



**Transportation  
Security  
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION  
CAO/Property Management**

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

*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, *TSA Parking and Carpool Program*, dated July 25, 2012.

**SUMMARY OF CHANGES:** Updated MD from HQ Parking and Carpool to TSA Parking and Carpool, added various administrative updates for clarification throughout the directive; Section 1, Purpose, updated definition to reflect new Field policy and procedures; Section 4, Definitions, updated various definitions; Section 6, Policy, updated HQ Policy and added Field Policy; Section 7, Procedures, added Field Procedures

- 1. PURPOSE:** This directive provides TSA policy and procedures for the assignment, utilization, and management of parking at the Transportation Security Administration, including the TSA carpool/vanpool program.
- 2. SCOPE:** This directive applies to all TSA employees, carpool members not employed by TSA, contractors, and building visitors who utilize the TSA parking garages.

**3. AUTHORITIES:**

- A. 42 USC § 12204, Americans with Disabilities Act
- B. Clean Air Act, P.L. 101-549
- C. Energy Policy Act (EPAAct), P.L. 102-486
- 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 \(HQ\) Access Control and Issuance of TSA HQ Photo Access Pass](#)

**4. DEFINITIONS:**

- A. Carpool: A vehicle used by two TSA HQ employees will be considered a carpool, but is not eligible for a reduced cost parking pass. Carpools with three or more TSA HQ employees commuting to work on a daily basis are eligible to receive a carpool pass at a reduced rate.
- B. Designated Parking Space: A TSA-controlled parking space with a specific use for Government, Government special use, accessible, motorcycle, reserved or visitor parking.

**NOTE:** Spaces have unique wording or symbols to indicate restricted use.

- C. Government Parking Space: A marked and designated space for official government vehicles.
- D. Government Special Use Parking Space: A marked and designated space for large government vehicles and special uses as determined by the Property Management Division (PMD), Fleet and Transportation Services Branch (FTSB).
- E. Accessible Parking Space: A designated parking space reserved for a vehicle displaying an accessible license plate for persons with a disability, or other identification which has been issued by a State or the District of Columbia marked with the universal disability symbol.
- F. HQ Parking Interface: 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 (*HQ Parking Interface*) to the Department of Treasury site that pre-processes the application and payment, which ensures that TSA employees receive their monthly permit on time.
- 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. Motorcycle Parking Space: 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.
- I. Motor Pool: Official Government vehicles available for use on official business by any TSA employee with a valid driver's license.
- J. Non-designated Space: A space available for open parking without designation restrictions.

**NOTE:** Spaces have no unique wording or symbols to indicate restricted use.

- K. Official Government Vehicle: A Government-owned and/or leased vehicle including motor pool vehicles.
- L. Personal Identification Verification (PIV): A color-coded TSA-issued card containing the individuals name and photograph, which provides access to TSA HQ and related facilities.
- M. 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.
- N. Temporary Parking: Temporary parking for TSA employees 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 [Transit and Parking](#) iShare page for fees and acceptable methods of payment. Payment shall be confirmed before a permit will be issued.

- O. Vanpool: Any highway vehicle that seats at least six adults and one driver, and uses 80% of total mileage to transport employees from home to their place of work with TSA employees occupying at least one-half of the vehicle's seats (not including the driver).
- P. Visitor Parking Space: 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 HQ. Requests for visitor parking are granted by FTSB in conjunction with the TSA Physical Security Division.

## **5. RESPONSIBILITIES:**

A. FTSB, PMD, is responsible for:

- (1) Managing the TSA 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 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.
- (7) Issuing parking citations, as required.

B. Physical Security Division 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 PIV in accordance with TSA MD 2800.7.
- (4) Inspecting vehicle trunks and/or interiors, as needed, especially during time of heightened security.
- (5) Notifying FTSB, when appropriate, of any observed parking violations while on assigned rounds.

C. TSA Employees utilizing the HQ parking garage are responsible for:

- (1) Certifying that all information included on the [TSA Form 211, \*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 [HQ Parking Interface](#) online payment system on or before the 15<sup>th</sup> of each month.
- (4) Promptly relinquishing their parking permit to FTSB if the permit is no longer required, if minimum qualifications are no longer met, or if employee is no longer employed at TSA HQ for any reason.
- (5) Abiding by all garage Rules and Regulations defined in this document.
- (6) Requesting visitor garage access, when needed, from [Parking&Transit@tsa.dhs.gov](mailto:Parking&Transit@tsa.dhs.gov) at least one day in advance of scheduled arrival.
- (7) Escorting their approved guest from time of arrival to TSA HQ garage until garage departure.
- (8) Ensuring that all information on [TSA Form 203, \*Temporary Parking Permit Request\*](#) is accurate, and has been stamped and signed by FTSB staff.
- (9) Immediately notifying FTSB, when a parking permit is lost or stolen.

## **6. POLICY:**

### **A. HQ PARKING:**

- (1) The TSA HQ Parking and Carpool Program office shall:
  - (a) Adhere to all applicable Federal regulations.
  - (b) Provide agency policy and procedures that support TSA’s mission, and particularly HQ building security objectives.
  - (c) Encourage and promote transportation-related efficiencies and conservation through varied initiatives, such as carpooling, vanpooling, and the use of public transportation and alternative fuels and alternative fuel vehicles.
- (2) 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.
  - (a) A valid parking permit is required for access to the parking garage. Garage access shall be limited to authorized permit holders and those authorized temporary parking.

- (b) When the garage is at full capacity, a waitlist will be developed to provide parking to TSA HQ employees as space becomes available. HQ Parking is issued on a first come first serve basis.
- (c) Access to the HQ parking facility is granted on a monthly basis. Parking permits are issued monthly. Employees shall have a parking permit for the current month in order to be permitted in the parking garage. Should a media become available which eliminates the need for monthly parking passes, all references to passes or permits will apply to the media used.
- (d) TSA Public Transportation Benefit Program participants and those who receive a public transportation incentive or reimbursement are ineligible for a monthly parking permit at TSA HQ, either individually or as part of a carpool or vanpool. They are, however, eligible for temporary parking permits based on availability and garage capacity.
- (e) Carpool and Vanpool: All members of the carpool/vanpool –including contractors– shall be included on TSA Form 211 for carpool/vanpool parking permits. Use [TSA Form 211, Parking Permit Application](#) to add additional members.
  - i. Carpool parking is permitted in any non-designated space.
  - ii. Vanpool parking is authorized in Government Special Use Parking Spaces ONLY, due to interior height restrictions.
  - iii. If demand for carpool/vanpool exceeds the availability of designated spaces, then priority will be given to the carpool/vanpool with the greatest number of TSA employee members.
  - iv. If for any reason carpool/vanpool members decide to disband, each individual member will have to apply for individual parking.
  - v. Employees residing at the same address may apply for a two-member carpool pass provided their work schedule coincide.
- (3) 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 FTSB located on the 11<sup>th</sup> floor of the West Tower, 134 south. A permit shall be stamped and signed by FTSB staff in order to become valid. Temporary parking permits are subject to availability.
- (4) Who May Apply for a Monthly Parking Permit: Any full-time TSA employee who works at TSA HQ applying for a parking permit shall complete TSA Form 211. The completed application shall be submitted to FTSB for consideration.
- (5) Penalties: Falsifying information on the application or fraudulent or improper use of a parking permit may lead to forfeiture of the parking permit and/or corrective disciplinary or adverse action. Any persons 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.

- (6) Assignment of Parking Permits and Parking Fees: Current fees are listed on the FTSB's [Transit and Parking](#) iShare page. If the demand for parking permits exceeds the capacity of the garage, parking spaces shall be assigned based upon the following priority:
- (a) Official Government Vehicles.
  - (b) Accessible (Permanent and Temporary).
  - (c) Transportation Security Executive Service (TSES) Personnel.
  - (d) Carpool/Vanpool.
  - (e) Individual Employee/Motorcycle.
- (7) Fees and Payments:
- (a) Late Payment Fee: Any payment received after the 15<sup>th</sup> of the month for the following month's parking payment shall be assessed a \$30 late payment fee in the [HQ Parking Interface](#).
  - (b) Deficient Payments: A payment resulting in return from the financial institution can jeopardize parking privileges in the future. Three insufficient fund payments in a 12 month period will automatically result in removal from the parking program.
- (8) 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 FTSB.
- (9) Parking Access:
- (a) Access to the garage during business hours (4:00 a.m. to 6:00 p.m.), Monday through Friday, excluding holidays, requires a valid PIV and a valid parking permit.
  - (b) Access to the garage during non-business hours (6:00 p.m. to 4:00 a.m.), Monday through Friday, including holidays and on weekends, is available to any TSA employee with a valid PIV. Parking is free of charges and penalties provided employee is appropriately parked in either a Non-designated Parking Space or in a Designated Parking Space (e.g., Accessible Parking Space with valid disability parking permit, Motorcycle Parking Space with motorcycle).
- (10) Visitor Parking: Visitors may be given access to the parking garage provided they meet the following criteria:
- (a) They are conducting business at TSA HQ.
  - (b) They are a TSA employee possessing a PIV or are accompanied by a TSA employee with a PIV.

- (c) They have emailed FTSB, Parking and Transit at [Parking&Transit@tsa.dhs.gov](mailto:Parking&Transit@tsa.dhs.gov) at least one day prior to the visit.

(11) Accessible Permit:

- (1) Employees applying for an accessible parking permit must have qualified for and been granted a current State or District of Columbia disability parking placard.
- (2) Parking is permitted in parking spaces stenciled with the universal disability symbol or labeled "Accessible Parking" or in any non-designated space.
- (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 an accessible parking space(not reserved or assigned, based on availability) may be submitted and shall be accompanied by certification from a physician with an estimated duration of the disability.

- (12) 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.

(13) Parking Tax:

- (a) 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. The amount can be found in the IRS Publication 15-B, *Employer's Tax Guide to Fringe Benefits*. If the employee receives a parking permit with a value exceeding that amount, they shall be taxed on the excess.
- (b) 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 as of the publication date of this directive is 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.

(14) Parking Permit Display:

- (a) Parking permits shall be displayed in all vehicles without Government-issued license plates. Only parking permits issues by FTSB are valid for garage access and parking.
- (b) Monthly parking permits shall be displayed only during the covered month with the permit holder's name clearly visible through the front windshield. Permits must be visible prior to entering the garage and at all times while in the garage. Permits should be removed from plain site and safely secured when vehicles are not in the TSA HQ garage.

**NOTE:** There is no grace period for expired parking permits.

- (15) Accidents: Accidents on TSA HQ premises shall be reported immediately to the TSA Physical Security Division Command Center (571.277.2600) and to FTSB (571.227.2394) regardless of

the severity of the incident, the damage, or the number of vehicles involved. Those involved in the accident must exchange insurance information with affected parties.

- (16) **Building Damage:** Damage to TSA HQ structures shall be reported immediately to the TSA Security Division Command Center (571.227.2600) and to the Building Management Services Division, HQ Customer Service (571.227.2090 or [HQCustomerService@dhs.gov](mailto:HQCustomerService@dhs.gov)) regardless of the severity of the damage.
- (17) **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 six months or longer for filing fraudulent applications. FTSB reserve the right to revoke parking privileges for misconduct or rules violations.
- (18) **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.

**B. FIELD POLICY:**

- (1) **Employee parking (general):** The basic policy of the Government with respect to employee parking is that ordinarily it is the employee's responsibility to furnish transportation to and from the place of employment or duty, and if an employee chooses to use a private automobile for such purpose, the Government is under no obligation to provide a parking space.
- (2) **Transit and parking benefits:** TSA's basic policy is to maximize employee use of the agency's transit benefit program to encourage mass transit usage and lessen environmental impact rather than encourage employees to drive to and from work.
- (3) **Deviation from policy:** There are circumstances when deviation from the above policy may be appropriate, and therefore the TSA either subsidize parking fees or provides parking free of charge. In those instances where the TSA provides or subsidizes employee parking the following apply:
  - (a) No employee may receive a transit subsidy through any Federal transit subsidy program and also either receive subsidized parking or utilize other parking management services provided by the government.
  - (b) Employees should expect to incur costs for commuting including parking at their work location. Therefore, in all but the most extreme cases TSA will only subsidize the portion of a parking fee greater than \$35 per month for G Band and below employees. At participating locations employees will be expected to pay \$35 per month for parking (or the equivalent if

paid on a period other than monthly), and the TSA will subsidize the remainder. Employees who fail to pay their portion of the fee in a timely manner may lose their accommodations permanently.

- (c) Only G Band and below employees may receive a parking subsidy or parking paid in full by the TSA. H Band and above employees are expected to pay for parking in full. Requests for exceptions may be submitted using the format described below to EPAP@tsa.dhs.gov.
  - (d) Employees are not required to participate in the TSA parking program (if available at the employee's work location). Employees may forgo any parking subsidy or other services offered by TSA and make their own arrangements as they see fit. TSA will not make arrangements or subsidize parking individuals who choose not to participate in the TSA parking program.
  - (e) Only employees of the TSA may participate in the TSA parking program.
  - (f) All employees participating in the TSA parking program must behave professionally and courteously and adhere to all rules or use agreements at the parking lot/location and those of any contractor providing parking management services for the TSA. Inappropriate behavior or failure to follow rules or use agreements may result in loss of participation in the TSA parking program.
  - (g) Parking is first come, first served and parking spots will not be assigned nor will participants receive a reserved parking spot. Daily demand, weather, lot improvements as well as other circumstances may affect the number of spots available when attempting to park, therefore individual availability of parking spots is not guaranteed.
  - (h) Notwithstanding any law or rule or regulation to the contrary TSA accepts no responsibility for damage to or loss of vehicles including personal property as it pertains to parking covered by this MD.
- (4) Parking for union use: TSA will provide one parking space at each Category X airport for union use as close as practicable to the airport. This is a requirement of the Collective Bargaining Agreement between the TSA and the American Federation of Government Employees, and the TSA parking program will work with each airport to provide the parking space. The parking space will be provided to an authorized union representative, and regulating its use is the purview of the union. To ensure compliance with this requirement, the TSA parking program will maintain written documentation stating to whom the space was provided and where.
- (5) Parking provided to the Government free of charge: There are situations where parking spaces are provided free of charge to the Government. This most commonly occurs when the Government has leased space and limited or desirable parking for employees is included. Airport authorities may also provide parking spaces for Government use. In those situations, assuming the Government has control of assigning or otherwise dictating who may use the parking spaces, the following priorities for assigning parking spaces apply:

- (a) Official Government Vehicles; then,
  - (b) Bona fide operational requirements (subject to review); then,
  - (c) Union use (as directed by applicable agreements); then,
  - (d) Personal use for employees with temporary or permanent disabilities who have an official disabled placard or license plate for their vehicle; then,
  - (e) Carpool/Vanpool use; then,
  - (f) Personal use for individual employees.
- (6) Assignment of parking permits for employee parking: Where employees pay for parking, and the Government controls assigning or dictating who may use the parking spaces, the following priorities for assigning parking spaces or permits apply:
- (a) Personal use for employees with temporary or permanent disabilities who have an official disabled placard or license plate for their vehicle; then,
  - (b) Carpool/Vanpool (if demand for carpool/vanpool permits exceeds the availability of designated spaces, then priority will be given to the carpool/vanpool with the greatest number of TSA employee members); then,
  - (c) Personal use for individual employees (if demand for individual employee parking permits exceeds capacity, then priority will 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).
- (7) Payment of parking fees: Parking fees are the sole responsibility of the employee, unless other arrangements have been made by the government.
- (8) Participation in the parking program: TSA retains the authority for decisions on whether an airport or location will or will not participate in the parking program, and these decisions are not subject to the grievance process.

## **7. PROCEDURES:**

### **A. HQ PROCEDURES:**

- (1) HQ Parking Payments: To Access HQ Parking, go to the [Transit and Parking](#) iShare page and click on “HQ Parking” in the Parking Benefits section, or reference the applications page on the TSA employee web site.

- (a) First time users complete an employee profile that identifies their vehicle and parking permit type requested, and also their TSA mail routine number, which is used to identify the Business Management Division (BMD) where their permit will be sent.
- (b) Once the employee's profile is created and approved, they can log in and pay for the monthly parking.
- (c) Parking permits are distributed directly to the BMD during the last week of the month.
- (d) Employees login to the [\*HQ Parking Interface\*](#) on or before the 15<sup>th</sup> 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 16<sup>th</sup> of April will be credited towards the June permit fee. Failure to pay on time will delay parking permit issuance.

(2) Visitor Parking:

- (a) To the extent possible, at least one (1) day before visit an email should be sent to [Parking&Transit@tsa.dhs.gov](mailto:Parking&Transit@tsa.dhs.gov) providing the following information:
  - i. Date and time of visit.
  - ii. Vehicle make and model.
  - iii. Vehicle license plate number.
  - iv. Driver phone number.
  - v. Reason for visit.
  - vi. Name and phone number of visitor's TSA HQ point-of-contact (POC).
- (b) FTSB provides confirmation receipt notice by phone or email and notifies the Physical Security Division. The request should be considered unapproved until contacted by FTSB.
- (c) TSA HQ POCs escort authorized visitors with valid parking permits during their time in the TSA HQ facilities and until their departure, including from their arrival in the garage, to the TSA Visitor's Center for clearance, and back to the garage for departure. POC may be required to assist visitor with garage access if exit door is in the secure position.

(3) Driving and Parking Instructions:

- (a) Observe posted speed limits.
- (b) Turn on headlights when inside the garage.
- (c) Give pedestrians the right-of-way at all times.
- (d) Sound your horn and be prepared to stop when approaching blind intersections.
- (e) Do not park in any area marked "No Parking."

- (f) Do not park in such a manner that obstructs any vacant, reserved, or other space.
- (g) Do not park in such a manner that obstructs or jeopardizes the movement of any vehicle.
- (h) 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.
- (i) If an unauthorized vehicle is parked in a reserved parking space, the driver authorized to park in that space should park in a non-designated space and report the parking permit number and/or license plate number of the unauthorized vehicle to FTSB ([Parking&Transit@tsa.dhs.gov](mailto:Parking&Transit@tsa.dhs.gov)).
- (j) Do not move a vehicle other than your own.
- (k) Remove all valuables from your car and lock the doors.
- (l) Do not drive in or through areas that are marked as parking spaces of any type.
- (m) Official Government vehicles are only authorized to park in labeled GOV Parking Spaces on the west side of Parking Level 1 (P1) and are not authorized to park in Visitor Parking Spaces or other reserved spaces.

**B. FIELD PROCEDURES:**

- (1) When circumstances dictate deviation from the Government policy discussed above, a request to participate in the TSA's parking program must be submitted in writing by either the local Federal Security Director (FSD) to the TSA parking program office, an authorized member of the American Federation of Government Employees to the TSA parking program office with a copy submitted to the local FSD, or the TSA division director responsible for the field location (if location is not an airport). Requests may be submitted to [EPAP@tsa.dhs.gov](mailto:EPAP@tsa.dhs.gov).
- (2) The request must address the circumstance or circumstances why Government funds should be used to facilitate and/or subsidize parking at the airport. There are three circumstances where an airport's participation in TSA's parking program is appropriate:
  - (a) The parking vendor requires that TSA provide a single payer or refuses to take individual payments from employees for parking fees and no other parking choices are available; and/or,
  - (b) Parking fees are greater than \$35 per month (applicable to TSA security officers only); and/or,
  - (c) Participation in the program will significantly improve the efficiency and effectiveness at the location or will result in significant Government cost savings (if the previous two criteria do not apply).

(3) The request must also address the following:

(a) Availability of public transportation

- i. What public transportation to and from airport or TSA location is available?
- ii. What are the hours of operation for public transportation?
- iii. Are there carpooling/vanpooling options?

(b) Logistical considerations (If more than one parking location, please address each separately)

- i. Where do employees park currently, and what is the address or location?
- ii. Who operates this lot?
- iii. Who is the POC (with contact information) for this lot?
- iv. How many employees use this lot?
- v. Is there a specific reason employees use this lot?
- vi. How do employees get from the lot to their work site?
- vii. On what period are parking fees paid (i.e. monthly, quarterly, annually, etc.)?
- viii. How does the location control parking or access (cards, stickers, hang tags, etc.)?
- ix. Is a TSA employee designated to assist with controlling parking (i.e. distributing hang tags, etc.)?

(c) Local market research

- i. What other parking locations are available that are not utilized by employees?
- ii. What are the parking fees at these locations?
- iii. How would employees get to their work site from these locations?
- iv. What is the average monthly parking cost for your geographic area?

(d) Workforce and operational considerations

- i. How many officers have requested parking?

- ii. How many officers are on each shift?
- iii. What is the current shift schedule (start and end) and will this change?
- iv. How is the TSA mission affected at the location without TSA providing parking accommodations?

(4) As noted above, extreme cases may warrant increasing a parking subsidy so that participants pay less than \$35 per month. At these locations, the responsible official are required to submit a written request annually to continue allowing participants to pay less than \$35 monthly.

(5) Requests for participation in the TSA parking program will be approved provided the request meets one of the circumstances outlined above and funds are available. Available funding may impact the scope of participation, and if funding is not available to provide both parking management services and subsidies, priority will be given to providing parking management services

**8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

February 24, 2015

\_\_\_\_\_  
Pat A. Rose Jr.  
Assistant Administrator for Finance and  
Administration/Chief Financial Officer

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Assistant Administrators, Office Directors, All Employees

Point-of-Contact: Property Management Division, Fleet and Transportation Services Branch,  
[Fleet.Transportation@dhs.gov](mailto:Fleet.Transportation@dhs.gov), (571) 227-2053