



DIRECTIVE NO. GMI 6730.6
EFFECTIVE DATE JUL 13 1988
EXPIRATION DATE _____

Goddard Space Flight Center

MANAGEMENT INSTRUCTION

TITLE: VEHICLE RESERVED PARKING

1. PURPOSE

This instruction establishes the Goddard Space Flight Center (GSFC) vehicle reserved parking system.

2. POLICY

A vehicle reserved parking system for both Civil Service and Contractor employees at the Greenbelt facility is established using numerical curb markings for designating reserved spaces. The criteria for individuals authorized to be assigned reserved parking spaces is listed below.

3. RESPONSIBILITIES AND PROCEDURES

- a. The Center Director will approve contractor equivalents and any exceptions to this policy.
- b. The Directors of will decide whether or not their directorate will participate in the reserved parking system, and notify the Security Branch of their decision on participation; also notify the Security Branch of any changes in their organization that affect reserved parking.
- c. The Procurement Officer will determine contractor equivalents, obtain Center Director's approval, and notify the Security Branch.
- d. The Security Branch will establish the reserve parking system based on the authorization listed below; maintain a roster of assigned spaces and provide copies of the roster to the Plant Operations and Maintenance Division (POMD) and the Facilities Operation Managers (FOM). Revisions to the roster will be distributed whenever changes occur. The Security Branch will be responsible for administering the Reserved Parking Program.

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- e. The Plant Operations and Maintenance Division (POMD) will establish and maintain parking spaces in accordance with the plan supplied by the FOM.
- f. The Facilities Operation Manager will coordinate the location of the reserved parking spaces at their respective buildings; and designate the handicapped, government vehicle (e.g. POMD vehicle), and timed space reserved parking.

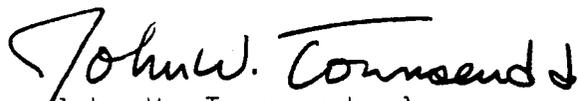
4. AUTHORIZED RESERVED PARKING SPACES

- a. The following positions are authorized reserved spaces:
 - (1) All SES, NASA Excepted, and GS-16 or above positions
 - (2) Director, Deputy Directors, Associate Directors
 - (3) Directors of, Deputy Directors of, Associate & Assistant Directors of
 - (4) Division Chiefs
 - (5) Flight Project Managers
- b. Reserved parking spaces are also authorized for the following:
 - (1) Handicapped
 - (2) Government vehicles, including service vehicles
 - (3) "Timed" parking

Exceptions to the above criteria may only be made by the Center Director.

5. AVAILABILITY

Copies of this instruction have been distributed to Goddard Management Manual holders. Additional copies may be obtained from Stores Stock.


John W. Townsend, Jr.
Director