



United States Department of the Interior
Office of Aviation Services
300 E Mallard Drive, Suite 200
Boise, Idaho 83706-3991

DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) - 12

Subject: Parking of Privately Owned Aircraft and Privately Owned Vehicles stored at the OAS Lake Hood Facility located in Anchorage, Alaska

Effective Date: January 1, 2025

Last Updated: December 14, 2022

Expiration Date: December 31, 2025

1. **Summary of Changes.** None.
2. **Purpose.** This OPM establishes the policy for Department of the Interior (DOI) personnel who desire to park their privately owned aircraft and/or privately owned vehicle on government property at the Anchorage DOI Lake Hood facility.
3. **Authority.** This policy is established by the Director, Department of the Interior, Office of Aviation Services (OAS) in accordance with the provisions of Departmental Manual 112 DM 12, 350 DM 1, and Secretarial Order 3322 dated August 23, 2012.
4. **Aircraft Parking Policy.** The only categories of personal aircraft authorized to park on DOI property are:
 - A. Category I. DOI employees in transit with their personal aircraft or;
 - B. Category II. Those personnel whose aircraft have bureau Director Certification that long-term personal aircraft parking is necessary for official purposes.

Note: Aircraft Parking will be limited to one aircraft per individual and will be on a space available basis as determined by OAS, Alaska Regional Director.
5. **Aircraft Parking Procedures.** Prior to parking, DOI personnel shall submit and have approved the following:
 - A. Category I and II. A written request on form OAS-60, submitted to the Regional Director for approval and final action.
 - B. Category II. A letter from the Bureau Director certifying the privately owned aircraft is necessary for official purposes.
 - C. Category I and II. Evidence of current insurance coverage with minimum limits of liability as follows:

- 1) \$ 50,000 Bodily Injury
 - 2) \$ 100,000 Property Damage
 - 3) \$ 25,000 Bodily Injury Each Passenger
- D. The following operation requirements shall be adhered to; failure to comply will be grounds for canceling parking privileges.
- 1) The aircraft must be owned or leased by DOI employee;
 - 2) No commercial operations for hire may be conducted with the aircraft to include giving flight instruction, flight examinations, etc.;
 - 3) The aircraft is not offered for rental to other individuals or corporations.
6. **Motor Vehicle Parking Policy:** As a courtesy to Department of Interior (DOI) employees traveling on official business for periods of short duration, OAS may provide short-term parking for privately owned vehicles (POV) on a space available basis in the float yard.
- A. The owner of the vehicle must be a current DOI employee.
 - B. With the exception of Government owned vehicles, long-term parking is not authorized. The maximum length of parking for POV is 60 days.
 - C. The designated area for overnight parking is in the float storage yard and shall be positioned so as not to interfere with the normal functions of the OAS Repair Station.
 - D. POV parking is by permit only and all vehicles parked in the designated space must have a valid permit visibly displayed in the windshield with contact information.
 - E. For safety and security reasons, vehicles without a valid OAS issued parking permit visible in the windshield may be towed and impounded at the owner's expense. OAS will attempt a one-time notification of the owner regarding the impending removal. Failure of the owner or their designated contact to respond shall result in the vehicle being towed away.
 - F. It is the responsibility of the DOI employee to apply for the parking permit and renew the permit as required. All permits require an emergency contact and phone number should removal of the vehicle become necessary for safety reasons.
 - G. DOI employees and passengers departing and returning on Government flights originating at the OAS facility will be issued a parking permit valid for up to 60 days and shall be allowed priority in the spaces available.
 - H. There is no long-term parking allowed in employee parking lot.
 - I. Due to increased risk of vehicle aircraft collision, no vehicle parking is permitted on the aircraft ramp. Active loading and unloading of vehicles only are allowed on the airplane ramp and tie-down areas.

- J. Automobiles parked at the OAS facility are at the owner's risk and OAS assumes no responsibility for loss, damage or theft.
- K. Parking permits will be limited to one vehicle per employee or passenger on a Government flight.
- L. Storage of personal autos, trailers, boats, aircraft, or other equipment is not authorized.
- M. All permitted vehicles shall display current license tags or they will be addressed as stated in paragraph 1.E.
- N. All vehicles must provide proof of insurance in accordance with State of Alaska regulations.

7. Motor Vehicle Parking Procedures:

- A. Contact OAS at (907) 271-4325 to request a permit or contact the facility manager. Parking permits will be issued for each parking period and will not be issued for longer than 60 days duration. If space is not available in the float yard, permits will not be issued.
- B. Permits must be displayed in the windshield in such a manner they may be viewed from outside the vehicle.

Upon approval, the Facility Manager shall be notified and will assign parking spaces that may be changed or deleted as space permits.

Susan E. Bates
Director, Office of Aviation Services