ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
EASTERN REGION
JAMAICA, NEW YORK 11430

EA 4665.2B

3/6/90

SUBJ: PARKING PROCEDURES - REGIONAL HEADQUARTERS

1. PURPOSE. This order outlines parking procedures under the new security system.

2. DISTRIBUTION. This order is distributed to all FAA personnel in the Fitzgerald Federal Building including GSA, FBI, NTSB, and Credit Union.

3. CANCELLATION. Action Notice EA 4665.3, Parking Procedures, is cancelled. Order EA 4665.2A is also cancelled.

4. BACKGROUND. As a result of vandalism/theft in the Fitzgerald Federal Building parking lots, a new security fence was installed to improve the safety of our employees and vehicles.

5. PROCEDURES.

a. All employees must have a parking sticker affixed to their front bumper on the driver's side.

b. Employees shall use the Traffic Circulation flows as designated by the painted arrows at the entrances and exits to the parking lots.

c. All employees are required to park in the north and south lots in spaces other than those designated as reserved parking.

d. Because of time and work demands placed on Division and Staff Managers, we are continuing our previous policy of providing reserved parking along the front row of the north lot for Division and Staff Office Managers. These spaces are clearly marked as reserved.

e. Spaces for use by handicapped personnel will be located in the south parking lot. Handicapped employees must submit a written request to the Manager, Logistics Division for approval to utilize spaces.

f. Parking spaces along the sidewalk on the north side of the building shall only be for non-regional office personnel visiting the Credit Union.

Distribution: A-XEA-8; ZEA-11-119 (one); FBI, NTSB, GSA, Credit Union, SEIC (5 cys. each); AEA-40 (5 cys.); AEA-54

Initiated By: AEA-50

g. Other spaces along the roadway around the building shall only be for visitors to the Regional Office.

for Daniel J. Peterson
Regional Administrator