



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.

REVISION: This directive supersedes TSA MD 200.14, *HQ Parking and Carpool Program*, dated April 26, 2006.

SUMMARY OF CHANGES: Section 4, Definitions, adds Pay.Gov, Monthly Parking and Visitor Parking definitions; Section 7, Procedures, removes reference to TSA Form 264, *Self-Certification Application for Cash Reimbursement*; removes requirement to submit application by the fifth day of the month of the preceding quarter; includes reference to limited permit availability for contractors; and adds new instructions for accessing Pay.Gov.

1. **PURPOSE:** This directive provides TSA policy and procedures for the assignment, utilization, and management of parking at the TSA Headquarters (HQ) building garage, including the TSA HQ carpool/vanpool program.
2. **SCOPE:** This directive applies to all TSA Headquarters employees, carpool members not employed by TSA, contractors, and building visitors.
3. **AUTHORITIES:**
 - A. Clean Air Act, P.L. 101-549 (November 15, 1990)
 - B. Energy Policy Act (EPAAct), P.L. 102-486 (October 24, 1992)
 - C. 42 USC § 12204, Americans with Disabilities Act
 - D. Executive Order 13150, Federal Workforce Transportation
 - E. Internal Revenue Service Manual 1.32.15, Public Transportation Subsidy Program (PTSP)
 - F. [TSA MD 2800.7, TSA Headquarters Access Control and Issuance of TSA HQ Photo Access Pass](#)

4. DEFINITIONS:

- A. **Carpool:** A vehicle used by three or more full-time employees to commute to work on a daily basis. At least two of the carpool members must be TSA HQ employees in order to qualify for a TSA HQ carpool permit.
- B. **Designated Parking Space:** A TSA-controlled parking space with a specific use. Designated parking spaces at TSA HQ include: reserved, handicapped, visitor, government, government special use, and motorcycle. All parking spaces will have a number or identifying wording or symbols stenciled on the floor.

**TSA MANAGEMENT DIRECTIVE No. 200.14
HQ PARKING AND CARPOOL PROGRAM**

- C. Executive Employee: Transportation Security Executive Service (TSES) personnel.
- D. Government Parking Space: A marked and designated space for official government vehicles.
- E. Government Special Use Parking Space: A marked and designated space for large government vehicles and special uses as determined by Fleet and Transportation Services.
- F. Handicapped Parking Space: A designated parking space reserved for a vehicle displaying a handicapped license plate, or other identification which has been issued by a State or the District of Columbia marked with the universal handicapped symbol.
- G. Monthly Parking Permits: Permits that are purchased in monthly increments for daily TSA HQ garage access. The month and name of the driver are clearly printed on the face of the permit.
- H. Non-designated Space: A space provided for anyone to park. A non-designated space will have a number and no other wording or symbols marking the parking slot.
- I. Official Government Vehicle: A Government-owned and/or leased vehicle including motor pool vehicles.
- J. Photo Access Pass (PAP): A color-coded TSA-issued card containing the individuals name and photograph, which provides access to TSA HQ.
- K. Pay.Gov: A web-based application developed by the Department of the Treasury that enables users to make online payments to TSA by credit card or bank debits. TSA created a front-end application to the Department of Treasury site that pre-processes the application and payment, which ensures that TSA employees receive their monthly permit on time.
- L. Reserved Parking Space: A designated parking space reserved for the use of a specific vehicle or individual. Reserved spaces are individually assigned; only the person who has been assigned the space may park there.
- M. Temporary Parking: Temporary parking for TSA employees only that is dependent on the availability of parking spaces. There are two types of temporary parking permits:
 - (1) Complimentary: Provided free of charge to employees who are required to drive to work in support of unique TSA business-related activities only. For instance, an employee who normally takes public transportation may be required to drive his/her personal vehicle to an off-site meeting. Because a work-related requirement interferes with the employee's normal mode of transportation, that employee would qualify for a permit.
 - (2) Daily Parking: A one-day permit available for the convenience of the employee (e.g., doctor's visits, alternate commuting schedule, etc). There is a per-day fee for passes. Reference the Office of Property Management, Transit and Parking web page for fees and acceptable methods of payment. Payment shall be confirmed before a permit will be issued.

- N. Vanpool: In accordance with IRS Service Manual 1.32.15, a vanpool is a privately owned vehicle that seats at least six (6) adults and one driver, and uses 80% of total mileage to transport to and from work. On work transportation trips, the number of riders must be at least 50% of adult capacity (not including the driver).
- O. Visitor Parking: HQ parking garage access granted to TSA employees not stationed at HQ and other personnel with the proper identification or escort, which would allow them to gain access to TSA Headquarters. Requests for visitor parking are granted by the Office of Property Management, Fleet and Transportation Services in conjunction with the Office of Security.

5. RESPONSIBILITIES:

A. Office of Property Management is responsible for:

- (1) Managing the TSA HQ parking and carpool programs;
- (2) Issuing parking permits in accordance with assignment priority;
- (3) Resolving problems associated with the allocation of parking spaces that result from the creation of a new organization, shift in population, or to meet other TSA needs;
- (4) Maintaining parking records;
- (5) Assisting employees interested in forming or joining carpools, including making TSA carpool listings available;
- (6) Crosschecking lists of Washington, D.C. area employees receiving transit benefits and parking benefits to ensure employees do not receive both; and initiating appropriate disciplinary action if an employee is found to be receiving both; and
- (7) Issuing parking citations, as required.

B. Office of Security is responsible for:

- (1) Providing secure access to and from the parking garage;
- (2) Checking all vehicles entering the access ramps for valid parking permits;
- (3) Ensuring that individuals entering the parking garage with valid parking permits are in possession of a PAP in accordance with TSA MD 2800.7;
- (4) Inspecting vehicle trunks and/or interiors, as needed, especially during time of heightened security; and
- (5) When appropriate, notifying the Office of Property Management of any observed parking violations while on assigned rounds.

C. TSA Employees are responsible for:

**TSA MANAGEMENT DIRECTIVE No. 200.14
HQ PARKING AND CARPOOL PROGRAM**

- (1) Certifying that all information included on the [TSA Form 202, Parking Permit Application](#) is accurate and ensuring that all the information on file remains current;
- (2) Ensuring compliance with the Clean Air Act, Section 118 (d), “Employee Vehicles Operated on Federal Facilities,” and certifying compliance with local inspection and maintenance programs;
- (3) Ensuring that monthly parking permit fees are paid in advance through the TSA Pay.Gov online payment system on or before the 15th of each month;
- (4) Promptly relinquishing parking permit to the Office of Property Management, Fleet and Transportation Services, if the permit is no longer required, if minimum qualifications are no longer met, or if employee is no longer employed at TSA Headquarters for any reason;
- (5) Abiding by all garage Rules and Regulations defined in this document;
- (6) Requesting visitor garage access from [Parking & Transit](#) at least one day in advance of scheduled arrival;
- (7) Ensuring that all information on [TSA Form 203, Temporary Parking Permit Request](#) is accurate, and has been stamped and signed by Fleet and Transportation Services staff; and
- (8) Immediately notifying the Office of Property Management, Fleet and Transportation Services, if parking permit is lost or stolen.

6. POLICY:

A. The TSA *HQ Parking and Carpool Program* office shall:

- (1) Adhere to all applicable Federal regulations;
- (2) Support TSA HQ building security objectives;
- (3) Assign parking spaces in a manner that supports the accomplishment of TSA’s mission; and
- (4) Encourage carpooling and the use of public transportation.

B. Parking Permit Availability and Restrictions: Permits will be distributed according to space availability. Other than monthly parking permits, garage access may be provided on a temporary and as-needed basis.

- (1) When the garage is at full capacity, applications will be reviewed once a quarter, based on the priority factors listed in this section, to determine which employees receive parking passes.

**TSA MANAGEMENT DIRECTIVE No. 200.14
HQ PARKING AND CARPOOL PROGRAM**

- (2) Parking permits are issued monthly. Employees shall pay through the TSA Pay.Gov system and pickup the permits at their BMO office. Employees shall have a parking permit for the current month in order to be permitted in the parking garage. Employees who participate in the TSA Public Transportation Benefit Program or receive another form of reimbursement as a public transportation incentive are not eligible for a monthly parking permit at TSA HQ, either individually or as part of a carpool. However, all employees are eligible for parking on a temporary basis.
 - (3) Carpool/Vanpool: All members of the carpool/vanpool –including contractors– shall be included on TSA Form 202 for carpool/vanpool parking permits. Use [TSA Form 202A, Parking Permit Application Addendum](#) to add additional members. Carpool parking is permitted in any non-designated space. Due to interior height restrictions, vanpool parking is permitted only in areas designated for vanpool parking.
- C. Temporary Parking Permit: Employees that meet the requirements for a temporary parking permit shall complete a [TSA Form 203, Temporary Parking Permit Request](#) and submit it to Fleet and Transportation Services located on the 11th floor of the West Tower, 134 south. A permit shall be stamped and signed by a member of Fleet and Transportation Services in order to be valid.
- D. Who May Apply for a Monthly Parking Permit: Any full-time TSA employee who works at the TSA Headquarters buildings applying for a parking permit shall complete TSA Form 202. Contractors working at TSA Headquarters on a rotating 24 hour/7 day shift operation may also apply, provided their supervisor’s signature is included on the application. The completed application shall be submitted to the Office of Property Management, Fleet and Transportation Branch, for consideration.
- E. Penalties for Misrepresentation: Falsifying information on the application or fraudulent or improper use of a parking permit may lead to forfeiture of the parking permit and/or disciplinary action. Any employee who knowingly misrepresents the facts in obtaining or attempting to obtain a parking permit will have their parking permit immediately revoked and will be subject to a minimum six-month suspension of the privilege of parking at the TSA HQ building garage.
- F. Assignment of Parking Permits and Parking Fees: Current fees are listed on the Fleet and Transportation Office’s [Transit and Parking](#) web page. If the demand for parking permits exceeds the capacity of the garage, parking spaces shall be assigned based upon the following priority:
- (1) Official Government Vehicles
 - (2) Handicapped (Permanent and Temporary)
 - (3) Executive
 - (4) Carpool/Vanpool
 - (5) Individual Employee

(6) Contractor

NOTE: Because there are adequate motorcycle and bicycle parking spaces available, they are not included in the priority ranking above.

- G. If demand for carpool/vanpool permits exceeds the availability of designated spaces, then priority shall be given to the carpool/vanpool with the greatest number of TSA employee members.
- H. If demand for individual employee parking permits exceeds the capacity of the garage to accommodate them, then priority shall be given based upon length of Federal government service. In the event of a tie, the employee having worked for TSA the longest will have priority.
- I. **Transfer of Parking Permits:** All parking permits are the property of TSA. Parking permits, regardless of category, are non-transferable and non-refundable. Permits may not be loaned or given to anyone other than those individuals whose name(s) appear on the parking application. If an employee no longer requires or qualifies for a parking permit, the parking permit shall immediately be returned to the Office of Property Management, Fleet and Transportation Services.
- J. **Parking during Business Hours:** Access to the parking garage between the hours of 4:00 am – 6:00 pm, Monday through Friday, requires a valid parking permit and a PAP.
- K. **Parking after Business Hours, Weekends and Holidays:** Parking on weekends, holidays, and after regular business hours is available to TSA employees with PAPs only. If an employee enters the garage on Saturday, Sunday, a holiday, or a workday after 6:00 pm and departs before 4:00 am, they shall use any non-reserved parking space free of charge, provided they follow the rules regarding parking in other designated spaces (i.e., handicapped, motorcycle, etc.).
- L. **Visitor Parking:** Visitors may be given access to the parking garage provided they meet the following criteria:
 - (1) They are conducting business at TSA Headquarters;
 - (2) They are a TSA employee possessing a PAP or are accompanied by a TSA employee with a PAP; and
 - (3) They have emailed Fleet Management Services, Parking and Transit at Parking&Transit@dhs.gov at least one day prior to the visit.
- M. **Handicapped Permit:**
 - (1) Employees applying for a handicapped parking permit must have qualified for and been granted a current State or District of Columbia handicapped designations.
 - (2) Parking is permitted in parking spaces stenciled with the universal handicap symbol or labeled “Handicapped Parking” or in any non-designated space.

**TSA MANAGEMENT DIRECTIVE No. 200.14
HQ PARKING AND CARPOOL PROGRAM**

- (3) In the event that an employee has a temporary condition that significantly interferes with his/her ability to get to work, a request for short-term parking in a handicapped parking space may be submitted and shall be accompanied by certification from a physician with an estimated duration of the disability.

N. Compliance with Clean Air Act, Section 118 (d): Federal government entities require employees who operate motor vehicles on property owned or leased by the government to certify compliance with applicable inspection and maintenance programs as mandated by Section 118(d) of the Clean Air Act of 1990. Employees who park in the TSA HQ building garage shall be required to furnish proof upon request that their vehicle is in compliance with inspections and emissions programs in the geographical area where the vehicle is housed.

O. Parking Tax:

- (1) The Energy Policy Act of 1992 allows the Internal Revenue Service to determine the amount of employer-provided parking that is tax free to employees. According to IRS Publication 15-B (2009), *Employer's Tax Guide to Fringe Benefits*, the current amount is \$230 per month. This means that if the employee receives a parking permit with a value exceeding that amount, they shall be taxed on the excess. The IRS reassesses the excludable amount and issues any revisions as needed.
- (2) Based upon the cost of commercial parking in the vicinity of TSA's HQ building, the estimated value of a parking spot in our building at the time of this writing falls within the tax-free threshold. If the IRS changes the excludable amount or the value of commercial parking increases, TSA parking permit holders shall be informed of any associated tax liability or adjustment in fees charged for parking permits.

P. Parking Permit Display:

- (1) Parking permits shall be displayed on all vehicles entering or parked in the TSA Headquarters garage. Monthly parking permits shall be displayed in the vehicle so the permit holder's name is clearly visible through the front windshield before entering the garage and at all times while the vehicle is parked in the garage.
- (2) There is no grace period during which expired permits may be used to enter the garage. The current month's permit shall be clearly displayed beginning on the first day of the month.

Q. Accidents: In the event of an accident on TSA HQ premises, involved employees are responsible for exchanging insurance information, etc., with other affected employees. They shall also report the incident to the Office of Security, Command Center, at (571) 227-2600 regardless of the severity of the damages or number of vehicles involved.

R. Damage to the infrastructure: Any damage to the building's structure, drainpipes, ductwork, parking bollards or other fixtures shall be reported to the Office of Security, Command Center (571-227-2600) and the [Office of Real Estate Services, Headquarters Customer Service](#) (571-227-2090) immediately.

- S. **Violations and Penalties:** By accepting and using a TSA Parking Permit, employees agree to abide by all requirements set forth in this directive. Penalties for violations may include written citations, vehicle towing, and/or suspension of privileges. Individuals found to be in violation of any parking garage rule or regulation shall receive a warning citation. Individuals receiving two or more warning citations in a 12-month period may have their parking permits and parking privileges suspended for up to six months and may be required to re-apply for a parking permit following the suspension. Individuals may have their parking benefits suspended for 6 months or longer for filing fraudulent applications. The Office of Property Management, Fleet and Transportation Services, reserve the right to revoke parking privileges for misconduct or serious rules violations.
- T. **Towing:** Vehicles in violation of the rules specified in this directive shall be given a citation and may be towed at the owner's expense. Vehicles found parked in a manner which creates an unsafe or hazardous condition or that obstructs or jeopardizes the movement of another car, are subject to being towed at the owner's expense.

7. PROCEDURES:

- A. **Pay.Gov:** To Access Pay.Gov, go to the [TSA Fleet Services Transit and Parking](#) web page and click on **Pay.Gov** in the Parking Benefits section, or reference the applications page on the TSA employee web site.
 - (1) First time users will complete a profile which collects data on the employee, such as the vehicle information, the type of permit requested and the employee's TSA routing number. The routing number will identify the employee's Business Management Office (BMO), which is used to determine where the permit will be sent each month.
 - (2) Once the employee's profile is created and approved, they can log in and pay for the monthly parking.
 - (3) Parking permits will be distributed directly to the BMO on the last week of the month.
 - (4) Employees shall log in to Pay.Gov on or before the 15th of each month to pay for the next month. Late payments will be automatically attributed to the month after the approaching month, e.g., a payment made on the 16th of April will be credited towards the June permit fee.
 - (5) Failure to pay on time will delay the issuance of the parking permit.
- B. **Visitor Parking:** To the extent possible, at least one day before your visit send an email to Transit&Parking@dhs.gov providing the following information: date and time of visit, vehicle make and model, license plate number, phone number, reason for visit, and name and phone number of the visitor's TSA Headquarters POC. Fleet Management Services will respond by email or phone that your message was received and sent to the Office of Security.
- C. **Driving and Parking Instructions:**

- (1) Observe posted speed limits.
- (2) Turn on headlights when inside the garage.
- (3) Give pedestrians the right-of-way at all times.
- (4) Sound your horn and be prepared to stop when approaching blind intersections.
- (5) Do not park in any area marked “No Parking.”
- (6) Do not park in such a manner that obstructs any vacant, reserved, or other space.
- (7) Do not park in such a manner that obstructs or jeopardizes the movement of any vehicle.
- (8) Do not park in any reserved space unless you are a holder of a reserved permit for that space. Transfer of reserved parking permits is not allowed.
- (9) If an unauthorized vehicle is parked in a reserved parking spot, the driver authorized to park in that spot should park in a non-designated space and report the parking permit number and/or license plate number of the unauthorized vehicle to the Office of Property Management, Fleet and Transportation Services (Fleet.Transportation@dhs.gov).
- (10) Do not move a vehicle other than your own.
- (11) Remove all valuables from your car and lock the doors.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL

Signed

6/24/2009

David R. Nicholson
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

Date

Distribution: Assistant Administrators, Office Directors, All Employees
Point-of-Contact: Fleet & Transportation Services, (571) 227-3082, Fleet.Transportation@dhs.gov