



TO: All USDA Headquarters Employees

FROM: Christopher A. Gomez /s/ August 17, 2004
Acting Director of Operations

SUBJECT: 2005 Parking Registration

The Office of Operations, Parking Management Office, recently converted the parking management system's database software to improve the efficiency and reliability of the system. As a result of this change, we are conducting a new parking registration effort for all carpool, vanpool and disabled parking assignments at the USDA Headquarters Complex. The 2005 parking registration applies to employees working in the following facilities: Jamie L. Whitten Building; South Building; Sidney R. Yates Building; Cotton Annex; Reporters Building; Portals Building; Aerospace Building; and Waterfront building. **This registration excludes all executive parking assignments.**

Consistent with the Transit Subsidy Program guidelines, new parking criteria are instituted for car/vanpools. Those criteria are listed below:

1. Criteria for assignment of points:
 - a. Employment Points
 - (1) 3 points for each USDA full-time pool member
 - (2) 2 points for each non-USDA Federal full-time pool member
 - (3) 1 point for each non-Federal full-time pool member.
2. Criteria to qualify as a carpool: A carpool consists of at least two (2) full-time USDA employees, who commute to and from the USDA HQ complex on a daily basis, and are not registered users of the Transit Subsidy Program. For carpools having more than two (2) members, the primary and secondary permit holders must be USDA employees. Each carpool will receive 3 additional points if the majority of the carpool commutes from outside the Beltway.
3. Criteria to qualify for a vanpool: A vanpool must utilize a van that can transport seven (7) to fifteen (15) commuters. At least four (4) of these commuters must be USDA full-time employees. Both the primary and secondary permit holders must be USDA employees. Each vanpool will receive 3 additional points if the majority of the vanpool commutes from outside the Beltway.

Parking permits are provided to carpool and vanpool applicants with the highest point totals in a descending order of scores until all spaces are assigned. The maximum number of riders may not exceed the maximum vehicle capacity. If at any time a tie in ranking occurs, the assignment of space is determined by the date the application was received in the Parking Management Office (PMO).

Criteria for Disabled Parking Assignments: Disabled parking assignments will be provided to USDA employees whose disability makes their use of public transportation, carpools, or vanpools unreasonably difficult or impossible. Disabled parking will be made available in accordance with the Americans with Disabilities Act, as outlined in the Federal Register, Volume 56, No. 144, Friday, July 26, 1991.

How to Apply

Applications for carpool or vanpool parking permits are submitted electronically on-line at our new secured intranet site www.wasc.usda.gov. Once you access the WASC page, go to PK Applications and follow the instructions. Incomplete or improperly prepared applications will not be accepted by the system and you will receive an error message.

Once an application is successfully submitted, the application will be sent to your Agency Parking Representative (APR). You will receive a message stating that your application has been accepted and forwarded to your APR. APR's will review applications and submit them to the PMO.

Employees with Disabilities

Employees with disabilities must obtain form AD-1081, dated August 26, 1991, from their APR. Both the employee and physician portion of the application must be completed. Employees may submit fax copies of the signed physician's portion of the application. In addition to the completed application, the employee must submit a copy of their proof of possession of a valid State or District of Columbia issued disability license plate or disability placard. AD-1081 applications should be submitted to your APR.

Application Deadline

Applications for parking permits must be received by **September 15, 2004**. Applications received after this date will not be considered and will be placed on a waiting list. Should spaces become available after the registration process is completed, parking may be assigned at that time.

New parking applications can be submitted at any time during the year and will automatically go on the waiting list for an available space.

Please contact your APR with any questions regarding the status of your parking application. A listing of APR's is attached.

Attachment

USDA AGENCY PARKING REPRESENTATIVES

AGENCY	REPRESENTATIVE	ADDRESS	PHONE NO.
AMS/GIPSA	Shelly Queen Gregg Ramsey	Room 0757-South	(202) 690-4096 (202) 720-3823
APHIS	Paulette Gould Vicki Bliss Kathy Legendre Toni Paris Catherine Brown Laura Parks Jerome Patterson Margaux Jablonski	Unit 114, Suite 2A04 Riverdale, MD	(301) 734-4445 (301) 734-7720 (301) 734-5558 (301) 734-5122 (301) 734-3858 (301) 734-3867 (301) 734-5699 (301) 734-8010
ARS/ERS/CSREES NASS RDD	Joyce Cooper Diane Stonecypher	3868-S 3251 Old Lee HWY Fairfax, VA	(202) 720-7566 (703) 235-5211 ex. 100
ARS (Annex)	Cheryl Brumback	Portals Bldg. Suite#580C Stop-0311	(202) 720-2359
ARS (Ivy Lane) NAL	Renee Utt Janette Reeves	Room 2110A Room 200A NAL	(301) 504-1745 (301) 504-5248
FSA/RMA/FAS	Skip Mielwocki Pearl Mahone	Room 1406	(202) 720-9395 (202) 690-2858
FCS/FNS	Janie Manley Donna Browne	Room 240-E	(202) 720-7711
FSIS	Tammy Nutwell	FSIS,ASD,Rm.#2L19OC Beltsville, MD	(301) 504-4227
FS	Delores Plum Kim Gibson	5 th Floor Tower	(202) 260-7586 (202) 260-7399
OALJ	Joyce Dawson	Room 1081-S	(202) 720-2773
OBPA	Jackie Parton	Room 147E admin	(202) 720-5303
CFO	Mary Barth Wendy Dotson	Room 4082	(202) 205-3759 (202) 690-4414
OGC	Deborah Vita Lanita Williams	Room 2041	(202) 720-4861
OIG	Jan Gaskins	Room 42E admin	(202) 720-6996
OC	Karen Baker	Room 59A	(202) 720-2050
OCIO	Cheryl Beans Cynthia Larkins	Room 0117	(202) 720-4556
NRCS	Vera Carey Anjunette Lyles	Room 5220 -S	(202) 720-2604
RD/RUS/RHS/RBS	Sam Ward Carolyn Lakenan	STOP 0742 Reporter's Bldg.	(202) 692-0021 (202) 692-0018
DA,OO,OES,OHRM CR,OPPM,OSDBU	Lt. Stephanie Beckett Sgt. Lori Parks	Room 1420	(202) 720-7275