

**ALLOCATING PARKING SPACES AT FIELD LOCATIONS**

**1. PURPOSE**

This Directive states the policy for allocating agency-owned or agency-controlled parking spaces at field locations. It does not apply to locations where parking is controlled by the General Services Administration or another Government agency. Changes in parking may incur bargaining obligations.

**2. HIGHLIGHTS**

This Directive clarifies the Marketing and Regulatory Programs (MRP) policy on allocating parking spaces and payment of parking fees.

**3. AUTHORITY**

Federal Management Regulation (41 CFR 102-74.300 and 102-74.305).

**4. POLICY**

- a. It is MRP policy to allocate available parking spaces to employees in the following order of priority:
- (1) Privately owned vehicles of severely handicapped employees who cannot use public transportation.
  - (2) Persons who work unusual hours (not to exceed 10 percent of MRP spaces).
  - (3) Vanpool/carpool vehicles.
  - (4) Privately owned vehicles of employees that are regularly used for Government business at least 12 days per month and that qualify for reimbursement of mileage and travel expenses under Government Travel Regulations.
  - (5) Government-owned or -leased vehicles and visitors' parking.

- b. It is MRP policy that employees pay for parking of privately owned vehicles when there is a direct charge to either the Agency or the employee. The exceptions are for:
  - (1) Privately owned vehicles regularly used for Government business. These are vehicles used 12 or more workdays per month for Government business for which employees receive reimbursement for mileage and parking fees under the Government Travel Regulations.
  - (2) Privately owned vehicles of agency employees whose official duty station is a U.S. Border Station. These vehicles are used by employees to commute to work at the various U.S. border stations. Parking of these vehicles will be permitted when spaces are available.
- c. APHIS will pay for all Government-owned or -leased vehicle parking.

## 5. INQUIRIES

- a. Direct inquiries about this Directive to the Administrative Services Division, Programs, Policy and Systems Branch, at 301-734-8468.
- b. This Directive is available on the following websites:

APHIS website at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library)

AMS Administrative Issuances home page at [www.ams.usda.gov/issuances](http://www.ams.usda.gov/issuances)

GIPSA Directives and Notices page at [www.gipsa.usda.gov](http://www.gipsa.usda.gov)

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