



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Alaska State Office
222 West Seventh Avenue, #13
Anchorage, Alaska 99513-7504
<http://www.blm.gov/ak>



In Reply Refer to:
1535 (953) P

July 12, 2007

Instruction Memorandum No. AK 2007-038

Expires: 09/30/2008

To: All Employees Anchorage Federal Office Building (AFOB)

From: State Director

Subject: Anchorage Federal Office Building Parking Permits

DD: 08/11/2007

The time has arrived for renewing your parking permit. Employees wanting to be considered for a parking space, must fill out a new application. Parking spaces are rated for assignment in accordance with 41 CFR 101-102.2, BLM Manual 1535 and BLM- Alaska Parking Supplement (Attachment 1). For your information, the rating criteria are:

1. Official Parking (government owned vehicles and official visitors) and,
2. Employee Parking (disabled parking, executive personnel, and carpools/vanpools).
Please refer to Attachment 1 for a detailed explanation of these categories.

Completed applications (Attachment 2) must be submitted to the Branch of Facilities Management (953), ATTN: Keith Westfall, by COB August 10, 2007. Applicants will be notified of their assigned parking space by COB September 14, 2007, and parking space assignments will be effective on Monday, October 1, 2007.

Applications for disabled parking must be accompanied by a disabled license plate registration or a copy of a State approved disabled placard. Disabled plates and placards are granted by the State of Alaska, Department of Motor Vehicles (DMV). You may retrieve the form from www.Alaska.gov/dmv (Application Form 861). This form must be signed by your doctor and returned to DMV to be granted a disabled plate or placard.

Applicants are reminded that complete applications, including signatures of each carpool member, are required. Incomplete applications will not be considered and will be returned without action.

Parking spaces in the garage are for government vehicles, disabled employee parking, executive parking and active carpools. A carpool is two or more people regularly using the same motor vehicle for transportation to and from work. Carpool spaces are not to be shared (e.g., used one week by one member and the next week by another, or used by persons not belonging to your carpool, etc.) Applications should reflect your intentions to ride with your carpoolers. Any intentional deviations from what your application states will result in the immediate loss of your parking space and AFOB parking privileges.

Because of the Alternative Work Schedule, the application has a space for you to indicate your carpooler's schedule, not your work schedule. An attempt will be made to match carpools in double spaces to other carpools with similar schedules. However, there is no guarantee that all schedules will be accommodated.

Your responsibilities as a carpooler are:

1. It is your responsibility to exchange keys or arrange to switch double-parked cars during the day to accommodate the schedule of your space-mate. If you are unable to make the necessary arrangements, you should pursue alternative parking.
2. It is your responsibility to ensure maximum utilization of your space. If your space is going to be vacant for over 1 week time frame, please contact Keith Westfall, 271-5050, so arrangements can be made to accommodate others. If your plans do not entail an entire week, please coordinate with others in your work area so that your vacant space can be utilized.
3. It is your responsibility to notify Mr. Westfall, 271-5050, of changes in your carpool or employment status within 10 days of the date that your status changed.

All BLM employees are encouraged to actively participate in carpools with others working in or near the AFOB. If you are not currently carpooling, and do not know any potential carpoolers, help is available. Possibilities are:

1. Submit an application. Check the box on the form to indicate your interest in finding other members. Be sure to include cross street information. This information will be used to assist you in finding potential members.
2. By placing your name, telephone number, and cross-streets along with the date on the carpool sign-up sheet on the fourth floor employee bulletin board, located by the Denali Room, this alerts others you are interested in carpooling.

3. Post a card on the bulletin board in the cafeteria. Same result as above.
4. Call 562-POOL. This is the Municipality's carpool referral office. They will try to match you with potential carpools and/or carpoolers.
5. Call Keith Westfall at 271-5050, for further information regarding any of the above.

If you drive a large pick-up or oversized vehicle, **be sure** to indicate that in "special parking consideration" as many of the spaces in the garage are for smaller or compact cars.

Alternative parking areas in the AFOB vicinity are listed on Attachment 3.

Any comments or concerns about the operation or management of AFOB parking spaces should be directed to your carpool committee member as follows:

CARPOOL/PARKING COMMITTEE

<u>ADMINISTRATOR</u>	<u>OFFICE</u>	<u>EXTENSION</u>
Keith Westfall	AK-953	5050

<u>MEMBER</u>	<u>OFFICE</u>	<u>EXTENSION</u>
Charles Luddington	AK-910-912-915	3311
Kathy Flippen	AK-920	3320
Susan Lavin	AK-930	3826
Steve Grantland	AK-950	5716
Margaret McDaniel	AK-960	5657
Julie Capps	AK-971	3322

DISABLED EMPLOYEE CONTACT

Jerry Kouzes	AK-930	4557
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If you have any questions or need more information, please contact Keith Westfall at 271-5050.

Signed by:
Gust C. Panos
Acting State Director

Authenticated by:
Maria Rivero-Folmar
Records Manager

3 Attachments

- 1 - BLM-Alaska Parking Supplement (3 pp)
- 2 - Parking Permit Application [Form AK 1530-3/July 2000] (1 pp)
- 3 - Alternative Parking Telephone Numbers (1 p)

BLM-ALASKA PARKING SUPPLEMENT

A. Introduction

This supplement has been issued to provide guidance on reserved parking at the Anchorage Federal Office Building (AFOB). The criteria used for this supplement is based on 41 CFR 101, and the BLM Manual H-1535-1, Chapter 5.

B. Carpool / Parking Committee

The committee consists of the Parking Program Administrator (Keith Westfall, AK953), one representative from each division, and one representative from the 910/912/915 staff. The committee chairperson (currently, Steve Grantland, AK954) is chosen by the committee members every two years.

The committee has two scheduled meetings a year: one before the announcement of a new application period and one after the applications are received. Other meetings are called on as-needed.

Responsibilities: The committee reviews the Instruction Memorandum that goes to all employees and makes suggestions for possible changes to the Program Administrator in accordance with Code of Federal Regulations guidelines.

The committee reviews all applications for compliance to the mileage regulations and accuracy of information included on the applications, and then advises the Program Administrator of any discrepancies.

The committee hears parking complaints on an as-needed basis and advises the Program Administrator of problems or discrepancies. The committee may arbitrate a dispute between members of a carpool. The recommendation of the committee is then submitted to the Program Administrator for action. The Associate State Director has authority to make a final decision regarding parking disputes.

The committee makes suggestions to the Program Administrator for items to be included on the employee bulletin board on 4-E. This board is the official information center for carpool information, e.g., rideshare, city street maps, voter districts, carpool sign-up sheets, etc.

C. Parking Assignments Criteria

1. Official Parking (Category "O"): Government-owned vehicles and official visitors.

- 2. Employee Parking
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 - a. Disabled BLM employees (Category "H"): Assignments are made under this category upon submission of an approved DMV Form 12-861; however, a non-disabled driver who provides transportation for a disabled BLM employee may be assigned a parking space within this category.
 - b. Executive Personnel (Category "E"): State Director, Associate State Director, Deputy State Directors, Chief of Communications, Special Agent-in-Charge, State Director's Staff Assistant, District Manager, or other office head, that must frequently use their own vehicle in conducting official business or work unusual hours.
 - c. Carpools / vanpools (Category "C"): Two or more people regularly using a motor vehicle for transportation to and from work.

3. Eligibility

- a. At least one member, of the carpool, must be a permanent full-time BLM-AKSO employee. Temporary employees, contractors, and volunteers for BLM are not considered full time BLM-AKSO employees.
- b. Remaining members need not be BLM or Federal employees.
- c. Remaining members may be either full- or part-time
- d. All members working in the AFOB must live at least one (1) radial mile from the AFOB. Members not working in the AFOB must work within a two (2) mile radius of the AFOB. The radius map is available by contacting Keith Westfall, x5050.
- e. Full-time members may not be members of other carpools.

- 4. Rating Criteria (in order of consideration).

- a. First priority for carpool parking spaces will be based upon total member points utilizing the following criteria:

Employment Status

- 1) Permanent full time BLM employee - 30 points
- 2) AFOB employees other than permanent full time BLM - 20 points
- 3) Outside AFOB - 5 points

- b. Second priority will be determined by utilizing the total years of Federal service for permanent full time carpool members.
- c. Third priority will be determined by utilizing the total number of miles between each carpool member's home and the AFOB (one-way).

**U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
ALASKA STATE OFFICE**

PARKING PERMIT APPLICATION

Application Date: _____
 Requested Category: _____
 (check 1 only)

<input type="checkbox"/>	Handicapped
<input type="checkbox"/>	Executive
<input type="checkbox"/>	Carpool

Seek other carpoolers? Yes No
 Work Schedule: _____
 Days: _____
 Hours: _____ a.m. to _____ p.m.

Name: _____
 Street: _____
 City: _____ Zip: _____
 Vehicle Information:
 Make: _____ Make: _____
 Model: _____ Model: _____
 Year: _____ Year: _____
 License: _____ License: _____
 Special Considerations:
 Employer: BLM
 Address: 222 West Seventh Avenue, #13, Anchorage
 Work Phone: 907-271- _____ Ext: _____

Major Cross Streets: _____
 Voter Precinct: _____
 Distance to Work _____
 How many miles round-trip will you ride
 in the carpool in a two week period? _____
 Employment Status (check 1 only)
 Permanent Full Time AFOB
 Other AFOB
 Non-AFOB
 BLM Federal Service Comp. Date: _____

I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.
 SIGNATURE: _____

Name: _____
 Street: _____
 City: _____ Zip: _____
 Vehicle Information:
 Make: _____ Make: _____
 Model: _____ Model: _____
 Year: _____ Year: _____
 License: _____ License: _____
 Special Considerations:
 Employer: BLM
 Address: 222 West Seventh Avenue, #13, Anchorage
 Work Phone: 907-271 _____ Ext: _____

Major Cross Streets: _____
 Voter Precinct: _____
 Distance to Work _____
 How many miles round-trip will you ride
 in the carpool in a two week period? _____
 Employment Status (check 1 only)
 Permanent Full Time AFOB
 Other AFOB
 Non-AFOB
 BLM Federal Service Comp. Date: _____

I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.
 SIGNATURE: _____

Name: _____
 Street: _____
 City: _____ Zip: _____
 Vehicle Information:
 Make: _____ Make: _____
 Model: _____ Model: _____
 Year: _____ Year: _____
 License: _____ License: _____
 Special Considerations:
 Employer: BLM
 Address: 222 West Seventh Avenue, #13, Anchorage
 Work Phone: 907-271- _____ Ext: _____

Major Cross Streets: _____
 Voter Precinct: _____
 Distance to Work _____ Miles – 1 way
 How many miles round-trip will you ride
 in the carpool in a two week period? _____
 Employment Status (check 1 only)
 Permanent Full Time AFOB
 Other AFOB
 Non-AFOB
 BLM Federal Service Comp. Date: _____

I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.
 SIGNATURE: _____

For Office Use Only Initials: _____ Date: _____ Rate: _____ Space: _____

Alternative Parking

Diamond Parking Office

118 East Sixth Avenue
Contact: 274-1223

Museum of History and Art

121 West. Seventh Avenue
Contact: 343-6183

There is currently a waiting list of approximately 12 months.

Anchorage Parking Authority:

Fifth and C / Sixth and G garages
Contact: 276-7275