

FILE

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

4665.3B

7/14/92

SUBJ: POLICY ON PARKING ACCOMMODATIONS AT FAA FACILITIES

1. PURPOSE. This order establishes policy and assigns responsibilities for providing accommodations for official and Federal Aviation Administration (FAA) employee vehicle parking at FAA-occupied offices and facilities.
2. DISTRIBUTION. This order is distributed to the division level in Washington headquarters, regions, and centers; and to all field offices and facilities with a supervisory distribution.
3. CANCELLATION. Order 4665.3A, Policy on Parking Accommodations at FAA Occupied Buildings and Facilities, dated April 13, 1981, is canceled.
4. EXPLANATION OF CHANGES.
  - a. Establishes procedures for implementing the parking policy at FAA-controlled and General Services Administration (GSA)-controlled facilities occupied by FAA.
  - b. Assigns priorities for parking for official, handicapped, and employee vehicles.
  - c. Adds the requirement for supplying electrical outlets for engine block heaters in areas with sustained low temperatures.
  - d. Provides guidance on funding for parking accommodations.
  - e. Removes the example that 500 feet may be a reasonable distance for a parking area to be located from a facility.
5. AUTHORITY TO CHANGE THIS ORDER. The Administrator reserves the authority to approve changes to this order that establish policy or assign responsibility. The Director, Systems Maintenance Service, may issue changes to this order that impact the administration or implementation of this order.
6. POLICY. It shall be the policy of FAA to obtain, to the extent possible, adequate free parking for official and employee vehicles at all FAA facilities. Managers responsible for implementing the provisions of this order should exercise reasonable judgment in assessing the parking requirements at their

facilities as compared to the additional costs that may be incurred in implementing the provisions of this order. The following guidelines shall apply in implementing this policy.

a. GSA-Provided Space. In new or existing space provided by GSA for FAA use, GSA parking policies will be adhered to. FAA will advise GSA of its parking requirements for official and employee vehicles when requests for new space or when requests for renewal of existing leased space are submitted to GSA.

b. FAA-Provided Space. Adequate parking for official and employee vehicles shall be provided at the time a facility is initially constructed or leased. If parking requirements change, new parking requirements will be developed, a funding source identified if needed, and acquired in accordance with paragraph 10. At some FAA facilities and duty stations, especially at airports, adequate free parking is not available and commercial parking is exceedingly expensive. In these instances, every reasonable effort shall be made to obtain parking that is at least equivalent to the parking accommodations provided to employees of the airport or commercial entities in the nearby area. In some instances this may result in employees parking at satellite parking facilities located some distance from their facility or duty station and utilizing a shuttle bus service to reach their facility or duty station. In order to determine the adequacy of parking facilities of this type, facility managers should carefully evaluate the frequency of the shuttle service, safety of employees at satellite parking facilities, and costs of acquiring alternative parking accommodations located closer to the FAA facility or duty station.

7. ALLOCATION OF PARKING FACILITIES. The allocation of parking spaces at FAA-provided facilities shall be determined in accordance with the following priority:

a. Government-owned and -leased vehicles used for criminal apprehension, firefighting, and other emergency functions.

b. Government-owned and -leased vehicles for general use.

c. Visitor parking including parking accommodations for handicapped visitors.

d. Privately owned vehicles of handicapped employees. Employees may be required to provide written medical opinion attesting to their handicap.

e. Executive personnel and persons who work unusual hours. Employees who periodically or regularly work second and/or third shifts are not considered to be working unusual hours. Employees who are periodically called back to work outside their normal duty hours are considered to be working unusual hours.

f. Vanpool/carpool vehicles.

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Distribution: A-WXYZ-2; A-FOF-0(SUPV)

Initiated By: ASM-740

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f. Vanpool/carpool vehicles.

g. Employee-owned vehicles that are routinely used for Government purposes at least 12 days per month and that qualify for mileage reimbursement and travel expenses under Government travel regulations.

h. Other employee-owned vehicles.

8. ELECTRICAL OUTLETS FOR ENGINE BLOCK HEATERS. At those FAA-provided facilities in areas with sustained low temperatures, zero degrees Fahrenheit or below, parking facilities should be equipped with an adequate number of electrical outlets for official and employee-supplied vehicle engine block heaters. As a guide for determining whether electrical outlets for engine block heaters are required, a survey of local area businesses, private employers, and other facilities in the area may be undertaken and a decision reached based on whether the survey shows that electrical outlets are being provided at those facilities surveyed. This requirement for electrical outlets for engine block heaters does not apply to unattended technical facilities or those facilities visited only on a periodic basis for maintenance and/or service.

9. FUNDING. Although it is the policy of the FAA to make every attempt to secure parking accommodations for official and employee vehicles at no cost whenever possible, nothing in this order shall preclude the expenditure of funds to provide reasonable parking accommodations at FAA facilities. At both GSA- and FAA-provided facilities, the cost for providing parking accommodations should be included in the rent. If it becomes necessary to install electrical outlets for engine block heaters at existing parking facilities, every effort should be made to have the lessor install the electrical outlets and amortize the installation cost over the term of the lease agreement. If installation of electrical outlets is necessary at FAA-owned facilities, funding for the installation should be obtained through the normal budget process by the parent division of the field office that will benefit from the installation. At collocated offices and facilities, a proportional share of the cost to install electrical outlets should be agreed to by the parent divisions of the collocated offices and facilities.

10. RESPONSIBILITIES.

a. The Director, Systems Maintenance Service, is responsible for overall management, direction, and administration of this order and may, from time to time, issue changes relative to the implementation of this order.

b. Regional administrators and center directors are responsible for overall implementation of this order at the regional, center, and field facilities under their respective jurisdictions.

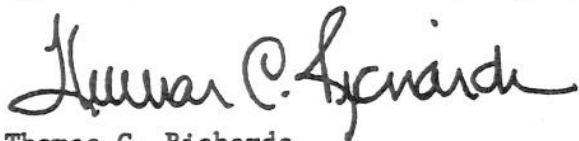
c. Regional division managers are responsible for determining the adequacy of parking at field facilities that fall within their operational jurisdictions. When parking accommodations are found to be inadequate, regional division managers will initiate requests for any funding needed to correct the parking inadequacies through the normal budget process. Upon receipt of funds, regional division managers will initiate requests to the

regional Logistics division managers. The Logistics managers are responsible for acquiring adequate parking accommodations through new or modification of existing lease agreements, new construction, or through contracts with commercial parking facilities.

d. The Manager, Acquisition Division at the Mike Monroney Aeronautical Center (MMAC), is responsible for acquiring adequate parking accommodations in response to requests from the MMAC Director or his designee, the Facility Support Division. The Manager, Logistics Division at the FAA Technical Center, is responsible for providing adequate parking at the FAA Technical Center. Suitable parking accommodations may be acquired through new or modification of existing lease agreements, new construction, or through contracts with commercial parking facilities.

e. Managers at field facilities are responsible for assigning parking spaces in accordance with paragraph 7. Facility managers at collocated facilities shall confer and agree on the allocation of parking spaces as outlined in paragraph 7. Facility managers are also responsible for reporting on the adequacy of parking accommodations to their respective division managers. Local managers are also responsible for ensuring that electrical outlets for engine block heaters are installed only after coordination with appropriate office(s) in accordance with existing regional procedures. All electrical outlet installations shall be in accordance with all applicable codes and ordinances.

11. CONTRACTUAL REQUIREMENTS. Nothing in this order shall be construed to supersede, waive, or otherwise impact the requirements of any contractual agreement between FAA and any employee bargaining unit.



Thomas C. Richards  
Administrator