

# Red Reserved / Senior Executive Parking Permits

Dear Scientific Executive:

We recognize you have commitments both on and off the main NIH campus. Reliable parking for on-campus visits is essential to meet those obligations. The Office of Research Services (ORS), Division of Amenities and Transportation Services (DATS) is pleased to inform you that there are additional options exclusively for Scientific Executives. There are a total of 16 spaces throughout campus.

Employees with a Title 42 Scientific Executive (SE) professional designation, who have a reserved parking space are not eligible to receive a SE-RES Parking Permit. Eligible individuals will be issued a special permit, Red Executive/SE-RES. This option is available on a first come, first served basis.

IC's wishing to request permission for a SE-RES permit must submit a request through their respective Executive Officer to the Director, DATS for approval. A sample of the request can be found at the end of this document or by clicking [here](#).

Please see below for a map and list of the specific locations where the pool of spaces can be found. You must possess a Scientific Executive parking permit to use these spaces (known as Red Executive/SE-RES; see below for example of permit). Please note these are not individually reserved spaces since they are designed to provide extra parking opportunities if no other parking areas are available.

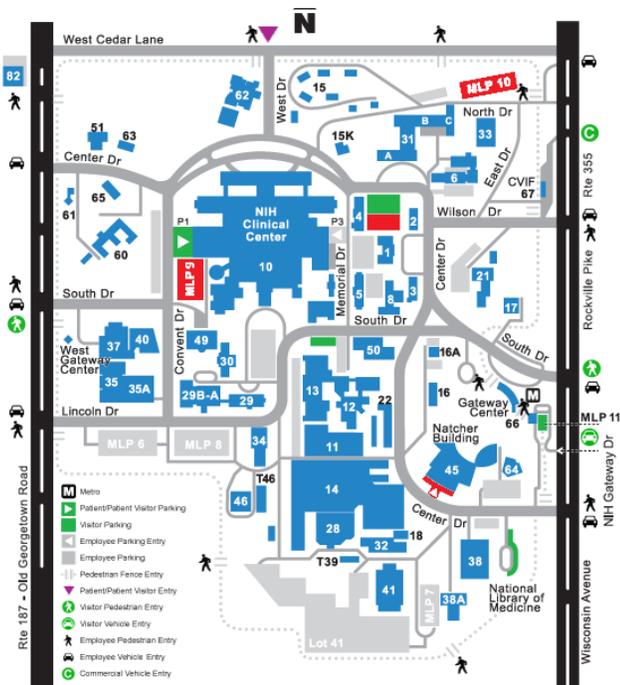
## Additional reminders:

- The spaces are available on a first come, first served basis.
- The SE-RES spaces are reserved until 3:00 pm, Monday through Friday. After 3:00 pm, the spaces are available to any parking permit holder.
- Red Executive/SE-RES permit holders can also park in available red permit-holder parking spaces.

## AVAILABLE SPACES BY LOCATION:

- MLP-10 Garage – Ten spaces are located on the fourth floor (signage: SE-RES-001 through 010).
- Natcher Garage – Two spaces are located on the second floor (signage: SE-RES-011 through 012).
- Lot 4 – Two spaces (numbers 16 and 18) are located in the Lot 4 parking area (signage: SE-RES).
- MLP-9 Garage – Two spaces are located on the first floor (signage: SE-RES-013 through 014).

Areas marked below in red show the lots with Red Reserved/Senior Executive Parking.



Sample Red Executive/SE-RES parking permit



## Red Reserved / Senior Executive Permit Request Memo

Below is an example for the request to be submitted to the Director, DATS. The request can be sent via email from your IC's Executive Officer to the NIH Parking Office, [nihparkingoffice@ors.od.nih.gov](mailto:nihparkingoffice@ors.od.nih.gov).

Date: [Current Date]  
From: [IC Executive Officer]  
To: [Name], Director, Division of Amenities and Transportation Services (DATS)  
Subject: Request for a Red – SE/RES Parking Permit for [Name], [Position], [IC]

In accordance with Manual Chapter 1410, this memo serves as a written request to obtain a Red – SES/RES parking permit for [Name], [Position], [IC]. [Mr./Mrs./Dr.] [Name] is a Title 42 Scientific Executive and [provide reason for justifying the permit request]. [Name]'s office is located in [Location].

Please contact me if you have any questions or additional requirements. I can be reached at [Phone]. If approved, [Name] understands that their current parking permit must be returned upon receipt of the new permit.

[Executive Officer Signature Block]

If you have any questions or concerns, please contact the NIH Employee Transportation Services Office (also known as the NIH Parking Office) at [nihparkingoffice@ors.od.nih.gov](mailto:nihparkingoffice@ors.od.nih.gov) or 301-496-5050.