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SUBJECT: Pentagon Parking Fees Collection Procedures

AUTHORITY. Office of Management and Budget Circular No. A-118, Federal Employee Parking Facilities; Federal Property Management Regulations (FPMR Temporary Regulation D-65); and the Federal Property and Administrative Services Act (40U.S.C.490) are the authority for the parking charges.

PARKING CHARGES. Each month a monthly parking fee will be collected in advance. This charge is determined by GSA on an annual basis and is equivalent to the fair monthly rental value for the use of comparable commercial facilities in the area. From November 1979 through September 1981, the charge will be assessed at one-half the established GSA rate. After September 1981, the full rate will go into effect. At present (November 1979 through September 1980), the Pentagon parking fee is \$10.00 per month.

EXEMPTIONS. Certain categories of employee parking and vehicles are exempt from parking fees as follows.

1. Shift and weekend duty employees. Shift employees are those whose scheduled duty hours are established as a shift starting or ending outside of an agency's normal working hours. This category includes employees on "swing or midnight" shifts, but not employees on flexitime or overtime.

2. Visitor Parking. Visitors will be exempt from a parking fee up to a limit of three hours.

3. Handicapped personnel driving vehicles specifically constructed or permanently modified.

4. Personnel on temporary duty not to exceed two weeks.

5. ~~Reserve component personnel during annual two weeks active duty.~~

6. Government-owned and leased vehicles.

7. Vanpools (consisting of 8-15 people) until September 30, 1981.

8. Two-wheeled vehicles.

FEE COLLECTION

1. Where. The Parking Fee Collection Office is located at the ~~the~~ ~~South end of the Concourse.~~ Hours of operation are 0800-1600 hours four days a week, and closed on every Wednesday, holidays and weekends.

2. When. Fees are collected in accordance with Fee Payment Schedules which are published each month by the Pentagon Building Administrator in a Building Circular. This procedure reduces waiting time to a minimum.

3. Who. All holders of valid Pentagon parking permits except those exempted above are responsible for paying the fee required for use of the parking lots. In the case of carpools, any bonafide member of a

carpool may pay the fee. Names of bonafide carpool members are reflected on DD Form 1199 (Application for Pentagon Car Pool Parking Permit and Validation Certificate). Fees are payable monthly in advance and must be in the form of cash.

4. How.

a. All non-exempt personnel who are holders of valid Pentagon parking permits are required to complete a ~~DD~~ Form ~~2213 DoD~~ Parking Record/ Receipt ((Attachment) prior to the scheduled payment date.

These receipt forms are available in all organization parking offices, the Central Parking Control Office, ~~and at the Mail, River, and Concourse Information Desks.~~

b. A cashier in the Parking Fee Collection Office will verify by CRT both the Permit Number on the ~~DD 2213~~, and the currency of the parking sticker. Personnel who allow their parking stickers to lapse will have their Permits revoked by the Central Parking Control Office.

c. Upon payment, in cash, of the parking fee, a paid parking sticker for the month will be provided the payer for placement on the front upper left corner of the parking permit. Each subsequent monthly sticker will be placed directly over the previous sticker. Failure to do so will subject the driver of the vehicle to a parking violation notice and fine.

d. Parking permits and/or paid stickers stolen from vehicles at ~~the Pentagon~~ must be reported, in person, to the GSA Federal Protective Service, Room ~~1A515~~. A copy of the police report must accompany each request for repurchase of the monthly sticker or reissuance of the parking permit. ~~valid permit holders who report lost or stolen stickers~~

are required to purchase a new sticker.

e. The Cashier^s at the Parking Fee Collection Office use^s their copy of the ~~DD2213~~ to update the computer.

Attachment