

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
Portland, Oregon 97208-2870

CENWD-XA
Memorandum
No. 210-1-1

10 June 2003

Installation
U.S. CUSTOM HOUSE PARKING CONTROL

History. This issue publishes a revision of the previous NWD-NPOM 210-1-1, which this memorandum supersedes.

Summary. This memorandum provides policy for qualifying and allocating parking spaces at the U.S. Custom House, 220 NW 8th Avenue, Portland, Oregon.

1. PURPOSE. This memorandum establishes policies and procedures for the assignment of U.S. Custom House parking spaces available to the U.S. Army Corps of Engineers (USACE).
2. APPLICABILITY. USACE employees whose daily place of business is in the U.S. Custom House.
3. EXPLANATION OF TERMS.
 - a. Bargaining Unit Employee. Any employee who is exclusively represented by IFPTE Local 97. For purposes of this memorandum (for parking space allocation and prioritization), confidential employees at grade GS-11 or below will have the same status as Bargaining Unit members.
 - b. Eligible Employee. Any USACE employee whose daily place of business (i.e.: desk/workspace) is in the U.S. Custom House.
 - c. Handicapped Employee. An eligible employee who has a severe permanent physical or mental impairment that substantially limits use of public transportation. A state handicap-parking permit is required.
 - d. Carpool. For purposes of this publication, a carpool consists of two or more regular member equivalents, at least one of which must be a regular carpool member.

*This memorandum supersedes NWD-NPOM 210-1-1, 30 November 1998.

e. Regular Carpool Member. An eligible employee who travels daily (leave, TDY and other authorized absences of six months or less excepted) in a carpool to and from work.

f. Part-Time Carpool Member. An eligible employee who travels by carpool on other than a daily basis and for whom the carpool is the primary means of travel to and/or from work.

g. Regular Member Equivalents. A combination of credit for regular carpool members, and part-time carpool members on a pro-rata basis (e.g.: an individual who travels to and from work three days each week will be counted as 3/5 of a regular member, and one who travels one way each day will be counted as 1/2 of a regular member).

4. POLICY. Division policy is to maximize the benefits to Headquarters, Northwestern Division (HQNWD) and to IFPTE Local 97, as partners, available from thoughtful utilization of the U.S. Custom House parking spaces available to USACE.

5. ALLOCATIONS. The 12 U.S. Custom House parking spaces currently available are allocated as follows:

<u>No. of Spaces</u>	<u>Allocation</u>
4	Executive Use
8	IFPTE Local 97 administered Carpool Spaces

6. ASSIGNMENT PRIORITIES.

a. The parking spaces will be allocated first to handicapped employees. The first two handicap parking spaces, if required, will be taken from the eight IFPTE Local 97 administered carpool spaces and the next handicap space, if needed, will be taken from the four executive spaces. This “process” would repeat until all handicapped personnel have been provided parking.

b. After handicapped spaces are assigned, remaining IFPTE Local 97 administered carpool spaces will be allocated in accordance with the following priorities:

(1) Carpools with a higher number of bargaining unit regular member equivalents will have priority over those with fewer.

(2) In cases where two or more carpools are tied on the criteria of 6.b.(1), the tie will be decided in favor of the carpool with the greatest number of regular member equivalents.

(3) In cases where two or more carpools are tied on the criteria of 6.b.(1) and 6.b.(2), the tie will be decided in favor of the carpool with the greatest sum of total miles traveled, one way, by each regular carpool member.

c. The allocation of any parking spaces remaining after assignment to handicapped employees and to carpools will be referred to the IFPTE Local 97 for resurvey and assignment.

7. OPEN SEASON. There will be an annual "open season" during September for allocation of assigned spaces effective 1 October. IFPTE Local 97 will announce the "open season" to all eligible employees by 1 September, process and rank the resultant applications, and inform all employees of the resultant 1 October space assignments by 20 September each year.

8. APPLICATIONS.

a. Carpool applications (NWD Form 210-1-R, Carpool Application for U.S. Custom House Parking) will be submitted to IFPTE Local 97 during "open season". Applications will include, for each member, their name, office symbol, business phone, and one-way mileage from their residence to the U.S. Custom House. Each part-time carpool member will be identified with the specifics of his or her participation. The license number, make and model of each car involved will be listed. Applications will be submitted on NWD Form 210-1-R, reproducible copy included in this memorandum or from the local area network (LAN) server in FormFlow, and must be signed by each carpool member. One carpool member must be identified as point of contact for all matters relating to that carpool. Previously qualifying carpools must submit updated applications for consideration during the open season.

b. Handicapped parking applicants may submit a brief written request to IFPTE Local 97 at any time the need arises, and must then re-apply during each "open season". A space will be assigned to a qualified handicapped applicant in 48 hours. Spaces will be assigned first from any unallocated spaces, then from assigned carpool spaces in reverse priority of assignment.

9. CHANGE IN ELIGIBILITY. Changes in carpool membership and/or vehicles used will be reported to IFPTE Local 97 by close of business of the next workday following the change. Carpools, which lose eligibility for a parking space, will be given two weeks to obtain replacement member(s). Failure to regain members will result in loss of the parking space at the

10 June 2003

end of the two week period. The next eligible carpool application on file will be verified and assigned the vacant parking space. If there is no application on file, allocation of the space will be referred to IFPTE Local 97 per paragraph 6c.

10. LOSS OF ELIGIBILITY. Failure to report a change in eligibility by a carpool will result in immediate loss of parking privileges. This loss of privilege will continue for one year following the end of the eligibility year in which the ridership change occurred. The members of the disqualified carpool will not be credited for carpool membership in any carpool application for this same period of time.

11. UNAUTHORIZED PARKING. Personnel not specifically authorized use of a parking space under the provisions of this Memorandum will refrain from parking in them during the hours of 0600-1800, Monday through Friday, unless someone authorized a space personally grants appropriate permission. Unauthorized use may result in the vehicle being towed at owner's expense and/or disciplinary action.

12. EXCEPTIONS AND DISPUTES. Questions and requests for exceptions may be brought to IFPTE Local 97. Disputes will be forwarded to the Partnership Council for resolution. The decision of the partnership council will be final.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

DISTRIBUTION:

<https://www.nwp.usace.army.mil/im/r/regs/nwdom.html>

All USACE Custom House Employees

Directors, Office and Division Chiefs, Northwestern Division

CENWP-LM

Carpool Application for U.S. Custom House Parking

(For use of this form see NWDOM 210-1-1)

NO.		CARPOOL MEMBERS		F/P*	OFFICE SYMBOL AND PHONE NO.	VEHICLE(S)**		ONE-WAY MILEAGE	DATE OF APPLICATION
						MAKE(S) AND MODEL(S)	STATE & LICENSE NO.(S)		
1	POINT OF CONTACT	NAME <i>(Printed/Typed)</i>							
		SIGNATURE							
2	MEMBER	NAME <i>(Printed/Typed)</i>							
		SIGNATURE							
3	MEMBER	NAME <i>(Printed/Typed)</i>							
		SIGNATURE							
4	MEMBER	NAME <i>(Printed/Typed)</i>							
		SIGNATURE							
5	MEMBER	NAME <i>(Printed/Typed)</i>							
		SIGNATURE							
INSTRUCTIONS: * Enter "F" if employee is full-time. Enter "P" if employee is part-time. For part-time members, indicate pertinent information below (for example: the number of days per week carpool utilized by part-time employee, if carpool utilized only one-way or round trip, etc.) ** List all vehicles which may be potentially used by the carpool. Unlisted vehicles may be towed.								TOTAL <i>(IFPTE use only):</i>	
REMARKS <i>(Attach additional sheets if necessary.)</i>									