

From: [Human Resources](#)
To: [Human Resources](#)
Subject: Parking and Transit Information for Return to Office
Date: Monday, March 24, 2025 5:48:15 PM

This is the first in a series of emails containing helpful information regarding return to office (RTO). The below information focuses on parking and transit. We will send out additional communications this week regarding other administrative matters (e.g. building rules and amenities, security reminders).

Parking at FCC HQ

April will serve as a transition month with respect to parking, as we make adjustments to handle a large-scale RTO. For the month of April, the FCC HQ garage will be at capacity. There will not be daily parking available for April since the monthly spots will be fully reserved.

Although you may still apply for monthly parking for the month of April, you will be placed on a wait list if all monthly parking spots have already been reserved. Employees may apply for monthly parking by completing the parking application and emailing their application to Penn Parking at Mbirru@pennparking.com. For questions, please call the Penn Parking helpdesk at 410-782-9112.

As a reminder, the current parking subsidy – which caps the cost of a monthly space at \$151 – is set to expire after April.

We will provide updated parking information for May and beyond at a later date, including whether there will be a further parking subsidy after April. After the transition month of April, the FCC will work with Penn Parking to ensure that monthly parking spaces are being made available consistent with the parking priorities at 41 CFR § 102-74.305. We appreciate your patience as we work through parking details with the vendor and prepare for a significant increase of in-person presence at HQ.

Transit Subsidy

The FCC's transit subsidy program provides mass commuter transportation (e.g., commuter rail, metro, bus) benefits, up to \$325/month to offset commuting costs. Employees typically must submit requests no later than noon on the 10th of each month to receive their requested benefits in the following month. Employees seeking to review, raise, or lower their monthly subsidy may do so on the TRANServe website: (<https://www.transportation.gov/transerve/participants/federal-communications-commission-fcc>).

If you have any questions or need assistance completing your registration or submitting your subsidy change request, then please contact Vaughn West, Administrative Service Center (ASC), at 202-418-0330 or Vaughn.West.CTR@fcc.gov.

We recognize that some employees may be unable to update their transit benefits in time to receive them before April 1. We plan to offer a transit cost reimbursement, consistent with what we have done in the past in similar circumstances. We will share more information about that reimbursement process after April 1.

FCC Shuttle

The FCC has a passenger shuttle between Union Station and Headquarters in the mornings (6:00-11:00 am) and evenings (3:00-10:00 pm), Monday-Friday (except holidays), on 15-minute intervals. At Union Station, the shuttle will be located in front of Bureau of Labor Statistics on 1st street at the Mezzanine level of Union Station. From the train platform, follow signs to 1st street and shopping mall, and exit at 1st street. More information can be found on the employee portal <https://www.fcc.gov/sites/default/files/emp-port-hq-shuttle.pdf>.