

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

JAN 16 2009

MEMORANDUM FOR EMPLOYEES USING DISABLED PARKING SPACES
AT THE SUBMISSION PROCESSING BUILDING

FROM:

Maurice J. Vanad
Kathleen R. Bushnell
Field Director, Submission Processing (Austin)

Theresa Heiser
David Travis
President NTEU, Chapter 72

SUBJECT: Decals for Disabled Parking

Last year proved to be a challenging year for parking at the Submission Processing Building. Even though our records indicated we had enough disabled spaces to accommodate all the employees who registered with the Site Coordinator Office, disabled parking spaces were especially difficult to find. In March, we issued a parking permit (green card) to all disabled employees registered through the Site Coordinator Office to be displayed on the dashboard; however, not everyone displayed the card. In an effort to improve disabled parking, the Site Coordinator Office has ordered special windshield decals. Using this decal will allow the Guard Service and Site Coordinator Office to know that you are registered. Anyone not displaying the decal, with the state issued placard, or license plate will be issued a parking violation. We will allow a grace period in the month of January, and issue a warning ticket.

Although use of the decal will require one more item to keep track of, we want to ensure that all disabled employees have parking available to them when they arrive to work. If we determine through registration that there is not enough disabled parking, we will make every effort to increase the number of spaces.

Please call Melonie Hobbs (ext. 2294) or Clara Rodriguez (ext. 8054) to arrange to pick up your decal. If you cannot come by the office, Melonie or Clara will be glad to take the decal to you. Please dispose of your green card once your decal is issued. The only time a green temporary card will be issued, is when an employee makes a request for less than four weeks for disabled parking. Decals will be distributed January 20, 2009 through January 23, 2009.

Reminder, if you have renewed your state issued placard, please update your information with the Site Coordinator Office.

If you are a seasonal employee entering non-duty status, you must return the parking decal to your manager along with your badge. If you are a permanent employee and you leave the service, please let the Site Coordinator Office know in order to keep our records accurate.

If you have any questions, please contact Melonie Hobbs or Clara Rodriguez.

Addendum to
Memorandum For All Employees
Austin Submission Processing Building and Building "J"
dated June 30, 2005

This addendum was jointly developed between NTEU Chapter 72 and the Senior Commissioner's Representative (Austin IRS Campus).

This addendum establishes criteria and identifies reserved disabled parking areas at the Submission Processing Building and Building J.

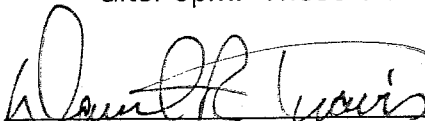
DISABLED PARKING DECALS- SUBMISSION PROCESSING BUILDING & BUILDING J

In an effort to improve disabled parking, special windshield decals were ordered for disabled parking and will be provided to all employees registered through the Site Coordinator's office. Using the new decal will allow the Guard Service and the Site Coordinator's Office know that a disabled employee is registered. Anyone not displaying the decal, and state issued placard, or license plate will be issued a parking violation.

DISABLED PARKING - BUILDING J

Procedures for parking in disabled parking are as follows:

1. There are a total of seventeen (17) disabled parking spaces at Building J. All are identified by a disabled parking sign.
2. The requirement is there must be at least six (6) available disabled parking spaces for the building. The six spaces that will be available are identified as spaces 58 through 63.
3. The remaining eleven (11) will be made available for night shift parking after 3pm. These eleven spaces will be marked as "Reserved until 3pm"



President, NTEU Chapter 72

12-16-08
Date



Field Director, Submission Processing (Austin)

10-1-08
Date



Field Director, Compliance Services (Austin)

10/2/08
Date




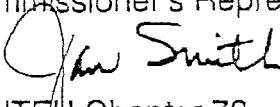
DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

WAGE AND INVESTMENT DIVISION

JUN 30 2005

MEMORANDUM FOR ALL EMPLOYEES
AUSTIN SUBMISSION PROCESSING BUILDING AND
BUILDING J

FROM: David Boose 
Senior Commissioner's Representative (Austin IRS Campus)

Jan Smith 
President NTEU Chapter 72

SUBJECT: Revision of Parking Regulations

The Internal Revenue Service and NTEU Chapter 72 have worked together to develop a parking policy which would maximize the use of the parking lot for all employees. To increase the number of open parking spaces, we will implement a new parking policy for employees working at the Austin Submission Processing Center (AUSPC) and Building J. These changes will allow the Guard Service to spend less time on parking issues and more time on safety and security. Under the provisions of the current policy, it is very costly in terms of Security services and personnel to administer this program. AUSPC is the only Center providing more than 400 reserved spaces including seniority parking and reserved parking for grades GS-13 and above employees. Each day, there are many vacant reserved parking spaces that can be better utilized by employees working in the AUSPC and Building J. Your cooperation in observing the regulations will ensure the success of these changes. The effective date of these procedures is August 1, 2005.

DISABLED PARKING

Procedures for requesting to park in areas designated as disabled parking are as follows:

1. An employee with a temporary/permanent disability must complete a Form 12682, Request for Disabled Parking Space. If the time needed to park in the area is for four (4) weeks or less the manager must sign the Form 12682 and mail it to the Site Coordinator's office at Stop 1030 AUSC, or fax it to 460-4156 or 460-2293. Upon receipt of the Form 12682, the Parking Coordinator will issue Document 10986, Reserved Parking Permit. This Permit must be placed on the dashboard while parked in the reserved disabled area.
2. If the time needed to park in the disabled parking space extends past four (4) weeks, a State issued placard or disabled license plates is required.

3. Employees who have previously completed a Form 12682 and currently have a state issued placard or license plates will no longer need to also display the Form 10986, Reserved Parking Permit. Placards must be current and visible.
4. At the Submission Processing Building disabled space 13 of Lot 5 Row A will be reserved for a van with a wheelchair lift. Additional reserved spaces for vans with wheelchair lifts will be created on an as-needed basis.
5. All other parking in the areas designated as disability will be on a first-come-first-served basis.

All employees who currently have reserved disabled parking spaces will be contacted to ensure they are aware of these changes.

SENIORITY PARKING

1. Seniority parking will be offered to all Internal Revenue Service employees whose Post of Duty (POD) is at the Submission Processing building and whose Enter on Duty (EOD) date is 12-01-78 or earlier. Seniority parking at Building J will be offered to all Internal Revenue Service employees whose POD is at Building J and whose EOD is 01-08-79 or earlier.
2. Designated parking spaces will be available on a first-come-first-served basis.
3. Employees meeting the above criteria and who wish to park in the areas will need to switch their current parking decal to a seniority decal at the Badge Unit.
4. Only employees with seniority decals may park in designated areas between the hours of 6:00a.m. to 4:00p.m.
5. There will no longer be a waiting list or realignments. As employees leave, these spaces will be changed to open parking. No additional seniority decals will be issued after 09/30/05.

All employees who currently have a seniority reserved space will be contacted. If they qualify to park in the seniority area they will be given the opportunity to trade their current parking decal at the Badge Unit for a seniority decal.

MANAGEMENT PARKING

Reserved parking spaces will be provided and administered according to management discretion. Reserved spaces will be assigned to permanent Senior and Department Managers (Pay Band IR 01-02). There will no longer be designated reserved parking spaces for GS-13 and above employees and managers.

All employees who currently have reserved spaces and are not under the Senior and Department Manager pay band will be contacted if they qualify for seniority parking.

IRS and NTEU Chapter 72 Memo of Understanding Submission Processing Building and Building J Parking Agreement

This Memo of Understanding (MOU) was jointly developed between NTEU Chapter 72 and the Senior Commissioner's Representative (Austin IRS Campus).

This MOU establishes the criteria and identifies reserved parking areas at the Submission Processing Building (SPB) and Building J.

Addendum 12/16/08

PERSONS WITH DISABILITIES

Procedures for requesting to park in areas designated as disabled parking are as follows:

1. An employee with a temporary/permanent disability must complete a Form 12682, Request for Disabled Parking Space. If the time needed to park in the area is for four (4) weeks or less the manager must sign the Form 12682 and mail it to the Site Coordinator's office at Stop 1030AUSC, or fax it to extension 4156 or 2293. Upon receipt of the Form 12682, the Parking Coordinator will issue Document 10986, Reserved Parking Permit. This permit must be placed on the dashboard while parking in the reserved disabled area.
2. If the time needed to park in disabled parking extends past four (4) weeks, a State issued placard or disabled license plates is required to park in the area.
3. Employees who have previously completed a Form 12682 and currently have a state issued placard or license plates will no longer need to also display the Document 10986, Reserved Parking Permit. Placards must be current and visible.
4. At the Submission Processing Building, disabled space 13 of Lot 5 Row A will be reserved for a van with a wheelchair lift. Additional reserved spaces for vans with wheelchair lifts will be created on an as needed basis.
5. All other parking in the areas designated as disabled will be on a first-come-first-served basis.

SENIORITY PARKING

1. Seniority parking will be offered to all Internal Revenue Service employees whose Post of Duty (POD) is at the Submission Processing building and their Enter on Duty (EOD) date is 12-01-78 or earlier. Seniority parking at Building J will be offered to all Internal Revenue Service employees whose POD is Building J and whose EOD is 01-08-79 or earlier.
2. Designated areas will be available on a first-come-first-served basis.
3. Employees meeting the above criteria and who wish to park in the areas will need to switch their current parking decal to a seniority decal at the Badge Unit.
4. Only employees with seniority decals may park in designated areas between the hours of 6:00a.m. to 4:00p.m.

5. There will no longer be a waiting list or realignments. As employees leave, these spaces will be changed to open parking. No additional seniority decals will be issued after 09/30/05.

MANAGEMENT PARKING

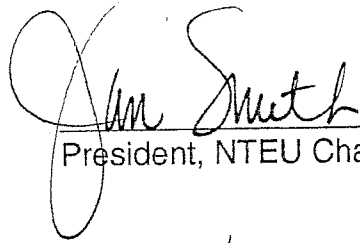
Reserved parking spaces will be provided and administered according to management discretion. Reserved spaces will be assigned to permanent Senior and Department managers (Pay Band IR01- 02). There will no longer be designated reserved parking spaces for GS-13 and above employees and managers.

FUTURE STARS CHILD DEVELOPMENT CENTER

Lot 2 Row B spaces 1-4 will be reserved for the Future Stars Child Development Center.

NATIONAL TREASURY EMPLOYEES UNION (NTEU) CHAPTER 72

NTEU Chapter 72 will be provided 7 reserved spaces at the Submission Processing Building and one space at Building J.



President, NTEU Chapter 72



Field Director,
Submission Processing (Austin)

6/30/05

Date

6/27/05

Date