



Director of Administration and Management
**ADMINISTRATIVE
INSTRUCTION**

NUMBER 88
August 26, 2009

PFPA, DA&M

SUBJECT: Pentagon Reservation Vehicle Parking Program

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive 5105.53 (Reference (a)), this Administrative Instruction (AI):

- a. Reissues AI 88 (Reference (b)) for the Pentagon Reservation Vehicle Parking Program.
- b. Establishes OSD policy and assigns responsibilities under part 234 of title 32, Code of Federal Regulations (Reference (c)).

2. APPLICABILITY. This AI applies to:

- a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the National Guard Bureau, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").
- b. All guests, visitors, contractors, and other DoD personnel approved to use the parking facilities on the Pentagon Reservation.

3. DEFINITIONS. Terms used in this AI are defined in the Glossary and Joint Publication 1-02 (Reference (d)).

4. POLICY

- a. Parking regulations for the Pentagon Reservation shall be enforced in accordance with Reference (c) and DoD Directive 5105.68 (Reference (e)).

b. DoD employees in the National Capital Region (NCR) shall not collect the Mass Transit Benefit Program subsidy while maintaining a permanent Pentagon Reservation parking pass consistent with the authority in Deputy Secretary of Defense Memorandum (Reference (f)) and DoD Directive 5110.4 (Reference (g)).

5. RESPONSIBILITIES. See Enclosure 2.

6. RELEASABILITY. This AI is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This AI is effective immediately.



Michael L. Rhodes
Acting Director, Administration and
Management

Enclosures

1. References
 2. Responsibilities
 3. Parking Space Allocation
 4. Types of Parking Assignments
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (b) Administrative Instruction No. 88, "Pentagon Parking Program," June 26, 1989 (hereby canceled)
- (c) Part 234 of title 32, Code of Federal Regulations
- (d) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," as amended
- (e) DoD Directive 5105.68, "Pentagon Force Protection Agency," December 19, 2008
- (f) Deputy Secretary of Defense Memorandum, "Department of Defense Transportation Incentive Program," October 13, 2000
- (g) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001
- (h) Section 2674 of title 10, United States Code
- (i) DoD Instruction 1000.27, "Mass Transportation Benefit Program," October 28, 2008
- (j) Deputy Secretary of Defense Memorandum, "Pentagon Occupancy and Space Allocation Study Results," November 15, 2006
- (k) Subpart 102-71.20 of title 41, Code of Federal Regulations
- (l) Administrative Instruction 30, "Force Protection of the Pentagon Reservation," June 24, 2009

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M shall oversee parking management for the Pentagon Reservation, in accordance with Reference (c).

2. DIRECTOR, PENTAGON FORCE PROTECTION AGENCY (PFPA). The Director, PFPA, under the authority, direction, and control of the DA&M, shall:
 - a. Provide force protection, security, and law enforcement of the Pentagon Reservation under the authority of Reference (e) and section 2674 of title 10, United States Code (Reference (h)).

 - b. Administer and coordinate Pentagon Reservation parking policy, including program management, parking infraction control measures, and issue resolution.

 - c. Implement the parking program and monitor established controls in order to ensure compliance with the program.

 - d. Establish and maintain parking plans and procedures consistent with DoD policy and this AI to:
 - (1) Provide a safe and secure parking environment for authorized licensed vehicles on the Pentagon Reservation.

 - (2) Control parking space allocations.

 - e. Continually evaluate the effectiveness of the Pentagon Reservation Vehicle Parking Program and recommend changes and/or modifications to DA&M.

 - f. Conduct biannual reviews of the parking plan in order to ensure the most effective utilization of available parking spaces.

3. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). The Director, WHS, under the authority, direction, and control of the DA&M, shall:
 - a. Provide real property maintenance, repair, alteration, design, and construction, to include signage, for all parking areas of the Pentagon Reservation.

 - b. Review and approve parking plans and layouts to assure safe arrangement and traffic flow to minimize the potential for vehicle and pedestrian mishaps.

c. Administer the Mass Transportation Benefit Program for the Pentagon Reservation in accordance with DoD Instruction 1000.27 (Reference (i)), in coordination with the PFPA Parking Management Branch (PMB).

d. Encourage car and van pool participation by Pentagon Reservation employees, jointly with PFPA.

e. Manage permitting activities for use of the Pentagon Reservation real property, to include parking areas.

4. HEADS OF THE DoD AND OSD COMPONENTS. The Heads of the DoD and OSD Components shall:

a. Ensure all assigned personnel, contractors, visitors, and guests to the Pentagon Reservation comply with this AI.

b. Formally identify and assign a Component Parking Representative(s) (CPR) and Division Representative(s) (DR) to administer their respective Component Parking Program.

ENCLOSURE 3

PARKING SPACE ALLOCATION

1. ALLOCATION PRIORITY. Consistent with Reference (c), PMB shall allocate parking spaces in the following order of priority:
 - a. Disabled employees.
 - b. Government vehicles.
 - c. Executives.
 - d. Van and car pools.
 - e. Single occupant drivers.

2. ALLOCATION OF PARKING PERMITS. In accordance with Reference (c), PMB allocates parking spaces to the CPR based on the Pentagon Occupancy and Space Allocation Study (POSAS) results provided in Deputy Secretary of Defense Memorandum (Reference (j)).

3. ALLOCATION DISBURSEMENT. Each CPR will subsequently establish allocations for their respective DoD or OSD Component in coordination with their subordinate DR(s). Allocations of Disabled "H" permits for the physically disabled will be issued directly by PMB based on applicants who have submitted the required medical documentation. (See Enclosure 4 of this AI.)

ENCLOSURE 4

TYPES OF PARKING ASSIGNMENTS

1. DISABLED PARKING. Disabled parking spaces are reserved for vehicles with a Pentagon Reservation “H” parking permit and are marked with the wheelchair insignia on the pavement. The “H” signage within the South and North Parking lots designates the disabled parking spaces on the Pentagon Reservation. Issuance of temporary or permanent “H” parking permits requires a Pentagon Reservation physician’s certificate processed through the CPR to the PMB.

a. Medical Evaluation. All requests for an “H” parking permit shall be initiated by the physically disabled person and include detailed documentation from his or her physician to preclude further examination at the Pentagon Reservation medical facilities. The medical evaluation documentation presented in support of a disabled parking request must address the following questions:

- (1) Is the severe walking impairment permanent? If the walking impairment is not permanent, how long is it expected to last?
- (2) Does the severe walking impairment prevent the use of public transportation? If so, how?
- (3) Does the severe walking impairment prevent participation in a car pool, either as an operator or as passenger? If so, how?
- (4) What are the limitations on walking specific distances?
- (5) Why do the increased walking distances from certain parking areas adversely affect the disability?
- (6) Are there other relevant statements supporting the request for an “H” permit?

b. Review of Medical Evaluation. The requestor shall submit all physician statements supporting the disabled parking request for the Pentagon Reservation directly to one of the DoD Health Services facilities: The Pentagon TriCare Medical Clinic (Corridor 8, Room MG854); the Pentagon Air Force Flight Medicine Clinic (Room 4A870); or the Federal Office Building (FOB)#2 Navy TriCare Medical Clinic (Room 1319 - for military only). The DoD Health Service must certify that the requestor is sufficiently physically disabled to be authorized parking at A&E Drive or the FOB#2 Compound, as required in subpart 102-71.20 of title 41, Code of Federal Regulations (Reference (k)). The requestor shall submit his or her request for a disabled parking permit through both their DR and CPR to the PMB with supporting documentation from one of the aforementioned DoD Health Services. Based on the results of the medical evaluation and the timeframe of physical disability, disabled parking permits will be issued as follows:

(1) Permanent Disability. An “H” parking permit will be issued in 2-year increments based on the parking permit biannual review. Authorized permanent disability parking is located in the Pentagon North and South Parking Lots, FOB#2 Lot 1 and Southgate Road, and Eads Street Lot for 400 Army-Navy Drive permit holders in marked disabled spaces. If the disabled parking spaces are full, “H” parking permit holders may park in any vacant parking space except for reserved numbered spaces.

(2) Temporary Disability. Temporary disability parking permits are granted based on the time period specified by the appropriate DoD Health Service as indicated on the medical documentation submitted by the requestor. Authorized parking spaces for the temporary disability category parking are located in the Pentagon North and South Parking Lots, FOB#2 Lot 1 and Southgate Road, and Eads Street Lot for 400 Army-Navy Drive. Persons holding temporary disability parking permits may park in designated disabled spaces. If the marked disabled parking spaces are full, temporary disability parking permit holders may park in any vacant parking space except for reserved numbered spaces. Individuals authorized a temporary disability permit and who currently possess another permit will be required to turn in that parking permit to PMB during the duration of the disability. PMB will hold the permit in the individual’s parking records, not to exceed a 1-year time period. Upon the termination of, or relief from, the disability, the individual may retrieve the parking permit from PMB.

(3) A&E Drive or FOB#2 Compound Disability Permit. A&E Drive or FOB#2 Compound disability permits are only valid during the time frame specified by the evaluating DoD Health Services’ review of the disability. Disabled individuals are issued an A&E Drive or FOB#2 Compound parking permit based on a recommendation by the DoD Health Services. All parking spaces inside the FOB#2 Compound parking are numbered. “H” parking inside FOB#2 Compound is reserved by number and limited; therefore, the individual will be issued a Pentagon Reservation “H” reserved numbered parking space permit.

2. OFFICIAL VEHICLE. The parking areas currently designated in North Parking Lot as “O” (Official) are for marked U.S. Government (USG) owned, unmarked USG-owned, or USG-leased vehicles, as well as other USG agencies visiting the Pentagon Reservation on official business using a USG vehicle. The requirements for the following government vehicles are:

a. Marked USG. All marked USG-owned vehicles that routinely park at the Pentagon Reservation must display a PMB-provided Pentagon Reservation location sticker affixed to the bottom left corner (driver’s side) of the vehicle windshield. The location stickers are required to identify the applicable USG agency the vehicle is assigned to, the point of contact at that agency, and work phone number that will be maintained in the PMB database. Visiting Federal U.S Government agencies may obtain location stickers by submitting a letter of request from the agency to PMB. The letter must include the name of the agency, an agency point of contact, a work telephone number, the agency’s location, all applicable USG vehicle license plate numbers, vehicle description, and the name of the DoD Component being visited.

b. Unmarked USG. Unmarked USG-owned or leased vehicles must display a Pentagon Reservation “O” parking permit while parked on the Pentagon Reservation. Other government

agency official decals or placards are not authorized for parking access on the Pentagon Reservation. An "O" parking permit may be obtained on a space available basis by submitting a letter of justification through the appropriate CPR to PMB along with a copy of the state-issued registration for each vehicle or a copy of the lease agreement for each vehicle. PFPA PMB will conduct a review of submitted requests and may issue an "O" parking permit upon verification of submitted information. Although owned by General Services Administration, some unmarked vehicles may bear state-issued license plates. These plates are issued and displayed for security purposes and the vehicles are eligible to park on the Pentagon Reservation.

c. Official Business (OB) Access Pass. A temporary pass may be issued every 18 months to DoD Components and other Federal or contracting agencies with a transportation fleet of marked or unmarked government or leased vehicles to transport their senior officials with official business at the Pentagon. The "OB" pass allows the vehicle access through the controlled gates after security measures are performed by Pentagon police officers or Contract security officers. Entry through the vehicle controlled gates requires 100 percent identification checks and vehicles to be screened. All occupants of the vehicle will be required to show one of the following forms of photo identification at the vehicle secured gates: DD Form 1466, "DoD Building Pass;" DoD Common Access Card; or Federal agency badge or credentials. To proceed with the vehicle through the controlled gates, all non-DoD badge holders will be required to be processed through the "Visitor Access Control" system 48 hours prior to arriving at the Pentagon. Security checks may cause a brief delay in entry. Drivers should plan accordingly and be prepared prior to arrival. There are limited temporary "standing only" parking spaces reserved for drivers waiting for their principal within the secured areas.

3. EXECUTIVE PARKING. Executive parking permits are issued from the DoD Component's allocation for individuals who may be issued preferential assigned parking privileges. Executive numbered permit holders are not authorized to park in other Pentagon parking areas Monday – Friday. However, in cases where an individual's assigned parking place is occupied by another vehicle, that individual will coordinate through their CPR with PMB for temporary parking. Designated parking areas for executives are as follows:

a. River Terrace (R). These "R" parking spaces are assigned to OSD, the Office of the Chairman of the Joint Chiefs of Staff, and the Department of the Air Force. Vehicle access to the River Terrace parking area requires an assigned "R" parking permit properly displayed in the authorized vehicle, and the driver must possess a valid DoD building pass to be cleared by the Pentagon Police Directorate (PPD) officer at the access gates. River Terrace numbered permit holders are not authorized to park in other Pentagon parking areas Monday – Friday. "R" permit holders may park in any vacant space except handicapped on weekends and holidays. If visiting FOB#2, they may park in any "A," "B," or "C" area at FOB#2, or obtain clearance from the DoD Component they are visiting to park within the FOB#2 compound.

b. Mall Terrace (M) and Corridor 5 (C5). These "M" and C5" parking spaces are assigned to the Department of the Army, Department of the Navy, Department of the Air Force, the Office of the Chairman of the Joint Chiefs of Staff, and OSD. Vehicle access to the Mall Terrace parking area requires an assigned parking permit to be properly displayed in the authorized

vehicle, and the driver must possess a valid DoD building pass to be cleared by the PPD officer at the access gates. Mall Terrace and C5 numbered permit holders are not authorized to park in other Pentagon parking areas Monday – Friday. “M” and “C5” permit holders may park in any vacant space except for handicapped on weekends and holidays. If visiting FOB#2, they may park in any “A,” “B,” or “C” area at FOB#2, or coordinate prior clearance from the DoD Component they are visiting to park within the FOB#2 compound.

c. North Secure (NS). The “NS” numbered executive parking areas are located adjacent to the Pentagon Athletic Center (PAC). The parking spaces are allocated to individuals who meet the requirement stated in paragraph 3 of this enclosure. Vehicle access to the NS parking areas requires an assigned parking permit properly displayed in the authorized vehicle, and the driver must possess a valid DoD building pass to be cleared by the PPD officer at the access gate. “NS” numbered permit holders are not authorized to park in other Pentagon parking areas Monday – Friday. “NS” permit holders may park in any vacant space except handicapped on weekends and holidays. If visiting FOB#2, they may park in any “A,” “B,” or “C” area at FOB#2, or coordinate prior clearance through the DoD Component they are visiting to park within the FOB#2 compound.

d. South Secure (SSA). The secured “SSA” numbered executive parking areas are located in South Parking, adjacent to the Corridor 3 pedestrian bridge. The parking spaces are allocated to individuals who meet the requirement stated in paragraph 3 of this enclosure. Vehicle access to the SSA parking areas requires an assigned parking permit properly displayed in the authorized vehicle, and the driver must possess a valid DoD building pass to be cleared by the PPD officer at the access gate. SSA numbered permit holders are not authorized to park in other Pentagon parking areas Monday – Friday. “SSA” permit holders may park in any vacant space except for handicapped weekends and holidays. If visiting FOB#2, they may park in any “A,” “B,” or “C” area at FOB#2, or coordinate prior clearance through the DoD Component they are visiting to park within the FOB#2 compound.

e. South, North, FOB#2, and Eads “A.” Unnumbered reserved parking areas are designated by parking signage as “S-A,” “N-A,” “F-A,” and “E-A” located in the respective designated parking lot. The parking spaces are allocated to individuals who meet the requirement stated in paragraph 3 of this enclosure. Individuals are required to park in their designated parking lots during the restricted hours, 0600 to 1400 hours, Monday - Friday.

f. FOB#2. Reserved FOB#2 compound spaces (“CP”-numbered spaces) within the FOB#2 compound and Columbia Pike Lot are designated as executive parking. The parking spaces are numbered and allocated to individuals who meet the requirement stated in paragraph 3 of this enclosure. Vehicle access to the FOB#2 Compound parking area requires an assigned parking permit to be properly displayed in the authorized vehicle, and all occupants must have a valid DoD building pass in order to access the secured gate to ensure authorization into the FOB#2 compound. “CP” and “Lot 1” permit holders are not authorized to park in other FOB#2 parking areas Monday – Friday. “CP” and “Lot 1” permit holders may park in any vacant space except handicapped on weekends and holidays. If visiting the Pentagon, they may park in any “A,” “B,” or “C” area or coordinate prior clearance through the DoD Component they are visiting to park within the secured areas.

g. 400 Army-Navy Drive/Eads Street. Reserved numbered spaces within the Eads Street Lot are designated as executive parking. The parking spaces are numbered and allocated to individuals who meet the requirement stated in paragraph 3 of this enclosure. Vehicles parking in the numbered spaces of the Eads Street Lot require an assigned parking permit properly displayed in the authorized vehicle.

4. VAN AND CAR POOLS. Van and car pool reserved parking areas are designated by parking signage as “B” throughout the Pentagon Reservation. In order to obtain a van or car pool permit, specific requirements must be met:

a. A van pool permit requires a minimum of seven members with at least four of the members employed full time and physically working on the Pentagon Reservation. Members participating in a van pool must provide proof of residence and should live within the same general area or driving route to the Pentagon Reservation. The driving route of participants may be questioned by PMB, and may require written statements on the driving routes to and from the workplace. The principal member and all other van pool members shall apply for and obtain the van pool permit from PMB, located in Room 2D1039, Pentagon Concourse. Pentagon Reservation van pool permit holders must be registered with the Washington Metropolitan Area Transit Authority to retain their “B” parking permit.

b. A car pool permit requires a minimum of two members. All members must be employed full time and physically working on the Pentagon Reservation. Members participating in a car pool must provide proof of residence and should live within the same general area or driving route to the Pentagon Reservation. The driving route of participants may be questioned by PMB and may require written statements on the driving routes to and from the workplace. All car pool members must register at PMB to obtain a car pool “B” parking permit. The principal member and all other car pool members shall apply and obtain the car pool permit from PMB, located in Room 2D1039, Pentagon Concourse.

5. SINGLE OCCUPANT PERMIT. These Pentagon Reservation parking permits are issued to individuals who are unable to participate in a van or car pools or mass transit due to duty or job requirements. Parking permits issued to single occupants include:

a. “C” Permit. A non-executive parking permit issued to an individual from the DoD Component’s allocation. The parking permit allotted for a single occupant driver will be assigned to a designated parking lot, e.g., North, South, FOB#2, Eads, or Hayes Parking lot. The permit will be assigned as “SC” (South “C”), “NC” (North “C”), “FC” (FOB#2 “C”), and “EC” (Eads “C”) and is valid for the 2 years of the reporting period. Individuals issued a parking permit may be military, civilian, or a DoD contractor and must park only in the designated parking lot as annotated on the assigned permit.

b. Shift Work (SW). A Pentagon Reservation parking permit issued to shift workers. The “SW” parking permit allows parking in any “C” (NC, SC, FC, and EC) area. To obtain an “SW”

permit, a letter of justification must be submitted to the respective DoD Component CPR to be validated and signed by the senior official who oversees their respective parking office. (See Glossary for “shift worker” definition.)

6. TEMPORARY PARKING. Temporary parking may be issued to individuals in the form of a temporary parking permit that exceeds 30 days or vehicle parking clearance for less than 30 days. The temporary parking request must meet the following criteria:

a. New personnel or individuals out-processing with a copy of official orders or in/out processing papers. Temporary parking of this nature shall not exceed 2 weeks in duration. Individuals may obtain the temporary vehicle parking clearance from PMB, located in Room 2D1039, Pentagon Concourse.

b. A temporary vehicle parking clearance will be processed for reasons such as: forgotten permit; requirements outside of the mass transit hours of operation not to exceed 5 calendar days; or temporary duty not to exceed 1 week. Individuals may obtain a temporary vehicle parking clearance from PMB, located in Room 2D1039, Pentagon Concourse.

c. All individuals enrolled in the NCR Mass Transit Subsidy Program or assigned temporary duty who require temporary parking that exceeds 5 work days, to support a requirement outside of the mass transit operation hours, must have approval from their respective Administrative Assistant (AA) (see References (f) and (g)). The AA will submit the request for approval to the PFFPA Director for processing. If the assignment exceeds 30 days, a temporary parking permit will be issued and shall be obtained from the respective CPR.

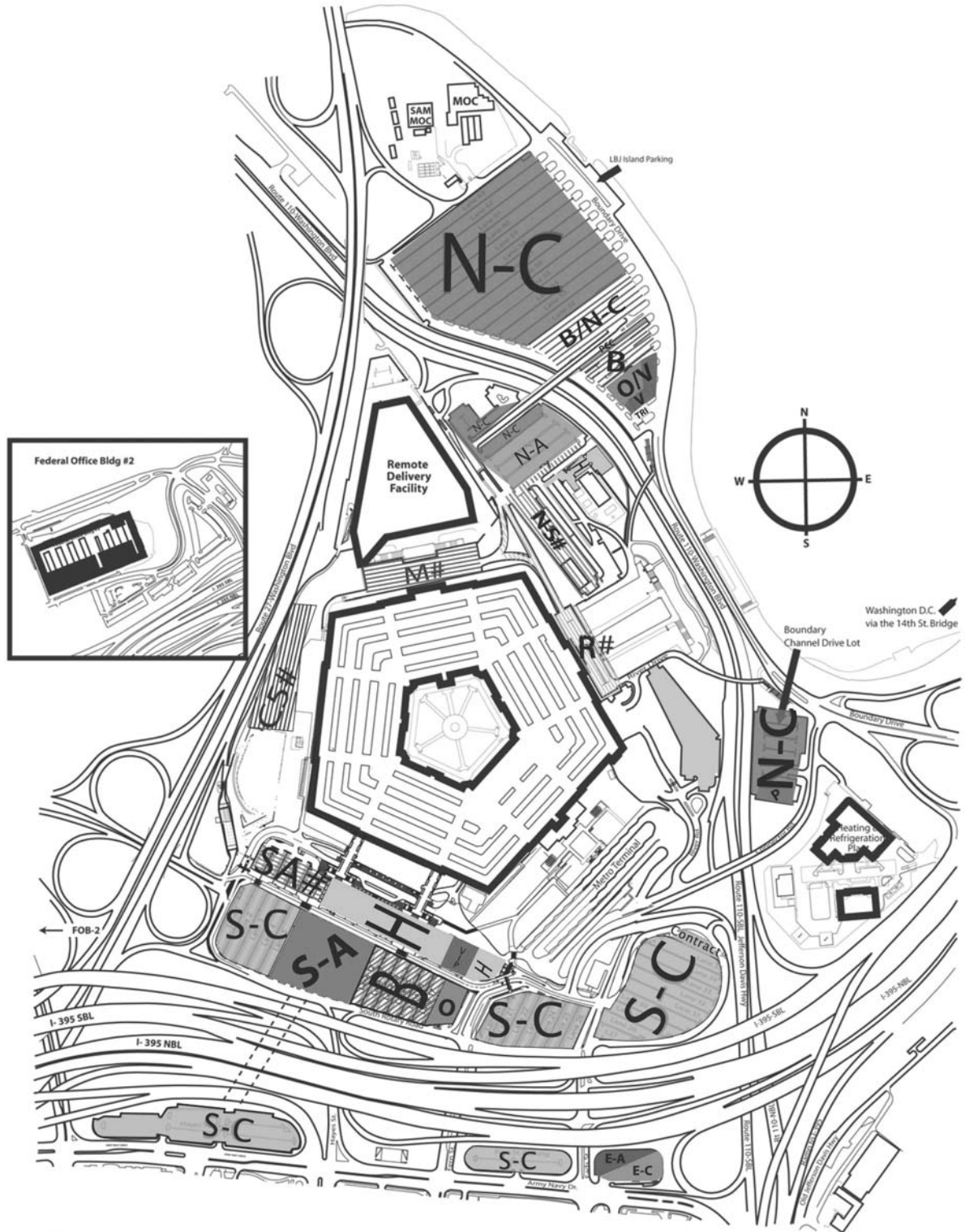
7. “PRESS” PARKING PERMIT. Parking permits issued from the Office of the Assistant Secretary of Defense for Public Affairs are allocated to media personnel assigned to the Pentagon Reservation.

8. TAXI. Taxi cabs, when transporting an authorized individual, are permitted in restricted areas of the Pentagon Reservation to pick up or drop off senior departmental leaders or guests of senior departmental leaders, after successful completion of the PFFPA clearing process in accordance with Enclosure 6 of AI 30 (Reference (k)). A limited number of taxi drivers associated with the Pentagon Taxi Association are authorized to stage vehicles at the Pentagon Taxi Stand located at the lower end of South Parking.

9. MOTORCYCLE PARKING PERMIT. A sticker may be issued to Pentagon Reservation employees who have registered their motorcycle(s) with PMB and who are authorized to park in the motorcycle parking areas designated in South Parking, NS Lot, Eads Lot, FOB#2 compound within Wing 6 and 7, and Southgate Road.

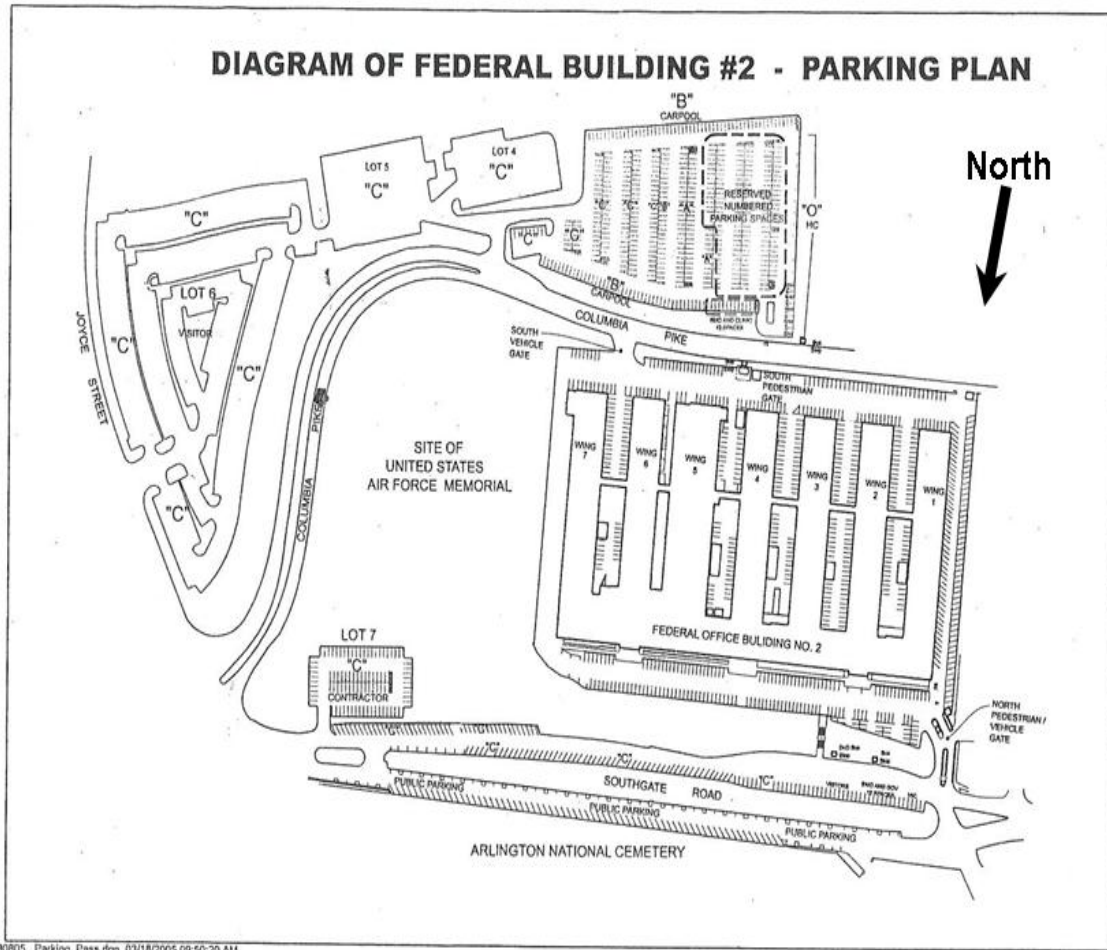
10. PAC PARKING PERMIT. A parking permit may be issued to qualified members of the PAC. The parking permit is issued according to membership duration and authorizes the permit holder to park in any “C” area on the Pentagon Reservation, Monday - Friday, from 1400 to 0700, and all weekends and holidays. Parking in the North “A” area has been granted from 1400 to 0700, and all day on weekends and holidays.

Figure 1. Pentagon Reservation Parking Areas
Pentagon Parking Facilities



Revised 7 July 2009

Figure 2. FOB#2 Parking Areas



ENCLOSURE 5

PARKING RESPONSIBILITIES

1. GENERAL. Parking on the Pentagon Reservation is a privilege and not a right or entitlement of any individual. It is the responsibility of all persons using the Pentagon Reservation parking facilities to be alert of suspicious activities, such as the presence of unfamiliar personnel and vehicles, suspicious parcels, and possible surveillance attempts in the parking lots. It is also the responsibility of all persons using the Pentagon Reservation parking facilities to read, understand, and comply with the requirements of this AI, any Pentagon Building Circulars, and/or applicable DoD issuances. If abused, parking authorization may be withdrawn. Failure to comply with DoD issuances may result in legal and/or administrative action. (See Enclosure 6 of this AI.)

a. CPR. Each DoD Component allotment of parking permits is based solely on the personnel percentage per DoD Component reflected in the POSAS. Once PMB disburses parking allocations, it is the CPR's responsibility to:

(1) Disburse allotments annually to each DR for issuance to their employees. PMB is not responsible for distribution allocations to the DR(s).

(2) Adjust parking allotments based on individual divisions' ability to utilize allocations.

(3) Review all allocations on a continuous basis, verify the DR(s)' statistics of parking requirements, and modify as appropriate. A DoD Component must utilize its total allocation and demonstrate a sufficient increase of manpower to justify additional allocations from PMB.

(4) Ensure each assigned DR complies with this AI.

(5) Enter vehicle clearance information into the Parking Clearance System and forward it to PMB for approval.

(6) Ensure that individuals requiring vehicle clearance are authorized visitors or occupants of the building. There are occasions when an employee, with a parking permit, is authorized vehicle clearance through the secured vehicle gates. The employee must be dropping off or picking up a senior official in the military grade of O-7 and above or a member of the Senior Executive Service. The CPR submitting the vehicle clearance to PMB must clearly annotate this applicable information in the comment box to facilitate approval. Other visitors may be cleared for parking at the Hayes Street Lot, Fern Street Lot, or North Parking, Lanes 57-63 by the DoD Component being visited.

b. DR. This individual is subordinate to the CPR. The DR's responsibilities are to:

(1) Assign parking permits to individuals within their division based on the allocations from the CPR and in compliance with this AI.

(2) Ensure accountability of assigned permits; keep permit holder information current; and brief each individual on their authorized parking area and their responsibilities as a permit holder.

c. Permit Holder. All individuals approved and assigned a Pentagon Reservation parking permit bear certain responsibilities as a DoD employee using a Federally controlled parking facility. The permit holder's responsibilities are:

(1) Pick up approved parking permit from CPRs and sign the "Permit Holder's Responsibilities Acknowledgement Statement." The "Acknowledgement Statement" is required to be signed by the permit holder.

(2) Display the assigned parking permit in the authorized vehicle on the rearview mirror when parked on the Pentagon Reservation at all times. The parking permit must be registered to the individual's name and vehicle license tag number. When it is impossible to hang the permit from the rear-view mirror, the permit will be placed on the driver's side dashboard in plain view and in such a position that its authenticity can be readily verified.

(3) Parking in the designated lots or areas is in effect from 0600 to 1400, Monday - Friday. After 1400 and until 0600, these parking permits will be interchangeable in parking areas of the same permit type and without restrictions on weekends and holidays. For example, individuals with a South "A" permit may park in North "A" and individuals with an SC permit may park in NC. In general, parking enforcement will be 24 hours a day and 7 days a week at the Pentagon Reservation. Parking on the Pentagon Reservation without a permit or vehicle parking clearance is a violation.

(4) Vehicles parked on the Pentagon Reservation in violation of provisions in this AI are subject to being towed or booted. Parking violations include, but are not limited to: parking in unauthorized parking areas, grassy areas, within the Remote Delivery Facility Secured Access Lanes, near guard booths, along yellow curbs, or in a manner that blocks traffic or pedestrian lanes; not displaying the authorized permit assigned to the individual and vehicle tag number; not having the proper vehicle clearance through the agency; displaying an invalid or expired parking permit; or parking a vehicle so that it occupies or utilizes portions of two marked parking spaces. When parking on the Pentagon Reservation, the driver should center the vehicle between the two lines marking the specific parking space. Repeat offenders of parking regulations are subject to suspension or revocation of parking privileges.

(5) Vehicle and parking permits must be safeguarded by locking and checking the vehicle before entering, operating, or while exiting the vehicle to ensure that the permit and the vehicle are secured. All lost, stolen, or missing parking permits must be reported by the permit holder to the Integrated Emergency Operations Center (IEOC) by calling (703) 697-1001. If the permit holder no longer works at the Pentagon and failed to return the permit, the CPR shall call the IEOC and report the permit to be missing. The following processing procedures are:

(a) IEOC personnel will take a statement from the caller and will provide the caller a case number.

(b) The caller must provide the case number to their respective DR to enter into the parking database to generate a replacement permit for a permit reported lost or stolen. If the caller is a van or car pooler, the individual shall report the case number to PMB for replacement.

(c) All case numbers are turned over by the IEOC to PFFA Criminal Investigative Protection Directorate (CIPD) for investigation and disposition. During the investigation period, individuals may be temporarily approved by PMB to park in the Hayes/Fern/North Parking, Lanes 57-63.

(e) PMB will not replace or release a permit cancellation until CIPD has cleared the investigation.

(6) Parking permits are non-transferable. However, registered car pool members may transfer permits among other members registered under the same permit. Any new members must register with a DD Form 1199, "Pentagon Reservation Parking Permit Application" (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

(7) Under no circumstances shall parking permits be altered or duplicated. When vehicles are found to contain duplicated or altered parking permits, the vehicle will be towed or booted and the owner or driver may be subject to prosecution and/or parking sanction by PFFA.

(8) Vehicles are subject to booting when they are covered with any type of car cover prohibiting a PFFA Parking Enforcement Official from readily seeing the parking permit or vehicle license tag number. A PFFA Parking Enforcement Official shall not be responsible for removing car covers to determine if a parking permit is contained in the covered vehicle.

(9) Parking in excess of 24 hours in one location requires prior written request by the authorized permit holder through the DR and CPR to PMB for approval. This information is provided to the Pentagon Police for security measures.

(10) Using false or incorrect information to obtain or maintain a parking permit shall result in revoking the permit holder's parking privileges for a period of not less than 6 months. Notification of the revocation shall be forwarded through the responsible agency's administrative channels.

2. VAN AND CAR POOL MEMBERS. All van and car pool members must ride daily in the pool, to and from work. Members must provide proof of residence and should live within the same general location or on the way to their place of employment. All members must adhere to their responsibilities as follows:

a. The principal member is the designated member who is responsible for the currency of van or car pool information with PMB. The principal member ensures all information and

member participation is correct. Using false or incorrect information to obtain or maintain a parking permit shall result in revoking the permit holder's parking privileges for a minimum of 6 months.

b. All van or car pool members shall:

(1) Remain cognizant and comply with all information contained in this AI. It is imperative all members maintain current biographical information, telephone contact information, and vehicle identification on file with PMB, such as work telephone number, vehicle make and model, vehicle license number, membership status, etc.

(2) Understand that van and car pools are subject to random verification of information and participation. It is mandatory that all members fully cooperate with PMB to verify van or car pool membership. Failure of any member to provide requested information upon request or within a reasonable time shall result in permit revocation. If PMB determines that a member has left a van or car pool for more than a 10-day period, other than leave or TDY (not to exceed 30 days), their permit shall be canceled and no 10-day grace period shall be allowed for finding a new member. Any incorrect information provided on the DD Form 1199 or during verification shall be cause for revocation of parking privileges for a minimum of 6 months.

(3) Understand that when a van or car pool membership falls below the required minimum, a period of 10 working days shall be allowed to acquire a replacement member(s). It is the principal member's primary responsibility to complete the update, which can be accomplished by bringing the new member to PMB to complete a new DD Form 1199. At the end of the 10-day period, the van or car pool permit shall be canceled if not updated and the parking permit shall be turned in to PMB. Failure to turn in the parking permit will result in revocation of parking privileges of the principal and/or pool member(s) for a minimum of 6 months.

ENCLOSURE 6

REVOCATION, SUSPENSION, OR NON-RENEWAL
OF PARKING PRIVILEGES

1. REASONS FOR REVOCATION, SUSPENSION, OR NON-RENEWAL OF PARKING PRIVILEGES. The Director, PFPA, or designee, shall revoke, suspend, or deny renewal of parking privileges if the Director, PFPA, or designee, reasonably determines that the person has violated the parking regulations by:

- a. Altering or reproducing a parking permit.
- b. Using an expired or invalid parking permit (e.g., permit reported lost, canceled, or stolen; improper transfer; handed to an individual who is not a registered member of a van or car pool; or without proper transferring usage of the permit).
- c. Failing to keep van or car pool membership current or not returning the parking permit when ridership falls below the minimum requirement of participants to obtain and maintain a van or car pool permit.
- d. Providing false information to obtain or maintain a van or car pool membership.
- e. Maintaining a Pentagon Reservation parking pass or failing to return such a parking pass while collecting the Mass Transit Benefit Program subsidy.
- f. Receiving three or more parking violations during a 12-month period.
- g. Failing to abide by the terms and conditions of the parking permit as set forth in this AI.

2. PROCEDURES FOR REVOCATION, SUSPENSION, OR NON-RENEWAL OF PARKING PRIVILEGES. If the Director, PFPA, or designee, revokes, suspends, or denies renewal of a permit holder's or van or car pool member's parking privileges, the permit holder or van or car pool members shall be notified in writing, through their respective CPR by the Director, PFPA, or designee, regarding the basis for the revocation, suspension, or non-renewal in as much detail as considerations permit.

- a. The notification of the proposed revocation, suspension, or non-renewal shall advise the permit holder or van or car pool members of their right to respond to the revocation, suspension, or non-renewal and to rebut the factual basis supporting the proposed action.
- b. The permit holder or each van or car pool member will be allowed 30 days from the mailing date of the proposed action notification to respond in writing to the Director, PFPA, or designee. The response will consist of any explanation or rebuttal considered appropriate by the permit holder or van or car pool members and must be signed by the permit holder or van or car

pool member and include an acknowledgement signature from the CPR's Supervisor or Security Unit Manager.

c. On the basis of the written response to the proposed action, the Director, PFPA, or designee, will make a final decision in accordance with the adverse actions identified in the Table. The permit holder or van or car pool member(s) shall be notified of the final decision in writing. The notification shall state the factual basis for the denial.

d. The decision of the Director, PFPA, or designee, under this section shall be final. This section does not confer any rights on any individual and is intended as internal guidance for the administration of the Pentagon Reservation.

Table. Adverse Actions for Parking Offenses

<p>PFPA is the primary authority for security and law enforcement on the Pentagon Reservation. PFPA shall enforce the parking regulations according to this AI, Reference (c), posted signs, and the Virginia State Traffic Code. The Director, PFPA, or designee, has the discretion to appropriately modify adverse actions or recommend further investigation. The range of adverse actions can be from a letter of warning to permanent suspension.</p>	
<u>Type of Offense</u>	<u>Suggested Adverse Actions</u>
<p>1. Unauthorized use of parking permits. Examples include, but are not limited to, use of lost or stolen permits or improper transfer or loan of permits; i.e., to an individual who is not a registered member of the car pool or handed to an individual without properly transferring usage of permits that have expired or have been declared invalid by PFPA PMB.</p>	<p>Revocation of parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through supervisory channels.</p>
<p>2. Using false information to obtain a parking permit. Examples are registering non-participants as car pool members or providing false information on the DD Form 1199, such as Social Security number and duty location.</p>	<p>Revocation of parking privileges ranging from a period of not less than 1 year to an indefinite period. Notification of the revocation shall be forwarded through supervisory channels.</p>
<p>3. Reproducing, altering, and/or counterfeiting parking permits, or possessing such permits.</p>	<p>Revocation of parking privileges for a period of not less than 1 year to an indefinite period. Notification of the revocation shall be forwarded through supervisory channels.</p>
<p>4. Failure to keep car or van pool membership current.</p>	<p>Letter of reprimand. Repeated violations could result in the revocation of parking privileges for a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through supervisory channels.</p>

Table. Adverse Actions for Parking Offenses, Continued

<p>5. Three or more parking violations in a 12-month period. Parking violations or infractions include, but are not limited to, expired parking permit; displaying parking permit not issued to the vehicle; and parking in non-designated parking areas for the type of permit displayed. The first parking courtesy violation notice counts as a violation.</p>	<p>Revocation of parking privileges for a period of not less than 1 year to an indefinite period. Notification of the revocation shall be forwarded through supervisory channels.</p>
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GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AA	Administrative Assistant
AI	Administrative Instruction
C5	Corridor 5
CIPD	Criminal Investigative and Protective Directorate
CP	compound
CPR	Component Parking Representative
DA&M	Director, Administration and Management
DR	Division Representative
EC	Eads non-executive parking
FC	Federal Office Building #2 non-executive parking
FOB #2	Federal Office Building #2
H	handicapped
IEOC	Integrated Emergency Operations Center
LE&S	Law Enforcement & Security
MT	Mall Terrace
NC	North non-executive parking
NCR	National Capitol Region
NS	North Secure
OB	official business
O	official
PAC	Pentagon Athletic Center
PFPA	Pentagon Force Protection Agency
PMB	Parking Management Division
POSAS	Pentagon Occupancy and Space Allocation Study
PPD	Pentagon Police Directorate
R	River Terrace
SC	South non-executive parking
SSA	South Secure

USG U.S. Government
WHS Washington Headquarters Services

PART II. DEFINITIONS

Unless otherwise noted, the following terms and their definitions are for the purposes of this AI.

A&E Drive. The secure vehicle access to the interior roadways of the Pentagon building and the center courtyard. This entrance requires security measures to be performed before access is granted.

AA. The senior administrative official appointed by the Secretary of Defense and the Secretaries of the respective Military Departments.

booted. See “tire boot.”

car pool. A group of two or more employees who share a motor vehicle for daily transportation to and from work, and of which at least two are employed full-time on the Pentagon Reservation. Employment on the Pentagon Reservation, as it pertains to car pools, include those individuals involved with the relocation to temporary “swing spaces” located at 1777 N. Kent Street, 1500 Wilson Boulevard, and the Presidential Towers.

CIPD. A PFPA Directorate who is responsible for investigating parking actions that are not in accordance with this AI.

CPR. An employee officially delegated the authority and responsibility by a DoD Component to manage the overall allocation of parking permits; to distribute allocations within the Component to Division Representatives; to approve and submit parking applications for their agency to the PMB for processing; and to submit authorized visitor parking clearance requests to PMB, where applicable. The number of CPRs within a DoD Component will vary, and will usually be based on the number of employees in that Component.

contractor. A person having a contractual relationship with the Department of Defense.

DR. Individual officially delegated the authority by a DoD Component to manage the parking program for their respective division. The DR works for, and in coordination with, the respective CPR. The number of DRs usually depends on the number of employees in the Component.

employee parking. Subsidized parking spaces designated for use by any military, DoD civilian employee, or DoD support contractor assigned to the Pentagon Reservation.

executive. A government employee with management responsibilities who, in the judgment of the employing agency head or his or her designee, requires preferential assignment of his or her

parking privileges. The employing agency heads are the Heads of DoD and OSD Components, who delegate authority to their respective CPR(s).

FOB#2. The Navy Annex building adjacent to the Pentagon.

general parking. Subsidized parking spaces that are not numbered and outside of the Pentagon's secured parking area.

government vehicles. Vehicles leased or owned by the government and used for official business. Government vehicles are identified as such when they bear license plates issued by the General Services Administration, military, or when they bear diplomatic license plates. Unmarked government vehicles used by other Federal entities are recognized as such when they display an "O" permit authorized by PFPA.

IEOC. A joint PFPA and WHS command center which combines the functions of force protection, security, law enforcement, and building operations.

lane. A roadway where parking on the left and right side of the road is permitted. Each lane is marked with applicable signage depicting the specified parking permit authorizations.

Mass Transit Benefit Program subsidy. A Federal program administered by the U.S. Department of Transportation to subsidize military and government civilian employees' mass transportation cost to and from work. Additional information and enrollment guidelines can be found in Reference (j) and at: <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm>.

motorcycle decals. Decals issued to Pentagon Reservation employees who drive their motorcycles to and from work and have registered their motorcycles with PMB. These decals will not be issued to individuals registered to a car pool or enrolled in the Mass Transit Benefit Program.

motorcycle parking. Subsidized parking spaces designated for motorcycles that are registered to park on the Pentagon Reservation.

NCR. Defined in Reference (h).

parking allocation. An allotted number of parking permits assigned to a DoD Component based on the POSAS.

parking clearance. Arrangements made through the respective CPR to authorize a vehicle parking arrangement in the visitor areas on the Pentagon Reservation.

Parking Enforcement Official. A PFPA employee, usually a PPD officer, with responsibility for enforcing procedures outlined in this AI.

parking space. The area allotted within two white traffic lines for the temporary parking of a motor vehicle, to include motorcycles.

Pentagon Reservation. Defined in Reference (h).

Pentagon temporary staging permit. Any person or organization desiring to conduct an activity anywhere on the Pentagon Reservation shall file an application for permit with the applicable building management office. This permit authorizes vehicles or equipment to be staged in the area(s) that are annotated on the permit. This permit is issued and approved on a case-by-case basis for a specified purpose and is displayed on the vehicle or equipment for security reasons to identify authorization and sponsorship.

PFPA. The Defense Agency with responsibility for providing force protection, law enforcement, and security on the Pentagon Reservation.

PMB. The PFPA organization that administers the Pentagon Reservation Parking Program.

POSAS. The DoD document that reflects each DoD Component's total percentage of occupied space for which they are required to pay rent at the Pentagon. The POSAS document also determines DoD Component parking allocations based on the DoD Component percentage of building occupancy.

PPD. The PFPA element with primary responsibility for force protection, security, and law enforcement on the Pentagon Reservation.

principal van or car pool member. The principal member who physically works on the Pentagon Reservation and certifies that he or she is responsible for ensuring that the van or car pool information is current with PMB at all times. Employment on Pentagon Reservation, as it pertains to the van or car pool principal member, includes those individuals involved with the relocation to temporary office spaces located at 1777 N. Kent Street, 1500 Wilson Boulevard, and the Presidential Towers.

reserved parking. Subsidized parking space that is numbered and assigned to an individual who meets the criteria of an executive (see the definition of "Mass Transit Benefit Program subsidy" and paragraph 3 of Enclosure 4 of this AI) according to Reference (k), a certain position, or a disabled individual who parks within the FOB#2 compound. The parking space is reserved for the assignee 24/7.

shift worker. An employee performing work during a schedule of hours that is a divided portion of the workday. Shift work may take various forms, such as: continuous (24 hours a day, 7 days a week); rotating shifts (almost all 7-day rosters); irregular hours; or early start or "graveyard" shifts (before or after mass transportation operation hours).

single occupant driver. A single occupant of a Pentagon-registered vehicle who drives to and parks on the Pentagon Reservation.

subsidized parking. A space that may be occupied by a private owned vehicle or motorcycle and which the Government owns or pays any part of the cost.

tire boot. An immobilization device that is placed on a vehicle's tire to prevent the vehicle from being driven.

towing. Moving unauthorized and improperly parked vehicles and relocating them to the impound lot for the reasons stated in paragraph 1.c.(4) of Enclosure 5 and in Enclosure 7 of this AI.

traffic control devices. All signs, signals, markings, and devices placed or erected for regulating, warning, or guiding vehicular or pedestrian traffic.

van pool. A group of seven or more persons using a van specifically designed to transport passengers to and from work, excluding automobiles and buses. The principal and at least three members of the van pool must be employed and physically work full time on the Pentagon Reservation. Employment on the Pentagon Reservation, as it pertains to van pools, includes those individuals involved with the relocation to temporary "swing spaces" located at 1777 N. Kent Street, 1500 Wilson Boulevard, and the Presidential Towers.

visitor parking

disabled. Parking spaces reserved exclusively for individuals visiting the Pentagon cleared by the visiting agency through their respective CPR and approved by PMB to park in the disabled parking areas on the Pentagon Reservation. State-issued disabled decals are not recognized unless prior authorization to park on the Reservation has been granted.

executive. Parking spaces reserved exclusively for individuals visiting the Pentagon cleared by the visiting agency through their respective CPR and approved by PMB when on official business visiting a flag officer or civilian equivalent. Visiting executives may also be cleared to park in the respective area when on official business.

general population. Non-reserved parking spaces for individuals visiting the Pentagon, having been cleared by the sponsoring agency and approved by PMB. Visitors must park in the Hayes/Fern Street Parking Lots and North Parking, Lanes 57-63; FOB#2 visitor areas located on Southgate Road; or Lots 4 through 6. Parking is based upon limited space availability.

non-DoD senior officials and official foreign diplomat. Parking spaces provided for all non-DoD visitors cleared by the sponsoring agency through their respective CPR and approved by PMB for drop off and/or pick up through the secured vehicle gate entrance. All official vehicles shall be authorized to park, after prior clearance, in the "Official" or "Visitor" area only. Parking is prohibited within the secured vehicle gate enclosures.