

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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# FSIS DIRECTIVE

2450.2  
Revision 3

10/5/17

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## GOVERNMENT PAID PARKING FOR NON-BARGAINING UNIT EMPLOYEES

### I. PURPOSE

This directive outlines the FSIS policy and eligibility requirements for procuring parking space assignments for non-bargaining unit employees. FSIS is reissuing this directive to clarify that employees cannot transfer an approved parking space to another employee.

#### KEY POINTS:

- *Parking benefits are contingent upon the availability of parking facilities or spaces and funding*
- *FSIS offers employee parking benefits for ridesharing, such as carpools and vanpools*
- *Misuse of parking benefits could result in administrative action*
- *Approved parking spaces are not transferable*

### II. CANCELLATION

FSIS Directive 2450.2, Revision 2, Government Paid Parking for Non-Bargaining Unit Employees, 6/24/16

### III. BACKGROUND

In accordance with [USDA Departmental Regulation 1633-001, Parking-USDA Headquarters Complex Washington, D.C.](#), FSIS provides parking benefits to eligible non-bargaining unit employees when the lack of parking facilities or spaces can affect the operating efficiency of FSIS, and when the lack of available parking facilities or spaces is detrimental to the hiring and retention of personnel. Eligibility requirements for paid parking are outlined in this directive. In addition, FSIS offers parking benefits for non-bargaining unit employees who use vanpools and carpools as stated in [Executive Order 12191, Federal Facility Ridesharing Program](#). Non-bargaining unit employees who require disability parking under Reasonable Accommodation may make a request to their supervisor using the procedures set forth in [Departmental Manual 4300-002, Reasonable Accommodation Procedures](#).

### IV. ELIGIBILITY

A. Employees may submit an application, [FSIS Form 2450-7, Government Paid Parking Application for Non-Bargaining Unit Employees](#) for paid parking for their Privately Owned Vehicle (POV) under the following circumstances that exist on a daily basis. These are examples and other circumstances may be considered:

1. Transporting materials for FSIS that cannot be transported via public transportation;
2. When hours worked do not correspond to the hours during which public transportation is available;  
or

3. When employees are expected to visit sites during the workday with their POV that are not accessible by public transportation.

**NOTE:** Employees that perform duties on a part time or as needed basis are not eligible for paid parking under the FSIS parking program but may claim reimbursement under [FSIS Directive 3800.2, Reimbursement for use of Privately Owned Vehicles](#).

B. Employees who hold positions in certain field locations where FSIS experiences extreme difficulty recruiting or retaining employees may be eligible for paid parking as a recruitment and retention incentive. The employee's Supervisor, District Manager (DM) or Director and the Assistant Administrator (AA) make this determination before submitting the [FSIS Form 2450-7](#) to the Administrator for final approval.

C. FSIS encourages employees to ride together whenever possible to promote fuel conservation, reduce traffic congestion and air pollution, and reduce the demand for parking. Employees who use a vanpool or carpool may be eligible for paid parking. Employees are responsible for ensuring that the number of riders does not exceed the maximum capacity of the vehicle listed on their parking application.

D. If approved and currently receiving transit subsidy funding, the applicant is to request the cancellation of transit subsidy program participation in writing to the transit subsidy program coordinator and provide a copy of that communication to the FSIS Office of Administrative Services Parking Program Coordinator at [govtpaidparking@fsis.usda.gov](mailto:govtpaidparking@fsis.usda.gov).

E. An approved applicant may not have an active AD-728, Home-To-Work Authorization in place.

## **V. APPLYING FOR PARKING PERMITS**

A. Employees complete and sign the [FSIS Form 2450-7](#) to begin the paid parking application process. Parking applications are reviewed and approved by managers in the following order with the exception of carpool and vanpool parking applications, which only require supervisory approval:

1. The employee's Supervisor (for all parking applications);
2. The employee's DM or Director (only for single occupancy vehicles);
3. The employee's AA (only for single occupancy vehicles);
4. The FSIS Administrator (only for single occupancy vehicles); and
5. The OAS Parking Program Coordinator (after Administrator and all other signatures are obtained for final processing).

B. Once all approvals are obtained, employees must send the completed [FSIS Form 2450-7](#) to OAS for processing using one of the following options:

1. Email a scanned copy to [govtpaidparking@fsis.usda.gov](mailto:govtpaidparking@fsis.usda.gov); or
2. Fax a copy to 301-504-4231.

C. If approved as a participant, employees are to pay parking fees on a monthly basis out of personal funds and then request reimbursement for those parking fees by completing a [Official Form 1164, Claim for Reimbursement for Expenditures on Official Business](#) (OF-1164) and submitting it to OAS.

## **VI. OAS RESPONSIBILITY**

OAS is responsible for the overall management of FSIS's paid parking program. OAS:

1. Establishes plans and procedures for maintaining the program;
2. Obtains and assigns parking spaces, where available, to meet approved parking requests;
3. Monitors and evaluates the parking program to ensure compliance with FSIS policy and procedures;
4. Accepts and reviews parking applications to ensure authenticity of signatures and information and conformity with FSIS policy and procedures;
5. Arranges for investigations of alleged violations and forwards confirmed violations to the Labor and Employee Relations Division for determination of appropriate disciplinary or adverse action (**example:** loss of parking privileges);
6. Issues correspondence for parking reassignments;
7. Reviews Home-to-Work Authorizations on file for employees with Government-owned Vehicles (GOV);
8. Provides, prior to the new fiscal year, a program code to cover parking fees for all participants parking in non-GSA leased spaces; and
9. Verifies approved parking applications against approved transit applications in cooperation with the Employee Safety, Health and Wellness Staff (ESHWS), Employee Wellness and Worklife Group (EWWG).

## **VII. PARKING ASSIGNMENTS AND REASSIGNMENTS**

- A. Employees who apply for parking space assignment are to abide by the eligibility requirements in this directive and the rules of the applicable parking facility.
- B. Applications for parking space assignments are accepted on a continuous basis. Current permit holders are not automatically renewed. When announced by OAS, employees must reapply for a parking space assignment.
- C. When applications for parking space assignments exceed the number of spaces available, OAS places those that submitted the additional applications on a waiting list until spaces become available.
- D. When spaces become vacant because of retirements, separations, or employees leaving FSIS, the employee with a parking space assignment is responsible for notifying OAS via email that the space is available for reassignment and is to turn in the property associated with the parking space, such as permits and remote devices, to the appropriate local parking official. Employees cannot transfer an approved parking space to another employee. If at any time the employee becomes incapacitated and is unable to notify OAS, the employee's supervisor should provide email notification of the status change in participation.

## VIII. MISUSE OF PARKING BENEFITS

A. Violations could result in appropriate administrative action, including disciplinary or adverse action.

**EXAMPLE:** An employee who is found to have committed a violation may lose their parking privileges for at least 1 year. Violations include:

1. Any act of circumventing this directive to gain favor;
2. Applying for more than one parking space;
3. Counterfeiting, altering, or reproducing permits;
4. Falsifying parking applications; and
5. Leaving a position without notifying the OAS Parking Program Coordinator.

B. Employees involved in an incident that causes damage to the vehicle or parking facility are to immediately report the incident as required by law.

C. The OAS Parking Program Coordinator makes or arranges for random investigations of parking lots. If the Parking Program Coordinator finds that the space is used for other than what the application indicates, OAS will reassign the space..

## IX. QUESTIONS

Refer questions regarding this directive to the OAS Parking Program Coordinator at [govtpaidparking@fsis.usda.gov](mailto:govtpaidparking@fsis.usda.gov).



Assistant Administrator  
Office of Policy and Program Development