



USAID Executive or Unusual Hours Parking Application

PRIVACY ACT STATEMENT

AUTHORITY: The Federal Property and Administrative Services Act of 1949 (40 U.S.C. para 471 et seq) and 41 CFR 102.74.305.
PURPOSE: To allocate and provide administrative controls over allocated parking permits in facilities under the jurisdiction of USAID.
ROUTINE USES: While the form itself is voluntary, your submission indicates that you agree to share the information recorded on the form. Your information may be used to facilitate ride sharing agreements. We may share your information to service providers, like parking garage operators, to facilitate various administrative activities, such as: processing payments, locating vehicles, reserving spaces in parking structures, etc. The information may also be disclosed for civil or criminal law or regulatory enforcement purposes to another agency or tribunal in response to a written request from that agency's head or an official who has been delegated such authority. Those individuals who do not submit a form or fail to supply all of the information requested on this form may delay or prevent approval of their application.

The Bureaus/Independent Offices (B/IO) assigns the Executive and Unusual Hours (E/UH) parking permits within their allotment. To ensure availability and requirements are met; applications must have approval from B/IO before submission. For more detailed information about Executive and Unusual Hours parking permits, please refer to ADS 514.

Please return completed application to transitbenefitprogram@usaid.gov. M/MS will respond to this request within two business days.

New application **Annual recertification**

Applicant Information

Full Name: _____ Date: _____

Wk. Phone: _____ Wk. Email: _____

Bureau/ Office/Division: _____

USAID Building for which you are requesting parking: _____

Reason for parking:

- Executive: A USAID SES, SFS, or AD-18 with management responsibilities that, in the judgment of the Bureau or Office head, requires preferential assignment of parking privileges.
- Unusual Hours: Work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes individuals who regularly work significantly more than eight (8) hours per day. It does not include shift workers, those on alternate work schedules, and those granted exceptions to the regular work schedule (e.g., flextime) - as defined in 6 FAM 1041.

Please check to acknowledge the following:

- I certify that I am not participating in USAID's Transit Program.
- I agree to make payments in pay.gov by the 10th of each month for RRB.
- I agree to follow the parking vendor's payment procedures for all other USAID parking facilities.
- I understand that if I am delinquent in making payments, my parking will be revoked.
- I agree to comply with ADS 514.
- I agree that if I change B/IO, I must return the permit to my departing organization within 30 days.

Signatures

I certify that my answers are true and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

I have verified that this employee meets the USAID definition of Executive or Unusual Hours.

B/IO DAA Signature: _____ Date: _____

B/IO DAA Printed Name: _____