

# U.S. Department of Energy Headquarters Handicapped Parking Procedures

It is the policy of the Department of Energy (DOE) that its parking facility be operated in a manner responsive to the needs of the Department, and for the maximum benefit of its employees. Individuals with temporary or permanent mobility impairment who, because of their condition, have a need to request a handicapped parking permit for the Forrestal or Germantown facilities, should use the following procedures:

## **Complete a Parking Application**

Complete the [Permit Application form DOE F 1400.12](#).

In instances when the Parking Management personnel can visually assess an applicant's mobility impairment (i.e. use of crutches, walker, etc.), a temporary parking permit may be granted. At the time of application, the employee should provide the parking office with medical documentation supporting the need for the accommodation.

## **Provide Medical Documentation**

In cases when the mobility impairment is not visually assessable, the applicant will be required to provide medical documentation\* consisting of a signed letter from the attending physician on his/her letterhead, to include the following:

- Condition and prognosis
- Mobility limitations related the condition
- Length of time the condition is expected to continue

\* A Department of Motor Vehicle (DMV) application is not acceptable as medical documentation.

## **Complete a Medical Release Form**

A *Federal Occupational Health (FOH)* medical release form must accompany all requests for handicapped parking when the mobility impairment is not visually assessable. This form allows the FOH medical professional to contact the attending physician for medical information prior to making a determination regarding the need for handicapped parking as an accommodation.

## **Submit the Application and Supporting Documentation**

Applicants should submit the completed parking application, physician's letter, and signed medical release form to: Suzanne K. Piper, Accommodation Program Manager, Forrestal Building, room 8E-082 or faxed to (202) 586-9375. Faxes are received by a dedicated fax in the Accommodation Program office. Upon receipt, the medical release form and medical information are faxed to the Federal Occupational Health for review. Originals are kept in a locked cabinet in the Accommodation Program office.

To ensure privacy, the physician's letter may be provided in a sealed envelope addressed "For Medical Officer, Eyes Only". Medical documentation provided in this form will be mailed, along with the signed medical release form, to FOH for processing.

Incomplete applications will be held for 10 working days until all paperwork is provided. If not received within the time allotted, applications will be returned to the requestor.

## **What Happens Now?**

Applications will be reviewed and forwarded to the appropriate DOE medical professional who will either make a determination based on the information provided, or will, as warranted and appropriate, confer with the applicant's physician. Once the determination has been made, Parking Management will notify the employee of the decision.

On a case-by-case basis, temporary parking for a period not to exceed ten (10) working days may be issued to applicants during the period of medical review of documentation.

## **Surrender Regular Parking Permit**

Current parking permit holders approved for handicapped parking will be asked to surrender their regular parking permit for the period of time the handicap permit is in effect. The regular permit will be returned once the handicapped permit is no longer required.

## **Other Considerations**

### Forrestal

Due to limited space in the parking facility, only individuals with a documented mobility impairment will be granted a handicapped parking permit.

## Germantown

Sufficient parking spaces are designated *handicapped* to accommodate the need of those with mobility impairment and will not be reserved for a specific individual. Individuals with mobility impairment should contact Parking Management for a handicapped parking permit.

### **State Issued Handicapped Stickers or License Plates**

State issued handicapped stickers or license plates do not automatically guarantee disability parking, and those without DOE handicapped issued permits are subject to a fine/ticket. Employees wishing to use the handicapped spaces in either facility must obtain a handicapped permit from the parking office.

### **For more information, contact:**

Suzanne Piper, Accommodation Program Manager: 6-8515, Forrestal 8E-082  
Forrestal Parking Office: 6-4271, Room GG-031  
Germantown Parking Office: 3-7050, Room E-073