



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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In Reply Refer to:

1535 (OR-950) P

Manual 1535

Space Handbook H-1535-I

May 4, 2006

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Instruction Memorandum No. OR-2006-040

Expires: 9/30/2007

To: All Oregon State Office Employees

From: State Director, Oregon/Washington

Subject: Interim State Office Parking Policy on P2 Parking Level

Program Area: Facilities Management.

Purpose: The purpose of this interim policy is to set forth the policy for use of the P2 parking facility, identify who has parking privileges, and establish an application system for employees with disabilities to apply to park on P2.

Policy/Action: With heightened security issues, parking in P2 will be managed while retaining security to the Robert Duncan Plaza building. To balance the need for security as well as to provide appropriate employee and management access to the P2 parking level, the following policy shall be adhered to:

Bus Pass for P2 Parkers

The determination of whether a public transportation pass is provided to an individual authorized to park a personal vehicle on P2 will be based on whether it is to the advantage of the government considering the travel requirements of the position.

Maximum Vehicle Size

The maximum size vehicle that can be accommodated in the lower parking level is 6'10" high, 6'6" wide and 18'0" long. Assignments to full size vehicles will be limited to the number of available full size spaces. Compact vehicles will be assigned to compact spaces or full sized spaces based on availability.

Access to P2 Level

Parking assignments for will generally be for normal work days, Monday-Friday, from 6:00 a.m. until 6:00 p.m.. Key cards will be programmed for access to the P2 level as appropriate by the Fleet Manager. Employees on extended travel may have weekend access to P2 to accommodate their travel needs.

Exchanging Personal Vehicles with Government Vehicles for Temporary Travel

When an official government vehicle is taken from the parking garage, the person taking it may park their personal vehicle in its place until they return with the government vehicle. Persons returning with a government vehicle must remove their personal vehicle from the P2 level immediately upon return. They may not park the government vehicle, or their own vehicle, in another space on the P2 level until quitting time. In the event the person taking the government vehicle does not need or chooses not to use the vacated spot, it shall be left vacant. No one else shall be allowed to substitute their vehicle.

Cancellation of Parking Privileges

All parking in the building may be suspended at any time based on unforeseen security needs. Parking authorizations may be cancelled with a 30 day advance notice if the parking spaces are needed for official government vehicles, or other higher priority vehicles. Privileges may be terminated without notice if the government's use of the parking spaces is withdrawn by General Services Administration (GSA), or for any violation of the rules, or false statements on the application forms. Persons who have had their parking privileges terminated for violations will not be eligible to reapply.

Parking for the Employees with Disabilities

In compliance with City of Portland code, there are two permanently marked parking spaces on P2 for employees with disabilities. Employees who wish to use these spaces must submit an application to be assigned a space. The following conditions apply to the application process:

- a. Applications will be accepted on a semi-annual basis, during periods to be announced via all Oregon State Office (OSO) employee e-mail, or other means;
- b. Applications will be accepted only from employees in possession of a valid, permanent, State of Oregon or Washington/Department of Motor Vehicles (DMV)-issued blue disabled parking placard registered in the name of the employee requesting to be assigned a parking place. A copy of the placard must be attached to the application;
- c. Parking will be assigned based on a first come, first served basis;
- d. Employees who are issued a space under this process must reapply every six months, as announced in accordance with item a above; and

- e. In all cases, the parking privileges cannot exceed the expiration date noted on the DMV-issued placard.

Applications will be submitted to the Oregon/Washington Facility Accessibility Coordinator, Paul Fredericks, OR-959, who will ensure applicants are eligible according to the standards listed above and will notify the Fleet Manager of the names to whom these spaces are assigned.

Employees with disabilities displaying valid temporary and permanent permits may also park in most City of Portland parking spaces free of charge as long as the employee follows the city requirements found at <http://www.portlandonline.com/transportation>.

Executive Parking

Executive parking will be provided for the State Director and Associate State Director as well as the three Deputy State Directors (DSD). These spaces can be reassigned to the Associate Deputy State Directors (ADSD) during times when the executive is not using the space.

Employee of the Year

The OSO Human Resource Development Committee will designate one OSO employee as the employee of the year. That employee will be given a designated parking space on P2 during their tenure. The employee will be required to follow all of the other requirements for parking. Space assignments will be made by the Fleet Manager based on availability and the size of vehicle being requested. (There are very few large spaces available and no space for oversize vehicles). This privilege will be non-transferable to any other employees during periods of non-use.

OSO Fleet and State Safety Manager

The OSO Fleet and the State Safety Manager will both be authorized access and space to park in P2 to allow for their continued and efficient smooth operations of the building as well as responsiveness to allow for agency Continuity of Operations Plan responsibilities. All employees parking a Privately Owned Vehicle (POV) on P2 will be required to fill out an application for approval by John K. Keith, ADSD for Management Services. This position will be responsible to ensure the policy is enforced.

Bicycle and Motorcycle Parking

Bicycle or motorcycle parking is not allowed on the P2 level.

Potential Future Availability of Spaces

If, during the implementation of the policy, the OSO Fleet Manager determines additional space is available for parking in P2, preferences will be given in the following order:

1. Active, valid applications from employees with disabilities who have entered into the workplace since the assignment of spaces will be given priority placement.
2. The ADSD may be allocated the DSD space if the DSD elects to not use their space on a regular basis.

Timeframe: This Instruction Memorandum (IM) is effective upon release and will be re-evaluated on an annual basis.

Budget Impact: None

Background: The Government leases the entire lower parking level (P2) of the Duncan Plaza Building. At this time the BLM has 33 spaces allotted. Of those, 22 spaces are being utilized by government vehicles (one is too small for most POV). Until all 33 spaces are needed for government vehicles, they will be made available for physically challenged employees, executives and the employee of the month. However, there may not be enough spaces available to accommodate everyone. All use on P2 will be coordinated through the OSO Fleet Manager. Any concerns the Fleet Manager has in implementing this policy will be coordinated with the ADSD for Management Services.

Manual/Handbook Sections Affected: Manual 1535 and Space Handbook H-1535-1.

Coordination: This IM has been coordinated with the Forest Service and Army Corps of Engineers.

Contact: If you have any questions regarding this policy, please contact John K. Keith, ADSD for Management Services at 503-808-6092.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
James G. Kenna
Associate State Director

Authenticated by
BeLinda Davis
Staff Assistant

1 Attachment(s)

1 - [Robert Duncan Plaza Building, P2 Parking Garage Application](#) (1p)

Distribution
WO-850