



ADMINISTRATIVE MEMORANDUM No. 145

SUBJECT: Commuter Services Regulations at Headquarters

CONSIDERING:

That GS/OAS commuting patterns evolved due to the Covid-19 Pandemic and improvements in GS/OAS information technology infrastructure, the current Parking Service Regulations in place require adjustment to align with new working conditions, which include routine telework and hybrid work, and to include other commuter services.

THE DECISION:

1. To adopt effective as of the date of this Administrative Memorandum the Commuter Service Regulations at Headquarters, Attachment A to this memorandum.
2. To authorize the Director of the Department of General Services to implement the Commuter Service Regulations at Headquarters and maintain an updated standard operating procedures governing commuter services, which include parking services, for publication on the GS/OAS intranet (currently OASConnect under Services/Commuter Services).
3. That this Administrative Memorandum rescind and derogate the Parking Service Regulations issued under Administrative Memorandum No. 83 (December 16, 1997), as amended by Administrative Memorandum No. 91 (November 17, 1999), and all other rules, regulations, instructions, and practices of the GS/OAS that are inconsistent with the Commuter Service Regulations at Headquarters.

A handwritten signature in black ink that reads "Jay Anania".

Jay N. Anania
Secretary for Administration and Finance



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ATTACHMENT A

COMMUTER SERVICE REGULATIONS AT HEADQUARTERS

November 30, 2022

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1. PURPOSE

To regulate the provision of commuter services, including parking, located at Headquarters by the General Secretariat of the Organization of American States ("GS/OAS"), including the management and operations of GS/OAS parking facilities across all GS/OAS buildings.

2. PARKING SERVICE

The parking service is an optional service offered to GS/OAS workforce members as described in part D below. This self-funded and cost-recovery service is offered to facilitate the parking needs of the GS/OAS workforce and is subject to acceptance of, and full compliance with, the regulations set forth in this document. Parking facilities are subject to availability and capacity limits and may be restricted during peak hours of demand and/or scheduled events. Except as explicitly authorized, registered parkers will not have assigned spaces and must park in available spaces at their assigned location or locations.

The parking service is a privilege and not an entitlement or right. The authorization and use of parking service under these regulations shall not be construed as an administrative measure affecting the interests of workforce members, and therefore shall not give rise to proceedings under Chapter XII of the Staff Rules.

A. Parking Facilities

There are three parking facilities to which those eligible to park may be assigned:

- Main Building or "C Street "parking facility ("MNB")
- Administration Building parking facility ("ADM"); and
- General Secretariat Building parking facility ("GSB")

B. Types of Vehicles

The following vehicles are permitted in the GS/OAS parking facilities

- Standard size vehicles
- Electric Vehicles
- 2-wheel motor vehicles
- 3-wheel motor vehicles
- Bicycles and Scooters

C. Unsafe and Oversized Vehicles

Any vehicle not in compliance with the regulations of its registered state jurisdiction and/or which exceeds 6.5 feet in height and 8 feet in width is considered unsafe and will not be allowed in any GS/OAS parking facilities. Oversized vehicles are defined as those that exceed the current parking facility clearances and as such will not be permitted in the GS/OAS parking facilities.

For more information regarding parking operations details such as rates, hours of operations, registration process, violation fees, among others, please refer to the Parking Service Standard Operating Procedures (PSSOP) document located at the OASConnect under Services/Commuter Services.

D. Eligibility

- GS/OAS workforce members (GS/OAS Staff, Natural CPRs, Fellows, Interns, Associate Staff), with a valid OAS ID card are eligible to request and be granted GS/OAS parking privileges.
- The following groups may also be granted temporary or extended parking privileges, at the discretion of the Director of the Department of General Services (DGS) under the active pricing rate and subject to current availability:
 - Staff of other international organizations and other entities on official business;
 - Certain individuals performing work or providing services to GS/OAS as follows:
 - Third-party (commercial) contractors, including guards and parking attendants;
 - GS/OAS retirees; and
 - Tenants.
- Parking spaces in each of the GS/OAS parking facilities shall be issued in the following order of priority:
 - GS/OAS workforce members with either a permanent or temporary physical disability. Workforce members at the level of Director and above and staff in positions of trust;
 - All other GS/OAS workforce members;
 - All other non-GS/OAS workforce.
- By default, registered parkers will be assigned to ONE primary parking facility based on the closest proximity to their assigned office space.
- The parking permit shall be displayed in the vehicle of the registered parker.
- All vehicles using GS/OAS parking facilities must be covered by personal liability and property-damage insurance pursuant to the law of the state or district in which the vehicle is registered. A copy of the insurance policy shall be presented to DGS whenever requested. All drivers must have a valid driver's license and be lawfully permitted to drive in Washington, D.C.

E. Availability

- Due to the limited capacity of GS/OAS parking facilities, demand for monthly parking may exceed the number of available spaces. When this occurs, DGS will maintain a Monthly Parking Waiting List such that eligible individuals who request monthly parking will be accommodated on a first-come/first-serve basis when an appropriate space becomes available.
- If no parking spaces are available on GS/OAS premises, DGS may consider leasing and assigning parking spaces in commercial parking until such time as space becomes available on GS/OAS premises.

F. Change Requests Limit

- The introduction of additional, flexible parking options may increase the demand for frequent changes to individual parking arrangements and increase overhead costs to parking administration. To mitigate the risk of frequent, costly change requests, registered parkers will be limited to no more than two change requests to their existing parking arrangement, one request each during parking open seasons in June and December of each year.

G. Transferability

Registered parkers are NOT permitted to transfer or lend their ongoing arrangement for parking services to any other individuals. The practice of temporarily allowing a person to use a workforce member's parking space in any parking facility represents an administrative burden to the current operating model and resources and is therefore prohibited.

H. Reserved Parking

Reserved parking is defined as permanent spaces assigned to the following groups or service categories:

- Members of the Permanent Missions to the OAS, while they are on Official Business with the Organization;
- GS/OAS official vehicles;
- All spaces in the parking area in front of the Main Building and those along the semicircular driveway that are marked with country names;
- Loading docks, used for service operations only¹;
- Electrical vehicle charging stations for the exclusive use of electrical vehicles while actively charging; and
- Designated handicap parking in each GS/OAS parking facility.

I. Special Permits

- **Maternity Parking:** Special parking permits may be issued to workforce members entering their third trimester of pregnancy and/or during the first 3 months upon return to their duties after maternity leave.
- **Temporary Disability:** Parking for persons who are temporarily disabled who are authorized to enter GS/OAS facilities, shall be provided in each facility where parking is available.
- **Multiple Parking Access:** Secretaries and Directors who are registered parkers may be assigned access to all parking facilities to allow them easy access in case of last-minute meetings and/or emergencies. This privilege should not be abused for personal or other reasons.
- **Carpooling:** The GS/OAS highly encourages carpooling among multiple workforce members because carpooling reduces energy consumption and emissions, traffic congestion, and parking demand, special provisions may be made for eligible members who wish to carpool to work. Each carpooling group must be composed of at least one eligible workforce member who already has a parking space at any of the GS/OAS parking facilities and one or more additional GS/OAS workforce members who holds a valid OAS ID card.

3. PARKING FEES

All registered parkers granted parking privileges in any GS/OAS parking facilities or leased facilities must pay parking fees with no exceptions based on the active/current service rates.

The GS/OAS Parking Service rates will be published in the PSSOP document (currently located in the OASConnect under Services/Commuter Services). Rates are subject to periodic review by the Director of the Department of General Services based on ongoing analysis of the demand level, cost projections, and prevailing market rates to ensure the pricing rates are sufficient to recover the costs incurred in maintaining and operating the GS/OAS parking facilities. If introduced, changes to rates will be announced in advance and take effect 30 days from the announcement.

A. Monthly Fees

¹ Unauthorized use of these spaces shall result in the imposition of fines, and/or the suspension and/or revocation of parking privileges in accordance with pertinent sections of these regulations. For more information on parking violations, please see the PSSOP located in the OAS Connect under Services/Commuter Services.

- DGS shall publish the scale of monthly parking fees for automobiles, updating the scale when changes occur.
- The monthly parking fee will be deducted automatically from the participating staff members' monthly salary.
- Non-staff members parking users with parking privileges shall pay their monthly parking fees through direct debit ACH deductions.

B. Daily Fees

- Workforce members with valid ID cards who do not have monthly parking service access, or whose parking access is restricted to a limited number of days per week, may pay for parking on a daily basis.
- Daily parking fees shall be paid in advance by credit/debit card through an automated payment system.
- GS/OAS retirees are eligible for daily permits and will be charged at the rate assigned to retirees.
- All daily parking rates will be posted on the OAS intranet (currently, on OASConnect under Services/Commuter Services).

C. Two-wheeled Vehicles

- Motor-driven two-wheeled vehicles will be permitted to park, subject to space availability, in designated areas.
- Bicycles will be permitted at no cost. Bicycles must be registered with DGS. OAS workforce and non-OAS workforce must provide a valid OAS ID card to access the parking facilities. Bikes must be parked only in designated areas, subject to space availability.

4. PARKING PROGRAMS

Details about the parking programs will be published in the PSSOP document located on the GS/OAS intranet (currently on OASConnect under Services/Commuter Services).

5. COMMUTER SERVICES COMMITTEE

A Commuter Services Committee advises and supports the administration of commuter services, including parking administration, and performs the following functions:

- Reviews specific matters related to parking affairs such as violations and sanctions, to determine responsibility in cases of claims for damage to vehicles, and to report its recommendations to the Parking Administrator and to the Director of DGS.
- Advises DGS on processes and procedures updates, reporting its recommendations to the Parking Administrator and to the Director of DGS.
- Considers and advises on the provision of other commuter services.
- The Commuter Services Committee is composed of the following members:
 - The Director of DGS or her/his representative;
 - One representative appointed by the President of the Staff Association; and
 - A third staff member of the General Secretariat to serve as chairperson and appointed annually by the Director of DGS.

The Commuter Services Committee members serve as advisors and hold no management or operational authority as the parking service is fully managed by DGS.

6. TERMINATION OF PARKING PRIVILEGES

Acceptance of parking shall constitute a monthly contract between the registered parker and the GS/OAS and may be terminated by the GS/OAS pursuant to 30 days' notice in writing to that person stating the reasons why the privilege is being withdrawn. The registered parker may terminate the parking contract pursuant to 30 days' written notice to the DGS. registered parkers who cancel their parking contract and subsequently apply for readmission will be treated as new applicants.

7. OTHER COMMUTER SERVICES

DGS and the Commuter Committee shall establish such standard operating procedures as may be necessary to administer other services related to commuter services. Such services could be EV charging stations, air machines for vehicles, bicycle parking, locker rooms, fitness center, among others.

8. MISCELLANEOUS PROVISIONS

A. General

- Exceptions and/or exemptions to these regulations shall be considered and reviewed by the Commuter Services Committee before final approval by the Director of DGS or by the Secretary for Administration and Finance.
- The Commuter Services Committee shall interpret these regulations and shall review and recommend implementing procedures as necessary.

B. Disclaimer of Liability

The GS/OAS disclaims any liability for loss or damage to property arising out of parking on its premises, except when such loss or damage is caused by the parking attendants or persons assigned to work on behalf of the GS/OAS in its parking facilities.

C. Claims

- DGS will review and recommend action on claims for damage caused by parking attendants or people assigned to work in GS/OAS parking facilities on behalf of the GS/OAS.
- The Commuter Services Committee will consider DGS recommendations for action on claims for damage caused to vehicles while parked on GS/OAS premises if it was caused by parking attendants.
- All damage must be reported to the parking attendant (or, if after hours, to the guard on duty) before moving the vehicle. The Commuter Services Committee will consider claims for damage but may deny a claim if the vehicle is moved before the authorized parker reports the damage. The person submitting a claim for damages must submit the claim in writing to DGS, describing the damage, possible cause of damage, and include photos to document the damage as soon as practical, but no later than the close of business of the next business day.
- Claims will be adjudicated within 10 working days from the time they are presented.
- Claims for damages will only be reviewed from those persons authorized to park on GS/OAS premises.

APPENDIX I

DEFINITIONS

For the purpose of this Administrative Memorandum, the following terms are defined:

- Associate Staff refers to staff members defined in Article 17.a.ix of the General Standards to Govern the Operations of the General Secretariat
- DGS refers to the Department of General Services, or an area of any successor organization to DGS.
- Contractors refers to persons defined in Article 17.b.i of the General Standards, such as maintenance contractors, external auditors and guards.
- Non-OAS workforce refers to individuals, including third-party (commercial) contractors performing work or providing services to GS/OAS.
- Official Business refers to routine meetings or work of the Permanent Council, its committees and working groups and related social and cultural events, and to other formal activities of the GS/OAS.
- Official Vehicles refers to vehicles owned or operated by the GS/OAS.
- OASConnect refers to the OAS intranet, which may be renamed in future.
- OAS ID Card refers to the identification badge issued by the GS/OAS Security Office.
- Parking Facilities refers to indoor or outdoor areas designated for the parking of vehicles (automobiles, two-wheeled vehicles, bicycles) at GS/OAS premises and in the commercial parking spaces rented by the GS/OAS (if applicable).
- Permanent Mission refers to any Delegation of a Member State to the OAS.
- Permanent Observers refers to the Delegations of Permanent Observers States.
- Parking Permit is a certificate issued by GS/OAS that evidences a person's permission to park in designated parking facilities. The definition of "permit" may also include electronic authorizations entered into the GS/OAS identification badge system to permit access to parking facilities.
- PSSOP refers to the Parking Services Standard Operating Procedures.
- Registered Parkers refers to persons authorize to park at any of the GS/OAS Parking Facilities,
- Suspension of Parking privileges refers to the withdrawal of GS/OAS parking privileges, normally for a specified period,
- Tenant refers to any person or entity that rents and occupies office space, retail space, or storage space at GS/OAS property.