



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

June 26, 1989

ADMINISTRATIVE INSTRUCTION NO. 88

SUBJECT: Pentagon Parking Program

- References:
- (a) Title 41, Code of Federal Regulations, "Federal Property Management Regulations," Chapter 101, Subparts 101-20.104, 104.1, 104.2, 104.3, 104.4, .304, and .312
 - (b) [DoD Directive 5110.4](#), "Washington Headquarters Services," November 6, 1988
 - (c) Administrative Instruction No. 88, "Pentagon Parking Program," June 30, 1987 (hereby canceled)
 - (d) Pentagon Building Administrative Instruction, "AE Drive Regulations, Pentagon," February 7, 1975 (hereby canceled)
 - (e) Department of Transportation, "Manual On Uniform Traffic Control Devices," current edition
 - (f) Title 18, United States Criminal Code and the appropriate Virginia State Traffic Code

1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Implements references (a) and (b).
- 1.2. Reissues reference (c) to update responsibilities and procedures for the parking program at the Pentagon Building, Arlington, Virginia (hereafter referred to as the "Pentagon").
- 1.3. Cancels reference (d).

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Staff, Defense Agencies, DoD Field Activities, and other activities in the Pentagon that are supported by Washington Headquarters Services (WHS) (hereafter referred to collectively as the "DoD Components").

2.2. Applies to all other organizations and individuals using parking facilities at the Pentagon.

3. POLICY

Consistent with reference (a), the Pentagon parking program supports the Employee Parking Facilities and Ridesharing Programs and is designed to achieve the following objectives:

3.1. Limit Federal installation parking facilities to the minimum justified requirement.

3.2. Encourage supervisors to enable employees to form and continue car pools and van pools that organize and register under this Instruction. This may be accomplished through adjustment of duty hours consistent with office needs.

3.3. Conserve energy, reduce traffic congestion, improve air quality, expand transportation options, and provide an economical form of travel.

3.4. Encourage car and/or van pool participation by Pentagon employees.

3.5. Use existing parking facilities by limiting reserved spaces and making maximum use of block parking.

4. PROCEDURES

The procedures that constitute the Pentagon parking plan are in enclosure 1.

5. RESPONSIBILITIES

5.1. In accordance with DoD Directive 5110.4 (reference (b)), the Director, Washington Headquarters Services (WHS), through the Director of Real Estate and Facilities (RE&F), WHS, shall administer and coordinate building parking matters, including policy guidance and conflict resolution.

5.2. The Chief, Defense Protective Service (DPS), WHS, or designee, through the Chief, Central Parking Office (CPO), DPS, shall:

5.2.1. Implement the parking program.

5.2.2. Establish and maintain parking plans and procedures consistent with DoD policy and this Instruction.

5.2.3. Monitor the Pentagon parking program and act to remedy unsatisfactory conditions in assigned areas of responsibility.

5.2.4. Coordinate the Pentagon parking allocations with DoD Components.

5.2.5. Maintain liaison with the Pentagon Building Management Office on the physical maintenance of the parking facilities.

5.2.6. Continually evaluate the effectiveness of the Pentagon parking program and recommend changes to higher authority.

5.3. The Heads of DoD Components shall ensure that all policies and procedures in this Instruction are followed by all assigned personnel.

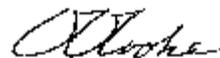
5.4. The Permit Holders shall conform to all policies and procedures in this Instruction as outlined in enclosure 1.

6. ANNUAL REVIEW

The parking plan normally shall be reviewed annually by RE&F. Adjusting, reassigning and/or reallocating parking spaces shall be made in accordance with the results of analyses of information and surveys.

7. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director

Enclosures - 1

E1. Pentagon Parking Plan

E1. ENCLOSURE 1
PENTAGON PARKING PLAN

The procedures contained herein are established to equitably apportion and control the available parking spaces at the Pentagon in accordance with DoD policies and procedures. The information is organized as follows:

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E1.1. ALLOCATION OF VEHICLE PARKING

E1.1.1. Allocation Priority. The CPO shall allocate the available parking spaces according to the priorities outlined in 41 CFR 101 (reference (a)) as follows:

E1.1.1.1. Official vehicles.

E1.1.1.2. Handicapped persons and those drivers regularly providing transportation to the handicapped.

E1.1.1.3. Executive and unusual hour parking.

E1.1.1.4. Van pools.

E1.1.1.5. Car pools with four or more members.

E1.1.1.6. Car pools with three members.

E1.1.1.7. Car pools with two members.

E1.1.1.8. Single-occupant vehicles, space permitting.

E1.2. DEFINITIONS AND ABBREVIATIONS

E1.2.1. Agency Parking Representative (APR). A DoD Component employee officially delegated the authority and responsibility to process parking clearances through their Agency parking control office (PCO).

E1.2.2. Car Pool. A group of two or more people using a motor vehicle daily for transportation to and from work. **ALL CAR POOLS MUST HAVE AT LEAST TWO PEOPLE (INCLUDING THE PRINCIPAL) EMPLOYED AND PHYSICALLY WORKING IN THE PENTAGON ON A FULL-TIME BASIS.**

E1.2.3. Car Pool Member. One traveling daily **TO AND FROM AN EMPLOYMENT CENTER** (leave or temporary duty assignments precluding travel with the car pool on any given day excepted) in a car pool for a minimum distance of 1 mile. Employees riding in a car pool one way (either to or from work) and students or family members not traveling to an employment center are not considered regular car

pool members. Regular members must be registered at the CPO (Pentagon Concourse).

E1.2.4. Central Parking Office (CPO). The WHS Component that administers the Pentagon parking program.

E1.2.5. Commercial Parking. The privately owned and operated "pay" parking area out-leased by the Department of Defense in marked lanes at the end of the North Parking lot.

E1.2.6. Commuter Bus Parking. A vehicle registered and licensed as a bus and used to transport a majority of Pentagon employees to and from work. Designated parking facilities for commuter buses are in the North Parking lot bus staging area. A Pentagon commuter bus parking permit is required at all times.

E1.2.7. Defense Protective Service (DPS). The WHS Component responsible for law enforcement at the Pentagon, including traffic regulations and compliance with parking regulations as posted.

E1.2.8. Emergency Parking. Parking is available in the commercial parking area during scheduled posted hours of operation, (located in the North Parking lot). Individuals who have emergency situations, have forgotten their parking permits, or need parking for exceptional or unusual reasons may use this area at any time. A daily parking fee is charged each time a vehicle enters the commercial parking area.

E1.2.9. Employee Parking. Parking spaces designated for use by military and civilian employees assigned to or permanently employed in the Pentagon, or registered MEMBERS of a van/car pool.

E1.2.10. Executive Parking. Parking spaces reserved at all times for assignment to executive personnel in Presidential appointee positions, Senior Executive Service member positions, and equivalent military in the ranks of generals/admirals.

E1.2.11. Handicapped Employee Parking. Parking spaces reserved for employees certified as handicapped by the Pentagon Civilian Employees Health Service, Room 1E356, or the U.S. Army Health Clinic, Room 2D201 (Pentagon Concourse). Request for a handicapped parking permit shall be initiated by the employee and submitted to the proper health facility. Such employees shall physically work in the Pentagon.

E1.2.12. Official Parking. Parking spaces reserved for Government-owned or

-leased vehicles (marked or unmarked) or privately owned vehicles of occupant Agency employees that are used regularly for Government business at least 12 days each month and that qualify for reimbursement of mileage paid by the Government.

E1.2.13. Parking Control Office (PCO). The office in each DoD Component that has been delegated the authority and responsibility to administer that Component's parking program, including the allocation of individual parking permits and the processing of parking and vehicle access clearances to the CPO.

E1.2.14. Parking Space. The area allotted for the temporary parking of one passenger carrying motor vehicle.

E1.2.15. Principal Car Pool Member. The principal member is the first name on the application and is assigned the car pool permit. Principals are individuals who physically work in the Pentagon and are responsible for keeping car pool information current with the CPO.

E1.2.16. Shiftwork Parking. See definition E1.2.21., "Unusual Work Hours Parking."

E1.2.17. Special Situation Parking. Limited "G" parking spaces allocated to DoD Components for assignment to Pentagon employees unable to car pool or ride public transportation due to work hours, i.e., duty officers, special employment conditions or requirements, or other extraordinary circumstances that prevent regular car pooling.

E1.2.18. Temporary Parking. Reserved for special exercises, world crisis situations, newly arrived personnel (not to exceed 10 working days), and personnel on temporary duty (TDY) (with official orders, not to exceed 10 working days).

E1.2.19. Trailer Parking-Construction. Limited parking spaces reserved for temporary storage of construction trailers on the Pentagon grounds. Trailer parking permits may be obtained by submitting a justification letter through the PCO to the CPO. The permit must be approved and displayed before the trailer is authorized to set up on the Pentagon grounds.

E1.2.20. Transient Parking. Parking spaces reserved for repairmen from commercial firms who are responding on an "on call" basis for official business service calls in the Pentagon. Advance clearance through the PCO to the CPO or proper display of a transient "T" permit is required. Transient permits are issued by the CPO

after reviewing the justification. Continuous day-to-day parking shall not be considered transient.

E1.2.21. Unusual Work Hours Parking. Limited spaces allocated to DoD Components for assignment to Pentagon employees who are officially assigned working hours or job responsibilities that require unusual early arrival to work and/or unusually late departure from work or who are officially assigned fixed and rotating work hours during the week (shiftworkers). Shiftworkers assigned weekend duties shall park in any van/car pool, "U" or "G" areas. Follow the times on the signs at the entrances to the lanes.

E1.2.22. Van Pool. A group of 8 or more persons using a van specifically designed to transport passengers to and from work, excluding automobiles and buses. Special oversized parking spaces are provided for van pools. The principal plus three members must be employed and physically work full-time in the Pentagon.

E1.2.23. Visitor Parking. Parking spaces reserved for the exclusive use of visitors to the Pentagon. Pentagon building occupants are not authorized to park in visitor parking areas. The visitor areas reserved for foreign and domestic dignitaries require advance clearance through PCO channels.

E1.3. TYPES OF PARKING AVAILABLE

The different types of parking and the hours that may be used are posted on signs at entrance to the lanes in the parking lots. Attachment E1.A1. is a summary of the various types of parking permits, hours, and authorized areas. Different types of parking require different authorizations and/or permits. The APR, PCO, or CPO should be contacted for further information. The types of parking are as follows:

E1.3.1. Official Vehicle Parking

E1.3.1.1. Marked Government-owned vehicles do not require parking permits or clearance to use official parking spaces **BUT MUST DISPLAY A PENTAGON LOCATION STICKER AFFIXED TO THE BOTTOM LEFT CORNER (DRIVER'S SIDE) OF THE VEHICLE WINDSHIELD.** The length of stay is indicated on the sign at the entrance of the lane. The Pentagon location sticker may be obtained by submitting a letter of justification through the appropriate PCO to the CPO. The letter must include the point of contact, telephone number, and the Agency location of the registered vehicle.

E1.3.1.2. Unmarked Government-owned or -leased vehicles must display a Pentagon Official "O" permit when parked in an official space. "O" permits are obtained by submitting a justification letter through the appropriate PCO to the CPO with a copy of the State registration. The CPO shall issue an "O" permit after verifying the information.

E1.3.1.3. Privately owned vehicles of occupant Agency employees that are used regularly for Government business must display a Pentagon Official "O" permit when parked in an official space. Requests for "O" permits should be made through the PCO to the CPO. The request shall include a completed DD Form 1199, "Application for Individuals Parking Permit," and a copy of the previous month's paid Government reimbursement voucher verifying that the vehicle is used for Government business at least 12 days each month and that it qualifies for reimbursement for mileage was paid by the Government. Permits shall be issued on a space available basis only.

E1.3.1.4. Areas listed in attachment E1.A1. for official vehicle parking may be used as follows:

E1.3.1.4.1. Mall and River Official. Reserved at all times for MARKED official Government vehicles, 1/2 hour limit, on a space available basis.

NOTE: ACCESS TO THESE AREAS IS CONTROLLED AND REQUIRES ADVANCE VEHICLE CLEARANCE THROUGH THE OFFICE BEING VISITED.

E1.3.1.4.2. South Parking Official Vehicle. Areas listed in attachment E1.A1. for official parking may be used by MARKED Government vehicles and vehicles displaying Pentagon "O" permits. MARKED Government vehicles do not require parking permits to use the official lanes but a Pentagon location sticker must be displayed on the bottom left corner (Driver's side) of the vehicle windshield.

E1.3.2. Handicapped Parking. The areas listed in attachment E1.A1. for handicapped individuals are reserved for vehicles with handicapped "H" permits or by advance clearance through a PCO. Issuing of temporary or permanent "H" permits requires a physician's certificate processed through Agency PCO channels to the CPO as follows:

E1.3.2.1. Medical Evaluation. All requests for an "H" permit shall be initiated by the handicapped individual and include sufficient detailed documentation from a physician to preclude further examination at Pentagon medical facilities. The documents submitted shall address the following:

E1.3.2.1.1. Whether or not the disability is permanent, and, if not, how long the disability is expected to last.

E1.3.2.1.2. Whether or not the disability prevents the use of public transportation. If so, how?

E1.3.2.1.3. Whether or not the disability prevents participation in a car pool, either as an operator or as a passenger. If so, how?

E1.3.2.1.4. What the limitations are, if any, on walking specific distances.

E1.3.2.1.5. Why the increased walking distances from a car pool area might be incapacitating.

E1.3.2.1.6. Any other relevant statements supporting the request for an "H" permit.

E1.3.2.2. Review of Medical Evaluation. All physician statements supporting handicapped parking requests shall be submitted by the requestor DIRECTLY to the Pentagon Employees Civilian Health Service or the U.S. Army Health Clinic to ensure confidentiality.

E1.3.2.3. Parking Application. On completing the medical evaluation, requests for handicapped parking permits shall be submitted on DD Form 1199 through the PCO to the CPO with supporting statements by the Pentagon Civilian Employees Health Service or the U.S. Army Health Clinic. When temporary, the length of time necessary also must be stated. Expired or permanent permits no longer needed must be returned to the CPO.

E1.3.3. Van Pool Parking. The areas listed in attachment E1.A1. for van pool parking are so designated. These areas are designed to accommodate vans and provide convenient access to the Pentagon. A van pool permit is required for parking in this area. Automobiles, including station wagons, are not authorized to park in van pool areas. A van displaying a van pool permit is authorized to park in the car pool

lanes. To obtain a van pool permit, eight or more individuals (four of whom, including the principal, must be employed and physically work in the Pentagon) shall participate and use the procedures outlined in subsection E1.3.4., below.

E1.3.4. Car Pool Parking. The area listed in attachment E1.A1. for four, three, and two member car pools are reserved for car pool parking as posted on signs at the entrances to the lanes.

E1.3.4.1. To obtain a car pool permit, THE PRINCIPAL MEMBER ACCOMPANIED BY ALL THE CAR POOL MEMBERS SHALL SUBMIT A DD FORM 1199 Reverse, "CAR POOL PERMIT APPLICATION," TO THE CPO and members shall sign the application in the presence of a CPO employee. The form shall be completed on the Car Pool Permit side only as indicated in attachment E1.A4.

E1.3.4.2. Car pool parking permits shall not be issued according to specific parking lots. Parking permits are valid for any area specified by signs and/or painted pavement for that type of permit. For example, holders of four or more member car pool permits may park in the North Parking lot, South Parking lot, or Mall Extension lot in any areas designated for four member car pools. Similarly, three and two member car pool permit holders may park in any vacant space in any area designated for three and two member car pools, respectively. If no spaces are available in designated car pool areas in any parking lots, car pools are authorized to park in any vacant space in smaller pool member areas. For example, a four member car pool may park in a three or two member area or in any "G" area.

E1.3.4.3. The following procedures pertain to the composition and operation of car pools:

E1.3.4.3.1. Principal Member Responsibilities. All car pools shall have a designated principal member responsible for the upkeep of car pool information with the CPO office. Additional members may be added if the principal and composition and operation the new member come to the CPO together to sign the application. Other changes, i.e., deletions, telephone number, license number may be accomplished by having the member CONCERNED OR THE PRINCIPAL MEMBER REPORT the new information to the CPO in person.

E1.3.4.3.2. Car Pool Member Responsibilities. All car pool members must ride daily in the car pool to and from work (except when on leave, TDY, or other official absences, not to exceed 2 months), maintain current information on their membership, and respond promptly to CPO inquiries. All car pool members shall be responsible for knowing and complying with car pool policies and procedures.

E1.3.4.3.3. Providing False or Incorrect Information. Using false or incorrect information to obtain or maintain a parking permit shall result in revoking the permit holder's Pentagon parking privileges for a period of not less than 6 months. Formal notification of the revocation shall be forwarded through administrative channels to the offender's supervisor.

E1.3.4.3.4. Employment at the Pentagon. Van pools shall have at least four members (including the principal) and car pools at least two members (including the principal) employed and physically working full-time in the Pentagon.

E1.3.4.3.5. Safeguarding Permits. The permit holder shall be responsible for safeguarding the permit and ensuring that the vehicle is parked properly in an authorized area and space with a valid permit conspicuously displayed on the vehicle dashboard. (Permit number shall be plainly visible and readable through the vehicle windshield.)

E1.3.4.3.6. Lost or Stolen Permits. Lost or stolen permits shall be reported on a DD Form 1200, "Pentagon Parking Permit Replacement Re-use of Space Request." (See attachment E1.A5.) Car Pools shall submit the DD Form 1200 directly to CPO and individuals permit holders to their APR. Permits stolen on the Pentagon Building grounds shall be reported within 24 hours to the DPS, Room 1A313. A stolen permit shall not be replaced until it officially has been reported to the DPS, so that it may be placed on the stolen and/or lost permit list. Permits shall not be replaced more than once during a 12-month period.

E1.3.4.3.7. Forgotten Permits. When car pool members forget their permit, commercial parking in the North Parking lot is available. A daily rate is charged each time a vehicle enters this area.

E1.3.4.3.8. Loss of Car Pool Member. When a car pool membership falls below that designated for a specific area, a period of 10-working days shall be allowed to update the DD Form 1199. It is the principal member's primary responsibility to complete the update, which can be accomplished by going to the CPO with the new member or submitting a new DD Form 1199 for other changes. All car pool members shall be responsible for ensuring that parking records are current. At the end of the 10-day period, the car pool permit shall be canceled if not updated and the parking privileges of the principal and/or all pool members shall be revoked for a minimum of 6 months.

E1.3.4.3.9. Car Pool Verification. It is mandatory that all car pool

members cooperate fully with CPO personnel in verifying car pool information and participation. All car pools shall be subject to random verification, and failure of any member to provide requested information within a reasonable time shall result in permit revocation. If the CPO determines that a member has left a car pool for more than a 10-work day period for other than leave or TDY reasons, the permit shall be canceled and no 10-day grace period shall be allowed for finding new members. Any incorrect information provided on the DD Form 1199 or during verification shall for a minimum of 6 months.

E1.3.4.3.10. Car Pool Areas Reserved. Car pool areas shall be reserved for the exclusive use of car pools during the times posted on the signs at the entrance to the lanes.

E1.3.5. Unusual Work Hour Parking. Areas listed in attachment E1.A1. may be used by "U" permit holders. The "U" permits shall be allocated by the CPO to DoD Components in the Pentagon based on the Components' proportionate share of the available spaces. DoD Components shall assign the "U" permits to employees who work unusual hours or rotate shifts (shiftworkers) based on a review of personnel lists with job requirements certified to warrant "U" parking assignments. In addition, the employees shall be employed and physically working in the Pentagon. "U" parking permits shall not be awarded to employees based on rank/grade, position, or job title. A DD Form 1199 shall be submitted by the directorate parking control contact through the PCO to the CPO and the "U" permit shall be issued from the Component's allocation. When "U" parking areas are filled, "U" permit holders are authorized to park in any "G" permit area.

E1.3.6. Temporary Parking. Areas listed in attachment E1.A1. may be used by temporary "G" permit holders. Temporary "G" permits are issued by the CPO. Temporary "G" permits may be issued to personnel on TDY not to exceed 2 weeks, Reserve component personnel during their annual 2 weeks of active duty, new personnel for up to 10-working days, and personnel required to work on any DoD approved special exercises and/or contingencies with proper documentation. A valid temporary "G" permit must be displayed when parking in these areas.

E1.3.7. Special Situation Parking. Areas as listed in attachment E1.A1. for "G" permits are also for personnel certified by their Component as having special situations requiring individual parking permits. "G" permits are allocated to DoD Components based on their proportionate share of the available spaces. The PCO shall process DD Form 1199 through the CPO for issuing "G" permits. "G" parking permits shall be issued from Component allocation to individuals who are employed and physically

working in the Pentagon. "G" parking permits should not be awarded based on rank/grade, position, or job title.

E1.3.8. Transient Parking. Transient Parking areas in attachment E1.A1. shall be reserved for repairmen from commercial firms who have been issued a "T" permit or cleared through a PCO. The DD Form 1199 for "T" permits shall be reviewed and approved by the contracting Agency; e.g., Defense Supply Services-Washington (DSS-W). The justification shall include the type of business on company letterhead and the license numbers of the vehicles to be issued a permit.

E1.3.9. Visitor Parking. Attachment E1.A2. lists all visitor parking areas. Visitor areas and clearance procedures are as follows:

E1.3.9.1. Mall and River Plaza (VIP). This area shall be reserved at all times and requires advance clearance. A 2-hour limit shall be placed on the use of these spaces and shall be APPLICABLE 24 HOURS A DAY, MONDAY THROUGH SUNDAY, INCLUDING HOLIDAYS. When visitors authorized to park in these areas must overstay the time limit, a request for extension shall be processed by the visiting official to the CPO before the end of original 2 hour time limit. Due to the limited number of spaces on the Mall and River Plazas, requests for extensions shall be minimal. If extended parking requirements are known in advance, clearances for the Mall Annex Visitors Lot shall be processed. Parking clearances shall be arranged through the Component PCO to CPO. Clearances for these areas shall be limited to those visiting the following officials:

E1.3.9.1.1. Secretary of Defense

E1.3.9.1.2. Deputy Secretary of Defense

E1.3.9.1.3. Secretaries of Military Departments

E1.3.9.1.4. Chairman, Joint Chiefs of Staff

E1.3.9.1.5. Vice Chairman, Joint Chiefs of Staff

E1.3.9.1.6. Chiefs of Staff, Chief of Naval Operations, and
Commandant of the Marine Corps

E1.3.9.1.7. Under Secretaries of Defense

E1.3.9.1.8. Assistant Secretaries of Defense; General Counsel,

Department of Defense; Comptroller, Department of Defense; Inspector General, Department of Defense; Director, Defense Research and Engineering; and Director, Operational Test and Evaluation

E1.3.9.1.9. Under Secretaries of Military Departments

E1.3.9.1.10. Vice Chiefs of the Military Services, Vice Chief of Naval Operations, and Assistant Commandant of the Marine Corps.

E1.3.9.1.11. Assistant Secretaries of Military Departments

E1.3.9.1.12. Assistants to the Secretary of Defense

E1.3.9.1.13. General Counsels of Military Departments

E1.3.9.1.14. Director, Administration and Management

E1.3.9.1.15. Principal Deputy Under Secretaries of Defense

E1.3.9.1.16. Deputy Under Secretaries of Defense

E1.3.9.1.17. Directors of Defense Agencies

E1.3.9.1.18. Director, Joint Staff

E1.3.9.1.19. Assistant to the Chairman, JCS

E1.3.9.1.20. Three Star Directors of Major Components of Service Staffs

E1.3.9.1.21. Principal Deputy Assistant Secretaries of Defense and Deputy General Counsel, Department of Defense

E1.3.9.1.22. Deputy Assistant Secretaries of Defense

E1.3.9.1.23. Deputy Under Secretaries of Military Departments

E1.3.9.1.24. Deputy Assistant Secretaries of Military Departments

E1.3.9.1.25. Director, Army Staff

E1.3.9.1.26. Joint Staff Directors

E1.3.9.1.27. Executive Secretary, Office of the Secretary of Defense

E1.3.9.1.28. Administrative Assistants to Secretaries of the Army and the Air Force

E1.3.9.1.29. Assistant for Administration, Office of the Secretary of the Navy

E1.3.9.1.30. Sergeant Major of the Army, Chief Master Sergeant of the Air Force, and the Master Chief Petty Officer of the Navy.

E1.3.9.1.30.1. If either the Mall or River visitor parking areas are filled on arrival, cleared individuals shall be authorized to park in the MALL ANNEX VISITOR AREA. THE CPO MUST BE NOTIFIED OF THE CHANGE to ensure proper clearance.

E1.3.9.1.30.2. If the Mall Annex visitors area is filled on arrival, individuals should go to the Visitors Parking Lot (E-1) where a small fee is charged.

E1.3.9.2. Mall Annex Parking Lot. The visitor area of this lot shall be reserved for diplomats, the press, and very important person (VIP) visitors at all times. Press visitors are members of the press on official business at the Pentagon. Press visitors shall be cleared through the Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)) or they shall display a Mall Annex Press Permit that is issued through (OASD(PA)).

E1.3.9.2.1. VIP visitors are individuals of the Senior Executive Service grade level or above, general or flag officers, or visitors to any of the officials listed in subparagraphs E1.3.9.1.1. through E1.3.9.1.30., above, who are visiting the Pentagon on official business. VIPs shall be cleared through the office being visited. Parking shall be on a space available basis.

E1.3.9.2.2. Visitors shall not be authorized to use employee parking areas if space is not available at the Mall, River, or Mall Annex parking areas, but they may park in the Visitors Parking Lot (E-1) and pay the hourly fee.

E1.3.9.3. Visitors Parking Lot (E-1). The Visitors Parking Lot shall be provided for general visitor parking and reserved exclusively for bonafide visitors to the Pentagon. Visitors using this lot shall be subject to an hourly parking fee. A parking attendant shall be on-site between the hours of 9 a.m. and 9 p.m., Monday

through Friday. On entering the E-1 lot, a parking stub shall be provided and must be presented when leaving. Failure to present the stub shall result in the maximum daily charge.

E1.3.9.4. Congressional Visitor Parking. The congressional parking area (four spaces located on the Mall Plaza) shall be reserved at all times for members of Congress with congressional license plates. Advance clearance through the security access gate shall be required.

E1.3.9.5. Foreign Nationals Visitor Parking. Vehicles for all official foreign visitors to OSD, Office of the Chairman, Joint Chiefs of Staff, and the Director, Defense Intelligence Agency (DIA), shall be cleared for delivery and/or pick-up access to the River/Mall Entrances through the DIA, Foreign Liaison Office, telephone no. 694-3254. Other DoD Components shall coordinate access through their Service foreign liaison offices (Army, telephone no. 697-0457; Air Force, telephone no. 695-2796 or Navy, telephone no. 695-5333). Foreign visitors shall be authorized to park, after prior clearance, in the MALL ANNEX VISTORS area only. Parking at the River or Mall Entrances by foreign nationals shall be prohibited.

E1.3.9.6. Commercial Visitor Parking. The commercial parking areas in marked lanes at the end of the North Parking lot shall be available for visitors.

E1.3.10. Executive Parking

E1.3.10.1. Attachment E1.A1. lists executive parking areas that are reserved at all times for valid permit holders. Executive parking permits shall be allocated to each DoD Component based on their authorized strength reports of brigadier generals or flag officers, and equivalent civilians in the Senior Executive Service assigned to the Pentagon. Applications for permits shall be submitted on DD Form 1199 to the CPO through organizational PCOs.

NOTE: ACCESS THROUGH THE SECURITY GATES REQUIRE A CODED ACCESS KEY CARD, WHICH IS ISSUED WITH THE PARKING PERMIT. LOST OR STOLEN KEY CARDS SHALL BE REPORTED IMMEDIATELY TO THE CARDHOLDER'S APR, CPO, OR DPS OFFICE.

E1.3.10.2. The permits are designated as "M#" for numbered Mall Entrance spaces, GMR for unnumbered Mall Entrance spaces, "R#" for numbered River Entrance spaces, GRR for unnumbered River Entrance spaces, "RA#" for numbered River Annex spaces located adjacent to the Motor Pool entrance, "GSR" for South parking, and "MSE" for Mall Extension parking lot.

E1.3.10.3. Mall reserved numbered and River reserved numbered permit holders shall be authorized to park their vehicles and display their permit in the "GMR," or "GRR" spaces when vehicles are parked illegally in their reserved number space.

E1.3.10.4. "GMR" and "GRR" permit holders finding all "GMR" and "GRR" parking spaces occupied shall be authorized to park their vehicles and display their permits in the Mall Annex visitors lot, the "MSE" area of the Mall Extension parking lot, or the "GSR" area in the South Parking Lot. "MSE" permit holders may park in the "GSR" lanes in the South Parking lot when all "GSR" spaces are taken.

E1.3.10.5. Holders of permits for executive parking areas are encouraged to form car pools. When car pools are organized in the executive parking areas, the membership shall be registered with the permit issuing PCO to establish authority for car pool members to display the individual permit.

E1.3.11. Loading/Unloading Facilities. Access or docking facilities for vehicles receiving or transporting bulky material for official Government use is limited.

E1.3.11.1. East Loading Dock (ELD). Only the driver and helper shall be admitted to the ELD in accordance with one of the following:

E1.3.11.1.1. ELD Vehicle Access Pass. The APR shall submit a justification letter to the CPO. The pass shall be issued only for Government vehicles requiring access at least three times a week. The driver and helper shall possess valid DoD building passes.

E1.3.11.1.2. ELD Index List. The APR shall submit a justification letter to the CPO with the vehicle tag number, State of registration, name of driver and helper. These individuals shall possess a valid driver's license.

E1.3.11.1.3. One-Time Clearance. The APR shall clear a vehicle for access through the CPO. The driver and helper shall possess a valid DoD building pass or be escorted by individuals possessing a valid DoD building pass.

E1.3.11.1.4. Bill of Lading. The driver shall display a bill of lading, shipping document, invoice, receipt or DoD contract indicating delivery to the Pentagon. The driver and helper shall possess valid driver's licenses.

E1.3.11.2. South Loading Dock (SLD). Individuals needing to deliver or pick up bulky material/equipment for official Government use may have access to the SLD.

E1.3.11.2.1. No admittance requirement shall be needed to use the SLD.

E1.3.11.2.2. The SLD shall be used for loading/unloading only. Vehicles shall not be parked at the SLD.

E1.3.11.2.3. Vehicle shall not be left unattended while loading/unloading.

E1.3.11.2.4. Access to the building from the SLD shall be controlled by the DPS.

E1.3.11.3. AE Drive. Access to the AE Drive area shall be controlled. Vehicles entering the area shall display either an AE Parking Permit, AE Code Trip, a temporary AE Parking Permit, or be listed on the AE Index File (fire engines and emergency vehicles excepted). Only vehicles loading or unloading bulky supplies or equipment, vehicles used in the emergency repair process, vehicles used in the installation and maintenance of equipment of fixed facilities, or vehicles used for handling volume mail shall be eligible for issuance of a permit. The DPS Officer at the entrance to the Drive shall issue a date/time stamped 1-hour parking permit to each of the above mentioned type of permit (AE Permit excepted). The 1-hour time limit will be strictly enforced.

E1.3.11.3.1. Application and Approval for Entry

E1.3.11.3.1.1. Application for AE Drive Parking Permits shall be made through the Component PCO channels to the CPO.

E1.3.11.3.1.2. AE Code Trips are issued for Government vehicles only. Requests shall be requested through the CPO by filling out a Code Trip Request (furnished by CPO) that shall be signed by the Component Security Officer and the individual responsible for the permit. Individuals in unmarked Government vehicles shall submit a copy of the vehicle registration.

E1.3.11.3.1.3. Requests from commercial firms making continuous deliveries to concessionaires shall be processed through the Executive Secretary of the DoD Concessions Committee. Approved requests shall be listed on an "Index File" at the AE Drive entrance.

E1.3.11.3.1.4. Contractors requiring parking on a continuous basis may request a Temporary AE Drive permit to load and unload bulky materials through the Component PCO who has the contract. All requests shall be in writing and approved by the Physical Security Division, RE&F, WHS, Room 3C345.

E1.3.11.3.1.5. On-call clearance requests shall be coordinated through the Component PCO for vehicles unable to load/unload at the SLD.

E1.3.11.3.2. Procedures and Restrictions

E1.3.11.3.2.1. Vehicles entering AE Drive via Code Trip, Index File, a temporary AE Drive permit or clearance from CPO are limited to ONE HOUR parking. A date/time stamped 1-hour temporary parking permit shall be issued when entering the AE Drive. The 1-hour limitation is in effect at all times.

E1.3.11.3.2.2. Vehicles entering AE Drive shall be subject to inspection of contents by the DPS.

E1.3.11.3.2.3. Bulky material rather than the sensitivity of classified matter shall be the basic criteria for entrance to AE Drive.

E1.3.11.3.2.4. AE Drive permits shall be turned in under the following circumstances:

E1.3.11.3.2.4.1. Expiration of permit.

E1.3.11.3.2.4.2. Departure of individual to whom permit is issued.

E1.3.11.3.2.4.3. Sale or transfer of vehicle.

E1.3.11.3.2.4.4. Change in vehicle license plate/registration number.

E1.3.11.3.2.4.5. When the use of AE Drive can no longer be justified.

E1.3.11.3.2.4.6. When recalled by DPS.

E1.3.11.3.2.5. Parking in reserved spaces or with yellow curbing areas shall be prohibited.

E1.3.11.3.2.6. Parking in the Center Courtyard shall be prohibited.

E1.3.11.3.2.7. Double parking or parking in a manner that obstructs the flow of traffic or blocks entrances shall be prohibited.

E1.3.11.3.2.8. All parking or driving in the AE Drive shall be in accordance with posted signs. Violators shall be subject to violation notice and/or towing.

E1.3.12. Bicycle Parking Areas. Bicycle parking racks are provided adjacent to the first corridor entrance, the third corridor entrance and inside the eighth corridor entrance of the Pentagon. No parking permit shall be required.

E1.3.13. Motorcycle Parking Area. Accessible spaces in the Mall Extension parking lot, the area between Fern Street and lane 20 in the South Parking lot, and adjacent to the south end of lane 41 in the North Parking Lot are available for motorcycle parking. No parking permit shall be required.

E1.3.14. Moped Parking Areas. mopeds may park in any bicycle rack, see subsection E1.3.12. and E1.3.13., above, with the EXCEPTION of inside the eighth corridor entrance.

E1.4. LOCATION OF PARKING SPACES

E1.4.1. Attachment E1.A1. is a summary of the types of permits, hours, and areas authorized.

E1.4.2. Attachment E1.A2. is a summary of parking areas and authorization required.

E1.4.3. Attachment E1.A3. is a map of the Pentagon parking facilities.

E1.5. RESPONSIBILITIES

E1.5.1. PARKING IN THE PENTAGON PARKING AREAS IS A PRIVILEGE AND NOT A RIGHT OF ANY INDIVIDUAL. It is the responsibility of all persons using the Pentagon parking facilities (parking permit holders and riders) to read, become familiar with, and comply with the requirements of the Pentagon Parking Program in this Instruction and in any Building Circulars and/or DoD Instructions. Parking authorization may be withdrawn, if abused. Failure to comply with DoD Instructions and Regulations may result in legal and/or administrative action. (See attachment E1.A6.)

E1.5.2. A summary of responsibilities of the permit holder and/or car pool members are as follows:

E1.5.2.1. Keeping all information provided on their DD Form 1199 current. Failure of the principal to update changes as they occur or within 10-working days, shall result in the revocation of parking privileges. A new permit may be issued based on the number of valid car pool members without a waiting period.

E1.5.2.2. Displaying the parking permit on the vehicle dashboard, when parked at the Pentagon, so that the PERMIT NUMBER is plainly visible and readable through the vehicle windshield.

E1.5.2.3. Knowing that permits for duty officers, unmarked Government-owned or -leased vehicles may be transferred for legitimate purposes but not for circumventing the procedures in this Instruction.

E1.5.2.3.1. Individual parking permits are non-transferable.

E1.5.2.3.2. Car pool permits are transferable among registered car pool member,

E1.5.2.4. Knowing that parking permits are Government property and must be returned to the CPO immediately on canceling, invalidating, transferring of the holder, or dissolving of a car pool.

E1.5.2.5. Knowing that vehicles are subject to towing when they are covered with any type of car cover prohibiting the DPS officer from readily seeing the permit number. DPS shall not be responsible for removing covers to view parking permits.

E1.5.2.6. Knowing that a four or three member car pool using a two seater vehicle on any given day must park in the two member car pool areas. TWO

SEATER VEHICLES PARKED IN THE FOUR OR THREE MEMBER AREAS SHALL BE SUBJECT TO CANCELLATION OF THE PARKING PERMIT OR SUBJECT TO BEING TOWED.

E1.5.2.7. Safeguarding the permit. Replacement of lost, stolen or damaged permits shall be limited to one time in a 12-month period.

E1.5.2.8. Knowing that permit holders may not park in excess of 18 hours in one location unless prior written request from a valid individual permit holder for such extended parking is approved by the CPO.

E1.5.2.9. Parking in marked parking spaces. Parking in other than designated parking spaces, on the grass areas, along yellow curbs, blocking or partially blocking traffic or pedestrian lanes shall be prohibited. Oversized vehicles (too large for the designated parking space) shall be prohibited and subject to a violation notice, booting, or towing.

E1.5.2.10. Flagrant violations, such as falsifying applications, counterfeiting, altering, or reproducing permits, failing to turn in car pool permits when the car pool membership changes, receiving more than one parking violation notice in a 12 month period, and any act circumventing this plan to gain favor shall result in the loss of the privilege to park for at least 6 months and shall be done through the official administrative channels of the employee's Component. The revocation shall apply to all parking areas. (See attachment E1.A6. for a table of administrative actions by CPO.)

E1.5.2.11. Under no circumstances shall parking permits be copied, altered, or duplicated. Possessing such permits shall result in legal action by DPS and administrative action by the CPO.

E1.5.2.12. No person shall park a motor vehicle in the parking areas or roads of the Pentagon grounds contrary to governing Regulations or to the directions of posted signs.

E1.5.2.13. Knowing that the lawful direction of the DPS officers must be followed at all times.

E1.6. MAINTENANCE OF PARKING FACILITIES

The parking facilities at the Pentagon shall be maintained by WHS. Any problems

should be reported to the Pentagon Building Management Office (BMO), WHS (Room 3A127, Pentagon, telephone no. 697-7351). The CPO make shall recommendations for changes in signs as prescribed by the Manual on Uniform Traffic Control Devices (reference (e)) and the work shall be performed by the BMO.

E1.7. ENFORCEMENT OF PARKING REGULATIONS

E1.7.1. The DPS shall enforce the parking regulations and post signs and building regulations. Any matters on the allocation or misuse of parking permits should be referred to the CPO (Pentagon Concourse, telephone no. 697-6251).

E1.7.2. The Pentagon parking areas and roadways shall comply with 41 CFR 101-20.312 (reference (a)) and Title 18 United States Criminal Code and the Virginia State Traffic Code (reference (f)).

E1.7.3. DPS officers may issue traffic violation notices to violators of the parking plan. Offenders shall be subject to a fine or imprisonment. Illegally parked vehicles shall be subject to towing and/or booting by DPS. Vehicles shall be towed to the impound area in the North Parking lot.

E1.8. ASSISTANCE FOR CAR AND VAN POOLS

E1.8.1. Three methods of locating car or van pool members are as follows:

E1.8.1.1. Pentagon Self-Help Car Pool Locator Board. The Board consists of a large map of the Metropolitan area that is divided into a numbered grid system of areas. Beside the map are numbered slots corresponding to the grid blocks with DD Form 2170, "Car Pool Location Card." Self-explanatory instructions on how to use the board are displayed. Locator cards shall be pulled and destroyed every 3 months. New cards must be prepared if continued participation is desired. The Board is located on the Pentagon Concourse outside the CPO.

E1.8.1.2. Computerized Ridesharing Program. Provided by the Department of Defense, in cooperation with the Metropolitan Council of Government (COG), the program uses a computer to list all applications by area. Application forms are available on the Locator Board or from the CPO. When completed, return it to CPO for a printout of potential pool applicants. Names of applicants shall automatically be dropped after 3 months. A new application must be prepared if continued participation is desired.

E1.8.1.3. Car Pool Advertisement Board. A revolving four-sided board that has space according to geographical areas that allows potential or established van/car pools to post a white 3X5 card advertising for rider/drivers. The board is located adjacent to the SELF-HELP Car Pool Locator Board outside the CPO.

Attachments - 6

- E1.A1. Type of Permit, Hours, and Area Authorized
- E1.A2. Summary of Parking Areas and Authorization Required
- E1.A3. Map and Type of Permit and Area Authorized
- E1.A4. DD Form 1199 Reverse, "Car Pool Permit Application"
- E1.A5. DD Form 1200, "Pentagon Parking Permit Replacement/Re-Use of Space Request"
- E1.A6. Table of Adverse Administrative Actions for Parking Offenses

E1.A1. ATTACHMENT 1 TO ENCLOSURE 1TYPE OF PERMIT, HOURS, AND AREA AUTHORIZED

<u>Type of Permit</u>	<u>Hours Authorized</u>	<u>Area Parking Authorized</u>
O (Official)	At all times 1/2 hour limit 1/2 hour limit	South Parking lot, lanes 17 and 18 Mall Entrance, as posted River Entrance, as posted
H (Handicapped)	6:30 am - 3:30 pm By permit	South Parking lot, lane 7B and 8A Interior Road, reserved as posted
Van pool	6:30 am - 3:30 pm	South Parking lot, lane 9B
Four member car pool	7:00 am - 1:00 pm 7:00 am - 1:00 pm 7:00 am - 1:00 pm 7:00 am - 1:00 pm	South Parking lot, lanes 6-7A, 8B, and 10-14 South Parking lot, lanes 20B-22 North Parking lot, lanes 41-43 Mall Extension lot, lanes 3 and 4
Three member car pool	7:00 am - 1:00 pm 7:00 am - 1:00 pm 7:00 am - 1:00 pm	South Parking lot, lanes 23-27 North Parking lot, lane 44-45 Mall Extension lot, lanes 5 and 6
Two member car pool	7:00 am - 1:00 pm 7:00 am - 1:00 pm	South Parking lot, lanes 28-30 North Parking lot, lanes 46-48
U (Unusual hours)	6:30 am - 5:30 pm 6:30 am - 5:30 pm 6:30 am - 5:30 pm 6:30 am - 5:30 pm 6:30 am - 5:30 pm	South Parking lot, lanes 1-5 South Parking lot, lane 19 South Parking lot, lanes 31 and 32 North Parking lot, lanes 49-52 Mall Extension lot, lanes 7-9
G (Special situation)	7:00 am - 1:00 pm 7:00 am - 1:00 pm 7:00 am - 1:00 pm 7:00 am - 1:00 pm 7:00 am - 1:00 pm	South Parking lot, lanes 33-36 South Rotary Rd, as posted North Parking lot, lanes 53-60 Hayes Street lot, as posted Fern Street lot, as posted

<u>Type of Permit</u>	<u>Hours Authorized</u>	<u>Area Parking Authorized</u>
GSR (Executive)	At all times	South Parking lot, lanes 15 and 16
MSE (Executive)	At all times	Mall Extension lot, lanes 1 and 2
GMR (Executive)	At all times	Mall Entrance lot, as posted
GRR (Executive)	At all times	River Entrance lot, as posted
Numbered (Executive)	At all times	River Entrance, River Annex
	At all times	Mall Entrance, as posted
T (Transient)	6:30 am - 3:30 pm	South Parking lot, lanes 9A and 20A
AE Drive	At all times	Interior Road, reserved as posted
Eads Street	6:30 am - 3:30 pm	Eads Street lot, 400 AND Building only
Commercial Parking	As Posted	North Parking lot, lanes 61-63

E1.A2. ATTACHMENT 2 TO ENCLOSURE 1SUMMARY OF PARKING AREAS AND AUTHORIZATION REQUIRED

<u>Parking Lot</u>	<u>Lane</u>	<u>Type of Authorization</u>
South Parking	1-5	Permit, U (Unusual hours)
	6-7A	Permit, 4 Member car pool
	7B-8A	Permit, H (Handicapped)
	8B	Permit, 4 Member car pool
	9B	Permit, VP (Van pool)
	9A	Permit, T (Transient)
	10-14	Permit, 4 Member car pool
	15-16	Permit, GSR (Executive)
	17-18	Permit, O (Official)
	19	Permit, U (Unusual hours)
	20A	Permit, T (Transient)
	20B-22	Permit, 4 Member car pool
	23-27	Permit, 3 Member car pool
	28-30	Permit, 2 Member car pool
31-32	Permit, U (Unusual hours)	
33-36	Permit, G (Special situation)	
South Rotary	(As designated)	Permit, G (Special situation)
North Parking	41-43	Permit, 4 Member car pool
	44-45	Permit, 3 Member car pool
	46-48	Permit, 2 Member car pool
	49-52	Permit, U (Unusual hours)
	53-60	Permit, G (Special situation)
Mall Extension	1-2	Permit, MSE (Executive)
	3-4	Permit, 4 member car pool
	5-6	Permit, 3 member car pool
	7-9	Permit, U (Unusual hours)
Mall Annex		Diplomats Visitors Press Official motor pool vehicles
Mall Entrance		Numbered (Executives) GMR (Executive) Official marked 1/2 hour limit Congressional Visitors

<u>Parking Lot</u>	<u>Type of Authorization</u>
River Entrance	Numbered (Executive) GRR (Executive) Official marked 1/2 hour limit DoD reserved Visitors
River Annex	Numbered (Executive)
Hayes Street	Permit, G (Special situation) Permit, 2 member car pool
Fern Street	Permit, G (Special situation)
Eads Street	Permit, Eads Street, as posted 400 AND Building only
Congressional	Mall Entrance, as posted
DoD	River Entrance, as posted
Visitors	Mall Annex, as posted Mall Entrance, as posted River Entrance, as posted E-1, controlled by attendant
Commercial Parking	North Parking, as posted, controlled by attendant

<u>Type of Permit</u>	<u>Area Parking Authorized</u>
0 (Official)	South Parking lot, lanes 17 and 18 Mall Entrance, as posted River Entrance, as posted
H (Handicapped)	South Parking lot, lane 7B and 8A Interior Road, reserved as posted
VP (Van pool)	South Parking lot, lane 9B
Four member car pool	South Parking lot, lanes 6-7A, 8B, 10-14, and 20B-22 North Parking lot, lanes 41-43 Mall Extension, lanes 3 and 4
Three member car pool	South Parking lot, lanes 23-27 North Parking lot, lanes 44 and 45 Mall Extension, lanes 5 and 6
Two member car pool	South Parking lot, lanes 28 and 30 North Parking lot, lanes 46-48 Hayes Street lot, as posted
U (Unusual hours)	South Parking lot, lanes 1-5 South Parking lot, lanes 19 South Parking lot, lanes 31 and 32 North Parking lot, lanes 49-52 Mall Extension, lanes 7-9
GSR (Executive)	South Parking lot, lanes 15 and 16
MSE (Executive)	Mall Extension, lanes 1 and 2
GMR (Executive)	Mall Entrance, as posted

<u>Type of Permit</u>	<u>Area Parking Authorized</u>
GRR (Executive)	River Entrance, as posted
Numbered (Executive)	River Entrance, River Annex Mall Entrance, as posted
G (Special Situation)	Rotary Road, as posted South Parking lot, lanes 33-36 North Parking lot, lanes 53-60 Hayes Street lot, as posted Fern Street lot
T (Transient)	South Parking lot, lanes
AE Drive	Interior Road, Reserved, as posted
Commercial Parking	North Parking lot, Lanes 61-63
Eads Street	Eads Street lot, 400 AND Building only

E1.A4. ATTACHMENT 4 TO ENCLOSURE 1

DD FORM 1199 REVERSE, "CAR POOL PERMIT APPLICATION"

CAR POOL PERMIT APPLICATION							PERMIT NUMBER
I certify that I actively participate as a member of a reserved car pool. I understand that active participation means that I ride to and from work as a member of the car pool (except when on leave or other situations that would preclude travel with the car pool on any given day) for a distance of at least one mile. Further, I understand that to falsify my participation in the car pool will subject me to a fine of up to \$50.00 or imprisonment up to 30 days or both and that administrative action will be taken to revoke my parking privilege for a period of not less than 6 months.							
21. PRINCIPAL MEMBER	b. DEPT.	c. DIV.	d. ROOM NO.	e. TELEPHONE NO.	f. HOME ADDRESS (City and State)	g. LICENSE TAG NO.	h. SIGNATURE
BENSON RAYMOND E	DE	WHS	3C345	34567	Spgfld Va	VA38750	<i>Raymond E. Benson</i>
22. OTHER MEMBERS							
JAMES EDWARD S	AF	0001	5C922	56249	Spgfld Va	VARAF59	<i>Edward S. James</i>
BENSON JANE E		XX	NavAx	45903	Spgfld Va	VATOR99	<i>Jane E. Benson</i>
PITMAN CAROL		XX	XEROX	3459876	Spgfld Va		<i>Carol Pitman</i>
Changes, additions or deletions must be accomplished within 10 working days by submitting a new DD Form 1199.							
23. SIGNATURE OF PRINCIPAL MEMBER					24. DATE ISSUED (YYMMDD)	25. INITIALS OF CENTRAL PARKING OFFICER	

DD Form 1199 Reverse, MAY 89

ALL INFORMATION MUST BE TYPED.

E1.A4.1.1. All information shall be TYPEWRITTEN. Do not use punctuation marks; i.e., dashes, commas, periods, etc.

E1.A4.1.2. Name--Last, first, middle initial (as listed in official records). PRINCIPAL MEMBER'S NAME MUST APPEAR ON THE FIRST LINE.

E1.A4.1.3. Department--This is a two-space designation. Use code as listed in code column. (See Instruction in CPC). OUTSIDE PENTAGON CAR POOL MEMBERS USE XX IN DEPARTMENT.

E1.A4.1.4. Division--This is a four-space designation. Use code as listed in the Instruction. (See Instruction in CPO.) OUTSIDE PENTAGON CAR POOL MEMBERS LEAVE DIVISION BLANK.

E1.A4.1.5. Phone Number--This is a seven-space designation. OX/69 exchange numbers shall list only the five-digit number. (DO NOT USE DASHES.)

E1.A4.1.6. Room--Pentagon car pool members use six spaces or less for room number OUTSIDE PENTAGON. Car pool members abbreviate place of employment in six-space designation or less.

E1.A4.1.7. Local Address--Resident CITY and STATE only. Address may be abbreviated.

E1.A4.1.8. License Number--List car tag license numbers.

E1.A4.1.9. Signature--Each member signs his or her name.

E1.A4.1.10. Principal's Signature--To be signed when permit is received by principal member.

E1.A5. ATTACHMENT 5 TO ENCLOSURE 1

DD FORM 1200, "PENTAGON PARKING PERMIT
REPLACEMENT/RE-USE OF SPACE REQUEST

PENTAGON PARKING PERMIT REPLACEMENT/RE-USE OF SPACE REQUEST			DATE 16 June 1989
MY PENTAGON PARKING PERMIT WAS <input type="checkbox"/> LOST <input checked="" type="checkbox"/> STOLEN <input type="checkbox"/> DAMAGED	DATE LOST, STOLEN OR DAMAGED 15 June 1989	PARKING PERMIT NO. 4M45678	AREA SECTION 4Member
REMARKS Taken from car while parked at the Pentagon. It is requested that I be issued a replacement parking permit (If damaged, permit must be attached)			
ORGANIZATION DE WHS	TYPED NAME OF REQUESTER RAYMOND E. BENSON	SIGNATURE <i>Raymond E. Benson</i>	
THE ABOVE NUMBERED PERMIT IS NOT RECOVERABLE AS EXPLAINED IN REMARKS AND I THEREFORE REQUEST RE-USE OF SPACE ALLOCATION. (THE CERTIFICATE ON REVERSE SIDE MUST BE SIGNED TO MAKE DD1200 VALID.)			
APPROVED: Control card of cancelled permit and application for new permit is herewith submitted.			
TYPED NAME AND ORGANIZATION OF PARKING CONTROL OFFICER		APPROVED (Signature of Departmental Parking Control Officer)	
SIGNATURE			

DD FORM 1200
APR 79

CERTIFICATE

I UNDERSTAND THAT THE PROCESSING OF A PENTAGON PARKING PERMIT REPLACEMENT REQUEST CANCELS THE PERMIT AND MAKES IT ILLEGAL FOR USE. IF THE PERMIT IS RECOVERED IT WILL NOT BE USED ON ANY CAR, BUT WILL BE TURNED IN TO THE PARKING CONTROL OFFICE.

Raymond E. Benson
SIGNATURE OF PERMIT HOLDER

THIS SIDE MUST BE SIGNED TO VALIDATE DD-1200

E1.A6. ATTACHMENT 6 TO ENCLOSURE 1

TABLE OF ADVERSE ADMINISTRATIVE ACTIONS FOR PARKING OFFENSES

<u>Type of Offense</u>	<u>Adverse Actions</u>
1. More than one violation notice in a calendar year.	Depending on the number of occurrences, adverse administrative actions shall range from letters of warning through command channels to notice of permanent revocation of Pentagon parking privileges through command channels.
2. Failure to pay or satisfy judicial requirements arising from violation notices received at Government facilities. Having a warrant issued for failure to respond to a violation notice or notices shall be sufficient evidence of the offense, even if a fine was paid or sentence served when warrant was presented.	Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through command channels.
3. Unauthorized use of parking permits. Examples include, but are not limited to, use of lost damaged or stolen permits, improper transfer or loan of permits; i.e., to an individual who is not a registered member of the car pool or of permits that have expired or have been declared invalid by the CPO office.	Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through command channels.
4. Reproducing, altering, and/or counterfeiting Pentagon parking permits, or possessing such permits.	Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through Agency administrative channels.
5. Using false information to obtain a Pentagon parking permit. Examples are registering non-participants as car pool members or registering in more than one car pool at the same time.	Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through Agency administrative channels.
6. Failure to keep car pool information current.	Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through command channels.