parking garages. Motorcycles are not to be parked in spaces for cars.

## E. References


1. Title 5, U.S.C. § 2105
2. Title 5, U.S.C. § 7905
3. Title 18, U.S.C. § 13
4. Title 18, U.S.C. § 1001
5. Title 26, U.S.C., § 132(f)
6. Title 41, U.S.C. Federal Management Regulation (FMR), §102-74.265, Parking Facilities
7. Title 41, U.S.C. Federal Management Regulation (FMR) §102-34, Motor Vehicle Management
8. Title 45, U.S.C., Part 3, Conduct of Persons and Traffic on the National Institutes of Health Federal Enclave
9. Energy Policy Act of 1992, Public Law 102-486
10. Federal Employees Clean Air Incentives Act of 1993
11. Transportation Equity Act for the 21st Century (1998)
12. Americans with Disabilities Act (ADA), 2010 Standards for Accessible Design
13. Executive Order 12191, dated February 1, 1980
14. Executive Order 13150, dated April 21, 2000
15. Executive Order 13693, dated March 19. 2015

16. NIH Policy Manual 1301 – Conduct of Persons and Traffic Violations at NIH
17. NIH Policy Manual 1411 – Bicycle, Bicycle Racks and Lockers
18. NIH Policy Manual 1470 – Commuting Subsidy Programs
19. NIH Policy Manual 1743 – Keeping & Destroying Records
20. NIH Policy Manual 2204 – Reasonable Accommodations
21. NIH Policy Manual 26101-20-2 – Exterior Signs
22. NIH Policy Manual 26101-38 Official Use of Government Motor Vehicles
23. Clinical Center Policy: Management of Parking in the Building 10 Garage *(NIH Access Only)*

## F. Definitions

1. **Carpool** – An informal arrangement between two or more people who commute to work in a single vehicle. Carpool commuters may take turns driving their vehicles to work. This form of commuting is not eligible for reimbursement through a mass transit subsidy program. Carpoolers assigned to the main NIH Campus, who relinquish their individual NIH parking permits, are eligible for one on-campus carpool parking permit.
2. **Commuter and Parking Service (CAPS)** – A web-based application used by NIH employees and the ETSO to administer the following programs: NIH Transhare, vanpool, rideshare, and NIH parking permits. The CAPS also offers online features, allowing customers to externally enroll, update, and terminate their membership in these various programs.
3. **Contractor Employee** – An individual who works for a private company contracted to provide services with NIH. If the individual is entered into the NIH Enterprise Directory (NED) with a Main NIH Campus worksite building and room number and is a full-time employee equivalent, this person may be eligible for a NIH parking permit; some construction contractor employees may fall into this category. To receive a NIH parking permit, the contractor's Administrative Officer (AO) must authorize the contractor's NED record for contractor parking.
4. **Construction Contractor** – An individual who is not a NIH employee but is hired by NIH or a NIH contractor to perform construction work on NIH Campus. A construction contractor may be one individual, or a group of individuals employed by a construction company and assigned to a project at NIH. These individuals are not assigned an office space on campus and as such, are ineligible to receive a NIH parking permit.
5. **Disabled Employee** – As defined by GSA, Federal Management Regulation, §102-71-20: an employee, contractor, etc., 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 vehicle as a result of a permanent impairment. These persons may apply to receive an individually reserved parking space. This individual must receive approval through a reasonable accommodation from the ORS Division of Occupational Health and Safety (DOHS), Occupational Medical Service (OMS). For further information and procedures, see NIH Policy Chapter 2204 – Reasonable Accommodations.
6. **Division of Amenities and Transportation Services (DATS)** – Responsible for planning, coordinating, and administering a comprehensive transportation and traffic

management program for NIH. The DATS collaborates with other ORS and ORFDO components to accomplish this mission. The DATS is also responsible for issuing NIH parking permits to employees meeting established eligibility requirements and administering NIH Commuter Subsidy Programs.

7. **Employee (NIH)** – For the purpose of this Chapter, any qualified person employed by NIH and reports for duty on the NIH Campus or a NIH-leased facility, including the following NED classifications: employees, fellows, volunteers, and guest researchers for NIH.
8. **Employee Transportation Service Office (ETSO)** – Also known as the NIH Parking Office, the ETSO, a component of DATS, provides NIH parking permits to eligible NIH employees and contractors. The ETSO also provides commuting subsidies and assists employees and commuters with finding and using alternative transportation commuting options.
9. **Executive Employee** – For the purpose of this Chapter, employees who are at the grade level of GS-15, Commissioned Corps Officers (CO) 06 through 08, members of the Senior Executive Service (SES), members of the Senior Biomedical Research Service (SBRS), Visiting Scientists, Title 42 (f) Appointees, and other potentially executive level equivalent employees based on their duties and salaries.
10. **Handicap/Disabled Parking** – Priority parking spaces to accommodate a person with a temporary or permanent physical disability. For the purpose of this Chapter, a disabling condition is classified either as a temporary (equal to or less than 90 days) or a permanent (more than 90 days) condition. Disabling conditions must be verified with approved documentation from either a state Department of Motor Vehicles (DMV) or the ORS Division of Occupational Health and Safety (DOHS), Occupational Medical Service (OMS). The OMS is located in Building 10, Room 6C306. Further information can be found on their website.
11. **Government Vehicle** – A motor vehicle as defined by Title 41, U.S.C. Federal Management Regulation (FMR) §102-34, Motor Vehicle Management, either owned or leased by a government agency.
12. **National Capital Region (NCR)** – For the purpose of this Chapter, the NCR is identified in Executive Order 13150 as follows: the District of Columbia; Montgomery, Prince George's and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia with the geographic area bounded by the outer boundaries of the combined area of these counties.
13. **NIH Campus** – The buildings, grounds and parking areas located at the Bethesda, Maryland NIH Main Campus; also referred to as the Campus and the NED acronym "MD-BC."
14. **NIH Commuter Subsidy Programs** – A commuter subsidy program (Transhare) provided by the NIH to qualified NIH Employees in lieu of receiving parking benefits.
15. **NIH Enterprise Directory (NED)** – A centrally coordinated electronic directory containing information about people working at the NIH or using NIH facilities or resources. The NED system contains contact and location information, organizational affiliation, and classification (employee, contractor, fellow, guest, etc.). The DATS uses the NED system to verify NIH parking permit eligibility.

16. **NIH Rideshare Program** – A ridesharing or ride-matching system assisting NIH employees, contractors, etc., to find or establish carpools and vanpools for commuting purposes. This service is not to be confused with NIH Transhare program, which provides eligible employees subsidies for their commuting expenses. Please see the ORS website Commuter and Parking Services (CAPS) for additional information on the Rideshare Program.
17. **Official Government Parking Spaces** – Parking spaces reserved for government-owned or leased vehicles bearing a government license plate or a license plate registered to the federal government. Spaces can be either reserved in a numbered space, or consist of a pool of spaces for eligible vehicles. Government-leased vehicles must display a dashboard placard issued by the DATS, authorizing the vehicle to park in a government space(s).
18. **Parking Member** – A person currently qualified for, and possessing, a valid NIH parking permit and not a member of any commuter subsidy program. For an eligibility matrix, see H. Procedures, 3. NIH Parking Permits.
19. **Parking Permit** – For the purpose of this Chapter, a valid parking permit is either a parking hanger, sticker, and/or dashboard placard assigned to an eligible recipient. The use of the permit cannot exceed the expiration date listed. The permit will be deemed invalid for any of the following reasons: parking permit is reported as lost or stolen; the permit holder is no longer eligible (see matrix listed in H. Procedures, 3. NIH Parking Permits); or the permit does not correspond to the assigned vehicle(s).
20. **Preferential (Red) Parking** – Parking areas reserved for executive employees, non-executive employees, and other equivalent employees as designated by their respective NIH Institute/Center (IC). *Note*: Individuals are identified and verified by their IC Executive Officer (EO). See the table for NIH Parking Permits in Section H.3 for additional details.
21. **Ridesharing** – Ridesharing is defined as two or more employees commuting to work at NIH Main Campus or a NIH-leased facility using a single vehicle, including carpools and vanpools.
22. **Reserved Parking Space** – A numbered parking space assigned to an individual or vanpool (also see Section H. Procedures, Subsections 3a. Carpool and 3b. Vanpool). These spaces are reserved 24 hours a day and are only to be used by authorized persons. Carpool and preferential (red) parking spaces are reserved for the time periods listed on the posted sign.
23. **Satellite Parking** – An off-site parking lot or facility, leased by the NIH, specifically to reduce traffic congestion in and around the NIH Bethesda Campus.
24. **Summer Employee** – An employee hired to work at the NIH for a designated time period, occurring May through September only, as determined by their AO in the NED system. They may also be referred to as a "Summer Student."
25. **Temporary Parking Permit** – Typically a dashboard placard (paper) permit issued by the ETSO to qualified individuals, on a temporary basis, and valid only for the dates listed.
26. **Tenant** – Employees of non-NIH organizations [e.g., Child Care Center, NIH Recreation and Welfare (R&W), National Institutes of Health Federal Credit Union (NIHFCU), etc.] that utilize NIH space. To receive a NIH parking permit, the tenant's

AO must authorize the tenant's NED record for contractor/tenant parking.

27. **Vanpool** – A "commuter highway vehicle" as defined by the Title 26, U.S.C., § 132(f) and is defined by the Internal Revenue Service (IRS) as a mass transportation vehicle. As such, it can be reimbursed through the NIH Transhare Program. For more information on eligibility and requirements, see NIH Manual Chapter 1470 – Commuter Subsidy Programs. The vanpool vehicle must include six (6) passengers and a driver; 80 % of the mileage use must be dedicated to commuting; and, during such time, the vehicle must be at least 50% occupied.
28. **Visitor** – Any person, other than those specifically listed in the NED system as a NIH employee, contractor, fellow, etc., visiting the NIH Campus or an NIH-leased facility and includes other federal government employees temporarily assigned to NIH.
29. **Visitor Parking** – Any parking lot or space where a valid NIH parking permit is not required and typically incurs a parking fee (also known as "paid parking") For a fee, ICs may obtain validation stamps for their visitors from the parking services contractor.
30. **Volunteer** – Any person, not a NIH employee, serving as a volunteer without compensation at the NIH.

## G. Responsibilities

1. **ORS Director** establishes parking programs and policies. The DATS is responsible for the management and operation of the on-campus and off-site parking and procedures, NIH Rideshare Program, and other alternative transportation options.
2. **DATS** advises NIH Institute/Centers (ICs) and other NIH offices on parking management and transportation planning. DATS is also responsible for promoting alternative transportation commuting options to decrease traffic and congestion in the surrounding areas.
3. **ICs** input worksites, building, room numbers, employee home addresses, etc., into the NED system, as well as authorizing contractors and red parking permits into the NED system. The approving official for these responsibilities varies within each IC. Further, to ensure accurate information, ICs are responsible for auditing and managing data in the NED system.
4. **Employees** are responsible for verifying their NED information, providing all necessary information to obtain NIH parking permits, and/or ride matching services. Employees are also responsible for adhering to this Policy; renewing their NIH parking permit, as necessary; and complying with communications sent to them by the ETSO.

## H. Procedures

1. Visitor Parking (Paid Parking)

    - Any vehicle not displaying a valid NIH parking permit must park in designated visitor parking areas, which can be found on the NIH visitor map. All visitor lots and metered spaces are fee-for-parking.
    - These visitor lots will be managed by a parking services contractor and overseen by the DATS. Hourly and daily parking rates are approved by GSA and the rates

and hours will be posted at entryways to parking lots or on a meter.

- NIH visitors will not be issued NIH parking permits.
- Employees who park in visitor lots and metered spaces will be required to pay the appropriate listed fees. Any unpaid visitor parking fees or expired parking meters will subject the violator to ticketing, towing (at the owner's expense), or other applicable enforcement by the NIH Police.
- Visitors with handicapped parking needs may park in any handicapped parking space in visitor parking lots or handicap visitor meters for a fee. Handicap visitor meters will be specifically marked with a "red-top" body. Vehicles not properly displaying state-issued disability placards or vehicle plates are subject to ticketing or towing (at the owner's expense) by the NIH Police.
- Patients of the Clinical Center may park in the P-1 parking lot or use the patient valet at the North Entrance; patient parking is free of charge.

    a. Monthly Visitor Parking Permits: Based on availability, NIH authorizes the sale of visitor parking permits for a monthly fee, issued by the parking services contractor. The location designated for these permits will be clearly marked on each permit. Please note: these permits are not construction contractor parking permits; construction contractors are not eligible for, and will not receive, a NIH parking permit (hanger). The DATS will provide construction contractor parking permits (dash board) on a case-by-case basis after receiving approval from the ORFDO Site Selection Committee.

2. Patient Parking

- Patients and patients' guests of the Clinical Center may park in the P-1 parking level of the Building 10 Garage at no cost. Patient valet parking is also available at the North Entrance of the Clinical Center. Patients and patients' guests must, however, obtain parking validation at the valet's desk (located in the lobby of the Clinical Research Center). Handicapped patients are encouraged to use the valet service, or handicapped parking, on the P-1 level of the Clinical Center. Please visit our website for more information.

3. NIH Parking Permits

- NIH parking permits are only valid for the assigned person and only for the period issued. No grace periods are allowed for renewal; once the permit is expired, an NIH parking permit is invalid. NIH parking permits reported lost or stolen will be invalid; users of invalid permits are subject to various penalties and enforcement. It is the sole responsibility of the employee, contractor, etc., to renew their parking privileges prior to the expiration of their NIH parking permit.
- NIH parking permits must be displayed via a plastic rearview mirror hanger, or a temporary placard, which is provided to qualified individuals at no charge.

- The table below details parking permit eligibility by NED organizational status and worksite location. NIH staff with domestic and international worksites in the NED system are not authorized for any NIH parking permits, with the exception of those at the National Cancer Institute (NCI) Frederick locations classified by NED as "Domestic":

| NIH EnterpriseDirectory (NED) | | NIH Permit Eligibility | | | | | |
|---|---|---|---|---|---|---|---|
| **Organizational Status** | **Worksite** | **General** | **Red**[1] | **Contractor** | **Off-Campus** | **Carpool** | **Disability** |
| Employee | MD-BC (Campus) | ✓ | ✓ | | | ✓ | ✓ |
| | Non MD-BC | | ✓ | | ✓ | | ✓ |
| Fellow / Volunteer / Guest[2] | MD-BC (Campus) | ✓ | ✓ | | | ✓ | ✓ |
| | Non MD-BC | ✓ | ✓ | | | | ✓ |
| Contractor / Tenant[3] | MD-BC (Campus) | | ✓ | ✓ | | ✓ | ✓ |
| | Non MD-BC | | | | | | |
| Summer Designee | MD-BC (Campus) | | | | ✓[4] | | ✓ |
| | Non MD-BC[5] | | | | | | |

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1. Must be at least a GS-15, CO-6 and above, or equivalent.
2. Fellows, Volunteers and Guests, regardless of work location will only receive a one-year permit with privileges equal to the general permit.
3. Contractors and Tenants must be approved for parking by their Administrative Officer in the NED system.
4. Summer designated staff will only receive parking at an off-site satellite lot.
5. Summer staff, working at off-campus locations, may receive parking at their off-site facility, but will not receive Campus parking.

- NIH parking permits may be obtained, based on eligibility, from either the CAPS system or in person at the ETSO. Eligible staff members will need to provide the most often used vehicle information (year, make, model, license plate number, fuel type, and body style) prior to receiving a NIH parking permit. Program participants may register up to four frequently used vehicles with the CAPS system; however, one vehicle must be designated as the primary or most often used vehicle.
- NIH strongly encourages all staff members to participate in carpooling, vanpooling, and using mass transit. Information on how to find and form carpools and vanpools may be found on the DATS website.

  a. Carpool

- NIH provides carpool parking spaces to reduce the number of vehicles parking at the NIH Bethesda Campus, reduce vehicle emissions, and help mitigate traffic on surrounding roadways. Each carpool applicant/member must have a valid driver's license and proof of vehicle ownership (vehicle registration). Joint owners of automobiles, i.e., parties listed on the same vehicle registration, may form a carpool if they own and register more than one vehicle.
- A vehicle displaying a carpool parking permit may park in areas reserved for carpools. These spaces are restricted for carpool use from 6:00 AM to 11:00 AM, after which they revert to general parking. While carpool permits are valid in the general parking areas, when available, permit holders should utilize all carpool spaces. Additionally, after 3:00PM, carpool parking permits are valid in preferential (red) areas. Carpool parking permits are not valid at any time in reserved (numbered), handicap, or other special permitting areas.
- All members of a carpool must demonstrate their locations are compatible with the intent of the carpool privilege, i.e., in a reasonable proximity to the route of travel to work. Only qualified employees whose worksite is on the NIH Campus are eligible for a carpool parking permit; persons working off-campus are not eligible for a NIH Campus carpool permit.
- Carpool parking permits are non-transferrable and are valid only to the established registered participants. Changes in carpool membership must be reported to the ETSO immediately. If carpool membership falls to just one member, the permit must be immediately relinquished to the ETSO.
- For the initial issuance of the permit, all members wishing to form a carpool and receive the carpool parking permit must present themselves, in person, at the ETSO. Employees may be a member of only one carpool or vanpool.
- When the need to drive alone arises, each carpool participant may be issued a temporary NIH parking permit. This privilege is limited to six times per quarter; unused permits do not accrue from one quarter to the next.

b. Vanpool

- Vanpools will receive one dedicated parking space on the NIH Campus. While parking in this space, the vanpool vehicle must display a vanpool parking permit. Vanpool coordinators may request a single reserved parking space for their vehicle through ETSO. Vanpools with a reserved parking space are not authorized to park in any other space, including general employee parking areas, without

prior authorization from ETSO.

4. Renewing NIH Parking Permits

- NIH parking permits are valid through the last day of the month and year listed on the front and back lower portion of NIH parking permit. NIH staff are solely responsible for renewing their assigned NIH parking permit. ETSO will send weekly courtesy email reminders during each renewal month to program participants. NIH parking permits may be renewed up to 45 days in advance of the expiration date. A table of parking permits and expiration dates is available on the DATS website.
- Renewals can be performed online through the CAPS system or in person at the ETSO.
- NIH parking permit renewals requested online will be mailed through official postal mail to the address specified in the CAPS system.

5. Employee/Staff Separation

- Upon separation from NIH employment, all staff members must return their NIH issued parking permit to ETSO. Permits may be returned in person or mailed to: NIH ETSO, 31 Center Drive, Building 31/Room 1A11, MSC 2009, Bethesda, MD 20892.

6. Lost Permits

- Lost or missing NIH parking permits must be reported in person at the ETSO. Prior to obtaining a new permit, NIH staff member must fill out a Lost/Stolen Hanger Report using NIH Form 2574, which may be obtained from the ETSO.
- NIH parking permit holders who misplace their parking hanger, sticker, or dashboard placard will be provided one replacement during each renewal period; additional lost permits will only be replaced with a dashboard placard until the next renewal period.
- Lost carpool parking permits must be reported in person, with all carpool members present, prior to the issuance of a replacement permit.

7. Stolen Permits

- Stolen permits must be reported in person at the ETSO. When reporting a stolen permit, please provide a written police report or case number from the proper jurisdiction as supporting documentation. During said reporting, the staff member will be required to complete NIH Form 2574 (obtained from the ETSO) documenting the circumstances of the stolen permit. Permits reported as stolen will be replaced.

8. Display of NIH Parking Permits

- All vehicles parking on NIH Campus must display a valid NIH parking permit (hanger or dashboard); visitor parking areas are the exception to this rule. All permits must be prominently displayed, allowing easy verification and access from the exterior of the vehicle. Hangers must be affixed to the rearview mirror, so as not to obstruct the driver's use. If the hanger is unable to be displayed in this manner, it is the driver's responsibility to ensure the hanger is displayed on the vehicle's front windshield, where the rearview mirror would be located. Dashboard permits must be fully visible on the vehicle's driver side dashboard and not hidden from view.

9. Temporary Permits

- Temporary permits are dashboard placards assigned to individuals on a short-term basis; eligible groups are listed below:
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a. Commuter Subsidy Program Participants

- On a limited basis, Commuting Subsidy Program members are eligible to receive temporary NIH parking permits. Please refer to the following table for the maximum number of permit issuances, per person, per calendar quarter (e.g., January – March).
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| Commuting Subsidy Member Type | Maximum # of permits per Calendar Quart |
|---|---|
| Transhare | 6 |
| Vanpool | 12 |

- NIH Commuter Subsidy Program participants are eligible to receive temporary NIH parking permits, either online through the CAPS system or in person at the ETSO. If using the online system to request the permit, eligible members will see the option, "Print Temporary Permit." Be prepared to confirm your vehicle information and have a working printer to print the permit. Once printed, place the permit on your vehicle's dashboard for the period the permit is valid.
- Members may request up to their maximum allotted temporary permits per quarter. Please note temporary permits do not entitle a Commuter Subsidy Program member to park their vehicle overnight on Campus. See H. Procedures 23. Overnight Parking Requests.

b. NIH Parking Permit Holders

- NIH parking permit holders are issued one permit only during the renewal period, and may transfer their permit between their registered vehicles, as appropriate.

- For extenuating circumstances, parking members may be issued one temporary NIH parking permit (e.g., forgot to transfer hanger to second assigned vehicle).
- If a NIH parking permit holder forgets to transfer the hanger between their vehicles, they must present themselves, in person, at the ETSO; they will be issued a temporary NIH parking permit for the day.

10. Government Vehicle Reserved Parking Space Requests

- All government vehicles, stored/parked daily on Campus, will be designated a reserved parking space; these requests should be directed to the ETSO. Please see Appendices 2. Government Vehicle Reserved Parking Space Request for further information.
- Government-owned or leased vehicles should park in their designated, numbered parking space; however, as business needs arise, they may also park in a pool of government spaces located throughout the Campus or in general employee parking. Government vehicles, belonging to organizations or agencies at off-campus locations, and being used for NIH official business, may park in any available general parking space. Government vehicles belonging to organizations, primarily located on the NIH Campus, are eligible to receive a reserved, numbered parking space on the Campus, assigned solely to that particular vehicle. Government vehicles parking in visitor parking areas must pay the visitor's rate.

11. Handicap/Disabled Parking

- Designated parking spaces are provided to persons with physical disabilities, and include barrier-free pathways between the parking areas and NIH-owned and leased buildings. All handicap spaces will be marked according to Americans with Disabilities Act standards, with the international symbol for handicap/disabled parking.
- All handicapped parking spaces, not located in visitor parking lots/areas, are for NIH staff with a disability who are enrolled in the parking program and have a NIH parking hanger/placard. Handicap license plates or hang tags are issued to an individual, and only that person may park in handicap spaces. To ensure legitimate use of these spaces, vehicles must display a NIH issued disability placard to validate the eligibility of the employee to use handicapped parking spaces. Individuals with a temporary disability placard are not eligible to receive additional NIH parking permits or participate in a Commuter Subsidy Program.
- Visitors with handicapped parking needs, please refer to H. Procedures, 1. Visitor Parking. Patients with handicapped parking needs, please refer to H. Procedures, 2. Patient Parking.
- In the event all handicapped parking is utilized in a geographical area, staff with a NIH issued disabled placard may park in general and red parking areas.

- Parking in handicapped parking spaces, without displaying a NIH handicap permit, will subject the vehicle to be towed or ticketed, at the owner's expense.
- For employees with a severe physical impairment/mobility issue, please see H. Procedures 12.c Reserved Parking Spaces (On-Campus. Reserved Sign) Reasonable Accommodation for more information.
- All handicap/disabled parking spaces, except for visitor parking areas/spaces, are for persons eligible to receive NIH parking benefits. NIH staff who need to use handicap/disabled parking spaces must display a valid NIH disability permit, unless parked in visitor parking. NIH placards may be obtained at the ETSO. There are two types of disability parking permits: permanent and temporary. Only a state-issued disability registration card is accepted to verify eligibility for a permanent handicap/disabled permit and must contain all the necessary information as depicted in the images below (Maryland MVA and Virginia DMV examples provided). NIH placards are not valid in designated visitor parking areas (including handicap) or at any non-NIH location.
- **Maryland MVA Disability Parking PermitVirginia DMV Disability Parking Permit**
-

a. Permanent

Upon providing a valid state-issued handicap registration card, NIH staff will receive a NIH disability permit. The permit will be valid: (1) through the expiration date of the DMV handicap registration; or (2) for two years, whichever comes first. Individuals will be sent a courtesy reminder by email prior to the expiration of their disability placard.

b. Temporary

Staff requiring a handicapped parking permit for temporary reasons (e.g., broken leg, recovery from surgery, etc.), must present either a valid DMV-issued temporary handicap registration, or a NIH Temporary Parking Request Form (NIH Form 26-9) approved by the Occupational Medical Services (OMS). Upon approval, OMS will provide the NIH Form 26-9 directly to the ETSO. Once processed, ETSO will notify the requesting staff member that their permit is ready for pickup. The permit will not exceed the stated expiration date on the temporary authorization.

c. Pregnancy

Pregnancy is not considered a disability for special parking privileges; however, medical complications or other medical conditions caused by, or related to pregnancy, may be considered and approved by OMS under temporary disability criteria, as described above.

12. Reserved Parking Spaces (On-Campus, Reserved Sign)

- Reserved parking spaces located throughout the NIH Campus will display an official sign authorized by DATS, which are assigned to individuals 24 hours a day. The DATS Director is the approving authority to obtain a reserved parking space.
- Every effort should be made to ensure reserved spaces are occupied throughout the typical workday. Parking in reserved spaces by someone other than the space holder is encouraged but must be coordinated by the space holder; however, this utilization of spaces does not apply to spaces obtained for reasonable accommodations. When an unauthorized user is observed parking in a reserved space, NIH Police should be notified at (301) 496-5685.
- If an employee with a reserved space leaves the NIH, the IC will inform DATS of the change in assignment to ensure the accuracy of the assignment records.
- Requests for individually reserved parking spaces will only be considered through the categories listed below.

a. Position

Individual parking spaces on NIH Campus will be reserved, upon request, for the following individuals, provided their offices are located in NIH-owned or leased offices in the National Capital Region (NCR):

The following positions within NIH Office of the Director (OD) qualify for a reserved parking space: NIH Director, Deputy Directors, Associate Directors, and Executive Officers.

The following positions within the Institute/Centers (ICs) qualify for a reserved parking space: IC Directors, Deputy Directors, Executive Officers, Clinical Directors, and Scientific Directors.

Note: IC Division Directors will not be considered for individually reserved parking spaces; however, they may be eligible for preferential parking. If ICs use different titles than those listed above, they may interchange titles as long as the allotted reserved spaces are not exceeded.

b. Long-Term Outstanding Scientific Achievement

Employees who have made long-term outstanding scientific contributions can request a reserved Scientific Merit (SM) parking space through their IC. At a minimum, these individuals must have 10 years of service with NIH and must be a member of the National Academies of Sciences, Engineering, and/or Medicine. Additionally, the requestor's worksite must be located on the Main NIH Campus.

c. Reasonable Accommodation

Staff members, whose worksite in the NED system is on the NIH Campus and who possess severe mobility impairment will be considered for an individually assigned reserved handicapped parking space. These will be considered on a limited basis and must follow the procedures outlined in NIH Policy Manual 2204 – Reasonable Accommodations.

OMS will conduct a medical evaluation and the employee must meet the following criteria:

1. The employee has filed a request of reasonable accommodation with their appropriate IC representative.
2. The employee has provided compelling medical justification that must include copies of existing relevant medical records as to the severity of the mobility impairment to the OMS Director for a reserved handicapped parking space in close proximity to the entrance of their building of employment on the NIH Campus. The OMS Director will review all medical documentation submitted by the employee requesting the reserved handicapped parking space. The OMS Director will work with appropriate IC officials to properly notify the requester of their approval or denial.
3. The employee has provided sufficient justification as to why alternative accommodations, such as valet handicapped parking, mobility devices, etc., would not be effective to the OMS Director.
4. The DATS will assign a reserved handicapped parking space to the employee if the OMS Director determines the employee's handicap condition merits the need for a reserved handicapped parking space. The location of the reserved handicapped parking space will be discussed with the employee and the OMS Director prior to the assignment and the DATS will do its best to meet the employee's request while balancing the needs of NIH. The DATS will coordinate the proper signage of the space. It is the employee's sole responsibility to ensure that the appropriate NIH parking permit is displayed. The parking arrangement will be codified in an official Memorandum of Understanding (MOU) between the employee, IC, and DATS.
5. Rules of Use

    a. The reserved handicapped parking space is for the sole use of the individual disabled employee and is non-transferrable. Unauthorized use of the space will result in the immediate forfeiture of the space by the employee.
    b. If the employee arrives and discovers another vehicle parked in their reserved handicapped space, the employee should contact the NIH Police to report the violation and have appropriate enforcement action(s) taken.

c. While every effort will be made to ensure the reserved handicapped parking space remains in the established location, it may be moved to another suitable location if necessary (i.e., construction in parking lot, unforeseen utility repairs, etc.).
d. Reserved handicapped parking spaces will be reviewed every two years; after this reservation expires, a new application will need to be submitted and approved to maintain the reserved handicapped parking space.
e. If the employee leaves NIH, the reserved handicapped parking space reverts to control and management by the DATS to be re-utilized as necessary.

d. Exceptions

The assignment of reserved parking spaces, other than those listed in this Chapter, may be considered only in extraordinary circumstances and when the NIH mission is placed in jeopardy. Requests for exception must be provided in writing to the DATS Director providing sufficient and compelling information to support the exception. Final approval authority for exceptions will be determined by the ORS Director.

If an employee is eligible for an individually numbered reserved parking space, the OD/IC office must submit the appropriate memorandum (see Appendices 1. Reserved Parking Space Request or Appendices 3. Longtime Scientific Merit Achievement Reserved Parking Space Request) to the DATS Director for consideration and/or approval; this memorandum may be submitted via email.

The OD/IC can request specific locations, and DATS will attempt to meet all competing needs, but the DATS Director has final approval on reserved parking space locations.

13. Preferential (Red Permits) Parking

- In addition to numbered reserved parking spaces, NIH has set aside a pool of preferential parking spaces for employees and staff who meet the following eligibility criteria:
-

| Employment Category | Minimum Grade Level |
|---|---|
| Title 5, General Schedule | GS-15 |
| Title 5, Executive Schedule | SES |
| Public Health Service, Commissioned Officers | CO-6 |

- Note: Staff members with a position equivalent in duties and pay to a GS-15 may qualify for preferential NIH parking permits. Examples include: Title 42(f) Appointees, Visiting Scientists, etc.
- The overall allotment/issuance of preferential (red) parking permits is limited to the number of executive employees within NIH organizations who work on NIH Campus, or at off-campus leased or owned buildings, in the metropolitan Washington, DC; Baltimore, MD; and Frederick, MD areas.
- Preferential (red) permits are valid in parking areas posted as "NIH Red Parking Permit Holders Only." In the event these spaces are filled, the red parking permits are also valid in general parking areas, typically posted as "NIH Parking Permit Holders Only," and after 11:00 AM, in parking areas posted as "CP Spaces Reserved Until 11:00 AM."
- Red permits are not transferrable.
- Once an individual is eligible to receive a preferential (red) parking permit, the IC authorizes "Red Parking" in the individual's NED record. As the approval process and authority level varies between ICs, please contact your AO to determine the exact procedures for your IC.
- After the authorization is approved in the NED system, this change will be updated in CAPS system within a few hours. Once approved in CAPS, the individual is eligible to receive a red parking permit. If the employee has not previously been issued a NIH parking permit, the employee will follow the steps outlined in H. Procedures 3. NIH Parking Permits. If the employee is currently holding a NIH parking permit, they must surrender the current permit before being issued a red parking permit.

a. Title 42, SE, Title 5, Reserved Parking

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  - Employees with a Title 42 Scientific Executive (SE) professional designation who have a reserved parking space are not eligible to receive a SE-Reserved Parking Permit. These SE parking spaces consist of ten (10) spaces in MLP-10, two (2) spaces in Lot 4, two (2) spaces in MLP-9, and two (2) spaces in Building 45 (Natcher).
  - Eligible persons will be issued a special permit, "Scientific Executive Reserved" (SE- RES) for a pool of spaces available on a first come, first serve basis.
  - ICs must submit a request for a SE-RES permit for an eligible SE employee through their Executive Officer to the DATS Director for approval; this request may be submitted via email. For more information, please see Appendices 4. Red Executive/SE-RES Parking Permit Request.

14. Contractor Parking

- Contractors are eligible for parking benefits if they are the equivalent of a full-time employee and are assigned an office space, with a building and room number on the Main NIH Campus. AOs may approve contractors for parking benefits by selecting the "Yes" option under "Contractor/Tenant Parking Authorization" in the NED system. Once the updated information is received by the CAPS system, the contractor may obtain the permit, either online or in person, at the ETSO.

15. Off-Campus Parking

a. Parking at Off-Campus Facilities: Employees parking at NIH off-campus facilities (i.e., satellite parking lots or at leased buildings) will adhere to all established rules and regulations regarding these parking areas.

   1. Parking at off-campus facilities will be in accordance with the requirements set forth by the General Services Administration (GSA) in Title 41, U.S.C. Federal Management Regulation (FMR), §102-74.265, Parking Facilities and Title 41, U.S.C. Federal Management Regulation (FMR) §102-34, Motor Vehicle Management.
   2. Employees participating in a NIH Commuter Subsidy Program are not eligible to receive parking benefits at any NIH-leased, owned, or controlled building or parking facility except on a limited or temporary basis.
   3. In the event additional parking spaces are available at an off-campus leased facility, an IC may request to obtain such spaces through a leasing or contract agreement modification. The IC obtaining these spaces is required to pay any cost or fee(s) associated with this acquisition through the appropriate IC office.

b. Off-Campus Staff Parking at Bethesda Main Campus

   - Employees working at off-campus facilities serviced by a NIH shuttle are strongly encouraged to utilize this mode of transportation to attend meetings and other official business on the Main NIH Campus. Employees working at an off-campus worksite location listed in the NED system, but must periodically park on the Main NIH Campus, may be issued NIH off-campus parking permits; staff members enrolled in the Commuter Subsidy program are ineligible for this parking benefit. Note: Contractors working at an off-campus location are not authorized to receive parking benefits on the NIH Campus.

16. Special Permit Areas

The NIH Campus has certain areas where parked vehicles must display special permits. DATS may approve and authorize representatives to issue NIH parking permits to the designated areas below:

a. Clinical Center Patient Care Permits

The Clinical Center is authorized to distribute placards, approved by DATS, for shift workers, staff with patient care duties, volunteers, and medical consultants in the P-1 and P-2 parking areas of the Building 10 Garage. The P-2 parking level has limited parking for preferential (red) parking. In addition to the Clinical Center Patient Care permits, vehicles must also display a NIH parking permit. Please see the Clinical Center Policy: Management of Parking in the Building 10 Garage (NIH Access Only).

b. Child Care Center Parking

NIH parking permits will be issued to parents/guardians of children enrolled in a NIH Child Care Center on the Main NIH Campus. The DATS will provide NIH Child Care Program parking permits and specifically marked spaces to the Child Care Centers.

The Center Directors are responsible for the distribution of permits to authorized parents. Child Care Center staff are not authorized to use these special permits. These permits are valid only in the areas and during the times posted on the designated "Child Care Drop-Off and Pick-Up" signage. Note: Standard NIH parking hangers (general, red, carpool, etc.) are not valid in these areas.

c. Building 60 – Cloisters

Parking spaces in the direct proximity of Building 60 are reserved 24 hours a day, seven days a week, for residents. Permits provided by DATS will be managed and under the control of the Building 60 facility manager. Vehicles not appropriately permitted (standard NIH parking hangers: general, red, carpool, etc.) will be towed at the owner's expense.

d. Safra Family Lodge

Parking spaces in the Safra Family Lodge parking lot are reserved 24 hours a day, seven days a week. The Safra Family Lodge issues the DATS approved NIH parking permits to valid guests, visitors, family members, and patients of the Lodge. Vehicles not displaying the proper parking permit will be towed at the owner's expense. Note: Standard NIH parking hangers (general, red, carpool, etc.) are not valid in the Safra Family Lodge parking lot.

e. Children's Inn

Parking spaces in the Children's Inn parking lot are reserved 24 hours a day, seven days a week. The Children's Inn issues the DATS approved NIH parking permits to valid guests, visitors, family members, and patients. Vehicles not displaying the proper parking permit will be towed at the owner's expense. Note: Standard NIH parking hangers (general, red, carpool, etc.) are not valid in the

Children's Inn parking lot.

f. Building 15 Resident Quarters

Parking spaces in the Building 15 Resident Quarters are reserved 24 hours a day, seven days a week for guests and residents and for those having official business with Building 15 tenants. Special DATS issued permits are required in parking spaces specifically marked as "Building 15 Resident Parking." Note: Standard NIH parking hangers (general, carpool, red, vanpool, etc.) are not valid in this area unless specified by signage. Employees assigned to this area may not use parking spaces in the 15 Resident Quarters for personal vehicles unless authorized by DATS. Violators will be ticketed and/or towed by the NIH Police at the owner's expense.

g. Loading Docks

Parking at non-controlled loading docks is authorized for vehicles actively loading and unloading for a period not to exceed 30 minutes. Any vehicle parking longer than 30 minutes must display a DATS issued parking placard, unless authorized by a Dockmaster.

Use of dockmaster controlled docks must be coordinated with the Dockmaster. Standard NIH parking hangers (general, red, carpool, etc.) are not valid in this area.

17. Special Events

- Temporary NIH parking permits for special events and operational needs, as they arise, may be issued by DATS. Typically, these events are NIH-wide events with a far-reaching impact on the community. The DATS reserves the right to specify the location and length of permits issued.

18. Campus Closures and Inclement Weather

- In the event that NIH Campus is closed due to an emergency, or the Office of Personnel Management declares one of the following statuses (i.e., delayed reporting time, unscheduled leave use is authorized, telework, or closed), NIH will suspend the requirement for vehicles to display a valid NIH parking permit in NIH General Parking areas to accommodate NIH Subsidy Members. This suspended permit requirement does not apply to handicap, reserved, red, or carpool parking areas. Staffing for the ETSO could be adversely impacted by conditions, resulting in delayed openings or closure.

19. Requesting Temporary Parking for On Campus Business Activities (Temporary Activity)

- Special requests for accommodating legitimate business needs for the NIH community (e.g., parking to individuals who would otherwise not be eligible for permanent parking or for parking in specific areas, examples include, but are not limited to, courier services, loading dock access, etc.) will be considered on a case-by-case basis. Please see Appendices 5. Temporary Activity Parking Permit Request for an example of the information required. This request must be submitted by the appropriate federal employee.

20. Summer Employee/Student Parking

- The DATS strongly recommends summer employees take advantage of one of the commuter subsidy programs due to the limited availability of parking spaces. To enroll in a Commuting Subsidy Program, please visit the CAPS system.
- Summer designated employees assigned at the Main NIH Campus are only eligible to park at an off-campus, satellite parking lot. Shuttle buses are available from this location to the Main Campus. Summer students choosing to park at a satellite lot must display a valid NIH parking permit, which may be obtained at the ETSO. For shuttle and satellite parking information, please visit the DATS, Shuttle webpage.

21. Electric Vehicles

- Electric Vehicles may only be charged at approved locations around the Main NIH Campus. Each location will be marked by proper signage; additional information is available on the DATS website. Any electric vehicles found using electricity at non-approved charging locations (e.g., open outlets in garages and walls) will be subject to suspension of NIH parking permit/privileges, criminal, and/or administrative penalties pursuant to this Chapter.

22. Construction Contractor Parking

- Construction contractors are not eligible for a general NIH parking hanger. After receiving ORFDO Site Selection approval, the DATS will work with ORFDO Project Officers and may provide contractor parking permits on a case-by-case basis. These permits will be valid in designated worksite areas.

23. Overnight Parking Requests

- A NIH employee may request to park a vehicle on NIH Campus in excess of 24 hours, while conducting official U.S. Government business or travel) through their CAPS profile. Staff assistants and travel preparers may request overnight permits for travelers and supervisors by following the online instructions. All such requests must allow two days to process by the ETSO.
- A temporary NIH Overnight Parking Permit may be issued by the ETSO and must be properly displayed on the dashboard. The ETSO will assist in designating the parking lot to be utilized. Parking in excess of 24 hours for non-

official purposes is not permitted.

- Employees assigned an individually reserved space do not need to display a temporary NIH Overnight Parking Permit; however, it is encouraged they advise the ETSO if their vehicle will be left overnight and the length of stay.

24. Parking Penalties

- Penalties for illegal parking on the Campus will be handled criminally and/or administratively; vehicles may be towed from the NIH Campus for illegal or unauthorized parking.

    a. Criminal:

        - Title 45, Part 3, Subpart B, "Traffic Regulations" contains the regulations and general guidelines governing traffic and parking on NIH Campus. Penalties for violations of requirements and conditions set forth in this Chapter may include the towing of an improperly parked vehicle (to include booting), a fine determined by the court system, imprisonment of not more than 30 days for each violation, and/or the suspension or revocation of parking privileges. See Title 45, § 3.61, Penalties.
        - In accordance with the Assimilative Crimes Act (Title 18, U.S.C. § 13), parking and traffic offenses not included in Title 45, Part 3, are assimilated under the Maryland Motor Vehicle Law, whose fines and imprisonment schedule are established by the District Court of Maryland. Additionally, knowingly and willfully providing false or misleading information or duplicating, forging, or altering a NIH parking permit can be a violation of Title 18, U.S.C., § 1001 and may render an individual liable to prosecution and substantial penalties.
        - Owners of vehicles illegally parked on the NIH Campus are subject to prosecution and will be given a summons appearance ticket by the NIH Police. The ticket will be left on the vehicle's driver's side windshield. The summons may be paid, without presenting evidence, to a U.S. District Court Judge by following the instructions on the summons. If the vehicle owner desires to appeal the violation, they must present themselves in the U.S. District Court and provide evidence to the judge to overturn the violation.
        - Vehicle violations subject to ticketing on the NIH Campus include, but are not limited to, failure to display a proper NIH parking permit or displaying an invalid permit, double parking, parking in a fire line or reserved space and failure to display the appropriate disability permit.
        - Failure to appear in court or pay the violation fine prior to the court date will result in suspension of the vehicle's registration with the

appropriate state Department of Motor Vehicles.

- If a vehicle is parked in violation of NIH Policy, including, but not limited to, unpaid parking violations; parking in fire lanes or reserved spaces; vehicle parked in excess of a work day; double parking; or use of an unassigned, stolen or fraudulent hanger; the NIH Police are authorized to remove (i.e., tow) vehicles from the NIH Campus. Please see Section 24c Towing below for more information.

b. Administrative

- The DATS has the authority to suspend or revoke the parking privileges of employees and NIH parking permit holders who have abused their NIH parking permit privileges. Abuses include, but are not limited to, falsely reporting a lost/stolen hanger; using a NIH parking permit assigned to another person; failing to maintain current information in the Transhare Commuter Subsidy System, particularly regarding Metro stops; frequency of use; parking in unauthorized areas; altering a permit; failure to pay parking tickets or a pattern of losing NIH parking permits. A suspended parking member is ineligible to participate in a Commuting Subsidy Program or use of employee parking areas on the NIH Campus until the terms of their suspension has been satisfied or their suspension is complete. Depending on the severity of the violation(s), the period of suspension may be up to two years. Employees may appeal their suspension to the Associate Director, Program and Employee Services, Office of Research Services.
- Program administrative penalties are independent from any adverse actions taken by an individual's supervisor, in consultation with Human Resources, and any criminal penalties imposed.

1. Typical Penalties

Parking on NIH Campus is a privilege, not a right. If a staff member abuses this privilege, the DATS may enforce various administrative penalties on the staff member's parking privileges in non-visitor parking spaces on NIH Campus. The circumstances when DATS may suspend a parking member's parking privileges include, but are not limited to, the following: multiple parking violations in a short time period (a few months); flagrant actions; double parking; parking in a fire lane; moving cones placed by the NIH Police for special events; or altering/forging NIH parking permits. Please see the table below for typical parking infractions and associated penalties of NIH Campus parking privileges.

| Penalties | | | |
|---|---|---|---|
| **Nature of Offense** | **1st Offense Minimum/Maximum** | **2nd Offense Minimum/Maximum Occurring within 1 year of 1st Offense** | **3rd & Subse Offenses Minimum/M Occurring w year of 1st O** |
| Displaying Fraudulent/Invalid Parking Permit | Warning / Three Month Suspension | Three Month Suspension / Six Month Suspension & Vehicle Towed | Six Month / Suspension & Towed |
| Illegally parking in Unauthorized Areas (e.g. Reserved Parking Space, Handicap, Fire Lane.) | Warning / Three Month Suspension & Vehicle Towed | Three Month Suspension / Six Month Suspension & Vehicle Towed | Six Month / Suspension & Towed |
| Altering/Forging an NIH Parking Permit | Three Month Suspension / Six Month Suspension & Vehicle Towed | Six Month Suspension / One Year Suspension & Vehicle Towed | Two Year Su & Vehicle To |
| Double Parking (Parking in more than one space, vehicle not parked within parking lines, vehicle parked adjacent to legal parking spaces but not in designated parking spaces) | Warning/ One week Suspension | One Week Suspension / Three Month Suspension | Three Month Suspension / Month Suspe |
| Misusing a Parking Space (Unauthorized Vehicle Charging, making repairs, etc.) | Warning/ One week Suspension | One Week Suspension / Three Month Suspension | Three Month Suspension / Month Suspe |
| Disobeying a Parking Control Device or Direction | Warning/ One week Suspension | One Week Suspension / Three Month Suspension | Three Month Suspension / Six Month Su |
| Providing a permit to a non- authorized person | Warning / Three Month Suspension | Three Month Suspension / Six Month Suspension & Vehicle Towed | Six Month / Suspension & Towed |

2. Suspensions

When an individual's parking privilege is suspended, the DATS will communicate the reason the staff member's NIH parking permit is suspended via email. The DATS will provide the vehicle information and hanger numbers to NIH Police for possible further enforcement.

The length of suspensions will vary based on severity but not to exceed two years. If a parking member fulfills the requirements of their suspension, the suspension may be removed and parking privileges may be reinstated.

NIH staff may appeal a parking suspension imposed by the DATS to the Associate Director, Program and Employee Services (PES), Office of Research Services. All appeals must be in writing. The PES Director will meet with ETSO staff to learn the facts of the case before rendering a decision.

3. Program Terminations

Parking program eligibility is determined by the following factors: employee status, work location(s), organization status, and authorizations. The DATS will regularly monitor eligibility status of parking program members, and, if necessary, terminate individuals if they become ineligible for the permit they currently hold. The DATS will communicate this status via email to the individual. It is the individual's responsibility to take appropriate action on this email, and, if necessary, return the permit immediately. Eligibility for parking cannot be appealed, and is based solely on an individual's NED record. It is the sole responsibility of the parking member to ensure their email address is current.

c. Towing

- Individuals with significant parking violations on the NIH Campus may be subject to their vehicle being towed from Campus, at their own expense. Towing resulting from violations and non-adherence to the rules and regulations set forth in this Chapter, by direction of the DATS, will be executed by the NIH Police. Violations warranting the removal of a vehicle from the Campus include, but are not limited to, parking in a fire lane; outstanding parking violations; refusing to pay visitor parking fees; using a fraudulent/unassigned NIH parking permit; parking in handicap/reserved spaces or loading docks; abandoning vehicles; impeding traffic; or not properly registering/tagging a vehicle.
- NIH staff will be contacted by the NIH Police if their vehicle is towed and provided with the reason for removal and instructions on the vehicle's location. Vehicle owners are responsible for paying towing and storage fees related to the towing company, as well as resulting criminal violations. Additionally, vehicle owners may also

be subject to criminal and/or administrate penalties. There is no appeal process for towed vehicles.

25. Reporting Suspected Parking Violations

    - All alleged parking violations, including, but not limited to, vehicles parked in emergency or no parking areas, vehicles parked without displaying a proper/valid permit, double parking, parking in fire lanes, etc., should be reported to the NIH Police using the non-emergency line, (301) 496-5685. Please provide the specific location, vehicle make, model, year, color, license plate, and NIH parking hanger number (if displayed).

## I. Records Retention and Disposal

All records pertaining to this Chapter must be retained and disposed of under the authority of the NIH Manual 1743,"Keeping and Destroying Records," Appendix 1, "NIH Records Control Schedules" (as amended), and Section 1300, "Station Management." These records must be maintained in accordance with current NIH Records Management and Federal guidelines. Contact your IC Records Liaison or NIH Records Officer for additional information.

## J. Internal Controls

1. **Office Responsible for Reviewing Internal Controls Relative to this Chapter (Issuing Office):** The DATS, ORS is responsible for the method used to ensure that internal controls are implemented and working.
2. **Frequency of Review:** Due to the automated nature of the CAPS system, reviews are ongoing because controls are built into the daily operation of the system. The system controls will be reviewed every two (2) years and adjustments will be made to the CAPS system as mission and needs dictate.
3. **Method of Review:** The DATS will maintain oversight and ensure effective implementation and compliance with this Chapter. The DATS will monitor the program and permit issuances using a number of resources, including, but not limited to, information received from: NIH employees, information contained in the CAPS system, parking violation notices issued by the ORS Division of Police, reviews of ongoing construction projects which have an impact on parking locations throughout NIH Campus, and other issues that arise and require tracking. Administrative reports containing NIH parking permit issuances and other basic information will be tabulated throughout the year or upon request, and the DATS will review and make changes to this Chapter as necessary.
4. **Review reports:** Sent to the Associate Director for Program and Employee Services, ORS. Reports will indicate if controls are in place and working well. Issues of special concern will be brought to the immediate attention of the Director, ORS and raised to

the Deputy Director for Management, NIH if required.

## Appendix 1: Reserved Parking Space Request

Below is an example for the request that needs to be sent to the DATS Director. The request can be sent via email from your IC's Executive Officer to the ETSO, nihparkingoffice@ors.od.nih.gov.

Date: [Current Date]

From: [IC Executive Officer]

To: [Name], Director, Division of Amenities and Transportation Services (DATS)

Subject: Request for a Reserved Parking Space for [Name], [Position], [IC]

In accordance with Manual Chapter 1410 – Parking Policy, Section H. Procedures, Subparagraph 12. Reserved Parking Spaces, this memorandum serves as a written request to obtain a reserved parking space for [Name], [Position], [IC]. The [Position] is a position that is eligible for reserved parking spaces on NIH Campus. [Name]'s office is located in [Location]. [Name] would like to park in [name parking lot, and provide description, e.g., MLP-8, near to Building 35]

Please contact me if you have any questions or additional requirements. I can be reached at [Phone].

[Executive Officer's Signature Block]

## Appendix 2: Government Vehicle Reserved Parking Space Request

Below is an example for the request that needs to be sent to the DATS Director. The request can be sent via email from an IC's Executive Officer to the ETSO, nihparkingoffice@ors.od.nih.gov.

Date: [Current Date]

From: [IC Executive Officer]

To: [Name], Director, Division of Amenities and Transportation Services (DATS)

Subject: Request for a Government Vehicle Parking Space, [IC]

In accordance with Manual Chapter 1410 – Parking Policy, Section H. Procedures, Subsection 10. Government Vehicle Reserved Parking Space Requests, this memorandum

serves as a written request to obtain a reserved parking space for a government vehicle. The government vehicle is assigned to the [Office/Division], and the vehicle will need to be located near [Insert Building Number/Name]. The vehicle will primarily be parked overnight at [location on Campus]. The vehicle [will, will not] need to have access to an electrical outlet for charging or other purposes.

Please contact me if you have any questions or additional requirements. I can be reached at [Phone].

[Executive Officer Signature Block]

## Appendix 3: Longtime Scientific Merit Achievement Reserved Parking Space Request

Below is an example for the request that needs to be sent to the DATS Director to receive a reserved Scientific Merit (SM) parking space. The request can be sent via email from your IC's Executive Officer to the ETSO, nihparkingoffice@ors.od.nih.gov.

Date: [Current Date]

From: [IC Executive Officer]

To: [Name], Director, Division of Amenities and Transportation Services (DATS)

Subject: Request for a Long-term Scientific Achievement Reserved Parking Space for [Name], [Position], [IC]

In accordance with Manual Chapter 1410 – Parking Policy, Section H. Procedures, Subsection 12.b. Reserved Parking Spaces, this memorandum serves as a written request to obtain a reserved parking Space for [Name], [Position], [IC]. Mr./Ms. /Dr. [Name] is a member of the National Academy of Sciences with 30 years of service at the NIH. [Name]'s office is located in [Location].

Please contact me if you have any questions or additional requirements. I can be reached at [Phone]. If approved [Name] understands that their current NIH parking permit must be returned upon receipt of the new permit.

[Executive Officer Signature Block]

## Appendix 4: Red Executive/SE-RES Parking Permit Request

Below is an example for the request that needs to be sent to the DATS Director. The request can be sent via email from your IC's Executive Officer to the ETSO, nihparkingoffice@ors.od.nih.gov.

Date: [Current Date]

From: [IC Executive Officer]

To: [Name], Director, Division of Amenities and Transportation Services (DATS)

Subject: Request for a Red – SE/RES Parking Permit for [Name], [Position], [IC]

In accordance with Manual Chapter 1410 – Parking Policy, Section H. Procedures, Subparagraph 13. Preferential (Red Permits) Parking, a. Red Scientific Executive Reserved Parking, this memorandum serves as a written request to obtain a Red – SE/RES parking permit for [Name], [Position], [IC]. [Mr./Mrs./Dr.] [Name] is a Title 42 Scientific Executive and [provide reason for justifying the permit request]. [Name]'s office is located in [Location].

Please contact me if you have any questions or additional requirements. I can be reached at [Phone]. If approved, [Name] understands that their current NIH parking permit must be returned upon receipt of the new permit.

[Executive Officer Signature Block]

## Appendix 5: Temporary Activity NIH Parking Permit Request

Below is an example for the request that needs to be sent to the Employee Transportation Coordinator, DATS. The memorandum can be sent via email to the ETSO, nihparkingoffice@ors.od.nih.govby a federal employee.

Date: [Current Date]

From: [Name, Position]

To: [Name], Program Manager, ETSO, Division of Amenities and Transportation Services (DATS)

Subject: Request for a Temporary Activity NIH Parking Permit

In accordance with Manual Chapter 1410 – Parking Policy, Section H. Procedures, Subparagraph 19. Temporary Permits, this memorandum serves as a written request to obtain [Insert number of permits needed] for [Business need justification].

Please contact me if you have any questions or additional requirements. I can be reached at [Phone].

[Requester Signature Block]