

- To access U-Drive-It through the SRS, go to the start menu, click on Agency Wide (2nd item from the top after ADAMS), click on HQ Service Request (the 6th item on the list), and then click on U-Drive-it to complete a request form.
- Once the request is submitted, the employee will receive notification regarding the availability of the government vehicle. If a government vehicle is available, the vehicle must be picked up at WFC.
- The NRC Shuttle may be used to travel to WFC to pick up a government vehicle.
- Employee at CSB, who use their Privately Owned Vehicle (POV) to travel to the WFC to pick up a government vehicle, may leave their POV in the space where the government vehicle was parked.

### Privately Owned Vehicle

- Use of POV to travel between Headquarters locations is the third option and must only be used by employees when no other viable option exists. This option is the least desirable option because visitor parking is limited, especially at GW and WFC.

### Church Street to White Flint Complex

- Employees at CSB who may be required to use their POV to visit WFC to conduct official NRC business must submit their request for visitor parking through the NRC Visitor Access Request System (VARS) and indicate employee visitor parking in the comment section. Employees with a temporary or permanent disability should indicate that a disability parking space is required. Employees must submit their request at least one work day in advance to ensure availability.
- VARS can be accessed through the SRS. The SRS may be accessed from the start menu, by clicking on Agency-wide (2nd item from the top after ADAMS), clicking on HQ Service Request, and then clicking on VARS to complete the request.
- Employees must stop at the security guard booth entrance at Marinelli Road in the WFC to attain Visitor Parking Pass with space location. The Employee Visitor Parking Pass must be displayed in the window of the vehicle while parked in the visitor parking space.
- Employees who fail to register for visitor parking through VARS or the ASC at [ServiceCenter.Administrative@nrc.gov](mailto:ServiceCenter.Administrative@nrc.gov) may be required to pay the daily rate at the parking facility and submit an SF 1164 Reimbursement for Expenditures on Official Business for reimbursement.

### Church Street to Other Off-Site Headquarters Locations

- Employees at CSB who may be required to use their POV to visit off-site Headquarters locations to conduct official NRC business must forward the request for visitor parking to the ASC at [ServiceCenter.Administrative@nrc.gov](mailto:ServiceCenter.Administrative@nrc.gov), at least two work days prior to the date parking is required, to ensure availability. The e-mail should include the employee's name, date(s) and time(s) parking is needed, and the type, color, and license tag number for the vehicle. Employees with a temporary or permanent disability should indicate that a disability parking space is required. To expedite the request, employees should indicate "Request for Employee Visitor Parking," in the subject line. Employees will be notified by the ASC once parking has been approved and provided instructions for obtaining a validation sticker to use to pay for parking.

### White Flint Complex and Off-site Headquarters Locations to Church Street

- Employees at WFC and off-site Headquarters locations who may be required to use their POV to travel to CSB to conduct official NRC business should forward a request for visitor parking to the ASC at [ServiceCenter.Administrative@nrc.gov](mailto:ServiceCenter.Administrative@nrc.gov), at least two work days prior to the date parking is required to ensure availability. The e-mail should include the employee's name; date and time parking is needed, purpose of the visit, whether a disability parking space is required, and the type, color, and license tag number for the vehicle. Employees with a temporary or permanent disability should also indicate that a disability parking space is required. To expedite the request, employees should indicate "Request for Employee Visitor Parking," in the subject line. Employees will be notified by the ASC once parking has been approved and provided instructions for obtaining a validation sticker to use to pay for parking when exiting the garage.

### Visitor Access for Parking at EBB/GW/TWB/CSB to Conduct Official NRC Business

- NRC employees must register visitors to EBB, GW, TWB, and CSB by forwarding an e-mail to the ASC at [ServiceCenter.Administrative@nrc.gov](mailto:ServiceCenter.Administrative@nrc.gov), indicating Visitor Parking in the subject line, at least one day in advance of the date parking is required. The e-mail should include the visitor's name; date and time parking is needed, purpose of the visit, whether a disability parking space is needed, and the type, color, and license tag number for the vehicle. Visitors to EBB, GW, TWB and CSB will be provided a ticket upon entering the garage and must pay the daily rate when exiting the garage by cash, credit card or in limited cases parking validation sticker provided by the ASC.
- Visitors to EBB must enter the parking lot at 6009-6011 Executive Boulevard.
- Visitors to GW must enter the garage on Willow Lane.
- Visitors to TWB must enter the visitors parking garage located on the left side of the Chapman Avenue entrance.
- Visitors to CSB must enter the garage at 21 Church Street.

### Visitor Access for Parking at WFC to Conduct Official NRC Business

- Visitors to WFC must be registered through VARS. Upon entering the WFC garage on Marinelli Road, the security guards will direct visitors to Visitor Parking.



## Church Street Building

## Parking And Transportation Services



## Location

- Church Street Building (CSB), 21 Church Street, Rockville

## Parking Contractor

- Parking Management Inc. (PMI) of Washington DC

## Access to Parking

- Employees requesting monthly parking at CSB must complete and sign an Application for Parking Form 505 or Application for Handicap Parking Form 505A and bring it to the Administrative Services Center (ASC) Help Desk, located in the 2nd floor elevator lobby of One White Flint North (OWFN). The application may also be submitted by fax at 301415-3420 or inter-office mail marked “Confidential Open by Addressee Only” at Mail Stop O2-A13. The applications are accessible through Informs.
- Employees approved for monthly parking at CSB will be provided a Datawatch Keycard (access card) by the Division of Facility and Security (DFS). The access card is required to gain entry into the garage as well as the building. Employees who lose their access card must contact DFS for a replacement card. DFS will distribute new access cards annually.
- Employees approved for monthly parking at CSB will be provided a permanent parking permit by the Division of Administrative Services, ASC. The parking permit must be visible from the front window of the vehicle while parked in the garage.
- Employees approved for monthly parking may use the parking garage at any time before and after regular hours of operation, Monday -Friday, 6 a.m. to 6 p.m., including weekends and Federal holidays.
- Employees approved for monthly parking may enter and exit the garage during the day without additional cost.
- Only one access card and parking permit will be provided for each registered van/car pool.
- The parking permit is not transferable except between
- Members of registered van/carpools.
- Employees approved for monthly parking may, at their own risk, leave their vehicle in the garage overnight up to five consecutive days (Monday-Friday) without entering or exiting
- The garage. Employees who want to leave their vehicle parked in the garage more than five consecutive days must notify the PMI parking manager at (202) 785-9465 or 9466. Any vehicle left parked in the garage over five consecutive business days without notifying the PMI parking manager is subject to towing at the owner’s expense. (Also see section on Security and Liability.)

- The parking permit must be surrendered to the ASC if parking privileges are cancelled or terminated.

## Disability Parking

- Employees who require a handicap parking space for either a permanent or temporary disability must submit an Application for Handicap Parking Form 505A, including medical documentation, to the ASC Help Desk located in the 2nd floor elevator lobby in OWFN, by fax at 301-415-3420 or inter-office mail marked “Confidential Open by Addressee only.” Employees should submit the application and medical documentation to the ASC at least one week prior to the date parking is needed, if possible.
- The ASC will submit the completed application, including medical documentation, to the NRC Health Center physician for review and approval. If the Application is approved, ASC will notify the employee by e-mail that a designated disability space located in the CSB garage has been authorized. The ASC will provide the PMI parking manager the employee’s name, vehicle information and tag number. The PMI parking manager will provide the employee a disability parking permit. The permit must be displayed in the window of the vehicle while parked in the garage.
- A valid state or Washington, D.C. disability sticker or license plate, issued to the driver or a passenger in the vehicle, must be displayed when parked in a designated disability parking space unless otherwise authorized by the ASC, as indicated below.
- Employees with a temporary or permanent disability who do not have a valid state or Washington, D.C. issued disability sticker or license plate may also be allowed to park in designated disability spaces, after review and approval of medical documentation by the NRC Health Center’s physician. If approved, ASC will notify the employee and the PMI parking manager who will provide the employee a disability parking permit. The permit must be displayed in the window of the vehicle while parked in the garage.

## Van/Car Pools

- Employees in a van/car pool with members who work in locations other than CSB must elect to park at one location.
- Employees will be allowed to drop off/pick up passengers in front of the CSB building, 21 Church Street.
- Employees interested in information on registering a van/carpool may forward an e-mail to the ASC at: [ServiceCenter.Administrative@nrc.gov](mailto:ServiceCenter.Administrative@nrc.gov)

## Payment/Costs

- Employees who park a vehicle or motorcycle at CSB are charged \$70.00 per month and must pay by payroll deduction.
- Employees must complete a “Direct Deposit Sign-Up Form” (SF 1199A) to pay for parking through payroll deduction. The SF 1199A is available at the ASC Help Desk and Supply Store in OWFN. Copies of the SF 1199A will be available at off-site Headquarters locations.
- Parking at CSB will be deducted in full-month increments only (no prorated amounts possible).
- Employees will not be provided any refunds or allowances on the monthly rate for days they do not park for any reason.
- Employees
- Employees may park a bicycle in the “bicycle closet.” The closet is located through the main lobby and down to the first level.
- Daily parking for vehicles and motorcycles is available at \$9.00 per day and is paid by cash when exiting the parking garage.
- Employees may park a bicycle in the bicycle rack located on the first level of the parking garage without charge.
- Employees who lose their monthly hang tag must contact Tojuana Fortune Grasty at 415-2997 or Adam Gaudreau at 415-7543 to replace the Datawatch card for garage access.
- Employees who want to discontinue parking should submit a cancellation SF 1199A at least four weeks prior to the last pay period in which they want the deduction to be made.

## Security and Liability

- The NRC and PMI will not be responsible for any vehicle, loss, collision, fire, damage, in any case except through its own negligence, or theft of contents thereof, of any personal property of any value whatsoever in the vehicle (including but not limited to radar detectors, car phones and sound systems, etc.), nor for damage or injuries occasioned by faulty brakes; customer’s failure to set brakes properly or for improper vehicle maintenance by NRC employees. In no case shall liability include anything for loss of use of a vehicle. These statements also extend to motorcycles and bicycles parked in the garage.
- Any damage or loss occurring while a vehicle, motorcycle or bicycle is parked in the garage must be reported to the PMI parking manager at (202) 785-9465 or 9466 before it is taken from the parking location. PMI will not be liable or responsible for any damage or loss not reported.

- Employees who must have their vehicle or motorcycle towed for any reason must notify the PMI parking manager at (202) 785-9465 or 9466.

## Employee Access to EBB/GW/TWB/CSB/WFC to Conduct Official NRC Business

### NRC Shuttle

- The NRC implemented the NRC shuttle as the primary and preferred method of transportation for employees to travel between Headquarters locations (e.g. Executive Boulevard Building (EBB), Gateway (GW), Twinbrook Building (TWB), Church Street Building (CSB) or White Flint Complex (WFC) to conduct official agency business (e.g. meetings, agency sponsored special events and activities, training). The NRC shuttle is the most efficient and preferred method of transportation because employees ride for free and do not have to submit an SF 1164 Reimbursement for Expenditures on Official Business for approval to be reimbursed for cost associated with travel. NRC Shuttle information and schedules may be accessed at: [http://www.internal.nrc.gov/ADM/transportation/offictransport\\_udriveit.html](http://www.internal.nrc.gov/ADM/transportation/offictransport_udriveit.html)

### Metro

- Metro is the second preferred option for employees to travel between Headquarters locations to conduct official agency business when they cannot be accommodated by the NRC shuttle schedule. Employees will be provided Metro fare cards required to travel to a Headquarters location by Metro to conduct official agency business.

### Government Vehicle

- Use of government vehicles to travel between Headquarters locations is the third and one of the least preferred options because the availability of government vehicles is limited. Requests to use a government vehicle must be made through the ADM Service Request System (SRS) at U-Drive-It, at least two work days in advance to ensure availability.
- Employees must receive approval from management (Division Director, Office Director or Deputy Office Director) to use a government vehicle to travel between Headquarters locations. (See Parking Services, Employee Access to Parking at EBB/GW/TWB/CSB/WFC to Conduct Official NRC Business).