

Russell, Stephanie (NIH/OD) [E]

From: McKerrow, Melissa (NIH/OD) [E]
Sent: Thursday, April 29, 2010 4:36 PM
To: Cole, Todd (NIH/OD) [E]; Thomas, Karen F. (NIH/OD) [E]; Garnes, Theresa (NIH/OD) [E]; Keith, Thomas (NIH/OD) [E]; Mizzell, Sherley (NIH/OD) [E]; Smith, Mary (NIH/OD) [E]; Trexler, Lorraine (NIH/OD) [E]; Wilson, Georgiann (NIH/OD) [E]; Kaminski, Sue (NIH/OD) [E]; Armstead, Mary (NIH/NBS) [E]; Holliday, Greg (NIH/OD) [E]; Winley, Lonnie (NIH/OD) [E]; Postell, Willie (NIH/OD) [E]; Clark, Janise (NIH/OD) [E]; Davy, Shahaira (NIH/OD) [E]; Helsabeck, Danielle (NIH/OD) [E]; Kittrell, Carol (NIH/OD) [E]; Cao, Lahn (NIH/OD) [E]; Glasford, Margaret (NIH/OD) [C]; Mitchell, Elaunda (NIH/OD) [C]; Demetriou, Carmen (NIH/OD) [C]; Pincus, Carolyn (NIH/OD) [E]; Perrin, Cristy (NIH/OD) [C]; Jones, Shirley (NIH/OD) [C]; Williams, Bronte (NIH/OD) [C]; Clark, Sharon (NIH/OD) [E]
Cc: Frasier, Diane (NIH/OD) [E]; Owens-Scarboro, Annette (NIH/OD) [E]; Russell, Stephanie (NIH/OD) [E]; Kirby, Patricia (NIH/OD) [E]; Lawson, Bernice (NIH/OD) [C]; Ali, Emir (NIH/OD) [C]
Subject: OALM Parking Sticker Policy
Attachments: PS Log Sheet.xls

On behalf of Ms. Frasier:

Effective Monday, May 3rd, the following policy regarding the usage of parking stickers is to be implemented within all OALM offices:

- **Parking stickers are to be provided to OALM staff and contractors only.**
- Stickers are NOT to be provided to non-OALM employees and contractors. This includes attendees of OALM-sponsored meetings or training.
- Parking stickers for other locations (i.e., Campus, Democracy, etc.) may be purchased if program areas' budgets can support the cost. In addition, employees who pay out-of-pocket for off-site parking may be reimbursed via the local travel voucher process.

In addition, parking stickers will now be centrally managed by the following individuals, who will maintain usage logs (see attached template sample) and be responsible for ordering new stickers, as needed:

OALM Front Office	Bernice Lawson 6100/6D01
OALM/APRO	Margaret Glasford 6011/629B
OAMP	Sue Kaminski 6100/6E01A
OLAO	Elaunda Mitchell 6011/637

The process for purchasing parking stickers remains unchanged; e.g., the parking sticker coordinators shown above will submit an approved NIH-1742, *Purchase Request*, to their respective administrative officer.

Questions regarding the new parking sticker policy may be addressed to Melissa McKerrow on 301-435-3656 or Stephanie Russell on 301-496-7088.