DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:
ARS
5000
MAR 0 5 2009

From: Director, Administration and Resource Management Division
To: Headquarters, United States Marine Corps Parking Representatives

Subj: STANDING OPERATING PROCEDURES (SOP) FOR PARKING ABOARD THE PENTAGON RESERVATION

Ref: (a) Pentagon Force Protection Agency (PFPA), Director of Administration and Management (DA&M), Administrative Instruction #88

Encl: (1) Request for appointment of primary and alternate Parking Representatives
(2) DD Form 2875 (Systems Authorization Access Request (SAAR))
(3) Parking Clearance Request Form
(4) PFPA Pentagon Reservation Security Access Form (PFPA Form 78)
(5) DD Form 1199 Pentagon Reservation Parking Permit Application
(6) Permit Holder's Acknowledgement Statement
(7) Pentagon Reservation Handicap Procedures for Parking

1. **Purpose**. The purpose of this SOP is to assist you in your role as the agency/activity parking representative. This SOP is also provided to establish policies and procedures for Marines/Civilian Marines and Contractor personnel who require parking aboard the Pentagon Reservation (**Pentagon and FOB#2).**

2. **Cancellation**. This SOP cancels and supersedes the previous HQMC Parking SOP dated 14 March 2008.

3. **Background**. The Pentagon Force Protection Agency (PFPA) administers and enforces the parking program and controls vehicle access aboard the Pentagon Reservation (Pentagon and FOB#2) per reference (a). The Department of the Navy receives parking allocations for Navy and Marine Corps personnel aboard the Pentagon Reservation from PFPA, based on the most current Pentagon Occupancy and Space Allocation Study (POSAS)

percentages. The Navy distributes these parking allocations to the Marine Corps Parking Control Officer (MCPCO), who in turn distributes the allocations to Marine Corps Staff agencies/activities.

Executive parking allocations at the Pentagon are based on the Public Directory of "USMC General Officers & Senior Executives" list. Non-executive allocations will be based on the POSAS. Any remaining Non-executive allocations will be given to staff agencies/activities based on total population of civilian and military personnel.

Allocations for Executives and Non-executives located at FOB#2 are based on the total civilian and military population of each staff agency/activity.

4. **Action**. All HQMC Department/Agencies are to comply with the guidance within this SOP unless superseded by other directives and regulations issued by Director, Administration and Resource Management Division (DirAR) or PFPA, Parking Management Division (PMD). This SOP cannot address every conceivable situation that might arise in day-to-day parking matters. When confronted by a situation unfamiliar to you, and not in this SOP, please consult the DirAR (ARS) immediately for guidance.

5. **Responsibilities**

a. Parking Control Officer. The DirAR, Security Programs and Information Management Branch (ARS) is responsible for Marine Corps parking matters aboard the Pentagon Reservation. These parking matters include:

(1) Permanent/Temporary Parking Permits
(2) Executive Parking
(3) Special Event Parking/Access
(4) Visitor Parking
(5) Official Business Access Passes
(6) General Delivery (Remote Delivery Facility Access)

b. Department/Agency Parking Representatives. Department/Agency Parking Representatives are assigned in writing by the HQMC Staff Department/Agency. Enclosure (1) is an example of the appointment letter to be signed and returned to the MCPCO. Additionally, all parking representatives must complete enclosure (2), DD Form 2875 (Systems Authorization Access Request) to gain access into the Real Estate and

Facilities (RE&F) website **https://refapps.ref.whs.mil/**, for the purpose of managing their respective agency/activity parking allocations.

c. Pentagon Forces Protection Agency Parking Management Division. The PFPA Parking Management Division (PMD) controls all parking aboard the Pentagon Reservation. Their responsibilities include parking allocations (cars/trucks/motorcycles), handicapped, special situations, temporary, and parking enforcement. All parking permits originate from the PFPA PMD.

6. **Administration**. The first step in the successful management of department/agency parking matters is to familiarize yourself with this SOP. By doing so, you will know exactly how to negotiate the many intricacies of parking management aboard the Pentagon Reservation.

Parking aboard the Pentagon Reservation is a privilege and not a right of employment. Enclosure (8) of reference (a) addresses the abuse of parking privileges. The following are examples that may result in the loss of the department/agency parking allocation, the individual's ability to park aboard the Pentagon Reservation for 6-12 months, a misdemeanor, prosecution, boot, and/or towing at the owner's expense:

- **Improper transfer of a parking permit.**
- **Parking in an unauthorized parking area.**
- **Parking in an area not designated by the permit.**
- **Altering a parking permit or the falsification of parking documents or records.**

After the MCPCO has received the department/agency parking representative designation letter (enclosure 1), and the Systems Authorization Access Request (DD From 2875) (enclosure 2), the MCPCO will:

a. Forward enclosures 1 and 2 to the PFPA PMD for processing. Within one week, an account will be established in the Real Estate and Facilities (RE&F) database. This account will allow the department/agency parking representative to manage his/her parking allocations.

b. Provide the department/agency representative with the current parking allocation (by name) of all personnel assigned to that department/agency.

c. Provide instructions and assistance to the department/agency representative to assist in the transfer, reallocation, deletion, or turnover of the department/agency parking allocations.

7. **General Parking Request**. Executive, temporary, and visitor parking fall under this general parking category. This category of parking does not impact the department/agency parking allocation unless the request is more than temporary in nature (more than five working days). Executive is defined as any General Officer (GO) or member of the Senior Executive Service (SES) (active or retired) or anyone that will be visiting a General Officer or member of the Senior Executive Service. All general parking requests must be submitted at least **24 hours** prior to the scheduled visit on the Parking Clearance Request Form (enclosure 3) via the **SMB HQMC ARS Parking Mailbox.**

In the event this mailbox is not functioning, the request may be e-mailed to the MCPCO. If your email is not answered by close of business, call (703) 695-0570 or (703) 614-2305. Upon receipt, the MCPCO will place the parking request into the RE&F for processing. Please be advised, the MCPCO is not the final approval authority for your parking request. This request, once entered into the RE&F database must be approved by the PFPA PMD. As such, requests not received within the required 24 hour time frame may not be approved in time for the visit. Therefore, it is imperative that all General Parking Requests are received at least **24 hours** prior to the visit. In the event of a same day parking request, send the Parking Clearance Request Form to the parking SMB mailbox and call (703) 695-0570 or (703) 614-2305 for immediate assistance.

8. **Visitor Parking**. The following is a list of visitor parking for the Pentagon Reservation:

- **Pentagon Executive Parking:** Executive visitor parking for the Pentagon will be assigned at the time of approval.

- **Hayes Street, Fern Street and North Parking (Lane 57-63) Parking:** Parking at the Hayes and Fern Street Lots located on Army Navy Drive and North Parking (Lane 57-63) is designated for visitors and permanent personnel that do not have a permit, or for personnel that are receiving metro subsidy and need to park in general parking areas if they have an urgent need to drive in for the day.

- **FOB#2 (Navy Annex) Compound:** There are five (5) Executive visitor spaces (37 through 41) within the Navy Annex Compound that are shared between all DoD Agencies in the building. These spaces are strictly used for visiting General Officer and SESs, or for personnel that are visiting General Officers/SES that work at FOB#2. Compound visitor parking is not authorized for permanent personnel that work in FOB#2 or personnel that possess a parking permit unless it is a GO or SES from the Pentagon.

- **Southgate Road:** Visitor spots are available for non-executive visitors on Southgate Road, marked as visitor parking in between the two blue signs. Permit holders are not authorized to park in designated visitor spaces. Violators will be subject to boot or towing at the owner's expense.

- **FOB#2 General Visitor Parking**: Visitors that require parking for the entire day or more will be cleared for general parking in any FOB#2 designated (F-C) parking area.

9. **Special Event Parking**. Organizations may request special event parking for HQMC-sponsored events that are held aboard the Pentagon Reservation. Examples of these events include but are not limited to; Medal of Honor Ceremony, General Officer Symposium, Brigadier General Officer Symposium, Top Level School, and retirements and promotions hosted by a General Officer or Member of the Senior Executive Service. Since special events normally require a great deal of coordination for both parking and access requirements (non DoD badge holders), it is requested that the MCPCO be notified at least 21 days in advance of the special event. The specific details of your parking requirements and access will be discussed and formalized with the requesting sponsor during the course of individual meetings and by separate correspondence.

Do not place Special Event parking requests into the HQMC ARS Parking Mailbox. All parking requirements for Special Events must be hand carried to the HQMC Parking Control Office (Room 2104) or call (703) 695-0570 or (703) 614-2477.

Retirements and Promotions: Parking Clearance Request forms (enclosure 3) are required for all visitors attending retirements and promotions on the Pentagon Reservation. Executives, immediate family and family members with special needs will be processed and approved as needed. Family members that are not immediate or those who don't have special needs will be cleared for Pentagon Hayes Street parking and for FOB#2

"F-C" parking. This category of parking does not impact the department/agency parking allocation.

10. **General Delivery (Remote Delivery Facility)**. All deliveries to the Pentagon Reservation **must** be received and screened at the Remote Delivery Facility (RDF) prior to distribution to any tenant activity. The vehicle driver and any helpers must have a current DoD Building Badge or a completed National Criminal Investigative Check (NCIC) prior to being granted access onto the Pentagon Reservation.

If the driver and/or helpers do not possess a current DoD Building Badge or have not completed the required NCIC check, the process for delivery may take **48 to 72 hours** to coordinate. Department/agencies should submit all requests for deliveries on the Pentagon Reservation Security Access Form, PFPA Form 78 (enclosure 4). PFPA Form 78 is used to verify access and to initiate an NCIC on drivers and/or helpers that do not have a current DoD Building Badge or a current NCIC. Once PFPA Form 78 is completely filled out, submit the form via the **SMB HQMC ARS Parking Mailbox.** Failure to complete the PFPA Form 78 will preclude the individuals from conducting business on the Pentagon Reservation.

The vehicle must be at the RDF within one hour of the time of the requested delivery. The RDF will not allow the vehicle to be processed through the Dock Master if the vehicle fails to be at the RDF in the allotted one hour time limit.

11. **Parking Permits**

a. There are many different types of parking permits aboard the Pentagon Reservation. Each permit is unique and distinct for the Pentagon proper and Federal Office Building #2 (FOB#2). The exception is Handicapped and Carpool permits, which are the same for the Pentagon and FOB#2. Each permit authorizes the holder to park in a specific parking area. It is particularly important that personnel pay strict attention to their assigned parking permit and the authorized parking area for that particular parking permit. **Failure to park in designated parking areas could result in booting or towing at owner's expense.**

Parking in excess of 24 hours in one location requires a prior written request or email from the authorized permit holder to PFPA PMD for approval. This information is provided to the Pentagon Police for security measures.

The following is a list of the many different permits aboard the Pentagon Reservation.

Pentagon		FOB#2	
Mall	(M#)	Compound	(CP#)
Corridor #5	(C5#)	"A"#	(NA#)
North Secure #	(NS#)	FOB "A"	(F-A)
South Secure "A"	(SSA#)	FOB "C"	(F-C)
North "A"	(N-A)	B (Carpool)	(B)
South "A"	(S-A)	Handicapped	(H)
North "C"	(N-C)	Motorcycle	(BIKE)
South "C"	(S-C)		
B (Carpool)	(B)		
Handicapped	(H)		
Motorcycle	(BIKE)		

b. Permanent parking is defined as parking spaces assigned to permanent employees (Military, Civilian, Contractor) of HQMC. Permanent parking spaces consist of all the aforementioned parking categories. All requests for permanent parking permits must be submitted on the DD Form 1199 (enclosure 5) along with the Permit Holder's Acknowledgement Statement (enclosure 6). The Permit Holder's Acknowledgement Statement informs all Pentagon Reservation permit holders of their obligation to comply with parking responsibilities.

All information on the DD Form 1199 must be accurate. Both forms (DD 1199 and Permit Holder's Acknowledgement Statement) will be validated by the requestor's signature.

Falsification of the DD 1199 may result in the permanent loss of parking privileges aboard the Pentagon Reservation. Under no circumstances should personnel loan or share a parking permit.

c. General Officers and Members of the Senior Executive Service that possess Mall and Corridor #5 parking permits are authorized to park on the FOB#2 Compound with their current Pentagon Parking Permit. These personnel may park in spaces 37 through 41 if available. If these parking spaces are not available, the MCPCO should be notified at (703) 695-0570 to assist with locating the General Officer or SES Member a parking space. It is recommended that department/agency parking representatives contact the MCPCO in advance of the General Officer or SES Member visiting FOB#2 to avoid any delay in locating a parking space. Additionally, GO's/SES members have been placed on a six month access list. This access list authorizes the GO/SES member access aboard the FOB#2 compound in

visitor parking spaces 37 through 41 only without prior clearance. However, it is highly recommended that department/agency parking representatives contact the MCPCO prior to the anticipated visit to ensure parking is available.

d. All Marine Corps personnel assigned to FOB#2 in possession of a Compound parking permit or "A" numbered parking permit may park at the Pentagon in areas designated as "S-A", "N-A" "S-C", "N-C", and "B" daily during the work day.

Marine Corps personnel assigned to the Pentagon in possession of a "NS#" or "SSA#" permit may park at FOB#2 in areas designated as "F-A", "F-C", and "B" daily during the work day.

Marine Corps personnel assigned to the Pentagon in possession of an "N-A" or "S-A" permit may park at FOB#2 after 1400 daily in areas designated as "F-A" and "F-C".

Marine Corps personnel assigned to the Pentagon in possession of an "N-C" or "S-C" permit may park at FOB#2 after 1400 daily in areas designated as "F-C".

Marine Corps personnel assigned to FOB#2 in possession of an "F-A" permit may park at the Pentagon after 1400 daily in areas designated as "N-A" or "S-A".

Marine Corps personnel assigned to FOB#2 in possession of an "F-C" permit may park at the Pentagon after 1400 daily in areas designated as "N-C" or "S-C".

Personnel with "H" Handicapped or "B" Carpool parking permits may park at Pentagon or FOB#2 designated lanes at any time.

e. Handicapped Parking: State sponsored Handicapped Parking Placards are not recognized aboard the Pentagon Reservation. Only personnel with handicapped parking permits issued by the PFPA PMD are authorized to park in the designated handicapped parking areas at the Pentagon and FOB#2. Personnel requesting handicapped parking must obtain a formal letter (on letter head) from their doctor addressing the disability and the anticipated length of time needed for handicapped parking permit, with the doctor's original signature. Enclosure (7) lists the procedures by which handicapped parking is requested.

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?

Once the requestor receives the doctor's note, it must be faxed or hand carried to:

Department of Defense
DiLorenzo TRICARE Health Clinic
5801 Army Pentagon, Room 4A870
Washington, DC 20310-5801
Comm: (703) 692-8569
Fax: (703) 692-6250

The DiLorenzo clinic will fax the approval letter back to the requestor. Once the requestor receives the approval letter from the clinic, they must submit the clinic approval letter to the PFPA PMD. The PFPA PMD will have the requestor fill out and sign the Form DD 1199 and the Permit Holder's Acknowledgement Statement for processing. Once the permit is ready for pick-up the PFPA PMD or the MCPCO will notify the requestor. The requestor will pick up the permit from the PFPA PMD or HQMC MCPCO and sign the control card.

f. Temporary Disability: Temporary disability parking permits are granted based on the time period specified by the DoD Health Services as indicated on the medical documentation submitted by the requestor. PFPA PMD may authorize temporary disabled parking for up to 60 days once documentation is obtained from the requestor's physician. Authorized parking spaces for the temporary disability category are located in

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 PFPA PMD during the duration of the disability. PFPA PMD will hold the permit in the individual's parking records, not to exceed a 1-year time period. Upon termination of the disability permit, the individual may retrieve the original parking permit from PFPA PMD.

g. Carpool and Vanpool Parking: Carpool and Vanpool parking permits are handled exclusively by the PFPA PMD. Van/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:

(1) 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 PFPA PMD and may require written statements. The principal member and all other van pool members shall apply for and obtain the van pool permit from PFPA PMD, located in Room 2E165, Pentagon Concourse. Pentagon Reservation van pool permit holders must be registered with the Washington Metropolitan Area Transit Authority to retain their "B" parking permit.

(2) 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 PFPA PMD and may require written statements. The principal member and all other car pool members shall apply and obtain the car pool permit from PFPA PMD, located in Room 2D1039, Pentagon Concourse.

(3) All members are required to fill out and sign the Form DD 1199 and the Permit Holder's Acknowledgement Statement

at the PFPA PMD in room 2D1039. The PFPA PMD will issue the carpool or vanpool permit at that time.

(4) Carpool and Vanpool parking permits will expire according to the expiration date of the members DoD badge. Renewal of the permit is the responsibility of the principal members of the carpool or vanpool.

h. Temporary Parking Permit: A temporary parking permit is issued based on the following criteria:

(1) New personnel or individuals out-processing with a copy of official orders or in/out processing papers. Temporary parking permits shall not exceed 2 weeks in duration. Individuals may obtain the temporary permit from PFPA PMD, located in Room 2D1039, Pentagon Concourse.

(2) Other 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 permit from PFPA PMD, located in Room 2D1039, Pentagon Concourse.

(3) For individuals enrolled in the NCR Mass Transit Subsidy Program who require temporary parking that exceeds 5 work days to support a requirement outside of the mass transit operation hours, the individual must have written authorization from their staff agency. The agency will submit the request for approval to PFPA PMD for processing. Each individual is required to pick up and return parking permits to PFPA PMD.

(4) HQMC Personnel that are cleared for general parking (F-C) are authorized to park in any FOB#2 designated parking areas on the lower half of Southgate Road or in the Columbia Pike parking lots. The only parking authorized for contractors is F-C parking. Personnel that receive the metro subsidy must contact their agency parking representative and submit a parking clearance request form to park in general parking areas if they have an urgent need to drive in for the day.

12. **Assignment of Executive Parking Permits**. Permanent Executive Parking is defined as General Officer, Member of the Senior Executive Service, Executive Assistant, and Sergeant Major of the Marine Corps. Executive parking spaces at the Pentagon are assigned by the Director, Marine Corps Staff. Executive Parking permits at FOB#2 are assigned by the DirAR.

13. **Deleted, Cancelled, Replacement Parking Permits**

a. Deleting a parking permit allows the department/agency to recover the parking allocation for re-issue to another individual. This is accomplished by the department/agency parking representative accessing the RE&F and deleting the current permit holder in the system. This can only be accomplished when the original permit holder has returned the parking permit to the MCPCO at FOB#2.

b. All lost, stolen or missing parking permits must be reported by the permit holder to the PFPA Command Center (PCC) at (703) 697-1001. If the permit holder no longer works onboard the Pentagon Reservation and fails to return the permit, the agency parking rep must call the PCC and report the permit missing. For missing permits, the following procedures are:

(1) PCC personnel will take a statement from the caller and will give the caller a case number.

(2) The caller must give the case number to their respective agency parking rep to enter into the parking database to generate a replacement permit for a permit reported lost or stolen. If the caller is a van/car pooler, the individual must report the case number to the PFPA PMD for replacement.

14. **Official Vehicles**. The parking areas currently designated in North Parking as "O" (Official) are for marked government-owned, unmarked government-owned or government-leased vehicles as well as other government agencies visiting the Pentagon Reservation on official business using a government vehicle. The requirements for the following government vehicles are:

a. Marked Government. All marked government-owned vehicles that routinely park at the Pentagon Reservation must display a PFPA PMD-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 government agency the vehicle is assigned to, the point of contact at that agency, and work phone number that will be maintained in the PFPA PMD database. Visiting Federal government agencies may obtain location stickers by submitting a letter of request from the agency to PFPA PMD. The letter must include the name of the agency point of contact, a work telephone number, the agency's location, all applicable government vehicle license plate numbers, vehicle description, and the name of the DoD agency being visited.

b. Unmarked Government. Unmarked government-owned or leased vehicles must display a Pentagon Reservation "O" parking permit while parked on the Pentagon Reservation. Other government agency official decal/placards are not authorized for parking access on the Pentagon Reservation. An "O" parking permit may be obtained on a space availability basis by submitting a letter of justification through the appropriate department/agency parking representative to PFPA PMD along with a copy of the state-issued registration for each vehicle or a copy of the lease agreement for each vehicle. **This letter must be sent via DirAR, (ARS) to:**

Department of Defense
Pentagon Force Protection Agency (PFPA)
Attention: Parking Management Division (PMD)
9000 Defense Pentagon, Room 2D1039
Washington, DC 20301-9000

PFPA PMD 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 (GSA), 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.

All occupants in the vehicle must have a DOD Badge or CAC card.

c. Official Business (OB) Access Pass. A temporary pass may be issued every 18 months to DoD agencies 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 guards. 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: "DoD Building Pass;" DoD CAC; 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 slight 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.

An "OB" parking permit may be obtained by submitting a letter of justification through the appropriate department/agency parking representative to PFPA PMD. The agency point of contact and pertinent vehicle information must be included. **This letter must be sent via DirAR, (ARS) to:**

Department of Defense
Pentagon Force Protection Agency (PFPA)
Attention: Parking Management Division (PMD)
9000 Defense Pentagon, Room 2D1039
Washington, DC 20301-9000

d. The following is a list of authorized locations for government vehicle parking:

Pentagon

South Parking Lane 26
Hayes and Fern Street
North Parking, lanes 44-45

FOB#2

Any area designated as "F-C" parking.

All occupants in the vehicle must have a DOD Badge or CAC card.

15. **Boot and Towed Vehicle Information**. In the event government or privately owned vehicles have been booted or towed, please contact the Pentagon Force Protection Agency at (703) 697-1001. The cost to recover your vehicle is $75.00 for boot removal or $95.00 for tow, **cash only**.

a. Vehicles are subject to towing or booting when they are:

(1) Parked 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; displaying an invalid or expired parking permit; displaying expired state-issued registration; or parking a vehicle so that it occupies or utilizes portions of two marked parking spaces.

(2) Covered with any type of car cover prohibiting a Pentagon police officer from seeing the parking permit or vehicle license plate number.

16. **Personal Vehicle Damage.** Fault of Government: In the event that a personal vehicle is damaged on the Pentagon Reservation and it is the fault of the government, the member may file a claim through the Legal Office located at Fort Myer. The Legal office can be reached at 703-696-0761. Claims are only processed when the damage was the fault of the government, i.e. security gate rose up and damaged the vehicle, or the damage was based on negligence i.e. failure to remove metal post from broken signage causing damage to vehicle tires.

Other Incidents: For any incident not the fault of the government, the member must call the Pentagon Police and report the incident. The Pentagon Police can be reached at 703-697-5555.

17. **Contact**. If you have any questions regarding parking management, please contact the HQMC Parking Control Officer, Ms. Emily C. Paige at (703) 695-0570 or emily.paige@usmc.mil or Mr. Wallace C. Simms at (703) 614-2477 or Wallace.simms@usmc.mil.

A. A. WASHINGTON

5000
Unit Code
Date

From: HQMC Department/Agency
To: Rank/Name

Subj: LETTER OF APPOINTMENT

Ref: (a) HQMC Standing Operating Procedures (SOP) for Parking aboard the Pentagon Reservation

1. You are hereby appointed as the Primary or Alternate (circle one) Department/Agency Parking Representative for Name of Unit (Org Code).

2. You will familiarize yourself with the information contained in reference (a).

3. Please contact Ms. Emily C. Paige at (703) 695-0570 to schedule your training.

I. M. MARINE
Name is All Caps

FIRST ENDORSEMENT

From: Rank Name
To: HQMC Department/Agency

1. I acknowledge my appointment as the Primary/Alternate (circle one) Department/Agency Parking Representative for the Headquarters Marine Corps, Name of Unit (Org Code). I have familiarized myself with the information contained within the reference.

I. M. MARINE
Name in All Caps

Enclosure (1)

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act.
PRINCIPAL PURPOSE: To record names, signatures, and Social Security Numbers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.
ROUTINE USES: None.
DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

TYPE OF REQUEST ☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID _____	DATE *(YYYYMMDD)*
SYSTEM NAME *(Platform or Applications)*	LOCATION *(Physical Location of System)*

PART I *(To be completed by Requestor)*

1. NAME *(Last, First, Middle Initial)*		2. SOCIAL SECURITY NUMBER
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. PHONE *(DSN or Commercial)*
6. OFFICIAL E-MAIL ADDRESS	7. JOB TITLE AND GRADE/RANK	
8. OFFICIAL MAILING ADDRESS	9. CITIZENSHIP ☐ US ☐ FN ☐ OTHER	10. DESIGNATION OF PERSON ☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR

USER AGREEMENT

I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS *(Complete as required for user or functional level access.)*
☐ I have completed Annual Information Awareness Training. DATE *(YYYYMMDD)* _____

11. USER SIGNATURE	12. DATE *(YYYYMMDD)*

PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR *(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block* 16.*)*

13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED:
☐ AUTHORIZED ☐ PRIVILEGED

15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED *(Specify category)*
☐ OTHER _____

16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. ☐	16a. ACCESS EXPIRATION DATE *(Contractors must specify Company Name, Contract Number, Expiration Date. Use Block* 27 *if needed.)*

17. SUPERVISOR'S NAME *(Print Name)*	18. SUPERVISOR'S SIGNATURE	19. DATE *(YYYYMMDD)*
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	20a. SUPERVISOR'S E-MAIL ADDRESS	20b. PHONE NUMBER
21. SIGNATURE OF INFORMATION OWNER/OPR	21a. PHONE NUMBER	21b. DATE *(YYYYMMDD)*

22. SIGNATURE OF IAO OR APPOINTEE	23. ORGANIZATION/DEPARTMENT	24. PHONE NUMBER	25. DATE *(YYYYMMDD)*

ENCLOSURE (2

26a. NAME *(Last, First, Middle Initial)*	26b. SOCIAL SECURITY NUMBER

27. OPTIONAL INFORMATION *(Additional information)*

PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION

28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION *(YYYYMMDD)*	
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION ☐ LEVEL I ☐ LEVEL II ☐ LEVEL III	
29. VERIFIED BY *(Print name)*	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE	32. DATE *(YYYYMMDD)*

PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED *(YYYYMMDD)*	PROCESSED BY *(Print name and sign)*	DATE *(YYYYMMDD)*
DATE REVALIDATED *(YYYYMMDD)*	REVALIDATED BY *(Print name and sign)*	DATE *(YYYYMMDD)*

PARKING CLEARANCE REQUEST FORM

3/6/2009

INSTRUCTIONS: All visitor requests must be made by Agency parking representatives. Agency parking representatives must review parking requests to insure that all fields have complete information. AR Security requires 24hrs notice so that requests are handle in a timely manner.

Agency/Parking Rep:

Rank/Title:	Last Name:	First Name:	Agency:

Visitor(s): Please indicate primary driver by checking **P** box. There is one primary per request.

Rank/Title:	Last Name:	First Name:	P

Date(s) of Visit:

From:
To:

Time of Visit:

From:
To:

Visitee Information: Please provide all requested information.

Rank:	Last Name:	First Name:	Rm Number:

Work Location:

Agency:

Office Phone No:

License plate information: in the following spaces, enter the license plate numbers and state for all the vehicles that the visitor may drive. **Please no vehicle descriptions.**

Plate Number/State:

Plate Number/State:

Comments:

Equipment Delivery: Deliveries in commercial vehicles must be inspected by RDF (Remote Delivery Facility). Inspections are by appointment and can only be arranged by AR Security. All RDF request must be made 24 hours in advance. Please notify ARS for arrangements.

*FORM CREATED BY AR SECURITY SEPT. 2004

Pentagon Force Protection Agency
Pentagon Reservation Security Access Form

Please fill out appropriate fields and fax to the PFPA Security Services Directorate at 703-692-8633.
For questions, call 703-692-8376/8631.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, E.O. 9397(SSN), and 12958
PRINCIPLE PURPOSE(S): This information is used by officials of Pentagon Force Protection Agency, Defense Facilities Directorate and Washington Headquarters Services to maintain a listing of personnel who are authorized a DoD Pentagon Building Pass or access to the Pentagon.
ROUTINE USE(S): None
DISCLOSURE: Completion of this form is voluntary; however, failure to complete this form with the information requested will preclude individual from conducting business on the Pentagon Reservation.

Part A - Requesting Official Information	
1.a. Requestor's Name (*Last, First, Middle initial*)	**b. Signature**
c. Contact Number	**d. Agency** (*i.e. Army, Navy, OSD, etc*)

Part B – Delivery/Pick-up Information		
2.a. ITS Tracking Number		**b. Arrival Date**
c. Final Destination (i.e. *Pentagon, FB2, etc.*)	**d. Purpose of visit**	

Part C – Driver/Helper Information		
3.a. Name (*Last, First, Middle initial*)	**b. Company**	
c. Date of Birth	**d. Place of Birth**	
e. U.S. Citizen (*Yes or No*)? (If "No," skip to "g")	**f. SSN**	
g. Alien Registration Number	**h. Country**	**i. Expiration Date**
4.a. Name (*Last, First, Middle initial*)	**b. Company**	
c. Date of Birth	**d. Place of Birth**	
e. U.S. Citizen (*Yes or No*)? (If "No," skip to "g")	**f. SSN**	
g. Alien Registration Number	**h. Country**	**i. Expiration Date**
5.a. Name (*Last, First, Middle initial*)	**b. Company**	
c. Date of Birth	**d. Place of Birth**	
e. U.S. Citizen (*Yes or No*)? (If "No," skip to "g")	**f. SSN**	
g. Alien Registration Number	**h. Country**	**i. Expiration Date**

PFPA Form 78 February 3, 2006 **(Previous Edition is obsolete)**

PENTAGON RESERVATION PARKING PERMIT APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 2674(c)(1); 42 U.S.C. 7418(d); 5 U.S.C. 7905; E.O. 12191; E.O. 13150; and E.O. 9397.

PRINCIPAL PURPOSE(S): To administer the Pentagon parking permit program where individuals are allocated parking spaces; to operate vehicular environmental compliance and maintenance programs involving certain vehicles which are operating on the Pentagon Reservation or Federal Office Building 2 (FOB2); and to ensure that unless authorized to do so, parking permit applicants do not also receive the DoD National Capital Region Public Transportation fare subsidy benefit.

ROUTINE USE(S): Other Federal agencies may receive permit application information to ensure that only eligible individuals are receiving the mass transportation fare subsidy benefit. The EPA may receive permit application information to ensure that vehicles operating on the Pentagon Reservation and FOB2 are in compliance with Clean Air Act requirements. State and local governmental authorities may receive information for the purpose of reporting vehicular compliance with statutory/regulatory maintenance standards.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in denial of the application for a parking permit.

1. LAST NAME	2. FIRST NAME	3. MIDDLE NAME

4. MAIDEN NAME *(If applicable)*	5. SOCIAL SECURITY NUMBER	6. E-MAIL ADDRESS

7. RANK *(X one)*

☐ a. GENERAL SCHEDULE ☐ b. EXECUTIVE SCHEDULE ☐ c. SENIOR EXECUTIVE SERVICE ☐ d. OFFICER
☐ e. WAGE GRADE ☐ f. ENLISTED ☐ g. CONTRACTOR
☐ h. OTHER *(Specify)*

8. GRADE

9. WORK LOCATION *(X one)*

☐ a. PENTAGON ☐ b. 400 ARMY NAVY DRIVE ☐ c. FOB2 ☐ d. OTHER *(Specify)*

10. ROOM NUMBER	11. WORK TELEPHONE NUMBER *(Include area code)*	12. HOME ZIP CODE *(ZIP Code + 4)*

13. DEPARTMENT *(X one)*

☐ a. ARMY ☐ b. AIR FORCE ☐ c. NAVY ☐ d. DEPARTMENT OF DEFENSE
☐ e. OFFICE OF THE SECRETARY OF DEFENSE ☐ f. OTHER *(Specify)*

14. AGENCY/DIVISION

15. VEHICLE TAGS

a.(1) LICENSE PLATE NUMBER	(2) STATE	b.(1) LICENSE PLATE NUMBER	(2) STATE	c.(1) LICENSE PLATE NUMBER	(2) STATE	d.(1) LICENSE PLATE NUMBER	(2) STATE

16. CAR POOLS AND VAN POOLS *(X one)*

☐ a. 2M ☐ b. 3M ☐ c. 4M ☐ d. VAN POOL *(7 or more members)*

17. ARE YOU APPLYING FOR AN INDIVIDUAL PERMIT?	18. DO YOU RECEIVE METRO SUBSIDY?
☐ a. YES ☐ b. NO	☐ a. YES ☐ b. NO

CERTIFICATION PERTAINING TO CAR POOL

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 on any given day, for a distance of at least five miles. Further, I understand that administrative action will be taken to revoke my parking privilege for falsifying my participation.

19.a. PRINCIPAL MEMBER SIGNATURE	b. DATE *(YYYYMMDD)*	20.a. APPLICANT SIGNATURE	b. DATE *(YYYYMMDD)*

FOR OFFICE USE ONLY

21. PERMIT TYPE	22. ISSUE TYPE *(X one)*	23. TRANSACTION TYPE *(X one)*
	☐ a. NEW ☐ b. REPLACE ☐ c. DUPLICATE	☐ a. SPECIAL ☐ b. DISABLED ☐ c. EXCEPTION

24. FOB2 ONLY		25. PERMIT NUMBER	26. PERMIT EXPIRATION DATE *(YYYYMMDD)*
a. LOT NUMBER *(1 - 6)*	b. COMPOUND LETTER *(A-O)* AND SPACE NUMBER		

27. PROCESSOR NAME *(Last, First, Middle Initial)*	28. PROCESSOR SIGNATURE	29. SIGNATURE DATE *(YYYYMMDD)*

Pentagon Reservation Permit Holder's Acknowledgement Statement of Parking Responsibility

The Pentagon is a secure and controlled facility. All vehicles accessing and parking on the Reservation must be identified by the individual's name and vehicle tag number. You have been issued a parking permit assigned to your name and vehicle license tag number. As a Pentagon Reservation permit holder, you are obligated to comply with the rules stated below. Failure to comply will result in the vehicle being towed, administrative actions, and if applicable, criminal sanction. As a permit holder:

- I will keep parking data information, such as; mass transit benefit membership, work phone number, vehicle tag numbers, car pool membership, if applicable, current at all times with the Parking Management Division (PMD), located in Room 2E165A, Concourse. My vehicles not properly registered will be towed.
- I will return the assigned parking permit issued upon out-processing, retiring, expiration, or leaving the agency to PMD. I understand the permit is non-transferable to another individual. This illegal act subjects me to be investigated and possible criminal sanction.
- Any modification, reproduction, or replication to the Parking Permit is prohibited. Violators are subject to administrative action and/or criminal prosecution and having their vehicle immediately towed at their own expense.
- I understand that my vehicle will be immediately towed per the following offenses:

1. Displaying an expired Parking Permit
2. Displaying a Parking Permit not issued to the vehicle it's displayed upon
3. Vehicles parked in a non-designated parking area for the type of Parking Permit displayed; i.e., a "C" Parking Permit parked in an "A" designated parking area.

VIOLATOR'S PARKING PRIVILEGES MAY BE SUSPEND FOR UP TO 12 MONTHS PER THE ABOVE OFFENSES.

I have read and acknowledge my responsibility as a Pentagon Reservation permit holder upon the receipt of the assigned parking permit.

_____ _____

Permit Holder's Printed Name Permit Type and Number

_____ _____

Permit Holder's Signature Date

Enclosure (6)

PENTAGON RESERVATION HANDICAP PROCEDURES FOR PARKING

1. Obtain a formal letter on letterhead from your doctor addressing the following issues in accordance with "A.I.88, Pentagon Parking Program":

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

   Whether the disability prevents the use of public transportation. If so how?
   Whether the disability prevents participation in a carpool, either as an operator or as a passenger. If so, how?
   What the limitations are, if any, on walking specific distances.
   Why the increased walking distances from a carpool area might be incapacitating.
   Any other relevant information supporting the request for an "H" permit.

2. The requestor must call the Health Unit at (703) 692-8803 to make an appointment for approval of handicapped parking permit. Civilians may call the Civilian Health Unit at 692-8569 for an appointment.

3. The Health Clinic will issue you a form. If the form is for a permit less than 2 months, bring the form to the Parking Management Office, Room 2E165A Concourse, adjacent to the Post Office and a permit will be issued. If the form is 3 months or more, call your appropriate agency parking representative (listed below) for further instructions and forms.

AGENCY	ROOM NUMBER	PHONE NUMBER
Air Force	5D257	(703) 693-9502
Army Chief of Staff	3D548	(703) 602-9746
DIA	2C238	(703) 695-9484
Joint Staff	2C967	(703) 695-4919
NASO	5A532	(703) 697-0874
OPNAV	4A654	(703) 695-3121
OSD	5D325	(703) 692-3987
Sec of Army	1A137	(703) 692-4003
Def. Info. System Agency	BE833	(703) 692-9578
Marine Corps	FOB2	(703) 695-0570

4. Please note that a state's decision to issue you a handicapped parking sticker has no bearing on the Defense Department's decision whether to issue you a parking permit for a particular area in the parking lots. You should also note that a Pentagaon Reservation permit is required to park anywhere on the Reservation. Vehicles without an authorized Pentagon Reservation permit will be towed.

ENCLOSURE (7)

DEPARTMENT OF THE ARMY
DiLorenzo TRICARE Health Clinic
5801 Army Pentagon
Washington, DC 20310-5801

REPLY TO
ATTENTION OF:

MCHL-HC

HANDICAPPED PARKING PRIVILEGES

Dear Colleague:

This employee is requesting special handicapped parking privileges.

Parking is very scarce at this installation and must be parceled out carefully to meet the needs of numerous employees who may require it for medical reasons.

I would appreciate your making a careful evaluation of your patient's need for special parking.

Your letter of support should clearly specify:

1. The precise nature of the condition
2. How far the patient is able to ambulate
3. Any assistive devices (cast, crutches, canes, walker, oxygen, etc)
4. The projected duration of the handicap
5. Whether the patient is allowed to drive

The letter should be typed or legibly written and dated on letterhead by a medical doctor with his/her original signature. It should be noted that a DMV handicapped parking sticker is not sufficient justification to warrant handicapped parking privileges in the Pentagon.

Thank you for helping us come to a decision in this situation.

Sincerely,

Robert V. Veiga, M.D., M.P.H.
Medical Director
Civilian Employees Health Service

EXHIBIT (7)