

Procedure for Requesting Special Parking

	Requirements	Required Documentation	Request Procedure	Authorizer
Reserve Visitor Parking Space 20	<p>Visitors to Building 1 Program Offices.</p> <p>Visitors to NIH Director and Deputy Director have preference.</p>	<p>Parking pass to be placed in the windshield of visitor's car. If there is no pass, the NIH police will ticket.</p>	<p>Call or e-mail OASR staff with date, times, car make and color, tag number, contact person phone number and fax number</p>	<p>Executive Officer, OD</p>
Red	<p>Employee must be a GS-15 or above</p>	<p>Request memo to the Executive Officer that includes the program office, employee name, position title and grade.</p> <p>A yearly renewal request is sent out by the parking coordinator.</p>	<p>Route memo to Executive Officer through the Parking Coordinator. Once approved by the Executive Officer, the memo is sent to the parking office for final approval.</p>	<p>Executive Officer, OD</p> <p>NIH Parking Office.</p>
Reserve			<p>Request is forwarded to Executive Officer, OD</p>	<p>Deputy Director, NIH</p>
Green Pass	<p>1 Green pass is allowed for every 100 people that a program office has off campus</p>	<p>A yearly request is sent out by the parking coordinator.</p>	<p>A consolidated list of requests is forwarded by the parking coordinator to the Executive Officer, OD, then is forwarded to the NIH Parking Office</p>	<p>Executive Officer, OD</p> <p>NIH Parking Office</p>