



TO: **EMPLOYEES** - Parklawn and Park Buildings

FROM: Director
Division of Property Management, AOS

SUBJECT: 2004 Parking Update

The Program Support Center (PSC) is beginning the 2004 Parking Update for spaces at the Parklawn and Park Buildings. The PSC Parking Issuance #2, describing the assignment process, is available in the Parking & Information Office (PIO) for your review.

The spaces included in this update are located in the Parklawn Building lots A, B, C, D and E, garage levels I, 2, and 3 and Park Building lots M and N. Current holders of parking permits, all employees on the waiting list and any other employees wishing to apply for a parking space assignment in the PSC controlled lots must complete Form PSC 43, "Application for Parking Permit" (on the back side of this memo, available in room 5B-07 and on the PSC Forms website <http://forms.psc.gov>). Return completed applications to the PIO, Room 5B-07, Parklawn Building, by close of business **May 5, 2004**. OPDIV Executive Officers or designee will coordinate executive level submissions.

Applications submitted before the date of this memorandum are no longer valid.

We will continue the use of "block" parking areas in the North "A" and South "D" parking lots for single drivers. To qualify as a carpool you must have at least two members that work in either the Parklawn or Park Building.

Every employee must have an HHS employee building identification card to participate in the PSC parking review. Contractors are excluded from this update. Individuals can not have an assigned parking space and at the same time receive a TRANSHARE subsidy.

SAMHSA employees in Parklawn are to apply for this update. HRSA employees at Bethesda Towers and at 75I9 Standish Place also need to apply, but please submit your completed applications to Mark Walsh (for BPHC Bethesda employees), Stacey Parcover (SPB employees) and Catherine Kuchinsky (for Standish employees) - **do not** send them to Parklawn.

New assignments will be effective Thursday, July 1, 2004.



Heather M. Ransom



APPLICATION FOR PARKING PERMIT

FOR ADMINISTRATIVE USE ONLY

CATEGORY

SPACE NUMBER

Are you currently assigned a space? Lot _____ Space # _____

Lot preference A (North) D (South)

APPLICANT INFORMATION

NAME	WORK HOURS	AGENCY / SUB-AGENCY
HOME ADDRESS	BUILDING / ROOM	TAG NUMBER AND STATE
		MAKE AND MODEL OF CAR
SIGNATURE	OFFICE PHONE	<input type="checkbox"/> DRIVER <input type="checkbox"/> RIDER
NAME	WORK HOURS	AGENCY / SUB-AGENCY
HOME ADDRESS	BUILDING / ROOM	TAG NUMBER AND STATE
		MAKE AND MODEL OF CAR
SIGNATURE	OFFICE PHONE	<input type="checkbox"/> DRIVER <input type="checkbox"/> RIDER
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NAME	WORK HOURS	AGENCY / SUB-AGENCY
HOME ADDRESS	BUILDING / ROOM	TAG NUMBER AND STATE
		MAKE AND MODEL OF CAR
SIGNATURE	OFFICE PHONE	<input type="checkbox"/> DRIVER <input type="checkbox"/> RIDER

TYPE OF PERMIT REQUESTED

Handicapped
 Vanpool
 Carpool
 Single
 Motorcycle

I certify by signing above that the statements on this application are true to the best of my knowledge; have read and will observe the rules and regulations as issued by the PSC in the Administrative Operations Service Issuance No. 2, "Allocation & Assignment of Parking Spaces & Motor Vehicle Operation in the Parklawn Complex"; am aware of the penalty for infractions of the rules; such penalty being that parking space assignments will be revoked in those cases where permittees receive repeated warning, submit false applications, and/or flagrantly disregard the rules.