Request for Campus Parking Permit for Contract Employees

(1) Review the campus parking policy for contractor personel that is located on the reverse side of this form.

(2) Complete all items on this form. **INCOMPLETE FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED**.

(3) The Contractor must hand-carry this form to the Employee Transportation Services Office, Building 31, Room B3B04.

(4) Construction employees are **NOT** eligible for permits.

Any person who knowingly makes a false representation on this application may be subject to a criminal prosecution potentially resulting in a fine or imprisonment, or both, pursuant to 18 U.S.C. 1001, and to disciplinary actions, including the revocation of parking privileges, pursuant to 5 U.S.C. Chapter 75 and 5 C.F.R. Part 752.

1. Contract Employee's Name *(Last, First, Middle Initial)*		2. Phone No.
3. NIH Identification Number	4. Contractor's Company Name	5. Company Phone No.
6. NIH Project Officer's Name	7. Telephone No.	
8. Duration of Appointment	9. Specific Work Location *(Building/Room)*	
10. Work Schedule *(days worked)*	11. Time *(start and finish)*	12. Total Hours Per Week

13. Brief Explanation of Contractor's Assignment/Duties

14. Executive Officer or Designee *(check appropriate box)*

Yes	No	
☐	☐	Is there a letter from the contractor's company attached to this form?
☐	☐	Is this contractor hired to perform construction work on the NIH enclave?
☐	☐	Does this contractor have a permanent duty station?
☐	☐	Is this contractor assigned office space at NIH? If yes, number of hours per week at this space: _____

15. Authorizing Official (Executive Officer or Designee) — Name, Title and Organization *(Please print.)*

Signature: Date:

Building: Room: Phone Number:

Privacy Act Statement

41 Section 101-20.104 of the Code of Federal Regulations authorizes collection of this information. The primary use of this information is by the Employee Transportation Services Office in issuing NIH Parking Permits, but may also be used in determining allocation of NIH parking facilities. Additional disclosures of the information may be to: operating officials in carrying out their parking and transportation responsibilities at NIH; and to a Federal, State or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law. Furnishing the information on this form is voluntary; however, failure to provide the information requested will result in disapproval of the request.

For Employee Transportation Services Office Use Only

Authorized			Date
Processed by	Date	Permit No.	Expiration date

Campus Parking Policy for Contractor Personnel

Contractor Employee Parking Permits

- A contractor requesting a parking permit will be required to submit to the Executive Officer or his/her designee, a memorandum on official company letterhead containing the following information: (a) Contractor Employee Name; (b) Contractor's Company Name; (c) NIH Project Officer Name and Telephone Number, (d) Duration of Appointment; (e) Specific Work Location (Building/Room); (f) Work Schedule and Times; (g) Number of Hours Per Week; (h) Telephone Numbers (Company and NIH); and (i) Brief Summary of Contractor's Assignment/ Duties.
- Once this memorandum has been received by the Executive Officer or his/her designee, Form NIH 2788-2 "Request for Campus Parking Permit for Contract Employees" must be completed and provided to the contractor employee. This form, attached with the memorandum from the contractor requesting a parking permit, must be brought to the ETSO office for review and final authorization. For clarification purposes, only those contractors who have a full-time permanent duty station, are assigned office space at NIH, and regularly reports to that location for a specific task (e.g., Occupational Medical Services, Custodial Services, Food Services, Guard Services, Credit Union, SAIC, Parking/Shuttle Services, Information Technology) will be issued a parking permit.
- A Contractor Employee who is assigned to an construction trailer that is being used as an office, must meet the requirements as listed above for a full-time permanent duty station.
- When renewing a contractor parking permit, the above procedures must be adhered to.
- Contractors must appear in person at the NIH Parking Office to obtain NIH Parking Permits.
- NIH Contractor Employee Parking Permits that expire annually will be issued to those contractors meeting all eligibility requirements.

Contractor Employee Parking Location

- Contractor employees with a Contractor Employee Parking Permit will park at lots authorized for NIH General Parking Permits.
- There will be no parking of personal vehicles at or near authorized construction trailer sites or staging areas. Areas within these locations that are suitable for parking will be converted to NIH General Parking Permit areas by the ETSO.
- Personal vehicles parked in construction trailer sites or staging areas without authorization from the ETSO will be issued citations and be removed, via towing, at the owners expense.

Penalties

Penalties for violation(s) of this policy will be in accordance with the established procedures as set forth in Manual Issuance, #1410 - Parking and as outlined in Title 45 CFR.

Definitions:

Authorizing Official: For purposes of this policy, the Executive Officer or his/her designee, who is authorized to allow a contractor employee to obtain an NIH Identification Card and official NIH Parking Permit. This applies to new issue and renewal identification cards and parking permits.

Contractor Employee: For purposes of this policy, a contractor employee is any individual who has a fulltime permanent duty station and is assigned space at NIH and regularly reports to that location for a specific task (e.g., Occupational Medical Services, Custodial Services, Food Services, Guard Services, Credit Union, SAIC, Parking/Shuttle Services Supervisory Staff, Information Technology).

Construction Contractor: Any person, who is not an NIH employee but is hired to perform construction work on the NIH enclave. A construction contractor may be one individual or a group of individuals employed by a construction company, assigned to a project at the NIH. Construction contractors may not receive an NIH Parking Permit. Construction contractors are required to park in a visitors parking lot and pay the appropriate fees.

Construction Trailer: For purposes of this contractor parking permit policy, a construction trailer containing office space and not used for storage, is considered a building.

Employee Transportation Services Office (ETSO): Office responsible for final review and approval of official NIH Contractor Parking Permits.