



United States Department of the Interior



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

In Reply Refer To:
1535 (9530/9500) P

April 13, 2011

Instruction Memorandum
Expires: 06/01/2012

To: All BLM Employees – Anchorage Federal Office Building (AFOB)

From: State Director

Subject: Parking for Anchorage Federal Office Building
Employees (AFOB)

DD: 05/15/2011

In accordance with Federal and Bureau policy, all employees must reapply annually to qualify for parking in the AFOB Federal parking lots. This includes the underground garage and the Federal lot at 7th Avenue and C Streets. It does not include the parking in lots operated by Diamond Parking. All employees requesting parking in the Federal lots must complete an application (attached), including those already parking in a Federal lot. Please submit completed applications to Kay Schaeffer (AK-950) by COB May 15, 2011. Parking spaces are selected for assignment in accordance with 41 CFR 101-102.2, BLM Manual 1535. The categories for parking in Federal lots are:

1. Official Parking (government owned vehicles and official visitors) and,
2. Employee Parking (Handicapped/Disabled Parking, Executive Personnel, Car/Van pools, motorcycles and bicycles).

Employees that do not meet the criteria listed above may obtain parking permits for a Diamond lot by contacting the procurement office.

Applications for handicapped/disabled parking must be accompanied by a disabled license plate registration or a copy of a State approved Handicapped/Disabled placard (H/DP). All H/DP and license plates are granted by the State of Alaska, Department of Motor Vehicles (DMV).

If you drive a large pick-up or oversized vehicle, **BE SURE TO INDICATE** that on the application in the “Special Parking Consideration” box, as many of the spaces in the garage are for smaller or compact vehicles.

Applicants are reminded that complete applications, including signatures of each car/van member, are required. Incomplete applications will be returned without action.

Because of alternative work schedules, the application has a space for you to indicate your car/van pool's schedule. An attempt will be made to match car/van pools in a stacked space (2 cars parked end-to-end in one space) to other car/van pools with similar schedules. However, there is no guarantee that all schedules can be accommodated.

Your responsibilities as a car/van pooler are:

1. If you share a stacked space, it is your responsibility to exchange keys or make arrangements for switching cars during the day to accommodate each other's schedule. If you are unable to make the necessary arrangements you should pursue alternative parking.
2. Notify a parking committee member (page 3) of changes in your car/van pool or employment status within 5 business days prior to your status change. You will be given an additional 5 business days from this notification change to find a new car/van pool. If during that timeframe, you are unable to find a new car/van pool, you are to notify a parking committee member and turn in your parking sticker to GSA.

All BLM employees are encouraged to actively participate in car/van pools with others working in or near the AFOB. If you are not currently in a car/van pool, and you do not know of any potential car/van pools, help is available through the following options:

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. Call 562-POOL (7665). This is the Municipality's car/van pool referral office. They will try to match you with potential car/van pools.
3. Call Kay Schaeffer at 271-5047, for further information regarding any of the above.

If you have any comments or concerns about the operation or management of parking spaces, please direct them to your parking committee member listed below:

PARKING COMMITTEE

ADMINISTRATOR Vince Galterio	OFFICE 950	EXTENSION 5047
COORDINATOR Kay Schaeffer	950	5047
CHAIRPERSON Kathy Flippen	920	3320
MEMBERS		
Vanessa Rathbun	912	5727
Carol Akerelrea	930	1298
Alissa Varrati	952	3439
Alan Lorimer	953	267-1350
Margaret McDaniel	960	5657

If you have any questions or need more information, please contact Kay Schaeffer at 271-5047.

Signed by:
Julia Dougan
Associate State Director

Authenticated by:
Anita R. Jette
Records Specialist

Attachment
Parking Permit Application (1 p)

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

PARKING PERMIT APPLICATION

For Office Use Only	Initials: _____ Rating: _____	Date: _____ Space No. _____
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Application Date: _____ Requested Category: (Choose One) _____ Handicapped / Disabled _____ Executive _____ Carpool (Circle one) _____ Motorcycle / Bicycle	Seek Other Carpoolers? (Circle one) Yes No Work Schedule: _____ Days: _____ Hours: _____ a.m. to _____ p.m.
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Name: _____ Street: _____ City: _____ Vehicle Information: Make: _____ Make: _____ Model: _____ Model: _____ Year: _____ Year: _____ License: _____ License: _____ Special Considerations: _____ _____ _____	Major Cross Streets: _____ _____ Employer: <u>Bureau of Land Management</u> Address: <u>222 West 7th Avenue</u> Work Phone: _____ Federal Service Computation Date: _____ Employment Status (Check Only 1): _____ Permanent Full-Time AFOB _____ Other AFOB _____ Non-AFOB
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I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.

Signature: _____

Name: _____ Street: _____ City: _____ Vehicle Information: Make: _____ Make: _____ Model: _____ Model: _____ Year: _____ Year: _____ License: _____ License: _____ Special Considerations: _____ _____ _____	Major Cross Streets: _____ _____ Employer: _____ Address: _____ Work Phone: _____ Federal Service Computation Date: _____ Employment Status (Check Only 1): _____ Permanent Full-Time AFOB _____ Other AFOB _____ Non-AFOB
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Signature: _____

Name: _____ Street: _____ City: _____ Vehicle Information: Make: _____ Make: _____ Model: _____ Model: _____ Year: _____ Year: _____ License: _____ License: _____ Special Considerations: _____ _____ _____	Major Cross Streets: _____ _____ Employer: _____ Address: _____ Work Phone: _____ Federal Service Computation Date: _____ Employment Status (Check Only 1): _____ Permanent Full-Time AFOB _____ Other AFOB _____ Non-AFOB
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I fully understand the current carpool procedures. Submitting false information may result in the loss of parking privileges.

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